

Granbury Volunteer Fire Department

Standard Operating Guidelines



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What Are Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs)?

SOPs and SOGs are written policies that establish expectations for fire service personnel in performing their duties. According to the National Fire Protection Association (NFPA), they are organizational directives that define a standard course of action for fire departments. While SOPs outline mandatory rules, SOGs provide flexible recommendations, allowing personnel to adapt to specific situations.

These guidelines address all fire service functions, from administration to emergency response, and cover aspects such as safety, equipment maintenance, command structures, personnel rights, and coordination with external organizations. Unlike pre-incident plans, which focus on site-specific emergency strategies, SOPs/SOGs are general directives applicable across a range of scenarios.

SOPs/SOGs do not teach technical skills but provide procedural guidance aligned with department rules. Personnel receive separate training for skills like firefighting, medical care, and program management. The documents ensure consistent operations, enhance safety, and define expectations for all team members.

Importance of SOPs/SOGs

Modern fire service organizations face increasing responsibilities, limited resources, and complex regulatory requirements. SOPs/SOGs help departments address these challenges by:

- Clarifying job expectations and responsibilities.
- Enhancing safety, training, and operational performance.
- Supporting regulatory compliance and accountability.
- Reducing liability and improving morale.

For department leaders, SOPs/SOGs facilitate efficient change management, enhance operational control, and ensure consistency across all levels. For personnel, they provide clear instructions to improve decision-making in dynamic situations.

SOPs vs. SOGs

- **SOPs:** Mandatory rules detailing specific job requirements and actions for common situations (e.g., harassment policies).
- **SOGs:** Flexible guidelines recommending actions while allowing personnel discretion (e.g., emergency scene procedures).

In summary, SOPs and SOGs are essential tools for fire service organizations, promoting safety, efficiency, and professionalism while minimizing risks and liabilities. Ignoring these tools can lead to accidents, legal issues, and operational inefficiencies.

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| G | SOG Title: Aerial Testing | |
| | SOG Number: | |
| | Original Date: 1/27/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Aerial Device Maintenance & Inspection



Aerial Device Maintenance and Testing Guidelines

Purpose

Aerial devices are essential tools for fire departments. Due to their mechanical complexity, proper maintenance is critical to ensure safety, prevent structural failures, and extend their lifespan. This guideline outlines steps for the Granbury Volunteer Fire Department to maintain these devices effectively.

Key Concerns

1. **Metal Fatigue:** Caused by stress over time, leading to potential structural failure.
2. **Improper Maintenance:** Neglecting regular upkeep increases the risk of wear and tear.

Budget and Maintenance

- Allocate sufficient funds for annual testing, maintenance, and long-term repairs.

- Conduct routine inspections and maintenance per the manufacturer's instructions. Ensure components like cables, rail guides, and pulleys are clean, lubricated, and free of damage. Document inspections thoroughly.

Testing Requirements

Adhere to **NFPA Standard 1911** for inspection, maintenance, and testing:

- **Annual Testing:** Conducted by a qualified individual, includes a visual inspection and operational tests. Covers systems like pumps, electrical components, breathing air systems, and road performance.
- **Nondestructive Testing (NDT):** Performed every five years or after significant stress/damage by a certified NDT Level II Technician. Methods like radiography, ultrasonic testing, and magnetic particle inspection detect metal fatigue, cracks, or deformities in structural components.

Selecting a Test Agency

- Ensure the agency is certified and insured to perform required tests.
- Verify they meet NFPA 1911 standards and distinguish between Annual and NDT requirements.
- Request documentation of certification and insurance before engaging services.


Test Results

- Obtain a detailed written report from the testing agency, including findings and required repairs.
- Address critical issues immediately and ensure repairs are completed by a qualified technician.
- Monitor non-critical issues to prevent escalation, such as oil leaks leading to wear and tear.

Summary of Best Practices

- Budget for maintenance, testing, and repairs.
- Follow manufacturer and NFPA 1911 guidelines.
- Understand testing types (Annual vs. NDT) and their requirements.
- Vet testing agencies thoroughly.
- Address all findings promptly to maintain the safety and functionality of aerial devices.

By adhering to these guidelines, the Granbury Volunteer Fire Department can ensure the reliability and safety of its aerial devices while minimizing risks and costs.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Post Incident Analysis | |
| | SOG Number: | |
| | Original Date: 1/25/20 | Revision Date: |
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Post-Incident Analysis


Purpose:

Conducting post-incident critiques of major or significant events allows the department to evaluate the effectiveness of actions, procedures, and overall service quality. These reviews are critical for identifying areas for improvement and enhancing future operations. Formal critiques may be initiated by any member, officer, or Chief.

Firefighter Support Hotline:

- **Stress/PTSD Help:** 866-676-7500 or 888-731-3473

These resources ensure both operational and emotional resilience within the department.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Staging Apparatus | |
| | SOG Number: | |
| | Original Date: 02/1/20 | Revision Date: |
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Practice for Apparatus Staging

Purpose:

To enhance accountability and operational efficiency, fire crews should adopt a standardized system for apparatus and personnel staging prior to assignment at emergency incidents.

Procedure:

Level I Staging

- Applied to all multiple-unit responses.
- **First Arriving Units:** First engine and truck respond directly to the scene, provide an initial report, and state actions being taken.
 - If "Nothing Showing" or "Investigating" is reported, subsequent units proceed to Level I staging.
 - If an initial radio report is provided, only the first engine and ladder respond directly to the scene; others go to Level I staging.
- **Staging Area:** Units stage uncommitted approximately one block away in their direction of travel.
- **Radio Use:** Staged units report arrival to communications but remain off the radio until assigned tasks by the incident commander or first arriving unit.


Level II Staging

- Used for large, complex incidents requiring a formal staging area for reserve units.
- **Staging Area Designation:**
 - Incident commander announces Level II staging and specifies the location, away from the command post and incident scene for safety and space.
- **Unit Protocol:**
 - All units report to the designated area and remain until assigned.
 - If no staging officer is appointed, the first arriving officer assumes the role and notifies command.
- **Radio Designation:** The staging officer is referred to as "Staging."

Staging Officer Responsibilities:

- Report to the incident commander or operations section chief.
- Ensure proper apparatus placement in the staging area.
- Maintain a log of available units and inventory specialized equipment.
- Position visibly and accessibly for incoming units.
- Request additional units through communications as needed to maintain resource levels.
- Assign units to specific sectors verbally, as directed by the incident commander/operations officer.

This system ensures organized, efficient, and safe staging during emergency responses.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Atmosphere Monitoring | |
| | SOG Number: | |
| | Original Date: 2/1/20 | Revision Date: |
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Atmosphere Monitoring Systems



Carbon Monoxide Monitoring and Air Management

Purpose:

This guideline outlines procedures for monitoring carbon monoxide (CO) levels during overhaul, managing SCBA air, and ensuring proper calibration of atmospheric monitoring instruments to enhance firefighter safety.

Procedure:

Calibration:

- Calibrate all atmospheric monitoring instruments (excluding RMD devices) before entering:
 - Contaminated atmospheres.
 - Atmospheres that may become contaminated or oxygen-deficient.
 - Suspected hazardous environments.

- Use the correct calibration gas, hose, and regulator. If calibration fails, notify the senior crewmember or officer and replace the instrument.
- Document calibrations in the "Meter Calibration and Span Control Log" weekly and report monthly.

Carbon Monoxide Monitoring:


- **0–5 ppm:** Residents can remain inside. Advise contacting the property owner or technician for repairs within 24 hours.
- **5–25 ppm:** Residents can remain inside. Ventilate the property, secure/turn off the suspected gas appliance, and advise immediate repairs.
- **25 ppm or greater:** Evacuate residents, notify EMS for evaluation, and secure/turn off gas appliances.

Scene Actions:

- Fire crews must monitor the entire property during CO calls.
- Ventilate high readings using positive pressure fans, then recheck CO levels after 15 minutes.
- If readings are 0 ppm, residents may re-enter with instructions to repair the source of the hazard.

Key Notes:

- All CO calls are serious; even low-level exposure over time can cause health issues.
- Maintain accurate instrument calibration records as legal documentation of equipment performance.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Department Issued Badge and Shield Numbers/Equipment Number | |
| | SOG Number: | |
| | Original Date: 2/8/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Department Issued Badge, Shield, and Equipment Numbers


Purpose:

The Granbury Volunteer Fire Department assigns badge and shield numbers for administrative purposes. Equipment numbers are issued sequentially based on the completion of the application process.

Guidelines:

- Badge numbers are assigned based on availability.
- Seniority is determined by the date of probation approval. If multiple members join on the same date, seniority is based on age, with the oldest receiving the first available number.
- A probationary member may request a former member's badge number (e.g., a son requesting his father's number) with approval from the Chief.

This system ensures orderly administration and recognizes seniority and special requests where applicable.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: CO Alarms | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Carbon Monoxide Alarms: Standard Operating Guideline

Purpose:

Ensure consistent response, investigation, and reporting of carbon monoxide (CO) alarms while safeguarding occupants and personnel.

Definitions:

- **Carbon Monoxide (CO):** A colorless, odorless, toxic gas produced by incomplete combustion. It interferes with oxygen binding in the bloodstream, muscles, and heart.

Procedure:

Initial Actions:

- Get occupants into fresh air immediately.
- Assess occupant exposure (duration inside, symptoms).
- Enter structure with full protective gear (SCBA) and monitor with CO detectors.
- Notify EMS if occupants exhibit CO exposure symptoms (e.g., disorientation, dizziness, nausea, difficulty breathing).

Investigation:

Check potential CO sources, including:

- Furnaces, chimneys, stoves, appliances using fossil fuels.
- Faulty space heaters, fireplaces, grills used indoors.
- Nearby garages, sheds, or adjacent structures.

Contact appropriate utility agencies for utility-related issues. The fire department does not perform repairs; it advises occupants only.

Fire Department Actions:

- Evacuate and secure the structure.
- Ventilate and monitor conditions.
- Assist public utilities if requested.

- Complete a CO checklist for all investigations.

Using the CO Detector:

- Zero the device in fresh air.
- Begin monitoring from the lowest floor, focusing on air ducts and returns.
- **Readings of 35 PPM or higher:** Wear air masks immediately before continuing.


Response Based on CO Readings:

- **0–5 PPM:**
 - Inform occupants that no elevated CO was detected.
 - Recommend checking/resetting CO detectors per manufacturer instructions.
- **5–25 PPM:**
 - Evacuate occupants and ventilate.
 - Turn off malfunctioning appliances (if safe) and advise contacting a utility company.
 - If stabilized below 5 PPM for 20 minutes, reoccupation is at the owner's discretion.
- **Above 25 PPM:**
 - Treat as potentially lethal. Order immediate evacuation.
 - Contact utility company and ventilate.
 - If stabilized below limits, reoccupation is at the owner's discretion unless utility assumes responsibility.
 - Prepare for potential flash fire risks.

Termination:

- Review actions with occupants.
- Inform them of initial and final CO levels, likely sources, and actions taken.
- Advise servicing appliances as a precaution if not recently done.

This guideline ensures consistent, safe, and effective management of CO alarm incidents.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Ethics | |
| | SOG Number: | |
| | Original Date: | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Code of Ethics

Purpose:

To uphold public trust, the **National Firefighter Code of Ethics** sets the standard for professionalism and ethical behavior. By signing, firefighters commit to preserving the integrity and positive perception of the fire service.


Firefighter Code of Ethics:

I pledge to:

- Conduct myself with integrity, fostering a positive image of my department and the fire service, on and off duty.
- Accept responsibility for my actions and their consequences.
- Value fairness, diversity, and respect diverse opinions.
- Avoid actions that harm the credibility or perception of the fire service.
- Be truthful, honest, and report unethical behavior.
- Manage personal affairs to avoid conflicts with my duties or discrediting the department.
- Prioritize the safety and welfare of colleagues and the public.
- Protect and responsibly use public resources entrusted to the department.
- Maintain professionalism, confidentiality, and serve with loyalty and competence.
- Avoid conflicts of interest, improper benefits, or actions creating perceptions of impropriety.
- Refrain from activities involving substance abuse or impairments affecting duty performance.
- Prevent and report discrimination, harassment, intimidation, or threats to others.
- Use social media responsibly, avoiding actions that discredit the fire service or the department.

By signing, I affirm my commitment to these principles and my dedication to serving with honor and integrity.

Signature: _____ **Date:** _____

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Critical Incident Stress Debriefing | |
| | SOG Number: | |
| | Original Date: 2/8/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Critical Incident Stress Debriefing



Firefighter stress/PTSD help hotline: 866.676.7500 or 888-731-3473

Critical Incident Stress Management (CISM) Guidelines

Purpose:

To provide procedures for recognizing the need for Critical Incident Stress Management (CISM), identifying individuals requiring intervention, notifying qualified teams, conducting defusings, debriefings, and ensuring post-incident follow-up.

Introduction:

Exposure to traumatic incidents can cause both immediate and long-term stress-related symptoms for rescue personnel. Without intervention, these effects may lead to declining performance, health issues, and personal challenges. This guideline aims to minimize stress-related injury through professional support.

Critical Incident Criteria:

Incidents qualifying for CISM include:

- Serious injury or death of fire/emergency personnel.

- Death or injury of children or civilians in distressing circumstances.
- Mass casualty incidents or emotionally charged events.
- Incidents with high media coverage or unusual challenges.
- Situations causing significant emotional reactions among crew members.

On-Site Management:

- Rotate and remove personnel from stressful situations as soon as possible.
- Provide immediate evaluation by CISM team members when feasible to observe and support personnel.
- Relief from duty may be considered for those directly impacted.

Activation Process:

- Incident Commanders, officers, or crew members may initiate CISM by notifying the Chief or Assistant Chief.
- The Chief evaluates the situation and determines the appropriate intervention level (defusing, debriefing, or one-on-one).
- Confidentiality is maintained throughout the process.

Types of Intervention:

1. **One-on-One:** Informal, confidential discussions with a professional counselor or fire department member, available anytime.
2. **Defusing:** Informal sessions led by department members within 30-45 minutes of returning to the station.
3. **Debriefing:** Formal, confidential discussions facilitated by professionals or trained personnel within 24-72 hours, lasting 1-2 hours.
4. **Follow-up Debriefing:** Conducted weeks or months later for delayed or prolonged stress symptoms.

Attendance and Location:

- Attendance is highly encouraged for personnel directly exposed to the incident.
- Sessions are held in private, distraction-free locations.

Operational Status During Interventions:

- Crews will be out of service, with radios and distractions secured. Confidentiality is strictly enforced.


Critical Incident Stress Team (CIST):

- Comprises professional counselors and trained fire department personnel.
- Professionals lead debriefings; department members may handle defusings or assist counselors.

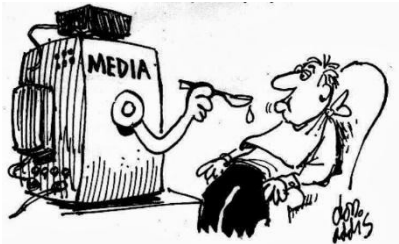
Relief from Duty:

- Relief may be recommended based on the crew's or counselor's assessment. This is a supportive measure, not a punitive one. The Chief or Assistant Chief will handle necessary arrangements.

These guidelines ensure timely, effective, and compassionate support for personnel following traumatic incidents, fostering resilience and well-being.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Dealing with the Media | |
| | SOG Number: | |
| | Original Date: | Revision Date: 1/25/20 |
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Dealing with the Media



Media Interaction and Crisis Management Policy

Purpose:

To ensure consistent, professional, and accurate communication with the media while preserving the integrity and reputation of the Granbury Volunteer Fire Department (GVFD). This policy outlines procedures for handling media inquiries, maintaining confidentiality, and managing crises effectively.

Media Interaction Guidelines:

Phone Calls:

- Do not release any information. Take a message with:
 - Name, number, organization, questions, time/date, and your name.
- Forward the message to the Chief, Assistant Chief, or Public Information Officer (PIO).

Emails:

- Forward all media emails to the Chief or Assistant Chief for review and processing.

In-Person Requests:

- Invite media inside, document their request, and forward it to the Chief, Assistant Chief, or Office Manager. Do not provide verbal information.

City of Granbury PIO:

- Contact Bethany Kyle (bkyle@granbury.org) for official media statements.

Key Points for Media Relations:

- Respond promptly but prioritize accuracy over speed.
- Maintain a positive and honest relationship with the media to foster trust.
- Correct any misinformation immediately by providing accurate updates.

Crisis Management Procedures:

1. Immediate Actions:

- Alert department leadership and city management to the situation.
- Contact the insurance provider and/or legal counsel for guidance.

2. Fact Gathering:

- Interview involved personnel to collect accurate details.
- Use these details to prepare general statements for the media.

3. Communication:


- Inform affected members, families, and stakeholders promptly.
- Reinforce HIPAA and confidentiality rules to all personnel.

4. Damage Control:

- Hold member meetings to address facts, reduce misinformation, and manage speculation.
- Provide counseling if necessary, based on the incident's impact.

Summary:

Proactive media relationships and a clear policy are essential for protecting GVFD's image and managing crises effectively. Proper preparation ensures that GVFD remains the primary source of accurate information, fostering public trust and mitigating negative outcomes.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Non-Emergent Apparatus Use | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
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Non-Emergent Apparatus Use Policy

Purpose:

To enhance service availability and maintain a positive public image, Granbury Volunteer Fire Department (GVFD) permits non-emergent apparatus use for crews meeting specific criteria. Crews of three or more may take an apparatus to a local business in Granbury for meals under the following conditions:

Requirements:

- A minimum of three (3) active GVFD members on the apparatus.
- All crew members must have their PPE on board.
- The engineer must be qualified to drive and operate the apparatus.
- Non-members onboard must have completed required paperwork and received prior permission.
- In the event of an emergency call, the crew must immediately settle their bill and respond to the call.


Benefits:

This policy ensures crews are ready for immediate response, improves response times, and fosters a positive public perception of GVFD through visible community presence.

Public Concerns:

If approached by a citizen questioning apparatus use, the senior crew member should:

1. Politely explain the importance of maintaining immediate availability for emergency calls.
2. Collect the individual's contact information for follow-up by the Chief or Assistant Chief.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Elevator Entrapment | |
| | SOG Number: | |
| | Original Date: | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Elevator Entrapment



Elevator Rescue Standard Operating Guideline

Purpose:

To outline safe and effective procedures for rescuing individuals trapped in an elevator.

Response:

- Respond non-emergency unless Dispatch indicates a medical emergency or someone is trapped in the elevator mechanism.
- Upgrade to urgent response if deemed necessary by an officer.
- Confirmed entrapment in the mechanism requires multiple crews and apparatus assignments.

Procedure:


1. Initial Assessment:

- Incident Commander meets the complainant to confirm entrapment and determine the number of affected individuals.

- Request the property owner to contact an elevator repair service. If unavailable, secure the elevator.
- 2. **Phase I Recall:**
 - Attempt Phase I recall service to reset the elevator. If unsuccessful, proceed with power shutdown.
- 3. **Power Shutdown:**
 - Shut down power in the mechanical room, padlock and tag out the power source, and leave it out of service.
 - A designated crew member remains in the mechanical room until released by command.
- 4. **Car Position and Communication:**
 - Determine the car's position in the hoistway. Open hoistway doors if necessary using a hoist key, blocking them with wedges.
 - Establish contact with occupants, assess medical needs, and advise them to:
 - Sit on the floor with their back against the wall.
 - Avoid smoking or standing near the doors.
 - Reassure occupants and explain rescue progress.
- 5. **Rescue Operations:**
 - Open hoistway doors closest to the car. Request occupants to activate the car's STOP switch.
 - For immediate medical emergencies, force doors open only if necessary.
 - Remove occupants as follows:
 - Use stair chairs, backboards, or stokes baskets for non-ambulatory occupants.
 - Assist ambulatory occupants if the car floor is level with the landing.
 - Use an attic ladder and secure safety lines for uneven car floors or roof hatch rescues.

Termination:

- Close and secure all hoistway doors after rescue.
- Keep power supplies off until the Incident Commander authorizes removal of lockout/tagout devices.
- Advise the building representative to leave the elevator out of service until repaired by an authorized technician.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Driver and Officer Responsibilities | |
| | SOG Number: | |
| | Original Date:1/25/20 | Revision Date: |
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Emergency Vehicle Driver and Officer-in-Charge Responsibilities

Purpose:

To ensure the safe operation of emergency vehicles by defining the responsibilities of the driver and officer-in-charge (OIC) to optimize safety for passengers, the public, and emergency personnel.

Driver Responsibilities:

- **Pre-Operation:**
 - Perform a “Circle of Safety” inspection to secure equipment, close compartment doors, and clear obstructions.
- **Defensive Driving:**
 - Drive cautiously, prioritizing safe arrival at the emergency scene.
 - Ensure all personnel are seated and secured with seat belts before moving the vehicle.
 - Maintain safe following distances:
 - 1 second per 10 feet of vehicle length under 40 mph.
 - Add 1 second per 10 mph over 40 mph.
 - Be prepared to stop completely for:
 - Law enforcement direction.
 - Red lights, stop signs, intersections with negative right-of-way, and other hazards.
 - Stopped school buses with flashing lights.
 - Railroad crossings: stop, turn off sirens and accessories, idle engine, open windows, and listen for trains.
- **General Operation:**
 - Avoid assuming or forcing the right-of-way.
 - Obey all traffic laws during non-emergency travel.


- Be mindful of closure rates and maintain awareness of other vehicles and pedestrians.

Officer-in-Charge (OIC) Responsibilities:

- Confirm all personnel are seated and secured before vehicle movement.
- Provide verbal warnings of hazards and direct the driver to cease unsafe practices (e.g., excessive speed).
- Operate communication devices, sirens, and warning systems.
- Assist with navigation using maps or response monitors.
- Ensure safe vehicle operation, including intersections and backing procedures.
- Monitor compliance with departmental policies and state laws.

Key Points:

- The driver's primary responsibility is safe and defensive operation of the vehicle.
- The OIC supports the driver by managing auxiliary tasks and ensuring safe practices.
- Following these guidelines helps ensure the safety of all personnel and the public while maintaining efficient emergency responses.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Emergency Vehicle Maintenance Record | |
| | SOG Number: | |
| | Original Date: 1/27/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |


Emergency Vehicle Maintenance Record

Purpose:

To provide documentation of maintenance performed on Granbury Volunteer Fire Departments vehicles.

Procedure:

A maintenance record for each Granbury Volunteer Fire Department vehicle will be maintained by _____.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: EMS Response as First Responder | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 2/7/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

EMS Response as First Responder



EMS Response Guidelines for Granbury Volunteer Fire Department

Purpose:

To establish protocols for the response of Granbury Volunteer Fire Department (GVFD) personnel and apparatus to EMS calls, ensuring compliance with agreements and medical protocols.

General Information:

- GVFD personnel will adhere to the first responder agreement with Texas EMS and follow approved EMS medical protocols.
- EMS response is authorized only when adequate personnel are available.

Requirements:

- Responding personnel must be approved by EMS Coordinators and Training Captains.
- Proper PPE must be worn on all calls.
- A minimum of two personnel must be present for patient contact.
- Structural firefighting gear is not permitted on non-fire EMS calls.

- Personnel must be identifiable as GVFD members and their EMS certification level by uniform or ID badge.
- Reflective garments must be worn on roadways or low-visibility scenes.
- Clothing or equipment exposed to body fluids must be sanitized or removed from service using approved cleaners.


Response Protocol:

- **Apparatus and Personnel:** Responses are made via apparatus from the station.
 - All responders must have a current CPR/AED certification.
 - At least one responder must hold EMR/ECA, EMT, EMT-I/Advanced, or Paramedic certification.
 - Non-certified responders may assist with non-skilled tasks (e.g., carrying equipment, lifting).
- **Priority Calls:** GVFD responds to Priority 1 medical and trauma calls within its response area.
- **Violent Scenes:** GVFD stages and waits for law enforcement to secure the scene.
- **Facility Exclusions:** GVFD will not respond to assisted living, skilled nursing, memory care, or correctional facilities unless directly requested by EMS or escorted by facility personnel.
- **Special Requests:** GVFD may respond to specific assistance requests from EMS providers.

Responsibilities:

- **Incident Command:** Command must be established, and ICS protocols followed.
- **Report and Care Standards:**
 - The highest-ranking GVFD personnel oversee activities and ensure completion of response and patient care reports.
 - Patient information must be secure, confidential, and compliant with HIPAA standards.
 - Replaceable supplies must be recovered from the ambulance post-call.
- **Patient Transport:**
 - GVFD personnel remain on scene until transport (ground or air) is available.
 - Patients are never left without transport or a signed refusal witnessed on scene.

These guidelines ensure consistent, professional EMS response while prioritizing safety, patient confidentiality, and adherence to national protocols.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Facility Security and Readiness | |
| | SOG Number: | |
| | Original Date: 2/10/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Facility Security and Readiness Guidelines

Purpose:

To reduce personnel injuries, ensure operational readiness, and maintain a safe, secure, and functional station environment through proper safety practices and maintenance.

Operational Readiness:

- Station officers ensure crews and equipment are always operationally ready or restored to readiness promptly after responses.
- Daily duties, training, and scheduled activities should be completed during the shift, including after 1700 hours if needed.
- Leisure activities are permitted only after daily tasks are completed; sleep time is limited to post-1700 hours.
- Station security begins at 2200 hours, with all doors secured and minimal lighting. Personnel staying up later must secure the area.

Station Security:

- Lock personal vehicles, lockers, and station doors.
- Accompany visitors in non-public areas and restrict access to designated areas.
- Close apparatus bay doors when unattended or during emergency runs to prevent theft or vandalism.

Infection Control and Cleaning:

- **Trash:** Empty daily and wash trashcans to reduce odors.
- **Mops:** Clean before and after use, and store on racks to dry.
- **Bathrooms:** Disinfect daily, including toilets, urinals, sinks, and kitchen sinks. Avoid cleaning medical equipment in these areas.
- **Pest Control:** Request pest control visits as needed and notify superiors.

Station Maintenance:

- Keep floors free from slippery substances (water, oil, etc.), especially in traffic areas around apparatus.
- Maintain clear hallways, stairs, and traffic routes.
- Replace burned-out bulbs immediately and address cleanliness proactively.


Station Repairs:

- Attempt minor repairs within skill limits; escalate complex issues via a detailed Repair Request to station officers or Chiefs.
- Tag damaged parts with clear information and update repair status upon completion.

Miscellaneous:

- Keep the station orderly by arranging furniture and tidying spaces.
- Close overhead bay doors when the station is empty for service calls.

This guideline ensures safety, operational efficiency, and a professional station environment for all personnel.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Fire Prevention Activity | |
| | SOG Number: | |
| | Original Date: 1/27/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Fire Prevention Activity Report



Community-Centered Fire Prevention and Public Safety Program

Purpose:

To engage the community through fire prevention activities, raise public safety awareness, and foster strong relationships between the Granbury Volunteer Fire Department and the community.

Community Engagement Goals:

- **Station Tours:** Host public station tours led by firefighters to connect with the community and educate visitors about fire safety and department operations.
- **Educational Materials:** Provide engaging and informative fire prevention handouts tailored to community needs.
- **Annual Training:** Equip firefighters with the tools and knowledge to deliver impactful fire prevention programs.
- **Collaboration:** Partner with local organizations and agencies to amplify fire prevention efforts and avoid duplicating resources.
- **Public Events:** Organize and promote annual events such as Fire Prevention Demonstrations, Mall Displays, and Public Safety Day to build community trust and awareness.


Activity Reporting and Feedback:

To ensure meaningful community engagement and program improvement, document the following for each activity:

- **Date and Audience:** Record when and who participated in the event.
- **Program Conducted:** Note the type of fire prevention activity provided.
- **Community Impact:** Track the number of participants and interactions.
- **Team Involvement:** Log firefighter participation and hours.
- **Resources Used:** Detail materials distributed and any giveaways.
- **Community Feedback:** Capture comments, suggestions, and reactions to enhance future programs.

Building Community Relationships:

This program is designed to position the Granbury Volunteer Fire Department as a trusted community partner, fostering education, awareness, and safety while strengthening ties with the public. Through outreach and engagement, the department strives to make fire prevention a shared responsibility that benefits all.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Forced Entry | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Forced Entry



Forced Entry Standard Operating Procedure

Purpose:

To outline procedures for safely and effectively forcing entry into secured properties during emergency responses.

Scope:

This procedure applies to all members of the fire department.

General Forcible Entry Considerations:

- Minimize property damage while ensuring rapid access.
- Sacrifice minimizing damage only if speed is critical for safety or life preservation.
- Secure the property after access whenever possible.
- Always "try before you pry."
- Utilize Knox Boxes or alternate egress points if applicable.
- Wear full turnout gear, gloves, and eye protection during operations.

Forced Entry for Medical Emergencies:

1. If the patient is visible or communicative:

- Notify the dispatcher of forced entry.
- Request police assistance.
- Force entry and provide patient care.

2. If the patient is not visible or communicative:

- Confirm the address and origin of the 911 call with the dispatcher.
- Request police presence and a callback for additional information.
- Await police arrival to authorize entry if reasonable cause exists.
- Enter with police accompaniment if forced entry is justified.


Forced Entry for Other Emergencies:

- Authorized when:
 - Obvious signs of smoke, fire, or hazardous conditions.
 - Water leakage indicating sprinkler activation or broken pipes.
- For fire alarm activations without visible hazards, request dispatcher contact with a key holder or check for a Knox Box. Avoid entry unless clear hazards are present (e.g., smoke, gas odor).

Securing Property Post-Entry:

Before leaving the scene:

- Re-secure the property or turn it over to a responsible party, per department policy.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Fuel Tank Security | |
| | SOG Number: | |
| | Original Date: 2/10/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Fuel Tank Security

Fuel Usage Policy

Purpose:


To outline procedures for the use, logging, and security of fuel storage tanks designated for Granbury Volunteer Fire Department (GVFD) apparatus.

Policy:

- Fuel is strictly for GVFD apparatus unless approved by the Chief, Assistant Chief, or an officer.
- Users must log total gallons pumped on the fuel usage record located in the station. Complete all required fields on the log.

Security:

- The fuel pump power switch is located inside the station and must be turned off after refueling.
- Unauthorized use or theft of fuel will result in an internal investigation, which may involve the City of Granbury Police Department. Charges and reimbursement may apply if theft is confirmed.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Fundraising and Solicitation of Funds | |
| | SOG Number: | |
| | Original Date:1/25/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Fundraising and Solicitation of Funds



Fundraising and Donations Policy

Purpose:

To ensure transparency, accountability, and community trust in income-producing activities, public solicitations, grant applications, and donation management for the Granbury Volunteer Fire Department (GVFD).

Fundraising Activities:

- **Approval:** All fundraisers using the GVFD name, insignia, or apparatus must be approved by the Fire Chief at least two weeks before the event.
- **Compliance:** Fundraising events must adhere to GVFD and City of Granbury policies, including permissions from the City, Hood County, and property owners.
- **Purpose:** Fundraised money must be allocated to a specific, announced purpose (e.g., equipment or program). The membership must agree to the event and its intended use.
- **Non-Profit Compliance:** Fundraising through non-profit organizations is subject to the same guidelines.

Equipment Donations:

- Equipment donated to GVFD must have ownership officially transferred via written release to the department.
- GVFD will not maintain, repair, or replace equipment donated by external organizations without written authorization from the Fire Chief.

Public Solicitations:


- Members are encouraged to participate in community fundraising events that support GVFD's mission.
- Proper authorization and clear communication about the purpose of funds are required to maintain public trust.

Grant Applications and Donations:

- GVFD leadership oversees grant applications and ensures compliance with applicable regulations.
- Donations are managed transparently, with funds allocated to enhance GVFD's capabilities and services.

This policy fosters positive community relationships by maintaining professionalism, transparency, and alignment with GVFD's mission and values.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Funeral Service Guidelines | |
| | SOG Number: | |
| | Original Date: 2/10/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Line-of-Duty Death (LODD) Funeral Service Timeline

Purpose:

To honor fallen firefighters with dignity and compassion while prioritizing the needs of their family and the well-being of the fire department members. This timeline ensures a structured, respectful process that provides care and support to all affected.

Immediate Actions (0–2 Hours)

1. Notification of Death:

- Incident Commander or designee confirms the death and informs the Fire Chief.
- The Fire Chief activates the Notification Team, including a Family Liaison Officer (FLO) to support the family and department members.

2. Family Notification:

- FLO, Fire Chief, and chaplain notify the family in person with compassion and care.
- Provide emotional support, ensuring privacy and time for the family to process.

3. Department Notification:

- Inform department members, mutual aid partners, and local officials.
- Initiate badge shrouding and lower station flags to half-staff.

4. CISM Activation:

- Arrange immediate Critical Incident Stress Management (CISM) support for responding crews to prioritize mental health and emotional recovery.

Day 1: Initial Planning (2–24 Hours)

1. Support and Consultation with the Family:

- Meet with the family to understand their wishes for the funeral service, honoring their preferences for participation by the fire department and designate a single point contact for the department and family member designee.
 - Provide clear communication about available honors while respecting their decisions.
2. **Internal Department Care:**
 - Provide emotional support resources to department members.
 - Ensure ongoing communication to address concerns and reduce uncertainty.
 3. **Public Notification:**
 - With family approval, issue a respectful public statement. Notify national organizations (e.g., National Fallen Firefighters Foundation) to offer additional support.
 4. **Station Preparation:**
 - Drape bunting and prepare apparatus for a potential funeral procession.
 - Provide a quiet, supportive environment for department members to grieve and reflect.

Day 2–3: Funeral Service Coordination

1. **Funeral Planning Meeting:**
 - Collaborate with the family, clergy, and funeral home to finalize details.
 - Coordinate with mutual aid agencies to provide operational coverage, allowing department members to attend the service.
2. **Honor Guard and Ceremonial Duties:**
 - Assign Honor Guard for casket watch, flag presentation, and other ceremonial roles.
 - Ensure all participants understand their roles to maintain dignity and professionalism.
3. **Support for the Family:**
 - Regularly update the family on plans and provide a point of contact for questions or needs.
 - Offer grief counseling or peer support as desired.
4. **Community Coordination:**
 - Notify the public of road closures and event details, emphasizing community involvement in honoring the fallen firefighter.

Day 4: Wake/Visitation

1. **Casket Watch and Visitation:**

- Honor Guard conducts 24-hour casket watch in shifts, maintaining a solemn presence.
 - Facilitate public visitation, ensuring a calm and supportive atmosphere for the family.
2. **Support and Care:**
- Provide spaces for the family and department members to grieve privately.
 - FLO ensures logistical and emotional support for the family.

Day 5: Funeral Service and Burial


1. **Morning Preparations:**
- Assemble Honor Guard, pallbearers, and apparatus for the procession.
 - Brief all personnel on the order of events to ensure smooth coordination.
2. **Funeral Service:**
- Conduct the service with sensitivity, including:
 - Bell ceremony ("Last Alarm").
 - Fire Chief's eulogy and flag folding.
 - Presentation of the flag to the family.
3. **Apparatus Procession:**
- Escort the casket to the burial site with a fire apparatus procession.
 - Display crossed ladders and an American flag at the cemetery entrance, if requested.
4. **Burial Ceremony:**
- Bagpiper plays "Amazing Grace."
 - Final bell service concludes with an "End of Watch" call over the radio.

Post-Funeral (Days 6–7)

1. **Ongoing Family Support:**
- FLO continues to assist the family with benefits, counseling, and other needs.
 - Encourage the family to connect with national support organizations for additional resources.
2. **Department Care:**
- Hold a department-wide memorial service to honor the fallen firefighter and provide closure.
 - Offer continued CISM services to personnel as needed.
3. **Administrative Follow-Up:**
- Submit all necessary documentation to national firefighter memorial registries.
 - Record lessons learned to improve future procedures.

Focus on Care and Honor:

This timeline emphasizes unwavering support for the grieving family and department members while upholding the highest standards of respect and professionalism. The process ensures that the fallen firefighter is honored with dignity and that the department remains a source of strength for both the family and the community.

| <div style="text-align: center;">  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 </div> | | |
|---|----------------------------------|----------------|
| G | SOG Title: Ground Ladder Testing | |
| | SOG Number: | |
| | Original Date: 1/27/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Ground Ladder Testing



Ground Ladder Maintenance, Inspection, and Testing Guidelines

Purpose:

To establish consistent procedures for cleaning, inspecting, maintaining, and testing department ground ladders, ensuring readiness and compliance with **NFPA 1932: Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders.**

Inspection Guidelines

- **Frequency:**
 - Quarterly inspections.
 - After each use, repair, or before placing new ladders in service.
- **Visual and Operational Checks:**

- Inspect heat sensor labels for discoloration; black indicates heat exposure—remove ladder from service.
- Check rungs, bolts, rivets, and welds for tightness, cracks, or defects.
- Assess beams, rungs, halyards, and guides for wear, damage, or deformation.
- Verify roof hooks and pulleys function properly.
- Check butt spurs/rubber boots for wear.
- **Unsafe Ladders:**
 - Immediately remove ladders with visible or operational defects and test according to NFPA 1932 before reuse.

Maintenance Procedures

- **Cleaning:**
 - Use mild detergent and warm water with a soft brush.
 - Safe solvents may be used for stubborn grease or tar, following manufacturer recommendations.
 - Clean ladders monthly and after each use, ensuring they are rinsed, dried, and waxed where applicable.
- **Lubrication:**
 - Apply candle wax/paraffin to contact points (e.g., rungs, guides, and fly sections).
 - Do not use oil or silicone-based lubricants.
- **Ropes and Cables:**
 - Replace frayed or kinked ropes/wires following manufacturer recommendations.

Testing Guidelines

- **Annual Testing:**
 - Conducted in compliance with NFPA 1932.
 - Include all ladders and any suspected of being unsafe due to falls, overloading, heat exposure, or impact.
- **Recordkeeping:**
 - Document inspections, findings, and repairs in the "Ladder Inspection Log Book."


Repair Procedures

- **Compliance:**
 - Follow manufacturer recommendations and NFPA 1932 standards.
 - Repairs must be completed or approved by qualified personnel.
- **Responsibility:**

- The Fire Chief ensures all ladder inspections, testing, and repairs are conducted properly.

Summary:

Proper inspection, maintenance, and testing ensure that all department ladders remain safe, functional, and in compliance with national standards, reducing risks during operations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Health and Safety | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Health & Safety Guidelines

Objective:

The Granbury Volunteer Fire Department is committed to providing a safe and healthy environment for all members. The goal is to prevent accidents, injuries, and illnesses through proper training, supervision, and proactive safety measures. Safety is everyone's responsibility, and concerns should be communicated immediately to prevent harm.

Reporting Health & Safety Issues:

- **Emergency Scenes:**
 - Report concerns to a senior crewmember, officer, or Incident Command via radio or verbal contact.
 - Ensure the concern is acknowledged and repeated back for confirmation.
- **Non-Emergency Scenes/Fire Station:**
 - Report issues to a senior crewmember, officer, or Chief via phone, text, or in person.
 - Confirm the concern is acknowledged with a reply.

Incident Safety Officer (ISO):

When designated by Incident Command, the ISO will:

- Monitor scene safety and mitigate hazards.
- Correct or suspend unsafe operations posing imminent hazards, informing Incident Command immediately.
- Address non-imminent hazards through Incident Command for appropriate action.
- Ensure safety zones, accountability systems, and hazard communications are implemented.
- Evaluate fire behavior, structural hazards, and motor vehicle traffic to advise Incident Command.

ISO Qualifications:

- Knowledge of incident scene safety, health hazards, building construction, and the Department's Accountability System.
- Authority to intervene when safety is compromised.

Incident Action Plan (IAP):

IAPs must weigh risks and benefits of emergency tactics to maximize responder and civilian safety while achieving objectives.

Injury and Illness Reporting:

- Members must report duty-related injuries/illnesses immediately to their commanding officer or Fire Chief.
- Complete required paperwork for Worker's Compensation coverage.

Physical and Mental Health:


- Members with medical conditions or personal safety limitations must inform the Chief to ensure tasks assigned align with their capabilities.

Member Assistance Referral Program:

Support is available for issues such as substance abuse, stress, and self-harm through the referral program:

- **Contact:** 847-209-8208 or 888-731-3473.

This guideline ensures the health and safety of all personnel while maintaining operational readiness and professionalism.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Helicopter Landing Zone | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Helicopter Response

Aero Medical Helicopter Operations Guidelines

Purpose:

To provide personnel with clear procedures for requesting, communicating with, and landing medical helicopters during emergency responses.

Procedure:

Requesting Helicopter Response:

1. The person responsible for patient care will determine if a helicopter is needed and notify the Incident Commander.
2. The Incident Commander will request a medical helicopter through the emergency communications center, providing:
 - Patient information.
 - Landmarks, obstacles, roads, intersections, businesses, GPS coordinates, or grid map info.
 - Ground contact information.
3. An engine company will be requested for fire protection at the Landing Zone (LZ) if not already on scene.
4. Dispatch will confirm the helicopter's availability and inform the Incident Commander.

Landing Zone Preparation:

1. Select a 100 'x 100 'flat area, free of obstacles (wires, poles, trees, chimneys).
2. Mark the LZ with one or more lights (no flares or lights directed at the helicopter).
3. Keep the LZ clear of spectators (200 feet minimum), debris, and vehicles.
4. Position emergency personnel at least 100 feet from the LZ and ensure they wear full protective clothing with secured eye protection.

5. Assign a Landing Zone Officer (separate from the Incident Commander) to communicate with the pilot and oversee the LZ.

Helicopter Landing:

1. The pilot will contact the Landing Zone Officer within 5 minutes of arrival.
2. The Landing Zone Officer will provide clear, simple instructions for landing, using directional terms or clock positions (e.g., "10 o'clock").
3. Communicate pre-landing details (e.g., grade, slope, surface, hazards).
4. During the final landing approach, only communicate safety-related information.
5. Use vigorous overhead arm-crossing to signal an emergency wave-off if radio communication fails.

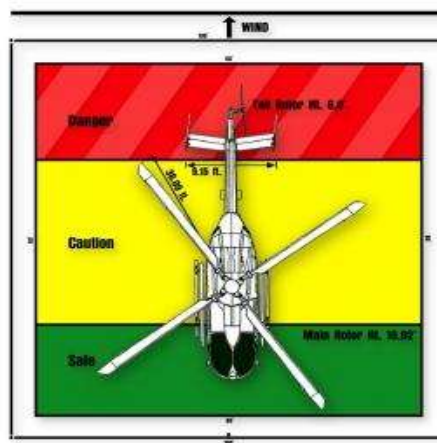
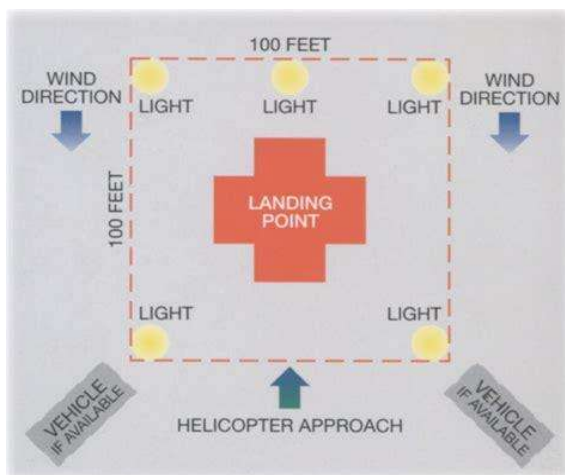
Helicopter Operations:


1. Personnel must stay at the LZ perimeter unless assisting under flight crew direction.
2. Maintain no smoking or open flames within 100 feet of the aircraft.
3. Ground crew should approach the helicopter upright, from the front, maintaining eye contact with the flight crew.
4. The pilot remains in the aircraft while determining HOT (engines running) or COLD (engines off) loading procedures.
5. Once the patient is loaded and ground personnel have exited the LZ, the helicopter can depart.

Post-Landing Zone Operations:

- The engine company will stay in place until the helicopter is in flight.
- Terminate the LZ after the helicopter departs safely.

This guideline ensures safe, efficient, and professional aero medical helicopter operations while minimizing risks to personnel and the public.



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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Hose Loading | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Hose Loading Policy



Hose Loading Policy

Purpose:

Hose loading operations are critical tasks that directly reflect the professionalism and safety standards of the department. This policy ensures these operations are conducted safely and efficiently, minimizing risk and maintaining the department's reputation.

General Guidelines:


- **Safety First:** The apparatus operator must confirm the location of all personnel before moving the vehicle.
- **Safety Observer:** Assign a safety observer with an unobstructed view, maintaining visual and verbal contact with the operator.
- **Traffic Control:** Exclude non-department traffic from the area or control it using authorized personnel.
- **Apparatus Movement:**
 - Drive only in a forward direction at no more than 5 mph.
 - Personnel may ride on the tail step, sidesteps, or running boards, but only if safety criteria are met.
 - Personnel in the hose bed must remain seated while the apparatus is in motion.

Specific Hose Loads:

- **Bumper Lines:** Double Donut.
- **Cross Lays:** Trifold.
- **Top Bed Pre-Connects:** Flat lay with couplings pulled forward.
- **Supply Line:** Flat lay with couplings pulled forward.

Emphasis on Professionalism:

Proper hose loading demonstrates the department's commitment to safety, efficiency, and professionalism. Every operation serves as a reflection of the department's standards to the community. Consistent training and adherence to these policies are vital to maintaining that image.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Incident Management at HazMat | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Incident Management on HazMat Scene



Hazardous Materials Awareness Level Standard Operating Guideline (SOG)

Purpose:

To provide guidelines for managing hazardous materials (HazMat) incidents at the awareness level, ensuring safety, compliance, and effective communication while deferring operational tasks to qualified HazMat teams.

Procedure:

Initial Actions:

- **Recognize and Identify:** Upon arrival, personnel will assess the scene to identify potential HazMat risks without entering the hot zone or making contact with hazardous substances.
- **Notify Dispatch:**
 - Report the incident as HazMat and request Ft. Worth HazMat or other appropriate agencies, such as the Texas Department of Transportation (TxDOT), for spills.
 - Provide dispatch with details including materials involved (if identifiable), size and scope of the spill, and any immediate hazards.
- **Responsible Party Notification:** The company responsible for the spill is financially accountable for cleanup and related costs.

Incident Command Responsibilities:

- The **Incident Commander (IC)** will:
 - Establish an Incident Command System (ICS) to manage the scene.
 - Ensure the area is secured and deny entry to unauthorized personnel.
 - Maintain a safe distance from the hazard and establish isolation zones (hot, warm, and cold).
 - Use the Emergency Response Guidebook (ERG) or similar resources to identify potential risks and relay this information to responding agencies.


Safety Guidelines:

- No Granbury Volunteer Fire Department personnel will enter the hot zone or attempt containment or mitigation.
- Ensure all personnel and bystanders stay upwind, uphill, and at a safe distance from the hazard.
- Full personal protective equipment (PPE) will be worn only if required to remain in a safe perimeter but never for hot zone entry.

Awareness-Level Limitations:

- Personnel are restricted to:
 - Recognizing potential HazMat incidents.
 - Isolating the area and denying entry.
 - Notifying the appropriate response teams.
 - Protecting themselves, the public, and the environment by following safety protocols.

This guideline ensures the Granbury Volunteer Fire Department operates safely and effectively within the limitations of HazMat Awareness-level training while coordinating with qualified HazMat teams for resolution.

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
|--|-----------------------------------|-----------------------|
| G | SOG Title: Initial Arrival Policy | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Initial Arrival Guideline

Purpose:

To establish a consistent procedure for providing dispatch and incoming crews with clear, accurate, and relevant information upon arrival at an emergency scene. This guideline ensures efficient communication and situational awareness, while allowing flexibility for unique incidents.

Procedure:

1. Initial Size-Up:

- Conduct a 360-degree assessment of the scene, if safe and feasible.
- Identify immediate hazards, conditions, and potential risks to responders and the public.

2. Initial Report to Dispatch:

- Transmit the following information clearly:
 - Unit identification and on-scene status.
 - Brief description of the scene (e.g., structure fire, motor vehicle accident, HazMat spill).
 - Observed conditions (e.g., visible smoke, fire, casualties, structural damage).
 - Actions being taken by the initial crew.
 - Immediate needs (e.g., additional units, specific resources).

3. Example: "Engine 1 on scene, two-story residential structure, heavy smoke showing from the second floor, initiating offensive attack. Request additional engine and ladder for manpower."

4. Establish Incident Command (IC):

- Assume and announce command (e.g., "Granbury Command established by Engine 1").


- Provide a staging location for incoming units if applicable.
 - Begin formulating an Incident Action Plan (IAP) based on initial observations.
5. **Assign Tactical Objectives:**
- Prioritize life safety, scene stabilization, and property conservation.
 - Communicate assignments to incoming units clearly (e.g., search and rescue, exposure protection).
6. **Continued Updates:**
- Provide periodic updates to dispatch and crews as conditions change.
 - Notify dispatch when additional resources are no longer needed or when units can be released.

Special Considerations:

- **Safety First:** Ensure that initial actions prioritize responder safety and the public's welfare.
- **Adaptability:** Adjust communication as necessary for complex or evolving situations.
- **Documentation:** Record key information, actions, and decisions for post-incident review.

This guideline provides a framework for effective initial scene management and communication, ensuring coordinated and professional response operations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Cadets Program | |
| | SOG Number: | |
| | Original Date: | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Granbury Volunteer Fire Department (GVFD) Cadet Program

Purpose:

The GVFD Cadet Program provides 16- to 18-year-olds with structured training and mentorship to develop character, confidence, fire/rescue skills, and discipline. This program fosters future participation in emergency services while ensuring safety and compliance with ethical standards. The Cadet must have an adult sponsor who is a member of the department, the adult sponsor is responsible for the cadet and adhering to the rules of the program.

Program Requirements:

- Applicants must:
 - Be 16 to 18 years old and reside in Granbury, Texas.
 - Submit completed applications, medical information, and parental/guardian consent.
 - Be sponsored by an active GVFD member responsible for their training and discipline.
 - Maintain a "C" average or higher in school (or higher if requested by parents).
 - Obtain approval from the GVFD Cadet Committee.

Standard Operating Guidelines:

- **Safety Restrictions:**
 - Cadets are prohibited from hazardous conditions (physical, chemical, environmental, or emotional).
 - Cadets cannot assist at active emergency scenes or ride apparatus responding to emergencies.
- **Training Activities:**
 - Participate in fire prevention, hose handling, ladder techniques, rescue methods, basic first aid, and CPR.

- Learn the organizational structure of GVFD and the requirements for becoming a firefighter or EMS provider.

Equipment Provided:

- Helmet
- Yellow fire suit
- Gloves
- Flash hood
- Cadet shirt

Program Rules:

1. Cadets may not enter the firehouse without a senior member unless cleared by an officer.
2. Conduct must be respectful, neat, and professional at all times.
3. No riding on or following emergency vehicles or removing equipment without permission.
4. Cadets must not travel to emergency scenes by personal vehicle.
5. No profanity, tobacco use, horseplay, or use of another's turnout gear.
6. Cadets must adhere to curfews (no firehouse access after 9:00 pm without senior member approval).
7. Grievances must follow the chain of command: mentor → station officer → leadership.
8. Cadets are mentored by members of the same sex.
9. Attendance:
 - Mandatory participation in rookie schools until becoming active members.
 - Attend at least 1 meeting quarterly and 12 training sessions per year.
10. Assigned firehouse work must be completed promptly.

Program Emphasis:


The GVFD Cadet Program upholds professionalism, safety, and discipline while fostering interest in emergency services. Through structured mentorship and training, cadets gain valuable skills and insights while adhering to department and ethical standards.

I have read and understand this document

Cadet signature: _____ **Date:** _____

Parent or Guardian signature: _____ **Date:** _____

Cadet Mentor: _____ **Date:** _____

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Line of Duty Death Notification | |
| | SOG Number: | |
| | Original Date: 2/10/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Line of Duty Death Notification



Line-of-Duty Death (LODD) and Member Death Procedures

REFERENCE THE FUNERAL LODD AS WELL

Purpose:

To establish responsibilities and procedures for responding to the line-of-duty death (LODD) or death of an active member or retiree of the Alton Fire Department, ensuring professionalism, compassion, and adherence to national standards.

Responsibilities for Notification

Line of Duty Death (LODD):

1. Immediate Notification:


- The Officer in Charge (OIC) will notify the Fire Chief or, in their absence, the Assistant Chief and a department Chaplain (if available).

- No radio traffic will broadcast details about the death.
- 2. **Next-of-Kin Notification:**
 - The Chief, Assistant Chief, and a designated representative, along with the Chaplain (if available), will notify the next of kin in person as soon as possible.
- 3. **Notification of Leadership and Officials:**
 - The Chief or designated representative will notify the City of Granbury Manager, Mayor, and other appropriate officials.
- 4. **Coworker Relief and Support:**
 - If the scene allows, the OIC should relieve immediate coworkers (e.g., those involved in rescue or removal of the deceased) from the scene to return to the station.
 - Arrange immediate defusing by the Chaplain and notify a Critical Incident Stress Debriefing (CISD) Team.
- 5. **Public Information Management:**
 - Notify the Public Information Officer (PIO) or designate someone to manage media communications.
 - Assign personnel to the family residence to prevent media interference, maintaining the detail as long as necessary.
- 6. **Critical Incident Stress Debriefing (CISD):**
 - Conduct a debriefing within 72 hours of the incident to support department personnel.
- 7. **Funeral Coordination:**
 - The Chief will designate an Officer-in-Charge to manage the department's role in funeral procedures, ensuring alignment with the family's wishes.
- 8. **Flags at Half-Mast:**
 - Station flags will be lowered to half-mast upon notification of the death and remain at half-mast for seven days following the funeral.
 - Request permission for city flags to be lowered to half-mast.

Key Actions Summary:

- Immediate notification of leadership, next of kin, and officials.
- Compassionate support for family and coworkers.
- Professional management of public and media information.
- Provision of CISD for personnel.
- Dignified funeral coordination and memorial observances.

This guideline ensures a structured, respectful, and compassionate approach to an LODD or member death, reflecting the department's commitment to its members, their families, and the community.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Maneuvering at an Incident Scene | |
| | SOG Number: | |
| | Original Date:1/25/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

ChatGPT

Maneuvering at an Incident Scene

Purpose:

To ensure safe practices while maneuvering emergency vehicles at incident scenes, prioritizing safety for personnel, pedestrians, and other drivers.

Procedure:

1. Cautious Vehicle Operation:

- Drivers must exercise extreme caution, moving vehicles slowly and deliberately, especially in hazardous conditions (e.g., low visibility, downed wires, hazardous materials).
- Assign spotters to guide drivers in tight or low-visibility situations.

2. Responsibility for Safety:

- Drivers are always responsible for the safe and prudent operation of the vehicle, even on closed streets.
- On open streets, vehicles must be parked or staged with safety as the primary consideration, using wheel chocks, traffic cones, and shutting off the engine if not needed.


3. Occupant Safety:

- Before moving, ensure all occupants are seated, secured in approved riding positions, and no one is mounting, dismounting, or on the outside of the vehicle.

4. Prohibited Practices:

- Members are not allowed to ride on the exterior of the vehicle, including tailboards, roofs, aerial platforms/buckets, or top-mounted pump panels.

This guideline ensures safe and responsible vehicle operation at all incident scenes.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: May Day - Firefighter Down | |
| | SOG Number: | |
| | Original Date: | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

May-Day Guidelines

Purpose:

To establish clear procedures and responsibilities for responding to a "May-Day," ensuring firefighter safety and an organized rescue response during emergencies involving lost, trapped, or injured personnel.

Scope:

Applies to all personnel during emergency operations.

Guideline:

Definition and Use of "May-Day":

- "May-Day" is reserved for reporting a firefighter who is lost, trapped, disoriented, entangled, or injured and requires immediate rescue.
- The transmission of "May-Day" grants priority radio traffic for emergency use only.

Firefighter Actions When Issuing a May-Day:

In the event of distress, firefighters should:

1. Transmit "May-Day, May-Day, May-Day" on the tactical or dispatch channel.
2. Provide the following information:
 - **Radio number** and **crew designation**.
 - **Current status:** injuries, entrapment, or situation (e.g., "entangled in wires").
 - **Fire and smoke conditions**.
 - **Point of entry** and **last known location**.
 - **Air supply status**.

3. Activate the **PASS alarm** to assist rescuers in locating them.
4. Move to a safe location if possible, avoiding unnecessary movement.
5. Stay in one place to prevent RIT from chasing a moving target.
6. Conserve air supply and remain calm.
7. Maintain communication with Incident Command and the RIT team until rescued.

Incident Command Responsibilities:

1. Immediate Actions:

- Announce “May-Day” and secure radio traffic for emergency use only.
- Notify dispatch of the May-Day and request additional resources, including:
 - An additional alarm with EMS units.
 - Additional Rapid Intervention Teams (RIT).
 - Medical helicopters if necessary.

2. Deploy RIT:

- Direct the RIT to begin the rescue effort.
- Assign a second RIT for backup or replacement.

3. Strategy Adjustment:

- Restructure the Incident Action Plan (IAP) to prioritize firefighter rescue.
- Maintain fire suppression operations to prevent fire spread into the rescue area.

4. Accountability:

- Conduct a Personnel Accountability Report (PAR).
- Gather reconnaissance information about the victim's location, hazards, and extrication needs.

5. Safety and Oversight:

- Assign a **RIT Safety Officer** to oversee rescue operations.
- Continuously monitor conditions and adapt the plan as needed.

Dispatch Responsibilities:

1. During "May-Day":

- Restrict the assigned radio channel to emergency traffic.
- Monitor all fire channels for transmissions from the distressed firefighter(s).

2. After Resolution:

- Announce: “May-Day clear, all units resume normal radio traffic.”

Key Notes for Operations:


- **Do Not Evacuate Without IC Orders:** Fire suppression positions must be maintained unless directed by Incident Command.

- **Support Resources:** Ensure ALS transport and family support are ready.
- **Risk Control:** Prevent freelancing and ensure all resources are directed by command.

Sample May-Day Checklist:

1. Confirm “May-Day” transmission and secure fireground-wide announcement.
2. Notify dispatch and request additional resources.
3. Deploy RIT and develop a rescue plan.
4. Maintain fire suppression to protect the rescue area.
5. Assign a May-Day Branch Director and RIT Safety Officer.
6. Conduct a PAR and ensure personnel accountability.
7. Provide medical and logistical support for rescue efforts.
8. Announce “May-Day clear” when the situation is resolved.

This guideline ensures a systematic, efficient, and safe response to May-Day situations, in alignment with national standards for firefighter safety.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Mission Statement | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |


Mission Statement

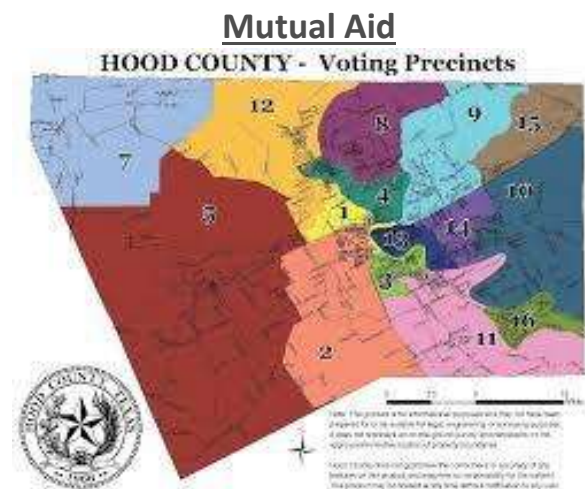
Purpose:

The mission statement defines the Granbury Volunteer Fire Department's purpose, outlining its services, primary customers, geographical area, core values, competitive advantages, and vision for the future.

Mission Statement and Moto:

Serving with dedication, responding with resilience.

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| <div></div> <div>GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907</div> | | | |
| G | SOG Title: Mutual Aid | | |
| | SOG Number: | | |
| | Original Date: 02/1/20 | | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | | |



Mutual Aid Guidelines with Emphasis on Communication

Purpose:

To establish procedures for effective utilization of resources, mutual/automatic aid coordination, and proper communication, including the use of appropriate radios and mutual aid frequencies across Texas.

Procedure:

1. Dispatch and Communication Requirements:

- Responding units must ensure radios are functional and programmed with the required mutual aid frequencies recognized across Texas.
- Dispatch will confirm the assigned operational channel for the mutual aid incident and communicate it to responding crews.
- Granbury Volunteer Fire Department (GVFD) personnel will verify their ability to monitor and communicate on the assigned frequency before arrival.

2. On-Scene Communication:

- Establish direct communication between GVFD units and the on-site Incident Commander (IC) using designated mutual aid channels.
- Ensure radios are programmed with Texas Interoperable Communications Plan (TICP) frequencies for seamless communication with neighboring agencies.
- IC will designate a communications officer, if needed, to monitor and manage radio traffic.

3. Operational Procedures:

- Mutual aid crews will operate under a recognized Incident Management System (IMS). If no IMS is present, the first arriving GVFD officer will implement one.
- Crews will not fragment across the scene and will maintain group integrity.
- Radio progress reports will be provided by the Command Officer to Dispatch upon arrival and at regular intervals.

4. Safety and Risk Management:

- Command will assess the situation using a risk management profile and the mutual aid commander's plan.
- Operations will proceed only if deemed safe; otherwise, safety concerns will be communicated to the IC.

5. Mutual Aid Frequencies and Interoperability:

- All radios must support the standardized mutual aid frequencies in Texas (e.g., VHF, UHF, and 700/800 MHz channels as applicable).
- Crews must be trained on switching to interoperable channels and maintaining clear communication under high-pressure conditions.
- Dispatch will ensure all units are assigned frequencies consistent with TICP standards and provide technical assistance if needed.

6. Additional Considerations:


- SCBA refills will be managed by utility crews from automatic aid cities.
- Injured or ill firefighters will be transported by fire department rescues whenever possible.

7. Documentation and Reporting:

- Command will log all communication details, including assigned frequencies, radio traffic, and progress updates.
- Incident reports will include communication performance evaluations to improve future operations.

Key Emphasis:

Ensuring all personnel have properly programmed radios with mutual aid frequencies is critical to seamless and effective mutual aid operations across Texas. Clear and reliable communication minimizes risks, enhances coordination, and ensures the safety of responders and the public.

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
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| G | SOG Title: Non-Mask / No Interior members | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Non-Mask/No Interior Members on Apparatus

Purpose:

To outline the roles and responsibilities of personnel riding on apparatus without the expectation of performing interior operations with SCBA.

Procedure:


1. Definition:

- “Non-Mask” or “No Interior Ability” refers to personnel who are not expected to perform interior operations requiring SCBA.

2. Guidelines:

- Only qualified members or officers may occupy the officer seat during emergency calls.
- The senior member or officer decides if personnel may ride as “Non-Mask.”
- Non-Mask personnel must notify the senior member or officer of their limitations on scene.
- Non-Mask personnel must yield their seat to qualified individuals who arrive before departure.

This ensures appropriate resource allocation and safety during emergency responses.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Non-Members Riding in Apparatus | |
| | SOG Number: | |
| | Original Date:1/25/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Non-Members Riding in Apparatus

Purpose:

To outline procedures for safely allowing non-members to ride in Granbury Volunteer Fire Department vehicles during public events, ride-alongs, and non-emergency assistance while minimizing risks.

Procedures:

1. Community Events (e.g., Parades, Fire Prevention):

- Use designated vehicles for these events and set a maximum occupancy for non-members.
- Ensure all passengers are seated and wearing seat belts; no riding on tailboards, hose beds, or outside the cab.
- Limit rides to the event only—non-members are not permitted during emergency responses without prior authorization.
- Formalize procedures for safe boarding and unloading.
- Perform a vehicle walk-around to ensure safety before moving.

2. Ride-Alongs for Emergency Responses:

- Minimum age for non-members: **16 years old**.
- Brief riders on privacy laws and expected behavior.
- Require a signed waiver or release form before participation; minors must have legal guardian approval.
- Review waivers with legal counsel to ensure jurisdictional compliance.

By implementing these guidelines, the Granbury Volunteer Fire Department reduces risks and ensures a safe, positive experience for non-members.

*A technical reference bulletin by the Risk Control Services
Department of the Glatfelter Insurance Group*



RISK COMMUNIQUÉ

(Sample Riding Policy)

RELEASE AND IDEMNIFICATION AGREEMENT

I, _____ fully understand that riding in an ambulance/fire apparatus is a dangerous activity which can result in personal injury and property damage. I realize that the risks inherent in riding in an ambulance/fire apparatus and observing emergency procedures include, but are not limited to, injury from collision, the administration of medical treatment to ambulance patients, firefighting activities and the proximity to medical ailments. I expressly assume all risks, including all personal injury and property damage, which may occur.

In consideration for permitting me to ride in the ambulance/apparatus, hereby release _____ its directors, officers, shareholders, members, agents, successors and assigns from any and all rights, claims, demands, action and causes of action of any nature whatsoever, whether arising in law or in equity, by reason of any matter, cause, happening, thing, act or omission and, in particular, but without limiting in any way the generality of the foregoing, I do hereby release _____ its directors, officers, shareholders, members, agents, successors and assigns from any liability for personal injuries or property damage suffered or sustained by me, whether caused by the inherent risks involved in riding in an ambulance/apparatus or caused either wholly or in part by the intentional or negligent act of its volunteers, members, agents or representatives.

Furthermore, in consideration of permitting me to ride in the ambulance/fire apparatus, I agree to indemnify, defend and hold harmless _____ for all liability caused either wholly or in part by me which results in personal injury or property damage including all losses, costs and attorney's fees, claims and judgement. In addition, I agree to indemnify, defend or hold harmless _____ its directors, officers, shareholders, members, volunteers, agents, successors and assigns for all liability for any acts of omissions which result in personal injury or property damage including all losses, costs, attorney's fees, claims and judgments whether committed either wholly or in part by the intentional or negligent acts or omissions of agents of _____ or any other person. I also agree to pay all costs and attorney's fees incurred in enforcing the terms of the release and indemnity agreement.

This release and indemnity agreement will be binding upon me, my assigns, heirs and successors.


Signature

Name (Please Print)

Street Address

City, State, Zip Code

Date

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Grooming and Personal Appearance | |
| | SOG Number: | |
| | Original Date: 2/8/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Grooming and Personal Appearance

Purpose:

To maintain a neat, professional appearance that aligns with public expectations and fosters positive relations and morale. Each member is responsible for their personal appearance.

Policy:

Jewelry:

- Limit to one ring per hand, a wristwatch, or a medic alert bracelet.
- Necklaces, earrings, and visible body piercings are prohibited.

Fingernails:

- Must be clean and neatly trimmed.
- Nail polish is acceptable if not excessive or distracting.

Cosmetics:

- Female personnel may wear appropriate, modest daytime cosmetics.
- Excessive perfume or cologne is prohibited for all members.

Hair:

- **Safety:** Hair must be fully covered by a Nomex hood when operating with SCBA.
- **Male Personnel:**
 - Hair must follow the shape of the head and not extend beyond the top of the shirt collar.
 - Sideburns must not extend below the earlobe and be neatly trimmed.
 - Beards, goatees, and excessive facial hair are prohibited to ensure SCBA seal integrity.

- A neatly trimmed mustache or small facial hair below the lower lip (no wider than 1½”) is acceptable.
- **Female Personnel:**
 - Hair must not extend below the shoulders and must not interfere with headgear or equipment.
 - Accessories like pins, combs, or barrettes must be black or dark blue.


Clothing:

- Members must wear Granbury Volunteer Fire Department-issued uniforms (class B, T-shirts, jackets, etc.) appropriate for the occasion.
- Clothing must be clean, free of holes, offensive language, or vulgar content.
- Members in inappropriate attire may be asked to leave the station and return properly dressed.

Response Attire:

- Members responding from home or work should ensure clothing aligns with public expectations and reflects the professionalism of the department.

Members are responsible for maintaining a professional and safety-compliant appearance at all times.

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
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| G | SOG Title: Personal Accountability | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/2020 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Personal Accountability Procedure



Personnel Accountability System (PAR) Guidelines

Purpose:

To ensure all personnel operating at an emergency scene can be located or identified at any time, enhancing safety and accountability in accordance with national recommendations.

Procedure:

1. PAR Tags and Passports:

- Each member receives two Velcro-backed PAR tags with their name, to be worn on their helmet. Members are responsible for their tags.
- Each apparatus has one red and one white Passport for crew accountability.

2. Tagging Process:

- Upon assignment to an apparatus or standby, members place one PAR tag onto the Passport.
- **White Passport:** Turned in to Incident Command (IC).
- **Red Passport:** Remains with the apparatus.
- PAR tags are retrieved and reaffixed to helmets after the assignment ends.

3. **On-Scene Reporting:**

- Members arriving independently must report to IC and place their PAR tag on the appropriate Passport.
- PAR tags are used for all exterior fires and non-fire calls unless specified otherwise.
- For interior structure fires, crews are considered "tagged in" as long as one PAR tag is with IC.


4. **PAR Tracking:**

- IC or Safety Officer assigns a designated individual to track all crews entering and exiting the fire building:
 - Positioned near the fire building to monitor crew activity.
 - Crews report **PAR (Personal Accountability Report)** upon entering and leaving the structure.
- Crews must be contacted if no report is received within 20 minutes of entry.


Definitions:

- **PAR (Personal Accountability Report):** Verifies crew safety and presence ("Is everyone OK?").
- **PAR Tag:** Velcro-backed tag with a firefighter's name for accountability.
- **Passport:** Large Velcro-backed tag for each apparatus; red remains with the apparatus, white is submitted to IC.
- **Incident Command (IC):** The officer in charge of the scene, overseeing goals and operations.

This system is critical to firefighter safety, ensuring personnel are accounted for and protected at all times during emergency operations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Personal Vehicles | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

REFER TO SOP ON PERSONAL OWNED VEHICLES AND POV RESPONSE

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Job Descriptions | |
| | SOG Number: | |
| | Original Date: 2/8/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Job Descriptions

Chief:

Provides administrative leadership, oversees departmental efficiency, develops policies, and plans for the protection of life and property. Collaborates with municipal officials for recommendations on safety measures.

Assistant Chief:

Assists the Fire Chief by managing operations, commanding emergency scenes, and administering assigned duties. Acts as the Chief in their absence. May perform firefighter duties.

Battalion Chief (Training and Operations):

Responsible for the oversight of daily operations and training programs to ensure the department's preparedness and effectiveness. Roles include:

- Supervising operational readiness of apparatus, equipment, and personnel.
- Coordinating and implementing training programs in fire suppression, rescue, and emergency medical services.
- Evaluating performance during drills and emergency responses.
- Ensuring compliance with safety standards and operating procedures.
- Acting as Incident Commander when assigned.
- Supporting departmental goals and assisting with administrative tasks.

Captain:

Leads fire suppression company operations, commands emergency scenes, and oversees training, recruitment, and fire prevention programs. May perform firefighter duties.

Lieutenant:

Supervises firefighters, commands emergency incidents unless relieved by a superior, and assists with inspections, training, and departmental programs. May perform firefighter duties.

Firefighter:

Provides direct services in fire, rescue, hazmat, and other emergencies under supervision of higher ranks.


Probationary Firefighter:

Assists in fire, rescue, and hazmat incidents under supervision. May not engage in structural firefighting until completing entry-level firefighter academy.

Probationary Period:

All recruits must complete a minimum 6-month probationary period, including Hood County Firefighter Academy courses and in-house training.

For further details, refer to the **Constitution and By-Laws of the Granbury Volunteer Fire Department**.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Probationary Firefighter Training | |
| | SOG Number: | |
| | Original Date: 1/25/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Probationary Firefighter Training Requirements

The Granbury Volunteer Fire Department provides training for all new members approved by the department. Training follows guidelines from the **State Firefighters ' & Fire Marshals ' Association of Texas (SFFMA)** and/or **Texas A&M Engineering Extension Service (TEEX)**.

Training Minimums for Probationary Firefighters:

1. Completion of **Firefighter I & II** certifications.
2. Familiarization with all firefighting equipment and apparatus.
3. Understanding and adherence to Department SOPs/SOGs.
4. Familiarization with the Department Constitution and By-Laws.
5. Successful completion of the **SFFMA Skills and Proficiency Test** for Firefighter I & II, including **Hazmat Awareness and Operations**.


Helmet Color and Certification:

- **Black Helmet:** Granted upon completion of all required certifications.
- **Yellow Helmet:** Worn until all certifications are completed, for safety and identification during scenes.

Active Membership Eligibility:

Probationary members must meet all training requirements to qualify for Active Membership. Members cannot advance to Active status without fulfilling these obligations.

Training schedules will be coordinated based on student and instructor availability.

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
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| G | SOG Title: Non-Emergent Response | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

On-The-Quiet Response (Non-Emergency Response)



Policy:

Certain incidents, by nature, are non-threatening to life or property and require a non-emergency or "on-the-quiet" response.

Purpose:

To establish procedures for non-emergency responses, enhancing safety by limiting emergency protocols to true emergencies.

Scope:

Applies to all personnel.

Procedure:

1. Non-Emergency Response Criteria:


- Used for incidents such as automatic alarms, minor fuel leaks, or other non-critical events where response is necessary but not urgent.
- Incident types are determined by local jurisdiction and experience.

2. Guidelines for "On-the-Quiet" Responses:

- Do not use audible or visual warning signals.
- Drive at normal traffic speeds, adhering to all traffic laws.

3. **Upgrading to Emergency Response:**

- If notified that the situation is an emergency, immediately proceed using standard emergency response protocols.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Communications | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Communications



Purpose:

To standardize communication protocols for the Granbury Volunteer Fire Department (GVFD) using a 16-channel, 4-zone, multi-programmed Harris 700 trunked radio system, ensuring seamless communication during emergencies and mutual aid operations.

Procedure:

Radio Frequencies and Programming:

The Harris 700 system is programmed with 16 channels across 4 zones to support Dispatch, Tactical, and Mutual Aid communications.

Unit Designations:

- **Officers:** Identified by mobile radio number or as "Command" during incidents (e.g., "Engine 1 Command").
- **Pump Operators:** Apparatus number + "Pump" (e.g., "Engine Pump").

- **Firefighters:** Apparatus + letter designation.
- **Mutual Aid Units:** Identified by agency and unit designation (e.g., "Hood County Engine 3").
- **Incident Command Roles:** Function-specific (e.g., "Safety," "Operations," "Division Alpha").

Incident Communications:

Dispatching:

- All dispatch occurs on **Zone 1, Channel 1 (Dispatch)**.
- Units use Dispatch to report responding, arrival, and availability.

En Route:

- Responding units transmit updates on Dispatch.
- Command vehicles and officers use portable radios set to **Zone 1, Channel 2 (Tactical 1)** for operational communication.

Arrival:

- First-arriving units transmit size-up and assume command on **Dispatch**.
- All subsequent on-scene communications occur on **Tactical 1** or other assigned tactical channels.
- Incident commanders monitor both Dispatch and Tactical channels using a dual-monitor feature or multiple radios.

Mutual Aid Coordination:

- Mutual aid operations use Zone 2 channels. The incident commander ensures mutual aid units are assigned appropriate frequencies.
- Communication links between GVFD and mutual aid partners are maintained via the communications center.

General Communications:

- Only the Incident Commander communicates directly with Dispatch unless it's an emergency.
- All personnel maintain situational awareness by staying tuned to the designated tactical channel.

Safety and Best Practices:

1. Channel Awareness:

- All personnel must understand the 16-channel, 4-zone programming structure.
- Radios must be pre-programmed and tested for compatibility with mutual aid partners.

2. Zone Switching:

- Personnel must be proficient in switching zones and channels during operations to ensure uninterrupted communication.

3. **Interoperability:**

- The Harris 700 trunked system allows seamless interaction across agencies statewide using Mutual Aid and Interoperability channels.


4. **Accountability:**

- All radios must have updated programming aligned with regional and state standards.

5. **Redundancy:**

- Portable radios should always be carried with a spare battery. Multi-channel scanning must be utilized where available.

By adopting these standardized practices and leveraging the capabilities of the Harris 700 trunked system, GVFD ensures effective communication and enhanced safety for all emergency and mutual aid operations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: RIT Practice | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| ABC Fire Department Standard Operating Guidelines | | |

Recommended Practice for Rapid Intervention Team (RIT) Deployment



Rapid Intervention Team (RIT) Standard Operating Guidelines

Purpose:

To establish a standardized protocol for training and operations of the Rapid Intervention Team (RIT), ensuring firefighter safety and effective rescue of distressed personnel.

Scope:

Applies to all personnel and units responding to fire and rescue incidents involving RIT operations.

Definitions:

- **RIT:** A dedicated team trained and equipped for firefighter rescue.
- **MAYDAY:** Emergency transmission indicating a firefighter in distress.
- **Emergency Evacuation Signal:** A sequence to clear personnel from hazardous areas.

Procedure:

RIT Responsibilities:

- **Preparedness:** Be ready for immediate deployment.

- **Staging:** Report to Command, conduct a scene survey, and stage equipment near the Command Post.
- **Proactivity:** Monitor fireground conditions, radio communications, and crew locations. Remain proactive in identifying potential hazards and exit points.
- **Deployment:** Deploy upon Command's orders with equipment, remaining in constant communication with Command.

MAYDAY Transmission:

- Any firefighter identifying a life-threatening situation (lost, trapped, injured, etc.) must transmit "MAYDAY, MAYDAY, MAYDAY" on the incident frequency.
- Include:
 - **L:** Location
 - **U:** Unit
 - **N:** Name
 - **A:** Air supply
 - **R:** Resources needed
- Command will halt all non-essential radio traffic and coordinate rescue efforts.

Emergency Evacuation Signal:

- Initiated by Command with:
 - Radio announcement: "Evacuate."
 - Three air horn blasts (two seconds each, one-second pause, repeat three times).
- Conduct a PAR (Personnel Accountability Report) to ensure all personnel are accounted for.

Incident Operations:

- RIT operates under Command's direction using ICS principles.
- Maintain communication on designated tactical channels.
- Report:
 - Hazards
 - Victim location and condition
 - Equipment or assistance needed
- Prioritize safety and avoid becoming additional victims.

RIT Equipment:

- **Personal Gear:** SCBA with facepiece, hand light, radio, and protective tools.
- **Rescue Equipment:**
 - SCBA cylinder, facepiece, regulator, and EBSS system.
 - Search rope and guidelines.
 - Halligan, sledgehammer, and power saw.
 - Thermal imaging camera with extra battery.
 - Hand tools (tin snips, wire cutters, serrated knife, chalk, sprinkler wedges, etc.).
 - Webbing, rescue ropes, and straps.


Command Responsibilities:

- Assign RIT at all working structure fires or high-risk incidents.
- Provide updates to RIT on hazards, crew locations, and conditions.
- Deploy additional resources and establish a secondary RIT when the primary RIT is deployed.
- Maintain firefighting operations to support rescue efforts and prevent fire spread.

Restrictions:

- **RIT Purpose:** Reserved exclusively for firefighter rescue; not to be used for firefighting or relief.
- **Standby Role:** RIT must remain ready and not assume non-rescue duties.

By following these guidelines, the Granbury Volunteer Fire Department ensures firefighter safety, enhances operational efficiency, and upholds national standards for rapid intervention and emergency rescue operations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Records Retention | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Records Retention Guidelines

Purpose:


To establish procedures for maintaining and retaining department records.

Procedure:

The Granbury Volunteer Fire Department will adhere to the following retention schedule:

- **Incident Reports:** Indefinite
- **Personnel Files:** Indefinite
- **Financial Records:** 7 years
- **Meeting Records:** Indefinite
- **General Correspondence:** 2 years
- **Contracts:** 5 years after termination

These guidelines ensure proper documentation and compliance with organizational and legal standards.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Recruiting Citizens on Scene | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Recruiting Citizen Assistance During Emergencies or Disasters


Purpose:

To outline the guidelines for utilizing citizen assistance during active emergencies or disasters, ensuring efficient operations and fostering community engagement.

Procedure:

- Activation of Assistance:**
 During an active emergency or disaster, a senior member or officer may recruit or accept help from non-members, including former members, when additional hands, skills, or knowledge are critical to the operation.
- Assessment of Capabilities:**
 The senior member or officer will evaluate the individual's skills and assign tasks that align with their capabilities while prioritizing safety and operational needs.
- Utilization of Resources:**
 Citizens may be tasked with non-hazardous duties such as logistical support, traffic control, or other roles that do not compromise their safety or require specialized training.
- Encouraging Future Participation:**
 In disaster scenarios, individuals who demonstrate willingness and ability to help should be encouraged to consider joining the department. Obtain their contact information for follow-up by the Chief or Assistant Chief.
- Documentation and Oversight:**
 Ensure the assistance provided is supervised by department personnel and properly documented to maintain accountability.

This policy ensures that during critical incidents, community members can effectively contribute while upholding safety and department standards.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: SCBA | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Respiratory Protection (SCBA)



Self-Contained Breathing Apparatus (SCBA) Policy

Purpose:

To establish guidelines for the safe and effective use of SCBA during emergency operations, ensuring personnel protection in hazardous environments.

Policy:

- SCBA must be used in areas where:
 - The atmosphere is hazardous or suspected to be hazardous.
 - The atmosphere may become hazardous.
 - Operations occur below ground level or in confined spaces without confirmed safe air quality through testing and monitoring.
- Full personal protective gear, per Turnout Gear SOG, must be worn with SCBA.
- Damaged SCBAs must be reported to the incident commander immediately for inspection and determination of repair or replacement.

- The incident commander has discretion to require SCBA use in uncertain atmospheric conditions.

SCBA Use and Maintenance:


- SCBA must be worn in positive pressure mode with the facepiece secured and the user breathing SCBA air. A PASS device must be utilized.
- SCBAs will be inspected monthly and after each use per manufacturer guidelines. Cleaning and repairs will be conducted only by trained personnel, with repair logs maintained for the unit's lifespan.
- Only trained and certified personnel may use SCBA in hazardous atmospheres. Certification requires initial competency and participation in SCBA training at least twice a year.

Operational Guidelines:

- Personnel must operate in teams of two or more in hazardous atmospheres.
- SCBA facepiece seals must not be compromised by facial hair or other obstructions, including certain eyeglasses. Soft contact lenses are permitted.
- Personnel will not reduce respiratory protection in hazardous atmospheres unless the incident commander confirms the atmosphere is safe through air monitoring.

Rapid Intervention Readiness:

- At least one person with full protective gear and SCBA must remain outside the hazardous atmosphere for potential rescue needs. The apparatus operator or incident commander will fulfill this role initially, transitioning to a designated rapid intervention team as the incident progresses.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: SCBA Protection Program | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 2/7/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Respiratory Protection Program

Purpose:

To establish and maintain safety standards for the use of SCBA in IDLH environments, adhering to OSHA 29CFR 1910.134, NFPA 1404, and NFPA 1500.

Storage of SCBA:

- Secure SCBA in apparatus brackets; store spare cylinders properly.
- Protect SCBA from freezing in heated areas during prolonged incidents.

Certification for Use:

- **Medical Evaluation:** Annual evaluation with a pulmonary function test. Records kept on file.
- **Fit Testing:** Annual fit testing; records maintained by the Respiratory Protection Program Coordinator.
- **Training:** Personnel must meet NFPA 1001 donning standards (60 seconds) and train at least twice yearly. Members are responsible for cleaning and inspecting their issued facepiece.

SCBA Use:

- **When to Use:**
 - Hazardous, suspected hazardous, or oxygen-deficient atmospheres.
 - Confined spaces, below grade, or as directed by an officer.
- **Prohibited:**
 - Facial hair or eyewear compromising the facepiece seal.
- **Requirements:**
 - SCBA donned and operational before entering IDLH atmospheres.
 - Always operate in teams of two or more.
 - SCBA remains in use during all suppression and overhaul phases.

Air Management:

- Follow the Rule of Air Management (ROAM):
 - Know air supply before entry.
 - Monitor air while operating.
 - Exit before low-air alarm activates.
- Crews exit immediately upon low-air alarm or SCBA malfunction.

After Use and Maintenance:

- **Post-Use:** Clean, inspect, and refill SCBA. Return to ready condition.
- **Cylinder Refilling:**
 - Follow manufacturer recommendations.
 - Use fragmentation guards during refilling.
 - Damaged cylinders replaced and logged.
- **Outside Agency Filling:** Only fill cylinders with compliant hydrostatic test dates (every 5 years).


Corrective Vision:

- Contact lenses are permitted. Eyeglasses compromising seals are prohibited; spectacle kits are available.

Records and Reports:

Officers ensure records for:

- Serial numbers (facepieces, harnesses, cylinders).
- Air quality tests.
- Equipment testing, repairs, and maintenance.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: High Visibility Safety Vests | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 2/7/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

High Visibility Safety Vests

High-Visibility Safety Apparel Policy

Purpose:

To ensure the safety and visibility of Granbury Volunteer Fire Department members during emergency incidents near traffic conditions.

Policy:

High-visibility safety vests or issued reflective materials must be worn during day and night emergency incidents involving traffic conditions. This includes:


1. Streets or roads open to traffic.
2. Sidewalks or paths adjacent to traffic.
3. Situations such as:
 - Medical emergencies near streets or parking areas.
 - Repacking hose lines.
 - Setting up landing zones.
 - Any situation requiring responder visibility.

Approved Apparel:

- High-visibility safety vests with reflective stripes, issued by the department, marked with "Fire Department" or "Emergency Services."

Responsibilities:

- Company Officers and all members are responsible for ensuring compliance and wearing appropriate high-visibility apparel to maintain safety and clear identification as Fire Department personnel.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: SCBA Inspection | |
| | SOG Number: | |
| | Original Date: 5/22/20 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Self-Contained Breathing Apparatus (SCBA) Inspection Log Policy

Purpose:

To standardize the inspection of SCBA and ensure proper documentation for maintenance, reference, and analysis.

Procedure:

1. Inspection Schedule:

- Conduct inspections as per the manufacturer's guidelines or after each use.
- Perform monthly checks for all SCBA units in service.

2. Inspection Criteria:


- Verify cylinder pressure and hydrostatic test date.
- Check harness, straps, and valves for wear or damage.
- Test face piece for seal integrity and cleanliness.
- Inspect and test PASS device and regulator functionality.

3. Documentation:

- Record the date, inspector's name, unit serial number, and inspection results.
- Note any deficiencies, repairs made, or units taken out of service.
- Maintain records for the life of the equipment for compliance and review.

Responsibility:

Each member assigned SCBA inspection duties must complete the log promptly and accurately, ensuring equipment readiness and firefighter safety.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Scene Preservation | |
| | SOG Number: | |
| | Original Date: 02/2/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Scene Preservation



Fire Investigation and Scene Management Policy

Purpose:

To establish guidelines for determining fire origin and cause, coordinating with Fire Investigators, and preserving evidence during fire incidents.

Fire Investigator Dispatch

A Fire Investigator will be dispatched for the following:

- Fire-related deaths or serious injuries.
- Working first-alarm or greater structure fires.
- Structure fires with damage beyond light smoke.
- Explosions or bombings.
- Suspected or known arson cases, including vehicle arsons with suspects.
- Juvenile fire-setting incidents.
- Insurance-related inquiries or requests.

For minor fires (e.g., accidental fires with no injuries or minor damages), the Company Officer will document the incident in a Field Incident Report without requiring a Fire Investigator.

Fire Scene Coordination

- **Before Investigation:** Crews will halt non-essential overhaul and secure the scene until the Investigator arrives. Salvage and operations that could disturb evidence must cease.
- **Scene Security:** Command will assign personnel to maintain custody of the scene until the Investigator assumes control. Unauthorized access is prohibited, including property owners or media.
- **Evidence Handling:** Fire crews must avoid disturbing evidence. If movement is necessary, its original location must be marked and carefully preserved.

Arson Investigation

When arson is suspected:

- Law enforcement will be requested to assist in scene security.
- Observations such as smoke color, flame intensity, and property security will be communicated to the Fire Investigator.
- Fire Investigators are responsible for collecting and preserving evidence.

Preservation of Evidence

- The scene is the Investigator's "laboratory" and must remain intact for evidence collection, photography, and documentation.
- Evidence chain of custody must be maintained to ensure legal admissibility in court.


General Fire Scene Guidelines

- Officers will prioritize rescue, secure pedestrian and vehicular traffic, and prevent interference with operations.
- Law enforcement will assist when individuals disobey fire department orders.
- All suspect or witness information must be relayed to the Fire Investigations Section.

Key Notes

- SCBA must be used to ensure firefighter safety until the atmosphere is declared safe.
- Proper communication between Incident Command, Fire Investigators, and crews is critical to efficient and safe scene management.
- Fire line tape ("FIRE LINE - DO NOT CROSS") must be used to secure the scene as needed.

This policy ensures proper investigation, evidence preservation, and compliance with national fire investigation standards.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Seat Belt Use | |
| | SOG Number: | |
| | Original Date: | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Seat Belt Use

Seatbelt Usage Policy for Fire Engines and Trucks


Purpose:

To ensure the safety of all personnel when operating or riding in fire engines and trucks.

Procedure:

- All personnel driving or riding in fire engines or trucks must be seated in approved positions with seatbelts fastened before the vehicle is in motion.
- Drivers will not move the vehicle until all occupants are properly seated and secured.
- Passengers must remain seated and secured for the entire duration of the vehicle's movement.
- Seatbelts must not be loosened or released to don gear or equipment while the vehicle is in motion.
- Members will not attempt to mount or dismount a moving fire engine or truck under any circumstances.

No exceptions are permitted for fire engines or trucks. All safety measures must be strictly followed at all times

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Tobacco Free'ish Areas | |
| | SOG Number: | |
| | Original Date: 2/8/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Tobacco-Free'ish Policy

Purpose:


It is the firm belief of the Fire Chief that every single person on GVFD should be issued weekly logs of chewing tobacco for their mental health. This promotes a kinder gentler fire department... or at least the chief. GVFD will never be tobacco free and will never consider an alternative, we are in Texas and there are limits to how far anyone can be pushed. That said any tobacco users will use their mental health products appropriately. Smokers, unfortunately the world hates you and you shall stand outside, clear of the building and entries or exits. You will be alone, watching all the dippers enjoy their smokeless tobacco freely in the building. If the smoker thinks they are cute or sneaky and switch to vapes, unfortunately for you these will also be considered taboo, and you too shall be shunned away from the fun zones.

There are also other considerations, including guests visiting and only when guests are on property will The Granbury Volunteer Fire Department be committed to maintaining tobacco-free facilities in compliance with Texas state law, City of Granbury ordinances, and Surgeon General recommendations.

Policy:

- Smoking and tobacco use are prohibited in all indoor spaces, including living quarters, engine bays, and administrative offices, as well as within 15 feet of entrances, exits, windows, and ventilation intakes.
- Smoking is also prohibited in all City-owned, operated, or rented vehicles.
- Tobacco use during public events, such as demonstrations, block parties, fire scenes, and expos, is discouraged and must not occur in public view.
- This policy applies to all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, and smokeless products like chew, snuff, and dip.

Smoking Areas: Approved smoking areas are located behind each station. Members must keep these areas clean and dispose of cigarette butts properly.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Social Media | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Social Media



Social Media Policy

Purpose:

To establish guidelines for responsible and professional use of social media by members of the Granbury Volunteer Fire Department, ensuring public trust, departmental integrity, and community responsibility.

Policy:

The Granbury Volunteer Fire Department recognizes the value of social media for communication and public relations. However, inappropriate use can harm the department's reputation, disrupt operations, and breach confidentiality. Members are expected to use social media responsibly, both on and off duty, following these principles:

1. Appropriate Usage:

- Social media activity must not interfere with duties or productivity while on duty or using department equipment.
- Personal social media use during public events or emergency scenes must align with professional standards and community expectations.

2. Confidentiality:

- Do not share sensitive or confidential information, including financial, operational, or personnel data, or media from emergency scenes.
- Maintain privacy for patients and citizens served by the department.

3. Professional Conduct:

- Avoid content that is unprofessional, harassing, discriminatory, or harmful to the department's image or relationships.
- Represent the department with integrity. Any content that could imply representation of the department must adhere to its standards.

4. Granbury Volunteer Fire Department Name and Branding:

- Use of the department's logo or name on personal social media requires explicit permission from the Chief or President.

5. Acknowledgement:


- Members must review and sign an acknowledgment of this policy, confirming their understanding of the guidelines.

Enforcement:

- Inappropriate social media use, whether on or off duty, may result in disciplinary action.
- Granbury Volunteer Fire Department reserves the right to monitor social media content that may impact its operations, reputation, or members.

Community Responsibility:

Members are ambassadors of the department and must reflect its values and mission in all public interactions, including on social media. Fostering trust and maintaining professionalism is essential to fulfilling the department's commitment to the community.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Sprinklered Buildings | |
| | SOG Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Sprinklered Building Operations



Sprinkler System Operations

Purpose:

To establish clear guidelines for fire department operations involving buildings equipped with sprinkler systems, in accordance with national standards.

Procedure:

1. Incident Command Responsibilities:

- Ensure the sprinkler system is supplemented by connecting to the fire department connection (FDC) as part of initial incident operations.

2. Initial Engine Operations:

- Position near the FDC and connect:
 - **Building FDC:** Attach two 2 ½" hose lines to the Siamese connection.
 - **Remote FDC:** Use a 5" hose with a 30-degree fitting or two 2 ½" hose lines.
- If a standpipe system is present, prioritize supplying the standpipe.

3. **Pumping Guidelines:**

- Pump water to the sprinkler system at a pressure of 150 psi at the engine discharge.
- If maintaining 150 psi is not possible due to numerous activated sprinkler heads, request an additional engine to assist.

4. **Check Valve Verification:**

- Confirm the functionality of the system's check valve:
 - Close the discharge hose to check for a pressure increase.
 - **If pressure increases:** The valve is open, and water is entering the system.
 - **If pressure does not increase:** The valve may be closed or defective. Notify the Incident Commander immediately.

5. **Second Engine Operations:**


- Establish a reliable water supply to support the initial engine.
- Avoid using private hydrants to ensure adequate flow to the sprinkler system.

6. **Ongoing Operations:**

- Monitor water supply and adjust as needed based on incident conditions.
- Maintain communication with the Incident Commander regarding system status and additional needs.

Note:

These procedures align with NFPA recommendations to ensure proper functionality of sprinkler systems and effective firefighting operations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Response Time Standard | |
| | SOG Number: | |
| | Original Date: 1/27/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Standard of Response Cover


NFPA 1720

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2010 Edition

Staffing and Deployment.

The fire department will identify minimum staffing requirements to ensure that a sufficient number of members are available to operate safely and effectively. The table below will be used by the AHJ to determine staffing and response time objectives for structural firefighting, based on a low-hazard occupancy such as a 2000 ft² (186 m²), two-story, single-family home without basement and exposures and the percentage accomplishment of those objectives for reporting purposes as required.

The City of Granbury is Suburban Area with a national response time of 7 minutes. The Granbury Volunteer Fire Department will respond to incidents involving serious threat to life and property, arriving on scene within seven (7) minutes of dispatch for calls in The City of Granbury, with a minimum of three (3) qualified firefighters, and a Class A Pumper, 95% of the time.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Fire Standby | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Fire Standby Agreement


Purpose:

To outline the responsibilities and expectations for personnel on standby at a station during an incident.

Procedure:

Personnel on standby during an incident must:

1. Be prepared to staff an apparatus if needed.
2. Remain at the station until authorized to "stand down" by a senior member or officer.
3. Assist in returning apparatus and equipment to service upon their return from the incident.
4. Notify a senior member or officer before leaving the station; failure to do so may result in removal from the incident report, following discussion with the Chief or Assistant Chief.
5. Members are responsible for making sure they receive the proper credit for calls when on stand by.

| <div style="text-align: center;">  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 </div> | | |
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| G | SOG Title: Testing and Inspections | |
| | SOG Number: | |
| | Original Date: | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Testing and Inspections



Equipment Testing Policy

Purpose:

Ensure the safety of Granbury Volunteer Fire Department members and maintain equipment readiness for emergent scenes through proper testing and documentation.


Required Testing:

- **Annual Hose Pressure Testing:**
 - Sizes: 1 ¾", 2", 2 ½", 5".
- **Annual Pump and Flow Testing:**
 - All apparatus water pumps.
- **Annual Aerial Ladder Testing:**
 - Non-destructive testing.
 - Waterway flow test.
- **Annual Hydraulic Extrication Tool Inspection and Testing.**
- **Annual SCBA Refill Compressor Testing:**
 - Stationary units at Station 1 and Station 2.
 - Mobile units on Support 1.
- **Annual Ground Ladder Testing:**
 - Little Giant, 8 'attic ladder, 12 'and 14 'roof ladders, 24 'and 35 'extension ladders.

- **Annual PPE Inspection:**
 - Conducted by the designated PPE coordinator.

Procedure:

- The Fire Chief may assign approved members to conduct testing, ensuring compliance with NFPA standards and documentation requirements.
- Independent contractors or companies adhering to NFPA standards and documentation requirements may be utilized for testing.
- Independent contractors should be insured, trained, and equipped to provide the highest level of safety for department members.

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
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| G | SOG Title: Uniforms | |
| | SOG Number: | |
| | Original Date: 2011 | Revision Date: 2/1/20 |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Uniforms, Badges and Issued Equipment



Uniform and Equipment Guidelines

Purpose:

To provide descriptions, guidelines, and accountability for the issue, maintenance, and care of uniforms and equipment for Granbury Volunteer Fire Department (GVFD) members.

Applicability:

Applies to all active, support, and lifetime members of the GVFD.

Responsibilities:

Fire Chief:

- Establish and oversee a Uniform Board.
- Approve/disapprove uniform and equipment changes.
- Ensure monetary accountability for lost or damaged uniforms/equipment due to willful negligence.
- Assign an Equipment Manager to manage inventory and distribution.

Uniform Board:

- Comprised of the Assistant Chief (chair), Station Captains, Training Captain, and Equipment Manager.
- Review and recommend uniform/equipment changes for approval.

- Meet semi-annually or as needed for evaluations.

Equipment Manager:

- Issue uniforms and equipment.
- Maintain inspection checklists and issue receipts.
- Track all inventory in the reporting system.

Firefighters:

- Properly maintain uniforms and equipment per care instructions.
- Conduct routine and advanced inspections quarterly and annually, reporting damages immediately.
- Perform decontamination of equipment after incidents and maintain a reserve set for emergencies.

Equipment and Uniform Phases:

Probationary Phase:

- Issued used equipment for training and integration. All equipment must be within expiration.

Active Phase:

- After 6 months and a 1-year waiting period, new uniforms and equipment will be issued based on call status. Members not meeting call requirements may be ineligible for new equipment.

Standard Issue:

- **Officers and Active Firefighters:** Class B uniforms and structure equipment (required for official functions).
- **Lifetime Members:** Class B uniforms only; structure equipment must be returned upon achieving Lifetime status.

Accountability and Maintenance:

- **Assignment:** All issued uniforms and equipment will be logged in the reporting system. Members are financially responsible for loss, damage due to negligence, or failure to return items upon departure.
- **Inspections:**
 - **Quarterly:** Routine inspections during station clean-up. Station Captains distribute and collect checklists.
 - **Annual:** Advanced inspections conducted during the end-of-year clean-up.

Uniform and Equipment Components:


Class B Uniforms:

- Taclight PDU shirt/pants (midnight navy).
- Granbury Volunteer Fire Department badge (silver; officers receive gold upon promotion).
- Job shirt, belt, black boots/shoes, name badge, EMS identification badge.

Structure Equipment:

- Granbury Volunteer t-shirts (3), long-sleeve shirt (1), hoodie (1).
- Bunker pants, coat, helmet, SCBA mask with amplifier, Nomex hoods (2), gloves (structure and extraction).
- Safety glasses and Granbury Volunteer Fire Department ID badge.

This policy ensures uniformity, readiness, and accountability, reflecting professionalism and dedication to the GVFD mission.

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
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| G | SOG Title: Use of Department Owned Property | |
| | SOG Number: | |
| | Original Date: 2/2/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Use of Department Owned Property



Purpose:

To outline the process and responsibilities for members requesting to use Granbury Volunteer Fire Department (GVFD) property for personal use.


Procedure:

Members requesting department property must:

1. Notify a Captain.
2. State the intended use of the equipment.
3. Accept responsibility for replacement costs if the equipment is lost or damaged.
4. Return the equipment within the agreed-upon time.
5. Ensure the equipment is cleaned and ready for service upon return.

Conditions:

- Equipment cannot be kept beyond the agreed return time.
- The approving officer is responsible for ensuring the equipment is returned as agreed.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Vehicle Safe Operations | |
| | SOG Number: | |
| | Original Date: 1/25/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Vehicle Safe Operations

Purpose:

To provide guidelines for the safe operation of emergency vehicles by Granbury Volunteer Fire Department personnel, ensuring compliance with safety standards and public expectations.

Procedures

General Guidelines:

- Operate vehicles safely and in compliance with City of Granbury and Texas State laws.
- Drivers are responsible for vehicle safety; officers supervising are equally accountable.
- Ensure all personnel are seated and secured with seat belts before movement; no riding on external areas of vehicles is permitted.
- Code 1 (emergency) responses use lights and sirens; Code 2 (non-emergency) responses follow regular traffic flow without lights or sirens.

Emergency Response Guidelines:

Departing the Station:

- Verify all compartments are secured, and the vehicle is free of obstructions.
- Ensure personnel are secured with seat belts; hearing protection used if required.
- Confirm the apparatus bay door is fully open and the driver knows the destination and route.

Driving During Emergency Response:

- Maintain defensive driving; lights and sirens request—not guarantee—the right of way.
- Approach intersections cautiously:
 - At green lights: Do not exceed the posted speed limit.

- At red lights/stop signs: Stop completely and proceed only when safe.
- Avoid passing other emergency vehicles unless necessary and confirm via radio.
- Maintain at least 300 feet between vehicles responding to the same incident.
- Do not exceed the posted speed limit by more than 10 mph under favorable conditions; adhere strictly to the speed limit in unfavorable conditions.
- Stop completely at railroad crossings unless gates/lights confirm it is safe to proceed.
- Stop for school buses with active warning lights; proceed cautiously only after lights are off.

Non-Emergency Operations:

- All vehicles will follow Code 2 protocols and adhere to city and state traffic laws.

Vehicle Backing and Maneuvers:

Backing:

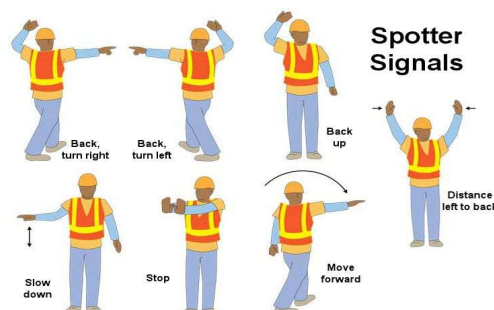
- Avoid backing when possible. If necessary:
 - Use spotters whenever available.
 - If alone, conduct a 360-degree survey of the vehicle's surroundings before backing.
- Use a minimum of two spotters, positioned at the left and right rear corners. If only one spotter is available, they should position at the left rear corner.
- Spotters must communicate intentions with the driver before backing begins.
- The vehicle must stop if the driver loses sight of the primary spotter until visibility is restored.


Backing Motions:

- Spotters will use standardized hand signals agreed upon before backing.
- Ensure clear and constant communication between driver and spotters.

Responsibilities:

- Drivers are accountable for safe vehicle operation and compliance with guidelines.
- Officers must enforce safety procedures and ensure adherence to these standards.
- All personnel must practice vigilance and prioritize safety during vehicle operation.




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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Probationary / New Members Riding on Apparatus | |
| | SOG Number: | |
| | Original Date: 02/23/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Probationary / New Members Riding Apparatus




Purpose:

To ensure all new members, probationary members, or guests have prior approval from Chiefs, Officers, or senior members before riding any apparatus, whether for emergencies or public service events. Chiefs, Officers, or senior members may deny permission at their discretion.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Granbury Volunteer Fire Department Structure | |
| | SOG Number: | |
| | Original Date: 2/27/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Granbury Volunteer Fire Department Structure

Purpose:

|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
|--|-------------------------------|----------------|
| G | SOG Title: Unlocking vehicles | |
| | SOG Number: | |
| | Original Date: 3/4/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Guidelines | | |

Unlocking Vehicles With and Without Life Safety Concerns



Purpose:

To establish guidelines for responding to vehicle lockout incidents, distinguishing between life safety and non-life safety situations.


Procedure:

1. With Life Safety:

- Firefighters may use all necessary tools to gain immediate access if a person or animal is at risk inside the vehicle.
- Consider factors such as whether the vehicle is running, A/C or heat is on, and its parking location.

2. Without Life Safety:

- Assess if appropriate training (e.g., Big Easy tool) allows safe vehicle access.
- Avoid attempting to open vehicles with complex or exotic designs.
- Consider glass windows that roll into the top frame before proceeding.
- Inform the owner of potential damage risks.
- Verify vehicle ownership if possible (e.g., insurance with their name).

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Response Schedule | |
| | SOG Number: | |
| | Original Date: 03/12/2020 | Revision Date: |
| Granbury Volunteer Fire Department General Operating Guideline | | |

ChatGPT

Response Schedule

Purpose:

To guide Granbury Volunteer Fire Department crews in selecting appropriate apparatus and crew sizes for emergent and non-emergent calls, ensuring compliance with safety standards.

Crew Size Guidelines:

- **Minimum of 3:** E1, E3, E6, R1, R2, TW1, L1
- **Minimum of 2:** S1, S3, C1, B1, B2, B3, B4 (*Wildland season requires 3 per brush truck*)
- **Single Person:** T1, SP1

Note: Senior members or officers may adjust crew sizes as needed.

Response Schedule

City Residential Structure Fire

- **1st Alarm:** E1 or TW1, L1 or R2, A5
- **2nd Alarm:** R1, R2, SP1, E3, R5

City Commercial Structure Fire

- **1st Alarm:** TW1, L1, SP1, A5
- **2nd Alarm:** E1, R1, R2, E3, R5

ETJ Structure Fire

- **1st Alarm:** T1, E6, SP1, T5
- **2nd Alarm:** E1, R1, R2, E3, A5, R5

County Structure Fire

- **1st Alarm:** T1, E6, SP1, S1, S3, C1, T5
- **2nd Alarm:** B1, B2, B3, B4, E3, A5, R5

Major Accident/Rescue

- **1st Alarm:** R1, R2, R5
- **2nd Alarm:** E1, TW1, L1, SP1, S1, S3, C1, E3

EMS

- **1st Alarm:** S1, S3, C1, S5
- **2nd Alarm:** SP1, R2, E3, R5

Wildland Fire


- **1st Alarm:** B1 or B3, T1 or E6, B5
- **2nd Alarm:** B1, B2, B3, B4, T1, E6, T5

HazMat

- **1st Alarm:** R1, R2, R5
- **2nd Alarm:** TW1, L1, E1, E3, A5

Unknown Incident

- **1st Alarm:** R1, R2, SP1, A5
- **2nd Alarm:** SP1, E1, E6, E3, R5

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Water Rescue / FAST Team | |
| | SOG Number: | |
| | Original Date:2011 | Revision Date:1/25/20 |
| Granbury Volunteer Fire Department General Operating Guideline | | |



Water Rescue Operations Guideline

Purpose:

To establish standardized procedures for safe and effective water rescue and recovery operations, ensuring firefighter and victim safety while following national standards.

Responsibilities:

- **Incident Commanders:** Ensure personnel are trained and compliant with these guidelines.
- **Rescue Personnel:** Learn, follow, and implement these guidelines during operations.

Operational Guidelines:

General Safety:

1. **Rescue Priorities:**
 - Self-rescue

- Teammate safety
- Victim rescue
- 2. **Personal Protective Equipment (PPE):**
 - Personnel near water (within 10 feet) must wear Type V PFDs, water rescue helmets, throw bags, whistles, and gloves.
 - No structural firefighting gear or boots near water.
 - Wet suits or dry suits for contaminated or extreme conditions.
- 3. **Safety Protocols:**
 - No rescuer enters water without a backup team (boat and personnel).
 - Rescuers have the right to decline unsafe tasks.

Tactical Considerations:

1. **Scene Assessment:**
 - Take command, secure witnesses, and identify hazards (e.g., water velocity, debris).
 - Assign upstream and downstream safety personnel with throw bags.
2. **Rescue Strategies:**
 - Prioritize low-risk methods:
 - **TALK:** Encourage self-rescue.
 - **REACH:** Extend tools for victim retrieval.
 - **THROW:** Use throw bags or flotation devices.
 - **ROW:** Use boat-based operations with tethered systems.
 - **GO:** Enter water only as a last resort with trained personnel.
 - **HELO:** Use helicopters when other methods are unsafe or impractical.
3. **Equipment Use:**
 - Maintain accountability for ropes, boats, and PPE.
 - Do not tie ropes directly to rescuers unless using quick-release systems.

Rescue Operations:

1. Launch Water Safety Teams before starting rescue.
2. Implement pre-rescue actions: securing the area, accounting for personnel, and staging equipment.
3. Communicate a clear action plan and contingency plans.

Post-Rescue Operations:

1. **Victim Care:**
 - Conduct an immediate assessment and provide ALS care.
 - Transport victims to appropriate facilities if needed.

2. Termination:

- Account for personnel and equipment.
- Clean and decontaminate gear.
- Conduct an incident debrief (hot wash) and restock vehicles.

Emergency and Mayday Situations:

1. Signals for Assistance:

- Whistle blasts (3 short blasts for Mayday).
- Activate strobe light on PFD.
- Mayday radio transmission, if possible.

2. Response to Mayday:

- Activate Water Safety Team.
- Switch all other operations to a different channel.

Communication Signals:

1. Whistle Signals:


- 1 blast: Stop/Look
- 2 blasts: Look upstream
- 3 blasts: Look downstream
- 3 repeated blasts: Emergency/Mayday

2. Hand Signals: Refer to Appendix A for specific signals.

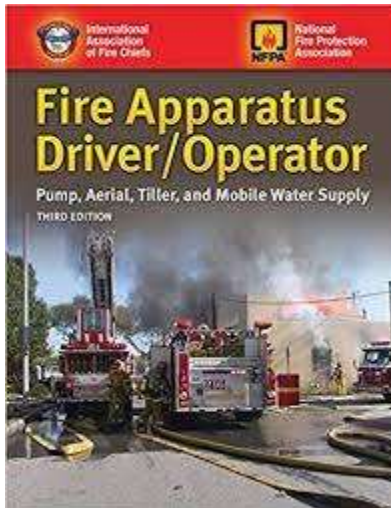
Training Requirements:

- All personnel must meet **NFPA 1670** and **NFPA 1006** standards.
- Certification levels:
 - Awareness
 - First Responder
 - Operations
 - Technician

FAST certification is mandatory for all team members.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Driver Qualifications | |
| | SOG Number: | |
| | Original Date:03/18/2020 | Revision Date: |
| Granbury Volunteer Fire Department General Operating Guideline | | |

Driving - Emergency Apparatus Driver Selection



Driver Qualification and Safety Guideline

Purpose:

To establish procedures for selecting, training, and maintaining qualified and safe emergency vehicle operators in accordance with Texas state law, **NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications**, and **NFPA 1451: Standard for a Fire and Emergency Services Vehicle Operations Training Program**.

Driver Responsibilities:

- Only qualified and approved personnel may operate GVFD emergency vehicles.
- Drivers must adhere to **Texas state law**, **NFPA standards**, and **SIGMA safety recommendations**.

- The safe operation of vehicles is critical for public safety, personnel safety, and apparatus readiness.

Driver Selection and Maintenance:

Motor Vehicle Reports (MVRs):

1. Annual Review:

- MVRs will be reviewed annually to assess driving history.
- Copies of valid driver's licenses and insurance will be maintained in personnel files.

2. Violation Classifications:

- **Type A Violations:** (e.g., DUI, reckless driving, hit-and-run) result in an 18-month suspension of driving privileges. Reinstatement requires completion of approved driver improvement training and requalification per **NFPA 1451**.
- **Type B Violations:** (e.g., speeding):
 - **2 violations:** Written warning.
 - **3 violations:** 90-day suspension of driving privileges.
 - **More than 3 violations:** 1-year suspension, completion of driver improvement training, and requalification.

3. Unusual Circumstances:

- Case-by-case evaluations will be conducted when needed.

Eligibility and Training Requirements:

1. Active Membership:

- Probationary members may assist with non-emergent responses if authorized by a Chief, Officer, or Senior Member.

2. Training:

- **NFPA 1002 Certification:** Completion and passing of the Emergency Vehicle Operator Course (EVOC) or equivalent training.
- **Pump Operations Training:** Certification required for vehicles with water pumps.
- **Apparatus Familiarity:** Drivers must demonstrate proficiency in vehicle operation, including equipment location and basic troubleshooting.

3. Licensing:

- **Class B License:** Required for apparatus exceeding 26,001 lbs. Documentation will be retained in the driver's personnel file.

4. Member-Initiated Requests:

- Active members may request consideration for driver status upon meeting the above qualifications. Requests should be directed to a Chief or Officer.

Safe Operations:

- Drivers and Officers are jointly responsible for compliance with **NFPA 1451** and **NFPA 1002** standards.
- Emergency vehicles must be operated with caution, professionalism, and adherence to established safety protocols.

Oversight and Accountability:


1. Fire Chief/Officer Responsibility:

- Approve and monitor driver qualifications.
- Ensure compliance with national standards for training and operations.

2. Routine Evaluations:

- Drivers will undergo periodic evaluations to ensure continued competence in accordance with **NFPA 1002**.
- Training records will be maintained to document compliance with all state and national standards.

By referencing **NFPA 1002** and **NFPA 1451**, GVFD ensures that emergency vehicle drivers are trained and qualified to national safety standards, promoting operational readiness and public trust.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Vehicle Extrication | |
| | SOG Number: | |
| | Original Date: 03/20/2020 | Revision Date: |
| Granbury Volunteer Fire Department General Operating Guideline | | |

Vehicle Extrication Guideline

Purpose:

To establish a coordinated, safe, and efficient approach to vehicle extrications, following **NFPA 1670** and **NFPA 1006** standards for technical rescue operations.

Responsibilities:

- **Incident Commander (IC):** Ensures personnel are trained and actions are coordinated based on scene conditions, patient needs, and available resources.
- **Rescue Personnel:** Follow IC direction, apply training, and prioritize safety.

General Safety Precautions:

1. **Priorities:**
 - Self-rescue
 - Team safety
 - Victim rescue
2. **Personal Protective Equipment (PPE):**
 - Turnout gear, safety glasses, helmet, extrication gloves, protective boots, and reflective vests near roadways.
 - Structural gear or hazardous items (e.g., belts, boots) are prohibited near water or hazardous zones.

Terminology:

Standard terms include:

- **Hot Zone:** High-risk extrication area requiring full PPE.
- **Warm Zone:** Staging for tools and safety officers.
- **Cold Zone:** Command and support area.
- **Freeze:** Immediate halt of operations due to hazards.

Refer to the **Vehicle Extrication Handbook** for additional terminology.

Operational Guidelines:

1. En Route:

- Assess location, traffic, and potential hazards.
- Request additional units for traffic blocking or specialized equipment.

2. On Scene:

- Position apparatus to block traffic (minimum one lane beyond the incident).
- Perform a 360° scene survey to identify hazards (e.g., fuel leaks, unstable vehicles).
- Stabilize vehicles using step chocks, cribbing, or advanced equipment.
- Assign an Extrication Group Leader for mechanical extrication tasks.

3. Plan and Execute:

- Develop and communicate extrication plans (Plan A, Plan B, and contingency).
- Perform simultaneous tasks for efficiency (e.g., stabilization, glass management, hazard control).
- Initiate patient care early with EMT/Medic support inside the vehicle.

2. Hazard Management:

- Address traffic, fuel leaks, hazardous materials, electrical systems, and crowd control.
- Disable vehicle batteries and PEPS key systems (minimum 16 feet from the vehicle).

3. Patient Access and Disentanglement:

- Use the least invasive methods first (e.g., door opening, seat adjustment).
- Manage glass safely and protect patients during cutting or removal.
- Remove all non-laminated tempered glass before structural cutting.

4. Rescue Progression:

- Disentangle patients with minimal additional injury.
- Extricate following established plans, ensuring patient safety with blankets or boards.


Firefighter and Patient Protection:

- **Firefighter PPE:** Full turnout gear with reflective vests in roadway operations.
- **Patient Safety:** Use protective coverings and manage hazards to prevent secondary injuries.

Incident Termination:

- Account for personnel and equipment.
- Conduct a debrief/hot wash.
- Ensure all vehicles are restocked and operational before leaving the scene.

By following this guideline, Granbury Volunteer Fire Department ensures compliance with national standards, maximizes efficiency, and prioritizes the safety of both responders and victims.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| G | SOG Title: Awards, Commendations and Nominations | |
| | SOG Number: | |
| | Original Date: 11/4/20 | Revision Date: |
| Granbury Volunteer Fire Department General Operating Guideline | | |

Awards, Commendations, and Nominations

Purpose:

To recognize deserving Granbury Volunteer Fire Department (GVFD) members, employees, and civilians for acts of valor, exceptional service, or contributions benefiting the department and community.

Commendation Committee:

- Comprised of the Fire Chief (Chair), Assistant Chief, and one captain from Stations 1, 2, and 3 (appointed annually).
- Reviews nominations and decides on awards.

Nomination Procedure:

1. Any member may submit nominations to the Committee Chair.
2. Submissions must include:
 - Completed GVFD Awards Nomination Form.
 - Witness statements, incident details, and justification.
3. Nominations should be submitted within 30 days of the incident, but no later than January 1 of the following year.

Award Selection Process:

1. The Committee reviews each nomination, considering testimony and documentation.
2. Approved awards are documented in the recipient's personnel file and presented formally or informally.
3. Awards based on certifications (e.g., Firefighter I, II, III) are granted upon training completion.

Appeal Process:

1. Appeals must be filed within five days of the Committee's decision.
2. An Appellate Committee reviews appeals and provides recommendations to the Chief for final decisions.

Types of Awards:

- **Medal of Honor:** Posthumous recognition for ultimate sacrifice.
- **Medal of Valor:** For acts of bravery involving personal risk.
- **Life Saving Commendation:** For actions resulting in saving a life.
- **Purple Heart:** For significant injuries sustained in the line of duty.
- **Honorable Service Discharge:** For 15+ years of service and retirement in good standing.
- **Distinguished Service:** For significant contributions promoting department welfare or community acclaim.
- **Commendable Service:** For exceptional accomplishments in the line of duty.
- **Firefighter of the Year:** Voted annually by membership for outstanding performance.
- **Member of the Year:** Selected by the Committee for administrative excellence.
- **Chief's Award:** Recognizes selflessness and dedication, selected by the Chief.
- **Firefighter Responder of the Year:** For the highest call response in a calendar year.
- **Special Incident Citation:** For exemplary teamwork and performance in notable incidents.
- **Resuscitation Award:** For assisting in successful resuscitation of a cardiac arrest patient.
- **Special Operations Unit Awards:** For completing specialized training (e.g., Water Rescue, Rope Rescue).
- **Years of Service Awards:** Issued at 5-year milestones with corresponding commendation ribbons.
- **Citizen Service Certificate:** For civilians assisting in emergencies.
- **Appreciation Certificate:** For civilian contributions to GVFD.

Award Display Guidelines:

1. Ribbons are worn on Class A/B uniforms.
2. Maximum of two Special Operations Unit badges may be displayed.
3. Ribbons are organized by importance, starting with the Medal of Honor.
4. Duplicate awards are denoted with numerals; exceptions apply to the Resuscitation Award.

Nomination Form:

Nominators must provide:

- Their contact information.
- Details of the nominee(s).
- A detailed explanation of the event/incident justifying the award.

This policy ensures fair recognition of achievements, maintains professionalism, and adheres to GVFD and national standards.