



Jonesboro Fire Department Standard Operating Guidelines

10/5/21

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PREFIX

The Standard Operating Policies and Guidelines as well as the Rules and Regulations are intended for the general guidance of the officers and members of the Jonesboro Fire Department, and not intended to cover every specific act of duty. Much must be left to the zeal and discretion of the individual. However, in areas of this document, where **shall and will** are used it is the intent of this document, that said subject is policy and not left to the discretion of the individual or officer. Efficiency rating as well as the punishments will depend upon the manner in which the officer and members conduct themselves in the performance of their duties. Strict compliance with the Standard Operating Policies and Guidelines and the Rules and Regulations and careful attention to the order of the officers will tend to retain the respect and good will of the public which the Department now enjoys.

REVOKING PREVIOUS RULES

From the adaptation of the Standard Operating Policies and Guidelines and Rules and Regulations, all Operating Policies, Guidelines, Rules and Regulations or orders issued or promulgated heretofore, in any manner conflicting with the Policies and Rules and Regulations herein contained, are hereby revoked, repealed and rendered inoperative and of no force.


Violations of any of the Policies, Rules and Regulations, or neglect of any of the duties prescribed herein are considered offenses. Any member found guilty shall, at the discretion of the Fire Chief or Mayor and the Civil Service Commission, be subject to reprimand, suspension, demotion or dismissal from the service or such penalties as may be determined. Appeals shall be taken as provided for in the Civil Service Statutes.

Policies, Rules and Regulations governing every case cannot be made in advance, and from time to time, necessary general and special orders will be issued.

All general or special orders that may be issued hereafter relating to the discipline or duties of the members shall be recognized and considered as part of these Rules and Regulations.



SECTION 100

<i>Jonesboro Fire Department</i>		
	SOG Title: ORGANIZATION OF DEPARTMENT	
	SOG Number: 100.0	
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Department Organization

1. The work of the department is performed by four (4) divisions under the direction of the Fire Chief. The divisions are: (1) Administrative, (2) Firefighting Operations, (3) Training, (4) Fire Prevention and Investigation.
 - A. Administrative**
 - a. Fire Chief
 - b. Assistant Chief
 - c. Division Chief of Training
 - d. Division Chief of Fire Prevention and Investigation
 - e. Battalion Chief
 - f. Administrative Secretary
 - g. Battalion Chief
 - h. Administrative Secretary
 - B. Firefighting**
 - a. Fire Chief
 - b. Assistant Chief
 - c. Battalion Chief
 - d. Captain
 - e. Driver
 - f. Firefighter
 - C. Training Division**
 - a. Division Chief
 - b. Instructor
 - D. Fire Prevention and Investigation Division**
 - a. Chief Fire Marshal- Division Chief
 - b. Fire Marshal


2. Department in order of rank

- A. Fire Chief – Oversees and directs the Fire Department
- B. Assistant Chief – In general charge of operations
- C. Division Chief of Training – In charge of department training
Division Chief of Fire Prevention and Investigation – In charge of fire prevention, inspection and investigations

Battalion Chief – In charge of their assigned fire stations, personnel and company firefighting operations while on duty
- D. Captains – In charge of their assigned fire station, personnel and company firefighting operations while on duty
- E. Drivers – In charge of their assigned engine, truck or rescue truck and assigned personnel while on duty
- F. Firefighters – Responsible to carry out the assigned tasks or tactics assigned from immediate or higher ranking supervisors

3. Platoon System

- A. Three (3) platoon system shall be used in the firefighting division with the city divided into two Battalions.
- B. The regular change of platoons shall be at 7:30 a.m. each day, at which time the roll call of members shall be under the direction of the Company Officer.


Jonesboro Fire Department		
	SOG Title: Administration	
	SOG Number: 100.1	
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1. Each work area shall have bulletin boards for posting general orders, special orders, and memos. The purpose of the bulletin boards shall be to facilitate communications. The bulletin board shall also be used for posting items of general correspondence. No item shall be posted without the approval of the Battalion Chief, Captain, or their designated representative.


2. A manual containing the department's official Rules and Regulations and Standard Operating Policies and Guidelines shall be provided in each station and be available online at the City of Jonesboro web site on the Fire Department page.

3. Each supervisor shall be responsible for maintaining the bulletin boards and manuals described above.

4. All general orders, specific orders, memos or general information sent electronically (email) shall be made available to all personnel and cared for in the same manner as listed above in #1-3.


<i>Jonesboro Fire Department</i>		
	SOG Title: DISCIPLINARY ACTIONS	
	SOG Number: 101.00	
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1. Disciplinary action is a tool to allow supervisors to deal effectively with members whose performance or conduct is unacceptable.
2. Disciplinary actions are taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.
3. Disciplinary actions may include, but not necessarily limited too; verbal warning, written reprimand, suspension, demotion or termination.
4. See applicable section of the City of Jonesboro Employee Handbook


<i>Jonesboro Fire Department</i>		
	SOG Title: GRIEVANCE PROCEDURE	
	SOG Number: 101.01	
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1. A grievance is a complaint or dispute by a member relating to employment, including the following:
 - A. Disciplinary actions involving dismissal, demotion or suspension resulting from formal discipline or unsatisfactory job performance, provided that dismissals are grievable.
 - B. The application of personnel policies, procedures, rules and regulations.
 - C. Acts of retaliation resulting from the use of the grievance procedure, participation in the grievance of another member, compliance with any federal or state law to a governmental authority, or seeking any change in law before Congress or the State Legislature.
 - D. Complaints of discrimination on the basis of age, color, disability, ethnicity, national origin, political affiliation, race, gender, or sexual orientation.

2. A member who believes there is a legitimate reason to file a complaint or grievance should consult the applicable section of the Civil Service Handbook.


Jonesboro Fire Department		
	SOG Title: SICK LEAVE	
	SOG Number: 102.00	
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1. Paid sick leave is a benefit granted to members and may be used whenever a member is unable to perform their duties due to illness or injury. Sick leave also may be used when a member has an appointment with a physician, is physically incapacitated, or is required to attend to an ill or injured immediate family member. See Employee Handbook.
2. To receive paid sick leave a member must notify their supervisor that they will be absent from work due to illness or injury prior to the beginning of the scheduled shift.
3. Any member unable to perform their duties due to illness or injury may be required to provide a doctor's excuse.
4. Any member determined to be absent without proper authorization shall be subject to disciplinary action.
5. Members must notify their immediate supervisor when unable to report for work, whether sick leave is of a personal or family nature.
6. Members of the department, while on sick/injury leave, shall not engage themselves in any type of employment.
7. Violation of this provision is grounds for dismissal.
8. Supervisors shall monitor the use of sick/injury leave by their subordinates to prevent misuse of this benefit.


Jonesboro Fire Department		
	SOG Title: Vacation	
	SOG Number: 103.00	
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1. Members shall consult the applicable section of the City Employee Handbook for specific details of the various types of leave approved by the City.
2. Any member determined to be absent without proper authorization shall be subject to disciplinary action.
3. No leave shall be taken until approval has been received by member's Battalion Chief.
4. Battalion Chiefs shall have the authority to approve or disapprove all forms of leave based on a member's leave balance and the department's minimum staffing needs.
5. All vacation days, for shift firefighter's, will be 24 hours for Captain, Driver and Firefighter.
6. Battalion Chiefs who are "exempt employees" may take vacation time at other than 24 hours shifts increments.
7. Vacations will be selected based on a system decided by the Chief or his designee.
8. No member will be allowed to take more vacation time than has been accrued at the time the vacation is to be taken.
9. Each member will be responsible for keeping track of the vacation time they have accrued.
10. If a member takes more vacation time than they have accrued, their pay will be docked the appropriate amount of time and the member will be subject to disciplinary action.
11. No member will be allowed to choose more than seven (7) shifts of vacation if that member has less than 15 years of service on the initial round of picks. If a member has more than 15 years of service on January 1st of the year vacations are being selected, then they may choose up to nine (9) shifts of vacation. After everyone eligible on the vacation list has made their vacation picks, the list will then be open for members to select additional shifts within the guidelines above on a first come first serve basis, providing they will have sufficient hours available when they take them.


12. Once a member selects a vacation shift, they will only be allowed to cancel the vacation day if they suffer a long term injury or if that shift is an "open day" (less than the maximum allowed) (For the purpose of this document a long term injury is defined as an injury where the firefighter is off more than 5 consecutive shifts).
13. When a Firefighter retires, resigns or is dismissed from the JFD the vacation days that they have chosen will become available at the end of their last day of service. When those days are available an e-mail will be sent out to the shift notifying them of the available days. Anyone wishing to choose one of those days will send an e-mail with the day(s) they wish to have to the Battalion Chiefs of their respective shift within 10 days. The available day(s) will then be given on a seniority basis at the end of the 10 days providing they will have sufficient hours available when they take them.
14. When a Firefighter is transferred from one shift to another then the same procedure will be followed as outlined above in item 13.
15. When a firefighter is transferred to another shift they may keep vacation days they have already picked if they still need them.

Jonesboro Fire Department		
	SOG Title: MEDIA RELATIONS	
	SOG Number: 104.00	
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1. Statements to the media, news releases and media campaigns must be approved by the Fire Chief or other authorized person prior to release, except as provided below.
2. An Incident Commander is authorized to provide the media with general details concerning an incident.
3. The Public Information Officer (PIO) is authorized to provide the media with general details concerning an incident and matters pertaining to department public relations.
4. On duty firefighters are authorized to provide the media with a list of incidents. This information shall be limited to dates, times and locations of incidents.
5. Information pertaining to the cause and origin of an incident may be released by the Incident Commander unless the incident has been turned over to the Fire Prevention and Investigation Division. In this case only the Chief, Assistant Chief or Fire Marshal may release details of the incident.
6. Information relating to personnel matters, department policy, department litigation or other sensitive matters shall be released only by the Fire Chief.
7. In matters where there are large scale incidents, public information blitzes or other media relations, the City's Public Information Officer is a resource for the department.

Jonesboro Fire Department		
	SOG Title: RESIGNATIONS	
	SOG Number: 105.00	
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1. A member is requested to provide at least two (2) weeks' notice of intent to resign from the department to allow ample time to process the notice. The Fire Chief may waive the notice requirement and allow the resignation to become effective immediately on receipt of a member's intention to resign.
2. Notice of resignation shall be written and delivered to the member's Chief Officer.
3. The supervisor shall promptly forward the notice to the Assistant Chief for processing.
4. It is the resigning member's responsibility to contact the appropriate city department for information to benefit options.
5. A resigning member shall turn in all uniforms, radios, keys and other property issued by the department. A member may be assessed a replacement cost for any item not returned or returned damaged.

Jonesboro Fire Department		
	SOG Title: SHIFT TRADES	
	SOG Number: 106.00	
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1. A shift trade is defined as; time when one member voluntarily works for another by their mutual agreement.
2. The City of Jonesboro does not assume any responsibility for compensating a member who voluntarily agrees to work for another. Nor shall the extra hours worked by a member during a shift trade be used to determine payments for overtime, exchange time or any other benefit.
3. The Battalion Chief may deny a shift trade.
4. A member may trade shifts only with a member of equal rank and may not work in a higher or lower classification without approval of the Battalion Chief.
5. The member who is scheduled to work will be responsible for ensuring that their position is filled by an appropriate member through a shift trade. If the position is not filled the member scheduled to work may be subject to disciplinary action. Legitimate absences may be charged to the appropriate category of leave on the scheduled to work member's time.
6. Probationary firefighters (Yellow Helmet) shall not work a shift trade for a firefighter, Black or Yellow Helmet, without prior approval of the Battalion Chief of the firefighter requesting the shift trade.

Jonesboro Fire Department		
	SOG Title: TRANSFERS	
	SOG Number: 107.00	
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1. Every department member is subject to transfer as a result of departmental reorganization or to meet operational needs.
2. A member mandatorily transferred shall be given as much notice as is practical to allow the member to make necessary personal arrangements.
3. A member may request a transfer to another assignment provided they meet the position's minimum qualifications. To request, the member must submit a written request to the Assistant Fire Chief via the member's immediate supervisor.
4. Request for transfers may be accommodated whenever possible, but the Fire Chief has final authority to grant or deny a voluntary transfer request based on the overall impact the transfer would have on the department.

<i>Jonesboro Fire Department</i>		
	SOG Title: CODE OF CONDUCT	
	SOG Number: 108.00	
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1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public's trust and protects the department's resources. To this end, all members have the responsibility to;
 - A. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost-effective and meets the needs of the public.
 - B. Demonstrate integrity, honesty and ethical behavior in all department business.
 - C. Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers and other individuals doing business or seeking to do business with the department.
 - D. Ensure that all department resources, funds, equipment, vehicles and other property are used in compliance with city and department policies solely for the department's benefit.
 - E. Conduct all dealings with the public, city employees and other organizations in a manner that presents a courteous, professional and service-oriented image.
 - F. Treat the public and other employees fairly and equitably without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or any other factor unrelated to the department's business.
 - G. Avoid any behavior that could fall under the definition of misconduct in the disciplinary section of the Civil Service Handbook and the city Employee Handbook.
 - H. Report for duty at the appointed time and place fully equipped, fit and able to perform assignments.
2. Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel action and the management of public funds are consistent with the city and department policies and practices.


Jonesboro Fire Department		
	SOG Title: OBEDIENCE TO ORDERS	
	SOG Number: 108.01	
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1. Members shall read and become familiar with the department's Rules and Regulations and Standard Operating Policy's & Guidelines. No plea of ignorance will be accepted as an excuse for any violation.
2. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
3. Members shall abide by Federal and State law, local Ordinances and Resolutions, and Department general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the department's Rules and Regulations.
4. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
5. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
6. Every officer will be held responsible for enforcing the department's Rules and Regulations. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order or a violation of the department's Rules and Regulations, that officer shall be equally responsible for the violation.
7. Should a member receive an order that conflicts with a previous order, the member shall notify the officer that issued the conflicting order and shall be governed by the officer's subsequent order.
8. Any member who is given an order they believe to be unjust, improper or contrary to a general order or rule of the department or a Federal, State or city policy should respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the supervisor of the person issuing the order be contacted for instructions if the person issuing the order does not rescind or alter the original order.


Jonesboro Fire Department		
	SOG Title: INAPPROPRIATE BEHAVIOR	
	SOG Number: 108.02	
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1. The following activities are prohibited by members while on duty.
 - A. Unlawful behavior, gambling, quarrelsome conduct, lewd or indecent activity.
 - B. Possession of a firearm or other deadly weapon on city property.
 - C. Threats or acts of physical violence against the public, coworkers, other department members or city employees.
 - D. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
 - E. Abusive behavior, hazing or harassment of coworkers or members of the public. Horseplay, practical jokes and other disruptive behavior are also prohibited.
 - F. Alteration or modification of vehicles, apparatus, buildings, computers or items of equipment owned or operated by the department without the Fire Chief's authorization.
 - G. Acceptance or solicitation of gifts, rewards or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
 - H. Campaigning for or against any person running for political office.
 - I. Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
 - J. Recommending or endorsing specific products, trade names or businesses.
 - K. Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the City of Jonesboro.


- L. Permanently parking or storing personal vehicles, trailers, campers, tractors, boats, etc. on department property.
- M. Employees who drive vehicles with commercial advertising on them should be parked in a designated parking spot.
- N. Making a false statement, oral or written about one's immediate supervisor, intending to destroy discipline and good order.
- O. Performing any act or making any statement, oral or written about one's co-workers intending to destroy good morale, good order, or good working relationships with co-workers.
- P. Displaying insolence or indifference or evading duty during an emergency or nonemergency incident. Any member found guilty of this offense shall be relieved of duty immediately.
- Q. All members shall devote all of their time to the business of the fire department. Part-time businesses cannot be transacted while on duty.
- R. Outside employment of personnel during off-duty hours shall not interfere with their fire department duties.

Jonesboro Fire Department		
	SOG Title: SEXUAL HARASSMENT	
	SOG Number: 108.03	
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- A. Unwanted or unsolicited verbal or physical sexual harassment of members by supervisors or coworkers will not be tolerated. Supervisors shall promptly correct such behavior should it occur.
- B. If a member informs a supervisor or coworker that his language or behavior is offensive and such conduct continues, the member immediately should report the situation to his supervisor or the supervisor's superior.
- C. Appropriate disciplinary action shall be taken against a member found guilty of harassing a fellow member.
- D. All members shall comply with the city's sexual harassment policy as described in the City Employee Handbook.

Jonesboro Fire Department		
	SOG Title: PROFESSIONAL RELATIONS	
	SOG Number: 108.04	
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- A. Department members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.
- B. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
- C. Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
- D. Members are required to speak the truth at all times, in giving testimony in connection with official orders and with official duties, whether or not under oath.
- E. Members shall not make false reports concerning department business or personal character or conduct of any member.
- F. Members shall be courteous and respectful to the public and other city employees and are required to give their names and rank whenever requested by the public.

<i>Jonesboro Fire Department</i>		
	SOG Title: SOCIAL NETWORKING	
	SOG Number: 108.05	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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I. PURPOSE

The purpose of this policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to the Jonesboro Fire Department [hereinafter “JFD”] and its employees. The JFD recognizes the growing importance of online social media networks as a communication tool and respects the right of employees to use these mediums during their personal time. Use of these mediums during company time or on company equipment, however, is prohibited.

In general, employees who participate in social media are free to publish their own personal information without censorship by the JFD. But must understand concerns and issues that arise when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional).

All employees are responsible for maintaining the JFD’s positive reputation and presenting the JFD in a manner that safeguards the reputation of its employees and that of the City of Jonesboro.

There are some types of information employees are not permitted to discuss or display online, including information that is confidential or proprietary to the JFD, or to a third party that has disclosed information to it.

The following are examples but not limited to these:

1. Members are prohibited from acting as a spokesperson for the JFD or posting comments as a representative of it without permission of the appropriate supervisor or department head.
2. Statements that are threatening, intimidating or disparaging to the JFD, other employees or the general public.

3. Statements, comments or images referencing illegal drugs, criminal activity, or profanity.
4. Statements, comments or images that disparage any race, religion, gender, sexual orientation, disability, or national origin. Also, communications that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.). As well as, any behavior not in agreement with the City of Jonesboro Standards of Conduct Policy or JFD Rules & Regulations and general policies.
5. No information, videos or pictures gathered while on JFD business (this includes emergency calls, meetings, drills, details, or training) may be shared or posted in any format without the approval of a Chief Officer of the JFD.
6. Members are prohibited from disseminating or transmitting any photographs or information of individuals receiving emergency medical assistance. Any such transmission may violate State/Federal Laws and/or the HIPAA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members and employees violating this provision of the policy.

Nothing in this section shall be interpreted or applied as limiting an employee's right to engage in protected concerted activity as provided by the National Labor Relations Act.


II. THE CITY SOCIAL MEDIA PRESENCE

The City maintains a presence on social media sites that are deemed appropriate for informing the public. Employees are encouraged to participate on these pages while representing themselves personally, following the guidelines above.


Employees will be subject to discipline for any social media posting that the City determines is detrimental to it. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary to the JFD, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media. Further, employees may be liable for monetary damages for such disclosure.

III. VIOLATION OF POLICY

The nature of any social media posting and degree of harm to the JFD will be factors in determining whether discipline will be imposed and the severity of any such discipline, up to and including termination of employment.

Jonesboro Fire Department		
	SOG Title: PERSONAL APPEARANCE	
	SOG Number: 109.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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- A. This rule applies to all members while officially on duty or representing the department at a public meeting, training session, seminar, conference, or other similar event.
- B. Members shall maintain proper personal hygiene while on duty.
- C. Uniforms and shoes shall be neat and shall conform to the requirements set forth in SOG 109.01, Uniforms.
- D. At no time while in uniform shall a member wear jewelry, pins, ribbons, buttons or an article of clothing that constitutes an advertisement; religious, political, or social viewpoint or message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.
- E. Hair shall be kept neat and well-groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment.
- F. Beards and goatees are prohibited. Neatly trimmed sideburns and mustaches are permitted provided they do not interfere with protective clothing or equipment. Sideburns shall not extend below the base of the ear and mustaches shall not extend below the bottom lip.
- G. Members shall limit their use of jewelry to a wrist watch, a wedding ring, and one school or university ring. These items shall not interfere with the proper use of protective clothing and equipment.
- H. Members are prohibited from wearing earrings, ear studs, nose jewelry or other items that draw attention to the wearer.
- I. Tattoos that are deemed inappropriate due to explicit content i.e.; (profanity, sexual, racial, etc.) shall be covered and non-visible when on duty.

<i>Jonesboro Fire Department</i>		
	SOG Title: UNIFORMS – DRESS CODE	
	SOG Number: 109.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Guidelines for consistent appearance of members

- A. Class “A” Uniform: Formal Events (see appendix A-1)
 - 1) Funerals and Visitations (while on or off duty)
 - 2) Special functions; banquets, award ceremonies, etc.

- B. Class “B” Uniform shirts with badge (short or long sleeve)
 - 1) Funerals and Visitations (while on or off duty)
 - 2) Fire Inspections
 - 3) Special functions; banquets, award ceremonies, etc.
 - 4) When speaking to groups, public school functions or presentations.

- C. Class “C” Uniform Polo shirts & BDU shorts
 - 1) Supply shopping for your station
 - 2) Eating out
 - 3) Training: seminars on duty, inside training with special speaker
 - 4) Station tours
 - 5) Fire prevention activities at schools or picnics

- D. Class “D” Uniform Tee shirts/Sweat Shirts/Pullovers
 - 1) Around the station
 - 2) In house training
 - 3) Mowing or any outside work

- E. Coveralls
 - 1) Working around the station painting, mowing or other maintenance

F. Caps

- 1) May be worn with Class C, D & E uniforms

G. Coats and Jackets

- 1) Must be department issued or from the "Approved but not provided" uniform list
- 2) ¼ Zip Fleece pullover jackets may be worn with Class C, D & E uniforms

H. Shorts

- 1) Must be department issued
- 2) May be worn while fitness training
- 3) May be worn with Class C & D uniforms

I. Approved but not provided uniforms

- 1) See appendix A-2

2. General requirements

- A. All members shall wear the appropriate uniform while on duty with the exception of the Chief, Assistant Chief, Training Officer, Fire Marshal and support staff.
- B. Uniforms shall not be worn off duty except as provided for in this section.
- C. Uniformed members of the department shall report for duty in the prescribed uniform.
- D. Uniforms shall be maintained and neat in appearance at all times.
- E. Uniforms shall be kept clean and in proper state of repair.
- F. Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from a professional appearance.
- G. A member in uniform shall at all times wear a black belt, black shoes or boots, and black socks. (With the exception of during fitness training).
- H. Shoes and boots shall be kept clean and polished at all times.

*In order to maintain a professional appearance with regard to footwear the following standard for uniform shoes shall be adhered to:

- 1) Black leather with plain toe boot or shoe that can be polished
- 2) No visible logos on instep or toe
- 3) Shoes not meeting these standards are not to be worn

3. Rank insignias


- A. Gold rank insignias shall be worn on the class "A" uniform by the Chief, Assistant Chief, Training Division Chief, Fire Prevention and Investigation Division Chief and Battalion Chiefs.
- B. All other uniformed members shall wear silver rank insignias on their class A and B uniforms.
- C. The insignia shall be worn parallel to the front edge of the collar, centered one-half inch from the top and bottom. For proper insignia placement (see appendix A-1)

4. Seasonal clothing


- A. The department shall issue jackets and coats as appropriate.
- B. Navy blue or white thermal underwear may be worn under the uniform but must not be visible.

5. Non-uniformed members


- A. All clothing worn by non-uniformed members shall be neat, clean and appropriate for the occasion.
- B. Nothing may be worn that could constitute a safety hazard or be offensive to another person on the basis of age, color, disability, ethnicity, national origin, political affiliation, race religion, gender, or sexual orientation.

<i>Jonesboro Fire Department</i>		
	SOG Title: PERSONAL PROTECTIVE EQUIPMENT	
	SOG Number: 109.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. When any part of the PPE issued becomes worn or damaged, it is the responsibility of the employee to report it to his/her company officer.
2. Protective clothing will be issued as follows:
 - 1 helmet
 - 1 turnout coat
 - 1 turnout pants with suspenders
 - 1 pair of firefighting gloves
 - 1 protective hood
 - 1 personal S.C.B.A. mask
 - 1 pair of extrication gloves
 - 1 pair safety goggles if Bourke eye shields are used on helmet
 - 1 pair of firefighting boots
4. Maintenance of protective clothing will be the responsibility of the person to whom they are issued.
5. Any person leaving the employment of the Jonesboro Fire Department shall return all uniforms issued by the City of Jonesboro, protective clothing and equipment, and any other accessories. A member may be assessed a replacement cost for any item that is damaged or not returned.
6. Turnout gear is not to be kept in dorm rooms of the stations. It is discouraged to wear turnouts inside living quarters

Jonesboro Fire Department		
	SOG Title: RECALL TO DUTY	
	SOG Number: 110.00	
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- A. To maintain essential services, the Fire Chief or his designee shall have the authority to order members of the department to return to duty at times other than their normal working periods.
- B. Members recalled to duty shall be compensated in accordance with the appropriate section of the City Employee Handbook. Compensation will begin from the time the employee reports to duty.
- C. Members recalled to duty shall report within a reasonable period of time after being notified to report back to duty.
- D. Members shall respond to an emergency recall unless incapacitated. Members refusing to respond back to duty shall show just cause or be subject to disciplinary action.
- E. Members responding back to duty because of a recall shall obey all traffic laws while responding.


<i>Jonesboro Fire Department</i>		
	SOG Title: STATION DUTY	
	SOG Number: 111.00	
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1. **Daily activities:**

- A. Station Captains are responsible for ensuring that all daily tasks assigned by the daily work schedule, Battalion Chief, Assistant Fire Chief or Fire Chief are completed in a timely manner and that their apparatus and station are clean along with the company capable of responding to their dispatched emergencies. Crews are expected to turn out within 60 seconds of receipt of an alarm.
- B. Captains may waive the tasks assigned according to the daily work schedule when special circumstance warrant. Any activity not completed in such a situation shall be rescheduled for the next tour of duty and shall be completed as soon as practical.
- C. Captains shall complete a Daily Report for each tour of duty. The completed report shall be reviewed by the Battalion Chief.
- D. Captains are responsible to see that an Apparatus Checklist is completed for their assigned vehicles for each tour of duty.
- E. Prior to being relieved for duty, Captains shall report all pertinent information to the Captains relieving them.
- F. Protective clothing shall be stored properly at the end of each tour of duty and shall not be left on the apparatus.
- G. Captains are responsible for all station operations and shall take appropriate actions to ensure that fuel, utilities and station supplies are used conservatively.
- H. Whenever the daily schedule permits, members are encouraged to devote their free time to fitness and personal study. Members shall not engage in any activity that interferes with their ability to respond promptly (within 60 seconds) to an alarm.

2. **Station daily reports:**

- A. The station daily report shall reflect a general account of the activities of the platoon for that shift. The report shall contain an accurate and complete history of the operation of the company. The entries shall afford detailed information of special duties performed by the members, orders received, accidents, unusual occurrences, receipt of supplies and equipment, and everything pertaining to the administration of the company or to the interest of the department.
- B. Entries shall show personnel on vacation, sick leave, injured, and personnel absent from duty for other reasons.
- C. Entries shall show fire companies and apparatus placed in and out of service because of repairs, special duty, manpower shortages, accidents, etc.
- D. Station captains shall give/receive a summary report of previous shift activities and provide any additional pertinent information regarding equipment, facility, personnel etc.

Jonesboro Fire Department		
	SOG Title: VEHICLES AND EQUIPMENT	
	SOG Number: 112.00	
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1. General requirements

- A. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
- B. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
- C. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member’s supervisor.
- D. Members shall return vehicles and equipment issued to them or entrusted to their care immediately upon separation from service.
- E. A member required to drive a vehicle owned or operated by the City of Jonesboro shall possess an appropriate and valid driver’s license.
- F. Members shall drive in a safe and prudent manner and obey all applicable federal, state, and local traffic regulations when driving or operating a vehicle owned by the City of Jonesboro.
- G. Members shall properly wear safety restraint devices whenever driving, riding or operating in or from a vehicle owned by the City of Jonesboro. (see SOG 112.01)
- H. Members driving city owned vehicles to the emergency scene shall drive with due regard and never exceed a speed which is safe, reasonable and proper for existing road conditions.
- I. When backing fire apparatus, a member shall serve as a guide to assist the driver and insure a safe backing operation.
- J. Members driving emergency vehicles shall use extreme caution when approaching street intersections and on approach to the emergency scene.
- K. Members will chock the apparatus rear wheels anytime the apparatus is parked outside the apparatus bay including emergencies and other business.

2. Departmental emergency response vehicles:


- A. Vehicles owned and operated by the City of Jonesboro shall be used for city business only. City business means any authorized work or activity performed by a member on behalf of the city.
- B. An officer may authorize brief stops while their company is within its district performing an authorized activity. The company must maintain radio contact and remain available for calls at all times.

3. Staff, (take home vehicles)


- A. A take-home vehicle will be assigned to employees required to be on call twenty-four hours per day when a rapid response may be necessary in the fulfillment of the employee's duties. Assignments of take-home vehicle shall be made by the head of the department.
- B. No vehicle shall be operated outside the city limits of Jonesboro unless authorized by the head of the department or his authorized representative.
- C. All assigned vehicles shall be used in accordance with job related duties. Vehicles will not be used as part of off-duty employment.
- D. Only employees are allowed to operate city vehicles.
- E. Employees assigned to a specific vehicle will maintain full responsibility of such vehicle including, but not limited to; proper maintenance, cleanliness, and driving courtesy.
- F. When not in an emergency response, all city-owned vehicles shall be operated in accordance with all traffic and parking laws.
- G. Seat belts will be worn by all occupants while operating or riding in a city vehicle and smoking is not permitted inside any city vehicle.
- H. All employees operating a city owned vehicle must be in possession of a valid driver's license.
- I. A city vehicle will not be altered in any manner without the approval of the head of the department or his authorized representative.
- J. A gas card will be assigned to each city vehicle to be used for the purchase of gas for that vehicle. The assigned employee to that vehicle will be responsible for the use and care of the city gas card assigned.

4. Injuries and property damage

- A. An accident or collision involving damage to a vehicle or property, or injury to any person, shall be reported immediately to the law enforcement agency having jurisdiction and the member's supervisor.


<i>Jonesboro Fire Department</i>		
	SOG Title: VEHICLE SEAT BELT POLICY	
	SOG Number: 112.01	
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1. All occupants of a Jonesboro Fire Department vehicle must utilize the seatbelt restraints, if provided, while vehicle is in motion on any street, road or highway. This policy is to protect you from undue harm should you become involved in an accident, also it is to conform to state law. Deviation from the policy will be considered as “misconduct” and the following disciplinary actions will be followed.
 - A. **First offense;** Offender a written reprimand;
First offense for Company Officer; Receive a verbal warning.
 - B. **Second offense;** Offender a shift off without pay;
Second offense for Company Officer; Receive a written reprimand.
 - C. **Third offense;** Offender three shifts off without pay.
Third offense for Company Officer; Receive one shift without pay and a 2nd Reprimand
 - D. **Fourth offense;** Offender terminated.
Fourth offense for Company Officer; Demoted one rank.


<i>Jonesboro Fire Department</i>		
	SOG Title: RETURNING APPARATUS TO APPARATUS BAY	
	SOG Number: 112.02	
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Basic operational approach

- A. Bring apparatus to a complete stop in line with bay, with view of entire door.
- B. Open bay door with remote or by firefighter entering code number.
- C. Do not proceed until door is fully open and door travel has ceased.
- D. Before crossing threshold of bay door, stop apparatus completely, bump horn then proceed up to the maximum rate of 5 M.P.H.
- E. When returning to station and bay door is open, stop apparatus completely prior to crossing threshold, bump horn 2 times then proceed, up to the maximum rate of 5 M.P.H.

<i>Jonesboro Fire Department</i>		
	SOG Title: VISITORS AT STATIONS	
	SOG Number: 113.00	
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- A. Members are permitted to have visitors at the stations between the hours of 7:30 a.m. and 10:00 p.m.
- B. Visitors are not permitted to enter a station dormitory or locker room.
- C. Visitors are not permitted to enter a workshop area or apparatus bay unless properly escorted by a department member.
- D. When escorting visitors in an apparatus bay, members shall not allow children to play on, around, or with emergency apparatus or equipment without careful and close supervision.
- E. Visitors shall not be allowed to disrupt any training or work activities within the station.
- F. Visitors are expected to abide by department rules and regulations while at the station or other work sites.
- G. Minors shall at all times remain under the supervision and control of an adult.


Jonesboro Fire Department		
	SOG Title: USE OF TOBACCO PRODUCTS	
	SOG Number: 114.00	
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- A. Buildings and structures owned by the City of Jonesboro have been designated as *tobacco-free workplaces*. The use of tobacco products is *not permitted inside* a building or structure owned by the city.

- B. The use of tobacco products is prohibited by members while riding, driving, or operating any vehicle owned by the City of Jonesboro.

- C. While tobacco products may be used outside buildings and structures in smoking areas designated by the Fire Chief, members shall properly dispose of any smoking or chewing remains or waste.

- D. Members using smokeless tobacco products shall refrain from spitting on sidewalks, parking lots and other paved surfaces, on non-paved surfaces used by other members and in water fountains.

Jonesboro Fire Department		
	SOG Title: FIRE DEPARTMENT CHAPLAIN	
	SOG Number: 115.00	
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I. Purpose

- A. The Fire Department Chaplain serves in a volunteer capacity at the discretion of the Fire Chief. The Chaplain will maintain a crisis ministry to assist department members, members’ families and civilians in coping with the physical, spiritual, and emotional aspects of personal tragedy. The Chaplain will be a person of faith ministering to all people regardless of their particular faith or value system.

II. Guidelines

- A. Position requires minimal supervision and extensive independent judgment. Instruction will be in the form of oral or written direction from the Fire Chief as to the broad objectives to be accomplished. General directions from time to time may also be received from the Incident Commander at a disaster scene.
 - 1) The Chaplain will be issued a badge and identification card for access to the emergency scene.
 - 2) The Chaplain shall be issued a radio for call as requested by from Incident Command.
 - 3) The Chaplain shall be under the authority of the Incident Command at a hazardous scene and will act as a liaison to the victim and victim’s family in support of the Incident Commander.
 - 4) The Chaplain will maintain the utmost concern for both his own safety and the safety of any victim or family member while fulfilling his duties.
 - 5) Only under authority of and with the Incident Command’s knowledge, may the Fire Chaplain enter into the warm or hot zone at an incident scene.


- B. In order to carry out his function properly, the Chaplain will conduct periodic visits to each station and shift as he sees fit. The Chaplain will be permitted opportunities to ride with firefighters to gain firsthand knowledge of the role and lifestyle of a firefighter. The Chaplain may attend and participate in training exercises with the permission of the officer in charge of the exercise.

III. Special conditions

- A. The Fire Department Chaplain position is a volunteer position and does not qualify for employee compensation and/or benefits of any kind. The Chaplain will assume all personal liability in the performance of his or her duties and not hold the City of Jonesboro liable in the event of any accident or mishap while performing the duties of his or her office.




SECTION 200

Jonesboro Fire Department		
	SOG Title: MINIMUM STAFFING	
	SOG Number: 200.00	
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1. Regulates the routine staffing of fire apparatus. The provisions of this procedure may be suspended by the Fire Chief or designated representative whenever special circumstances warrant.
 - A. Establish guidelines that are intended to provide the community with the highest quality fire protection possible within the parameters of the department’s budget.
 - B. Minimize the health and safety risk of personnel by assembling a sufficient number of personnel at every incident to a safe and satisfactory conclusion.

2. Staffing guidelines
 - A. A minimum number of firefighters shall be on apparatus at all times as outlined below. Any deviation from this standard must be approved by the Fire Chief or Assistant Fire Chief or designee.
 - a. Battalion Chief – 1 Officer per battalion
 - b. All engine companies – Company officer and two firefighters
 - c. All truck companies – Company officer and one firefighter
 - d. Rescue company, Brush/Squad units – Staffed as needed based on type of incident.
 - B. The Battalion Chief shall be responsible for maintaining staffing levels at the prescribed levels above. To fulfill this responsibility, the Battalion Chief shall have the authority to assign, move, transfer personnel, or hire overtime as necessary.
 - C. In the event the battalion chief is unable to fill a position to maintain minimum staffing then “Mandatory Holdover” shall be implemented. Mandatory holdover should be rank for rank, IE, captain for captain, driver for driver, firefighter for firefighter.

Jonesboro Fire Department		
	SOG Title: DUTIES AND RESPONSIBILITIES OF FIRE DEPARTMENT EMPLOYEES	
	SOG Number: 200.01	
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FIRE CHIEF

1. Fire Chief shall direct the overall activities of the City of Jonesboro’s Fire Department by performing the following duties personally or through subordinate supervisors while working under the direction of the Mayor. The Fire Chief shall, in addition to the duties imposed by ordinance and Civil Service Regulations, perform the following duties:
 - A. Shall be responsible for overall department budget development, preparation and administration.
 - B. Shall work closely with the Mayor, City Council, Council Committees, and Civil Service Commission to establish appropriate policies and procedures.
 - C. Shall be responsible for coordinating and overseeing the effective supervision, training and disciplinary action of all Fire Department personnel.
 - D. May be required to assume direct command of an emergency scene.

ASSISTANT FIRE CHIEF

1. The Assistant Fire Chief shall be in charge of directing day to day operations of the fire department by performing the following duties personally or through subordinate supervisors. The Assistant Fire Chief works under the direction of the Fire Chief.
 - A. Shall oversee the Training Division, Fire Prevention and Investigation Division, and Operations Division
 - B. May assume command at any incident
 - C. Supervises firefighters engaged in operation and maintenance of fire stations and equipment.
 - D. Assists in surveying buildings, grounds and equipment to estimate needs of department and prepare departmental budgets.
 - E. Confers with officials and community groups and conducts public relations and campaigns to present need for changes in laws and policies and to encourage fire prevention.
 - F. Performs related duties as assigned.

BATTALION CHIEF

1. The Battalion Chief shall manage, supervise, plan and coordinate the activities and operations of the Battalion assigned to him/her by performing the following duties personally or through subordinate supervisors. The Battalion Chief works under the direction of the Assistant Chief.
 - A. Shall oversee his/her assigned Battalion directly responsible for the Captains, Drivers and Firefighters under his/her command including all personnel issues.
 - B. Shall coordinate Battalion activities with other Divisions, departments, outside agencies and the general public.
 - C. Shall take command as the Incident Commander of incidents within his/her Battalion as needed.
 - D. Responds to emergency incidents, organizes, directs and participates in efforts to save lives and protect property.
 - E. Assists with special projects.
 - F. Acquire and maintain specialized training/certification as required.
 - G. Supervises a wide variety of routine tasks in connection with the maintenance of the fire stations, grounds and equipment.
 - H. Performs related work as needed or assigned.
 - I. Assists in ensuring adherence to City and Departmental codes, policies and procedures.
 - J. Assists in ensuring effective city coverage while fulfilling request for non-emergency services whenever possible.
 - K. Maintains records, and prepares reports on equipment, fires, accidents, injuries, etc.
 - L. Evaluates assigned personnel identifying training needs and providing counseling as needed.
 - M. Prepare daily and monthly activity and operational reports and any other duties as assigned by superiors.

CAPTAIN

1. The Captain shall manage, supervise, plan and coordinate the activities of his station, apparatus, fire district and personnel assigned to him/her by performing the following duties personally or through subordinate supervisors. Captains work under the direction of the Battalion Chief.
 - A. Captains shall answer all emergency calls directed to their company.
 - B. Shall ride in the front officers seat as the company officer unless short a driver for the apparatus. They may at their discretion, and under their supervision allow a firefighter to drive/operate the apparatus.
 - C. Shall actively engage with their crew as a company officer in all fire ground activities including, but not necessarily limited too; interior operations, exterior operations, rescue operations, etc.
 - D. Captains are responsible for the safety and well being of all personnel assigned under him/her during emergency and non-emergency operations.
 - E. Captains are responsible for their own company accountability.
 - F. Captains are held accountable for the condition of their assigned fire station, apparatus and crew.
 - G. Captains shall evaluate the personnel assigned under them.
 - H. Captains shall set the standard for their company in regards to training, discipline, work ethic,

etc.

- I. Captains shall promote company pride and provide leadership while building up the department and his/her crew along with providing a positive atmosphere in the work place.
- J. Shall maintain all reports, fire run information and any other duties as assigned by superiors.

DRIVER/OPERATOR

1. The driver is responsible for preventative maintenance of his/her assigned apparatus and apparatus equipment while possessing the ability to drive and operate the apparatus in a safe manner. The driver works under the direction of the captain and is responsible for the following duties.
 - A. Drivers answer all fire calls assigned to their apparatus and assist in the supervision of fires, interior attacks, exterior attacks and rescue operations.
 - B. Shall possess knowledge of hydraulics necessary for the pumping of his/her apparatus.
 - C. Shall possess knowledge in various hose lays, equipment attachments, equipment locations, and apparatus safety measures.
 - D. Shall possess knowledge of the streets, fire hydrants and any other pertinent information for the company's assigned district.
 - E. Drivers are responsible for the readiness, cleanliness and efficiency of their assigned apparatus.
 - F. Shall maintain reports, fire run information and any other duties assigned by superiors

FIREFIGHTER

1. Firefighters are under general supervision, control and extinguish fires, directly perform life safety activities and participate in fire prevention activities. Firefighters work under the direction of the Company Officer.
 - A. Answers all fire calls and assists as directed by Captain.
 - B. Shall possess the knowledge to perform all fire fighting tactics such as; ventilation, hose stream placement, salvage and overhaul, search and rescue.
 - C. Shall possess the knowledge for First Responder calls and vehicle extrications.
 - D. Cleans and services the apparatus assigned to and helps maintain it in a condition of readiness.
 - E. Attends all departmental training.
 - F. Performs a wide variety of routine tasks in connection with the maintenance of the fire station quarters and grounds along with any other duties assigned by superiors.


FIRE MARSHAL

1. Fire Marshal is responsible for the investigation of all fires of a suspicious nature, inspects new and existing buildings for fire code violations, and inspects hospitals, schools and daycares for fire safety. The Fire Marshal works under the direction of the Assistant Fire Chief.
 - A. Answers all calls for a fire scene investigation by the Incident Commander.
 - B. Shall possess the knowledge to conduct new and existing building plan reviews.
 - C. Directs and coordinates all fire prevention activities for the city.

- D. Works directly with the Criminal Investigation Division of the Jonesboro Police Department.
- E. Monitors and writes tickets as deemed necessary to ensure compliance of fire lane parking violations, building code violations, etc.

TRAINING OFFICER


1. The Training Officer is responsible for training all Jonesboro Fire Department members in firefighting, safety, rescue, etc. The Training Officer works under the direction of the Assistant Fire Chief
 - A. Shall develop and provide training classes as he/she sees fit for the continued educational needs of the department.
 - B. Shall ensure that all members of the department are kept current with any required training certifications.
 - C. Shall always be on the lookout for any new training methods, new equipment and any new ideologies in the fire service which will improve the departments overall effectiveness.
 - D. Shall possess the necessary communication skills and computer skills.
 - E. Shall keep and maintain all members training records and certifications.

<i>Jonesboro Fire Department</i>		
	SOG Title: METHOD OF FILLING VACANCIES	
	SOG Number: 200.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		


1. Whenever a vacancy exists (SOP 200.00), the appropriate person or persons shall be hired by the Battalion Chief or acting Battalion Chief for overtime.

2. Personnel hired for overtime shall report to their duty post on the appropriate date and time and shall report with all the required uniforms, protective clothing, bed linens, and personal items appropriate for assignment
 - A. Members shall notify the appropriate supervisor if they cannot report as assigned and shall provide the supervisor with a satisfactory explanation.

 - B. In the event the battalion chief is unable to fill a position to maintain minimum staffing then “Mandatory Holdover” shall be implemented. Mandatory holdover will be rank for rank. IE; captain for captain, driver for driver, firefighter for firefighter.

Jonesboro Fire Department		
	SOG Title: EMERGENCY CALLBACK	
	SOG Number: 200.03	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Whenever operational conditions are such that additional personnel are required, one or more off-duty personnel may be called back to duty.
2. Emergency callbacks shall be initiated at the request of the incident commander. Off-duty personnel may be called back by an in-house fire company, administration office worker(s), dispatch center or emergency call back system. Off-duty personnel shall be instructed as to assignments when reporting to duty with supervisors.
3. Unless otherwise advised, all personnel answering an emergency callback shall respond to the incident scene.
4. Off-duty personnel returning to duty at an incident scene shall immediately report to IC or staging and await assignment. Under no circumstances shall arriving off-duty personnel begin any task without authorization from the incident commander.
5. After receiving an emergency callback, members shall respond in a timely manner while following all traffic laws.

Jonesboro Fire Department		
	SOG Title: LOST/DESTROYED EQUIPMENT	
	SOG Number: 201.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Reporting procedure


- A. On discovery that a piece of equipment has been lost, damaged, or destroyed, an employee shall notify their immediate supervisor and write a statement as to what happened.

2. Responsibilities

- A. It is the responsibility of each member to maintain all equipment, apparatus, clothing and protective equipment issued or assigned to. Apparatus and equipment, station, and personal equipment shall be inspected at the start of each shift and after each incident during the process of returning back to service.
- B. Members shall not loan any fire department tools or equipment without the approval of a chief officer.

3. Accountability

- A. The deliberate or willful misuse, theft, damage, or destruction of any tool, equipment, or other device owned by the department or other agency or private individual will result in the appropriate disciplinary action as prescribed in the City employee Handbook.
- B. The individual(s) responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.

<i>Jonesboro Fire Department</i>		
	SOG Title: FIRE DEPARTMENT LIBRARY	
	SOG Number: 202.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Scope

- A. This standard regulates the use of printed and audiovisual materials owned by the City of Jonesboro. The library shall be used to increase the collective knowledge of the members of the department along with increasing public awareness of fire safety, medical emergencies and disaster preparedness issues.

2. Station library

- A. Each fire station shall maintain a small library for use by on-duty personnel. The library materials will consist of periodicals, text books and any other relevant materials.
- B. These materials may not be checked out for individual use, loaned to another station or removed from the fire station without the permission of the Training Officer.

3. Department library

- A. The department library shall be maintained in the administrative/training facility of the department. This library shall house the various audiovisual materials and equipment used in training, as well as periodicals, study materials, fire and building codes and printed materials.
- B. Materials will be available for individual use and checkout except where otherwise prohibited.
- C. Occasionally the department may issue printed items or textbooks to individuals for their use while employed by the department. The department retains continuous ownership of these materials.


4. Checkout and return procedures

- A. An individual may borrow books from the department library for a period not to exceed seven (7) days. The borrowed item must then be returned to the library. If no one is waiting to borrow the book it may be checked out for another seven (7) days.
- B. No member may check out more than two (2) books at the same time.
- C. To checkout a book/video, a member must sign and date the library book/video checkout log with the training division.
- D. Books may not be loaned to another member while checked out. The member who originally checked out the book/video is totally responsible for the item.


- E. Training materials and equipment may also be checked out by a member of neighboring fire departments with approval from the Training Instructors.
- F. When an item is returned to the library the borrower shall record the return date on the checkout log.

5. Responsibilities

- A. The Station Captains shall be responsible for maintaining their respective station libraries and for regulating the use of its resources.
- B. The Training Officers shall be the custodian of the department library. They shall maintain the materials within the library and regulate the use of its resources.
- C. Any individual who borrows or checks out materials from the department library shall be responsible for the materials entrusted to them. They may be required to replace any item that is damaged or lost.

<i>Jonesboro Fire Department</i>		
	SOG Title: DAILY WORK SCHEDULE	
	SOG Number: 203.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. The daily work schedule is a guide for minimum routine cleaning activities for the day. This schedule is not intended to be all inclusive or the only activities to be done. The tasks on the daily work schedule shall be performed every shift as incident volume and weather permits.
2. The station captain shall be responsible to ensure that the copy of the daily work schedule is maintained on the station bulletin board.
3. The station captain shall be responsible for ensuring that all assigned tasks are completed each shift.

Jonesboro Fire Department		
	SOG Title: COMPLAINTS AGAINST EMPLOYEES	
	SOG Number: 204.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Scope

- a. This standard establishes guidelines for the receipt, investigations, and resolution of complaints received by the department concerning the professional or personal conduct, behavior, action or inaction of one or more members and those complaints that concern the department as a whole. This standard is to ensure that a thorough investigation be conducted for every complaint received by the department.

2. General

- a. Complaints that arise from the daily conduct of business fall into two major categories
 - i. Complaints against the department as a whole
 - ii. Complaints against one or more members of the department
- b. Complaints generally allege a violation of a department rule, policy, procedure or general order. A complaint may also allege that there is a violation of a Federal, State, or Local Statute or Ordinance.
- c. The department will hear all complaints against its members that have been initiated by any person who is found to have standing for such a complaint. Persons other than those who are actually affected by the actions of a member shall have no standing for a complaint, with the exception of cases involving juveniles. In such case the parent or legal guardian shall be required to file the written complaint.

3. Complaint procedure

- a. Complaints shall be filed in writing and signed by the person or persons making the complaint.
- b. Complaints may be accepted by any on-duty supervisor. The supervisor receiving the complaint shall conduct an initial investigation to obtain as much information as possible and then forward the complaint directly to the supervising Battalion Chief.
- c. If the complainant does not want to file a written complaint they may still voice their complaints to a supervisor. The supervisor shall record the information and forward an account of the complaint to his/her superior.

- d. On receipt of an oral or written complaint, the Battalion Chief shall conduct an investigation of the complaint and forward the findings to the Assistant Chief.
- e. A copy of the written complaint shall be given to the accused member, at that time the member is requested to make a written reply to the allegations.
- f. When the act described in the complaint is a crime, the circumstances will immediately be explained to the Fire Chief and the Police Department will be notified.

4. Resolution of the complaint

- a. On conclusion of an investigation, the complaint will be classified as one of the following:
 - i. Unfounded: Allegations are proved false or not enough evidence to support the allegations.
 - ii. Exonerated: Incident cited did occur, but the actions were lawful or followed proper procedures.
 - iii. Not Sustained: There is insufficient evidence either to prove or disprove the allegations
 - iv. Sustained: The allegations are supported by sufficient evidence and the complaint will be upheld.

5. Resulting action


- a. When an investigation results in a determination of unfounded, exonerated, or not sustained, the Battalion Chief will notify the accused member that no further action will be taken against them. The member shall return to duty. If they had been placed on unpaid leave, they shall be fully compensated for all lost wages and benefits.
- b. When an investigation results in a determination of sustained, the appropriate action will be taken in accordance with the department's disciplinary policy.

6. Format

- a. The supervisor who accepts the original complaint or conducts the initial investigation shall make the report as complete as possible prior to submitting the complaint to the Assistant Fire Chief.
- b. The following format shall be used for conducting investigations.
 - i. Record the facts surrounding the incident. What took place, when, where, how and who was involved.
 - ii. State the allegations in detail. What does the complainant allege and against whom?
 - iii. Record the process used to investigate the complaint. What did you do as the investigator? What did you learn by talking to all the parties and witnesses?
 - iv. Record all findings and conclusions reached. What did your investigation reveal based on the facts extracted from the evidence?
 - v. Include a written recommendation to the Assistant Fire Chief.

7. Exceptions

- a. A complaint shall be referred to the Assistant Fire Chief or Fire Chief in those cases where the complainant prefers speaking only to those entities.
- b. Internal investigations may also be conducted concerning a member's conduct whenever the Fire Chief or Assistant Fire Chief has reason to believe doing so is warranted.
- c. The Fire Chief shall determine what disciplinary action should be taken pending the outcome of the investigation.

<i>Jonesboro Fire Department</i>		
	SOG Title: EVALUATION OF SWORN PERSONNEL	
	SOG Number: 205.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Scope

- a. Formally communicates the goals and objectives of the department to each member and to discuss the member's individual role in the accomplishment of those goals and objectives.
- b. To provide positive feedback and motivation as well as areas needing improvement in the performance and productivity of each member.
- c. To identify each member's additional training and educational needs
- d. To provide an ongoing written performance evaluation identifying any corrective actions that a member might be required to make so as to improve his/her performance.


2. Evaluation process

- a. A formal, written evaluation of each member's performance shall be conducted by their immediate supervisor once a year within 30 days their anniversary date.
- b. The evaluation will be recorded in written form and placed in the member's personnel file.
- c. During the formal evaluation process each member shall be counseled by their immediate supervisor with respect to his/her individual progress and development. The supervisor shall note any areas of concern and shall discuss steps that the member should take to correct the problem or deficiency. A summary of the discussion shall be recorded on the member's evaluation form.
- d. On completion of the initial evaluation session, the evaluating supervisor shall forward the evaluation form to the appropriate supervisor for review.

- e. The reviewing supervisor shall discuss the member's progress and deficiencies with the evaluating supervisor. If there is agreement about the evaluation, the reviewing supervisor may add their comments and sign the form. If there is disagreement, the two supervisors shall record the changes that need to be made on the evaluation form. The reviewing supervisor shall then add their comment, sign the form, and return it to the member for their review and signature.
- f. A member may disagree with any portion of the evaluation and shall be allowed to record their objections in the section reserved for member comments.
- g. On completion of the review process, the member shall be required to sign the form. Their signature does not imply agreement – only that they have read the evaluation and have been made aware of its contents. Under no circumstances shall a member be required to sign a blank or incomplete evaluation form.
- h. No changes will be made to the form after all parties have signed off on the evaluation unless all parties are informed of the changes and are furnished copies of the changes.

3. Responsibilities

- a. Supervisors shall be responsible for completing a formal written evaluation and oral evaluation of the performance of each member under their supervision at least once each year in accordance with the provisions of this standard.
- b. Members shall be responsible for participating in a formal written and oral evaluation of their performance by their supervisor and for correcting all deficiencies identified in the evaluation process.
- c. The Battalion Chief shall be responsible for ensuring that each platoon firefighter's performance evaluations are maintained in their permanent personnel files.


Jonesboro Fire Department		
	SOG Title: TRAINING/TRAVEL REQUESTS	
	SOG Number: 206.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Scope

- a. This standard outlines the process that must be followed when a member wishes to be compensated for attending a seminar or training session that is out of town. It was designed to enable members to attend classes and seminars conducted by outside agencies and organizations.

2. Procedure

- a. If a member wishes to obtain approval to travel on behalf of the department or attend a training class or seminar, the member must complete a City of Jonesboro Request for Training Form prior to the date of the class or seminar and submit the completed form to the Training Division office.
- b. If the request is from a member assigned to shift work, the Training Chief will consult with the Battalion Chief about the impact the request would have on minimum staffing.
- c. If the request from a member assigned to a shift is approved by the Training Chief the Battalion Chief shall be notified of the dates.
- d. If a request is disapproved the reason for disapproval will be recorded on the form and returned back to the member submitting the request.

Jonesboro Fire Department		
	SOG Title: COMPENSATION/REIMBURSEMENT FOR TRAVEL	
	SOG Number: 206.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Scope


- a. This standard establishes guidelines for reimbursement and compensation of members who are required to travel or attend meetings, training sessions, or seminars out of town on behalf of the department. It is to ensure that the department's compensation and reimbursement procedures are in compliance with the Fair Labor Standards Act and the applicable district policies and procedures and all policies from the City's Employee Handbook.

2. Criteria for reimbursement of expenses

- a. To be reimbursed for expenses incurred while traveling or attending training sessions out of town on behalf of the department, personnel must:
 - i. Obtain the Assistant Fire Chief's, Battalion Chief's and Training Chief's approval prior to travel or training.
 - ii. Submit an itemized expense report with receipts and proper documentation.
- b. The department will normally cover the following expenses:
 - i. Tuition or registration and course materials.
 - ii. Accommodations at an approved motel or hotel.
 - iii. Parking based on receipts and actual expenses.
 - iv. Per meal allowance for meals as per city travel policy in City Employee Handbook.
 - v. The department will furnish a vehicle whenever possible. Members using their own personal vehicles will be reimbursed according to the City's policy.
 - vi. The department will not reimburse any expenses incurred for alcohol or entertainment.
 - vii. The department will not reimburse any expenses incurred by a member's spouse or other family member.

3. Compensation for travel

- a. Travel time to and from an event shall be compensable. Compensation will be based on the amount of time required to travel to and from the department's headquarters.
- b. Nonexempt employees shall be granted overtime or compensatory time or time off during the current Kelly day cycle for those hours worked in excess of their normal 204 hours during the 27 day cycle. Compensable time includes travel time and class attendance. It does not include weekends or those evening hours after the event has concluded for the day or week.

Jonesboro Fire Department		
	SOG Title: INCIDENT REPORTS	
	SOG Number: 207.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Scope


- a. This standard establishes requirements for the preparation of reports for incidents to which the department responds.
- b. Creates a permanent record of each incident to which the department responds.
- c. Develops a database for the analysis of the community's demand for fire protection services.
- d. Provides uniform data to the State Fire Marshal and the Arkansas Fire Academy concerning the department's response activities.

2. Completing the report

- a. Basic Incident Report shall be completed for each incident to which the department is dispatched, and a copy forwarded by the department to the Arkansas Fire Academy.
- b. The report shall be accurate and thorough containing sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding a given incident.
- c. The 911 Center shall assign a chronological number for each incident and the member filing the report shall insure that the appropriate incident number is on the Basic Incident Report.
- d. A narrative shall be written for each incident.

3. Responsibilities

- a. The officer of the first arriving apparatus shall be responsible for the Basic Incident Report and any other reports that may be required for the event.
- b. The Battalion Chief shall be responsible for the reviewing process of the Incident Report.
- c. Reports shall be entered as soon as the apparatus is fully back in service, and before the individual goes off duty.
- d. Fire Administration will file the reports to the Arkansas Fire Academy in compliance with State and Local Guidelines.

Jonesboro Fire Department		
	SOG Title: Line of Duty Death	
	SOG Number: 208.00	
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JFD Standard Operating Guideline		

PURPOSE

The purpose of this policy is to outline the responsibilities for following fire department protocol involving a line of duty death.

The death of any member of the Jonesboro Fire Department while on duty, or while undergoing medical treatment for any injury or disease resulting from such duty, is considered a line of duty death. This also includes the death of a Fire Department member while traveling in connection with such duty or while engaged in firefighting or EMS activities off duty.

PROCEDURE

This procedure defines the policies and responsibilities to be followed in the event of a line of duty death, and can be escalated in the event of multiple deaths or a number of members seriously injured.

1. ASSIGNED RESPONSIBILITIES

- a) Fire Chief or Assistant Fire Chief:
 - i) The Fire Chief or Assistant Fire Chief may hold daily briefings in order to communicate activities of all assigned officers.
- b) Battalion/Division Chief's Responsibilities:
 - i) In the event of a line of duty death, the on-duty Battalion Chief(s) shall:
 - (1) Notify the Fire Chief, Asst. Chief, PIO, off duty Battalion Chiefs, Police Department.
 - (2) Secure the scene of the incident with the assistance of Police Department personnel.
 - (3) Direct the PIO and 911 Dispatch Center to withhold release of personal data relating to the members death, pending notification of next of kin.
 - (4) Gather all information concerning the incident and circumstances leading to the death.
 - (5) Assign personnel from Fire Administration to assemble as much personal data as possible concerning the deceased. Particular information needed includes: Name, Date of Birth, File Photo, Marital Status, Dependents and Name(s) and Address(s) of next of kin.
 - (6) Assign a Chief Officer, as soon as possible, to secure the personal effects of the deceased and deliver them to Fire Administration.
 - (7) Assign a Hospital Liaison Officer to go to the hospital where the injured/deceased firefighter(s) are sent.

- (8) Coordinate with other Battalion Chiefs to arrange for other personnel to relieve crews on the scene and provide personnel with counseling if needed.
 - (9) Preserve any equipment, turnouts and SCBA used by injured or deceased firefighters for the investigation.
 - (10) Preserve all tactical worksheets, video and/or audio tapes for the investigation.
- c) Hospital Liaison Officer(s) – goes directly to the receiving hospital(s) and maintains a liaison with the hospital staff, PIOs, Fire Administration and the Fire Ground Commander.
- i) Responsibilities – until relieved:
 - (1) Update Command of any significant information relating to the patient’s condition.
 - (2) Assure that no press releases are made.
 - (3) Collect all personal articles of the firefighter, should pronouncement of his/her death occur.
 - (4) Assure *blood gases are drawn as soon as possible.
 - ii) *Note: Refer to *U.S. Department of Justice-Line of Duty Death* concerning disposition of blood gases. In order for a firefighter’s surviving dependents to receive the Federal Public Safety Officer’s Benefit, certain tests must be made before death, or at the time of death.
 - iii) It is necessary to obtain a complete blood toxicology report primarily concerning blood alcohol and Carbon Monoxide levels. In **ANY** death, even those involving a non-traumatic injury, such as a heart attack, it is also necessary to obtain a complete blood toxicology report as stated above.
 - iv) A copy of the autopsy must be provided and if no autopsy was performed, an affidavit stating one was not performed must be provided.
- d) Public Information Officer – should be appointed as soon as possible if assigned PIO’s are not readily available.
- i) Responsibilities –
 - (1) Attempt to collect all the facts of the incident as it occurred.
 - ii) Make contact with 911 Dispatch (**Do not use the radio**):
 - (1) Fill them in on the situation.
 - (2) Instruct them not to issue any statements to the media or anyone else. All information to the media/public will be released through the PIO.
 - (3) Advise them they will be receiving a written news release as soon as next of kin has been notified.
 - iii) Begin to collect all pertinent and personal information on the victim(s).
 - iv) Keep in contact with Hospital Liaison Officer(s) on status of injured firefighter(s).
 - v) Provide Notification Officer with the information needed prior to making contact with the next of kin.
 - vi) Begin to prepare a written press release. (see example below)
 - vii) Under no circumstances should a press release be issued until next of kin notification can be made and the proper authority has been given to issue the news release.
 - viii) (See Notification Officer).

ix) EXAMPLE PRESS RELEASE:

- (1) *"The Fire Chief regrets to announce the death of (rank), (name) who died in the line of duty." A brief description of the circumstances will follow.*

e) Notification Officer(s) –

- i) The Fire Chief or Assistant Fire Chief are responsible for the notification of the next of kin. Other Officer(s) including the JFD Chaplain may be assigned to assist with the notification; the specific assignment of this duty will be made by the Fire Chief. Prompt and judicious notification of the next of kin is the utmost importance in the case of a line of duty death. Notification shall be made by an official representative of the Fire Department through personal contact if possible. The official notification serves to assure the next of kin of the validity of the information and to provide a knowledgeable source of information concerning the death.

ii) Responsibilities –

- (1) The Notification Officer is responsible for making contact with the next of kin. This shall be done in person whenever possible. This official notification must be made before any details of a death are released to the news media.
- (2) The Notification Officer should be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. The JFD Chaplain, a friend of the family or other clergy members may be of valuable assistance at this time. The Notification Officer should be prepared to stay with the next of kin until a family member or friend arrives, or as long as requested.
- (3) The Notification Officer Shall:
 - (a) Wear department uniform (if time permits) and have official JFD ID Card in their possession.
 - (b) Assign a Fire Department member to accompany him/her, also in uniform.
 - (c) Familiarize themselves with the circumstances of the death and the personal data concerning the deceased before making the notification. (Contact PIO).
 - (d) Determine if the family has a particular person, specifically a close family member and/or department member, to act as Family Liaison Officer.
 - (i) Once notification has been made, the Notification Officer will advise the Fire Chief or his representative, Incident Commander, and the Public Information Officer. An official announcement may then be made and details may be released to the news media.

f) Family Liaison Officer:

- i) The Fire Chief will appoint a Family Liaison Officer(s) to work in conjunction with the family providing liaison 24 hours a day as a logistical contact and maintain constant communication with the Fire Chief or his representative.


- ii) To provide a sense of continuity and familiarity for the surviving family, it may be advantageous in some cases for the Notification Officer to assume the duties of the Family Liaison Officer. The Family Liaison Officer is a special staff assignment. As a direct representative of the Fire Chief, the Family Liaison Officer will receive the full cooperation of the entire Fire Department. The Family Liaison Officer will report directly to the Fire Chief or his representative.
- iii) The Family Liaison Officer is responsible for the management of several important activities. The principle concern is the ongoing welfare of the next of kin. The Family Liaison Officer will render whatever assistance is necessary to settle the personal affairs of the deceased member and assist the next of kin and immediate family through the crisis. In incidents involving multiple deaths, more than one Family Liaison Officer shall be assigned.
- g) **In all cases, the level of Fire Department participation with the funeral arrangements will be at the discretion of the surviving family.** In incidents involving multiple deaths, planning funeral arrangements between the surviving families will require the assignment of more than one officer.

2. PERIOD OF MOURNING

- a) Immediately after the public announcement, all flags at Fire stations will be lowered to half-mast and all badges will be shrouded. Flags will remain at half-mast until the day following the funeral, and badge shrouds will be worn for 30 days after the funeral.

3. EMERGENCY NOTIFICATION INFORMATION

- a) *The Emergency Notification Form is a confidential record, completed by members of the Department. The form provides the JFD with emergency numbers and other information for accidents involving a member of the Department, and will remain confidential for all other purposes.*
- b) *Each employee will be asked to complete a form at the time of original employment with the Department. Updates to the information may also be made at any time by sending the revised information to the administration office.*
- c) *Members of the Fire Department should list at least two people to contact in case of emergency. These should include immediate family members, close friends and preferred clergy members, if any. This information should include work addresses and phone numbers where applicable. The form should also contain information of the member's hospital preference and his/her blood type.*

<i>Jonesboro Fire Department</i>		
	SOG Title: Line of Duty Death Investigation	
	SOG Number: 208.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

As soon as possible after a line of duty death has occurred, the Fire Chief shall assign an Investigation Team to conduct an investigation of the circumstances of the event. The objective of this team shall be to thoroughly analyze and document the events leading to the death and to make recommendations aimed at preventing similar occurrences in the future.

This procedure may also be utilized in the event of a serious accident involving Fire Department personnel that may or may not have resulted in death or injuries.

The principal goal of the Investigation Team shall be to identify the causal factors pertaining to the event and to recommend actions that would prevent or reduce the risk of a similar event.

A secondary objective shall be to obtain, document and secure evidence, which may be a factor in any regulatory actions or litigation resulting from the incident.

The Investigation Team report shall be separate and distinct from any Fire Cause Investigation. A copy of the Fire Investigation report should be included in the final report package.

The Investigation Team report and all related documentation shall be an internal Fire Department administrative report.

The investigation of incidents involving death or serious injury to Fire Department members shall be directed by an officer designated by the Fire Chief. The Investigation Team shall report to the Fire Chief through the designated Team Leader, who shall be responsible for the management of the investigative process.

The Investigative Team shall include as many personnel as may be required by the specific circumstances of the event.

All members of the Fire Department shall give their full and complete cooperation to the Investigation Team.

The duties and responsibilities of the Investigation Team shall include:

- Gathering and analysis of all physical evidence relating to the event.

- Written interview summaries of all witnesses with direct or indirect knowledge of the circumstances.
- Documentation of radio traffic, telephone conversations, witness statements, photographs, film, videotape and related information.
- Consultation with persons having special knowledge of the factors involved in the incident, including experts and consultants from the private sector.
- Liaison with other agencies involved in investigation of the incident.
- Development of a full written report on the incident, including conclusions and recommendations.

The Investigation Team Leader shall establish and maintain an ongoing liaison with the City Attorney and Human Resource Department relating to the investigation. The Investigation Team shall coordinate its activities with Fire Investigations to avoid interference in any criminal investigation relating to the incident.

It is the policy of the Fire Department to cooperate fully with all other governmental agencies having legal cause to be involved in the investigation of a Line of Duty Death incident and to cooperate voluntarily with organizations working in the areas of fire service occupational safety and health education and training.

Other governmental agencies that may be involved in an investigation include:

- United States Fire Administration
- National Institute for Occupational Safety and Health
- Law Enforcement Agencies
- State Fire Marshal
- Arkansas Department of Labor

The participation of these agencies shall be at their own discretion, depending on the circumstances of the particular incident. These agencies may or may not produce their own reports of the incident with recommendations or corrective actions. These reports do not supersede or substitute for the Investigation Team Report.

The Investigation Team shall utilize the resources of individuals and agencies outside the Fire Department to assist in the investigation and/or provide technical consultation when necessary. These resources include:

- National Fire Protection Association
- International Association of Fire Fighters
- Arkansas State Crime Lab
- Consultants

DOCUMENTATION

The Investigation Team shall ensure that the scene of the incident is fully documented, including diagrams, photographs and observations.

When feasible, all witness interviews shall be recorded and/or transcribed. When recording and/or transcription is not feasible, the investigator's notes of the interview shall be filed.

THE INVESTIGATION TEAM SHALL

1. Obtain and secure tapes and printouts of telephone and radio conversations and CAD transactions relating to the incident. The pertinent aspects of the radio and telephone tapes shall be transcribed.
2. Gather and document any physical evidence relating to the incident. Physical evidence shall be secured and labeled.
3. Obtain, examine and secure all protective clothing and equipment used by the personnel involved in the incident. The performance of the protective clothing and equipment shall be included in the report of the incident.
4. Review and comment on the application of Standard Operating Policies and Guidelines to the incident, the observance of procedures, their effect on the situation and recommendations for changes, additions or deletions.
5. Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence shall be obtained with the agreement that it is to be used only for investigative and educational purposes.
6. Interact and cooperate with Fire Investigators and law enforcement personnel in their activities related to the incident.
7. When feasible, the Investigation Team shall obtain copies of autopsy reports, medical treatment records, injury reports and other information relating to the members involved in the incident.
8. The Fire Chief shall determine the schedule and method of presentation for the final report of the Investigation Team.

NOTIFICATION LIST

U.S. FIRE ADMINISTRATION/NATIONAL FIRE ACADEMY Notify the U. S. Administration (USFA) and the National Fire Academy (NFA) by telephone in the event of a firefighter "Line of Duty Death" so they may lower the flags over the Fallen Firefighters' Memorial in respect.

- USFA at 301-447-1272 8:30 – 5:00 EST Monday – Friday
Or
- NFA at 301-447-1123 8:30 – 5:00 EST Monday – Friday
Or
- 301-447-1000 (Security Office) after working hours.

A. U.S. DEPARTMENT OF JUSTICE - Line of Duty Death.

Call with the following information:

1. Deceased Name, Occupation and Title
2. Widow/widower's name
3. Names and DOB of Children
4. Widow/Widowers mailing address
5. Fire Chief's Name
6. Name and Address of Contact Person

7. Description of Incident

Public Safety Officers' Benefit Program

Bureau of Justice Assistance


Washington, D.C. 20531

202-307-0635 or Toll Free 888-744-6513 (8:30 to 5:00 Monday – Friday EST)

Upon receipt of the above information by the Department of Justice, forms will be forwarded to the Fire Department for completion.

In order for a firefighter's surviving dependents to receive the Federal Public Safety Officer's Benefit Act, certain tests must be made before death, or at the time of death. The PSOB Act pays \$339,110.00 as of Oct. 1, 2014 (This amount is adjusted each October and is based on the Consumer Price Index) *if the death is the direct and proximate result of a traumatic injury sustained in the line of duty.*

1. It is necessary to obtain a complete blood toxicology report primarily concerning blood alcohol and Carbon Monoxide levels.
2. In cases involving a non-traumatic injury, such as a heart attack, it is also necessary to obtain a complete blood toxicology report as stated above. It is imperative that they receive an accurate toxicology report to complete benefit payments.
3. A copy of the autopsy must be provided and if no autopsy was performed, an affidavit stating one was not performed must be provided. If a firefighter is injured to the point of permanent disability, he/she is eligible for a one time lump sum payment equal to the current benefit listed above provided they meet the following criteria:
 - They are totally disabled and will never be able to hold another job.
 - They receive the maximum benefit from their primary workmen's compensation claim.
 - They are released from the Fire Department.

Jonesboro Fire Department		
	SOG Title: FUNERAL SERVICE PRACTICES GUIDELINE	
	SOG Number: 208.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. SCOPE

- a) This standard establishes guidelines and procedures that will help ensure proper honors are rendered in the death of Active, Retired and Affiliated Personnel of the Jonesboro Fire Department.
- b) During the entire funeral process, the department must consider the deceased member's family's wishes.
- c) Before any plan is instituted, the deceased members family must agree with the department's intended participation. The family may choose to forego the suggested and appropriate level of honor services; however, family should not influence an inappropriate increase of the level of honor services.

2. OBJECTIVES

- a) To promote the honor and respect for the fallen firefighter to establish criteria for each type of funeral: Class I, Class II & Class III to establish criteria as to whom these honors are rendered

3. CLASSIFICATIONS

- a) **Class I** Line of Duty Death (LODD)
 - i) This is the highest level of ceremony. It is reserved for firefighters who die as a result of a line of duty incident or direct job related event. LODD is classified as a member who is killed at the scene of an emergency incident or killed while responding to or returning from the scene of an incident. This may include members whose death has stemmed from injuries or illness directly sustained during active duty. This may include heart attack, and strokes.


b) **Class II** Non-Line of Duty Death (Active/Retired Members)

- i) This level of service is available to active and retired member, but the death was not job or duty related.

c) **Class III** Affiliated Personnel

- i) This level of service is available for the death of dignitaries, family of active/retired members and friends of the fire service.

4. See Appendix A3 for Funeral service Details

Jonesboro Fire Department		
	SOG Title: PUBLIC INFORMATION OFFICER	
	SOG Number: 209.00	
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JFD Standard Operating Guideline		

1. Purpose

- a. It is the Fire Department’s policy to maintain a positive working relationship with the news media and to keep the public informed of fire department activities and operations and of procedures that can save lives and property through the media. This guideline defines the manner in which interaction with the news media will occur.
- b. Large incidents or incidents involving injury or death to firefighters, the general public or other special events or activities should be coordinated with the city’s Director of Communications.

2. Policy

- a. At some emergency incidents, a public information officer will be appointed under the formal incident command system. Performing this action allows for the following:
- b. This ensures timely and accurate dissemination of emergency information to the public regarding actions necessary for public protection such as evacuation during a hazardous materials incident. It helps to ensure the safety of the news media at emergency operations. It keeps reporters and photographers from interfering with emergency operations.
- c. In addition to providing an information function at emergency incidents, it shall be the responsibility of the Public Information Officer to:
 - i. Provide effective fire and accident prevention information to the public.
 - ii. Respond to special inquiries about the fire department.
 - iii. Report incident logs to media outlets.
 - iv. Manage special affairs, events, and public displays.
 - v. Maintain a positive image of the fire department.

3. Incident Public Information Release

- a. To prevent the release of incomplete or conflicting information, only one person within the Department shall release information on an incident, or coordination shall occur among those releasing information.

- b. The Div. Chief of Training serves as the Department's primary Public Information Officer (PIO). When he/she is not available to handle news media inquiries, an alternate member of the Command Staff will be designated to serve as PIO.
- c. The Battalion Chief/Incident Commander (IC) may release incident information to the news media if the PIO is not available or assigned to the incident. The BC should perform this duty whenever possible and not delegate it to lower ranking officer.
- d. The Battalion Chief will be responsible for providing interviews and information as soon as other duties permit. This includes responding to reporters at the scene and to inquiries from the news media.
- e. The PIO is responsible for updating the media on the status of investigations and other incidents. For major incidents, such as multi-alarm fires, a fire fatality, accident involving a fire department vehicle or other non-routine event, the PIO or other member of the Command Staff shall be notified and will handle dissemination of information to the news media in coordination with the Battalion Chief or Incident Commander.

4. Multi-Agency Operations

When there are multiple agencies responding to an incident, The JFD will release only information related to its operations.

- a. At fires, rescues and hazardous materials incidents, where the JFD has primary responsibility, the JFD will release information. Exception: When another agency is responsible for investigation of a fire, such as for fires that occur outside the city limits, inquires related to the fire's cause and the investigation shall be referred to the investigating agency.
- b. Concerning information on incidents in which the JFD does not have primary responsibility, all questions shall be referred to the primary agencies, such as JPD or State Police. If a media representative wants information from the JFD, only information regarding the fire department's actions shall be released. Speculation and opinion shall not be released on ANY incident.
- c. At major incidents involving multiple agencies, the JFD Public Information Officer will coordinate with other agencies' PIOs on the release of information.

5. Approved Information for Media Dissemination

- a. Unless otherwise authorized by the JFD PIO or the Chief of Department, information provided to the news media will be limited to that which is normally recorded on the NFIRS report.
- b. Any medical Information is considered to be a personal medical record and cannot be released due to HIPAA.
- c. The names of suspects of crimes including but not limited to arson and false alarms and the names of juveniles charged with a crime shall not be recorded on the NFIRS report and may not be released. Adults arrested for crimes related to an incident can be recorded and can be released in coordination with the fire

investigator.


- d. The PIO will NOT release the names of injured or deceased victims, including (JFD personnel) until the next of kin have been notified. Notification shall be made by an official representative of the JFD, through personal contact if possible.
- e. When the cause of a fire and information related to it is still being sought, no speculation shall be given. The cause shall be released as “Under Investigation”. When the cause and related information is determined and can be recorded on the incident report, then it can be released to the news media. Speculating on the cause of a fire before an investigation is complete can undermine the investigation and can discredit the Fire Department. Where fires are under investigation, suspicious or determined to be arson, release of information related to the cause shall be coordinated with the Fire Investigator.
- f. The IC or the designated PIO will be responsible for coordinating activities of the news media at incidents. The media will be free to work around the perimeter of an incident provided there is no personal risk, but shall only enter an incident area when accompanied by the PIO or by another representative of the JFD assigned by the PIO. Fire line tape, police officers and other security measures will be used to secure the area as needed.
- g. Tours of an incident area by the news media are encouraged to provide more accurate information. Tours must meet the following conditions:
 - 1. The PIO and IC authorize the tour.
 - 2. The media is supervised while in the area.
 - 3. The areas toured are safe.
 - 4. Media representatives are not in an area that will interfere with operations or the investigation of the incident.
 - 5. On private property, the property owner, or occupant or his/her representative agree to a tour.
- h. Unless otherwise authorized, any information about the Fire Department, its operations and personnel, shall be released only by the Chief of Department or the department PIO. Information released shall be in accordance with the Arkansas Freedom of Information Act and the City’s Public Information Policy.

6. Public Information Officer Notification

- a. The JFD PIO may be notified of all news media contacts except for basic incident information provided by fire department officers.
- b. The PIO may be notified of the following incidents:
- c. Multi-alarm fires
- d. Technical rescue events
- e. Large Hazardous Materials incidents
- f. Any incidents requiring a dedicated PIO to manage on scene media representatives

- g. It will be the responsibility of the Fire Chief or Assistant Fire Chief to contact the Mayor and other city staff of any incident requiring their notification.

7. See Appendix A4 PIO Media Worksheet

Jonesboro Fire Department		
	SOG Title: PHYSICAL FITNESS PROGRAM	
	SOG Number: 210.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

OVERVIEW

The basic duties of a firefighter require above average levels of fitness. The fire service, by its very nature, includes risks of injury and disease. The exposure to hazardous situations, the immediate demand to perform at peak physical capabilities, and the present stress all contribute to the risk of an injury. The old adage of "an ounce of prevention is worth a pound of cure" is of great significance in the Fire Service. It is the Jonesboro Fire Department's belief, that the most beneficial and effective means to prevent injury is to follow standard safety procedures and increase the fitness levels through a comprehensive fitness program.

A statement that should be the foundation of any fitness program is entitled, "Pursuit of Excellence."

"As individuals, we do not begin life with equal innate capacities for mental or physical achievement. Consequently, we cannot pursue excellence in physical fitness on an absolute scale; everyone should, however, strive for the highest level of fitness within the limitations of his or her own physical potential."

THAT IS THE TRUE GOAL OF THIS PROGRAM!

GOALS

The Department's commitment combined with an equal commitment by each member will ensure that the goals of the program are realized.

The goals of the program are:

- Ensure that members have the physical attributes required for the proper performance of their duties.
- To reduce the frequency and severity of injuries and illness.
- To extend the health and longevity of department members.

The basic duties of a firefighter require above average levels of fitness. The tasks that firefighters are faced with on the fire ground are extremely demanding physically. These tasks are usually performed without any warm-up and under environmentally hostile conditions. This set of circumstances is conducive to a very high risk of injury. If injuries are going to be reduced, the capacity to endure the physical demands of fire fighting must be increased.

Regular physical fitness activities are very important to the total well-being of the firefighters. Participating in them not only helps to reduce injuries; it also increases strength and stamina, keeps our minds alert and releases various forms of personal stress.

It is recognized that the state of being physically fit is more important than the actual program we follow to attain that fitness. Therefore, a considerable amount of discretion is allowed in selecting a physical activity from a large menu of options. However, it is imperative that we manage our participation, discipline our actions and follow our personal training goals and objectives. Equally as important is the need to follow a few specific guidelines concerning company participation in all of our physical training activities.

ACCEPTABLE ACTIVITIES

The Company Officer, with the approval of their Battalion Chief, regulates the type of activities pursued. It is the Company Officer's responsibility to ensure that fitness activities are consistent with guidelines presented in this manual and that they are performed in a manner that minimizes possible injuries.

While the Company Officer is responsible for the daily oversight of fitness training, it should be noted that each individual is responsible for obeying safe practices and all rules of the workout area being used. Any injuries and/or accidents shall be reported to employee's immediate supervisor and all proper documentation shall be completed.

Physical fitness programs should include activities to improve aerobic fitness, flexibility, body composition, muscular strength and endurance. They should be non-contact activity pursued in a safe manner. Recommended fitness programs may include, but are not limited to, resistance training, functional training, circuit training and group fitness training.

All fire personnel are required to respond to emergency calls during fitness training times, unless previously cleared through a Chief Officer. Members are not to exceed their personal limitations which could prevent or in any way hinder their immediate response to an emergency.

LOCATION


The Jonesboro Fire Department maintains workout facilities at Station 2 & 3. Companies must coordinate/schedule workout times with their Battalion Chief in order to maintain adequate protection for their response district. Individuals are also encouraged to use these facilities while off duty.

ATTIRE

The Physical Fitness Program is an in-service activity and requires that department issued P.T. uniforms are worn. P.T. uniforms consist of department issued logo shorts, T-shirt. P.T. uniforms are inappropriate on incidents scenes and standard uniforms and/or protective clothing must be worn on incidents when responding from physical fitness activities.

SUMMARY

The program focuses on results, providing maximum support to the individual's effort to achieve and maintain acceptable levels of physical fitness.

Jonesboro Fire Department		
	SOG Title: PHYSICAL FITNESS EVALUATION	
	SOG Number: 210.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

I. PHYSICAL FITNESS EVALUATION

The “Physical Fitness Evaluation” will be conducted annually for all members of the Jonesboro Fire Department, excluding members assigned to administration staff & non-uniformed employees. The purpose is to evaluate the overall physical readiness of the JFD and to insure the individual fitness level of each member meets the minimum fitness requirements of the department.

II. PROCEDURES FOR THE PHYSICAL FITNESS EVALUATION

The Physical Fitness Evaluation will be given annually to evaluate and monitor the fitness levels and progression of members. The evaluation will be set with a minimum of 90 days’ notice.

See Appendix – “B-8” for complete description of the “Physical Fitness Evaluation”

III. GUIDELINES OF THE PHYSICAL AGILITY EVALUATION

Any member who fails to meet the minimum requirements will be subject to the following guidelines. A fitness re-evaluation will be administered every 90 days up to and including the 4th fitness evaluation. If the requirements are met, the firefighter will resume normal duty and all requirements/restrictions will be removed.

1st Re-Evaluation Period

Documented counseling session and given 90 days’ notice for next evaluation.

2nd Re-Evaluation Period

Written Reprimand, counseling session, and will participate in mandatory workouts every shift. Given 90 days’ notice for next evaluation.

3rd Re-Evaluation Period

24 hour suspension without pay, placed on probation, counseling session, continued workout program. Given 90 days' notice for next evaluation.

4th Re-Evaluation Period

If after a fourth re-evaluation a member is unable to pass the minimum requirements, an assessment/review of their position and continued employment with the Jonesboro Fire Department will be made.


Notes: The following is not a complete list of possible changes/exceptions to the overall program; other adjustments may be made at the administrations discretion.

- Evaluation dates and time may be adjusted based on weather conditions or other circumstances.
- Any member who is unavailable to participate because of injury/illness, vacation, sick leave, standby or any other excused reasons, will take the evaluation at a date/time set by the administration.
- Mandatory shift workouts may be waived on a shift-by-shift basis at the Battalion Chief's discretion.

- Members of the administrative staff are encouraged to participate in the program. Any member who does not meet the minimum standards will not be eligible to work standby's on shift or overtime.
- Any member of the administrative staff who is moved back to a shift/line position will be required to meet the minimum standards.
- If a member fails the evaluation they may retry at any time in the 90 day period. They do not have to wait the full 90 days.
- A member may retry as many times as needed in the 90 day period.
- A member must meet the minimum requirements by the end of the 90 day period or it will count as an additional failure and will be subject to the next step in the re-evaluation process.



SECTION 300

<i>Jonesboro Fire Department</i>		
	SOG Title: APPARATUS RESPONSE FOR EMERGENCIES	
	SOG Number: 300.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

The fire department shall respond to dispatched alarms as follows:

1. **Automatic Alarm:**
 - a. Engine Company code 3 response (see SOG 300.02)

2. **Aircraft Alarm:**
 - a. Alert 1 (on-site): Aircraft standby, unconfirmed emergency.
 - i. 1 Engine Company
 - b. Alert 2 (on-site): Confirmed aircraft emergency which may result in crash.
 - i. 2 Engines, 1 Truck, 1 Tanker, 2 Battalion Chiefs, 1 EMS
 - c. Alert 3 (on-site): Aircraft down on airport property
 - i. 2 Engines, 1 Truck, 1 Tanker, 2 Battalion Chiefs, 1 EMS
 - d. Alert 3 (off-site): Aircraft down off airport property
 - i. 2 Engines, 2 Trucks, 2 Battalion Chiefs

3. **Bomb Threat:**
 - a. 1 Engine Company code 1 response

4. **Brush/Grass/ Fire:**
 - a. 1 Engine Company code 3 response

5. **Building Collapse:**
 - a. 1 Engine Co., 1 Truck, 2 Battalion Chiefs, SORT Team (called as needed), EMS code 3 response

6. **Burn Complaint/Controlled Burns:**
 - a. 1 Engine Company code 1 response

7. **Carbon Monoxide:**
 - a. 1 Engine Company code 3 or 1 response (see SOG 301.08)

8. **Confined Space Rescue:**
 - a. 1 Engine Company, 1 truck, 2 Battalion Chiefs, SORT Team (called as needed)
9. **Electrical Equipment Arcing** (outside a structure):
 - a. 1 Engine Company code 3 response

10. **First Responder/EMS:**
 - a. 1 Engine Company code 3

11. **Hazardous Materials:**
 - a. Initial dispatch - 1 Engine Company, 1 Battalion Chief, code 3 response
 - b. Confirmed Hazmat - 1 Engine Company, 1 Hazmat, 2 Battalion Chiefs, Hazmat Team (called as needed), EMS, code 3 response

12. **High Rise/Elevator Rescue:**
 - a. 1 Engine Company, 1 truck, 1 Battalion Chief, SORT Team (call as needed), code 3 response

13. **Lock-in:** includes child locked in vehicle
 - a. 1 Engine Company code 3 response

14. **Mutual Aid:**
 - a. Respond as City and County Mutual Aid agreement code 3 response

15. **MVA w/injury**
 - a. Respond 1 Engine Company w/EMS code 3 response

16. **MVA Extrication/Rescue**
 - a. **Inside City:** Respond 1 Engine Company, 2 Truck Company, 1 Battalion Chief, Code 3 response
 - b. **Outside City:** Respond nearest Truck Company. Battalion Chief may elect to respond an engine company with truck based on dispatch information, code 3 response

17. **Natural Gas Emergencies:**
 - a. 1 Engine Company code 3 response

18. Structure Fire; Commercial/Residential:

- a. 3 Engine Companies, 2 Trucks companies, 2 Battalion Chiefs, code 3 response

19. Severe Weather Response:

- a. 1 Engine company, investigate location unless there is specific information for actual type incident. IE: Structure fire, trees on structures or vehicles with people trapped, or other type rescue, etc. Code 1 or 3 response based on information received

20. Trench Rescue:


- a. 1 Engine Company, 1 Truck, 2 Battalion Chiefs, SORT Team (called as needed), code 3 response

21. Vehicle Accidents Cleanup:

- a. 1 Engine Company, code 1 response

22. Vehicle Fire:

- a. 1 Engine Company, code 3 response

Jonesboro Fire Department		
	SOG Title: EMERGENCY RESPONSE DRIVING	
	SOG Number: 300.01	
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JFD Standard Operating Guideline		

1. Definitions:


- a. Code 1: No lights or sirens, however apparatus shall respond immediately and not permit delays while obeying all traffic laws.
- b. Code 2: (Use sparingly) Red lights and sirens through intersections or to clear unusually slow traffic, otherwise all traffic laws will be observed.
- c. Code 3: Red lights and sirens ran constantly till arrival at scene allowing permission to pass traffic and cross through clear intersections.

2. Basic operations


- a. Seat belts are required at all times while riding in any vehicle owned and operated by the City of Jonesboro and the Fire Department (see SOG 112.01).
- b. At no time shall a vehicle be moved until all riders are seated properly in the seats and firmly belted in. *Standing or riding tailboard while the vehicle is in motion is strictly prohibited.*
- c. Wheel chocks shall be used anytime an apparatus is parked outside of the fire station.
- d. When responding to an emergency always drive in the left hand portion of the farthest left lane and always pass on the left.
- e. Apparatus responding Code 3 shall drive with due regard and never exceed a speed which is safe, reasonable and proper for existing road conditions taking into consideration traffic, weather, construction, etc.

3. Intersections


- a. When approaching an intersection always overtake vehicles on the left, even if planning on making a right hand turn.
- b. When entering an intersection against a red light, stop before entering the crosswalk and make sure traffic has stopped and it is clear to proceed.
- c. When entering an intersection with a green light always pass on the left and slow your speed down coming into and throughout the intersection to no more than the posted speed limit or slower as dictated.

<i>Jonesboro Fire Department</i>		
	SOG Title: RESPONSE TO MONITORED ALARMS (AUTOMATIC ALARMS)	
	SOG Number: 300.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach
 - a. Basic response is 1 Engine Company responding code 3. If the call indicates in any way to be an actual fire a full alarm will be dispatched.
 - b. After arrival the Engine Company can upgrade or downgrade the alarm response.
 - c. While responding, if more information is received from dispatch confirming it to be a false alarm the Engine Company will slow to a code 1 response. (NOTE: The phrase "Slow your roll" is not an appropriate response)

<i>Jonesboro Fire Department</i>		
	SOG Title: EMERGENCY RESPONSE BY STAFF PERSONNEL	
	SOG Number: 300.03	
	Original Date: 10/5/21	Revision Date: 10/5/21
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1. Staff personnel may respond to an incident when available to do so. In the event of a multiple alarm incident staff personnel may respond at their discretion, as needed or as requested.

<i>Jonesboro Fire Department</i>		
	SOG Title: <u>Initial Apparatus Assignment for Structure Fires</u>	
	SOG Number: 301.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Engine Company
 - a. 1st due – rapid 360 size up; fire attack
 - i. If building is equipped with standpipe/ sprinkler system, consider use of FDC
 - b. 2nd due – water supply/ backup attack line
 - c. 3rd due – RIT
 2. Truck Company
 - a. 1st due – Search
 - b. 2nd due –Vent
 - c. If commercial/ high rise, aerial device operation must be considered
 3. Battalion Chief
 - a. 1st due – size up, command
 - b. 2nd due – safety
- 1st due company should make known via radio that this will be a working fire and that tells all other companies to come up ready to work (not to remain in staging waiting assignment).
 - 1st due Engine should leave the prime access of the structure for the Truck Company. All other apparatus should be diligent enough to leave room for the truck, as well.
 - 2nd due engine should lay supply line to the side of the road leaving an open lane when possible.
 - Crews should remain in companies, crew integrity must be maintained.
 - RIT crew should bring all the gear they need, not just the RIT bag. May need to get RIT equipment off of 1st Truck Company. They can work on softening the structure and throwing ladders for emergency egress if needed. They should also do their own size up as it pertains to RIT work.
 - 1st due Engine and Truck should be the only ones working inside the structure, initially. Rotate those crews as needed.
 - **Refer to Appendix C1 “The Playbook” for more information.**

<i>Jonesboro Fire Department</i>		
	SOG Title: HIGH RISE FIRE ALARMS	
	SOG Number: 301.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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A high rise structure is defined as any multi-story building that exceeds 30 feet or more.

1. Evacuation priority


- a. First evacuation priority is the fire floor.
- b. Second is two floors above fire floor.
- c. Third is two floors below fire floor.

Fires are not static or textbook in behavior, nor are the actions of victims. The priorities above are guidelines and may be adjusted on the actual fire ground based on fire ground conditions, weather, wind, etc, along with the actions of trapped victims.

2. Resource area


- a. Resource Division should be established two floors below the fire floor if possible.
- b. A Resource Division Chief shall be appointed and established by the Incident Commander. This Resource Division Chief or his staff shall keep up with all manpower and equipment resources and coordinate activities with the Officer on the fire floor.
- c. As firefighters are assigned to the resource area they shall carry tools and equipment up with them.
- d. Rehab for firefighters on elevated floors may be set up in the resource area two floors below the fire floor if possible.

3. Stairways and elevators - when a working fire is suspected:
 - a. Utilize stairways to upper floors if possible
 - b. Elevators may be used provided the following measures have been taken:
 - i. Elevator shaft is free of heat, fire or smoke and has not been damaged by such.
 - ii. The nearest enclosed stairway has already been identified for escape.
 - iii. Verify that the floor traveling to is not the fire floor by using elevator/firefighter service features.
 - iv. Engage the elevator's emergency operations.
 - v. Take the elevator to the floor two (2) floors below the suspected fire floor.
 - vi. Be prepared to immediately close the elevator door if fire or smoke is visible when the elevator door opens.
 - vii. Have a dry chemical extinguisher in the elevator for emergencies.
 - viii. Be aware not to overload the elevator if using to transport equipment.

<i>Jonesboro Fire Department</i>		
	SOG Title: VEHICLE FIRE ALARMS	
	SOG Number: 301.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach

- a. Arriving Engine Company will give size up, establish and name command, and announce intended action.
- b. If a unit besides an engine is first to arrive, the engine will still proceed to the scene.
- c. Fire extinguishment can be accomplished by using a dry chemical extinguisher if the fire is small.
- d. If fire is large enough to warrant pulling a line, then a minimum of a 1 ¾ inch hand line shall be pulled. *Booster lines shall not be used on vehicle fires for initial attack at any time.*
- e. Caution should be used when spotting apparatus on or near roadways. Park the apparatus in such a way that it protects the firefighters from oncoming traffic. Call JPD for traffic control.
 - i. See SOG 305.02 APPARATUS ROADWAY OPERATION & SAFETY


<i>Jonesboro Fire Department</i>		
	SOG Title: COMMERCIAL VEHICLE FIRE ALARMS	
	SOG Number: 301.03	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach

- a. When responding to alarms in commercial cargo area of the vehicle exercise caution.
- b. When smoke or fire is present in the cab forward proceed with normal firefighting strategies and tactics for vehicle fires (SOG 301.02). Exposure of the cargo area is a primary concern with this type of incident.
- c. When smoke or fire is coming from the cargo area of a commercial vehicle then consider the possibility of hazardous materials being involved. A Hazmat response may be needed based on observations such as placards, type of cargo etc. Call for Hazmat response when conditions dictate
- d. First in unit or Engine Company should approach from upwind direction if possible and use binoculars to assess the scene before approaching giving size up, establish and name command, and announce intended action.
- e. Locate placards on cargo area or trailer.
- f. Get bill of lading or shipping papers from driver if possible.
- g. Follow D.O.T. Emergency Response Guide Book for procedures to follow.
- h. Request weather information from dispatch
- i. Notify other agencies for assistance:
 - i. Office of Emergency Services
 - ii. JPD, Sheriff's Department and Arkansas State Police
 - iii. Arkansas Department of Environmental Management
 - iv. Shipper and Manufacturer
- j. Follow the Hazardous Material SOG section 400


<i>Jonesboro Fire Department</i>		
	SOG Title: VEHICLE RESCUE	
	SOG Number: 301.04	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Initial response for vehicle rescue will consist of Engine Co., (2) Truck Co., Battalion Chief
2. 1st arriving company shall size up the situation and take command
3. **Primary Assignments**
 - a. **Engine Company**
 - i. Patient care and fire suppression are priorities.
 - ii. Rapid extrication could be necessary if conditions dictate.
 1. Understand the limitations of the “combi tool”; If Engine Company frees patient (i.e. simple “door pop”), then return all other units.
 - b. **1st Due Truck Company**
 - i. Extrication or vehicle stabilization based on immediate need.
 - ii. Engine and Truck Company Officers should communicate on course of action but, Truck Company takes lead on extrication. Engine Company will continue patient care and fire suppression.
 - c. **2nd Due Truck Company**
 - i. Assist 1st due Truck as directed.
 - d. **Battalion Chief**
 - i. Command and Control of incident
4. Refer to SOG 305.02 for apparatus placement
5. Refer to SOG 304.00 for mutual aid calls

Jonesboro Fire Department		
	SOG Title: REQUEST FOR WRECKER SERVICE	
	SOG Number: 301.05	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. When FD units are the only city officials dispatched to a car fire or any disabled vehicle and a wrecker is needed and owner approves, then request one through dispatch off of the city's wrecker call list and stay until wrecker arrives.

2. When FD units are dispatched to an MVA, or a vehicle disabled for any reason and the PD is on scene or has been dispatched, leave the wrecker request to PD. If a wrecker has been called then notify PD when they arrive

<i>Jonesboro Fire Department</i>		
	SOG Title: GRASS AND BRUSH FIRES	
	SOG Number: 301.06	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach

- a. Initial response for brush fires is one Engine Company. The Battalion Chief may choose to upgrade the response based on information received from dispatch if he/she deems necessary.
- b. First in Company will give size up, establish and name command and announce intended action.
- c. Squad Truck Companies will begin the process of readiness to respond with WAVE unit in the event the Engine Company or Battalion Chief calls for their dispatch.
- d. Squad trucks will respond with the WAVE unit in tow.
- e. Engines should exercise extreme caution when leaving paved or gravel roadways to prevent from getting stuck or damaging their apparatus.
- f. If a structure becomes in danger from the grass or brush fire then a structure alarm shall be called for.

Jonesboro Fire Department		
	SOG Title: HAZARDOUS MATERIALS RESPONSE	
	SOG Number: 301.07	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach

- a. First in Company will give size up, establish and name command and announce intended action.
- b. First in Company should approach from upwind direction if possible and use binoculars to assess the scene before approaching.
- c. First arriving companies will establish a safe zone and secure the scene until the Hazmat Team has arrived.
- d. Once the Hazmat Team has arrived and taken over Command all other units will be used in support.
 - i. Refer to section 400 for additional haz-mat response operations.


<i>Jonesboro Fire Department</i>		
	SOG Title: HAZARDOUS MATERIALS RESPONSE	
	SOG Number: 301.07	
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1. Incidents with a reported gas leak – no fire or explosion
 - a. Arriving Engine Company will give size up, establish and name command, and announce intended action.
 - b. Secure scene and approach carefully.
 - c. Turn off gas at meter or valve if possible for gas leaking inside of a building. Do not crimp or bend over pipe to stop gas leaking from a pipe.
 - d. Call utility company and allow them to stop leak while standing by in ready position.
 - e. Evacuate occupants from building if there is any indication of gas accumulation within building. Monitoring of atmosphere should be done throughout the incident.
 - f. Shut off power to building from outside meter if gas is leaking inside building.


2. Incidents where the leaking gas is on fire.
 - a. Arriving Engine Company will give size up, establish and name command and announce intended action.
 - b. Secure scene and approach carefully.
 - c. Turn off gas at meter or valve if possible. Do not crimp or bend over pipe to stop gas leaking from a pipe.
 - d. Call utility company and allow gas vapors to burn until they arrive if the flames are not impinging on any other combustible items.
 - e. Coordinate activities with the utility company to stop leak while standing by in a readiness posture.

3. Incidents where an explosion has occurred.
 - a. Arriving Engine Company will give size up, establish and name command and announce intended action.
 - b. Secure scene and approach carefully.
 - c. Turn off gas at meter or valve if possible if gas still leaking. Do not crimp or bend over pipe to stop gas leaking from a pipe.
 - d. Call utility company and allow gas vapors to burn until they arrive if the flames are not impinging on any other combustible items.
 - e. Coordinate activities with the utility company to stop leak while standing by in a readiness posture.

4. Other considerations
 - a. All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing including SCBA.
 - b. Personnel working in a suspected ignitable atmosphere (i.e. attempting to shut off a gas line) shall use SCBA and shall be covered by a manned protective hose line.


Jonesboro Fire Department		
	SOG Title: CARBON MONOXIDE ALARMS	
	SOG Number: 301.09	
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1. Basic response – determined by information received at dispatch
 - a. Carbon monoxide detector activated with occupants complaining of symptoms
 - i. Respond 1 Engine Company code 3.
 - b. Carbon monoxide detector activated with no medical symptoms of occupants
 - i. Respond 1 Engine Company code 1.
2. Basic operational approach
 - a. Arriving Engine Company will give size up, establish and name command, and announce intended action.
 - b. Secure scene and approach carefully.
 - c. Check occupants for signs/symptoms and have EMS dispatched if needed.
 - d. Monitor building for Carbon monoxide with monitoring equipment.
 - e. If carbon monoxide level is 9 PPM or greater ventilate building and call utilities as needed. If utility company is called remain on scene until their arrival.
 - f. Gather information from occupants as to what they were doing to determine what may have caused the carbon monoxide detector to activate.
 - g. Full protective clothing including SCBA shall be used when surveying a building for CO in any atmosphere in excess of 35 PPM.
 - h. Advise occupants to not reenter any structure that has a reading of 35 PPM or greater on the monitoring equipment.
 - i. If source of CO is found, shut off source, ventilate, and inform occupants to have qualified serviceman come and service equipment.


<i>Jonesboro Fire Department</i>		
	SOG Title: BOMB THREATS AND EXPLOSIVE DEVICES	
	SOG Number: 301.10	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach

- a. Arriving Engine Company shall spot themselves a safe distance from building or area of concern of an explosive device.
- b. Make contact with law enforcement and remain staged until they give the all clear.
- c. If an explosive device detonates or fire occurs beware of the possibility of a secondary device.
- d. Do not touch any object suspected of being an explosive device.

<i>Jonesboro Fire Department</i>		
	SOG Title: WEATHER RELATED RESPONSES	
	SOG Number: 301.11	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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2. Various weather conditions may require the commitment of many fire companies at the same time. The Battalion Chief may instruct dispatch to suspend the normal response guidelines and send fewer fire companies based on the type or nature of incident;
 - A. Rescue of trapped persons
 - B. Fire
 - C. Power or transformer standbys


<i>Jonesboro Fire Department</i>		
	SOG Title: FIRST RESPONDER / EMS	
	SOG Number: 301.12	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Jonesboro Fire Department will respond to medical calls where an EMS unit is requested (code 3), with the exception of transports and calls from other medical facilities (such as doctor's offices, nursing homes, etc). If a medical emergency occurs at a nursing home or doctor's office FD may be called upon to respond.
2. Initial response will be one JFD Company (code 3) and EMS. If that areas company is unavailable, send the next closest unit. All engines, trucks and rescue units are equipped with the same medical equipment.
3. Dispatch is to advise FD of any hazardous or dangerous situations (such as: domestics, stabbings, communicable diseases etc.)
4. Always try to park your apparatus in a manner that will let the incoming ambulance have the closest access to the scene.

First Responder calls to Criminal or Violent behavior/activity

1. To protect the safety of the members of the Jonesboro Fire Department, the following protocol will be followed for First responder calls involving possible criminal or violent behavior/activity.
2. If you arrive on scene of an incident and then learn that it involves criminal or violent behavior/activity, the first priority is the safety of yourself and your fellow firefighters. If you feel threatened, remove yourself and other F.D. personnel from the immediate scene to a safe location and call for P.D. units.

**** Refer to the JFD Medical Protocols for more detailed information*****

Jonesboro Fire Department		
	SOG Title: ELEVATOR EMERGENCIES	
	SOG Number: 301.13	
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1. Basic operational approach

- a. Initial Response will be closest BC, Engine Company and Truck Company code 3.
- b. Establish and name command / safety.
- c. Determine location of car in hoistway and establish communications with car occupants. Determine how many occupants and if any medical conditions exist. Try to reassure them that you are taking care of the problem.
- d. Hoistway and car doors should be checked for proper closure. (Bump test) After this is complete, press the recall button in the hall and car controls.
- e. Confirm with occupant(s) that the cars emergency stop has not been activated.
- f. Insert key held by building personnel or key from Truck Company or BC and initiate Phase I on firefighter's panel. (To recall car to lobby)
- g. If no medical emergency exists, stand-by for technician. (If ETA is within reason) Command must look at volume of calls, potential for medical condition, etc... to determine if continuing without tech is necessary.

2. Occupant Removal

- a. If occupant removal is deemed necessary, a firefighter should be sent to the machine room to locate the main disconnect. Disconnect Mainline and Lockout/Tagout. If elevator is hydraulic, the hydraulic line should also be shut off. This firefighter should remain at the door to the machine room throughout the operation. (DO NOT use radios inside machine rooms) Call for additional resources as needed:
 - i. Additional company(ies) for equipment or manpower
 - ii. Medic Unit
 - iii. S.O.R.T.
- b. The Emergency Stop switch inside the car should be set to the "STOP" position.


- c. Open hoistway doors with interlock keys, from Truck Company or BC vehicle, open car doors by hand. Chock doors with wedges. ALWAYS CONSIDER PLACING A FIREFIGHTER OR E.M.S. IN THE CAR TO ASSIST.
- d. Remove victims from “above” if the operation floor is within 3’ of the car floor.
- e. Help the victims “down” from the car if the operation floor is no more than 3’ below the car floor. The opening to the hoistway below the car must be protected so no one falls.
- f. For situations where the car position is not within the 3’ limits, the following guidelines should apply ... contact dispatch to notify S.O.R.T (High Angle Discipline) Chief.

3. S.O.R.T.


- a. The operation floor will be from the floor above the car.
- b. Ladders will be set up from the floor above, to the roof of the car and through the roof Emergency Exit on the car.
- c. S.O.R.T. personnel and victims in the hoistways will wear harnesses and lifelines to prevent falls.
- d. Lifelines shall be belayed or pass through a controlled descent device or secured to a fixed point in the building.
- e. The lines will be controlled by S.O.R.T. personnel from the floor above the operations floor.
 - i. ELEVATORS ARE STRUCTURALLY SOUND AND COMPLEX MACHINES THAT HAMPER EXTRICATION AND INCREASE RISK TO OCCUPANTS AND FIREFIGHTERS. IF POSSIBLE, IT IS ALWAYS BEST TO WORK WITH ELEVATOR SERVICE TECHNICIANS

4. SAFETY CONSIDERATIONS AND CHECKLIST


- a. Electrical hazards – Do not work in or around elevator equipment until the main line disconnect switch is shut off in the elevator machine room and lockout/tagout procedures are followed. Even though lockout/tagout is completed, there may be additional energized circuits in the hoistway.
- b. Fall hazards – Open hoistways (shafts) must have protective barricades. ANY FIREFIGHTERS OR OCCUPANTS ENTERING THE HOISTWAY MUST HAVE A LIFE SAFETY HARNESS AND LIFELINE.
- c. Moving equipment – Be aware of other elevators in hoistway.
- d. When dealing with elevators, you are all in or all out of the hoistways.
- e. Tools that may be needed, irons, attic ladder (fall protection), Lockout/tagout.

<i>Jonesboro Fire Department</i>		
	SOG Title: COMPANY MOVE UP	
	SOG Number: 302.00	
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The Battalion Chief may move companies up to other stations based on the needs of protection throughout the city because of companies misplaced by training, meetings, actual fire or rescue activities, etc.

<i>Jonesboro Fire Department</i>		
	SOG Title: LAYING A LINE	
	SOG Number: 303.00	
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1. A descriptive radio transmission indicating that a 5 inch hose line has been or is needed to be laid off an apparatus from a hydrant for a water source to an apparatus to augment water supplies.
 - a. Forward lay: hose from hydrant to fire
 - b. Reverse lay: hose from fire to hydrant
 - i. See Playbook for more info


Jonesboro Fire Department		
	SOG Title: MUTUAL AID	
	SOG Number: 304.00	
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1. Basic operational approach
 - a. Dispatched companies will immediately start responding
 - b. The Battalion Chief shall make the final decision as to keep the units responding, reduce the response numbers or change the responding equipment. Depending on location of incident one (1) Jonesboro Fire Department Battalion Chief may respond as well.
 - c. The Battalion Chief may replace the personnel leaving town with company move ups or overtime if needed.
 - d. Upon arrival of the Jonesboro Fire Department equipment and Firefighters, the Company Officer will remain in charge and responsible for his/her crew. All Jonesboro Fire Department Standard Operational Guidelines shall be followed.
 - e. Companies not needed or not beneficial to the operations of the incident shall be returned to the city limits.
 - f. Upon arrival of the appropriate jurisdiction in authority, the scene will be turned over to them if the Jonesboro Fire Department had arrived first.

<i>Jonesboro Fire Department</i>		
	SOG Title: APPARATUS PLACEMENT	
	SOG Number: 305.00	
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1. Basic operational approach

- a. Placement of initial arriving companies shall be based on initial size-up, apparatus function, road or weather conditions, consideration for other apparatus that may need to get close for operations, etc.
- b. Additional arriving apparatus placement will be determined by company function, type of incident (see all SOG's in 301), direction from command, etc.
- c. Apparatus not intended to be used shall be left in staging in a manner which would allow for rapid deployment to work or for another alarm if needed. A dedicated staging area may be assigned for larger incidents.
- d. Be cautious of placing apparatus down one way streets, narrow roadways, alley ways.
- e. Power lines, building height, proximity to heat, etc. shall also be taken into account when placing apparatus in service or staging.
- f. Caution shall be used when placing apparatus on or near busy streets and intersections. Park the apparatus in a way that it protects the firefighters from oncoming traffic. Call JPD to assist with traffic control.
- g. When working on or near roadways, personnel shall wear their safety vests when not wearing their turnout coat.

<i>Jonesboro Fire Department</i>		
	SOG Title: DEPARTMENTAL SAFETY STANDARDS	
	SOG Number: 305.01	
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1. Basic operational approach

- a. Safety vests will be worn at all times when working on or near roadways when not wearing turnout coats.
- b. Battalion Chiefs shall wear assigned command vests at all incidents
- c. Wheel chocks shall be used any time the apparatus is parked outside the apparatus bay whether running or not.
- d. Seat belts are required at all times while riding in any vehicle owned and operated by the City of Jonesboro and the Fire Department. (see SOG 112.01)
- e. At no time shall a vehicle be moved until all riders are seated properly in the seats and firmly belted in. *Standing or riding tailboard while the vehicle is in motion is strictly prohibited at any speed.*
- f. Full protective equipment and clothing, including SCBA shall be donned properly and in use when in a hazardous environment.
- g. Spotters shall be used when backing apparatus.
- h. A walk around the vehicle shall be done before leaving in a vehicle which has been parked for any length of time.
- i. Smoking is prohibited while driving or riding in the apparatus.
- j. Talking on cell phones is prohibited while driving an apparatus.
- k. All protective equipment including SCBAs shall be thoroughly inspected by the intended user at the beginning of each shift and after every use for flaws or defects.
- l. Appropriate equipment; extrication gloves, safety glasses, medical gloves, CPR masks, etc. shall be worn according to the task being performed.
- m. It is the responsibility of each member to operate within his/her level of training with the proper equipment for the job. Any failure to use the appropriate protective equipment and clothing ultimately rests on that member.


<i>Jonesboro Fire Department</i>		
	SOG Title: APPARATUS ROADWAY OPERATION & SAFETY	
	SOG Number: 305.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. When operating at an emergency incident the officer in charge will perform a scene assessment to determine when and how to establish a safety zone for firefighters working on or near a roadway. Use fire apparatus and/or traffic cones to establish a barrier for firefighter safety. When responding to a residence or business where apparatus are parked in the street the nature and location of the incident will dictate the use and placement of cones to be used.
- b. When firefighters are operating on or near roadways, they shall wear their safety vest unless actively involved in fire suppression or other type incident (rescue, haz-mat operation). Safety vest shall be donned when they are no longer actively involved in fire suppression or other hazardous incidents.
- c. When responding to MVA's or other type incidents on roadways, the first arriving engine should position in such a way to protect the scene using the apparatus as a shield. Apparatus should be positioned in a blocking position so if it is struck it will protect firefighters and other persons at the incident. Call JPD to assist with traffic control
- d. Apparatus and warning devices shall be placed to take advantage of topography and weather conditions and to protect firefighters from traffic. When acting as a shield, apparatus warning lights shall remain on.
- e. All additional responding vehicles, when arriving on the scene, shall position beyond the traffic barrier unless their function requires placement elsewhere


2. Traffic Cone Use and placement

- a. Placement of apparatus and traffic cones shall be placed and utilized giving consideration to visual obstructions such as hills, curves, blind spots or unusual localized weather conditions such as fog, rain, sleet or snow.
- b. Traffic cones should be deployed from the apparatus toward oncoming traffic in a taper fashion to increase advance warning. Personnel shall face oncoming traffic at all times when placing and retrieving cones. Traffic cones should be placed a minimum of 15' intervals upstream of the blocking apparatus with the furthest traffic cone a minimum of 75' upstream on surface streets where traffic is less than 50 mph. On highways and freeways where traffic exceeds 55 mph then traffic cone spacing should be extended to a minimum 100' to 150' from the blocking apparatus.
- c. A Company Officer may call for a truck company to block or shield the incident for operating units on the scene. Call JPD to assist with traffic control. Once the accident scene has been mitigated and safety for the firefighters is not an issue, assist the JPD with reopening the roadway by returning the truck co. to service.


<i>Jonesboro Fire Department</i>		
	SOG Title: SCENE SECURITY	
	SOG Number: 306.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. At the onset scene safety can be achieved by using safety cones or even through the placing of the apparatus on the roadways until JPD arrives to assist with scene safety.
- b. All companies shall take necessary precautions to protect hose and equipment while still maintaining access for other responding vehicles.
- c. Scene tape shall be used to keep bystanders out of any unsafe areas at an incident and also used to protect any evidence in the event an investigation is needed.


<i>Jonesboro Fire Department</i>		
	SOG Title: PHILOSOPHY OF FIREFIGHTING IN THE JONESBORO FIRE DEPARTMENT	
	SOG Number: 307.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. First priority is rescue of savable victims
 - b. Second priority at any incident is the safety of all Jonesboro Firefighters.
 - c. Third priority is the life safety of every person affected by the incident.
 - d. Fourth priority is the protection and preservation of structures.
 - e. The Jonesboro Fire Department aggressively attacks fires from the interior of the structure when conditions allow.
 - f. The Jonesboro Fire Department also fights fires from a defensive position when conditions do not allow for interior tactics based on risk versus outcome. See SOG 307.01 for Rules of Engagement for Structural Firefighting and 307.02 for Risk Assessment Plan.


Jonesboro Fire Department		
	SOG Title: RULES OF ENGAGEMENT FOR STRUCTURAL FIREFIGHTING	
	SOG Number: 307.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach


- a. A basic level of risk is recognized and accepted, in a measured and controlled manner and in efforts that are routinely employed to save lives and property.
- b. A higher level of risk is acceptable only in situations where there is a realistic potential to save known endangered lives. This elevated level of risk must only be limited to operations that are specifically directed toward rescue and where there is a realistic potential to save the person(s) known to be in danger.
- c. No risk to the safety of firefighters is acceptable in situations where there is no possibility to save lives or property.
- d. Firefighters shall use caution when conducting firefighting operations in abandoned or derelict buildings that are known or have reason to believe they are unoccupied.

Jonesboro Fire Department		
	SOG Title: RISK ASSESSMENT PLAN	
	SOG Number: 307.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		


1. Basic operational approach
 - a. It is the responsibility of the Incident Commander to evaluate the level of risk in every situation.
 - b. Risk evaluation shall include an assessment of the presence, survivability and potential to rescue occupants.
 - c. The responsibility for risk assessment is a continuous process for the entire duration of the incident and shall be continually re-evaluated as the scene progresses to determine if the level of risk has changed and a change in tactics is in order.
 - d. A Safety Officer shall be assigned for each incident to help evaluate the risk assessments.
2. Considerations for determining risk
 - a. Building Characteristics
 - i. Construction type, age, and size
 - ii. Structural condition
 - iii. Occupancy and contents
 - b. Fire factors
 - i. Location and extent of the fire
 - ii. Estimated time of involvement
 - iii. What is the smoke telling us?
 - c. Risk to building occupants
 - i. Known or probable occupants
 - ii. Occupant survival assessment
 - d. Firefighting capabilities
 - i. Available resources
 - ii. Operational capabilities and limitations

<i>Jonesboro Fire Department</i>		
	SOG Title: INCIDENT COMMAND PROCEDURES	
	SOG Number: 307.03	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach
 - a. First arriving apparatus shall give size up, establish and name command and announce intended action.
 - b. Command will continue with the first arriving apparatus Company Officer until transferred to another company or higher ranking Officer.
2. Responsibilities of Command
 - a. Provide for the safety, accountability and welfare of personnel.
 - b. Remove endangered occupants and treat the injured.
 - c. Stabilize the incident.
 - d. Provide an ongoing loss control effort.
 - e. Identify hazardous conditions and/or materials.
 - f. Initiate, maintain, and control the communication process.
 - g. Identify the overall strategy, develop an incident action plan, and coordinate and assign resources and personnel consistent with the plan.
 - h. Assigns Divisions and Branches as necessary.
 - i. Request and assign additional resources and returns companies to service and terminates command.
3. Modes of Command
 - a. Mobile Command: when nothing is showing or when in a fast attack mode.
 - b. Stationary Command: when size, complexity, or span of control starts to exceed optimum number of 3-5 personnel.
4. Transfer of Command
 - a. Arriving ranking Officer shall assume Command when he/she feels the situation will become more stabilized and efficient by doing so.
 - b. Command may be transferred once the ranking Officer gets on the scene and has dialoged by radio or face-to-face with Command for pertinent information.
 - c. A higher ranking Officer arriving on the scene may act in a support role to Command if he/she feels Command is operating correctly and no transfer of Command is warranted.

Jonesboro Fire Department		
	SOG Title: STAFF PERSONNEL RESPONSIBILITY AT EMERGENCY INCIDENTS	
	SOG Number: 307.04	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		


1. Basic operational approach
 - a. Upon arrival to an incident scene, all staff personnel shall report to Incident Command for assignment.
 - b. Senior ranking staff personnel arriving will assume command or act in an advisory capacity to Command as situation dictates.
 - c. Arriving Battalion/Division Chiefs will assume the role of Safety Officer if not assigned by Command to another function.

<i>Jonesboro Fire Department</i>		
	SOG Title: FIRE GROUND STRATEGY	
	SOG Number: 308.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. Fire ground operations will fall into one of two strategies, offensive or defensive, based on standard 307.01 Rules of Engagement and standard 307.02 Risk Assessment Plan.
 - b. Considering the level of risk versus the realistic potential outcome the Incident Commander will choose the strategy implemented on the fire ground.
 - c. Operational Strategy is constantly monitored and adjusted as the incident progresses.

2. Offensive strategy
 - a. This is an aggressive fire attack inside the structure.
 - b. Primary concern is to the life safety and rescue of victims inside the structure while minimizing further fire extension throughout the remainder of the structure.
 - c. For a safe and effective interior attack, the primary attack line shall be provided with a minimum of 150 GPM. Also, the backup line shall be provided with a minimum of 150 GPM to protect the egress of the attack team.

3. Defensive strategy
 - a. This is fire containment from the outside of the structure.
 - b. Primary concern is to the life safety and rescue of victims in close proximity and to fire spread into nearby exposures.


<i>Jonesboro Fire Department</i>		
	SOG Title: PERSONNEL ACCOUNTABILITY SYSTEM	
	SOG Number: 309.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. The *Personnel Accountability Report* ("PAR") involves a roll call of personnel assigned.
 - i. For the Company Officer, a "PAR" is a confirmation that members assigned to a crew are visually accounted for.
 - ii. For the Incident Commander, a "PAR" is an accounting for all crew members of all companies assigned to the incident.
 - b. In addition to accounting for all members operating in a hazardous area, a PAR report should also include the current location and operations being performed at the time of the report. Example: "Engine 7 to command, I have a PAR (all members accounted for) on the 2nd floor conducting a secondary search.
 - c. Reports of a PAR should be conducted face-to-face within the company or within the sector whenever possible.
 - d. The person leading each crew must know who they have with them, not just the number of people. If you cannot account for your crew a NEGATIVE PAR must be called immediately and followed by announcing the name, assignment, and last known location of the missing firefighter.
 - e. If you have more people with you than you originally had, you now have a situation of a PAR plus 1 @ (Your Location). At this time identify who the plus 1 member is and announce the name of this person and their original assignment so a NEGATIVE PAR can more quickly be accounted for.
2. A Personnel Accountability Report (PAR) should be required for the following situations:
 - a. Any report of a missing or trapped firefighter (Command initiates a PAR of all crews on the scene).
 - b. Any change from offensive to defensive (Command initiates a PAR of all crews on the scene).


- c. Any sudden hazardous event at the incident - flash over, back draft, collapse, etc., (a PAR is initiated by Command).
- d. Dispatch will request a "status check" from the IC/Safety Officer approximately every 15 minutes. (This does not relieve the IC/Safety Officer of the responsibility of tracking their times.)
- e. At any other time the Incident Commander deems it necessary.

3. Routine PAR:

- a. At all structure fires, all officers shall automatically account for all of his or her crew members and give command a PAR upon exiting the structure with his or her crew. This can be done over the radio or face to face with command. A PAR shall be given in this manner until the fire is under control, overhaul is commencing and SCBAs are no longer required inside the structure.


Jonesboro Fire Department		
	SOG Title: RAPID INTERVENTION TEAM (RIT)	
	SOG Number: 310.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. RIT shall be established for the sole purpose of firefighter survival and rescue.
 - b. Members shall be assigned to RIT as per incident.
 - c. RIT members shall be in full turnouts along with SCBA while in that function.
 - d. RIT members shall maintain themselves in a readiness state for rapid deployment in the event of a troubled firefighter. Members may be active in some outside fire ground activities while still maintaining their readiness.
 - e. RIT does not man the backup hose line!
2. Pre Incident Assignments
 - a. The 3rd due Engine Company shall be the designated RIT, unless the IC reassigns them.
 - b. RIT should do a 360° size up of the structure.
 - c. Locked doors should be forced/ bars removed from windows.
 - d. Secondary means of egress established for multi-story or roof operations.
 - e. Ensure that exit paths are well lit.
 - f. Help with safety and accountability and report concerns to IC when needed.
 - i. RIT needs to take a proactive role in our fireground operations instead of trying to react when something happens. By accomplishing the tasks mentioned above, RIT will be one step ahead of the game if they are needed. These tasks will give RIT an advantage if they are activated because they will know where the exits are located.
3. RIT Equipment:
 - a. RIT pack
 - b. Medical bag
 - c. Irons/ Pike pole
 - d. Chain saw and /or rotary saw
 - e. T.I.C.
 - f. Additional tools or equipment may be needed depending on incident


<i>Jonesboro Fire Department</i>		
	SOG Title: SAFETY OFFICER	
	SOG Number: 311.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. It will be the standard practice for the Jonesboro Fire Department (JFD) to implement a “Safety Officer” at any incident.
 - b. This procedure in no way diminishes the responsibility of each and every member of the JFD to commit to safe work behaviors and to operate within standard operating guidelines at all times. Company Officers carry additional responsibility of ensuring that all members of their crew are operating in a safe manner.
 - c. Command will be established by the first arriving member or company and the first arriving Battalion Chief will assume command if so deemed. Incident Command System will be implemented at all incidents. The Incident Commander shall perform the function of Safety Officer until someone is appointed.
 - d. Command will be responsible for the early establishment of a Safety Officer at any incident requiring it by utilizing the 2nd arriving Battalion Chief. If 2nd Battalion is unavailable to respond, then Command will designate a company officer to assume the role of Safety Officer
 - e. THE SAFETY OFFICER REPORTS DIRECTLY TO COMMAND AND HAS FULL AUTHORITY TO TERMINATE, SUSPEND OR ALTER ANY UNSAFE CONDITON OR ACTION.
2. Safety Officer Responsibilities
 - a. Insure crews and personnel are operating safely and consistently within existing SOG’s.
 - b. Cause the termination, suspension or alteration of any unsafe operations or actions. Operate as the safety eyes and ears of Command.
 - c. Observe areas of the incident and identify any structural or hazardous conditions that could create a risk to firefighters or other personnel working at the incident and initiate corrective action.
 - d. Insure that all personnel are wearing proper PPE.


- e. Monitor the health and welfare of all personnel and insure that they are not over-extended and are rehabilitated in an effective manner. Rehab Sector should be a component of the safety plan.
- f. Provide Command frequent progress reports on the safety related issues.
- g. Establish and maintain an emergency scene “Landing Zone” at the scene if possible, or appoint another designated Safety Officer for an alternate location. (Use alternate predetermined list when appropriate)

Jonesboro Fire Department		
	SOG Title: EMERGENCY EVACUATION	
	SOG Number: 312.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach:
 - a. To notify firefighters of deteriorating conditions at an incident of undue risk of injury or death.
 - b. A radio transmission by Command or Safety relaying the unsafe condition and what actions need to be taken, such as; leave structure, leave fire floor, etc.
 - c. Upon notification that evacuation is needed, the operator(s) of engine or truck companies will sound their air horns in three (3) short blast until evacuation is complete
 - d. Upon evacuation of firefighters a PAR will be conducted.

<i>Jonesboro Fire Department</i>		
	SOG Title: RADIO PROCEDURES FOR FIRE GROUND EMERGENCIES	
	SOG Number: 313.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach:
 - a. Radio traffic will be directed from Command to Division Chiefs or Company Officers
 - b. Radio traffic from firefighters will be directed to the Company Officer over them.
 - c. A mayday transmission is used only in life threatening situations and all other traffic shall stop and let the mayday through.
 - d. An urgent transmission is used when needing to get through radio traffic for an emergency situation. All other traffic shall suspend to let the urgent message through.

<i>Jonesboro Fire Department</i>		
	SOG Title: "MAYDAY" PROCEDURES	
	SOG Number: 313.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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The MAYDAY SOG is designed to prepare all personnel for any sudden life threatening occurrence that may injure, trap, disorient or distress any firefighter during an emergency incident. MAYDAY will be the radio signal used for any distressed firefighter needing assistance for any reason. No other term shall be substituted. The following guidelines shall be used when declaring a MAYDAY.

1. Declaring a MAYDAY

- a. When a firefighter identifies that they, or a member of their team, is lost, trapped, missing, disoriented, or injured and in need of immediate assistance, they shall (if possible) transmit a verbal message on the fire ground channel to Command and state, "MAYDAY, MAYDAY, MAYDAY". The person transmitting the MAYDAY shall, if possible, advise the following:
 - i. Their apparatus assignment, rank and their last name.
 - ii. Their last known location: floor, room, side of building and number of personnel involved.
 - iii. Location should be given: *ALPHA, BRAVO, CHARLIE, DELTA*.
 - 1. *ALPHA* = Front or address of building continuing clockwise around the structure. *BRAVO* left side; *CHARLIE* rear; *DELTA* right side
 - iv. Problem; trapped, lost, entangled, out of air.
 - v. Their needs: hose line, air cylinders, rescue tools, etc.
- b. If a firefighter is unable to communicate verbally, he should activate the PASS alarm on SCBA.


2. Commands Response to MAYDAY

- a. Upon receipt of the MAYDAY, command shall acknowledge the MAYDAY and verify the information from the firefighter in distress.
- b. IC shall activate RIT and establish another RIT to standby and possibly assist the original RIT if needed.
- c. IC shall advise all personnel on scene to cease ALL non-emergency radio traffic.
- d. IC shall alert Dispatch of MAYDAY on the fire ground and request the alert 2 tones and announcement of the MAYDAY to all personnel on scene. IC will also request that fire suppression activities be moved to another fire ground and that MAYDAY traffic stays on the original fire ground channel.

- e. IC shall assume or appoint a “MAYDAY COMMAND” to manage the MAYDAY.
- f. IC shall call for a second alarm including all staff personnel, 1 truck co. and 1 engine.
- g. IC shall call a PAR to account for ALL individuals.
- h. IC should not abandon suppression unless conditions do not allow for the continuation of suppression activities.
- i. IC should notify all personnel involved when the MAYDAY has been resolved.

3. Firefighters Responsibilities


- a. Firefighters should not hesitate to declare a MAYDAY if they become lost, trapped, disoriented and or need of assistance. Or if they witness such.
- b. Firefighters should try to provide accurate information about location and details of the MAYDAY situation.
- c. Firefighters must attempt to get out of the building by whatever means possible.
- d. Firefighters must activate their PASS device and utilize any resource present to assist in identifying their location.

<i>Jonesboro Fire Department</i>		
	SOG Title: POST STRUCTURE FIRE AIR MONITORING FOR PPE DETERMINATION	
	SOG Number: 314.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Monitoring shall be performed before personnel will be allowed to perform overhaul without SCBA.
 - a. Recommended exposure limits:
 - i. Carbon Monoxide 35 PPM
 - ii. Hydrogen Cyanide 4.7 PPM
2. Monitoring equipment and location:
 - a. 4 gas meters in B1 and B2
3. The IC shall assign a Company to perform monitoring.
 - a. Monitor any area where personnel will be performing salvage/overhaul or other activities.
 - b. After initial check, repeat every 10 - 15 minutes.
 - c. Beware of using PPV during overhaul due to the possibility of increased CO levels caused by the PPV.
 - d. Ventilate the structure with natural ventilation.
4. Last but not least... **IF THE MONITOR ALARMS... SCBA IS REQUIRED.**




SECTION 400

Jonesboro Fire Department		
	SOG Title: HAZARDOUS MATERIALS	
	SOG Number: 400.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach
 - a. A specialized Hazardous Material Team directed by the HAZMAT Commanding Officer shall be responsible for the mitigation of any and all hazardous material incidents within the city limits and without when asked to respond as mutual aid.
 - b. Primary operational goal of the HAZMAT Team is isolation, containment, and stabilization of the incident.
 - c. Primary operational goal of first arriving regular Engine or Truck Company is to identify, notify, evacuate, and isolate area.
 - d. Only personnel properly equipped, trained, and on the HAZMAT Team roster shall participate in any HOT ZONE activity.
 - e. Members of the HAZMAT Team shall maintain proper training, attend drills, and meet any other requirements to stay as an active HAZMAT Team member.

Jonesboro Fire Department		
	SOG Title: NOTIFICATION AND RESPONSE	
	SOG Number: 400.01	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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1. Basic operational approach
 - a. Notification occurs when the first arriving company determines the incident as a HAZMAT scene or when asked for through a mutual aid agreement outside the city limits.
 - b. Members of the HAZMAT Team shall be notified and assembled where directed and commence operations after the HAZMAT Commanding Officer arrives and has been briefed.
 - c. Off-duty personnel shall immediately respond while obeying all traffic laws.


Jonesboro Fire Department		
	SOG Title: COMMAND POST OPERATIONS	
	SOG Number: 400.02	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. A command Post shall be established at all HAZMAT incidents.
 - b. The Commanding Officer of the HAZMAT Team shall be designated as Operations Chief or Incident Commander of the entire scene.
 - c. Command Post location shall be at the discretion of the HAZMAT Chief Officer taking into account wind direction, terrain, run-off, etc.
 - d. All functions will be established through Command in accordance with the Code of Federal Regulations.

Jonesboro Fire Department		
	SOG Title: INCIDENT OPERATIONS	
	SOG Number: 400.03	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. The Incident Commander shall insure that the situation is continually monitored to detect any change in spill, run-off, vapor cloud, etc.
 - b. The Incident Commander shall be responsible for notifying all agencies required of the incident.
 - c. The Incident Commander shall establish the 3 operational zones.
 - i. Hot Zone (Red) – area immediately surrounding the Hazard
 - ii. Warm Zone (Yellow) – area surrounding the hot zone
 - iii. Cold Zone (Green) – safe area

2. Only HAZMAT Team members of a TECH level are permitted to operate in the hot zone.


<i>Jonesboro Fire Department</i>		
	SOG Title: SITE ENTRY	
	SOG Number: 400.04	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. Level of protective clothing shall be determined by Incident Command as appropriate for incident.
- b. Entry into hot zone shall be made with a minimum of two (2) HAZMAT Tech Team members with two (2) backup personnel ready in wait in the same level of protection (also Tech level)
- c. Entry into hot zone will not commence until the Decon area is set up and waiting.
- d. A person shall be assigned the task of keeping track of the entry team's progress and time in the hot zone.


2. Medical Evaluations

- a. Vital signs shall be taken and recorded prior to entry and after exit from hot zone.
- b. EMS shall be on the scene and ready to deploy if needed for the HAZMAT Team members.

<i>Jonesboro Fire Department</i>		
	SOG Title: SAFETY	
	SOG Number: 400.05	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach


- a. Safety priorities in order:
 - i. Personnel Safety
 - ii. Civilian Safety
 - iii. Environmental Protection
- b. Insure proper material identification and establish Hot Zones and protective clothing properly
- c. Restrict entry into area
- d. Constantly be on the alert for symptoms of chemical poisoning, wind and weather changes, etc.
- e. Safety and medical briefings shall be conducted by the Incident Commander at all HAZMAT incidents.

<i>Jonesboro Fire Department</i>		
	SOG Title: DECONTAMINATION	
	SOG Number: 400.06	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. The level of decontamination will vary considerably at each incident and can change throughout the incident. Decontamination procedures and materials shall be based on the hazardous materials involved in the incident.
 - b. Decontamination area shall be set up in place and ready before anyone is allowed to enter the hot zone.


2. Decontamination Steps
 - a. Gross DECON
 - b. Secondary DECON
 - c. Definitive DECON

3. Contamination and decontamination zones
 - a. Incident Command shall establish a contamination zone as well as a safe zone with the boundaries marked.
 - b. Incident Command shall assign a DECON Chief for the decontamination area.
 - c. Levels of protection required for the DECON team will reflect the type of hazardous materials being dealt with at the incident.

Jonesboro Fire Department		
	SOG Title: MASS DECONTAMINATION	
	SOG Number: 400.07	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		


1. Basic operational approach

- A. Mass decon shall be used when dealing with a large number of contaminated patients
- B. Mass decontamination may at times be done with either large elevated streams or smaller 1 ¾ hand lines (etc.) depending on the situation and resources available to the Incident Commander.


<i>Jonesboro Fire Department</i>		
	SOG Title: VEHICLE RESCUE	
	SOG Number: 401.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- A. Assess scene – survey area for dangers and other hazards to victims and rescuers
- B. Vehicle stabilization – stabilize with cribbing, air bags, step chocks, etc.
- C. Glass removal – when necessary remove whole glass
- D. Gaining entrance – gain access with jaws-of-life, cutters, rams, etc.

Jonesboro Fire Department		
	SOG Title: RESCUE OF LOST OR TRAPPED FIREFIGHTER	
	SOG Number: 402.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach
 - a. Immediately after a collapse a PAR shall be taken by IC to account for all firefighters
 - b. A missing firefighter shall be assumed to be missing or trapped inside the structure or hot zone until otherwise determined not to be in the hot zone.
 - c. Strategy shall be changed on the fire ground to a rescue mode.
 - d. Additional alarms shall be immediately called.
 - e. A Rapid Intervention Team (RIT) shall immediately be deployed
 - f. Do not abandon firefighting positions which would shield or protect a trapped or missing firefighter from the effects of the hazard.
 - g. Command must assure that dispatch monitors all radio channels.
 - h. EMS personnel must be called to position.
 - i. A Safety Officer shall be assigned if not already in place.
 - j. Command shall have all staff officers called back for resources.
 - k. All outside doors shall be forced open as well as windows.
 - l. Continue to ventilate building.
 - m. A PIO Officer shall be assigned to deal with the media.
 - n. The Fire Chaplain shall be called.


<i>Jonesboro Fire Department</i>		
	SOG Title: CONFINED SPACE RESCUE	
	SOG Number: 403.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. A specialized SORT Team directed by the SORT Commanding Officer shall be responsible for the mitigation of any and all confined space rescue incidents within the city limits and without when asked to respond as mutual aid.
- b. Primary operational goal of the Sort Team is rescue and stabilization of the incident.
- c. Primary operational goal of first arriving regular Engine or Truck Company is to identify, notify, and isolate area.
- d. Only personnel properly equipped, trained, and on the SORT Team roster shall participate in any confined space rescue activity.
- e. Members of the SORT Team shall maintain proper training, attend drills, and meet any other requirements to stay as an active SORT Team member.
- f. SORT Team Commander or representative shall assume Incident Command functions.

2. Sort Team Commanding Officer

- a. The Sort Team Commanding Officer shall take total responsibility for the incidents mitigation.
- b. Command shall develop the strategy and tactics taking into consideration such items as ventilating the space, making the rescue area safe, by-standers, media, lighting, etc.
- c. EMS shall be notified and on scene in position.


<i>Jonesboro Fire Department</i>		
	SOG Title: TRENCH RESCUE OPERATIONS	
	SOG Number: 404.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. A specialized SORT Team directed by the SORT Commanding Officer shall be responsible for the mitigation of any and all trench rescue incidents within the city limits and without when asked to respond as mutual aid.
- b. Primary operational goal of the Sort Team is rescue and stabilization of the incident.
- c. Primary operational goal of first arriving Engine or Truck Company is to identify, and isolate area.
- d. Only personnel properly equipped, trained, and on the SORT Team roster shall participate in any trench rescue activity.
- e. Members of the SORT Team shall maintain proper training, attend drills, and meet any other requirements to stay as an active SORT Team member.
- f. SORT Team Commander or representative shall assume Incident Command functions.

2. Sort Team Commanding Officer

- a. The SORT Team Commander shall take total responsibility for the incidents mitigation.
- b. Command shall develop the strategy and tactics taking into consideration such items as ventilating the space, making the rescue area safe, by-standers, media, lighting, etc.
- c. EMS shall be notified and on scene in position.


<i>Jonesboro Fire Department</i>		
	SOG Title: ROPE RESCUE	
	SOG Number: 405.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. A specialized SORT Team directed by the SORT Commanding Officer shall be responsible for the mitigation of any and all rope rescue incidences within the city limits and without when asked to respond as mutual aid.
- b. Primary operational goal of the Sort Team is rescue and stabilization of the incident.
- c. Primary operational goal of first arriving regular Engine or Truck Company is to identify, notify, and isolate area.
- d. Only personnel properly equipped, trained, and on the SORT Team roster shall participate in any rope rescue activity.
- e. Members of the SORT Team shall maintain proper training, attend drills, and meet any other requirements to stay as an active SORT Team member.
- f. SORT Team Commander or representative shall assume Incident Command functions.

2. Sort Team Commanding Officer

- a. The Sort Team Commanding Officer shall take total responsibility for the incidents mitigation.
- b. Command shall develop the strategy and tactics taking into consideration such items as ventilating the space, making the rescue area safe, by-standers, news media, lighting, etc.
- c. EMS shall be notified and on scene in position.

<i>Jonesboro Fire Department</i>		
	SOG Title: AIRPORT OPERATIONS	
	SOG Number: 406.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

1. Basic operational approach

- a. Protective clothing will be the same as for all structural fires; full turnouts with complete SCBA.
- b. Incident Command shall coordinate all activities on airport property with the airport crash vehicle.
- c. Communications will be coordinated through our normal radios and the airport radios.
 - i. 123.60 this is the normal frequency and shall be the frequency of choice.
 - ii. 121.50 for emergency use only and shall only be used when requested by the FAA or flight service.
 - iii. 123.00 This is the UNICOM frequency answered by Arkansas aircraft.

2. **Levels of emergency**


- a. Alert 1; aircraft standby, unconfirmed emergency.
- b. Alert 2; confirmed aircraft emergency which may result in crash
- c. Alert 3; aircraft down on or off airport property

3. **Airport apparatus response**

- a. All responding apparatus will be staged by the Incident Commander in a position to take best advantage of the apparatus in the event called into service.
- b. First arriving Company shall assume Command, investigate scene, make contact with Airport Fire Crash Vehicle, and attempt to make contact with airplane or FAA on 123.60.
- c. Information to obtain includes, but not necessarily limited too; type of aircraft, desired runway, nature of emergency, number of souls onboard, fuel load, time of arrival, etc.
- d. Staging may occur on the runway apron or in the parking lot.
- e. Access to the runway area shall be through gate "A" at the Airport Fire Station building #11. Gate "D" between buildings #1 and #2 shall be an alternate.
- f. Staging, rescue and fire attack shall be coordinated through Command with the airport crash vehicle.
- g. Remain at staging until aircraft has come to a stop and directed for deployment by the Incident Commander.



SECTION 500

Jonesboro Fire Department		
	SOG Title: Guidelines for Inspections	
	SOG Number: 500.00	
	Original Date: 10/5/21	Revision Date: 10/5/21
JFD Standard Operating Guideline		

1. New Construction

- a. The Jonesboro Fire Department Fire Marshals' Division shall be responsible for the following items on the inspection of new construction.
- b. The Fire Marshals' Division will inspect all aspects of water based fire protection systems.
 - i. Underground install for all fire protection
 - ii. Hydrostatic testing
 - iii. Flushing of mains.
 - iv. Overhead inspection
 - v. Final alarm and flows.
 - vi. Fire pumps
 - vii. All test and inspections per all applicable codes
 - viii. All systems shall be pre-tested and working correctly prior to Fire Marshal inspection
 - ix. All applicable plans stamped by Fire Marshal shall be on site.
 - x. Installing company certifies system
- c. The Fire Marshals' Division will inspect all aspects of fire alarm systems.
 - i. All notification appliances
 - ii. All initiating appliances
 - iii. All ancillary functions
 - iv. All test and inspections per all applicable codes
 - v. System dial out to central station and Jonesboro Dispatch
 - vi. All systems shall be pre-tested and working correctly prior to Fire Marshal inspection
 - vii. All applicable plans stamped by Fire Marshal shall be on site.
 - viii. Installing company certifies system
- d. The Fire Marshals' Division will inspect hood suppression systems / fixed systems / clean agent systems.
 - i. Fire suppression trip test per code.
 - ii. Appliance shut down per code.
 - iii. Fire Alarm activation.
 - iv. All test and inspections per all applicable codes
 - v. Make up air shutdown.


- A. The Hood System, that the fire suppression is located in, must have passed a complete hood inspection by the City Mechanical inspector prior to scheduling the fire suppression system test.
 - vi. All clean agent system fan test and room certifications performed and inspected
 - vii. All applicable plans stamped by Fire Marshal shall be on site.
 - viii. Installing company certifies system
- e. The Fire Marshals' Division will inspect passive fire protection (At the request of the Building Official)
 - i. Fire walls, fire barriers, fire partitions, and smoke barriers.
 - ii. Fire Doors and their operation
 - iii. Joint systems
 - iv. All through penetrations (HVAC, Piping, cables, etc.)
 - A. The Mechanical inspector has to have all mechanical inspections of fire dampers and fire/smoke dampers complete prior to Fire Marshal inspection.
 - B. The Mechanical inspector has to have all inspections of HVAC duct detectors and HVAC shutdown prior to Fire Marshal Inspection.
 - C. All special inspections shall be complete and paper work available to the Fire Marshal for review at the time of inspection.
 - v. Intumescent and structural fire protection
 - A. All special inspections that apply have to be complete prior to Fire Marshal inspection
 - vi. All applicable plans stamped by Fire Marshal shall be on site.
 - vii. Architect or Fire Protection Engineer certifies
- f. The Fire Marshals' Division will inspect smoke control systems
 - i. The Fire Marshals Division will witness commissioning of engineered smoke control systems.
 - A. The commissioning agent shall provide all commissioning details prior to test.
 - B. The commissioning agent shall submit qualifications to Fire Marshal prior to test.
 - C. City Mechanical and City electrical inspectors will be present.
 - ii. Commissioning agent / Engineer certifies
- g. Fire Marshal's Division will inspect interior finish, decorative materials and furnishings.
 - i. This will include all fuel loads associated with the occupancy.
- h. High piled combustible storage will be inspected by Fire Marshal's Division
- i. Fire Marshals' Division will inspect fire extinguishers per architectural plans.
- j. Fire Marshal will inspect all means of egress and all applicable components of the means of egress.
 - i. Emergency lighting and Exit signs shall be inspected by electrical inspector prior to Fire Marshal inspection.
 - ii. All Accessibility and Americans with Disabilities compliance shall be inspected by the inspections department.
- k. Emergency Planning and preparedness will be inspected by Fire Marshals' Division
- l. Fire Service Features will be inspected by Fire Marshals' Division
- m. All aspects of the project unique to the occupancy will be inspected by the Fire Marshals' Division.

- i. This includes all requirements detailed in the Arkansas Fire Prevention Code Volume I Fire
 - ii. Where special inspections apply, they should be completed prior to Fire Marshal inspection.
- n. If, during an inspection, items are found that are not code compliant, but do not fall within the responsibility of the Fire Marshals' Division the deficiencies will be passed on the appropriate city department.

B. Existing Structures

- a. Once a year all public buildings will be inspected by the Jonesboro Fire department.
- b. Prior to beginning the annual company level inspections, the Fire Marshals' Division will conduct inspection training with the fire department.
- c. All public buildings will be inspected at the company level.
 - i. The company level inspection will be documented by an inspection report.
 - 1. The report is signed by the company officer and occupancy representative
 - 2. Any fire code violations and / or deficiencies will be explained to the occupants by the fire company doing the inspection.
 - 3. The fire company will explain that the code violations and /or deficiencies will need to be corrected in a reasonable time as warranted by the level of severity.
 - 4. If a change of occupancy has occurred, the Fire Marshal's Division should be notified immediately.
 - 5. If an unsafe building or unsafe condition (as defined by the Arkansas Fire Prevention Code) is found by the company, the Fire Marshals' Division shall be notified immediately.
 - ii. During the inspection, an information form will be filled out that documents specifics about the occupancy and contact information for the occupancy.
- d. All Day-Cares will be inspected by the Fire Marshals' Division.
- e. The Fire Marshals' Division will do follow-up inspections.
 - i. Follow-up inspections should be prioritized, by occupancy type and the severity of violation based on life safety.
 - ii. Follow-up inspections should be done after a reasonable time for the violations to be corrected based on hazard severity being corrected.
 - iii. If violations have not been corrected or new violations are found during the Fire Marshal follow-up inspection a warning notice will be given.
 - 1. A time frame for correction will be given on the warning
 - 2. The warning will be signed by a representative of the occupancy.
 - a. If the occupant refuses to sign, "Refuse to sign" will be written in by the Fire Marshal serving the warning notice.
 - iv. If an unsafe condition or unsafe building is found (as defined by the Arkansas Fire Prevention Code) the SOG's for Unsafe Buildings shall be followed.

- v.** The Fire Marshal's Division will perform follow-up inspections on Warning Notices.
 - 1.** If the corrections on the warning notice have not been made after the allowed time, a citation to court can be issued.
 - 2.** It is the Fire Marshals' discretion to allow additional time for corrections or issue citations.

Jonesboro Fire Department		
	SOG Title: Guidelines for Unsafe Buildings and Unsafe Conditions	
	SOG Number: 501.00	
	Original Date: 10/5/21	Revision Date: 10/5/21
JFD Standard Operating Guideline		

- A.** If during the inspection of a premises, a building or structure, or any building system, in whole or in part, constitutes a clear and inimical threat to human life, safety, or health, the Jonesboro Fire Marshals' Division shall issue such notice or orders to remove or remedy the conditions as shall be deemed necessary in accordance with the Arkansas Fire Prevention Code and shall refer the building to the Jonesboro Building Department for any repairs, alterations, remodeling or demolition required.
- B.** Unsafe conditions. Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of egress or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper occupancy or inadequate maintenances, shall be deemed an unsafe condition. A vacant structure which is not secured against unauthorized entry shall be deemed unsafe.
- C.** Structural Hazards. When an apparent structural hazard is caused by the faulty installation, operation or malfunction of any item or device governed by the Arkansas Fire Prevention code, the Jonesboro Fire Marshals' Division shall immediately notify the Jonesboro Building Department.
- D.** Evacuation. The Jonesboro Fire Marshals' Division or the Jonesboro Fire Official in charge of an incident shall be authorized to order the immediate evacuation of any occupied building deemed unsafe when such building has hazardous conditions that present imminent danger to the building occupants. Persons so notified shall immediately leave the structure or premises and shall not enter or re-enter until authorized to do so by the Fire Marshals' Division or the Fire Official in charge of an incident.
 - a)** If the Fire Marshals' Division evacuates a building for unsafe conditions, the building will be documented with photographs.
 - b)** The operator / owner of the building will be issued notice in writing detailing the unsafe conditions that warrant the evacuation.
 - c)** The Following individuals will be made aware of the Evacuation.
 - i)** Chief Fire Marshal
 - ii)** Fire Chief
 - iii)** Chief Building Official


d) If anyone fails to comply with the immediate evacuation, the following will be contacted immediately.

i) Jonesboro Fire Marshals Division (All Commissioned Law Enforcement Members)


ii) Jonesboro Police Department

E. Authority to disconnect service utilities. The Jonesboro Fire Marshals' Division shall have the authority to authorize disconnection of utility service to the building, structure or system in order to safely execute emergency operations or to eliminate an immediate hazard. The Fire Marshal shall notify the serving utility and, whenever possible, the owner and occupant of the building.


a) This would be documented with photographs and in writing.

<i>Jonesboro Fire Department</i>		
	SOG Title: Guidelines for Issuing Warning Notices, Citations and Stop Work Orders	
	SOG Number: 502.00	
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- A.** The Jonesboro Fire Marshals’ Division can issue warning notices for any code violation.
 - a)** This warning could be issued due to failure to correct code violations noted on annual fire inspections performed by the Fire Department.
 - b)** Any and all code violations discovered by the Fire Marshals’ Division should be documented with a warning notice.
 - i)** The warning notice will be signed by the Issuing Fire Marshal and by the representative of the occupancy with the violation.
 - ii)** The Fire Marshal issuing the warning will explain in detail the issues to be corrected
 - iii)** A reasonable time will be indicated for correction based on the severity of the code violation
 - iv)** If immediate correction is required, it will be noted on the warning.
 - v)** A copy of the warning will be given to the occupancy representative.
- B.** The Jonesboro Fire Marshals’ Division can issue citations for failure to comply with code.
 - a)** If the code violation warrants a citation to court, the following steps will be followed.
 - i)** The person receiving the citation should provide ID in the form of a valid driver’s license or state issued ID card.
 - ii)** Photos of the code violations will be taken and preserved
 - iii)** The citation will be turned into the Jonesboro Police Department
 - iv)** If the person refuses to sign the citation “refuse to sign” will be placed on the Citation.
 - v)** If the representative refuses to cooperate, the Chief Fire Marshal will be notified immediately along with the Jonesboro Police Department.
- C.** Stop Work Order. If the Fire Marshals’ Division finds any work regulated by the Arkansas Fire Prevention code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manor the Fire Marshal is authorized to issue a stop work order.
 - a)** Stop work shall be issued in writing to the person or other legal entity performing the work.
 - b)** If an emergency exists, the Fire Marshal can immediately stop the work prior to issuing the Stop Work Order in writing.
 - c)** If the person or entity fails to comply, a citation will be issued.
 - d)** If the person or entity fails to comply, and an emergency exists, the Fire Marshals Division will notify the Chief Fire Marshal, the Chief Building Official and the Jonesboro Police Department.

Jonesboro Fire Department		
	SOG Title: Right of Entry and Warrants for Life Safety	
	SOG Number: 503.00	
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- A. Right of Entry.** Whenever it is necessary to make an inspection to enforce the provisions of the Arkansas Fire Prevention Code, or whenever the Jonesboro Fire Marshals' Division has reasonable cause to believe that there exist in a building or upon any premises any conditions or violation of the state fire code which make the building or premises unsafe, dangerous or hazardous, the Fire Marshal shall have the authority to enter the building or premises at all reasonable time to inspect or to perform the duties imposed by the state fire code. If such building or premises is occupied, the Fire Marshal shall present credentials to occupant and request entry. If such building or premises is unoccupied, the Fire Marshal shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the Fire Marshal has recourse to every remedy provided by law to secure entry.
- B. Warrant.** When the fire code official has first obtained a proper inspection warrant or other remedy provided by law to secure entry, an owner or occupant or person having charge, care or control of the building or premises shall not fail or neglect, after proper request is made as herein provided, to permit entry therein by the Fire Marshal for the purpose of inspection and examination pursuant to this code.
- a) If a warrant is being used to gain entry due to refusal by the owner, occupant or person having charge, care or control of the building the Jonesboro Police Department can be asked to assist the Fire Marshals' Division.
 - b) The Chief Fire Marshal should be notified if a warrant is being used to gain entry due to refusal of the owner, occupant or person having charge, care or control of the building.

Jonesboro Fire Department		
	SOG Title: Plans Review	
	SOG Number: 504.00	
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JFD Standard Operating Guideline		

A. Architectural, Mechanical, Electrical and Civil

- a) The Jonesboro Fire Marshals’ Division will review architectural, mechanical, electrical, and civil plans as they relate to fire and life safety.
 - i) If non code compliant issues are discovered by the Fire Marshals’ Division and they fall within the scope of the Fire Marshals’ review, the Fire Marshals’ Division will note the deficiencies in writing.
 - ii) If non code compliant issues are discovered by the Fire Marshals’ Division and they do not fall within the scope of the Fire Marshals’ review they will be forwarded to the proper city entity in writing.
- b) The Jonesboro Fire Marshals’ Division will use the current state and local adopted codes and standards for the review process of all plans
- c) The Jonesboro Fire Marshals’ Division will not make code requirements that are beyond those in the applicable prescriptive codes and standards without justification.
- d) The Jonesboro Fire Marshals’ Division will not accept work in any discipline that does not meet the prescriptive code or standard that applies without justification.
- e) There shall be no deviation from the plans and specifications unless revised plans and specifications have been first submitted for review and written consent given.
- f) Code clarification
 - i) The State Fire Marshals’ Office can be a resource for code interpretation and clarification.
 - ii) The International Code Council can also be a resource for formal code interpretation and clarification.
- g) Technical assistance. To determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises subject to inspection by the Fire Marshals’ Division, the Fire Marshal is authorized to require the owner or agent to provide, without charge to the jurisdiction, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the Fire Marshal and shall analyze the fire safety properties of the design, operation or use of the building or premises and the facilities necessary changes. The Fire Marshal is authorized to require design submittals to be prepared by, and bear the stamp of a registered design professional.
- h) If architectural plans are submitted and they fail to demonstrate code compliance for any of the following reasons, the plans may be forwarded to the Arkansas Board of Architects, Landscape Architects & Interior Designers for review.
 - i) The Plans have been submitted multiple times and fail to demonstrate code compliance

- ii) The architect is possibly violating the rules and regulations of the Arkansas Board of Architects, Landscape Architects & Interior Designers.
- i) If an architect is possibly doing the work of an engineer, they could be reported to Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors.
- j) If engineering plans are submitted and they fail to demonstrate code compliance for any of the following reasons, the plans may be forwarded to the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors.
 - i) The plans have been submitted multiple times and fail to demonstrate code compliance
 - ii) The engineer is possibly violating the rules and regulations of the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors.
- k) If an engineer is possibly doing the work of an architect, they could be reported to the Arkansas Board of Architects, Landscape Architects & Interior Designers for review.

B. Fire Sprinkler, Fire Standpipe, and all Water based Fire Protection

- a) The Jonesboro Fire Marshals' Office will review fire sprinkler, fire standpipe, and all water based fire protection plans.
 - i) All water based fire protection plans will meet all applicable codes and standards.
 - ii) The water based fire protection plans will also meet the requirements of the Arkansas Fire Protection Licensing Board.
 - iii) All plans shall be done by a Fire Sprinkler Company licensed in the state of Arkansas.
 - iv) The Jonesboro Fire Marshals' Fire Sprinkler submittal process shall be followed.
- b) If water based fire protection plans are not code compliant, the company submitting the plans shall be notified and informed of the following in writing.
 - i) The company shall be informed of the deficiencies in writing.
 - ii) The company shall make necessary corrections and resubmit.
- c) If during the course of construction, significant changes are necessary, the fire sprinkler company shall contact the Fire Marshals' Division and submit plans, calculations and specifications of the necessary changes. Once the changes have been reviewed, the changes can be made.
- d) If a Fire Sprinkler company performs work and they have not submitted the necessary plans, the Fire Marshals' Office shall do the following.
 - i) Issue a stop work order.
 - ii) Advise the sprinkler contractor that plans and specifications conforming to the Fire Marshals' fire sprinkler submittal process will need to be submitted.
 - iii) The Fire Marshals' Division can require a third party inspection of the plans, work performed and all necessary tests and inspections.
 - (1) The third party inspection will be at the expense of the fire sprinkler company who did not follow the Jonesboro Fire Marshals' Division submittal guidelines.
- e) If a Fire Sprinkler company is believed to be in violation of the rules and regulations of the Arkansas Fire Protection Licensing Board the board will be notified.

C. Fire Alarm Systems


- a) The Jonesboro Fire Marshals' Office will review fire alarm plans.
 - i) All Fire Alarm plans will meet all applicable codes and standards.
 - ii) The Fire Alarm plans will also meet the requirements of the Arkansas State Police Fire Marshal's Office Alarm Company License requirements
 - iii) All plans shall be done by a Fire Alarm Company with the proper level of license in the state of Arkansas.
 - iv) The Jonesboro Fire Marshals' Fire Alarm submittal process shall be followed.
 - b) If fire alarm plans are not code compliant, the company submitting the plans shall be notified and informed of the following in writing.
 - i) The company shall be informed of the deficiencies in writing.
 - ii) The company shall make necessary corrections and resubmit.
 - c) If during the course of construction, significant changes are necessary, the fire alarm company shall contact the Fire Marshals' Division and submit plans, calculations and specifications of the necessary changes. Once the changes have been reviewed, the changes can be made.
 - d) If a Fire Alarm company performs work and they have not submitted the necessary plans, the Fire Marshals' Office shall do the following.
 - i) Issue a stop work order.
 - ii) Advise the Fire Alarm contractor that plans and specifications conforming to the Fire Marshals' fire alarm submittal process will need to be submitted.
 - iii) The Fire Marshals' Division can require a third party inspection of the plans, work performed and all necessary tests and inspections.
 - (1) The third party inspection will be at the expense of the fire alarm company who did not follow the Jonesboro Fire Marshals' Division submittal guidelines.
- D. If a fire alarm company is believed to be in violation of the rules and regulations of the state of Arkansas the Arkansas Fire Marshal's Office will be notified.

E. Hood Suppression Systems / Fixed Systems / Clean Agent Systems


(All known as Fixed Systems)

- a) The Jonesboro Fire Marshals' Office will review hood suppression / fixed systems / Clean agent systems plans.
 - i) All hood suppression / fixed systems / Clean agent systems plans will meet all applicable codes and standards.
 - ii) The hood suppression / fixed systems / Clean agent systems plans will also meet the requirements of the Arkansas Fire Protection Licensing Board.
 - iii) All plans shall be done by a Fire suppression Company with the proper level of license in the state of Arkansas.
 - iv) The Jonesboro Fire Marshals' Fixed System submittal process shall be followed.
 - v) Any other specialized requirements required for fixed systems shall be reviewed by the Jonesboro Fire Marshals' Division
 - (1) The additional requirements could be room specifications and room commissioning requirements for clean agent systems.


- (2) Fire Suppression located within paint booths or other specialized areas are subject to review.
- (3) Any specialized equipment (i.e. explosion proof electrical components) will be brought to the attention of the appropriate city department.
- vi) Kitchen hoods and all required equipment shall be reviewed and approved by other city departments as well as the Fire Marshals' Division
 - (1) If kitchen hoods are deficient, the Fire Marshals' Division shall notify the proper city department.
- b) If fixed system plans are not code compliant, the company submitting the plans shall be notified and informed of the following in writing.
 - i) The company shall be informed of the deficiencies in writing.
 - ii) The company shall make necessary corrections and resubmit.
- c) If during the course of construction, significant changes are necessary, the fixed system company shall contact the Fire Marshals' Division and submit plans, calculations and specifications of the necessary changes. Once the changes have been reviewed, the changes can be made.
- d) If a fixed system company performs work and they have not submitted the necessary plans, the Fire Marshals' Office shall do the following.
 - i) Issue a stop work order.
 - ii) Advise the fixed system contractor that plans and specifications conforming to the Fire Marshals' fire alarm submittal process will need to be submitted.
 - iii) The Fire Marshals' Division can require a third party inspection of the plans, work performed and all necessary tests and inspections.
 - (1) The third party inspection will be at the expense of the fixed system company who did not follow the Jonesboro Fire Marshals' Division submittal guidelines.

Jonesboro Fire Department		
	SOG Title: Fireworks and Flame Effects Permits	
	SOG Number: 505.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	
JFD Standard Operating Guideline		


- A.** The Fire Marshals’ Division will review all permits for fireworks and flame effects.
 - a)** The permits shall include all information required by NFPA 1126 Standard for the Use of Pyrotechnics before a Proximate Audience, and NFPA 160 Standard for the Use of Flame Effects before an Audience.
 - b)** A Pre-Show Review and Demonstration may be required.
 - c)** Use of Pyrotechnics and Flame Effects are prohibited unless plans have been submitted and approved.
 - d)** A Pyrotechnics and flame effects show can be declined if permits are incomplete and or all requirements of NFPA and the Arkansas Fire Prevention Code are not met.

<i>Jonesboro Fire Department</i>		
	SOG Title: Public Education	
	SOG Number: 506.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	
JFD Standard Operating Guideline		


- A.** The Fire Marshals’ Division in cooperation with the Jonesboro Fire Department Training Division will provide Fire and Life Safety Education and or Training to the citizens of Jonesboro.
 - a)** The fire and life safety education and or training can be provided at the company level
 - b)** The training will be relevant to the audience
 - c)** The Fire and life safety training will be documented for the number of attendees.
- B.** The Jonesboro Fire Marshals’ Office will strive to meet all applicable codes and standards that relate to Public Education.
 - a)** NFPA 1035 Standard on Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist.

<i>Jonesboro Fire Department</i>		
	SOG Title: Juvenile Fire Setter Program	
	SOG Number: 507.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	
JFD Standard Operating Guideline		


- A.** The Jonesboro Fire Marshals’ Division will maintain a Juvenile Fire Setter Program
- B.** The Juvenile Fire Setter Program will be overseen by the Juvenile Fire Setter Interventionist.
- C.** The Jonesboro Fire Setter Program will strive to follow all applicable codes and standards that apply to the program.
 - a)** NFPA 1035 Standard on Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist.

<i>Jonesboro Fire Department</i>		
	SOG Title: Competency	
	SOG Number: 508.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	
JFD Standard Operating Guideline		

- A.** The Jonesboro Fire Marshals’ Division shall remain competent in all aspects of the Fire Marshals’ responsibilities.
- B.** Competency will be achieved by the following methods of ongoing training and education
 - a)** College level courses.
 - b)** The National Fire Academy
 - c)** The Arkansas Fire Academy
 - d)** International Code Counsel
 - e)** Online classes
 - f)** State and National conferences
 - g)** Professional organization conferences, classes and training.
 - h)** Other accredited education and training relevant to the position
- C.** The Fire Marshals’ Division will stay current with professional memberships in organizations that are relevant to the position.
- D.** The Fire Marshals’ Division will keep and maintain a current library of Codes, Standards, Guides, Handbooks, and references.
- E.** The Fire Marshals’ Division will strive to meet all applicable requirements of “Professional” set forth by the National Fire Protection Association that apply to the responsibilities of Fire Marshal
 - a)** NFPA 1037 Fire Marshal Professional Qualifications
 - b)** NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner
 - c)** NFPA 1033 Standard for Professional Qualifications for Fire Investigator
 - d)** NFPA 1035 Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications.

Jonesboro Fire Department	
	SOG Title: Law Enforcement
	SOG Number: 509.00
	Original Date: 10/5/21 Revision Date: 10/5/21
JFD Standard Operating Guideline	

- A.** The Jonesboro Fire Marshals’ Division can have members as “Specialized Law Enforcement”
- B.** The Jonesboro Fire Marshals’ Division will maintain a Memorandum of Understanding with the Jonesboro Police Department. The Jonesboro Fire Marshals’ Division will follow the Jonesboro Police Departments Standard Operating Guidelines, Directives, and Policies as they relate to the Jonesboro Fire Marshals’ Law Enforcement Powers.
- C.** The Jonesboro Fire Marshals’ Division will maintain Law Enforcement training through the Jonesboro Police Department.
 - a)** The Jonesboro Fire Marshals’ Division will maintain proficiency in all areas of Law Enforcement that relate to the Fire Marshals’ Division as “Specialized Law Enforcement”
 - b)** Law Enforcement training relevant to the Fire Marshals’ Division can be obtained from sources other than the Jonesboro Police Department.
- D.** The Jonesboro Fire Marshals’ Division will maintain weapons qualifications through the Jonesboro Police Department.
 - a)** The Jonesboro Fire Marshals’ Division will maintain proficiency with all weapons used by the fire Marshals’ Division.
 - b)** The Jonesboro Police Department Standard Operating Guidelines, Directives and Policies will be followed.
- E.** The Jonesboro Fire Marshals’ Division will issue duty pistols to its Specialized Law Enforcement Members.
 - a)** Officer purchased pistols can be used if Jonesboro Police Policy is followed
 - b)** Off duty concealed carry pistols can be used if Jonesboro Police Policy is followed
 - c)** Patrol rifles and shotguns can be used if Jonesboro Police Policy is followed.
 - d)** Upon retirement, a Fire Marshal will be allowed to keep his or her issued duty pistol.
 - i)** Jonesboro Police Policy will be followed
 - ii)** If a Fire Marshal leaves the department prior to retirement, they will not be allowed to keep his or her issued pistol.
- F.** The Jonesboro Fire Marshals’ Division will maintain training with less lethal weapons when authorized to carry them.
 - a)** The Jonesboro Police Department Standard Operating Guidelines, Directives and Policies will be followed.

Jonesboro Fire Department		
	SOG Title: Fire Investigations	
	SOG Number: 510.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

- A. The Jonesboro Fire Marshals' Division and On-Shift Fire Investigators will strive to perform fire investigations according to all applicable Codes, Standards, and Guides when they apply to the investigation being conducted.
 - a) NFPA 921 Guide for Fire & Explosion Investigations.
- B. The Jonesboro Fire Marshals' Division and on shift Investigators will strive to maintain Training, Education, Certifications, Credentials, and meet all professional qualifications that apply to fire investigations.
 - a) NFPA 1033 Standard for Professional Qualifications for Fire Investigator
- C. The Jonesboro Fire Department will investigate all fire causes in all cases. It is the responsibility of command to provide fire cause investigation on the following fire-related emergencies:
 - a) Structure Fires
 - b) Explosions
 - c) Fire Code related situations
 - d) Fire incidents causing serious injury / death or property loss / damage
 - e) Incident Commanders Discretion.
- D. The Jonesboro Fire Marshals' Division will maintain on shift Fire Investigators.
 - a) On shift fire investigators can be any rank.
 - b) On shift fire investigators will have proper fire investigation training and maintain competency.
 - c) On shift fire investigators, when on scene, will be utilized by command to begin an initial investigation.
 - d) On shift fire investigators will work with the Fire Marshals' Division to perform fire investigations.
- E. All Fire Scenes needing thorough investigation should be preserved with minimal damage.
 - a) Command should delay salvage and overhaul when possible
 - b) Command should not deploy foam if possible
 - c) Command should preserve any physical evidence undisturbed when possible.
- F. When any Member of the Fire Marshals' Division checks on scene they should notify command and dispatch that they are on scene.
 - a) The arriving Fire Marshals' should receive a debriefing from the incident commander on the need for the investigation.

- G.** The following scene safety factors will be considered before conducting a fire investigation.
 - a)** A Hazard and Risk Assessment will be performed
 - i)** Status of Suppression
 - ii)** Structural Stability
 - iii)** Utilities – Electric, Gas, etc.
 - iv)** Atmosphere
 - v)** Criminal Acts / Acts of terrorism / Acts of violence.
 - (1)** Is the scene secure from threats
 - (2)** Is there a potential for Secondary Devices
 - b)** Hazard Prevention and Control will be performed to mitigate potential hazards.
 - i)** The Status of Suppression will be in an operational mode that can allow for the investigation to begin.
 - ii)** The structure will need to be structurally stable.
 - iii)** The Utilities will need to be rendered safe.
 - iv)** The atmosphere will be monitored for gas levels.
 - v)** The appropriate Personal Protective Equipment will be used.
 - (1)** Respirators will be used during debris removal and or disturbance.
 - vi)** The scene will need to be secure from any known threats of violence.
- H.** The appropriate right of entry will be used by the investigator.
 - a)** The Fire Department is allowed to investigate all fires through the Arkansas Fire Prevention Code.
 - b)** A Consent to Search and Seizure form will be used when the occupant is available.
 - c)** If consent is refused by the occupant for the investigation, or if it appears that the fire is criminal, a Search Warrant will be used.
 - i)** The process for obtaining a search warrant will be that of the Jonesboro Police Department SOG's
- I.** The Fire Marshals' Division will maintain scene security during an investigation.
 - a)** The Jonesboro Police Department can assist with this if necessary.
 - b)** The only people allowed into a fire investigation scene will be those allowed by the Fire Marshals' Division.
 - c)** Any person / persons who enters a scene other than Jonesboro Fire Department Personnel will be documented.
- J.** The Fire Marshals' Division may ask for outside assistance on fire investigations
 - a)** Arkansas State Police Fire Marshals Division
 - b)** Bureau of Alcohol, Tobacco, and Firearms.
 - c)** Jonesboro Police Department
 - d)** Any other agencies or expertise that may be needed during the investigation.
- K.** Collection and Preservation of Evidence
 - a)** Documentation
 - i)** Photographs
 - ii)** Diagrams
 - iii)** Scene Drawings
 - iv)** Measurements when necessary
 - v)** Use of scales when necessary
 - vi)** Notes will be taken and maintained in the case file

vii) Appropriate forms will be filled out when necessary

b) Collection of physical evidence

i) Clean tools and new gloves will be used to collect evidence

(1) Tools will be cleaned appropriately prior to each sample collected

ii) Collection containers will be new and free from contamination

iii) Comparison samples will be taken when necessary.

iv) Chain of custody will be maintained.

(1) The Jonesboro Fire Marshals' Office will maintain a secure evidence room.

(a) The Fire Marshals' Evidence room will only contain evidence for Jonesboro Fire Marshals' investigations.

v) Any form of evidence that requires a search warrant will follow the SOG's of the Jonesboro Police Department. Examples of possible evidence that would require a search warrant

(1) Cell phones and their data

(2) Cell phone records

(3) Video surveillance

(4) Computers

c) Witness statements

i) Fire Department personnel should be interviewed for relevant information

ii) Any person with relevant information should be interviewed or provide a written Witness Statement.


(1) Contact Information should be obtained

d) City Records

i) City records may need to be retrieved showing inspection history, Certificate of occupancy, architectural drawings, etc.

e) Formal interviews and interrogations will follow the Jonesboro Police Department SOG's, Directives and policies.

i) Interviews involving juveniles will be conducted after consent has been given by a parent or guardian.

<i>Jonesboro Fire Department</i>	
	SOG Title: Fire Marshal – State Codes
	SOG Number: 511.00
	Original Date: 10/5/21
JFD Standard Operating Guideline	

14-53-112. Fire marshal may be armed.

(a) For purposes of this section, "municipal fire marshal" means a person who holds a full-time office or position of fire marshal created by ordinance in a city of the first class, and who:

(1) Is responsible for the detection and prevention of arson, the enforcement of laws relating to arson and other burning, and enforcement of the city and state fire prevention codes;

(2) Has successfully completed a course of study for law enforcement officers approved by the Arkansas Commission on Law Enforcement Standards and Training;

(3) Has successfully completed an eighty-hour fire and arson investigation course offered by the National Fire Academy, or the Arkansas Fire Training Academy, or an equivalent course; and

(4) Has completed a one-week fire safety inspection class offered by the National Fire Academy or the Arkansas Fire Training Academy or an equivalent class.

(b) A municipal fire marshal is hereby authorized and empowered to carry a weapon and to make arrests for violations of the laws relating to arson and other unlawful burning.

HISTORY: Acts 1993, No. 1157, §§ 1, 2.

12-13-108. Ex officio deputies.

All mayors, members of fire departments, and peace officers shall be ex officio deputies to the Director of the Department of Arkansas State Police. They shall be subject to the duties and obligations imposed by this subchapter in fire prevention and in the investigation of the cause, origin, and circumstances of fires within their jurisdiction.

HISTORY: Acts 1955, No. 254, § 4; A.S.A. 1947, § 82-809.

12-15-202. Eligibility to carry concealed handgun.

(a) Any certified law enforcement officer, auxiliary law enforcement officer, employee of a local detention facility, prosecuting attorney, or deputy prosecuting attorney designated by the prosecuting attorney may carry a concealed handgun if the certified law enforcement officer, auxiliary law enforcement officer, employee of a local detention facility, prosecuting attorney, or deputy prosecuting attorney designated by the prosecuting attorney:

(1) Is presently in the employ of a public law enforcement department, office, or agency;

(2) Is authorized by the public law enforcement department, office, or agency to carry a firearm in the course and scope of his or her duties;

(3) Is not subject to any disciplinary action that suspends his or her authority as a certified law enforcement officer, auxiliary law enforcement officer, employee of a local detention facility, prosecuting attorney, or deputy prosecuting attorney designated by the prosecuting attorney;

(4) Is carrying a badge and appropriate written photographic identification issued by the public law enforcement department, office, or agency identifying him or her as a certified law enforcement officer, auxiliary law enforcement officer, employee of a local detention facility, prosecuting attorney, or deputy prosecuting attorney designated by the prosecuting attorney;

(5) Is not otherwise prohibited under federal law;

(6) Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

(7) Has fingerprint impressions on file with the Department of Arkansas State Police Automated Fingerprint Identification System.

(b) (1) A concealed handgun may be carried by any retired law enforcement officer or retired auxiliary law enforcement officer acting as a retired auxiliary law enforcement officer who:

(A) Retired in good standing from service with a public law enforcement department, office, or agency for reasons other than mental disability;

(B) Immediately before retirement was a certified law enforcement officer authorized by a public law enforcement department, office, or agency to carry a firearm in the course and scope of his or her duties;

(C) Is carrying appropriate written photographic identification issued by a public law enforcement department, office, or agency identifying him or her as a retired and former certified law enforcement officer;

(D) Is not otherwise prohibited under federal law from receiving or possessing a firearm;

(E) Has fingerprint impressions on file with the system together with written authorization for state and national level criminal history record screening;

(F) During the most recent twelve-month period has met, at the expense of the retired law enforcement officer, the standards of this state for training and qualification for active law enforcement officers to carry firearms;

(G) Before his or her retirement, worked or was employed as a law enforcement officer or acted as an auxiliary law enforcement officer for an aggregate of ten (10) years or more; and

(H) Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(2) (A) The chief law enforcement officer of the city or county shall keep a record of all retired law enforcement officers authorized to carry a concealed handgun in his or her jurisdiction and shall revoke any authorization for good cause shown.

(B) The Director of the Department of Arkansas State Police shall keep a record of all retired department officers authorized to carry a concealed handgun in the state and shall revoke any authorization for good cause shown.

(c) (1) (A) A firearms instructor certified by the Arkansas Commission on Law Enforcement Standards and Training who is employed by any law enforcement agency in this state may certify or recertify that a retired law enforcement officer has met the training and qualification requirements for certification set by the commission for active law enforcement officers to carry firearms.

(B) A retired law enforcement officer shall pay the expenses for meeting the training and qualification requirements described in subdivision (c)(1)(A) of this section.

(2) A firearms instructor who certifies or recertifies that a retired law enforcement officer has met the training and qualification requirements for certification set by the commission for active law enforcement officers to carry firearms under subdivision (c)(1)(A) of this section shall complete and submit any required paperwork to the commission.

(d) Any certified law enforcement officer or retired law enforcement officer carrying a concealed handgun under this section is not subject to the prohibitions and limitations of § 5-73-306.

(e) (1) Any presently employed certified law enforcement officer authorized by another state to carry a concealed handgun shall be entitled to the same privilege while in this state, but subject to the same restrictions of this section, provided that the state which has authorized the officer to carry a concealed handgun extends the same privilege to presently employed Arkansas-certified law enforcement officers.

(2) The director shall make a determination as to which states extend the privilege to carry a concealed handgun to presently employed Arkansas-certified law enforcement officers and shall then determine which states' officers' authority to carry concealed handguns will be recognized in Arkansas.

HISTORY: Acts 1995, No. 1332, § 1; 1997, No. 92, § 1; 1997, No. 302, § 1; 2001, No. 251, § 1; 2001, No. 585, § 1; 2003, No. 348, § 1; 2007, No. 134, § 1; 2007, No. 675, § 2;

2013, No. 415, § 3; 2013, No. 539, § 3; 2013, No. 1220, § 3; 2015, No. 958, § 1; 2015, No. 1161, § 1.

Jonesboro Fire Department		
	SOG Title: Response to Aggression/ Resistance	
	SOG Number: 512.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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JFD Standard Operating Guideline		

JFD Fire Marshal's shall follow the Jonesboro Police Departments guideline as follows:

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>401.05</i>
<i>Topic</i>	:	<i>Response to Aggression /</i>
<i>Resistance</i>		
<i>Effective</i>	:	<i>May 16, 2016</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>RE</i>

Reference: ALEAP: 3.01, 3.02, 3.04, 3.05, 6.01, 6.02, 6.03, 6.04, 6.06, 6.07, 6.08, 6.09, 6.10

I. Policy

Police officers shall treat all persons, regardless of their involvement in a situation, with humanity, courtesy, and the dignity due any human being, to the extent that such treatment is allowed by the subject's actions. Additionally, this Department recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Officers shall maintain a professional bearing at all times and shall not be argumentative or engage in acts that might incite a subject to become physically aggressive. Finally, officers shall never use a greater degree of force than that which is lawful, reasonable, and necessary for the specific situation.

II. Definitions

- A. Active Resistance – A subject actively resists when they take affirmative action to defeat an officer’s ability to take them into custody.
- B. Deadly Force – Force which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious bodily injury.
- C. Electronic Control Device – Electronic Control Devices, TASER™, or stun-guns (electronic control weapons) that disrupt the central nervous system of the body.
- D. Imminent – Impending or about to occur or circumstances are such that it is reasonable to believe it is impending or about to occur.
- E. Less Lethal Force – Any force used other than that which is considered deadly force.
- F. Objectively Reasonable – The amount of force that would be used by other reasonable and well-trained officers when faced with the circumstances with which the officer using the force is presented.
- G. Passive Resistance – A subject who takes no affirmative action to defeat the member’s ability to make an arrest but who does not respond to verbal commands and presents a refusal to move by sitting down or acting as dead weight.
- H. Physical Force – Any bodily impact, restraint, or confinement, or the threat thereof (A.C.A. § 5-2-601.(3)).
- I. Reasonable Belief – A belief that an ordinary, prudent person would form under the circumstances in question and one not recklessly or negligently formed (A.C.A. § 5-1-102 (18)).
- J. Serious Bodily Harm/Physical Injury – Any physical injury that creates a substantial risk of death or that causes protracted disfigurement, protracted impairment of health, loss or protracted impairment of the function of any bodily member or organ (A.C.A. § 5-1-102.(19)).

III. Deadly Force [6.02]

- A. Justification for the use of deadly force
 - 1. Officers may use deadly force only when the officer reasonably believes that the action is in defense of human life, including their own, or in defense of any person in imminent danger of serious physical injury when other less drastic means are not available or would not be effective to eliminate the threat.

2. Officers may use deadly force to effect the arrest of a suspect whom the officer has probable cause to believe has committed a crime involving the infliction or threatened infliction of serious physical harm and the officer reasonably believes that the suspect will pose a significant threat to human life should the escape occur.
3. Justification for the use of force is limited to what reasonably appears to be the facts known or perceived by the officer at the time he decides to use such force. Facts unknown to the officer, no matter how compelling, cannot be considered in later determining whether the action was justified.

IV. Use of Deadly Force Weapons

A. The use of deadly force is objectively reasonable when:

1. The officer is faced with an imminent threat of serious bodily harm or death to him/herself, or some other person who is present.
2. To prevent the escape of an individual in cases where the officer has probable cause to believe that the subject has committed a violent felony involving the infliction or threatened infliction of serious bodily harm or death AND by the subject's escape they pose an imminent threat of serious bodily harm or death to another.

B. Police Officers are also authorized to use their firearms in order to:

1. For training, practice or recreational shooting in an area where firing a weapon is both safe and lawful.
2. Upon the command of a Jonesboro Police Department Firearms Instructor during a legitimate Department firearms training session or qualification being held in an approved firearms training facility.
3. In order to destroy an animal that is obviously vicious or dangerous and that cannot otherwise be captured or prevented from killing or seriously injuring the officer or others. Supervisory approval shall be obtained in advance whenever possible.
4. Officers may draw or display firearms when there is a threat or reasonable belief that there is a threat to life, or when they have a reasonable fear for their own safety or the safety of others.
5. Before using a firearm, police officers shall identify themselves and state their intent to shoot, where feasible.

C. Police Officers are prohibited from using their firearms under the following circumstances:

1. Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable belief that it may be necessary to use the weapon in conformance with this policy.
2. To halt the flight of any suspect or prisoner under conditions which do not meet the criteria of the preceding section.
3. To prevent or interrupt the commission of a crime unless the crime being or about to be committed creates an imminent danger of death or serious injury to the Officer or another person.
4. Officers shall not fire their weapons when the officer is presented with an unreasonable risk to innocent third parties.
5. At or from a moving vehicle unless it is necessary to prevent imminent death or serious physical injury to the officer or another.
6. Warning shots shall not be fired under any circumstances; and [\[6.09\]](#)
7. Officers shall not fire into a building or through doors unless the suspect can be identified and is clearly visible and the use of deadly force is authorized.

D. The supervisor shall contact the Division Commander and the Chief of Police when the use of force has resulted in serious bodily injury or death.

V. Use of Physical Force and Less Lethal Weapons [\[6.01\]](#)

- A. Where deadly force is not authorized, officers should assess the incident in order to determine which less lethal technique or less lethal weapon will best de-escalate the incident and bring it under control in a safe manner.
- B. Officers shall never use a greater degree of force than that which is lawful, reasonable and necessary for the specific situation. A law enforcement officer is justified in using non-deadly physical force or threatening to use deadly physical force upon another person if the law enforcement officer reasonably believes the use of non-deadly physical force or the threat of use of deadly physical force is necessary to:
 1. To neutralize an unlawful assault upon the officer or another person; or
 2. To effect an arrest (Ark. Statute 16-81-107(b)); or
 3. To overcome unlawful passive and active resistance; or

4. To prevent an escape from custody
- C. The use of physical force will end immediately when resistance ceases, when resistance has been overcome, or when the arrest has been accomplished. Emphasis will always be upon obtaining control over the resistance situation rather than forcing submission. Officers shall not mentally or physically abuse any person that they contact or take into their custody or control

VI. Use of Force Guidelines

- A. The amount and degree of force which an officer may use to terminate violent behavior must be based on surrounding circumstances, such as:
1. The nature and seriousness of the risk of injury to the officers and others.
 2. The age, physical condition and behavior (physical indicators) of the subject of the force.
 3. Relevant actions by other persons.
 4. Physical conditions (such as visibility) at the scene.
 5. The feasibility and availability of alternative actions (such as waiting for backup).
 6. The opportunity and actual ability of the suspect to injure the officer or others.
- B. No officer shall use force in response to mere verbal provocation or abusive language that is directed at the officer(s).
- C. Force Continuum – Lowest to Highest
1. Officer presence / Command presence
 2. Physical skill / strength
 3. Baton / OC / Less-Lethal 12 gauge and 37mm / K-9 / Taser
 4. Authorized Service Weapons (i.e., handgun, shotgun, carbine, rifle)

An officer shall use the lowest level of force based on the situation at hand and escalate as the suspect escalates. In ‘disparity of force’ situations where you are overpowered or outnumbered, the force used must be reasonable under the circumstances.

- D. Once the subject’s active resistance has ceased and control has been gained an officer is no longer authorized to use force. Officers should immediately provide any necessary medical assistance to the subject to the degree to which they are trained and/or provide for emergency medical response by requesting an ambulance or transporting the subject to the nearest medical facility where needed and where reasonable to do so. **[6.07]**
- E. If an officer utilizes deadly force or if a suspect is obviously injured, alleges injury, or requests medical assistance when an officer has used deadly or less lethal force, the officer will immediately notify a supervisor.

- F. The supervisor will ensure that the primary officer using the force completes a Response to Aggression Report before the officer's duty tour ends. If the primary officer using force is physically or emotionally unable to complete a Response to Aggression Report, the investigator assigned by the Chief of Police to conduct the internal investigation shall attempt to obtain a verbal report from the officer within 24 hours.

VII. Authorized Less lethal, Intermediate Weapons

- A. All officers carrying intermediate weapons must be qualified to do so, pursuant to departmental training standards. Officers may carry an approved intermediate weapon, of the brand(s) approved by the department. These instruments shall only be used in accordance with departmental training standards.
- B. The following products are authorized intermediate weapons that may be carried by City of Jonesboro Police officers: [\[6.04\]](#)
 - 1. Expandable or Straight Baton
 - a. Impact weapons may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control.
 - b. Examples would be where other options have been utilized and failed or where based on the officer's perception at the time, the other options would not be successful in bringing the event to a successful conclusion.
 - c. Officers shall not intentionally strike a person with an impact weapon where it would create a substantial likelihood of causing serious bodily harm or death, unless the use of deadly force would be justified.
 - 2. Oleoresin Capsicum (OC) Pepper Aerosol Restraint Spray
 - a. The Department issues OC aerosol restraint spray to provide officers with additional use of force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use OC when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's use of force policy.
 - b. Only officers who have completed the prescribed course of instruction on the use of OC and experienced a mandatory exposure to the OC spray are authorized to carry the device.
 - c. Uniformed officers shall carry only department authorized OC canisters (containing 10% pepper foam) in the prescribed manner on the duty belt. Non-uniform members may carry OC in alternative devices as authorized by the agency.
 - d. Once control is gained, officers should immediately provide for the decontamination of the subject when reasonable and practical to do so.

- e. If the person shows any signs of physical distress or does not recover in a reasonable amount of time, officers should immediately direct an emergency medical response and render first-aid at the degree for which they are trained.
- f. Chemical Spray shall not be deployed as a compliance technique for a person who is passively or verbally non-compliant.
- g. Chemical Spray shall never be used as a punitive measure.

3. Electronic Control Devices (Taser)

- a. The Department issues Electronic Control Devices (Tasers) to provide officers with additional use of force options for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use Tasers when warranted, but only in accordance with the guidelines and procedures set forth here in this agency's use of force policy.
- b. Only officers who have completed the prescribed course of instruction on the use of the Taser are authorized to carry the device.
- c. Only Department issued Tasers are authorized for carry.
- d. Officers shall carry the Taser in the off side/non-duty weapon side carry position only.
- e. Electronic Control Devices shall never be used as a punitive measure.

4. Kinetic / Bean Bag Munitions

- a. The Department issues less lethal kinetic / bean bag weapons to provide officers with an extended distance less lethal force option for gaining compliance of resistant or aggressive individuals in arrest and other enforcement situations. It is the policy of this agency that officers use the kinetic / bean bag rounds when warranted, but only in accordance with the guidelines and procedures set forth here and in this agency's use of force policy.
- b. Only officers who have completed the prescribed course of instruction on the use of the kinetic \ bean bag munitions weapons are authorized to carry or deploy the weapon system.
- c. Only department issued or approved weapons that have been approved as less lethal weapon systems are authorized for use with kinetic / bean bag rounds.
- d. No shotgun buckshot or slug ammunition shall be carried with less lethal kinetic / bean bag ammunition. No shotgun buckshot or slug ammunition shall be carried in or affixed to the less lethal weapon system.
- e. Only department issued and approved kinetic / bean bag ammunition shall be used in the less lethal weapon system.

VIII. Training and Qualifications with Deadly and Less Lethal Weapons

- A. Officers shall receive in-service training for all authorized weapons and the Department's use of force policies annually. Officers must demonstrate proficiency with each authorized weapon. The weapons training must be monitored by a certified instructor. **[3.01, 3.02, 3.04]**
 - 1. All training and proficiency shall be documented. **[3.05]**
 - 2. Officers must receive training regarding the Department's use of force and weapons policies prior to being authorized to carry a weapon. **[3.02]**
- B. Officers shall carry only those weapons, deadly or less lethal, that are authorized and registered with the Department while on-duty or off-duty. Authorized weapons, deadly or less lethal, are those with which the officer has qualified and received Departmental training on proper and safe usage, and that are registered and comply with Departmental specifications.
- C. The Department shall schedule regular training and qualification sessions for duty, off-duty, specialized weapons, and less lethal weapons, which will be graded on a pass or fail basis.
- D. Officers who fail to receive a passing score with a weapon, deadly or less lethal, in accordance with Department testing procedures shall be evaluated by the training supervisor and a recommendation forwarded to the Chief of Police. Upon receipt of the evaluation, the Chief of Police may suspend the officer's enforcement duties and assign said officer to remedial instruction. The failure of the officer to qualify after completion of additional training may result in administrative action up to and including termination.
- E. An officer shall not be permitted to carry any weapon, deadly or less lethal, with which he has not been able to qualify with it during the most recent annual qualification.
- F. An officer that has taken extended leave or suffered an illness or injury that could affect his use of firearms or less lethal weapons ability will be required to qualify before returning to enforcement duties.
- G. Defensive tactics and handcuffing techniques shall be reviewed annually during the Response to Aggression and Resistance / Use of Force review. **[3.04]**

IX. Handcuffing

All persons who are detained or arrested by officers of the police department should be handcuffed to provide the greatest degree of safety for the officer, as well as the safety of the arrested person. Appropriate restraint devices such as handcuffs, flex cuffs, belly chains with cuffs or leg irons shall be used to secure prisoners.

1. Handcuffs should be applied with the hands behind the person's back with the palms facing outward.
2. Handcuffs must be applied tightly enough to prevent them from being slipped, but care must be taken that they are not so tight as to interfere with circulation or cause unreasonable discomfort. In instances where the individual is not physically able to place his hands close enough together behind his back, the officer may elect to use two sets of handcuffs linked together.
3. The handcuffs should always be double locked and remain double locked during transport.
4. Upon consideration of the circumstances, an officer may elect to utilize leg restraints.
5. At no time will a prisoner be handcuffed to any part of the police unit during transport.
6. Flex cuff type restraints should be removed with bandage type scissors, a seat belt cutting device or similar safety device.

X. Reports and Documentation


- A. Officers using force must be able to articulate the need and justification for the use of force and the reason(s) why the level of force utilized was selected. Full disclosure of the circumstances requiring the use of force, and the type and extent of force shall be thoroughly documented in the Response to Aggression Report. Officers shall complete a Response to Aggression Report and an incident or offense report when: **[6.03, 6.06]**
 1. The officer has employed any level of physical force other than presence or verbal direction against active resistance; or
 2. The officer has displayed a firearm, less lethal weapon, and/or Electronic Control Device in such a manner that it was actually pointed at an individual; or
 3. The officer has discharged a firearm for any purpose other than training or recreational use except for the destruction of animals which requires only an incident report; or
 4. The officer has employed force through the use of any weapon; or
 5. The officer has employed any level of force that results in, or is alleged to have resulted in, injury or death to anyone.
- B. These reports shall be submitted to the officer's supervisor prior to the end of the shift unless extenuating circumstances exist. The supervisor shall review the reports and forward them to the division supervisor.
- C. Officers shall submit a detailed report when the officer or supervisor believes documentation pertaining to any force employed or not employed by the officer is necessary for the protection of the officer, the Department, or the City of Jonesboro.
- D. All reported uses of force will be reviewed by the officer's shift or unit supervisor and division commander to determine whether Department rules, policies and guidelines were

adhered to. All findings of policy violation or training inadequacies shall be reported to the Chief of Police for resolution and discipline, if necessary. [6.10]

- E. All Response to Aggression Reports and the corresponding incident report shall be filed and maintained for annual review to ascertain training and policy needs. [6.10]

XI. Deadly Force and Serious Physical Injury Investigation and Review

- A. Investigation Requirement – If an officer is involved in an incident in which either the officer or another person is injured or killed as a result of actions in an official capacity or the use of deadly force, or if an officer intentionally employs deadly force but no injury or death results, an administrative investigation will be initiated and a criminal investigation may be initiated separately.
- B. Officers or civilian employees who have been involved in any action or use of force in an official capacity which has resulted in death or serious physical injury to any person will be placed on administrative leave with pay for a minimum of 24 working hours, pending an administrative review of the action. During this time, the employee will still be responsible for assisting in any internal investigation and the time may also be utilized for debriefing, Employee Assistance Program appointments or other counseling options. [6.08]
 - 1. Officers who have been placed on such leave will not engage in off-duty employment during this time, nor are they expected to perform police-related functions except under extreme circumstances. Officers on administrative leave will be available at the direction of the assigned investigator to assist in the investigation of the deadly force incident.
 - 2. The involved officer's division supervisor will be responsible for ensuring that the officer is placed on leave and that such action is documented.
 - 3. Officers who have been placed on such leave will not be returned to normal duties until completion of Employee Assistance Program counseling. The involved officer's division supervisor will be responsible for ensuring that such counseling is scheduled and completed and that appropriate supporting documentation is forwarded to the Chief of Police.
 - 4. The involved officer's division supervisor will authorize the officer to return to normal duties.
 - 5. Administrative leave may be extended at the discretion of the appropriate division supervisor, as he or she deems necessary.

Jonesboro Fire Department		
	SOG Title: Weapons	
	SOG Number: 513.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	
JFD Standard Operating Guideline		

JFD Fire Marshal's shall follow the Jonesboro Police Departments guideline as follows:

CITY OF JONESBORO POLICE DEPARTMENT

<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>326.04</i>
<i>Topic</i>	:	<i>Weapons</i>
<i>Effective</i>	:	<i>March 31, 2016</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>RE</i>

Reference: ALEAP: 1.11, 3.01, 3.02, 3.03, 3.05, 6.04, 6.05

I. Policy

It is the policy of this Department to regulate the carrying and handling of firearms by Department personnel. This Directive establishes standardized guidelines for the carrying, handling, training, and testing of the proficiency of armed personnel. Arkansas Law provides for the legal authority of an officer to carry a firearm (Ark. statute 5-73-120)

II. Firearms and Ammunition Approval and Inspection

A. Authorized Firearms and Ammunition [6.04]

Firearms and ammunition authorized by the department, will be reflected on the most current Special Order listing for Weapons and/or ammo. The list will be reviewed and updated as needed. Only factory loaded, department issued

ammunition will be used for duty carry. Only the Chief of Police may approve any exceptions to the requirements in regards to the types of authorized firearms or ammunition.

- B. Following written authorization or approval from the Chief and/or Assistant Chief, the Training Coordinator shall examine for approval any duty, off-duty, and backup firearms (pistols, shotguns and rifles) based on established Departmental criteria approved by the Chief of Police. Records shall be maintained of the types and serial numbers for all firearms being utilized by officers [3.05]
- C. Officers who wish to carry a duty, off-duty, or backup firearm that has not been approved or inspected shall notify the Training Coordinator who shall schedule a time for approval, inspection, and demonstration of proficiency. The officer shall not carry any firearm as a duty, off-duty, or backup firearm until all of the Departmental criteria have been met. [1.11]

D. Firearms Inspections

Prior to proficiency qualifications, the on duty Firearms Instructor is responsible for completing a function check and inspection of all weapons to ensure they are safe and in good working order. Weapons found to be unsafe shall be removed from service until they can be repaired. The Training Coordinator shall verify the completion of the repairs before the firearm is returned to service. [3.03]

III. Carrying of Firearms On-Duty [6.05]

- A. Uniformed officers, when on-duty, shall carry an approved firearm in an approved holster when in public places within the jurisdiction of this Department.
- B. Officers who are on-duty in plain clothes shall wear their firearms in a holster approved by the Chief of Police, in a manner that will not attract attention and shall display their Department badge near the firearm in a manner that is clearly visible to the public unless special circumstances exist.
- C. Officers who are on-duty in plain clothes in an undercover capacity will carry their firearms in approved holsters and will have carry a badge capable of being worn around the neck or other means of visible display in the event public display of the weapon is necessary during enforcement action.

IV. Off-Duty Firearms Guidelines [6.05]

- A. Officers may carry an approved firearm off-duty, but will exercise discretion as to when and where it is worn.

1. Any display or use of an off-duty firearm will be governed by the same regulations that apply to on-duty officers.
 2. Off-duty firearms carried while off duty and not in uniform must be kept concealed and the officer must be in possession of their department identification.
- B. This Directive should not be construed to restrict the legitimate possession and use of sporting or recreational firearms.

V. Backup Firearms Guidelines

- A. Officers shall carry an approved firearm in conjunction with, and as a backup to, the officer's primary Department approved sidearm.
- B. The backup firearm is to be viewed only as a weapon of last resort and the use of a backup firearm will be limited to those instances where an officer's use of deadly force is authorized under the Department's Directive and the officer's primary firearm has been:
1. Lost, stolen, or rendered inoperable during the course of the specific incident authorizing the use of deadly force; or
 2. Exhausted of ammunition under circumstances that clearly limit the officer's ability to immediately reload.
- C. Officers will carry the backup firearm on their person in a concealed manner and may be carried in the prescribed manner whenever the officer is off-duty or working in an off-duty capacity and is armed with a Departmental approved firearm.

VI. Shotguns

- A. Only officers who have qualified to use the weapon during the most recent qualification course are authorized to carry a shotgun while on duty.
- B. During routine carry in police vehicles, the approved shotgun will be carried with the magazine loaded and the chamber empty.
- C. During routine carry in police vehicles, shotguns will be carried in an approved rack in the passenger compartment or in a rack in the trunk.
- D. Only specified ammunition will be approved for duty use and is the only ammunition approved for general carry.

VII. Rifles

- A. This Department will allow all sworn officers to carry an approved personally owned rifle or a department issued rifle in their vehicles to offer greater protection to both the public and themselves in extraordinary circumstances. Officers utilizing personally owned and department rifles will be provided duty and qualification ammunition. A padded gun case is encouraged to prevent damage to sights or optics.
- B. Only officers who have completed the patrol rifle training and qualified to use the weapon are authorized to carry a rifle. Officers carrying a rifle will qualify annually, or as otherwise directed, on daylight and low-light courses of fire.
- C. Rifles are intended to be carried in the trunk of units and will only be allowed to be carried in the passenger compartment of the vehicle when the unit has an approved, locking gun rack that is specifically made for that type of rifle. If carried in the trunk, the release button in the passenger compartment of the unit should be disabled. If not, the rifle must be cable locked through its receiver while it is carried in the trunk. Any unoccupied patrol unit will not have the keys stored in the passenger compartment.
- D. Specific weapon related requirements:
 - 1. Determination of weapon suitability will be the responsibility of the chief training officer. If the weapon does not meet the criteria set forth in this policy, it will not be allowed. Safety, reliability and standardized function are the training division's main concerns.
 - 2. Patrol rifles will only be 'AR-15' style rifles in .223 cal or 5.56 mm only.
 - 3. Only rifles from reputable manufacturers that are approved by the department will be allowed.
 - 4. Rifles must be in unaltered mechanical condition from the factory / company. No trigger or safety alterations will be allowed, with the exception of good quality ambidextrous safety/selectors will be allowed. Cosmetic alterations, such as sliding stocks, rails, vertical grips, etc. will be allowed. Sighting optics are allowed and encouraged.
 - 5. Rifles must have a suitable sling that would allow the officer to handcuff a suspect while retaining control the rifle.
 - 6. Rifles must have some type of reliably attached light source that will allow two handed control of the weapon during low light shooting.
 - 7. Enough magazines will be carried for a 120 round basic load.
 - 8. Special-Purpose (SPR) and Special-Application Scoped Rifles (SASR)
 - a. The SWAT team command element may authorize the use

and carry of other types of semi-auto, select-fire and bolt- action rifles for tactical operations or emergency response situations.

- b. Officers utilizing these weapons will be trained in their use and qualify with them as directed.
- c. Examples of the SPR include: AR-10 and M1A style rifles in .308 caliber, Mini-14 style rifles in .223 caliber, HK UMP submachine guns in .40 caliber and HK MP-5 submachine guns in 9mm caliber. Examples of the SASR include: Remington 700 bolt action rifles in .308 and .300 Win Mag calibers.
- d. All rifles other than standard .223 caliber must be approved by the Chief or Assistant Chief prior to carry.
- e. Only department-approved ammunition will be utilized in the SPR and SASR.

VIII. Training and Proficiency Qualifications

- A. All Firearms Instructors shall meet the minimum guidelines established by the Arkansas Commission on Law Enforcement Standards and Training.
- B. A certified Firearms Instructor must monitor all proficiency training.
- C. All officers authorized to carry firearms will be issued a copy of the Use of Force, Deadly Force and Weapons policies prior to being authorized to carry a firearm. Officers will also receive training regarding legal requirements on the use of deadly force. **[3.01, 3.02]**
- D. Annually, each sworn member of the Jonesboro Police Department will be required to receive in-service training on the Police Department's use of force policy and demonstrate proficiency with any approved firearm the sworn member is authorized to use, including department issued weapons, off-duty and secondary and special approved weapons. **[3.01, 3.02]**
- E. Officers shall be responsible for providing the ammunition for qualification with off-duty firearms.
- F. The firearms proficiency training will, as closely as possible, reflect those circumstances and conditions that law enforcement officers are most likely to encounter in real life deadly force situations. A suitable firearms training simulator may routinely be used to provide this type of realistic training in addition to any outside range (live) firing.

- G. All officers, when participating in firearms qualification, must score a minimum of 80% on an established course of fire. Each course of fire will be specific to each type of authorized weapon.
- H. In the event of any accidental discharge, the officer shall receive remedial firearms training. The Division Commander shall schedule remedial firearms training as soon as practical.
- I. Should a member fail to meet qualification standards, the authority to carry the weapon shall be immediately revoked. Written notification of such revocation shall be forwarded to the employee's commanding officer and the Chief of Police. The officer shall then be reassigned for remedial training until they meet qualification standards. Officers who fail to achieve qualification after remedial training shall be reassigned to a non-sworn position if available or recommended for termination.
- J. The Training Coordinator will document the officer's training and proficiency record to reflect the officer's attendance of in-service training classes and document the officer's proficiency in the use of Department authorized firearms. [\[3.05\]](#)
- K. All officers must be mindful of firearms safety. All range rules as posted or outlined by a firearms instructor must be observed at all times. Failure to observe these precautions is not only dangerous, but may result in disciplinary action.

IX. Maintenance, Safety and Modifications

- A. Officers are responsible for their weapons at all times. Firearm safety precautions must be observed at all times. It is recommended that weapons be unloaded and secured in a locked container or secured with a locking mechanism when not in use.
- B. Any officer wishing to make a modification to a Department issued firearm shall submit the request to the Chief, Assistant Chief or Training Coordinator in written form. The Chief of Police must then approve the modification. A list of approved modifications will be maintained.
- C. Any trunk of a patrol unit that a patrol rifle is stored in must have the trunk release button in the passenger compartment of the vehicle disabled. If the trunk release is still functioning on the patrol unit, the rifle must be cable locked through its receiver while it is carried in the trunk. Any unoccupied patrol unit will not have the keys stored in the passenger compartment.

- D. All department-issued or personal weapons that are utilized in an on-duty or extra duty capacity will be maintained and cleaned by the officer and are subject to inspection by supervisory personnel.

Jonesboro Fire Department		
	SOG Title: Evidence	
	SOG Number: 514.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
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<i>Type of Communication</i>	:	<i>General Order</i>
<i>Dissemination</i>	:	<i>Department</i>
<i>Destination</i>	:	<i>Directive Manual</i>
<i>Number</i>	:	<i>602.04</i>
<i>Topic</i>	:	<i>Evidence Submission, Storage and Property Room Management</i>
<i>Effective</i>	:	<i>March 31, 2016</i>
<i>Status</i>	:	<i>Revised</i>
<i>Approved By</i>	:	<i>RE</i>

Reference: ALEAP - 12.01, 12.03, 12.04, 12.05, 12.07, 12.08

I. Policy

The Jonesboro Police Department will ensure that all property in its possession is properly received and promptly recorded, securely stored, readily retrievable, and disposed of in accordance with applicable laws, as soon as possible.

II. General Procedures [12.01, 12.03]

A. Packaging, Labeling and Submission

1. ALL property submitted to the evidence room, must be routed through an evidence receiving area, which is accessible 24 hours a day. **[12.03]**

2. All items submitted for storage in the Evidence Room shall be packaged and properly sealed in the smallest appropriate containers (heat sealed poly bag, paper sacks, or envelopes). Guns and knives shall be placed in the appropriate size box (pistol or long gun, knife box) and secured with plastic zip ties.
3. If at the time of submission, it is known that the evidence is to be forwarded to a laboratory, then that evidence should be packaged separately from any other evidence, with drug evidence being packaged in 6x9 envelopes. The collecting member must also complete the proper laboratory request form(s).
4. The circumstances of how all property or evidence came into department possession must be recorded on a department incident report.
5. All items of property or evidence are to be logged into the evidence section of the incident report and noted on the written log in the evidence receiving area.
6. All items of property or evidence must be clearly labeled. A barcode label should be affixed to each item.
7. All items of property or evidence must be submitted into the receiving area prior to the end of the shift for the employee collecting and submitting the property. **[12.03]**
8. Properly documented, packaged and labeled property should then be placed in one of the lockers or the drop box in evidence receiving. Appropriate sized lockers should be used – large or heavy items should not be placed in the drop box in order to avoid damage. After placing the items in a locker, the key should be removed and placed in the drop box attached to the end of the lockers.
9. If and when an exceptional circumstance arises, a supervisor must be notified and approve any variations to normal procedures.

B. Unusual Sized or Types of Evidence **[12.03]**

1. Large items, bicycles, and hazardous materials are to be stored in the secure fenced area located on the west side of the Caraway Rd facility. Such items must still be logged into the evidence section of the report, tagged and noted on the log in the receiving area.
2. A refrigerator is available for items that require refrigeration. Keys for both of these areas are available from the Desk Officer.
3. Items for processing which are too large for a locker may be secured in the evidence receiving bay by a supervisor.

C. Special Types of Property

1. Biohazards – Items soiled or impregnated with blood or other possible bodily fluids must be packaged in paper bags or cardboard boxes, consistent with accepted evidence handling procedures. The words "CAUTION BIOHAZARD" should be conspicuously visible on the outside of the container, either through the use of provided Biohazard stickers and labels or hand written.
2. Sharps - Hypodermic syringes or other instruments that pose a threat of causing accidental punctures to other personnel must be packaged in a plastic sharps Tube or container or a cardboard knife box.
3. Knives, razors, ice picks, swords, arrows, etc. must be boxed or covered and made safe as possible prior to submission.
4. Blood Vials - Vials of blood shall be marked with a Biohazard label and sealed in a plastic evidence bag and placed in the refrigerator.
5. Urine Samples - Urine sample containers shall be marked with a biohazard label and then sealed in a plastic evidence bag prior to being placed in the refrigerator.
6. Sexual Assault Kits - When sexual assault kits are collected they will be bar coded separately from any other evidence collected.
7. Fingerprints - Any property that the collecting member desires to be examined for the presence of fingerprints should be placed in a paper sack and marked "TO BE PRINTED" or "FOR PROCESSING".

III. Items That Will NOT be Accepted for Storage

A. Explosives or detonators

When an explosive device is found, a supervisor will be contacted who will determine if EOD is needed.

B. Fireworks

Will not be accepted unless they are evidence in a criminal case in which an arrest has been made. Fireworks that have been simply confiscated will not be accepted.

C. Gasoline or similar flammable substances, Corrosives, Bottled gases, or Power equipment that contains gasoline

All such items may be stored in the outside storage area.

- D. Any item or substance that would pose a health risk to personnel storing or handling the evidence. **ITEMS OF THIS NATURE WILL NOT BE BROUGHT ONTO JONESBORO POLICE DEPARTMENT PROPERTY.**
- H. Lost or stolen items in such a state of disrepair or damage that it appears likely to have been abandoned and that have no evidentiary value.
- I. Animals possessed by persons at the time of arrest will not be accepted. The animal should be released to a responsible person at the scene. If this is not possible, then animal control should be contacted. The arresting officer will advise animal control that the animal should not be destroyed while its owner is in custody, and the owner should be notified of the location of the animal.
- J. Perishable items

IV. Special Procedures for Certain Items

- A. Currency
 - 1. All currency shall be counted by two persons prior to sealing it and submitting it to the Evidence Receiving Area.
 - 2. The currency should then be placed in an envelope or sealed in a poly bag. The seal on either should be initialed by both members counting the money. The names of both members should be noted in the report.
 - 3. When transferred to permanent storage from intake, currency and other valuables will be stored in the higher security area of the Evidence Room.
- B. Firearms
 - 1. All firearms **MUST** be unloaded prior to placing them into the Evidence Receiving Area. Members shall insert or attach a cable tie (supplied in the evidence receiving area) so as to clearly indicate that the weapon is not loaded.
 - 2. In the unlikely event that a firearm loaded with or believed to be loaded with live ammunition must be placed into evidence, a supervisor must give approval and it must be clearly and prominently marked as "LOADED FIREARM".

3. Ammunition may be submitted with the firearm provide that it can be done so safely secured within the same package. If this is not possible, then separate packing will be required.
4. All firearms used in the commission of a crime and collected by the Jonesboro Police Department will be forwarded to the Arkansas State Crime Laboratory pursuant to Arkansas § 12-12-324.

C. Narcotics

1. All narcotics evidence (not marijuana) should be sealed in poly bags and initialed on the seals.
2. When transferred to permanent storage from intake, narcotics will be stored in the higher security area of the Evidence Room.

V. Security of Evidence Room [12.04]

- A. The Evidence Room will be secured during non business hours or when Evidence Room personnel are not present. No personnel other than personnel assigned to the Evidence Room will be permitted access to the evidence storage area unless specifically and expressly authorized by the Chief or an evidence supervisor. All personnel having business with the Evidence Custodian will conduct their business from the evidence business area, in the Evidence Custodian's office.
- B. In the event that any person, other than Evidence Room Personnel, should need entry to the permanent storage areas, (for instance: exterminators, repair personnel, etc.) they must be accompanied at all times by Evidence Room personnel and their presence in the evidence area must be documented on the Evidence Room visitor log.
- C. Access to the evidence room and evidence lockers will be by keys issued only to evidence room personnel and their supervisor. NO keys to the evidence areas will be issued to or accessible to other persons. In the event that personnel changes are made, evidence areas should be re-keyed.

VI. Chain of Custody [12.01]

- A. All newly submitted property, or previously submitted property being returned, will be routed through the evidence receiving area. Upon receiving the evidence, the Evidence Custodian shall assign it to a bin number and store the property in that location.
- B. A bar code label shall be securely attached to each package of property in a conspicuous location on each individual package.

- C. Members checking out property are responsible for ensuring the proper receipts are provided to the Evidence Custodian. Should property taken out of Evidence be retained by court personnel, the officer who checked the property out must obtain either a court order or a receipt signed by the court official detailing the item or items being retained by the court and must promptly return the receipt to the Evidence Custodian.
- D. Any item checked out from Evidence and not returned in seven calendar days will cause a notice to be sent to the employee's commanding officer.
- E. No item of evidence shall be removed from Evidence without first being checked out using the computerized evidence tracking system. This transaction shall include the date and time of transfer, the receiving person's name, location of transfer outside (lab, court, etc) and reason for transfer.
- F. Upon return of the item(s), any evidence seal that has been broken or penetrated must be resealed and re-initialed by the officer. Failure to do so will result in the Evidence Custodian refusing to accept the evidence back.
- G. Upon receiving the evidence, the Evidence Custodian shall return the item to its assigned location.

VII. Disposition of Property [12.05]

- A. It shall be the responsibility of the officer submitting items to provide all possible accurate information as to the rightful owner of all property submitted as "evidence" or "found property". It shall be the responsibility of the Evidence Custodian to make every effort to notify the rightful owner and to turn the property over to them.
- B. Property submitted as "evidence" shall be disposed of within six months of when it can be established that the items are no longer needed for evidentiary purposes. Evidence shall be returned to its lawful owner unless ownership of the evidence is transferred to the jurisdiction by court order, or the lawful owner fails to claim the evidence, or if the evidence is contraband. In such cases, the Evidence Custodian shall properly dispose of it.
- C. Property submitted as "lost and found" shall be returned to the lawful owner whenever possible, or disposed of in accordance with state law.
- D. Items collected for safekeeping may be returned to the owner in accordance with state law unless a court order deems it to be confiscated or held.

- E. Officers made aware of a change in status of any items being held that would afford for a more rapid disposal of the items (termination of a case, etc.), should forward such information to the evidence custodian.
- F. It shall be the on-going responsibility of the Evidence Custodian to regularly evaluate the status of items stored in an effort to ensure that they are disposed of as rapidly as possible.
- G. Court dispositions are available through the AS400 or other computer system or forwarded from the prosecutor. Once the disposition is received, the Evidence Custodian is responsible for reviewing and disposing of any items being held in relation to the case.
- H. If a court disposition has not been received, did not address certain evidence, or is not available, the Evidence Custodian shall be responsible for notifying the collecting member or lead investigator that certain specifically described evidence is being reviewed for disposal. The officer receiving such notice shall respond within fourteen days and indicate whether the evidence can be released, to whom it may be released and the status of the criminal case (if applicable). Any second request will be copied to a supervisor.
- I. Weapons

In accordance with state laws governing such, weapons will only be disposed of once a court order is signed by a judge. If the weapon is ordered confiscated or seized, it may be appropriated for use by the P.D. or inventoried and released for sale or trade with a licensed gun dealer. Weapons ordered destroyed by the court or not legal for possession will be disposed of according to state law and department guidelines.


VIII. Asset Confiscations – Narcotics Arrests

- A. All provisions of applicable state laws and / or federal seizure guidelines must be followed by members of the Police Department.
- B. In accordance with A.C.A. 5-64-505, when any property is seized for forfeiture, the seizing member shall prepare and sign a Confiscation Report.
 - 1. Instructions for preparing the report are printed on the back of the form and it must be completed at the time the arrest occurs.
 - 2. The party from whom the property was seized shall also sign the report, if present, and shall immediately be provided a copy by the confiscating officer. If the party refuses to sign the report, the report shall be signed by one (1) additional law enforcement officer, stating that the party refused to sign the report.

- C. The Confiscation Report will be submitted to the Drug Task Force, not placed into evidence. In all cases, the Confiscation Report must be completed prior to the end of the shift in which the confiscation occurred. The completed form may then be placed into the DTF mailbox or may be hand-carried to a DTF Supervisor.
- D. The DTF Supervisor will maintain a report of all confiscations and will supply an up-to-date copy of this report to the Police Department Administration office.

IX. Inspections and Inventory [12.07, 12.08]

- A. An inspection of the Evidence Room will be conducted by a supervisor, not involved with the operation of the Evidence Room, at least annually to ensure adherence to all applicable policies and procedures. [12.07]
 - 1. Random comparison of records with items can occur, but the inspection should be focused on verifying that property is being stored in such a manner so as to protect it from damage and deterioration, is being disposed of promptly and properly and that cleanliness of the evidence storage and work area is being maintained.
 - 2. Documentation of the results of this inspection will be forwarded to the Chief of Police.
- B. An annual audit of evidence will be conducted by a supervisor not associated with evidence. [12.08]
 - 1. The annual audit may include a complete inventory, or be done by sampling as afforded in the ALEAP Standards manual.
 - 2. Documentation of the results of this inspection will be forwarded to the Chief of Police.
- C. If a new Evidence Custodian is appointed, a joint audit/inventory will be conducted with the outgoing Evidence Custodian, or a designee of the Chief of Police to ensure proper documentation and accountability. [12.08]
 - 1. All discrepancies shall be documented prior to the transfer and shall be reported in writing to the Chief of Police.
 - 2. Following any changes in personnel, evidence areas should be re-keyed.

Jonesboro Fire Department		
	SOG Title: Memorandum of Understanding	
	SOG Number: 515.00	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Original Date: 10/5/21</td> <td style="width: 50%;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	
JFD Standard Operating Guideline		

Memorandum of Understanding Between the
City of Jonesboro Fire Department and the City of Jonesboro Police Department

The purpose of this Memorandum of Understanding (MOU) is to establish the basic procedures to be followed by the Jonesboro Fire Department Fire Marshals and expectations between the City of Jonesboro Fire Department and City of Jonesboro Police Department regarding training opportunities.

City of Jonesboro Fire Department agrees:

- A. That the Fire Marshals in the Jonesboro Fire Department have police powers to investigate criminal activity and to make arrests.
- B. That the Fire Marshals shall follow the policies and procedures of the Jonesboro Police Department when exercising their police powers.
- C. That the Fire Marshals shall qualify with their firearms on the same schedule as the Jonesboro Police Department.

City of Jonesboro Police Department agrees:

- A. That they will provide training to the Fire Marshals on policies and procedures, when requested, and notify them of changes in these policies and procedures so that they are kept current.
- B. That they will allow the Fire Marshals access to the range and notify them when firearm qualifications are taking place so that they may participate.

Terms of Agreement

A. The term of this agreement shall be indefinite and shall remain in effect until either party requests that the agreement be rescinded.

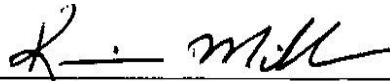
B. Should either party desire to make changes to the agreement, they should provide 30 days written notice to the other party of the proposed change

10-17-17




Chief Rick Elliott

10-16-17





APPENDIX


Jonesboro Fire Department		
	Appendix A-1	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	

Class "A" Uniform – Dress Code



Class "B" Uniform Dress Code



<i>Jonesboro Fire Department</i>		
	Appendix A-2	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	

APPROVED BUT NOT PROVIDED-Items that may be purchased individually and worn while on duty at the Jonesboro Fire Department. These items fall under the applicable dress code standards previously adopted by the department and are set forth in the Jonesboro Fire Department SOG's.

Caps- must be dark blue and depict ONLY the approved Jonesboro Fire Department logo on the front. This item shall be worn only if it is kept in good condition. No rips, tears, or discoloration should be present on any portion of the cap.


Toboggans or skull caps- must be dark blue and depict ONLY the approved Jonesboro Fire Department logo on the front. This item shall be worn only if it is kept in good condition. No rips, tears, or discoloration should be present on any portion of the item.

Long sleeved t-shirts- these items must be, in all other aspects, identical to the departmentally issued short-sleeved t-shirts. No rips, tears, or discoloration should be present on any portion of the item.

Long sleeved polo shirts- these items must be, in all other respects, identical to the departmentally issued polo shirts. No rips, tears, or discoloration should be present on any portion of the item.

¼ zip fleece pullover jackets- jackets must be dark blue and depict the embroidered department logo on the left side of the chest. No other markings, patches, or adornment will be permitted. Jackets must be kept in good condition. No rips, tears, discoloration, or stains should be present on any portion of this item.

The above listed items are the ONLY approved items that are allowed.

Jonesboro Fire Department		
	Appendix A-3	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	

OPERATION OF VEHICLES ON APPROACH OF AUTHORIZED EMERGENCY VEHICLES (ARK Code 27-51-901, 27-51-902 & 27-51-903)

27-51-901. Operation of vehicles and streetcars on approach of authorized emergency vehicles.

- (a) Upon the immediate approach of an authorized emergency vehicle, when the driver is giving audible signal by siren, exhaust whistle, or bell, the driver of every other vehicle shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible to, the right-hand edge or curb of the highway clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.
- (b) Upon the approach of an authorized emergency vehicle, as stated in subsection (a) of this section, the motorman of every streetcar shall immediately stop the car clear of any intersection and keep it in that position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.
- (c) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

History. Acts 1937, No. 300, § 74; Pope's Dig., § 6732; A.S.A. 1947, § 75-625.

27-51-902. Following fire apparatus.

The driver of any vehicle other than one on official business shall not follow any fire apparatus traveling in response to a fire alarm closer than five hundred feet (500') or drive into or park the vehicle within the block where fire apparatus has stopped in answer to a fire alarm.


History. Acts 1937, No. 300, § 98; Pope's Dig., § 6755; A.S.A. 1947, § 75-655.

27-51-903. Crossing unprotected fire hose shall be prohibited.

No streetcar or vehicle shall be driven over any unprotected hose of a fire department when laid down on any street, private driveway, or streetcar track, to be used at any fire alarm of fire, without the consent of the fire department official in command.

History. Acts 1937, No. 300, § 99; Pope's Dig., § 6756; A.S.A. 1947, § 75-656.

Jonesboro Fire Department

	Appendix A-4	
	Original Date: 10/5/21	Revision Date: 10/5/21

Jonesboro Fire Department Funeral Service Practices

Practice	<u>LODD:</u> Line of Duty Death	<u>Active/Inactive:</u> Non-Line of Duty Death of an Active/Inactive Member	<u>Affiliated Personnel:</u> Friend of the Fire Department, Other Dignitaries, Immediate Family of Active Member
	Class I	Class II	Class III
Station Bunting	X	X	
Turnout Gear Posted Outside Station	X	X	
American Flag Draped Casket	X	X	
Attendance in Uniform	X	X	X
Walk-Through	X	X	X
Badge Shrouds	X	X	
Honor Detail at Casket	X		
Pall Bearers	X		
Honor Guard	X	X	X
Color Guard	X	X	X
Bag Piper	X	X	
Bell Ceremony	X	X	
Procession	Fire Engine Caisson	Hearse	Hearse
Vehicle Bunting	X		
Crossed Ladders Arch	X		
Fire Radio "Last Alarm" Dispatch	X		
Procession passes by Fire Engine	X	X	

Definitions

Line of Duty: A death that is the result of a traumatic injury or illness directly sustained while performing department duties.

Non-Duty Related Death: Death that results from injury or illness that is not directly related in the performance of their duties.

Active Member: A full-time member of the JFD serving in an active capacity.

Inactive Member: A retired member of the JFD.

Affiliate Member: An individual that has served in some other capacity with the JFD. (i.e.: Commissioner, Elected Official & Other Dignitaries, "Friend of the Fire Department", and Immediate Family of Active Member)

Fire Engine Caisson: Fire Department Apparatus used to carry the casket for line of duty related deaths.

Honor Detail at Casket Vigil: One or Two Uniformed Fire Service Members standing guard at the casket during the visitation.

Color Guard - Honor Guard: A formal - trained unit of fire service staff that carry ceremonial flags and other ceremonial equipment, which participate in marching and other formalized drill procedures.

Badge Shroud: Black band, horizontally covering the uniform badge. Also known as a "mourning band".

Funeral Bunting:


Station: Mourning drapes that are placed on the outside of the fire station.

Vehicle: Mourning drapes that are used to adorn the Fire Apparatus participating in the caisson.

Firefighters Visitation Walk Through: A predetermined time during the visitation when uniformed members and dignitaries enter for a unified tribute.

Bell Ceremony: Portable Fire Service Bell that is tolled at the conclusion of the bell ceremony reading.

Last Alarm: Dispatch tones out the agency and reads last alarm information, (may include demographic and career information).

Jonesboro Fire Department		
	Appendix A-5	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	

Jonesboro Fire Department

PIO Media Worksheet

Spokesperson _____ Date _____

Type of Incident _____

Location _____

Total number of units involved:

Engines _____ Ladders _____ Rescue _____ Squads _____ EMS _____

Chief Officer's _____ Other _____

Total number of Firefighters _____ Mutual-Aid Department _____

Time of Alarm _____ Time on Scene _____ Fire Under Control _____

Cause of Fire: (*) _____

*If the incident is under investigation. Once the investigation is complete details will be available.

Total number of Injuries: _____ Civilian _____ Fire Personnel _____

Transported to: _____

Types of apparent Injuries: _____

Severity (circle): Severe Moderate Minor


Total number of fatalities; _____ Civilian _____ Fire Personnel _____

Brief synopsis of first arriving unit(s) – What was encountered and what action was taken.

Special Hazards: _____

Special Accomplishments – rescues, salvage work, etc. _____

Dollar Loss (estimate) _____ If unknown, (circle one) Heavy, Moderate, Minor

<i>Jonesboro Fire Department</i>		
	Appendix A-6	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Original Date: 10/5/21</td> <td style="width: 50%; text-align: center;">Revision Date: 10/5/21</td> </tr> </table>	Original Date: 10/5/21
Original Date: 10/5/21	Revision Date: 10/5/21	

Physical Fitness Evaluation General Guidelines

The Physical Fitness Evaluation will be conducted in three parts. All parts will be conducted at the same location. The member will be allowed a stretch/warm up period before beginning.

The member will complete the exercises based on the requirements of their age category. The member’s category will be based on their age in the month that the evaluation is performed.

If a member fails to complete any one part of the evaluation they will be allowed another attempt, but will have to perform all 3 parts from the beginning.

Part 1 Push-Ups

- The member will be required to complete the minimum number of push-ups for their category in the one minute time limit.
- There will be a maximum of 5 minutes rest period between each exercise.
- See attachments for proper form/technique of this exercise.

Part 2 Sit-Ups

- The member will be required to complete the minimum number of sit-ups for their category in the one minute time limit.
- There will be a maximum of 5 minutes rest period between each exercise.
- See attachments for proper form/technique of this exercise.

Part 3 Run/Walk

- Members may perform the run/walk section of the evaluation on a treadmill or at an outside track/course approved by the department's administration.
- Members must indicate which activity (run or walk) they wish to complete prior to beginning.
- If a member chooses to walk they will not be allowed to run at any time. Any attempt at running will result in automatic failure of the exercise.
- Members who use the treadmill will not be allowed to use the handles except to regain ones balance in order to prevent a fall/injury.
- Extended or frequent use of the handles will result in automatic failure of the exercise.

**Jonesboro Fire Department
Physical Fitness Evaluation**

Name: _____ Category: _____ Evaluation # _____

	<u>AGE</u>	<u>Push - Ups</u>	<u>Sit-Ups</u>	<u>Run</u>	<u>Walk</u>
Category 1	21-29	22 _____	30 _____	16:00 _____	25:00 _____
Category 2	30-39	18 _____	26 _____	17:00 _____	25:00 _____
Category 3	40-44	14 _____	22 _____	18:00 _____	25:00 _____
Category 4	45-49	12 _____	18 _____	19:00 _____	25:00 _____
Category 5	50-54	9 _____	14 _____	20:00 _____	25:00 _____
Category 6	55-61	6 _____	10 _____	21:00 _____	25:30 _____
Category 7	62 +	5 _____	8 _____	22:00 _____	26:00 _____

Push-up & Sit-ups must be completed in a one minute time limit.

Push-Ups Pass / Fail

Sit-Ups Pass / Fail

Run / Walk Pass / Fail

Comments: _____

Employee: _____ Date: _____

Evaluator: _____ Date: _____

PHYSICAL FITNESS STANDARDS

1.5 RUN OR WALK	AGE	RUN	WALK
	21-29	16:00	25:00
	30-39	17:00	25:00
	40-44	18:00	25:00
	45-49	19:00	25:00
	50-54	20:00	25:00
	55-61	21:00	25:30
	62-over	22:00	26:00

- Members that do decide to walk **WILL NOT** be allowed to run at anytime during test.

PUSH – UPS (1 minute)	AGE	MINIMUM
	21-29	22
	30-39	18
	40-44	14
	45-49	12
	50-54	9
	55-61	6
	62-over	5

SIT-UPS (1 minute)	AGE	MINIMUM
	21-29	30
	30-39	26
	40-44	22
	45-49	18
	50-54	14
	55-61	10
	62-over	8



The Playbook

Appendix C1

Residential Fire/Commercial Fire

Battalion Chief / Command:

1. 360 the structure.
2. Rapidly evaluate the situation (size up, risk management)
 - a. Risk Management:
 - i. One of the Incident Commanders primary duties is to determine the life safety profile of the incident and apply the most appropriate level of risk to first responders. The Incident Commander should integrate principles of risk management into the functions of command. Risk management involves the identification and evaluation of risk, and the prioritization of actions followed by coordinated application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities. Risk management should be based on the following principles:
 1. Activities that present a significant risk to the safety of responders shall be limited to situations where there is a potential to save lives.
 2. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of responders, and actions shall be taken to reduce or avoid these risks.
 3. No risk to the safety of responders shall be acceptable when there is no possibility to save lives or property.
 4. In situations where the risk to responders is excessive, activities shall be limited to defensive operations, or risk mitigations should be employed to reduce exposure to responders.
3. Initiate, maintain, and control the communication plan.
4. Initial Radio Report/Size up: (Command)
 - a. Unit designation of the unit arriving on the scene
 - b. Confirmation of the incident location/conditions
 - i. Investigating / Working Fire
 - ii. Smoke showing (amount, location, color, pressure)
 - iii. Fire Showing (amount and location)
 - c. Life hazard and exposures.
 - d. A brief description of the building
 - i. Occupancy (house, apartment, strip mall, box store, high-rise, church, etc.)
 - ii. Size (large, medium, small or dimensions, i.e. 100'x150')
 - iii. Height/number of floors
 - iv. Construction type
 - e. Brief description of action taken
 - f. Establish Orientation ("A side")
 - g. Declaration of strategy and potential
 - h. Any obvious safety hazards
 - i. Identification and location of Incident Commander
 - j. Request required resources when necessary

Examples:

"Battalion Two is on scene of a one story, single family structure. Flames are visible through the windows on the A side of the structure. Life safety status unknown, Engine four is deploying a hose line for an interior positive pressure attack. Battalion two will be Harrisburg Road Incident Commander."

"Battalion One is on scene of a 100' x 150' warehouse, fire showing through the roof, with exposures to the Bravo side of the structure. Engine seven is laying a supply line, attacking the fire with a master stream and establishing a hand-line for exposure protection. This is a defensive fire. Battalion One will be Johnson Avenue Incident Commander."

5. *Identify the overall strategy, develop an Incident Action Plan, and assign companies and personnel to include RIT. All of these actions should be consistent with standard operating guidelines.*
6. *Request appropriate resources when necessary.*
7. *Ensure accountability of all resources.*
8. *Provide tactical priorities and strategic objectives.*
 - a. *RECEO-VS continues to be effective from a command perspective to recall incident priorities after the initial engine company's actions to ensure rescue has been made, exposures managed, and extinguishment taken place. The ventilation and rescue components can be accomplished at any time that a need or opportunity arises.*
 - i. *Rescue: Human life is the most important consideration at an incident. Tactics such as extinguishment, Vent-Enter-Isolate-Search or door control may be tactics employed towards protecting people, but the strategy is rescue.*
 - ii. *Exposure Protection: Preventing a fire from spreading to uninvolved buildings or separate units. After determining that no people are inside a fire building, initial efforts may be the protection of nearby buildings.*
 - iii. *Confinement: Preventing the fire from extending to uninvolved portions of the building. A common example is a strip mall with a common attic. Tactics must be employed to stop the fire from spreading throughout the building via the attic or other corridors of travel.*
 - iv. *Extinguishment: This is simply putting water on the fire. The proper method of extinguishment is incident driven. The size of the fire; the site type and age of the construction; the contents of the occupancy must all be considered when determining the tactics for extinguishment.*
 - v. *Overhaul: Ensuring that the fire is completely out is the purpose of overhaul. This is a dangerous aspect of the incident. Personnel are more relaxed, tired and perhaps less alert. Danger of collapse is an issue during the overhaul portion of the incident. Dangerous gasses are still present and personnel may be tempted to remove their breathing apparatus. Also, if an investigator has been requested for the incident, it is imperative the overhaul process is coordinated with the investigator so that important evidence is not destroyed.*
 - vi. *Ventilation: Ventilation may need to occur at any time in the incident, for different reasons and may utilize different tactics.*

1st Engine: Fire Attack

1. Officer

- a. *If first on-scene, give a size-up, announce actions (Investigating / Working Fire)*
- b. *Gather Irons for forcible entry or exit.*
- c. *Bring Thermal Imager.*
- d. *Complete a rapid 360 of structure.*
 - i. *Attempt to locate fire from the outside.*
 - ii. *Locate best point of entry for hose line.*
 - iii. *Locate any possible survivable spaces and determine the need for Vent Enter Search.*
 - iv. *Determine need for ventilation.*
- e. *Order proper size of hose to be stretched, taking into consideration the building construction, involvement of fire and exposures.*
- f. *Update size up and communicate plan of action to Command or incoming Battalion.*
- g. *Heel the Nozzleman and manage friction points.*
- h. *Monitor changes in conditions and take appropriate actions.*
- i. *Notify Command when the fire room is made and its location.*
- j. *Notify Command when ready for ventilation if needed.*
- k. *Notify Command of knockdown.*

3. Driver

- a. *Consideration for ladder operations shall be taken into account when placing the apparatus at the scene.*
- b. *Assist with getting the hose line stretched if necessary. (Dump Load)*
- c. *Charge hose line when signaled by Nozzleman inspecting for kinks near apparatus.*
 - i. *Set correct pump pressure.*
 - ii. *For a safe and effective interior attack, the primary attack line shall be provided with a minimum of 150 GPM. Also, the backup line shall be provided with a minimum of 150 GPM to protect the egress of the attack team.*
- d. *Connect supply line to pump.*
- e. *Prep PPV Fan at front door if necessary (Positive Pressure Attack.)*

4. Firefighter

- a. *Determine best method of deployment and deploy proper hose line to the entry point selected by the Company Officer.*
- b. *Ensure enough working length of hose to cover the fire area.*
- c. *Make sure line has an unobstructed path into the structure prior to charging.*
- d. *Notify Driver when ready for water.*
 - i. *Open nozzle fully to allow driver to set pressure and to flush hose line to be sure of adequate water and pressure before entering the fire area.*
 - ii. *If using a fog nozzle, set nozzle pattern to straight stream.*
- e. *Check door for forcible entry.*
 - i. *Control door*
 - ii. *Sweep inside door for victims*
 - iii. *Observe smoke, fire conditions and fire location from door.*
 - iv. *Call out and listen.*

2nd Engine: Water Supply/Back-Up Line

1. Officer

- a. *Locate optimal hydrant and advise Crew/Incident Command of forward or reverse lay.*
- b. *Confirm first hose line is stretched and ready for operation.*
- c. *If not yet deployed, determine best method of deployment and deploy proper sized hose line to the entry point for the backup line.*
- d. *Ensure enough working length of hose to cover the fire area.*
- e. *Notify Driver when ready for water.*
 - i. *Make sure line has an unobstructed path into the structure prior to charging.*
 - ii. *Flush hose line to be sure of adequate water and pressure before entering the fire area.*
 - iii. *Set nozzle pattern to straight stream.*

2. Driver

- a. *Forward Lay*
 - i. *Assist first engine with securing positive water source.*
- b. *Reverse Lay*
 - i. *Dress hydrant, flush and secure positive water source.*
- c. *After securing positive water source, marry up with Officer to deploy the backup line.*

3. Firefighter

- a. *Forward Lay*
 - i. *Dress hydrant, flush and secure positive water source.*
- b. *Reverse Lay*
 - i. *Assist first engine with securing positive water source.*
- c. *Gather irons for forcible entry or exit.*
- d. *Marry up with Officer to deploy the backup line.*

3rd Engine: RIT

1. Officer/Driver/Firefighter

- a. *Shall do a 360° size up, noting all entrances and window locations.*
- b. *Identify where interior companies are assigned and working.*
- c. *Stage RIT at point of vantage where companies are working.*
- d. *Place additional ladders to upper story windows for egress.*
- e. *Soften and control remaining doors and windows to increase egress points.*
- f. *Assemble RIT Tarp with tools and equipment necessary to perform RIT. See SOG 310.00.*
- g. *Deploy line for fire attack if needed.*

1st Truck Company: Primary Search & Rescue

1. Officer/Driver/Firefighter

- a. Position apparatus for complete coverage and immediate use.
- b. Gather necessary tools for search and rescue.
- c. Contact Incident Command for the Incident Action Plan.
- d. 360 the structure if needed.
 - i. Attempt to locate fire/victim location from outside.
 - ii. Locate best point of entry.
 - iii. Determine if ladder operations are needed.
- e. Perform forcible entry for the Engine Company at selected entry point if needed.
- f. Conduct Primary Search of structure.
 - i. General Right/Left Wall Search
 - ii. Oriented-Search
 - iii. Wide-Area-Search
- g. Conduct Victim Rescue if needed.
- h. Search for fire extension.
- i. Coordinate overhaul of fire area.

2nd Truck Company: Ventilation/Ground Ladders

1. Officer/Driver/Firefighter

- a. Contact Incident Command for the Incident Action Plan.
 - i. Coordinated attack
 1. Fire attack crew should proceed to fire room, radio fire room location and advise when ready for ventilation.
 2. Ventilation opening should be made as close to fire room as possible and simultaneous to fire attack.
 - ii. Positive Pressure Attack
 1. If the fire is not yet vented, a ventilation opening should be made as close to the fire room as possible.
 2. Place PPV fan at intended attack team entry point and turn into doorway. After allowing time for conditions to change, attack crew may proceed into entry point.
 - iii. Offensive vertical ventilation
 1. Should consist of at least one square or rectangular opening approximately 4'x8' in size.
 2. Have two means of escape
 - iv. Defensive Vertical Ventilation (Trench Cut)
 1. Opening should be made at least 30' ahead of fire and after offensive vertical ventilation. (This allows heat and smoke to escape and the trench to be completed before the fire reaches that point.)

2. *The trench cut is created by making two parallel cuts that extend from one exterior wall to the opposite exterior wall, then removing the roof material between the cuts and pushing down the ceiling material below. The distance between the cuts should be at least 3-4 feet wide.*

Additional arriving companies should report to I.C. in full PPE for assignment.

Standpipe/Sprinkler Operations

1st Engine: Fire Attack/Ventilation

1. Officer

- a. *If first on-scene, give a size-up, announce actions (Investigating / Working Fire)*
- b. *Gather Irons for forcible entry or exit.*
- c. *Bring Thermal Imager.*
- d. *Complete a rapid 360 of structure.*
 - i. *Attempt to locate fire from the outside.*
 - ii. *Locate best staging area for hose line. (If high-rise, stage on floor below fire floor.)*
 - iii. *Locate any possible survivable spaces and determine the need for Vent Enter Search.*
 - iv. *Determine need for ventilation.*
- e. *Order proper size and load of hose to be stretched, taking into consideration the building construction, involvement/location of fire and exposures.*
 - i. *If connecting to a standpipe, High-rise pack and necessary valves/couplers will be needed.*
- f. *Update size up and communicate plan of action to Command or incoming Battalion.*
- g. *Heel the Nozzleman and manage friction points.*
- h. *Monitor changes in conditions and take appropriate actions.*
- i. *Notify Command when the fire room is made and its location.*
- j. *Notify Command when ready for ventilation if needed.*
- k. *Notify Command of knockdown.*

2. Driver

- a. *Drop off Captain and firefighter at entry point and then proceed to place apparatus in position to utilize any Fire Department Connections.*
 - i. *Locate nearest hydrant to FDC and determine best method of securing positive water supply. (Fire Department Standpipe Connections are required to have a hydrant located within 100'.)*
 - ii. *If possible, hand lay the supply line assuming the hydrant is close enough to do so. (This will free up the incoming Engine Company to assist the first in attack crew.)*
 - iii. *If needed, advise incoming Engine Company to lay a supply line.*
- b. *Make necessary connections to FDC.*
- c. *Set pump to correct pressure considering nozzle, hose load and number of floors in play.*
 - i. *For a safe and effective interior attack, the primary attack line shall be provided with a minimum of 150 GPM. (Nozzle pressure + friction loss + 5psi per floor = PDP.)*

3. Firefighter

- a. Determine best method of deployment and deploy proper hose load to the staging point selected by the Company Officer.
- b. Ensure enough working length of hose to cover the fire area.
- c. If connecting to a standpipe, High-rise pack and necessary vales/couplers will be needed.
- d. Make sure line has an unobstructed path into the structure/fire area prior to charging.
- e. Notify Driver when ready for water and open necessary valves on standpipe to charge the line.
 - i. Open nozzle fully to allow driver to set pressure and to flush hose line to be sure of adequate water and pressure before entering the fire area.
 - ii. Set nozzle pattern to straight stream.
- f. Check door for forcible entry.
 - i. Control door
 - ii. Sweep inside door for victims
 - iii. Observe smoke, fire conditions and fire location from door.
 - iv. Call out and listen.

2nd Engine: Water Supply/Back-Up Line

1. Officer

- a. If needed, locate optimal hydrant and advise Crew/Incident Command of forward or reverse lay.
- b. If needed, determine best method of deployment and deploy proper sized hose line to the staging area selected by the fire attack crew for the backup line.
- c. Ensure enough working length of hose to cover the fire area.
- d. Notify Driver when ready for water.
 - i. Make sure line has an unobstructed path into the structure prior to charging.
 - ii. Flush hose line to be sure of adequate water and pressure before entering the fire area.
 - iii. Set nozzle pattern to straight stream.

2. Driver

- a. If needed, secure positive water supply
 - i. Forward Lay
 1. Assist first engine with securing positive water source.
 - ii. Reverse Lay
 1. Dress hydrant, flush and secure positive water source.
- b. After securing positive water source, marry up with Officer to deploy the backup line.

3. Firefighter

- a. If needed, assist in securing positive water supply
 - i. Forward Lay
 1. Dress hydrant, flush and secure positive water source.
 - ii. Reverse Lay
 1. Assist first engine with securing positive water source.

- b. *Gather irons for forcible entry or exit.*
- c. *Marry up with Officer to deploy the backup line.*

3rd Engine: RIT

1. Officer/Driver/Firefighter

- a. *Shall do a 360° size up, noting all entrances and window locations.*
- b. *Identify where interior companies are assigned and working.*
- c. *Stage RIT at point of vantage where companies are working.*
- d. *Place additional ladders to upper story windows for egress.*
- e. *Soften and control remaining doors and windows to increase egress points.*
- f. *Assemble RIT Tarp with tools and equipment necessary to perform RIT. See SOG 310.00.*
- g. *Lay own line for fire attack if needed.*

1st Truck Company: Primary Search & Rescue

1. Officer/Driver/Firefighter

- a. *Position apparatus for complete coverage and immediate use.*
- b. *Gather necessary tools for search and rescue.*
- c. *Contact Incident Command for the Incident Action Plan.*
- d. *360 the structure if needed.*
 - i. *Attempt to locate fire/victim location from outside.*
 - ii. *Locate best point of entry.*
 - iii. *Determine if ladder operations are needed.*
- e. *Perform forcible entry for the Engine Company at selected entry point if needed.*
- f. *Conduct Primary Search of structure.*
 - i. *General Right/Left Wall Search*
 - ii. *Oriented-Search*
 - iii. *Wide-Area-Search*
- g. *Conduct Victim Rescue if needed.*
- h. *Search for fire extension.*
- i. *Coordinate overhaul of fire area.*

2nd Truck Company: Ventilation/Ground Ladders

1. Officer/Driver/Firefighter

a. Contact Incident Command for the Incident Action Plan.

i. Coordinated attack

- 1. Fire attack crew should proceed to fire room, radio fire room location and advise when ready for ventilation.*
- 2. Ventilation opening should be made as close to fire room as possible and simultaneous to fire attack.*

ii. Positive Pressure Attack

- 1. If the fire is not yet vented, a ventilation opening should be made as close to the fire room as possible.*
- 2. Place PPV fan at intended attack team entry point and turn into doorway.*
- 3. After allowing time for conditions to change, attack crew may proceed into entry point.*

iii. Offensive vertical ventilation

- 1. Should consist of at least one square or rectangular opening approximately 4'x8' in size.*
- 2. Have two means of escape*

iv. Defensive Vertical Ventilation (Trench Cut)

- 1. Opening should be made at least 30' ahead of fire and after offensive vertical ventilation. (This allows heat and smoke to escape and the trench to be completed before the fire reaches that point.)*
- 2. The trench cut is created by making two parallel cuts that extend from one exterior wall to the opposite exterior wall, then removing the roof material between the cuts and pushing down the ceiling material below. The distance between the cuts should be at least 3-4 feet wide.*

Additional arriving companies should report to I.C. in full PPE for assignment.

HYDRANT OPERATIONS

FORWARD LAY: In a forward hose lay, hose is deployed from the water source to the incident. Deploying from a forward lay consist of stopping the apparatus at the hydrant and allowing the firefighter to safely exit the apparatus and secure the hose. The apparatus then proceeds to the fire deploying the supply line.

Driver:

1. Stop apparatus at selected hydrant
2. Allow firefighter to exit apparatus and secure supply line
3. Upon signal from firefighter, proceed to attack engine
4. Make effort to lay supply line near edge of street
5. Assist attack engine driver in securing supply line to engine

Firefighter:

1. Exit apparatus upon arrival to selected hydrant
2. Gather hydrant bag and place near hydrant
3. Remove enough hose from bed to reach the hydrant and wrap around it.
4. Signal driver to proceed to attack engine
5. Flush Hydrant
6. DRESS HYDRANT. Attach 2 ½ gate valves (located in hydrant bag) to both 2 ½ hydrant outlets
7. Attach necessary supply lines to hydrant and await signal to charge hydrant.

REVERSE LAY: In a reverse lay, hose is deployed from the scene to the water source. Deploying from a reverse lay consist of stopping the apparatus at the scene and allowing the firefighter to safely exit the apparatus and secure the hose. The apparatus then proceeds to the water source deploying the supply line.

Firefighter:

1. Exit apparatus upon arrival to attack engine
3. Remove enough hose from bed to reach the attack engine and wrap under tire.
4. Signal driver to proceed to water supply source
5. Assist attack engine driver in connecting supply hose to attack engine
6. Notify driver when ready for water

Driver:

1. Stop apparatus at the attack pumper
2. Allow firefighter to exit apparatus and secure supply line
3. Upon signal from firefighter, proceed to hydrant
4. Make effort to lay supply line near edge of street
5. Gather hydrant bag and place near hydrant
3. Remove enough hose from bed to reach the hydrant.
5. Flush Hydrant
6. DRESS HYDRANT. Attach 2 ½ gate valves (located in hydrant bag) to both 2 ½ hydrant outlets
7. Attach necessary supply lines to hydrant and await signal to charge hydrant.

DRESSING THE HYDRANT:

When dressing the hydrant, the hydrant man shall attach the supply line to hydrant and place gate valves on all other hydrant discharges. This should be done every time a hydrant is caught.

FIRE TACTICS

POSITIVE PRESSURE ATTACK

A Positive Pressure Attack (PPA) is an attack for fire control and/or victim rescue involving mechanical positive pressure ventilation for flow path establishment and smoke/heat removal before fire knockdown.

360 Size-Up

Set PPV

Water line ready to advance

Open exhaust (exhaust point should be larger than intake point)

Fan at full power

Open inlet

Wait for improved interior conditions

Advance hose to seat of fire

COORDINATED ATTACK

Coordination should be thought of as the systematic approach to the implementation of suppression and ventilation tactics. These tactics can occur sequentially or simultaneously with proper communication and coordination to minimize the time lag that's between them.

- 1. Fire attack crew should proceed to fire room, radio fire room location and advise when ready for ventilation*
- 2. Ventilation opening should be made as close to fire room as possible and simultaneous to fire attack.*

TRANSITIONAL ATTACK

An Offensive fire attack initiated by an exterior indirect handline operation, into the fire compartment, to initiate cooling while transitioning into interior direct fire attack in coordination with ventilation operations.

Caution: *Utilizing handline patterns, (Z-pattern, Circular pattern, etc) may impede natural and mechanical ventilation operations causing overpressuring of the fire compartment.*

VENTILATION TACTICS

HYDRAULIC VENTILATION

Ventilation accomplished by using a spray stream to draw the smoke from a compartment through an exterior opening.

HORIZONTAL VENTILATION

Any technique by which heat, smoke, and other products of combustion are channeled horizontally out of a structure by way of existing or created horizontal openings such as windows, doors, or other openings in walls. Typically, portions of one or more of the horizontal openings will also serve as an air inlet.

VERTICAL VENTILATION

Ventilating at a point above the fire through existing or created openings and channeling the contained atmosphere vertically within the structure and out the top. Done with openings in the roof, skylights, roof vents or roof doors. For vertical ventilation to be effective, a horizontal inlet opening at or above the level of the fire is needed to provide a flow path for fresh air to enter the structure.

OFFENSIVE VERTICAL VENTILATION

Offensive ventilation involves making an opening over the seat of the fire at or near the highest point of the roof. The type of exhaust opening and method for making it will depend on the type of roof in which the opening is being made. When cutting an exhaust opening in any type of roof, there are two critical points to bear in mind:

- 3. A square or rectangular opening is easier to cut and easier to repair after the fire.*
- 4. One large opening, at least 4 x 8 feet, is much better than several smaller ones.*

DEFENSIVE VERTICAL VENTILATION (TRENCH CUT)

Defensive tactic that involves cutting an exhaust opening in the roof of a burning building, extending from one outside wall to the other, to create an opening at which a spreading fire may be cut off.

- 2. Opening should be made at least 30' ahead of fire and after offensive vertical ventilation. (This allows heat and smoke to escape and the trench to be completed before the fire reaches that point.)*
- 3. The trench cut is created by making two parallel cuts that extend from one exterior wall to the opposite exterior wall, then removing the roof material between the cuts and pushing down the ceiling material below. The distance between the cuts should be at least 3-4 feet wide*

SEARCH METHODS

GENERAL RIGHT/LEFT HAND SEARCH

General Right/Left Hand Search methods follow a systematic pattern. When you enter a room, turn right or left and follow the walls around until you return to your starting point. As you leave the room, turn in the same direction you did to enter and continue to the next room. Consider exiting through the same doorway you entered to ensure a complete search. When performing this method as a team, the company officer should stay in contact with the wall and direct other company members to search out from his/her side. The company officer is responsible for monitoring conditions, communicating with command as well as directing other search team members.

ORIENTED SEARCH

This method is an efficient way for a company to search a room. The company officer remains anchored at the door, wall or hoseline, while other members spread out through the room to complete the search. All members stay in constant verbal contact with the company officer and each other and update the company officer of their progress. After search is complete, team members return to the company officer and proceed to the next room.

WIDE AREA SEARCH

The wide-area-search system can be used to conduct a primary search of a large or complex area with limited visibility. This system employs a dedicated search line, typically a Kevlar lined rope to resist heat and abrasion. The end of the search line is tied to a fixed object outside the entry point. The company officer enters the search area carrying the search line bag and the TIC. He is responsible for navigation and monitoring conditions. Other team members carry a 20 ft tether attached to their person and follow the company officer. As the team progresses through the building, the search line pays out behind them and all members maintain contact with the search line. Every 20 feet a knot is tied into the search line. The knots indicate distance into the building as well as provide a point for searchers to connect their tethers.

VENT ENTER SEARCH:

Firefighters either create openings or break windows to gain access from an exterior position to carry out a primary search in a high-risk area of the structure without the protection of a hoseline and typically away from the initial area of fire attack. The primary objective for venting in VES is not fire control or direction but venting for life. The sole purpose is to make interior conditions more tenable in high-risk areas for potential victims by proper use of exterior ventilation and interior door control, VES should be performed on fires with a high chance of or known life hazard. Occupancy type, time of day and reliable reports should factor into this decision.

Captain:

- 1. Decide on highest priority point of entry*
- 2. Advise firefighter of point of entry*
- 3. Observe smoke and heat/flame conditions. Make decision to enter or not based upon those conditions*
- 4. Immediately follow firefighter up ladder, if in use, and stage at point of entry with the TIC.*
- 5. Use TIC to immediately scan room for both door and victim location*
- 6. Communicate door location and victim location to firefighter.*
- 7. Report progress/completion to command*

Firefighter:

- 1. Make access to point of entry selected by company officer.
 - a. Throw ladder if needed (Rescue angle)*
 - b. Clear entire window opening. Including sash and complete glass removal.**
- 2. Sweep area with tool immediately in front of window opening, then sound floor and make entry*
- 3. Leave Hook or pike pole in place with hook on windowsill and handle projecting into room as a landmark*
- 4. Make way to door (searching as you go), sweep just outside door for victims and CLOSE IT to control the flow path.*
- 5. Proceed to finish searching the area*
- 6. Exit the room once completed*

ENGINE COMPANY HOSE LOADS/NOZZLES

#1. 1.75 SPEEDLAY:

Consist of 200' of 1.75" hose.
Modified Minute man load.
Elkhart Brass 15/16" Smooth Bore Nozzle

#2. 1.75 SPEEDLAY:

Consist of 200' of 1.75" hose.
Modified Minute man load.
Elkhart Brass Chief XD 175/75 fog tip with 15/16" smooth bore slug.

2.5 CROSSLAY:

Consist of 200' of 2.5" hose.
Modified Minute man load.
Elkhart Brass 1 3/16" smooth Bore Nozzle

2.5 CROSSLAY: *for older engines where the above load doesn't fit*****

Consist of 200' of 2.5" hose.
Flat Load
Elkhart Brass 1 3/16" smooth Bore Nozzle

1.75 CROSSLAY:

Consist of 200' of 1.75" hose.
Modified Minute man load.
Elkhart Brass 15/16" Smooth Bore Nozzle

1.75 FRONT JUMP LINE:

Consist of 100' of 1.75" hose.
Flat Load
Akron Assault 175/75 Fog tip nozzle

2.5 REAR FDC/SUPPLY LOAD:

Consist of 600' of 2.5" hose
Combination FDC/Supply Load

2.5 REAR SHOULDER LOAD: *for engines that have 2 hose bed dividers*****

Consist of 200' of 2.5" hose
Inline Modified Minute Man Load
Elkhart Brass 1 3/16" smooth Bore Nozzle or Indy Stack (1 1/4" - 1 1/8")

5" REAR SUPPLY LOAD:

Nine 100' sections of 5" supply line
Two 50' sections of 5" supply line
Flat load (top two sections are 50')

HIGH-RISE PACK:

Denver load

Consist of 4 bundles

2 bundles 50' 1.75" hose

2 bundles 50" 2.5" hose

Elkhart Brass 15/16" Smooth Bore Nozzle / Chief 50/150

One 2.5" – 1.75" reducer

Two spanner wrenches

HYDRANT BAG:

1 leather bottom canvas bag with carry handle

Two 2.5" gate valves

One 2.5" to stortz adapter

MODIFIED MINUTE MAN:

The hose is loaded in two single stacks, shoulder stack and dump load, and never crossed over itself.

Dump Load:

1. Beginning with the female coupling, leave enough hose extending past the hose tray to reach the pump connection
2. Flat load 100' of hose up one side of the hose tray.
 - a. Leave two bights extending beyond both ends of the hose tray.
 - i. First set of bights after the first fold
 - ii. Second set of bights after 50' coupling



Shoulder stack:

1. Beginning with the nozzle
2. Flat load 100' of hose up the other side of the hose tray.
3. Couple the shoulder stack to the dump load.



INLINE MODIFIED MINUTE MAN:

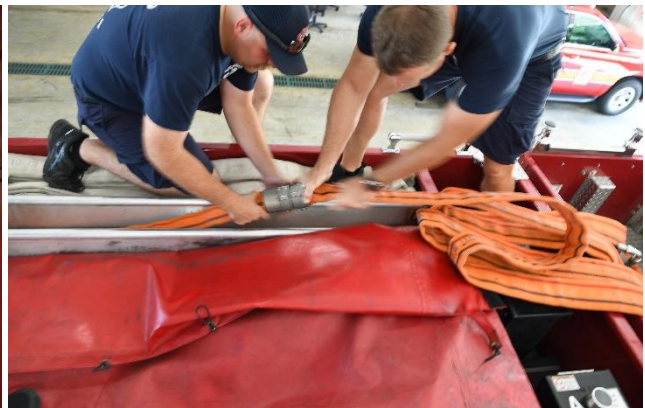
The hose is loaded in two single 200' stacks, the front stack and the back stack.

Back Stack

- 1. Begin by coupling female coupler of first hose section to rear discharge of truck.*
- 2. Lay first section of hose down hose bed toward front of truck.*
- 3. Place excess hose over the cab into dunnage area and out of the way.*



- 4. Place male coupler of second hose section approximately 2-3 ft. past midpoint of hose bed and toward rear of truck.*
- 5. Flat load the remainder of second hose section from front of hose bed to midpoint of hose bed.*



6. Couple male coupler of first hose section to the female coupler of second hose section.

7. Flat load remainder of first hose section on top of the second hose section.
Front Stack



Front Stack

1. Begin with nozzle attached to first section
2. Place nozzle at rear of hose bed and facing rear of truck.
3. Flat load first and second hose sections from midpoint to rear of hose bed.
4. Couple female coupler of rear stack to the male coupler of the first stack.



COMBINATION FDC/SUPPLY LOAD:

The hose is loaded in two 300' single stacks and coupled together from the top of the first stack to the bottom of the second stack.

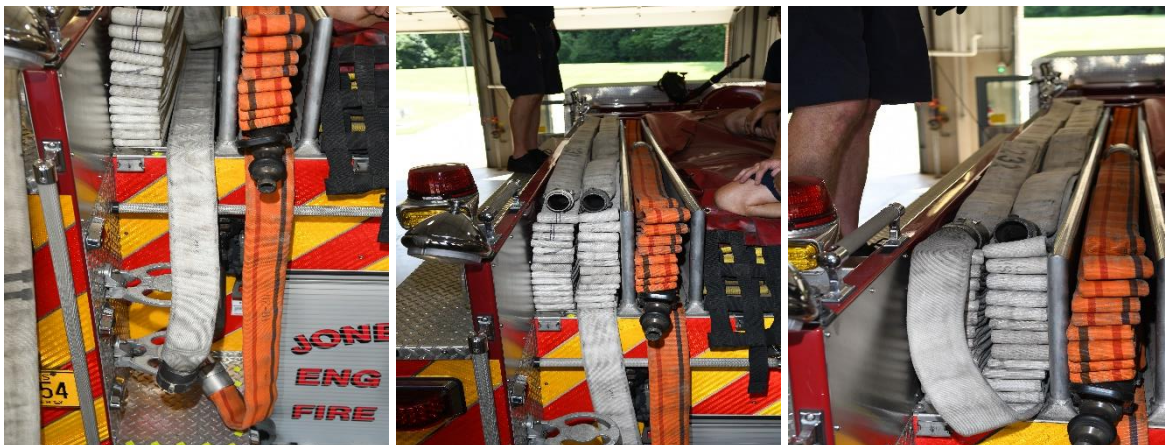
First Stack

- 1. Begin by placing female coupler of first hose section at front of hose bed and facing the front of truck.*
- 2. Flat load first, second and third hose sections up left side of hose bed.*



Second Stack

- 1. Begin by placing female coupler of first section approximately 2-3 ft past rear of hose bed and facing rear of truck.*
- 2. Flat load first, second and third hose sections up the right side of hose bed.*
- 3. Couple bottom female coupler of second stack to top male coupler of first stack.*



DENVER LOAD:

This hose load consist of four 50 ft. bundles. One nozzle bundle and three hose bundles.

Hose Bundle

- 1. Begin with female coupler.*
- 2. Make a fold 32" from female coupler*



- 3. Build bundle in a horseshoe fashion from left to right staggering folds at base of female coupling.*
- 4. Continue for the full length of hose section.*



5. Finish with male coupling on opposite side of female coupling with approximately 1ft of tail at the bottom.
6. Couple male and female couplers together.
7. Place two straps on the male side of the bundle, one at the top and one at the bottom.
8. Place one hose strap at the bottom of the female side.



Nozzle Bundle

1. Begin with female coupler.
2. Make a fold 32" from female coupler



3. Build bundle in a horseshoe fashion from left to right staggering folds at base of female coupling.
4. Continue for the full length of hose section.
5. Attach nozzle to male coupler and finish with nozzle tip even with bottom of bundle and on opposite side of female coupler.



6. Place two straps on the male side of the bundle, one at the top and one at the bottom.
7. Place one hose strap at the bottom of the female side.
8. Place two straps on the male side of the bundle, one at the top and one at the bottom.
9. Place one hose strap at the bottom of the female side.



FLAT LOAD:

- 1. Lay hose flat in hose bed in a front to back or side to side fashion.*
 - 2. Fold hose back on itself and lay the hose in the opposite direction.*
 - 3. Repeat until hose covers the bottom of the hose bed.*
 - 4. Start second layer and repeat steps 1 and 2.*
- Continue process until all hose is loaded.*

Jonesboro Fire Department
Medical Protocols

Section	<i>General Medical Protocols</i>	Protocol Number	101B
Protocol	UNIVERSAL PATIENT CARE		
<p>Ensure scene safety</p> <p>If hazardous conditions exist, contact the appropriate agency before approaching the patient</p> <p style="text-align: center;">↓</p> <p>Scene survey</p> <p style="margin-left: 40px;">✓ Environmental conditions</p> <p style="margin-left: 40px;">✓ Mechanism of injury</p> <p>Wear all appropriate Personal Protective Equipment (PPE)</p> <p style="text-align: center;">↓</p> <p>Form general impression of patient's condition</p> <p style="text-align: center;">↓</p> <p>Primary survey</p> <p style="text-align: center;">↓</p> <p>Assess and manage airway issues</p> <p style="margin-left: 40px;">OPA, NPA, or Suction as appropriate</p> <p style="text-align: center;">↓</p> <p>Assess and manage breathing issues</p> <p style="margin-left: 40px;">✓ Apply Oxygen as appropriate → go to appropriate procedure – (916B, 917B)</p> <p style="margin-left: 40px;">Consider assisting ventilations with BVM as needed</p> <p style="text-align: center;">↓</p> <p>Assess and manage circulation issues</p> <p style="margin-left: 40px;">✓ Control bleeding</p> <p style="text-align: center;">↓</p> <p>Obtain vital signs</p> <p style="margin-left: 40px;">✓ Consider spinal motion restriction as appropriate - go to (507B)</p> <p style="text-align: center;">↓</p> <p>Go to the appropriate protocol(s)</p>			
<p> <i>Notes/General Information:</i></p> <ul style="list-style-type: none"> • This protocol should be used as a general approach to all situations • All appropriate equipment should be taken to patients. Firefighters should never enter 'empty-handed.' • Assessment must be appropriate to patient's condition, mechanism of injury and severity of illness/injury • Reassess the patient frequently • The minimum evaluation of vital signs includes: blood pressure, heart rate, respirations, SpO2, Pain level, skin temp, color and condition 			
Medical Director:		Approved	12-20-20
<p>Dr. Shane Speights, DO</p> <p><i>Signature on file</i></p>		Revision	A

Jonesboro Fire Department
Medical Protocols

Section	<i>General Medical Protocols</i>	Protocol Number	103B
Protocol	SICKLE CELL CRISIS		
<p>Apply Oxygen as appropriate ↓ ☒ Assist EMS as appropriate</p>			
Medical Director:		Approved	12-20-20
Dr. Shane Speights, DO Signature on file		Revision	-----

Jonesboro Fire Department
Medical Protocols



Section	<i>General Medical Protocols</i>	Protocol Number	104B
Protocol	SEIZURE		
<p><u>Patient actively seizing:</u> Secure airway and apply Oxygen as appropriate ↓ Spinal motion restriction for suspected trauma as appropriate – <i>go to (507B)</i> ↓ Protect patient from injuring him/herself ↓ 🚑 Assist EMS as appropriate</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><u>Not actively seizing and conscious:</u> Oxygen as appropriate ↓ 🚑 Assist EMS as appropriate</p> </div> <div style="text-align: center;"> <p><u>Not actively seizing and unconscious:</u> Go to Altered LOC protocol (112B)</p> </div> </div> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Consider oral glucose if blood glucose is low with appropriate LOC and history of diabetes. The pt. must be able to hold tube, follow commands, and swallow in order to use oral glucose. 			
Medical Director:		Approved	12-20-20
Dr. Shane Speights, DO Signature on file		Revision	-----

Jonesboro Fire Department

Medical Protocols

Section	General Medical Protocols	Protocol Number	105B
Protocol	PSYCHIATRIC		
<p style="text-align: center;"> Ensure scene safety ↓ Control situation ↓ Obtain VS if patient is cooperative ↓ If unstable → go to appropriate protocol ↓ 🚑 Assist EMS as appropriate </p>			
Medical Director:		Approved	12-20-20
Dr. Shane Speights, DO Signature on file		Revision	-----

Jonesboro Fire Department
Medical Protocols

Section	<i>General Medical Protocols</i>	Protocol Number	106B
Protocol	HYPOTHERMIA		
<p> Patient temp lower than 94 degrees</p> <p style="text-align: center;">Assess patient and go to appropriate protocol if needed ↓ Secure airway ↓ Oxygen as appropriate ↓ Remove wet clothing ↓ Be gentle with patient and keep warm ↓ Move to a warm environment if possible ↓ Initiate active or passive re-warming techniques as appropriate ↓  Assist EMS as appropriate</p>			
Medical Director:		Approved	12-20-20
Dr. Shane Speights, DO Signature on file		Revision	-----

Section	General Medical Protocols	Protocol Number	107B
Protocol	HYPERTHERMIA		
<p>📖 Heat exhaustion (core temp < 104), heat cramps, heat stroke(core temp >104)</p> <p style="text-align: center;">Remove from hot environment ↓ Remove clothing as appropriate ↓ Apply Oxygen as appropriate ↓ If S/S of heat stroke (dry skin, altered mental status, seizures): Apply cold packs to axilla, groin, etc. but do not delay transport with cooling attempts ↓ If patient is seizing → go to seizure protocol (104B) ↓ 🚑 Assist EMS as appropriate</p>			
Medical Director:		Approved	12-20-20
Dr. Shane Speights, DO Signature on file		Revision	-----

Jonesboro Fire Department
Medical Protocols

Section	<i>General Medical Protocols</i>	Protocol Number	109B
Protocol	CVA/STROKE		

Assess patient using Cincinnati stroke scale



Apply Oxygen as appropriate



Administer 325 mg chewable aspirin PO



🚑 Assist EMS as appropriate

Consider oral glucose if blood glucose is low with appropriate LOC and history of diabetes. The pt. *must* be able hold tube, follow commands, and swallow in order to use oral glucose.

Cincinnati Stroke Scale		
	<i>NORMAL</i>	<i>ABNORMAL</i>
Facial Droop (Have patient smile or show teeth)	Both sides of face move equally	One side of face does not move as well as other
Arm Drift (Have patient close eyes and hold both arms straight out for 10 seconds)	Both arms move equally or not at all	One arm does not move or drifts down compared with the other.
Speech (have patient say "you can't teach an old dog new tricks"):	Patient uses correct words with no slurring	Slurred or inappropriate words or mute




If any 1 of these 3 signs is abnormal, the probability of a stroke is 72%

📖 Notes/General Information:

- Thrombolytic therapy may be possible with any acute stroke defined by duration of symptoms of less than 3 hours. Scene times and transport times should be minimized in this setting.
- Onset of symptoms is defined as the last witnessed time the patient was symptom free (i.e. awakening with stroke symptoms would be defined as an onset time of the previous night when the patient was symptom free).
- Elevated blood pressure is commonly present with CVA. Hypertensive patients with suspected CVA, should not be assisted with nitro.




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Jonesboro Fire Department
Medical Protocols

Section	<i>General Medical Protocols</i>	Protocol Number	110B
Protocol	DROWNING/NEAR DROWNING		
<p> Obtain rapid history from patient and/or bystanders, including:</p> <ul style="list-style-type: none"> ✓ Length of submersion? ✓ Was it a SCUBA event? ✓ Was it a fall or dive accident? ✓ Indications of head or spinal trauma? ✓ Were drugs or alcohol involved? ✓ Does the patient have diabetes or a seizure disorder? <p style="text-align: center;">Spinal motion restriction as appropriate (507B) ↓ Secure airway ↓ Apply 100% Oxygen assist ventilations with a BVM as needed ↓ Remove wet clothing and keep warm ↓ Treat dysrhythmias with appropriate protocol (205B, 209B, 251B, 252B) ↓  Assist EMS as appropriate</p> <p><u> Notes/General Information:</u></p> <ul style="list-style-type: none"> • All drownings or submersions should be transported for evaluation, even if the patient seems fine initially. Deterioration can occur over a matter of hours after the incident. • Be prepared for possible vomiting, as the patient may have swallowed large amounts of water. • All unconscious drowning/near-drowning victims should be immobilized. • If the safety of rescuers is not compromised, patients found in the water should be immobilized before removal from water. 			
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Section	General Medical Protocols	Protocol Number	111B
Protocol	ABDOMINAL PAIN		
<p style="text-align: center;">Apply Oxygen as appropriate ↓ NPO ↓ If VS unstable → go to appropriate protocol ↓ 🚑 Assist EMS as appropriate</p> <p><u>📖 Notes/General Information</u></p> <ul style="list-style-type: none"> • Women of child-bearing age should be treated as ectopic pregnancy until proven otherwise 			
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Jonesboro Fire Department
Medical Protocols

Section	<i>General Medical Protocols</i>	Protocol Number	113B
Protocol	NAUSEA AND VOMITING		
<p> Note character of emesis if possible (bloody, coffee ground, bilious or non-bilious)</p> <p style="text-align: center;">Apply Oxygen as appropriate ↓ NPO (Nothing by mouth) ↓ If Signs/Symptoms of hypovolemia → go to hypovolemic shock protocol (504B) ↓  Assist EMS as appropriate</p> <p><u> Notes/General Information:</u></p> <ul style="list-style-type: none"> • When treating the patient for nausea and vomiting, it is important to have a heightened awareness for potentially life threatening conditions such as head injury, ICP, or AMI. • Silent MI may present with Nausea & Vomiting Bilious- Vomiting of bile due to a disordered condition of the liver. 			
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Section	General Medical Protocols	Protocol Number	114B
Protocol	BURNS – Adult		

📖 Consider Haz-Mat

Stop the burning process



- ✓ Remove clothing that is still smoldering or not adherent.
 - ⊗ Do not break blisters or remove burned skin. ⊗
- ✓ Remove rings, bracelets, or other constricting items if possible
 - ✓ Asses airway for soot, singed hairs, respiratory distress



For chemical burns:

Consult documentation/resources (ERG, MSDS, label, poison control)



Decontaminate with copious amounts of water - (Be cautious of Hypothermia)



Eye Burns → go to Eyes, Ears, Nose (EENT) protocol - (506B)



Place the patient on a dry, clean sheet and cover with a second dry, clean sheet



Secure airway and apply Oxygen as appropriate

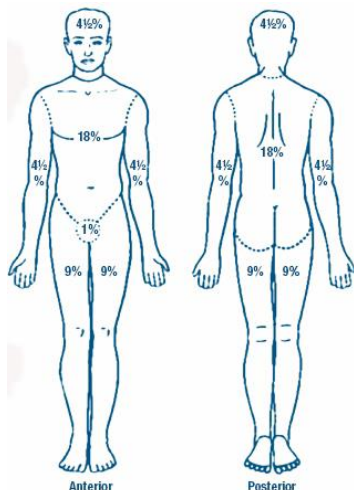


Estimate severity and extent of burns




🚑 Assist EMS as appropriate

📖 Notes/General Information:







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Medical Protocols





Section	<i>General Medical Protocols</i>	Protocol Number	115B
Protocol	HELMET REMOVAL		
<p><u>Sports helmets:</u> Should be left on unless:</p> <ul style="list-style-type: none"> ✓ The patient has a compromised airway and the helmet is preventing access ✓ The helmet is loose fitting and unstable ✓ The shoulder pads have already been removed. <p>If one of the conditions exists, the helmet should be removed while maintaining manual, in-line stabilization</p> <p><u>Motorcycle & Bicycle helmets:</u> Should always be removed.</p> <p> Notes:</p> <ul style="list-style-type: none"> • Shoulder pads should be removed if the helmet is removed. 			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Cardiac Protocols - Adult</i>	Protocol Number	202B
Protocol	AED PROTOCOL		
<p> The Jonesboro Fire Department currently uses the Philips Heartstart FRx defibrillator. The following protocol is based on this model.</p> <p style="text-align: center;"><u>When a Public / Private AED is in place prior to JFD arrival</u></p> <p style="text-align: center;">If AED appears to be working properly, Continue its use If in doubt, use JFD AED ↓ Ventilate with BVM and 100% Oxygen ↓ Initiate CPR Go to Cardiac Arrest protocol adult-(251B) pediatric-(751B) ↓ When EMS arrives They may replace AED with their own monitor. Remove pads and turn off AED. ↓  Assist EMS as appropriate</p> <p><u> AED MAINTENANCE:</u> AEDs will be inspected daily. Check for an OK and/or adequate battery charge in the indicator window, and the following supplies: 2 AED pads within expiration date, pediatric dose key and razor.</p> <p><u> AFTER USE:</u> Download to F:\Fire\AED Data\20XX AED Downloads</p> <p>Remember to use the incident number as the file name. This will help us link the AED data to the correct run report when the information is requested. Also, AED Data can only be viewed/emailed/printed by opening the Data Messenger program and following the path above to retrieve the information. It cannot be accessed by simply going to the F drive.</p>			
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Section	<i>Cardiac Protocols – Adult</i>	Protocol Number	205B
Protocol	BRADYCARDIA		
<p>📖 Heart rate <60</p> <p style="text-align: center;">Apply Oxygen as appropriate</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>↙</p> <p><u>Stable</u></p> <p>Monitor and continue to reassess</p> <p>↓</p> <p>🚑 Assist EMS as appropriate</p> </div> <div style="text-align: center;"> <p>↘</p> <p><u>Unstable</u></p> <p>Identify and treat possible contributing factors *** (251B)</p> <p>↓</p> <p>Cardiac Arrest → Cardiac Arrest Protocol (251B)</p> <p>↓</p> <p>🚑 Assist EMS as appropriate</p> </div> </div> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Signs and symptoms of unstable: <ul style="list-style-type: none"> <li style="width: 25%;">✓ Chest pain <li style="width: 25%;">✓ Dyspnea <li style="width: 25%;">✓ Pulmonary edema <li style="width: 25%;">✓ Light-headed <li style="width: 25%;">✓ Hypotension <li style="width: 25%;">✓ CHF <li style="width: 25%;">✓ Signs of shock <li style="width: 25%;">✓ Altered mental status • Follow AHA guidelines for cardiac arrest Appendix B 			
Medical Director: Dr. Shane Speights, DO Signature on file		Approved	12-20-20
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Section	Cardiac Protocols - Adult	Protocol Number	209B
Protocol	CHEST PAIN		
<p> Obtain rapid history with emphasis on the following:</p> <ul style="list-style-type: none"> ✓ Pain: Location, Onset, Provocation (aggravating/alleviating factors), Quality, Radiation, Severity, Time ✓ Associated symptoms: Nausea, vomiting, diaphoresis, dyspnea ✓ Prior history: Similar episodes, pain, cardiac problems, respiratory problems, current medications, drug allergies, etc. <p>Assess vital signs and note general appearance, including neck vein distention, rales or wheezing, cyanosis, peripheral edema, etc.</p> <p style="text-align: center;"><u>If pain appears cardiac in nature:</u> Apply Oxygen as appropriate ↓</p> <p> Consider assisting patient in taking their prescribed Nitroglycerin 0.4mg SL every 5 minutes if no relief, Max. Of 3 within 15 min.</p> <p style="text-align: center;">(1. Do not administer if patient has used Viagra, Cialis or Levitra within the past 72 hours.) (2. Do not administer if patient is hypotensive – systolic pressure <100) check BP prior to each dose.) (3. Do not administer if patient has already taken a maximum dose of 3 within the last 15 min.)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Administer 325 mg chewable aspirin PO</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"> Assist EMS as appropriate</p> <p><u> Notes/General Information:</u></p> <ul style="list-style-type: none"> • Assure Right medication, Right patient, Right route, Right dose, Right date and appropriate LOC. • After any medication administration, re-check vital signs within 5 minutes. <p>If patient asks about taking his/her Aspirin;</p> <ul style="list-style-type: none"> • Ensure the patient is not allergic to Aspirin, (Patients suffering from Asthma have a high risk of being allergic to Aspirin) • Ensure the medication is Aspirin (not a pain reliever such as Tylenol, Ibuprofen, etc.) • Ensure the patient has not had any recent surgeries, bleeding, ulcers, etc. • Instruct the patient to take no more than 162-324mg (2-4 baby aspirin or 1-2 adult aspirin) 			
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Medical Protocols

Section	<i>Cardiac Protocols - Adult</i>	Protocol Number	251B
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Protocol	CARDIAC ARREST
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Establish unresponsiveness, assess pulse and respirations
 ↓
 Initiate CPR, following the latest AHA guidelines → Appendix B
 ↓
 Consider Inhalation Exposure - Poisoning & Overdose protocol → go to protocol (410B)
 Consider Severe Smoke Inhalation/CO Poisoning protocol → go to protocol (305B)
 ↓
 Attach AED during compressions
 ↓
 Analyze rhythm and follow prompts after initial 2 minutes / 200 compressions
 CPR should be continued while defibrillator is charging and only be interrupted for rhythm checks and shock delivery
 ↓
 Immediately resume CPR
 ↓
 Continue CPR with AED prompted instructions every 2 minutes (analyze / shock delivery)
 ↓
 Refer to Appendix B for AHA Protocols
 ↓
 🚑 Assist EMS as appropriate

*** Possible contributing factors

<p><u>Hypovolemia: Protocol (504B)</u> Consider Trendelenburg position Maintain body temperature Notify Paramedic of Signs/Symptoms</p> <p><u>Hypoxia: Respiratory distress Protocol (301B)</u> Ventilate with 100% Oxygen</p> <p><u>Acidosis: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hyperkalemia: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hypothermia: Protocol (106B)</u> Passive warming of patient</p>	<p><u>Drug overdose: Protocol (401B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Cardiac tamponade: Go to specific protocol as appropriate (503B)</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Tension pneumothorax: Protocol (503B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Myocardial infarction: Protocol (209B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Pulmonary embolism: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p>
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Medical Protocols

Section	<i>Cardiac Protocols - Adult</i>	Protocol Number	252B								
Protocol	TACHYCARDIA										
<p>📖 Serious signs and symptoms are uncommon if the ventricular rate is greater than 150 with a healthy heart.</p> <p style="text-align: center;">Apply Oxygen as appropriate ↓ Identify and treat possible contributing factors*** ↓ 🚑 Assist EMS as appropriate</p> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Signs and symptoms of unstable: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">✓ Chest pain</td> <td style="width: 25%;">✓ Dyspnea</td> <td style="width: 25%;">✓ Signs of shock</td> <td style="width: 25%;">✓ Light-headed</td> </tr> <tr> <td>✓ Hypotension</td> <td>✓ CHF</td> <td>✓ Pulmonary edema</td> <td>✓ Altered mental status</td> </tr> </table> • Follow AHA guidelines for cardiac arrest Appendix B 				✓ Chest pain	✓ Dyspnea	✓ Signs of shock	✓ Light-headed	✓ Hypotension	✓ CHF	✓ Pulmonary edema	✓ Altered mental status
✓ Chest pain	✓ Dyspnea	✓ Signs of shock	✓ Light-headed								
✓ Hypotension	✓ CHF	✓ Pulmonary edema	✓ Altered mental status								
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Medical Protocols

Section	<i>Respiratory Protocols</i>		Protocol Number	301B
Protocol	RESPIRATORY DISTRESS/AIRWAY MANAGEMENT - ADULT			
<p style="text-align: center;"> Open Airway with modified jaw thrust or head tilt-chin lift as appropriate ↓ Assess and manage airway issues, consider choking OPA, NPA, Suctioning as appropriate ↓ Assess patient breathing for adequate Minute Volume (Minute Volume = Respiratory Rate + Tidal Volume <i>aka; Breathing Depth</i>) ↓ Assess patient for signs of Hypoxia → consider Signs and Symptoms*** ↓ Check Oxygen Saturation with Pulse Ox → Medical Procedures: Pulse Ox (917B) *consider accuracy of the device* ↓ Administer Oxygen as appropriate Consider assisting ventilations with BVM as needed see → Medical Procedures: Oxygen Administration (916B) ↓ Consider possible cause → go to appropriate protocol ↓ 🚑 Assist EMS as appropriate </p>				
*** Possible Signs and Symptoms		*Patient factors and conditions that may cause false readings		
<p style="text-align: center;"><u>Hypoxia:</u> <u>Respiratory distress Protocol (301B)</u></p> <p> Little or no air movement including Airway Obstructions Little or no Chest rise Rapid, shallow breathing Slow, gasping breathing Difficulty speaking in full sentences Noisy breathing; i.e. stridor, snoring, gurgling, crackles, wheezing, etc. Abdominal breathing aka; “Belly Breathing” Nasal Flaring Accessory Muscle Retractions (such as rib and collar muscles being used.) Pale, blue, cyanotic skin color, or Altered Mental Status </p>		<p style="text-align: center;"><u>Patient factors:</u></p> <p> Excessive patient movement Blood Pressure cuff or other means of vasoconstriction which may limit blood flow to the device. Improper finger placement (the device is sideways, etc.) Fingernail Polish or false fingernails. Venous Pulsations </p> <p style="text-align: center;"><u>Patient Conditions:</u></p> <p> Hypotension, Hypothermia, or Anemia Severe Shock or Cardiac Arrest Significant levels of Carbon Monoxide, Arsenic, Chlorobenzene, Chromates, or Nitrates in the blood as well as other conditions such as smoke inhalation, or diseases or disorders which cause low oxygen in the blood. </p>		
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Jonesboro Fire Department
Medical Protocols

Section	<i>Respiratory Protocols</i>	Protocol Number	303B
Protocol	COPD		
<p>Apply Oxygen as appropriate ↓ Administer nebulized Albuterol If Albuterol is ineffective, proceed to Duo-Neb ↓ ☒ Assist EMS as appropriate</p>			
<p><u><i>📖 Notes/General Information:</i></u></p>			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Respiratory Protocols</i>	Protocol Number	305B
Protocol	SEVERE SMOKE INHALATION/CO POISONING		
<p>Ensure scene safety and remove patient from toxic environment</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Assess patient</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Secure airway</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply 100% Humidified Oxygen</p> <p style="text-align: center;">Consider assisting ventilations with BVM as needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If pulseless → go to appropriate protocol (202B, 251B)</p> <p style="text-align: center;">For inadequate ventilations → go to airway management protocol (301B)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Remove non-adherent clothing before transport</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p>			
<p><u>📖 Notes/General Information</u></p> <ul style="list-style-type: none"> • Remember CO will give false high pulse ox reading 			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Respiratory Protocols</i>	Protocol Number	306B
Protocol	ANAPHYLAXIS/ALLERGIC REACTION		
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Allergic Reaction</u></p> <p> Generalized allergic manifestations (urticaria/hives, angioedema/facial swelling, sneezing, watery eyes, nasal discharge,</p> <p style="text-align: center;">Secure airway as appropriate ↓ Apply Oxygen as appropriate ↓ If wheezing: 👤 Consider assisting patient in using their prescribed inhaler ↓ 🚑 Assist EMS as appropriate</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><u>Anaphylaxis</u></p> <p> Generalized allergic manifestations with partial or complete airway obstruction, signs of shock (altered mental status, respiratory distress, weak/absent peripheral pulses, cyanosis)</p> <p style="text-align: center;">Secure airway as appropriate ↓ Apply Oxygen as appropriate ↓ 👤 Consider assisting patient in using their preloaded Epinephrine Auto-Injector ↓ If wheezing: 👤 Consider assisting patient in using their prescribed inhaler ↓ If no improvement: 👤 Consider assisting patient in using their preloaded Epinephrine Auto-Injector ↓ 🚑 Assist EMS as appropriate</p> </div> </div> <p><u> Notes/General Information:</u></p> <p>Epinephrine Auto-Injector</p> <ol style="list-style-type: none"> 1. Check for cloudiness or discoloration, remove safety cap 2. Press the injector against the patient's lateral thigh to trigger release of the spring loaded needle and inject the dose of epinephrine into the patient. Hold in place at least 10 seconds. 			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Poisoning & Overdose Protocols</i>	Protocol Number	401B
Protocol	GENERAL		
<p>Ensure scene safety Consider HazMat Obtain substance information, refer to MSDS or bill of lading ↓ Remove patient from toxic environment ↓ Remove clothing and decontaminate at scene ↓ Assess patient ↓ Secure airway and apply oxygen as appropriate ↓ ☹ Do not induce vomiting ☹ ↓ Obtain thorough history and substance information if possible ↓ Go to specific protocol as appropriate Altered Level of Consciousness → go to protocol (112B) Consider Anaphylaxis/Allergic Reaction → go to protocol (306B) Consider Severe Smoke Inhalation/CO Poisoning → go to protocol (305B) ↓ Consider contacting Poison Control 800/686-6161 or 800/222-1222 ↓ 🚑 Assist EMS as appropriate</p>			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Poisoning & Overdose Protocols</i>	Protocol Number	410B
Protocol	INHALATION EXPOSURE		
<p>Ensure scene safety Consider HazMat Obtain substance information, refer to MSDS or bill of lading ↓ Remove patient from toxic environment ↓ Remove clothing and decontaminate at scene ↓ Assess patient ↓ Secure airway ↓ Apply 100% Oxygen via nonrebreather mask Consider assisting ventilations with BVM as needed ↓ Consider volatile chemicals inhalation; such as huffing or smoking of substances such as “Bath Salts” Note substance containers and/or delivery devices (i.e. pipes, bags or other paraphernalia) ↓ If Smoke Inhalation, consider exposure to: Ammonia, Arsenic, Carbon Monoxide, Cyanide Consider Severe Smoke Inhalation/CO Poisoning protocol → go to protocol (305B) ↓ Go to specific protocol as appropriate ↓ 🚑 Assist EMS as appropriate</p>			
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Section	<i>Poisoning & Overdose Protocols</i>		Protocol Number	411B
Protocol	INJECTION EXPOSURE			
<p style="text-align: center;"> Ensure scene safety Consider Animal Control Obtain substance information, refer to MSDS or bill of lading ↓ Assess patient Note hives, injection marks, or other injuries or changes to the skin. ↓ Secure airway ↓ Apply Oxygen as appropriate Consider Anaphylaxis/Allergic Reaction → go to protocol (306B) ↓ For High Pressure Injection injuries such as hydraulic fluid, grease gun, pneumatic gun or paint; ⊙ Do not apply ice to the site ⊙ Remove rings and loosen clothing on affected extremity ⊙ Do not apply constricting bands ⊙ Splint extremity and keep below level of heart ↓ For Snake Bites; ⊙ Do not apply ice to the site ⊙ Remove rings and loosen clothing on affected extremity Splint extremity and keep below level of heart Do not apply tourniquet ↓ For Spider Bites/Scorpion Stings; Apply Cold pack to the bite ↓ For Overdose Injections; Note substance containers and/or delivery devices (i.e. syringes, bags or other paraphernalia) ↓ 🚑 Assist EMS as appropriate </p>				
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Jonesboro Fire Department
Medical Protocols

Section	<i>Poisoning & Overdose Protocols</i>	Protocol Number	412B
Protocol	ABSORPTION EXPOSURE		
<p>Ensure scene safety Consider HazMat ↓</p> <p>Obtain substance information, refer to MSDS or bill of lading Consult documentation/resources (ERG, labels, poison control) ↓</p> <p>Remove patient from toxic environment ↓</p> <p>Remove clothing and decontaminate at scene Use copious amounts of water ⊗ Beware of substances that react with water ⊗ ↓</p> <p>Assess patient ↓</p> <p>Secure airway ↓</p> <p>Apply Oxygen as appropriate ↓</p> <p>🚑 Assist EMS as appropriate</p>			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Poisoning & Overdose Protocols</i>	Protocol Number	413B
Protocol	INGESTION EXPOSURE		
<p>Ensure scene safety Consider HazMat ↓ Obtain substance information, refer to MSDS or bill of lading Consult documentation/resources (ERG, labels, poison control) ↓ Remove patient from toxic environment ↓ Assess patient ↓ Secure airway ↓ Keep head elevated and be aware for potential for aspiration ↓ Apply Oxygen as appropriate ↓ ⊖ Do not induce vomiting ⊖ ↓ Consider contacting Poison Control 800/686-6161 or 800/222-1222 ↓ For Acid/Alkali; ⊖ Beware substances that react with water! ⊖ ↓ 🚑 Assist EMS as appropriate</p>			
<p><u>📖 Notes/General Information:</u></p>			
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Medical Protocols

Section	<i>Trauma Protocols</i>	Protocol Number	501B
Protocol	GENERAL – Primary Assessment		
<p><u>Primary assessment</u></p> <p>Major hemorrhage:</p> <p>If direct pressure fails to control profuse bleeding in extremities <u>Consider using a Tourniquet - protocol (504B)</u></p> <p style="text-align: center;">↓</p> <p>Pack junctional or abdominals wounds</p> <p style="text-align: center;">↓</p> <p>Circulation:</p> <p>If pulseless → go to appropriate protocol (202B, 251B)</p> <p style="text-align: center;">↓</p> <p>Airway compromised:</p> <p>Attempt to clear; Spinal motion restriction as appropriate(507B)</p> <p style="text-align: center;">↓</p> <p>If successful, 100% Oxygen, assist ventilations with BVM as needed</p> <p style="text-align: center;">↓</p> <p>If unsuccessful → airway management protocol (301B)</p> <p style="text-align: center;">Breathing:</p> <p>Go to chest trauma protocol if indicated (503B)</p> <p style="text-align: center;">↓</p> <p>Assist ventilations with BVM as needed</p> <p style="text-align: center;">↓</p> <p>Signs / Symptoms of shock → Go to hypovolemic shock protocol (504B)</p> <p style="text-align: center;">Neurological assessment:</p> <p>Record LOC (AVPU) and GCS</p> <p style="text-align: center;">↓</p> <p>Suspected spinal injury → spinal motion restriction (507B)</p>			
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Section	<i>Trauma Protocols</i>	Protocol Number	502B
Protocol	GENERAL – Secondary Assessment		
<p><u>Secondary Assessment</u></p> <p>Head trauma → head trauma protocol (505B)</p> <p style="text-align: center;">↓</p> <p>Re-assess ABC's,</p> <p style="text-align: center;">↓</p> <p>Expose patient and keep warm</p> <p style="text-align: center;">↓</p> <p>Chest injury → chest trauma protocol (503B)</p> <p style="text-align: center;">↓</p> <p>Abdominal injury/pelvic injury → abdominal/pelvic protocol (508B)</p> <p style="text-align: center;">↓</p> <p>Extremity injury → fracture, sprain, and dislocation protocol (510B)</p> <p style="text-align: center;">↓</p> <p>EENT → EENT protocol (506B)</p> <p style="text-align: center;">↓</p> <p>Burn → burn protocol (114B) consider inhalation injury</p> <p style="text-align: center;">↓</p> <p>Obtain thorough history including:</p> <ul style="list-style-type: none"> ✓ Mechanism of injury ✓ Allergies ✓ Medications ✓ PMH <p style="text-align: center;">↓</p> <p>☒ Assist EMS as appropriate</p>			
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Jonesboro Fire Department
Medical Protocols




Section	<i>Trauma Protocols</i>	Protocol Number	503B
Protocol	CHEST TRAUMA		
<p><u>All chest trauma:</u> Secure airway ↓ Spinal motion restriction as appropriate(507B) ↓ Apply Oxygen as appropriate ↓ Monitor closely for tachycardia, bradycardia, cyanosis, tachypnea, retractions, stridor, decreased breath sounds, tracheal shift, abnormal chest wall movement, and sub-Q emphysema</p> <p><u>Open chest wounds:</u> Occlusive dressing taped on three sides or chest seal dressing (Hyfin type) ↓ Apply 100% Oxygen assist ventilations with BVM as needed</p> <p><u>Tension pneumothorax:</u> Apply 100% Oxygen assist ventilations with BVM as needed</p> <p><u>Flail chest or multiple rib fractures:</u> Apply 100% Oxygen assist ventilations with BVM as needed</p> <p><u>Impaled objects:</u> Apply 100% Oxygen assist ventilations with BVM as needed ↓ Leave objects in place and stabilize ↓ Observe for signs of pneumothorax</p>			
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Jonesboro Fire Department
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Section	<i>Trauma Protocols</i>	Protocol Number	504B
Protocol	HYPOVOLEMIC SHOCK		
<p> For external hemorrhage or suspected internal hemorrhage with signs of shock (cool skin, tachycardia, hypotension)</p> <p style="text-align: center;">Apply direct pressure to external hemorrhage sites</p> <p style="text-align: center;">If direct pressure fails to control profuse bleeding in extremities Consider using a Tourniquet</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply 100% Oxygen assist ventilations with BVM as needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Consider Trendelenburg position</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Maintain body temperature</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"> Assist EMS as appropriate</p> <p><u> <i>Tourniquet Instructions - Contraindications:</i></u></p> <ul style="list-style-type: none"> • Tourniquets are rarely needed and are used on extremities only. • Use of tourniquets should be limited to profuse bleeding which cannot be controlled by direct pressure. • Tourniquets should be applied as high as possible on the affected extremity without placing it over a joint. • Tourniquets should be tightened to the point where bleeding is controlled and no more. • All apparatus are equipped with C.A.T tourniquets. In absence of a commercial tourniquet, tourniquets may be made from cravats/pen or blood pressure cuffs. • Blood pressure cuffs should be monitored to prevent a loss or decrease in pressure. • Notify the EMS Paramedic a tourniquet has been applied and when. <p><u> <i>Trendelenburg Instructions:</i></u></p> <ul style="list-style-type: none"> • The trendelenburg position is contraindicated with head trauma • If a patient has spinal injuries, the backboard may be elevated to the trendelenburg position 			
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Section	Trauma Protocols	Protocol Number	506B
Protocol	EYES, EARS, NOSE (EENT)		
<p><u>Direct trauma to lid or globe:</u> Calm patient and place in semi-reclining position ↓ Cover both eyes with sterile dressing ↓ 🚑 Assist EMS as appropriate</p> <p><u>Thermal or chemical burns to eyes:</u> Calm patient and place in semi-reclining position ↓ If chemical: Consult documentation/resources (ERG, MSDS, label, poison control) ↓ If appropriate; Gently irrigate each eye with water (use tepid water from cup, bucket or low pressure hose) (Avoid washing chemicals into unburned eye) ↓ Moist, cool dressing to eyes ↓ 🚑 Assist EMS as appropriate</p> <p><u>Epistaxis:</u> Pinch anterior nares and maintain pressure. Have patient lean forward ↓ Apply cold pack to nose ↓ Consider hypovolemic shock protocol (504B) ↓ 🚑 Assist EMS as appropriate</p>			
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Section	<i>Trauma Protocols</i>	Protocol Number	507B
Protocol	SPINAL TRAUMA AND SPINAL MOTION RESTRICTION		
<p> Cervical collar is required if at least one of the following exists:</p> <ul style="list-style-type: none"> ✓ Neck pain ✓ Pain upon palpation or movement of the cervical spine ✓ Neurological deficits: (loss/decrease in sensation; alteration of sensory, motor, or circulatory function; numbness, or tingling) ✓ Distracting injury, such as a femur fracture ✓ ANY injury above the clavicle ✓ Altered mental status (due to intoxication, head injury, etc.) ✓ Is at the extremes of ages so as to be a poor historian <p style="text-align: center;">Maintain in-line stabilization ↓ Apply an appropriately sized cervical collar ↓ Move to Long Spine Board (LSB) if needed for extrication purposes* ↓ Transfer from LSB to cot by most appropriate method ↓  Assist EMS as appropriate</p> <p>*Spinal Motion Restriction (SMR) with a LSB is required ONLY with one of the following:</p> <ul style="list-style-type: none"> • Documented neurological deficit on scene • Unconscious patient • Patient unable to follow commands • Combative Patient • Distracting injury, such as a femur fracture <p><u> Note:</u></p> <ul style="list-style-type: none"> • Penetrating injury with neurological deficit does not require SMR • Spinal motion restriction should NOT be performed based on mechanism of injury alone • Cervical spinal motion restriction is not necessary if pain is lumbar only • Mechanism of injury can vary greatly, maintain a high index of suspicion and take patient history into consideration 			
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Section	<i>Trauma Protocols</i>	Protocol Number	508B
Protocol	ABDOMINAL/PELVIC TRAUMA		
<p><u>Blunt or penetrating abdominal injuries:</u> Suspected in the trauma patient with unexplained shock</p> <p style="margin-left: 100px;">Apply Oxygen as appropriate ↓</p> <p style="margin-left: 100px;">If hemodynamically unstable → go to hypovolemic shock protocol (504B) ↓</p> <p style="margin-left: 100px;">🚑 Assist EMS as appropriate</p> <p style="text-align: center;"><u>Evisceration:</u></p> <p style="margin-left: 100px;">⊘ Do not push organs back into abdominal cavity ⊘ ↓</p> <p style="margin-left: 100px;">Cover exposed organs with moist sterile gauze, then cover with sterile occlusive dressing to preserve heat</p>			
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Section	<i>Trauma Protocols</i>	Protocol Number	509B
Protocol	AMPUTATION		
<p>Apply Oxygen as appropriate ↓ Consider spinal motion restriction as appropriate (507B) ↓ Go to hypovolemic shock protocol as appropriate (504B) ↓ Apply, sterile dressing to injured area. Cover with sterile pressure dressing. ↓ Wrap amputated part in moist sterile gauze. Place amputated part in a plastic bag and place on cold pack.</p> <p><u> Notes/General Information:</u></p> <ul style="list-style-type: none"> • Partial amputations should be dressed and splinted in alignment with the extremity. 			
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Section	<i>Trauma Protocols</i>	Protocol Number	510B		
Protocol	FRACTURES/SPRAINS/DISLOCATIONS				
<p>✓ Check distal pulse sensation and motor function before and after splinting</p> <p>✓ Splint fracture in place if circulation is intact</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Closed fractures:</u></p> <p style="text-align: center;">Elevate simple fractures</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Attempt to straighten severely angulated fractures, especially if distal pulse is absent</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Splint joint above and below a long bone injury or the bone above and below a joint injury</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply Oxygen as appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Open fractures:</u></p> <p style="text-align: center;">Attempt to straighten severely angulated fractures</p> <p style="text-align: center;">⊖ Do not allow bone ends to return under skin ⊖</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Control bleeding with direct pressure</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply sterile dressing over open wounds</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Splint joint above and below a long bone injury or the bone above and below a joint injury</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply Oxygen as appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p> </td> </tr> </table> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Sprains and Dislocations should be treated in the same manner as closed fractures. • Stop and splint in place if resistance is met or patient complains of increased pain. 				<p style="text-align: center;"><u>Closed fractures:</u></p> <p style="text-align: center;">Elevate simple fractures</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Attempt to straighten severely angulated fractures, especially if distal pulse is absent</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Splint joint above and below a long bone injury or the bone above and below a joint injury</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply Oxygen as appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p>	<p style="text-align: center;"><u>Open fractures:</u></p> <p style="text-align: center;">Attempt to straighten severely angulated fractures</p> <p style="text-align: center;">⊖ Do not allow bone ends to return under skin ⊖</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Control bleeding with direct pressure</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply sterile dressing over open wounds</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Splint joint above and below a long bone injury or the bone above and below a joint injury</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply Oxygen as appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p>
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Medical Protocols

Section	<i>Obstetrics & Gynecology Protocols</i>	Protocol Number	601B
Protocol	GENERAL		

Routine delivery:

If crowning, deliver baby, do not hurry or retard birth
 ↓
 Suction infant's mouth, then nose
 ↓
 Check APGAR and note time
 Repeat in 5 minutes
 ↓
 Clamp cord in 2 places, 8-10 inches from infant and cut cord between clamps
 ↓
 Keep infant level with the placenta
 ↓
 If infant presents in mild to severe distress → go to neonate resuscitation (715B)
 ↓
 Wrap infant in a sterile or clean blanket
 ↓
 Allow mother to hold and nurse infant
 ↓
 Allow placenta to deliver spontaneously
 ↓
 If excessive bleeding occurs:
 Treat shock (504B)
 Consider uterine massage
 ↓
 Assist EMS as appropriate

APGAR SCORE			
CLINICAL SIGN	0 POINTS	1 POINT	2 POINTS
A – APPEARANCE	Blue/Pale	Pink body, Blue Extremities	Completely Pink
P – PULSE	Absent	Below 100/minute	Above 100/minute
G – GRIMACE	No response	Grimace	Cries
A – ACTIVITY	Limp	Some extremity flexion	Active Motion
R – RESPIRATORY	Absent	Slow/Irregular	Good strong cry

The APGAR Score should be calculated after delivery of the infant and repeated 5 minutes later. The five (5) clinical signs are evaluated according to the scoring system detailed above. Each sign is assigned points to be totaled. A total score of 10 indicates that the infant is in the best possible condition. A score of 4 to 6 indicates moderate depression and a need for resuscitative measures.

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Section	<i>Obstetrics & Gynecology Protocols</i>	Protocol Number	602B
Protocol	ABNORMAL PRESENTATION/PROLAPSED CORD		
<p style="text-align: center;">Apply 100% Oxygen ↓ Place mother in Trendelenburg or in a knee to chest position Consider placing mother on stretcher reversed ↓ Consider inserting hand to apply pressure to baby's head to release pressure on umbilical cord ↓ 🚑 Assist EMS as appropriate</p>			
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Medical Protocols

Section	<i>Obstetrics & Gynecology Protocols</i>	Protocol Number	603B
Protocol	THIRD TRIMESTER BLEEDING/ABRUPTIO PLACENTA/ PLACENTA PREVIA		
<p>Apply 100% Oxygen ↓ ☒ Assist EMS as appropriate</p>			
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Medical Protocols

Section	<i>Obstetrics & Gynecology Protocols</i>	Protocol Number	604B
Protocol	VAGINAL BLEEDING		
<p>📖 Obtain rapid history from patient and family, including:</p> <ul style="list-style-type: none"> ✓ Estimated blood loss? ✓ Last menstrual period? ✓ Pregnancy status? ✓ Prenatal care? ✓ Prior pregnancies (Gravida, Para, Abortus)? ✓ Current medications? <p style="text-align: center; margin-left: 150px;">✓ Consider ectopic pregnancy</p> <p style="text-align: center; margin-left: 100px;">Apply Oxygen as appropriate ↓</p> <p style="text-align: center; margin-left: 100px;">🚑 Assist EMS as appropriate</p>			
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Medical Protocols

Section	<i>Obstetrics & Gynecology Protocols</i>	Protocol Number	605B
Protocol	RAPE		
<p>⊘ Do not destroy or discard anything that could be evidence ⊘</p> <p>⊘ Advise patient not to cleanse, urinate or defecate ⊘</p> <p style="text-align: center;">↓</p> <p>Attempt to have a gender appropriate crew member or officer accompany the patient to the hospital</p> <p style="text-align: center;">↓</p> <p>Be supportive</p> <p style="text-align: center;">↓</p> <p>For other injuries → go to appropriate protocol</p> <p style="text-align: center;">↓</p> <p>☒ Assist EMS as appropriate</p>			
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Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	701B
Protocol	RESPIRATORY DISTRESS		
<p>📖 Rapid assessment and aggressive treatment of the pediatric patient’s airway and breathing is of primary importance.</p> <p>📖 Pulse Ox – “The device may have difficulty reading small fingers such as those of small children.” Readings may be inaccurate, fluctuate radically, or may not register. Do not rely on the pulse ox in cases of children where the pulse ox does not fit the child’s finger appropriately. <i>See Medical Procedures: Pulse Ox Use and Maintenance - Protocol Number 917B</i></p> <p>Recognize Respiratory Distress in children as it is defined.</p> <p>📖 Defined: Respiratory rate elevated with increased work of breathing, nasal flaring, intercostals, subcostals, and suprasternal inspiratory retractions. Pediatric Information in - (<i>Index D</i>)</p> <p style="text-align: center;">Apply Oxygen as appropriate, assist ventilations with BVM for inadequate effort ↓ If patient is wheezing: Administer nebulized Albuterol If Albuterol is ineffective, proceed to Duo-Neb ↓ 🚑 Assist EMS as appropriate</p> <p><u>📖 Notes/General Information:</u></p>			
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Section	<i>Pediatric Protocols</i>		Protocol Number	702B			
Protocol	AIRWAY OBSTRUCTION/FOREIGN BODY						
<p style="text-align: center;"><u>Partial obstruction with good air exchange:</u> Keep patient calm and in sitting position ↓ Apply Oxygen as tolerated ↓ 🚑 Assist EMS as appropriate</p> <p style="text-align: center;"><u>Complete or partial obstruction with poor air exchange:</u> Assess for cause of obstruction</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; vertical-align: top;"> <p>Foreign body</p> <p>↙</p> <p>Age appropriate obstructed airway maneuvers ↓ 🚑 Assist EMS as appropriate</p> </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <p>↓</p> <p><u>Fluid / Secretions:</u> Attempt suctioning ↓ Oxygen and ventilate with BVM as appropriate ↓ 🚑 Assist EMS as appropriate</p> </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <p>↘</p> <p><u>Croup / Epiglottitis / Edema:</u> Oxygen as appropriate ↓ 🚑 Assist EMS as appropriate</p> </td> </tr> </table> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Use a finger sweep only to remove <i>VISIBLE</i> foreign body in unresponsive patients. 					<p>Foreign body</p> <p>↙</p> <p>Age appropriate obstructed airway maneuvers ↓ 🚑 Assist EMS as appropriate</p>	<p>↓</p> <p><u>Fluid / Secretions:</u> Attempt suctioning ↓ Oxygen and ventilate with BVM as appropriate ↓ 🚑 Assist EMS as appropriate</p>	<p>↘</p> <p><u>Croup / Epiglottitis / Edema:</u> Oxygen as appropriate ↓ 🚑 Assist EMS as appropriate</p>
<p>Foreign body</p> <p>↙</p> <p>Age appropriate obstructed airway maneuvers ↓ 🚑 Assist EMS as appropriate</p>	<p>↓</p> <p><u>Fluid / Secretions:</u> Attempt suctioning ↓ Oxygen and ventilate with BVM as appropriate ↓ 🚑 Assist EMS as appropriate</p>	<p>↘</p> <p><u>Croup / Epiglottitis / Edema:</u> Oxygen as appropriate ↓ 🚑 Assist EMS as appropriate</p>					
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Section	<i>Pediatric Protocols</i>	Protocol Number	703B
Protocol	RESPIRATORY ARREST		
Establish airway ↓ Ventilate with BVM, 100% Oxygen (1 breaths every 3 seconds) ↓ 🚑 Assist EMS as appropriate			
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Section	<i>Pediatric Protocols</i>	Protocol Number	707B		
Protocol	BRADYCARDIA				
<p>Secure airway; apply 100% Oxygen, assist ventilations with BVM, as appropriate ↓ If hypothermic, gently warm ↓ Assess perfusion status</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;">↙</p> <p style="text-align: center;"><u>Adequate perfusion:</u> Monitor for change ↓ 🚑 Assist EMS as appropriate</p> <p style="text-align: center;"><u>Improving perfusion:</u> Monitor for change ↓ 🚑 Assist EMS as appropriate</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p style="text-align: center;">↘</p> <p style="text-align: center;"><u>Inadequate perfusion:</u> HR <60 and poor perfusion: Initiate age appropriate CPR (Appendix B) ↓ 🚑 Assist EMS as appropriate</p> </td> </tr> </table>				<p style="text-align: center;">↙</p> <p style="text-align: center;"><u>Adequate perfusion:</u> Monitor for change ↓ 🚑 Assist EMS as appropriate</p> <p style="text-align: center;"><u>Improving perfusion:</u> Monitor for change ↓ 🚑 Assist EMS as appropriate</p>	<p style="text-align: center;">↘</p> <p style="text-align: center;"><u>Inadequate perfusion:</u> HR <60 and poor perfusion: Initiate age appropriate CPR (Appendix B) ↓ 🚑 Assist EMS as appropriate</p>
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<u>📖 Notes/General Information:</u>					
*** Possible contributing factors					
<p><u>Hypovolemia: Protocol (709B)</u> Consider Trendelenburg position Maintain body temperature Notify Paramedic of Signs/Symptoms</p> <p><u>Hypoxia: Respiratory distress Protocol (701B)</u> Ventilate with 100% Oxygen</p> <p><u>Acidosis: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hyperkalemia: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hypothermia: Protocol (724B)</u> Passive warming of patient</p>		<p><u>Drug overdose: Protocol (714B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Cardiac tamponade: Go to specific protocol as appropriate (720B)</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Tension pneumothorax: Protocol (720B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Myocardial infarction/ Cardiac: Protocol (715B, 751B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Pulmonary embolism: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p>			
<ul style="list-style-type: none"> • CPR should only be interrupted for rhythm checks and shock delivery. CPR – Rhythm check — Shock – Repeat 					
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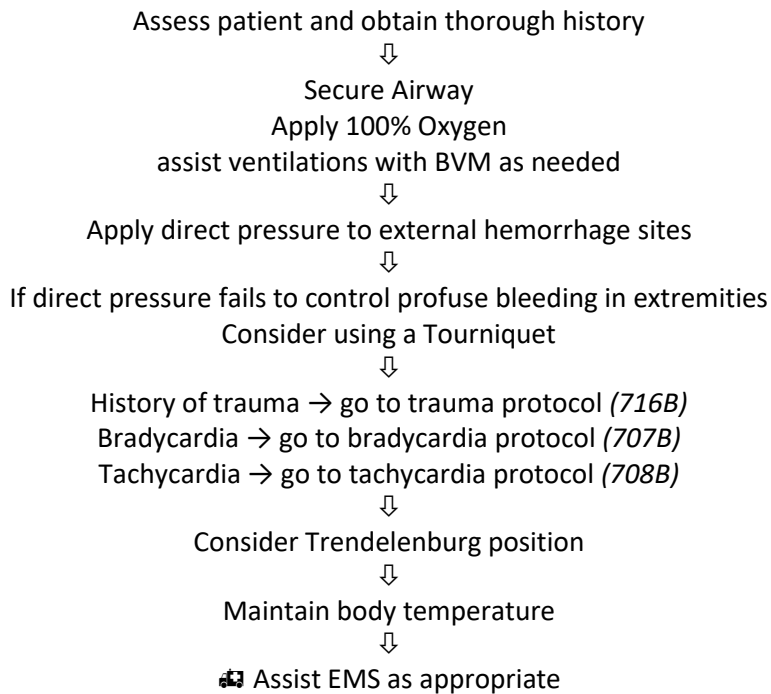
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Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	708B
Protocol	TACHYCARDIA		
<p>Secure airway ↓ Apply Oxygen as appropriate ↓ Identify and treat possible contributing factors*** ↓ 🚑 Assist EMS as appropriate</p>			
<i>📖 Notes/General Information:</i>			
*** Possible contributing factors			
<p><u>Hypovolemia: Protocol (709B)</u> Consider Trendelenburg position Maintain body temperature Notify Paramedic of Signs/Symptoms</p> <p><u>Hypoxia: Respiratory distress Protocol (701B)</u> Ventilate with 100% Oxygen</p> <p><u>Acidosis: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hyperkalemia: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hypothermia: Protocol (724B)</u> Passive warming of patient</p>		<p><u>Drug overdose: Protocol (714B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Cardiac tamponade: Go to specific protocol as appropriate (720B)</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Tension pneumothorax: Protocol (720B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Myocardial infarction/ Cardiac: Protocol (715B, 751B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Pulmonary embolism: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p>	
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Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	709B
Protocol	SHOCK		

For external hemorrhage or suspected internal hemorrhage with signs of shock (cool skin, tachycardia, hypotension)




























Tourniquet Instructions - Contraindications:

- Tourniquets are rarely needed and are used on extremities only.
- Use of tourniquets should be limited to profuse bleeding which cannot be controlled by direct pressure.
- Tourniquets should be applied no farther than 2 inches above the wound.
- If the wound is on a joint, or just distal to the joint, apply the tourniquet above the joint.
- Tourniquets should be tightened to the point where bleeding is controlled and no more.
- Tourniquets may be made from cravats/pen, blood pressure cuffs, or commercially made.
- Blood pressure cuffs should be monitored for loss of pressure.
- Notify the EMS Paramedic a tourniquet has been applied and when.

Trendelenburg Instructions:

- The trendelenburg position is contraindicated with head trauma
- If a patient has spinal injuries, the backboard may be elevated to the trendelenburg position

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Section	<i>Pediatric Protocols</i>	Protocol Number	710B		
Protocol	ANAPHYLAXIS				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Allergic Reaction</u></p> <p> Generalized allergic manifestations (urticaria/hives, angioedema/facial swelling, sneezing, watery eyes, nasal discharge)</p> <p style="text-align: center;">Secure airway as appropriate ↓</p> <p style="text-align: center;">Apply Oxygen as appropriate ↓</p> <p style="text-align: center;">If patient is wheezing:  Consider assisting patient in using their prescribed inhaler ↓</p> <p style="text-align: center;"> Assist EMS as appropriate</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Anaphylaxis</u></p> <p> Generalized allergic manifestations with partial or complete airway obstruction, sign of shock (altered mental status, respiratory distress, weak/absent peripheral pulses, cyanosis)</p> <p style="text-align: center;">Secure airway as appropriate ↓</p> <p style="text-align: center;">Apply Oxygen as appropriate ↓</p> <p style="text-align: center;"> Consider assisting patient in using their preloaded Epinephrine Auto-Injector ↓</p> <p style="text-align: center;">If patient is wheezing:  Consider assisting patient in using their prescribed inhaler ↓</p> <p style="text-align: center;">If no improvement:  Consider repeat assisting patient in using their preloaded Epinephrine Auto-Injector per medical control orders. Must Contact Paramedic. ↓</p> <p style="text-align: center;"> Assist EMS as appropriate</p> </td> </tr> </table> <p><u> Notes/General Information:</u></p> <ul style="list-style-type: none"> • Assure Right medication, Right patient, Right route, Right dose, Right date, and appropriate LOC • Some medications may cause (tremors, tachycardia, nervousness, dry mouth, nausea, and vomiting) <p>MDI</p> <ol style="list-style-type: none"> 1. Shake inhaler vigorously several times. 2. Remove oxygen and have patient exhale as deeply as they can. 3. Place the MDI or Aero chamber attached to the MDI, to the patient’s lips. 4. As the patient inhales, depress the canister and have the patient inhale as deeply as possible and hold their breath for as long as they can. 5. Place oxygen back on the patient. <p>Epinephrine Auto-Injector</p> <ol style="list-style-type: none"> 1. Check for cloudiness or discoloration, remove safety cap 2. Press the injector against the patient’s lateral thigh to trigger release of the spring loaded needle and inject the dose of epinephrine into the patient. Hold in place at least 10 seconds. 				<p style="text-align: center;"><u>Allergic Reaction</u></p> <p> Generalized allergic manifestations (urticaria/hives, angioedema/facial swelling, sneezing, watery eyes, nasal discharge)</p> <p style="text-align: center;">Secure airway as appropriate ↓</p> <p style="text-align: center;">Apply Oxygen as appropriate ↓</p> <p style="text-align: center;">If patient is wheezing:  Consider assisting patient in using their prescribed inhaler ↓</p> <p style="text-align: center;"> Assist EMS as appropriate</p>	<p style="text-align: center;"><u>Anaphylaxis</u></p> <p> Generalized allergic manifestations with partial or complete airway obstruction, sign of shock (altered mental status, respiratory distress, weak/absent peripheral pulses, cyanosis)</p> <p style="text-align: center;">Secure airway as appropriate ↓</p> <p style="text-align: center;">Apply Oxygen as appropriate ↓</p> <p style="text-align: center;"> Consider assisting patient in using their preloaded Epinephrine Auto-Injector ↓</p> <p style="text-align: center;">If patient is wheezing:  Consider assisting patient in using their prescribed inhaler ↓</p> <p style="text-align: center;">If no improvement:  Consider repeat assisting patient in using their preloaded Epinephrine Auto-Injector per medical control orders. Must Contact Paramedic. ↓</p> <p style="text-align: center;"> Assist EMS as appropriate</p>
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Medical Director:		Approved	12-20-20		
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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	711B
Protocol	NEAR DROWNING		
<p>Spinal motion restriction as appropriate(507B)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Secure airway</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Apply Oxygen as appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Remove wet clothing and keep warm</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">☒ Assist EMS as appropriate</p>			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	713B
Protocol	SEIZURE		
<p><u>Patient actively seizing:</u> Secure airway and apply Oxygen as appropriate ↓ Spinal motion restriction for suspected trauma as appropriate (507B) ↓ 🚑 Assist EMS as appropriate</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><u>Not actively seizing and conscious:</u> Apply Oxygen as appropriate ↓ 🚑 Assist EMS as appropriate</p> </div> <div style="text-align: center;"> <p><u>Not actively seizing and unconscious:</u> Go to Altered LOC protocol (712B)</p> </div> </div> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Consider fever as a cause • Consider oral glucose if blood glucose is low with appropriate LOC and history of diabetes. The pt. must be able to swallow in order to use oral glucose. 			
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Dr. Shane Speights, DO Signature on file		Revision	

Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	715B								
Protocol	NEONATAL RESUSCITATION										
<p> Factors that may predispose neonate to need resuscitation:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ✓ Preterm labor ✓ Maternal abnormalities: diabetes mellitus, size of pelvic outlet ✓ Neonatal abnormalities: genetic, anatomic or cardiac ✓ Placenta abnormalities: placenta previa, abruption placenta, cord compression </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ✓ Maternal drugs: prescription or illicit ✓ Infectious process: maternal fever ✓ Amniotic fluid abnormalities: poly or oligohydramnios ✓ Infectious agents (maternal source): group B <i>Streptococcus</i>, gram-negative bacteria, viruses (HSV, toxoplasmosis, CMV, HIV) </td> </tr> </table>				<ul style="list-style-type: none"> ✓ Preterm labor ✓ Maternal abnormalities: diabetes mellitus, size of pelvic outlet ✓ Neonatal abnormalities: genetic, anatomic or cardiac ✓ Placenta abnormalities: placenta previa, abruption placenta, cord compression 	<ul style="list-style-type: none"> ✓ Maternal drugs: prescription or illicit ✓ Infectious process: maternal fever ✓ Amniotic fluid abnormalities: poly or oligohydramnios ✓ Infectious agents (maternal source): group B <i>Streptococcus</i>, gram-negative bacteria, viruses (HSV, toxoplasmosis, CMV, HIV) 						
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<p>Establish airway (position, suction the mouth and nasopharynx)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Stimulate by drying and rubbing back (keep warm with blanket or dry towel; cover scalp)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Clamp and cut the cord</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Evaluate respirations</p>											
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Medical Director:		Approved	12-20-20								
Dr. Shane Speights, DO Signature on file		Revision									

Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	716B
Protocol	TRAUMA – Primary Assessment		

The critically injured or unstable pediatric patient should be transported to an appropriate facility as rapidly and safely as possible

Primary assessment

Airway compromised:

Attempt to clear; Spinal motion restriction as appropriate(507B)



If successful, 100% Oxygen,
Assist ventilations with BVM as needed



If unsuccessful → airway management protocol (718B)

Breathing:

Go to chest trauma protocol if indicated (720B)



Assist ventilations with BVM as needed

Circulation:

If pulseless → go to appropriate protocol

Major hemorrhage:

Control with direct pressure

If direct pressure fails to control profuse bleeding in extremities

Consider using a Tourniquet - protocol (709B)



Signs / Symptoms of shock → Go to shock protocol (709B)

Neurological assessment:

Record LOC (AVPU)



Suspected spinal injury → spinal motion restriction with Pedi-immobilizer (507B)

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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	717B
Protocol	TRAUMA – Secondary Assessment		
<p><u>Secondary Assessment</u></p> <p>Head trauma → head trauma protocol (719B)</p> <p style="text-align: center;">↓</p> <p>Re-assess ABC's,</p> <p style="text-align: center;">↓</p> <p>Expose patient and keep warm</p> <p style="text-align: center;">↓</p> <p>Chest injury → chest trauma protocol (720B)</p> <p style="text-align: center;">↓</p> <p>Abdominal injury → cover exposed organs</p> <p style="text-align: center;">↓</p> <p>Extremity injury → fracture, sprain, and dislocation protocol (721B)</p> <p style="text-align: center;">↓</p> <p>EENT → EENT protocol (722B)</p> <p style="text-align: center;">↓</p> <p>Burn → pediatric burn protocol (723B)</p> <p style="text-align: center;">consider inhalation injury</p> <p style="text-align: center;">↓</p> <p>Obtain thorough history including:</p> <ul style="list-style-type: none"> ✓ Mechanism of injury ✓ Allergies ✓ Medications ✓ PMH <p style="text-align: center;">↓</p> <p>☒ Assist EMS as appropriate</p>			
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Dr. Shane Speights, DO Signature on file		Revision	

Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	718B				
Protocol	AIRWAY MANAGEMENT						
<p>Assess ventilation ↓</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>↙</p> <p><u>Adequate:</u> Maintain open airway Spinal motion restriction as appropriate(507B) ↓ Apply Oxygen as appropriate ↘</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>↘</p> <p><u>Inadequate:</u> Open airway Utilize airway adjuncts as appropriate Spinal motion restriction as appropriate(507B) ↓ Apply 100% Oxygen, assist ventilations with a BVM ↙</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>↓</p> <p>🚑 Assist EMS as appropriate</p> </td> </tr> </table>				<p>↙</p> <p><u>Adequate:</u> Maintain open airway Spinal motion restriction as appropriate(507B) ↓ Apply Oxygen as appropriate ↘</p>	<p>↘</p> <p><u>Inadequate:</u> Open airway Utilize airway adjuncts as appropriate Spinal motion restriction as appropriate(507B) ↓ Apply 100% Oxygen, assist ventilations with a BVM ↙</p>	<p>↓</p> <p>🚑 Assist EMS as appropriate</p>	
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<p>↓</p> <p>🚑 Assist EMS as appropriate</p>							
<p><u>📖 Notes/General Information:</u> Use caution not to hyperextend or hyperflex the patient's neck</p>							
Medical Director:		Approved	12-20-20				
<p>Dr. Shane Speights, DO Signature on file</p>		Revision					

Jonesboro Fire Department

Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	720B
Protocol	CHEST TRAUMA		
<p style="text-align: center;"><u>All chest trauma:</u> Secure airway ↓ Oxygen as appropriate ↓ Monitor closely for tachycardia, bradycardia, cyanosis, tachypnea, retractions, stridor, decreased breath sounds, tracheal shift, abnormal chest wall movement, and sub-Q emphysema</p> <p style="text-align: center;"><u>Open chest wounds:</u> Occlusive dressing taped on three sides or chest seal dressing (Asherman type) ↓ 100% Oxygen or assist ventilations with a BVM</p> <p style="text-align: center;"><u>Tension pneumothorax:</u> Apply 100% Oxygen assist ventilations with BVM as needed</p> <p style="text-align: center;"><u>Flail chest or multiple rib fractures:</u> Apply 100% Oxygen assist ventilations with BVM as needed ↓ Stabilize with bulky dressing and tape to body Stabilize with body position on injured side if no spinal injury and other injuries allow</p> <p style="text-align: center;"><u>Impaled objects:</u> ↓ Apply 100% Oxygen assist ventilations with BVM as needed ↓ Leave objects in place and stabilize ↓ Observe for signs of pneumothorax ↓ ☒ Assist EMS as appropriate</p>			
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Dr. Shane Speights, DO Signature on file		Revision	

Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	721B
Protocol	FRACTURES/SPRAINS/DISLOCATIONS		
<p>✓ Check distal pulse sensation and motor function before and after splinting</p> <p>✓ Splint fracture in place if circulation is intact</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Closed fractures:</u></p> <p style="text-align: center;">Elevate simple fractures ↓</p> <p style="text-align: center;">Attempt to straighten severely angulated fractures, especially if distal pulse is absent ↓</p> <p style="text-align: center;">Splint joint above and below a long bone injury or the bone above and below a joint injury ↓</p> <p style="text-align: center;">Oxygen as appropriate ↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><u>Open fractures:</u></p> <p style="text-align: center;">Attempt to straighten severely angulated fractures ⊖ Do not allow bone ends to return under skin ⊖ ↓</p> <p style="text-align: center;">Control bleeding with direct pressure ↓</p> <p style="text-align: center;">Apply sterile dressing over open wounds ↓</p> <p style="text-align: center;">Splint joint above and below a long bone injury or the bone above and below a joint injury ↓</p> <p style="text-align: center;">Oxygen as appropriate ↓</p> <p style="text-align: center;">🚑 Assist EMS as appropriate</p> </div> </div> <p><u>📖 Notes/General Information:</u></p> <ul style="list-style-type: none"> • Sprains and Dislocations should be treated in the same manner as closed fractures. • Stop and splint in place if resistance is met or patient complains of increased pain. 			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	722B
Protocol	EYES, EARS, NOSE (EENT)		
<p><u>Direct trauma to lid or globe:</u> Calm patient and place in semi-reclining position ↓ Cover both eyes with sterile dressing ↓ 🚑 Assist EMS as appropriate</p> <p><u>Thermal or chemical burns to eyes:</u> Calm patient and place in semi-reclining position ↓ If chemical: Consult documentation/resources (ERG, MSDS, label, poison control) ↓ If appropriate; Gently irrigate each eye with water (use tepid water from cup, bucket or low pressure hose) (Avoid washing chemicals into unburned eye) ↓ Moist, cool dressing to eyes ↓ 🚑 Assist EMS as appropriate</p> <p><u>Epistaxis:</u> Pinch anterior nares and maintain pressure. Have patient lean forward ↓ Apply cold pack to nose ↓ Go to shock protocol as appropriate (709B) ↓ 🚑 Assist EMS as appropriate</p> <p><u>📖 Notes/General Information:</u> Objects placed in ears or nose should be left in place.</p>			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	723B
Protocol	BURNS		

📖 Consider Haz-Mat

Stop the burning process
↓

- ✓ Remove clothing that is still smoldering or not adherent.
 - ⊗ Do not break blisters or remove burned skin. ⊗
- ✓ Remove rings, bracelets, or other constricting items if possible
- ✓ Asses airway for soot, singed hairs, respiratory distress

↓

For chemical burns:
Consult documentation/resources (ERG, MSDS, label, poison control)
↓

Decontaminate with copious amounts of water
↓

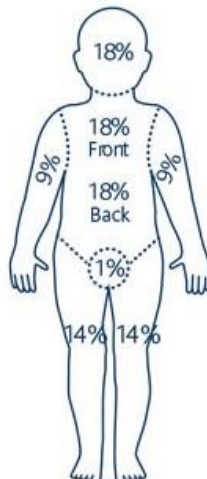
Eye Burns → go to Eyes, Ears, Nose (EENT) protocol (722B)
↓

Place the patient on a dry, clean sheet and cover with a second dry, clean sheet
↓

Secure airway and apply Oxygen as appropriate
↓



Estimate severity and extent of burns
↓

🚑 Assist EMS as appropriate



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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	724B
Protocol	HYPOTHERMIA		
<p> Patient temp lower than 94 degrees</p> <p style="text-align: center;">Assess patient and go to appropriate protocol if needed ↓ Secure airway ↓ Oxygen as appropriate ↓ Remove wet clothing ↓ Be gentle with patient and keep warm ↓ Initiate passive re-warming techniques ↓  Assist EMS as appropriate</p>			
Medical Director:		Approved	12-20-20
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Jonesboro Fire Department
Medical Protocols

Section	<i>Pediatric Protocols</i>	Protocol Number	751B
Protocol	CARDIAC ARREST		

Jonesboro Fire Department currently uses the Philips Heartstart FRx defibrillator. The following protocol is based on this model.

Establish airway and ventilate with 100% Oxygen
 ↓
 Initiate age appropriate CPR per AHA guidelines (Appendix B)
 ↓
 Attach AED with adult size pads and pediatric key and follow prompts; (pads cannot touch each other)
 ↓
 Immediately resume CPR, (beginning with compressions)
 Continue for 5 cycles; approximately 2 min
 ↓
 Analyze rhythm and follow prompts
 (every 5 cycles)
 ↓
 Immediately resume CPR, (beginning with compressions)
 ↓
 Identify and treat possible contributing factors***

Notes/General Information:

*** Possible contributing factors

<p><u>Hypovolemia: Protocol (709B)</u> Consider Trendelenburg position Maintain body temperature Notify Paramedic of Signs/Symptoms</p> <p><u>Hypoxia: Respiratory distress Protocol (701B)</u> Ventilate with 100% Oxygen</p> <p><u>Acidosis: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hyperkalemia: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Hypothermia: Protocol (724B)</u> Passive warming of patient</p>	<p><u>Drug overdose: Protocol (714B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Cardiac tamponade: Go to specific protocol as appropriate (720B)</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p> <p><u>Tension pneumothorax: Protocol (720B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Myocardial infarction/ Cardiac: Protocol (715B, 751B)</u> Notify Paramedic of Signs/Symptoms</p> <p><u>Pulmonary embolism: Go to specific protocol as appropriate</u> Notify Paramedic of Signs/Symptoms Definition with S/S</p>
<ul style="list-style-type: none"> • Follow AHA guidelines – see Appendix B 	




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Medical Protocols

Section	<i>Miscellaneous Protocols</i>	Protocol Number	801B
Protocol	PHYSICIAN ON SCENE		
<p>If a Physician is on scene, they may want to assist or take total responsibility for the care being given by the FF/EMT.</p>			
<p><u>Procedure:</u></p>			
<p>1) Incident Commander / Captain shall:</p> <ul style="list-style-type: none"> • Inform the physician that an ALS ambulance is responding. • Inform the Physician the care being rendered by the FF/EMT is under Off-Line Medical Control until relinquished to the Paramedic, which can then contact On-Line Medical Control. • Consider contacting Dispatch and notify them of a Physician on scene. <p>2) Medical Control may:</p> <ul style="list-style-type: none"> • Speak to the physician to determine qualifications. • Request EMT/Paramedic to verify licensure of the physician. • Relinquish total responsibility for the patient to the on-scene physician <p>3) Physician (intervening) may:</p> <ul style="list-style-type: none"> • Offer assistance but allow the FF/EMT/Paramedic to remain under Medical Control; or, • Request to talk to Medical Control to offer medical advice and assistance; or, • Take total responsibility for the care given by the EMT/Paramedic, if okay with Medical Control, then physically accompany the patient to the hospital where responsibility is assumed by the receiving physician; and shall, • Sign for all instructions given to EMTs/Paramedics. • Maintain Medical Control contact whenever possible. <p>4) If the patient's private physician intervenes in person or by telephone the EMT/Paramedic shall:</p> <ul style="list-style-type: none"> • Inform the physician that the EMT/Paramedic must contact Medical Control. • Request the patient's physician to contact Medical Control. Once contacted # 3 prevails. • At no time should any orders be taken over the telephone except from Medical Control. 			
<p><u>Notes/General Information:</u></p>			
<p>At no time will the FF/EMT provide medical care outside their scope of practice or training.</p>			
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Medical Protocols

Section	<i>Miscellaneous Protocols</i>	Protocol Number	802B
Protocol	DO NOT RESUSCITATE		
<p> In accordance with the revised Arkansas EMS Do Not Resuscitate Act (Act 1101 of 1993), pursuant to the Administrative Procedures Act as amended, Ark Code Ann. § 25-15-201 et seq., by authority of Ark Code Ann. §§20-13-901 through 20-13-908; JFD firefighters/EMT's have the authority to recognize and accept DNR orders in the field. The DNR order is complete for a patient who, after discussing the issue with family and physicians, the patient or the patient's guardian requests a DNR order from the physician.</p> <p>Identify patient DNR order:</p> <ul style="list-style-type: none"> ✓ Complete, signed original ADH approved DNR form <i>Do Not Resuscitate orders which are not on the Official State Form can be accepted if it is a DNR documented in a medical record such as nursing home chart, hospice care, or home nursing.</i> OR ✓ A form including the words "DNR" or "No Code" or similar language and the physician's signature and the date OR ✓ Verbal order via direct on-line communication with patient's physician indicating a DNR form is signed and on file <p style="text-align: center;"><u>If patient is pulseless and apneic:</u> Contact appropriate authorities ↓ Document the presence of the DNR Order and include the EMS unit number in the incident report.</p> <p style="text-align: center;"><u>If patient has respirations and a pulse:</u> Use manual airway technique as needed ↓ Go to the appropriate protocol(s) ↓  Assist EMS as appropriate</p> <p> <u>Notes/General Information:</u></p> <ul style="list-style-type: none"> • DNR does <i>NOT</i> mean Do Not Treat. DNR patients should be treated with appropriate protocols with the exception of CPR and <u>advanced</u> airway • If there is a misunderstanding with family members or others present at the scene or if there are concerns about following the EMS/DNR Order, contact the attending physician or medical control for guidance. • If there is any question about the validity of an EMS/DNR Order, resuscitate. • This section shall not authorize emergency medical personnel to follow an Emergency Medical Services Do Not Resuscitate order for any patient who is able to, and does; express to such personnel the desire to be resuscitated prior to cardiac or respiratory arrest. • AND: <u>A</u>llow <u>N</u>atural <u>D</u>eath 			
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Medical Protocols

Section	<i>Miscellaneous Protocols</i>	Protocol Number	803B
Protocol	WITHHOLDING/WITHDRAWL OF LIFE SUPPORT		
<p><u>Life Support May Be Withheld In The Following Circumstances when the patient is obviously dead or meets the criteria for the DNR Protocol (Protocol 802B).</u></p> <p><u>Obviously dead means:</u></p> <ul style="list-style-type: none"> • Patients with dependent lividity, rigor mortis, tissue decomposition or massive trauma such as evacuation of the cranial vault, severe incineration, or tissue decomposition. • Patients without vital signs who cannot be accessed for treatment due to entrapment for prolonged time (> 15 minutes). • Severe blunt trauma such as a massive crush injury or evisceration of the heart or brain with absence of vital signs and pupillary response. <p>Obviously dead patients should receive and have documented the following assessment:</p> <ul style="list-style-type: none"> ○ Airway opened and breathing assessed and absent for 30 seconds ○ Pulse assessed and absent for 30 seconds ○ Auscultation of the heart with no heart sounds for 60 seconds ○ Pupils Fixed and dilated and no neurological response to painful stimuli <p style="text-align: center;"><u>For patients who do not meet the criteria of obviously dead or there is uncertainty regarding any of the above findings:</u></p> <p style="text-align: center;">↓</p> <p>Cardiac Arrest Protocols (Protocol 251B or 751B) and/or other appropriate protocols should be initiated.</p> <p><i>Caution:</i> Signs of death may be misleading. Normal skin reactions may look like lividity, while poor hygiene and / or gangrene may be mistaken for “decomposition.” Burn victims may appear to be “incinerated” but still be alive. In these cases, a heart rhythm should be confirmed by a Paramedic with a cardiac monitor and resuscitation attempted if cardiac activity is detected. Hypothermia (low body temperature secondary to cold water immersion or cold environment exposure), especially in children, elderly and debilitated may simulate death, and resuscitation should be attempted if time of exposure to cold environment or water has been less than one hour or is unknown.</p> <p>After life support has been initiated in the field, in order to discontinue life support, the EMS Paramedic must contact Medical Control and receive an order from the on line medical control physician.</p>			
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Section	<i>Miscellaneous Protocols</i>	Protocol Number	804B																						
Protocol	AEROMEDICAL EVACUATION																								
<p>If EMS is on scene - The Paramedic will notify the JFD Incident Commander of the aeromedical evacuation and the need of a landing zone. The IC will coordinate establishing a landing zone.</p> <p>If EMS is not on scene – If aeromedical evacuation is a possibility, the Incident Commander or their designee will contact the responding ambulance on EMS2.</p> <p>A situation and patient report will then be given to the paramedic. The report shall include; Age, Sex, CC / MOI, LOC, BP, HR, RR, HX, and any presenting criteria listed below.</p> <p>The Paramedic will then have 2 options,</p> <ol style="list-style-type: none"> 1. Request a launch 2. Request the helicopter be placed on stand by, then wait until on scene to make a launch decision <p>Physiologic criteria:</p> <table border="1"> <tr> <td>Multi-system blunt or penetrating trauma with unstable vital signs</td> <td>Penetrating injury to chest, abdomen, head, neck, or groin</td> </tr> <tr> <td>Greater than 25% burns</td> <td>Paralysis or spinal injury</td> </tr> <tr> <td>Amputation proximal to wrist or ankle</td> <td>Flail or crushed chest</td> </tr> <tr> <td>Trauma patients with multiple organs involved</td> <td>Fractures of three or more long bones</td> </tr> <tr> <td>Acutely ill medical patients</td> <td>Severe breathing difficulty</td> </tr> <tr> <td colspan="2" style="text-align: center;">Higher level of care required on scene - Surgical amputation / Rapid Sequence Intubation</td> </tr> </table> <p>Situational Criteria:</p> <table border="1"> <tr> <td>Passenger compartment intrusion greater than one foot</td> <td>Prolonged entrapment (extrication greater than 20 minutes)</td> </tr> <tr> <td>Transport time by ground exceeds air transport time</td> <td>High energy mechanisms</td> </tr> <tr> <td>Fatality in same vehicle</td> <td>Motorcycle / bicycle accident</td> </tr> <tr> <td>Multiple casualty incident</td> <td>Scene location</td> </tr> <tr> <td>Fall of 15 feet or greater</td> <td></td> </tr> </table> <p>Landing zone</p> <ul style="list-style-type: none"> ▪ 100 feet x 100 feet ▪ flat surface ▪ free from ground and overhead obstructions ▪ safe distance from tactical or Haz-Mat environment 				Multi-system blunt or penetrating trauma with unstable vital signs	Penetrating injury to chest, abdomen, head, neck, or groin	Greater than 25% burns	Paralysis or spinal injury	Amputation proximal to wrist or ankle	Flail or crushed chest	Trauma patients with multiple organs involved	Fractures of three or more long bones	Acutely ill medical patients	Severe breathing difficulty	Higher level of care required on scene - Surgical amputation / Rapid Sequence Intubation		Passenger compartment intrusion greater than one foot	Prolonged entrapment (extrication greater than 20 minutes)	Transport time by ground exceeds air transport time	High energy mechanisms	Fatality in same vehicle	Motorcycle / bicycle accident	Multiple casualty incident	Scene location	Fall of 15 feet or greater	
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Jonesboro Fire Department
Medical Protocols

Section	<i>Medical Procedures</i>	Protocol Number	913B
Protocol	TRIAGE		
<p>JFD and EMS utilizes the START (<u>S</u>imple <u>T</u>riage <u>A</u>nd <u>R</u>apid <u>T</u>reatment) triage method.</p> <ul style="list-style-type: none"> • Every EMS ambulance carries TRIAGE kits in RED waist packs with tags and zip ties for attachment. • During Mass Casualty Incidents JFD personnel may triage and transport patients to a designated treatment area via backboards or stretchers. <p>Patients will be placed in one of the four following categories based on the flowchart shown:</p> <ul style="list-style-type: none"> ✓ Red: Immediate. Critical. Life threatening situation. A patient who requires rapid assessment and medical intervention for survival. ✓ Yellow: Delayed. Serious. Not immediately life threatening. These patients require aid, but injuries are less severe. These patients may have a wide range of injuries. They should receive more thorough secondary assessment when in a treatment area. ✓ Green: Minor. Stable. Walking wounded low priority; These patients' injuries require rudimentary first-aid and FREQUENT reassessment. ✓ Black: Deceased. Unsalvageable. Cannot be saved. <div style="border: 1px solid black; height: 250px; width: 100%; margin: 10px 0;"></div>			
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Medical Protocols

Section	<i>Medical Procedures</i>	Protocol Number	915B
Protocol	VENTRICULAR ASSIST DEVICES (VADs)		
<p>Ventricular Assist Devices (VADs) are used in patients with advance heart failure conditions to provide mechanical circulatory support to the ventricle. Patients with these devices are now within our service area. VADs assist the pumping function of a weakened heart so the lungs, organs and tissues receive the oxygen-rich blood they need. These devices serve as a bridge to heart transplants or as a final therapy when a patient isn't a candidate for a heart transplant. The main brand we may see is the HeartMate II which is used by Baptist Hospital in Little Rock.</p> <p><u>Principles of Continuous Flow VADs: (HeartMate II)</u></p> <ul style="list-style-type: none"> ● Peripheral pulses may not be palpable (The patients Doppler may be required to confirm pulse) ● Assess the patient for signs of good circulation to determine if perfusion is adequate. (Warm, pink, brisk capillary refill < 2sec.) ● Standard measures to obtain blood pressure may produce unreliable and inaccurate readings ● Auscultate the left upper abdominal quadrant. Continuous humming sound = pump is working ● Patients are at risk of bleeding due to anticoagulation and antiplatelet therapy ● If pump is working but alarming, check connections and <i>check batteries, replace one at a time.</i> ● Attaching the power cord or new batteries will make the unit start running if it's off. ● All VAD equipment; batteries, charger, power module with AC cables, and backup system controller should be transported with the patient. ● If you have a patient with a HeartMate II VAD, contact BMC-LR (501) 202-2000, request "On-Call Heart Transplant Coordinator" or CVICU Charge Nurse for a VAD emergency. <p><u>Patient is conscious or unresponsive and shows signs of life</u></p> <ul style="list-style-type: none"> ● If pump is off less than (5) five minutes, turn it on by replacing batteries or attach power unit. ● If pump is off more than (5) five minutes, don't replace batteries to restart it due to high risk of stroke from clots. ● If pump is working with no alarms, follow appropriate protocol. <p><u>Patient shows no sign of life</u></p> <ul style="list-style-type: none"> ● If pump is off less than (5) five minutes, turn it on by replacing batteries or attach power unit. ● If pump is on- <u>Do not perform Chest Compressions</u> while following appropriate protocols and/or <u>AED protocol 202B, Respiratory Arrest/Airway Management 301B / 718B protocol</u> ● If pump is off more than (5) five minutes, don't restart it due to high risk of stroke from clots. <p><u>Chest Compressions are allowed if pump remains off.</u> Follow appropriate protocols and/or <u>AED protocol 202B, Cardiac Arrest protocol 251B / 751B, Do Not Resuscitate 802B, or Withholding / Withdrawl of Life Support 803B</u></p>			
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Medical Protocols

Section	<i>Medical Procedures</i>	Protocol Number	916B																																									
Protocol	OXYGEN ADMINISTRATION																																											
<p>Oxygen is a medication and should be administered with regard to a patient's condition. Oxygen administration should be carefully considered just as any other medication before administration. Oxygen should be administered primarily in cases of hypoxia or respiratory distress (go to protocol 301B) because extremely high oxygen levels (hyperoxia) in the blood can be detrimental to the patient's condition. Hyperoxia can cause vasoconstriction, which can cause problems with patients suffering from many conditions such as strokes or heart attacks (myocardial infarction). Patients in conditions such as these may be administered oxygen in a limited capacity with a nasal cannula considering the patient's condition.</p> <table border="0"> <tr> <td><u>Oxygen by Nasal Cannula:</u></td> <td><u>Liters per Minute</u></td> <td><u>Percentage of Oxygen</u></td> </tr> <tr> <td></td> <td>1</td> <td>25%</td> </tr> <tr> <td></td> <td>2</td> <td>29%</td> </tr> <tr> <td></td> <td>3</td> <td>33%</td> </tr> <tr> <td></td> <td>4</td> <td>37%</td> </tr> <tr> <td></td> <td>5</td> <td>41%</td> </tr> <tr> <td></td> <td>6</td> <td>45%</td> </tr> </table> <table border="0"> <tr> <td><u>Oxygen by Non-Rebreather:</u></td> <td>12</td> <td>80%</td> </tr> <tr> <td></td> <td>15</td> <td>100%</td> </tr> </table> <p>DO NOT USE THE 25 LPM SETTING. The maximum amount of oxygen administered to a patient via Non-rebreather or BVM is 15 lpm. The 25 lpm setting is for use with mechanical ventilators only.</p> <p>When treating a patient with oxygen, remember the Pulse Ox can have an inaccurate reading due to some contributing factors. (<i>Pulse Ox Protocol 917B</i>)</p> <p>Remember that children rarely have conditions such as stroke or heart attacks and are more prone to respiratory conditions. (<i>Pediatric Protocol: Respiratory Distress 701B</i>)</p> <p>Oxygen Administration based on an accurate Pulse Ox Reading:</p> <table border="0"> <tr> <td><u>Pulse Ox Reading</u></td> <td><u>Oxygen administration recommended</u></td> </tr> <tr> <td>95% or higher</td> <td>None</td> </tr> <tr> <td>92%-94% without signs of hypoxia</td> <td>None</td> </tr> <tr> <td>92% with signs of hypoxia</td> <td>1-2 lpm Nasal Cannula</td> </tr> <tr> <td>89%-91% without signs of hypoxia</td> <td>1-6 lpm Nasal Cannula until improvement If no improvement → Non-Rebreather</td> </tr> <tr> <td>89%-91% with signs of hypoxia</td> <td>12-15 lpm Non-Rebreather with regard to improvement If improvement → Nasal Cannula</td> </tr> <tr> <td>88% or less</td> <td>12-15 lpm Non-Rebreather</td> </tr> </table> <p>Remember the goal of Oxygen Administration is to achieve 92%-94% pulse ox with a healthy patient response.</p> <p><u>Signs and Symptoms of Hypoxia:</u></p> <ul style="list-style-type: none"> • Little or no air movement, little or no chest rise • Rapid or slow, shallow or gasping breathing, and/or difficulty speaking in full sentences. • "Belly breathing" or Abdominal use, nasal flaring, accessory muscle use or retractions • Noisy breathing; (stridor, snoring, gurgling, crackles, wheezing, etc.) • Altered mental status • Pale, blue, or cyanotic skin. 				<u>Oxygen by Nasal Cannula:</u>	<u>Liters per Minute</u>	<u>Percentage of Oxygen</u>		1	25%		2	29%		3	33%		4	37%		5	41%		6	45%	<u>Oxygen by Non-Rebreather:</u>	12	80%		15	100%	<u>Pulse Ox Reading</u>	<u>Oxygen administration recommended</u>	95% or higher	None	92%-94% without signs of hypoxia	None	92% with signs of hypoxia	1-2 lpm Nasal Cannula	89%-91% without signs of hypoxia	1-6 lpm Nasal Cannula until improvement If no improvement → Non-Rebreather	89%-91% with signs of hypoxia	12-15 lpm Non-Rebreather with regard to improvement If improvement → Nasal Cannula	88% or less	12-15 lpm Non-Rebreather
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Medical Protocols

Section	<i>Medical Procedures</i>	Protocol Number	917B
Protocol	Pulse Ox Use and Maintenance		
<p><u>Pulse Ox Use:</u></p> <ul style="list-style-type: none"> • It is recommended by the manufacturer to clean the test finger of the patient before use with alcohol prep pad and remove nail polish with nail polish remover before use • Place the device on the patient's finger (Index, middle, ring, or pinky fingers are preferred.) and push the button located on top of the device to turn it on. • It will require a second or two to register, if there is a large amount of ambient light, attempt to shield the device so it may get an accurate reading. • The device may have difficulty reading small fingers such as those of small children. • Do not place the device on a patient who is pulseless and apnic. (Go to Cardiac Arrest protocol 251B) The device will not register those who are not perfusing, and may attract electricity when using an AED. • After placing the device on the patient assess the patient's pulse to ensure the device is reading accurately. <u>DO NOT RELY ON THE PULSE OX FOR A PULSE RATE.</u> <p><u>Care and Maintenance of the Pulse Ox device:</u></p> <ul style="list-style-type: none"> • Clean the device after each use, wiping the device with an alcohol prep pad. • Do not submerge the device in liquid, water, or any type of cleaning agent. • The device has no serviceable parts, other than changing the batteries do not disassemble the device. <p><u>Other Problems:</u> The Pulse Ox is a tool that is used to help determine how well the patient's body is transporting oxygen. (<i>Oxygen Administration Protocol 916B</i>) When treating a patient remember the tool can have an inaccurate reading due to some contributing factors:</p> <p><u>Factors that may give the pulse ox a false or inaccurate reading:</u></p> <ul style="list-style-type: none"> • Emersion of the device in liquid, high frequency surgical interference, or direct exposure to high ambient light. • Improper finger placement, blood pressure cuff or other means of vasoconstriction, or venous pulsations. • Fingernail polish, excessive patient movement, or cardiac arrest. • Hypotension, hypothermia, anemia, or severe shock. • High levels of carbon monoxide, arsenic, chlorobenzine, chromates, or nitrates in the blood, as well as other conditions such as smoke inhalation, or diseases/disorders that cause low oxygen in the blood. 			
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Medical Protocols

Section	<i>Appendix</i>	Appendix Number	A
Protocol	Pulse Ox Use and Maintenance		
<p><i>Definitions:</i></p> <p>MI - Myocardial Infarction AMI – Acute Myocardial Infarction ICP – Increased Cranial Pressure NPO – Nothing by Mouth SL – Sub Lingual OPA – Oropharyngeal Airway NPA – Nasopharyngeal Airway LOC – Level of Consciousness/Loss of Consciousness CVA – Cardiovascular Accident BVM – Bag Valve Mask</p>			
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Jonesboro Fire Department
Medical Protocols

Section	<i>Appendix</i>	Appendix Number	B
Protocol	Cardiopulmonary Resuscitation		
See attached.			
Medical Director: Dr. Shane Speights, DO Signature on file		Approved	12-20-20
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