

Bryant Fire Department Handbook

Bryant Fire Department Handbook

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Last Updated: 10/31/2023

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Bryant Fire Department
Definitions and Acronyms

Policy Title: Definitions and Acronyms

Last Updated: 10/31/2023

Definitions

1. Acting: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.
2. Chain of command: The line of authority from the Fire Chief through a single subordinate, at each level of command.
3. Department: Refers to the Bryant Fire Department
4. Directive: Issued by the Fire Chief and consecutively numbered, written procedures used to clarify department policy, procedures, or guidelines or to disseminate information of a permanent nature.
5. Emergency recall: Callback to duty when emergency conditions require additional personnel to mitigate the emergency.
6. EMS: Emergency Medical Service.
7. Fire Attack: A unit assignment to extinguish and/or confine a fire, OR the unit assigned to this task.
8. Handbook: A written collection of general rules, standard operational guidelines, and directives by order of the Fire Chief.
9. Immediately: The term “immediately” shall be construed to mean “as soon as possible and practicable.”
10. Insubordination: The willful disobedience of any order, lawfully issued by a superior officer, or any disrespect, mutinous, insolent, or abusive language toward a superior officer.
11. Mayday: A situation where one or more firefighters operating at an incident could sustain serious injury or death due to entrapment, building collapse, depletion of air supply, disorientation, etc.
12. Mayday, Mayday, Mayday: radio declaration that you are in a Mayday situation and are in need of assistance.
13. Members: A collective term applied to all persons of the department.

14. On-duty: A member is on duty during the period of time when he is actively responsible for or engaged in the performance of his duties.

15. Off-duty: A member is off duty on his days off and when on authorized leave and free of the responsibility of performing usual routine duties. Technically, a member is on duty at all times and may be subject to recall at any time.

16. Personnel: A collective term applied to all persons of the department.

17. Primary Search: A unit assignment to conduct a fast, efficient, and controlled method of finding occupants or fire before or during fire extinguishment.

18. Probationary period: The initial 1 year of new appointee's service, beginning with the date of employment.

19. Promotion: A change in a member's employment status to a position of greater responsibility or higher classification.

20. Rank: A grade of official standing. Each class of members of the department constitutes a rank.

21. Rapid Intervention Team (RIT): Team of 2 or more firefighters at an emergency incident dedicated to the task of rescuing firefighters in a Mayday.

22. Resignation: The act of voluntary termination of a member's service.

23. Retirement: Termination of a member's active service by reason of attainment of the statutory length of service and age requirements or because of an incapacitating disability.

24. Secondary Search: A unit assignment to conduct a thorough and methodical search of the structure once the situation is under control.

25. Shall and will: The words "shall" and "will" as used herein indicate that the action referred to is mandatory.

26. Sick leave: The period of time during which a member is excused from active duty by reason of illness or injury that prevents the member from performing his duties.

27. Tour of duty: The hours during which a member is on-duty.

28. Under control: The time at which a fire or other incident has stabilized to the point at which primary tasks are completed (e.g. fire attack, primary search) and secondary tasks or objectives can begin.

29. Vacation: The vacation time granted to all members of the department each year as established by the City Council.

30. Zero Impact Time: The time from apparatus arrival until actions are being taken to positively impact the situation.

Acronyms

1. PAR: Personnel Accountability Report - a brief radio or face-to-face communication stating a Unit Designation and the number of personnel confirmed to be with that unit.
2. LCAN: Location, Conditions, Actions, Needs - a radio or face-to-face communication stating a person or unit’s current location, conditions, actions being taken, and needs they have.
3. RTF: Rescue Task Force - A team consisting of law enforcement officers and firefighters that operates as a rescue squad during active shooter emergencies.
4. IDLH: Immediate Danger to Life and Health - an atmospheric concentration of any toxic, corrosive, or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

Bryant Fire Department
General Rules

Policy Title:	New Hire Probationary Period	**Policy Number:**	101
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to standardize Probationary Firefighter hiring, orientation, and probationary year evaluation.

Policy

1) All New Hires will be in a probationary period for their first 12 months of employment with the Department.

2) New Firefighters will be assigned to the Training Captain for a 2 week orientation period. During orientation, the Training Captain will cover all material in the “Bryant Fire Department New Hire Training Schedule”. This schedule may be changed at the discretion of the Fire Chief.

3) Firefighters who do not have Emergency Medical Technician, Firefighter 1, Firefighter 2, or Driver/Operator certifications will be sent to these classes as soon as possible after their orientation. The Training Captain will make arrangements for any classes needed prior to the firefighter’s start date.

4) Firefighters who already have these certifications, or upon completion of these classes, will be assigned to a Shift by the Assistant Chief.

5) When returning from the Fire Academy each week, all probationary firefighters attending class will clean and fuel any pool vehicles used before leaving for the weekend.

6) Evaluations will be made throughout the first year of employment. These will be at the end of the 2 week orientation, 6 months, 9 months, and 12 months.

7) As staffing allows,Firefighters in their probationary period-should rotate Captains every 3 months. At the end of each rotation the Captain will provide a written evaluation of the Firefighter to the Training Captain. The Training Captain will review these evaluations with the Firefighter.

8) The employee’s evaluations during their first year will be reviewed for further considerations of employment or termination.

Bryant Fire Department
General Rules

Policy Title:	Reporting for Duty	**Policy Number:**	102
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to explain the expectations members should meet when reporting for duty.

Policy

1. All members of the Fire Department shall report for their assigned shift on time. Duty shifts are for a 24 hour period, 6 AM to 6 AM. Tour of duty will be two consecutive 24 hour shifts for a total of 48 hours.
2. Oncoming members are expected to receive, report, and respond to any late calls coming in at shift change for the previous shift.
3. Members shall be dressed in appropriate uniforms while on duty by 6:00 AM with the exception of participating in physical exercise activities.
    a. At shift change, members will wear a Bryant Fire Department T-shirt. Members must change into a department shirt before 6 am or before taking a late call for the previous shift. Members will remain in a department shirt until properly relieved.
    b. Members will wear turnout pants and boots when responding to any early calls if they are not already in full uniform.
    c. Physical exercise training will be conducted in Department T-Shirts with department issued gym shorts, sweatpants, gym shoes, etc.
4. Members shall be clean shaven when reporting for duty.
5. On the first day of a tour, members are expected to complete apparatus check-off prior to 7:00 AM with the exception of interruption by early calls. On the second day of the tour, members will be expected to complete apparatus check-off by 8:30 AM for daily radio tests.
    a. Engineers are responsible for completing the check-off of their assigned apparatus.
    b. Officers are responsible for ensuring all check-offs are completed in a timely manner.

6. All apparatus and equipment shall be ready and in service at all times. Any apparatus or equipment that is found to be damaged, malfunctioning, or in need of service, shall be reported to the station Captain. If the equipment cannot be readily repaired by the crew, the Captain will place the equipment out of service and report the equipment via email to the other station Captains and their Battalion Chief who will notify other personnel as necessary.

Bryant Fire Department
General Rules

Policy Title:	Minimum Staffing	**Policy Number:**	103
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to ensure appropriate and safe staffing levels for the citizens we protect, ourselves, and other responders who operate on emergency incidents with us.

Policy

1. The minimum number of firefighters on duty will be 13. Limited exceptions may be made at the discretion of the Fire Chief or Assistant Chief.
2. If a member calls in sick and drops the number of staff coming on duty below 13, the member due to be relieved will be required to remain until properly relieved. No member shall be considered off duty until relieved by someone who is properly qualified or designated to relieve them.
3. There shall be on duty at all times at minimum one Chief Officer or Captain acting as a Battalion Chief.

Bryant Fire Department
General Rules

Policy Title:	Uniforms	**Policy Number:**	104
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To put in place a standardized uniform policy for dress, work, and detail uniforms encompassing all occasions that require a department uniform for the Bryant Fire Department.

Policy

1. Articles of clothing shall not show any signs of excessive fading or off color and/or stretching; frayed or torn seams, cuffs, elbows; present with holes; department patches not fully sewn on or placed inappropriately.
2. Fire Suppression employees will be dressed in the uniform of the tour at 0600, and admin. employees at the beginning of their work day.
3. Employees on or off duty shall not use the department uniform, or any part thereof, for the purpose of identifying themselves as members of Bryant Fire Department for personal gain.
4. Unless engaged in physical fitness, shirts shall be tucked in. Physical exercise training will be conducted in Department T- Shirts with department issued gym shorts, sweatpants, gym shoes, etc.
5. Personnel must be clean shaven, showered and well-groomed at the start of each shift. Hair will be neatly trimmed, clean and combed or brushed in such a manner that it will not present a safety hazard with respect to firefighting duties and shall not interfere with the proper placement of protective equipment including the inner and outer seals of Self-Contained Breathing Apparatus (SCBA).
6. Facial hair shall not be allowed at any point where the SCBA facepiece is designed to seal to the face.
7. The only jewelry authorized to be worn on duty or at the fire scene is as follows: rings on the hand, watches, necklaces that can be worn under the undershirt, bracelets that fit under the turnout coat sleeve. Due to safety issues, no piercings of any kind will be allowed while on duty.

Uniforms

1. Class A Uniform –Dress jacket and slacks, long or short sleeve button up shirt with appropriate hardware, uniform tie, white undershirt, black belt, navy pants, and black low

quarter shoes or boots. Due to the expense and personnel turnover, Class A uniforms will only be issued to Captains and above.

2. Class B Uniform – Short or long sleeve button up shirt with appropriate hardware, white undershirt, black belt, navy pants, black low quarter shoes or boots that are reasonably shined.
3. Class C Uniform- Bryant Fire Department issued t-shirt or job shirt, rank appropriate polo shirt, black belt, navy pants or shorts, all black low quarter shoes or boots.
4. Class D Uniform – Bryant Fire Department issued t-shirt or job shirt, black belt, navy pants or shorts, all black low quarter shoes or boots.
5. Shirt colors will be rank and position appropriate as determined by the Chief.
6. All shirts will be kept tucked in when at all possible.
7. Boots or shoes will be properly secured. Boots and shoes will be kept reasonably shined.
8. Black socks will be worn as a part of the uniform unless boots are worn.
9. Tennis shoes will be all black in color.
10. Fire Department issued ball caps may be worn while in the class C and D Uniform.
11. Uniforms will be clean and not wrinkled when reporting to duty.
12. If a long sleeve T- shirt is worn, a short sleeve uniform shirt may not be worn.
13. There will be no wearing of non- fire department issued uniform items unless permission is given by the Fire Chief. This includes items from any other fire department. Station specific items designed by crews may be worn after receiving the approval of the Fire Chief.
14. All members shall be required to keep sufficient uniforms at their respective stations in order to change uniforms when required.
15. All members are responsible for their uniforms and uniform items issued to them and will be charged for lost items.
16. All uniform items worn on duty will be serviceable and not worn as determined by their Battalion Chief.

17. When a member terminates employment, all issued items shall be turned in on the last duty shift worked. All items turned in shall be checked off by the Battalion Chief/Supervisor and this info forwarded to the Asst Chief or Chief so that they can ensure HR knows of any issued item shortages before payroll is processed.

18. Upon retirement, the Fire Chief is authorized to give the retiree his/her badge and helmet.

Haircuts and Facial Hair

1. Men: The hair over the forehead may not cover the eyebrows or eyes. Back of the hair may not extend below the bottom seam of the collar of the uniform.

2. Sideburns – Sideburns will not extend below the bottom of the ear and will not interfere with the wearing of the SCBA mask.

3. Beards: No beards, goatees or “soul patches” are authorized.

4. Mustaches must be neatly trimmed and not interfere with the wearing of the SCBA mask.

5. Women: Hair may not hang down in front so as to completely cover the forehead. The hair may not cover the eyebrows or the eyes. Hair may extend to the shoulders, but it will be fixed in a manner that does not increase the risk of injury or endanger the safety of the firefighter during an emergency call.

Bryant Fire Department
General Rules

Policy Title:	Conduct	**Policy Number:**	105
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to establish expectations for personal conduct of Bryant Fire Department members.

Policy

1. All members of the Fire Department shall be held responsible at all times, on or off duty for their conduct. Conduct unbecoming of a member of the Fire Department causing the lowering of opinion of the Department by the public will not be tolerated.
2. Officers and Engineers are expected to set an example to their subordinates in the matter of knowledge of, adherence to, and regard to all rules and regulations of the Fire Department and the City of Bryant.
3. All members of the Fire Department shall maintain a certain level of respect in all official relations with their superiors, subordinates, and the public being careful to abstain from violent, abusive, rude, or inappropriate language when giving orders or engaged in general conversation.
4. Agitation and acts tending to cause dissention in the Fire Department or attempts to cast unfavorable reflections upon members of the Department shall not be tolerated.
5. All members of the Fire Department shall address officers of the Department by their appropriate rank. Exceptions can be made if an officer allows it in an informal setting of the workplace. This exception does not apply to formal or public settings or traffic over the radio.

Bryant Fire Department
General Rules

Policy Title:	Discipline	**Policy Number:**	106
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy identifies and standardizes procedures for responding to actions that violate city policies, department rules, standard operating procedures, directives, or any situation that reflects upon the department in a negative light.

Policy

1. The Progressive Discipline Policy is as follows:

    1st offense- Verbal warning

    2nd offense- Written reprimand with official letter placed in personnel file

    3rd offense- One 24 hour shift off without pay

    4th offense- Within 1 year of first offense will be grounds for termination

2. Three letters of reprimand within 1 year time will be grounds for termination.
3. Depending on the severity of the infraction, the Fire Chief reserves the right to proceed directly to any of the steps in the discipline policy.

Bryant Fire Department
General Rules

Policy Title:	Station Duties	**Policy Number:**	107
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy sets the standards for maintenance and upkeep of all fire stations.

Policy

1. Stations will be kept clean and in order. Each station will have a weekly cleaning schedule posted to ensure all areas of the station are cleaned. It is the responsibility of the station Captains to develop and implement this schedule.
2. Flags shall be flown every day. They shall be taken down at dark unless the flags are illuminated.
3. Exterior lights shall be turned on at dark and off at daylight.
4. Beds shall be neatly made daily. Personalization with comforters, bedspreads, and throws etc. are allowed as long as they are not offensive in nature. The area around the assigned bed should be kept clean, clear of trash, clutter, and excessive materials.We must remember that the stations are public buildings and we may have visitors at any time. The bedrooms should be presentable during the work day.
5. All stations shall mow the grass on the designated day Friday. In the case of inclement weather, they shall be mowed the next suitable shift.
6. All apparatus shall be kept clean and turned over to the oncoming shift clean and in service. The only exception to this will be if a run is made after 9 PM and then the oncoming shift will clean the apparatus but it shall still be turned over in service to the oncoming shift. The Captain may also make an exception to this rule where applicable.

Bryant Fire Department
General Rules

Policy Title:	Payroll	**Policy Number:**	108
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy establishes the procedure for reporting and payment of overtime and accrued compensatory time for sworn and non-sworn employees

Policy

1. All employees are responsible for completing and approving their own timesheets in the Executime software. Timesheets will be completed and approved as soon as practical and at least by the Monday morning payroll is processed.

2. All timesheets shall be reviewed for accuracy and approved by the Battalion Chief. The Battalion Chief will be responsible for the timesheets being properly and accurately completed. If the Battalion Chief is off duty, the designated backup approver on that shift will review and approve timesheets.

3. Hours for ANY time that is not a regularly scheduled shift will be recorded on the timesheet and a brief explanation given in the comments column.

4. Members who “Work Up” to the next level of responsibility when performing duties of a higher job position will be compensated. The rate of pay for these hours worked in the higher job position will be the employee’s regular rate plus 3%. Members will be assigned to work up based on the recommendation of the Battalion Chief or their fill in. The Battalion Chief will take into consideration fairness to available and qualified members as well as the overall operational effectiveness of the fire department. These hours will be properly documented on the timesheet.

5. Completion of the daily personnel log book is the responsibility of the Battalion Chief. This log book should be completed daily.

    a. The personnel logbook entry consists of 2 sections; The apparatus assignment section and the absentee section. The apparatus assignment section shall contain the names of the personnel that are actually present that day. The absentee section shall contain the names of any regularly scheduled employees that are absent, as well as the reason they are absent. The absentee section will be completed in RED. If an employee is working overtime to cover the shift, that person's name should appear in both the apparatus assignment section and the absentee section below, next to the name of the person they are working for.

    b. Sample Logbook Entry

    9/27/23 A Shift Wednesday

E1	*Captain*	*Engineer*	*Firefighter*
T1	*Captain*	*Engineer*	*Firefighter*
E2	*Captain*	*Engineer*	*Firefighter*
T3	*Captain*	*Engineer*	*Fill in*
Batt	*Battalion Chief*		

    Battalion Chief -Vac *Captain* - Sick
    Firefighter - Vac/*Fill in*

6. Time trades must follow the department's Time Trade Request Policy.The trade log book in the Battalion Chief's office must be completed in a timely and accurate manner at least 48 hours prior to the first shift of the trade.The information in this log book is used to verify information on time sheets.

Bryant Fire Department
General Rules

Policy Title:	Vacation	**Policy Number:**	109
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to establish a procedure for selecting vacation days in an equitable manner.

Policy

1. Vacation scheduling will be done in the month of December for the following year. Members will choose vacation dates in order of seniority based on date of hire, with the longest serving member first. The remaining members will choose dates in descending order of seniority. Members will select dates in 2 rounds as described below.
    a. If a member has 5 days of vacation they will pick a maximum of 2 days per round. 4 of the 5 days must be assigned a date. The 5th day can stay open to use throughout the year.
    b. If a member has 7 days of vacation they will pick a maximum of 3 days per round. 5 of the 7 days must be assigned a date. The 6th and 7th day will remain open to use throughout the year.
    c. If a member has 9 days of vacation they can choose a maximum of 4 days per round. 7 of the 9 days must be assigned a date. The 8th and 9th day will remain open to use throughout the year.
    d. For each additional 2 days accrued beyond 9 days, one will be assigned a date and one will remain open to be scheduled.
2. In the event that two employees have the same hire date, a coin toss will be used to determine the order.
3. There will be no more than 2 people scheduled off on the same day. When requesting vacation or requesting a date change, your request should be turned in at least 2 weeks prior to the day requested off. Exceptions may be made at the discretion of the Battalion Chief.
4. Once vacation dates are set, if there is a need to change them to a day that has an opening, it will be at the discretion of the Battalion Chief.

5. It is the responsibility of the Battalion Chief to oversee their shift's vacation calendar and to ensure any Vacation time taken by a member has been accrued and that all vacation time is used if at all possible.

6. After the initial 1 month selection period, vacations may be set on a first come, first serve basis.

Bryant Fire Department
General Rules

Policy Title:	Sick Leave	**Policy Number:**	110
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to provide a systematic process for the reporting and use of sick leave. This policy shall also define the responsibilities of supervisors regarding sick leave.

Policy

1. Sick leave shall not be substituted for Vacation.
2. The use of Sick leave shall be reported to the shift commander on duty no later than 5:30 AM before the start of the duty shift. Calls for use of sick leave shall be made to the Battalion Chief's mobile phone. No voicemail or text message will suffice.
3. Periodically the Battalion Chief will perform a welfare check on the member who called in sick. Abuse of sick leave will not be tolerated and be subject to disciplinary action.
4. The Family Medical Leave Act is available to members who qualify. This information is available through the Human Resources Department.
5. If a member calls in sick for two consecutive 24 hrs shifts (1 tour), the member must provide proof of treatment or an excuse from a medical provider.

Bryant Fire Department
General Rules

Policy Title:	Time Trades	**Policy Number:**	111
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy establishes the procedures for scheduling a time trade with another fire department employee.

Policy

1. Employees shall not seek approval for any time trades unless done voluntarily by and solely at the option of the employees and not at the request of the City of Bryant.
2. Trading time must not affect the budget of the department or the operational effectiveness of the department. Trading of time shall be conducted among personnel with the same experience and/or abilities unless otherwise approved by the Chief of Department or his designated representative.
3. Trading of time involving the ranks of Battalion Chief and higher must receive prior approval from the Chief of the department or his designated representative at least 48 hours prior to initial time trade.
4. If an employee fails to report for duty for an approved time trade, that person is responsible for filling the position, not the person for whom he/she is working. Employees who fail to report for duty for an approved time trade will be charged the applicable hours of vacation, and prohibited from participating in future time trades. In addition, failure to fulfill commitment in any manner, whether by absence or tardiness, may result in progressive disciplinary action up to and including termination.
5. Trading of time shall be on a time-for-time basis only. This means that an employee requesting to have their hours or shift substituted by another employee will not be granted authorization unless he/she agrees to work the equivalent number of hours for the substituting employee, subject to the provisions of this General Rule.
6. Approved time trades shall not affect Staffing Log Book entries; all such entries shall accurately reflect all persons who physically respond to calls.

7. In order to comply with federal law and with respect to properly approved time trades only, the City will compensate the employee who was originally scheduled to work the time in question, and not the employee who actually worked said hours. For example, Employees A and B are both scheduled to work 40 hours in a given week. Employee A works thirty hours and asks Employee B to work 10 hours on their behalf. Employee B agrees, the proper paperwork is completed, the request is authorized in writing, and Employee B works 10 hours of Employee A's shift. Even though Employee B worked 50 hours that week, he is paid for only 40 hours. Employee A later works 10 hours of Employee B's regularly-scheduled hours, the City will compensate Employee B, even though Employee A actually performed the work.

8. When time trades are documented in Executime, they will only be identified on the timesheet of the person originally scheduled to work. This will be done by listing the person that you have traded with in the comments column. The person filling in will not list the time trade on their timesheet.

9. In the event a time trade is scheduled on a City-designated holiday, the employee who was originally scheduled to work but traded to have that time off will be compensated as if they worked the holiday. The employee who agreed to substitute on said holiday will not be compensated as if they worked during a holiday, in accordance with the above provision.

10. Time trades will only be authorized in 1 hour increments.

11. In order for a time trade to be approved, the parties need to fill out the time trade logbook found in the Battalion Chief's office at least 48 hours before the first date of the trade. Battalion Chiefs will review and approve pending trades each tour.

12. Failure to comply with these rules, failure to show up for an agreed upon time trade, or failure to complete a time trade will result in the employee losing their time trade privileges for a period up to 1 year on the first offense and can increase thereafter for any additional offenses.

13. There will be a maximum of 4 time trades allowed per employee, per month.

Bryant Fire Department
General Rules

Policy Title:	Shift Bid System	**Policy Number:**	112
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to provide a means for Firefighters, Engineers, and Captains to apply for openings on other shifts, trade shifts with another person of the same rank, or put their position on a shift up for bid.

Policy

1. In the event of a position opening on any shift (Firefighter, Engineer, or Captain) due to the promotion, demotion, retirement, termination, resignation, etc. of an employee, or the staffing of additional fire companies or new fire stations, the vacancy on the shift shall be filled by a lateral transfer (excludes 40-hour positions unless approved by the Fire Chief and probationary personnel in the rank of firefighter).

2. All positions to be filled by lateral transfer and the opening created by the first winning bid shall be announced by a Fire Department generated email for a period of at least three (3) calendar days. Such announcements must include a description of the position to be filled, the opening date of the application period, and the closing date of the application period. Such positions shall be considered open for application for this three (3) calendar day period. Applications and withdrawals for bid are to be submitted to the Assistant Chief via city email, no later than 14:00 hours on the date of expiration of the application period. The applications for bid must be sent by the employee via city email. The Assistant Chief shall send a reply of confirmation of receipt via City email. Fire management will post notification of known upcoming retirement (members that have submitted a letter of intent) within two weeks of retirement date. If simultaneous openings occur, the senior employee's position shall be posted and bid first and progress until the simultaneous openings are all posted for bid. Fire management will stagger the bids by one day based on seniority.

3. In the event that more than one employee applies for the position, the position shall be filled by the bidding employee with the greatest time in grade.

4. After all bidding is complete, if no application is received for a posted open position, the positions will be filled with probationary employees of the appropriate rank. Employees may be drawn from an established list for new hires or promotion.

5. An employee (excluding 40 hour and probationary personnel in the rank of firefighter) may submit his/her own position for bid application. The submitting of bids shall consist of a two-tier bid process. The employee so doing shall be transferred to the final vacancy

created by this process. Employees may submit their position for bid application during two (2) open bid submission periods per year. Upon being transferred, the employee submitting his/her position for bid and the employee who won the bid shall be restricted under the provisions of Section 9. The employee may not bid on another position during the period that the employee's position is open for bid.

6. If at any time, two Firefighters, two Engineers, or two Captains agree to swap bidding assignments, those personnel involved must submit their request in writing to their immediate supervisor. Mutual exchange of bidding assignments shall be subject to final approval by the Fire Chief. Upon being transferred, both employees shall be restricted under the provisions of Section 9.

7. Seniority shall be defined as continuous service in current rank. Should the date of rank be the same for two or more employees, the determining factor shall be the length of continuous service on the Bryant Fire Department. Should the length of continuous service be equal, the employees' names will be placed in a hat and the winner will be the employee whose name was drawn.

8. If an employee wins a bid application for transfer on multiple open positions he/she will be granted the position that closes first and any other winning bids by said employee will be voided.

9. If an employee is deemed to be the successful bidder and receives the transfer, he/she shall be ineligible to submit a request for transfer, bid on an open position, or bid on a position submitted for bid application for a period of two (2) years from the effective date of transfer. All unsuccessful bids shall be destroyed.

10. This in no way restricts the right of management to re-assign employees in order to maintain operational functionality. Transfers by management shall not limit the employee in the right to bid for another position. If management subsequently transfers an individual within two (2) years of that individual's successful transfer bid, he/she will then become eligible to bid on open positions, positions submitted for bid application, and have the ability to place his/her position in consideration as outlined in Section A of this article.

11. No probationary personnel in the rank of firefighter, engineer, or captain shall be eligible to apply for bid transfer or place his/her position in consideration under Section 2 of this article until the completion of their probationary period.

12. No promotion shall be postponed due to the bidding process.

13. No employee will be forced to move to another shift based on the seniority request of another member.

14. Forty (40) hour personnel will have the ability to bid on positions if they receive permission from Management.

Bryant Fire Department
General Rules

Policy Title:	Annual Performance Evaluations	**Policy Number:**	113
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy establishes the frequency and procedures for annual employee evaluations.

Policy

1. Performance evaluations will be conducted annually on all members.
2. Evaluations will be performed in the month of their employment anniversary.
3. Members will not be evaluated by other members of the same rank.

Bryant Fire Department
General Rules

Policy Title:	Promotions	**Policy Number:**	114
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to set eligibility standards for promotional requirements and to specify materials for promotional testing.

Policy

1. The Bryant Fire Department will facilitate all testing and assessment for promotions and hiring.
2. All promotions will have a one year probationary period.

Promotion Eligibility

1. To be eligible for promotion to the rank of Engineer, Firefighters must have
    a. 2 consecutive years of experience with the Bryant Fire Department
    b. Completed the Bryant Fire Department Apparatus Operator Test Book
    c. Firefighter I & II
    d. Arkansas EMT-B, or higher
    e. HazMat Operations
    f. Driver/Operator
2. To be eligible to test for the rank of Captain, Engineers must have
    a. All requirements of Engineer, plus
    b. 2 years experience with the Bryant Fire Department at the rank of Engineer
    c. Fire Service Instructor I
    d. Fire Officer I
    e. Fire Inspector I
    f. Within 1st year of promotion, ICS-300 and ICS-400

3. The position of Training Captain will be appointed by the Fire Chief within the rank of Captain.
    a. Additional training may be required by the Fire Chief based on appointment.
    b. Upon appointment, the Training Captain will have 1 year to obtain
        i. Fire Service Instructor II
        ii. NFPA 1403 certification
        iii. Incident Safety Officer
4. To be eligible to test for the rank of Battalion Chief, Captains must have
    a. All requirements of Captain, plus
    b. 8 years of experience with the Bryant Fire Department
    c. Minimum of 3 years at the rank of Captain
    d. Fire Officer II
    e. Fire Service Instructor II
5. The position of Fire Marshal will be appointed by the Fire Chief within the rank of Battalion Chief.
    a. Additional training may be required by the Fire Chief based on appointment
    b. Upon appointment, the Fire Marshal will have 1 year to obtain
        i. NFPA Certified Plans Examiner
        ii. Inspector II
6. To be eligible to test for the rank of Assistant Chief, Battalion Chiefs must have
    a. All requirements of Battalion Chief, plus
    b. 15 years of experience with the Bryant Fire Department
    c. Minimum of 3 years at the rank of Battalion Chief

Promotion Testing

1. Promotional testing for Engineer will be weighted as follows
    a. 70% practical/hands on
        i. Command assessment (Scene size-up, initial assignments)
        ii. Driving assessment (e.g., serpentine, alley dock, diminishing clearance)
        iii. Truck 3 deployment
        iv. Pumping scenario
    b. 30% written exam
2. Promotional testing for Captain and Battalion Chief will be weighted as follows
    a. 60% written exam
    b. 40% oral interview
3. Promotional testing for assistant Chief will be weighed as follows
    a. 40% written test
    b. 60% oral interview with Fire Chief

Promotion Requirements

Firefighter
Firefighter 1
Firefighter 2
EMT
HazMat Operations

Engineer
Driver/Operator

Italics are post-requisites

Captain
Fire Service Instructor 1
Fire Officer 1
Fire Inspector 1
ICS-300, ICS-400

Training Captain
Fire Service Instructor 2
NFPA 1403
Incident Safety Officer

Battalion Chief
Fire Service Instructor 2
Fire Officer 2

Fire Marshal
NFPA Certified Plans Examiner
Fire Inspector 2

Bryant Fire Department
General Rules

Policy Title:	General Rules	**Policy Number:**	115
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This section is a collection of general rules that are not covered by other rules or SOGs.

Policy

1. The Chain of Command shall be used by all members where appropriate.
2. All orders or directives issued shall be followed completely and immediately without question unless there is an issue with life safety.
3. There shall be no visitors after 9:00 PM. Visitors shall only be allowed in common areas. The Battalion Chief may make exceptions depending on the circumstance.
4. When answering Department phones the greeting will be polite and applicable. Department phones are for Department use. Personal calls shall be limited in length.
5. Pets are not allowed in any Fire Station or Apparatus unless approved by the Battalion Chief
6. The Bryant Fire Department Handbook is in addition to the City of Bryant Employee Handbook.
7. Only Department members are to be allowed to ride on any apparatus unless permission has been granted by the Battalion Chief and proper release forms are signed.
8. Washing of personal vehicles and MINOR maintenance will be allowed during the week from 6PM to 9PM, and on the weekends from 2PM to 9PM. All required supplies will be furnished by the member. This will only be allowed after all required work is completed.
9. Washing of personal laundry will be allowed. The member will provide all required laundry supplies.
10. For days of tour change, all members shall be out of their beds by 5:30AM. For days between day 1 and day 2 of a tour, all members shall be out of their beds by 8:00 AM. Beds will not be occupied before 8PM. Exceptions may be made by the supervising officer.
11. Smoking will be only allowed in designated areas. Areas will be designated by the Fire Chief in accordance with State Law.

12. Spaces provided by the department and/or by the members themselves at fire stations for the storage of personal effects such as but not limited to toiletries, medications, towels, clothing, pictures, etc., shall be considered personal spaces and private. These spaces shall only be accessed by the person who the space is assigned to and shall be labeled with the members name in an approved manner. It is suggested that they also be locked. The Chief and Assistant Chief or members under their direction shall be the only other individuals allowed to access these personal spaces. This access by the department administration will only be necessary when a city or department policy violation is in question or for a safety concern.

13. Adequate time will be authorized for personnel to participate in physical fitness training. Physical fitness training is highly encouraged and all members are responsible for ensuring they are physically able to perform assigned job duties.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Training	**Policy Number:**	201
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To provide a training structure that helps ensure all personnel are receiving quality and routine training that is standardized throughout the department, and stresses the importance of effectiveness and safety

Policy

1. The designated Training Officer of the department will be responsible for the implementation of all training needs of the department. The Training Officer will work with the Administration of the department to determine the specific training needs and will develop and implement training programs to address those needs.
2. The Officer in charge at each station Captain of each company shall ensure that all assigned training is conducted and documented. They will communicate, coordinate, and document such training through the Training Officer.
3. All members are required to attend all training that is considered mandatory by the Chief of the Department.
4. Proper and applicable Personal Protective Equipment appropriate to the task shall be used when training is conducted.
5. Training will be conducted based on the abilities of the members involved. Training should progress through Skills, Drills, and Evolutions.
    a. Skills - Training conducted for the purpose of learning basic techniques for individual tasks.
    b. Drills - Training conducted to put individual skills together in sequence. Drills are conducted to hone skills and blend them together.
    c. Evolutions - Training conducted with a particular goal where firefighters, officers, and/or chiefs have to determine the tactics to use.

Training Reports

1. Training reports will be submitted to document all training.
2. Training Hours should reflect the actual time spent training. When multiple topics are covered in training, the individual topic hours should not exceed the total time spent training.
3. When multiple companies participate in a training exercise, only 1 training report should be submitted that includes everyone involved.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Communications	**Policy Number:**	202
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to describe the procedures for use of communication equipment.

Policy

1. Radio communications shall be checked daily at 8:30 or as soon as practical.
2. Every member on duty will be assigned a radio that will be carried for the duration of the tour.
3. When communicating over the radio, the format used will be UNIT BEING CALLED from UNIT CALLING. For example, “Battalion 1, this is Engine 2”.
4. When communicating with Dispatch, our units will need to be identified as Bryant units. For example: “Dispatch, Bryant Engine 1 will be enroute”.
5. Upon arrival on scene, responding units will move from the dispatch channel to the appropriate Fire Ground channel. This keeps the dispatch channel open for additional calls. The Battalion Chief shall carry a second radio that is on the Dispatch channel so that he can monitor other information.
6. When responding to Mutual Aid calls, Bryant Fire Department units and personnel will communicate on a Bryant Fire Department Fireground channel. The Battalion Chief shall carry a second radio that is on the Mutual Aid fireground channel and establish face to face contact with the Incident Commander.
7. When communicating on the radio, plain language will be used. 10-codes or other coded language will not be used unless it is widely understood, e.g 10-4 to mean “ok”.
8. Professionalism should be maintained when communicating over the radios. The public has the ability to monitor our radio frequencies via cell phone apps. Foul language, jokes, and anything that will reflect poorly on the department shall not be transmitted.
9. Procedures for the activation of the emergency call button on handhelds:
    a. If the emergency distress button is activated on a portable radio, the dispatchers will leave the channel open and monitor the traffic for 10 seconds.
    b. Dispatchers will then ask the unit who activated the distress call, “Truck 3A….10-50?” for example. Dispatchers will ask this up to a maximum of 3 times if there is no initial response.

c. The required response is “10-50” if the situation is OK or if the button was pressed accidentally. ANY OTHER response or lack thereof will be considered grounds for an emergency and the channel will be cleared of ALL radio traffic until the situation is resolved.

d. When monitoring the channel in the initial 10 seconds and Dispatch hears any traffic or background sounds that could signify the unit is in trouble, an emergency shall be declared. If an emergency is declared, the Battalion Chief will be notified by dispatch by telephone and a PD officer will be sent to the unit’s last known location to assess the situation.

e. In the event of an emergency, it will be the responsibility of the unit in distress to make use of the initial 10 seconds when the channel is opened to provide as much information as possible to assist dispatch. This should include terms that

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Apparatus Operation	**Policy Number:**	203
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To provide personnel with guidelines that establish safe practices to ensure emergency apparatus are safely operated.

Policy

1. It is the responsibility of the driver of each fire department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Arkansas Motor Vehicle code. This code provides specific legal exceptions to regular traffic regulations, which apply to fire department vehicles only when responding to an emergency incident. Emergency response does not absolve the driver of any responsibility to drive with due regard to the safety of others.

2. All persons driving or riding in fire department vehicles shall be seated in approved riding positions with seat belts or safety restraints fastened at all times when the vehicle is in motion. The driver shall not begin to move the vehicle until all passengers are seated and properly secured. All passengers shall remain seated and secured as long as the vehicle is in motion. Seatbelts shall not be loosened or released while enroute to dress or don equipment.

3. When responding to an emergency incident Code 3, warning lights must be on and sirens must be sounded to warn drivers of other vehicles and to request the right-of-way at traffic intersections. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. Warning devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle's presence.

4. The operator of an apparatus shall operate it at a safe speed at all times, especially at corners and intersections. Careless, reckless, and unauthorized use of an apparatus is prohibited.

5. Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit. When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections (traffic light or stop sign), they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights. When approaching a negative right-of-way intersection (red light, stop sign), the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

6. At least one member on an apparatus shall act as a spotter when the apparatus is backing up. Before backing any fire department vehicle, the driver shall ensure that the intended path is clear of hazards or obstructions. One or more spotters shall be employed as guides in all situations where the driver does not have a clear vision of the path of travel. A spotter is responsible for guiding the driver and ensuring that any potential hazards are avoided.

7. If an apparatus is involved in an accident while en route to a call, the Captain shall immediately assess the condition of everyone involved, radio dispatch and the Battalion Chief to inform them of the situation, request additional needed resources, and wait to be released from the scene by law enforcement.

8. Apparatus shall advise when they are back in service by radio AND apparatus computer.

9. Any employee that is asked/tasked to operate an apparatus (other than Brush 1) must be completely checked off on that apparatus. In the event of being short staffed, the Battalion Chief must fill the spot with an engineer or a firefighter that is qualified to operate that apparatus.

    a. (Example: A Firefighter who is checked off on the engines, but not the trucks, cannot fill a spot on T1 or T3. The same rule applies to shift swaps and overtime).

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Response Guides	**Policy Number:**	204
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy establishes a standard response plan for operational response to structure fires and other fire calls.

Policy

Calls will be dispatched based on 4 designated response districts (1, 2, 3, and Springhill Fire District). Each station responsible for the designated district will be the first unit dispatched. If the unit responsible for the district that the incident is in is already on a call, the next closest appropriate unit will be responsible.

Structure Fires

1. The standard response to all structure fires in the City of Bryant will be the Battalion Chief, at least three apparatus (all 4 if available), Benton Fire Department, and Collegeville Fire Department as automatic aid. At least one apparatus must be an aerial.

2. The standard response to fire calls in the Springhill Fire Protection District will be the Battalion Chief, two apparatus, Salem Fire Department, and Collegeville Fire Department as automatic aid. Additional resources may be sent at the discretion of the Battalion Chief after the fire protection needs of the City are addressed.

3. The standard response to all mutual and automatic aid calls will be the Battalion Chief and one apparatus. Additional resources may be sent at the discretion of the Battalion Chief after the fire protection needs of the City are addressed.

4. Response to all fire calls will be Code 3.

Fire Alarms

1. The standard response to all fire alarms will be the Battalion Chief and at least three apparatus. One apparatus must be an aerial. Only the first 2 units and the Battalion Chief will respond Code 3. All other units will respond Code 1 unless notified otherwise. The crew on the initial arriving apparatus will assess the conditions, and advise the incoming units to upgrade or cancel.

2. The standard response to all fire alarms in the Springhill Fire District will be the Battalion Chief and at least two apparatus. and one must be a ladder. Only the first unit and the Battalion Chief will respond Code 3. All other units will respond Code 1 unless notified

otherwise. The Captain on the initial arriving apparatus will assess the conditions, and advise the incoming units to upgrade or cancel.

3. If a residential fire alarm is canceled by the caller or alarm company prior to unit arrival, the closest unit or Battalion Chief will downgrade and continue to the alarm address to drive by and visually ensure there are no signs of fire.

Other Fire Calls

1. The standard response for all other fires (vehicles, dumpsters, grass, etc.) For all other fires, vehicles, dumpsters, grass, etc., the response will be determined by the district location of the call will be the Battalion Chief and one apparatus and/or Battalion Chief on duty.Response to all other fire calls will be Code 3.

Medical Calls/Medical Alarms

1. The standard response to all medical calls and medical alarms will be one apparatus. The Battalion Chief will also be notified. The Battalion Chief may respond based on the incident dispatch information.
2. Response to all medical calls or medical alarms will be Code 3 for the initial response.
3. Additional units may be requested at the Captain's discretion. Additional units will respond Code 3 or Code 1 based on conditions.
4. Response to lift assist calls will be Code 1 unless the information provided indicates that the call may actually be medical in nature at which time the response will be upgraded to Code 3.

Motor Vehicle Accidents

1. The standard response to motor vehicle accidents will be one unit equipped with extrication equipment and the Battalion Chief.
2. An additional unit will respond for any MVA that meets one of the following criteria:
    a. Located on the Interstate or Service Road
    b. Three (3) or more vehicle involved
    c. Four (4) or more known patients.
3. Apparatus shall be positioned at emergency scenes in a manner that protects patients and emergency workers at the scene. Only the portion of the roadway needed for emergency operations will be blocked. Bryant PD should be requested to control traffic.
4. Additional units may be requested at the Battalion Chief's discretion.

City Coverage

1. Anytime BFD apparatus will be on scene or out of district for an extended amount of time, which results in a gap in district coverage, steps should be taken to ensure that available units are adequately covering the city.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	EMS Calls	**Policy Number:**	205
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To establish a guideline on the variety of rescues or medical responses to which Bryant Fire Department may respond.

Policy

1. The standard response for an EMS call will be the apparatus stationed within the district the incident address is located. If an apparatus is incorrectly dispatched to an address, they should begin response until the correct unit acknowledges or is dispatched. Additional apparatus and/or personnel may be dispatched at the discretion of the Battalion Chief.

Scene Safety

1. Dispatch will notify the responding FD unit either upon dispatch or enroute, of any information or details that the scene might be unsafe for responders such as domestic violence, suicide attempt, overdose, etc.
2. When dispatched, it is the responding officer's responsibility to determine if the scene is safe for their crew to provide medical care on any call. The same is true for scenes to which the company and apparatus were not previously dispatched. This can include but is not limited to:
    a. Being flagged down by a distressed or stranded person
    b. A "walk up" or "drive up" to the fire station or location of apparatus posting
    c. Witnessed or unwitnessed vehicle accidents
3. If it is known or suspected that the scene might be unsafe because of the nature of the call, the responding unit will respond code 3 until 1 block from the scene or such distance Captain deems appropriate. The Captain will then radio Dispatch and notify them that they are on scene, staged, and waiting for verification from a PD Officer that the scene is safe. Once the scene is deemed safe by the Police, the Fire unit will then proceed to the scene.
4. If at any time while on scene, any member of the crew determines the scene to be unsafe, the responding unit will immediately leave the scene and notify Dispatch of the situation.

Body Substance Isolation/ Personal Protective Equipment

1. It is the responsibility of every individual to determine the level of protection required on each rescue response. The level of protection should be appropriate to the situation. Prior to making patient contact, responders will don all appropriate PPE. The minimum level of BSI/PPE required on a medical scene is medical gloves.
2. If there is a chance carbon monoxide may be involved, a CO monitor will be utilized to check levels. SCBA will be donned if CO levels are found to be above required levels.

Additional Resources

1. It is the responsibility of the Captain to determine the resources necessary for any given rescue response. They have the authority as Incident Commander to call for as many resources as necessary to mitigate the emergency.
2. If all Fire Department units are dispatched on a working fire and another call is dispatched, it will be at the Incident Commander's discretion if a Fire unit will leave the scene to respond or call for a mutual aid response to the second call.

Fire Department Requests

As the IC, the Company Officer can request any additional units from FD deemed necessary to handle the emergency.

Ambulance Requests

1. The IC may call for additional ambulances. Requests should be made with understanding of limited resources of the ambulance service. When making requests, the following information needs to be relayed:
    a. Number of patients determined by scene size up.
    b. Number of patients entrapped and/or the estimated time of extrication
    c. If a mass casualty incident, the number of red and yellow status patients is determined by the START triage system.

Air Medical Requests

1. The IC may call for air medical services based on the mechanism of injury.
2. Requests can be made to launch with in air stand-by and later canceled if determined to not be needed.

Patient Assessment

1. It is the responsibility of all crew members on the scene of a rescue or medical emergency response to evaluate the patient and determine if the patient requires immediate treatment.
2. Patient assessment techniques will follow all standards of emergency medical care in accordance with Bryant Fire Department's Medical Protocols.

Reporting Transport/Transfer of Care

1. It is the responsibility of the Captain to report all findings during the initial patient assessment to the arriving ambulance crew leader. This information should include, but is not limited to:
    a. Patient's name/age if known,
    b. Patients general disposition – Chief Complaint, Mechanism of Injury, or nature of illness
    c. Patient's mental status assessment
    d. Pertinent history of the present illness and major past illnesses
    e. Patient's baseline vitals signs, and last vital signs taken
    f. Pertinent findings of the physical exam of the patient
    g. Description of the treatments rendered and patient's response to treatments

AMA/Refusal

1. All emergency calls resulting in ambulance cancellations require a signed and witnessed AMA/Refusal of Treatment form. The following information will be obtained and recorded on the form:
    a. Patient mental status: alert and oriented to person, place, time, and event
    b. Baseline vital signs
    c. Assessment findings

Mandatory Reporters

1. Federal and State law specify that firefighters are mandatory reporters of suspected abuse and neglect.
2. Reporting shall be done by an Officer by contacting the Hotlines listed below.

   Arkansas Child Abuse Hotline: 1-800-482-5964

   Arkansas Adult Protective Services: 1-800-482-8049
3. The incident report number shall be given to the call taker and an email shall be sent up the chain of command detailing the event.
4. Thorough and detailed documentation shall be made in the incident report of the suspected abuse and/or neglect.
5. Law enforcement shall also be notified.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Fires in 1 or 2 Family Dwellings	**Policy Number:**	206
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

This policy establishes standard arrival assignments for apparatus as they arrive on scene of a 1 or 2 family dwelling structure fire.

Policy

1. The standard arrival assignments will apply to all 1 or 2 family residential structure fires and fire alarms. It will be presumed that all residential structure fires have searchable space and savable victims.
2. The assignments are based on primary incident objectives of Life Safety, Incident Stabilization, and Property Conservation that have been the backbone that the fire service was built upon. The goal is to achieve nearly simultaneous fire attack and primary search of residential structures to increase the chances of survival for any trapped or injured occupants.
3. If a comprehensive 360^{o} size up conducted by the search crew determines there is no survivable space in the home, the search crew will be assigned to a new task.

Arrival Assignments

1. 1st Due Company – (1) fire attack or (2) search based on arrival conditions and/or bystander reports. Decision to be made by the first arriving officer (BC or 1st in Captain).
    a. **Primary Responsibility of the first due company is to initiate fire attack or protect life safety by starting a search/VES.**
    b. Size-up, make an accurate arrival report, pull past the structure if possible, leaving room for the first arriving ladder company and establish command.
    c. Officer shall get a 360-degree view of the building and use the thermal imaging camera to assist with building size up. Prioritizing life safety / rescue / VES, exposures, and fire attack.
    d. Based on conditions and bystander reports, make the decision of fire attack or search.
2. 2nd Due Apparatus – (1) search or (2) fire attack based on the actions of the 1st due apparatus. Water Supply (tank water).

    a. **Primary Responsibility of the second due company is to conduct a primary search or initiate fire attack.**
    b. Ensure the initial attack line is stretched and operating if not done by the first due company.
    c. Search and occupant removal if the first due company began a fire attack.
    d. Engineers shall establish a connection to the attack pumper with a 3-inch supply line and provide tank water (Booster Back-Up).
3. 3rd Due Apparatus – Water Supply (Hydrant), secondary attack line, assist rescue, ventilation.
    a. **Primary Responsibility of the third due company is to secure a water supply and/or stretch a backup/second attack line.**
    b. The third due company will connect to a hydrant and lay a supply line. The supply line will go directly into the Booster Back-Up apparatus. The supply line will typically be a 5-inch supply line. For large dwellings, or dwellings further than 500’ from the hydrant, relay pumping may be considered.
    c. The secondary line can be stretched and used to supplement the attack crew or to protect the search crew egress by being deployed to their point of entry.
    d. Assist search crew with removal and medical treatment of any found victims.
    e. If no victim is found, ventilation of the structure via PPV fan, vertical ventilation, hydraulic ventilation, or natural ventilation.
4. RIT - Benton
5. 4th Due Apparatus - as assigned by Incident Command based on conditions upon units arrival.

Fire Scene Safety

1. Entry into a structure fire will be announced over the radio and made with a minimum of a two firefighter entry team and if at all possible a minimum of a two firefighter backup team. Limited exceptions may be made based upon the determination of the Captain on scene and/or the Battalion Chief in the interest of saving the life of an occupant.
2. Every firefighter of the entry team will have a radio.

3. Fire Attack teams will have at least one egress tool. Every member of Search teams will have an egress tool.

4. Every member of any entry team will have a thermal imaging camera.

Post Fire Considerations

1. The Incident Commander will conduct an investigation in an effort to determine the cause and origin of the fire.

2. On-Scene Decon of Personnel and Equipment: All personnel exposed to any on-scene contamination shall take steps to remove as much contamination as possible from themselves and their PPE before entering any apparatus and leaving the scene. This shall be accomplished by utilizing a low pressure, fog pattern water spray, cleansing wipes, or whatever effective means are necessary and available. When practical, all equipment exposed to any on-scene contamination shall be sprayed off utilizing a low-pressure, fog pattern water spray before leaving the scene.

3. Protective Hood Exchange: All personnel exposed to any on-scene contamination shall turn in their contaminated protective hood to the Incident Commander in exchange for a clean one. Contaminated protective hoods shall be immediately laundered and placed back in the clean container in the Battalion Chief Unit. It shall be the responsibility of the Incident Commander to ensure adequate on-scene decontamination and protective hood exchange is performed.

Fire Alarms in 1 or 2 Family Dwellings

While the Response Guides differ between fires and fire alarms, fire alarms shall be treated as actual fires and require the same arrival assignments as outlined above until proven otherwise. Crews should maintain their responsibilities and treat the alarm as if the building is on fire. Fire alarms should be treated as training opportunities for response to actual fires in the same building.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Fires in Large Buildings With Sprinklers	**Policy Number:**	207
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To provide basic guidelines that assist personnel in effectively responding to fires in large sprinklered buildings and supporting automatic sprinkler systems.

Policy

Arrival

1. The first arriving unit shall establish command. An initial size-up shall be completed and the approximate location of the fire should be determined. During size-up, the fire department connection (FDC) should also be located. This information will be transmitted to all arriving companies.
2. The first arriving engine shall be responsible for positioning at the FDC, supplying water to the sprinkler system, and securing a 5” supply line to a hydrant. However, the first arriving engine may elect to have the second arriving engine position at the FDC if the first arriving engine company must address an immediate rescue situation. The Engineer will make all necessary connections and charge the FDC lines. The crew will assist with fire attack or evacuation as needed once the hydrant and FDC connections are made.
3. The first arriving aerial apparatus will position themselves for aerial operations. The Engineer will be responsible for aerial operations. The crew will be responsible for evacuation/search of the structure while attempting to locate the fire. Conditions inside the structure, operational status of sprinklers, and location of the fire will be communicated to Incident Command.
4. The second arriving engine will be the primary fire attack company and will position the apparatus near the closest entrance to the fire location as reported by the search crew.
5. The second arriving aerial apparatus will position themselves in a location to provide aerial support as needed. The engineer will be responsible for aerial operation while the crew will assist the fire attack crew with water supply and fire suppression activities.
6. On most large structures, hydrants are located near entrances and it may be necessary for each apparatus to make their own connection to a hydrant for water supply needs.

SUPPORTING SPRINKLER SYSTEMS

1. Metallic, ceramic, and plastic “break away” caps protecting the siamese connections, may be removed by striking the center of the cap with a striking tool or by prying one of the screw eyes off the pin lug. Some siamese connections may be secured with the Knox FDC cap system, if so these will require the use of the Knox FDC cap key.

2. Immediately after all water supply connections have been completed and the FDC has been charged, the Incident Commander should verify that water is flowing into the sprinkler system. If water is not flowing, the FDC Engineer should verify that all accessible control valves are open. If a valve is found closed, the Incident Commander should be notified promptly and the valve should be opened fully unless it is tagged “Closed for Repairs”. Valves found closed should be reported to the appropriate fire investigator after the incident.

3. Sprinkler systems in commercial buildings should always be supplied with no less than 2½ ” hose, and both siamese inlets should be supplied.

4. If a building is equipped with both a standpipe system and automatic sprinklers, the standpipe system should be supported first to ensure adequate water flow for the initial attack team.

5. Supply hose connected to the sprinkler system should be charged as necessary. The Incident Commander should order the sprinkler system augmented upon the indication of a working fire (smoke, heat, or visible fire) or on reports from interior crews.

6. Water flow alarms indicate only that water is flowing, but it may be due to reasons other than a fire. These may include broken piping or a dislodged sprinkler head.

7. Pump discharge pressure for supplying a sprinkler system should start at 150 psi, unless the system is posted for another pressure. This pressure may have to be adjusted accordingly based upon reports of sprinkler system performance received from interior crews, if more than two lengths of 2 ½” hose are needed to reach the siamese connection, or for fires on upper floors.

OPERATIONS IN SPRINKLERED BUILDINGS

1. In order to facilitate operations and reduce water damage, all interior crews shall carry wooden sprinkler wedges or sprinkler tongs to stop the flow of water from a sprinkler head. Stopping the water flow should only be done after verifying the fire is under control and hoselines are in place.

2. The sprinkler system control valve to the affected area should only be shut down on orders from the Incident Commander. These orders will be given once it is determined that the fire is under control and hoselines are in position. After the system control valve has been closed, personnel must be assigned to the sprinkler system control valve to immediately reopen the valve if needed. Assigned personnel must have a portable radio to have direct communication with the Incident Commander.

Fire Scene Safety

1. Entry into a structure fire will be announced over the radio and made with a minimum of a two firefighter entry team and if at all possible a minimum of a two firefighter backup team. Limited exceptions may be made based upon the determination of the Captain on scene and/or the Battalion Chief in the interest of saving the life of an occupant.

2. Every firefighter of the entry team will have a radio.

3. Fire Attack teams will have at least one egress tool. Every member of Search teams will have an egress tool.

4. Every member of any entry team will have a thermal imaging camera.

Post Fire Considerations

1. The Incident Commander will conduct an investigation in an effort to determine the cause and origin of the fire.

2. On-Scene Decon of Personnel and Equipment: All personnel exposed to any on-scene contamination shall take steps to remove as much contamination as possible from themselves and their PPE before entering any apparatus and leaving the scene. This shall be accomplished by utilizing a low pressure, fog pattern water spray, cleansing wipes, or whatever effective means are necessary and available. When practical, all equipment exposed to any on-scene contamination shall be sprayed off utilizing a low-pressure, fog pattern water spray before leaving the scene.

3. Protective Hood Exchange: All personnel exposed to any on-scene contamination shall turn in their contaminated protective hood to the Incident Commander in exchange for a clean one. Contaminated protective hoods shall be immediately laundered and placed back in the clean container in the Battalion Chief Unit. It shall be the responsibility of the Incident Commander to ensure adequate on-scene decontamination and protective hood exchange is performed.

POST-FIRE OPERATIONS

1. Where only a few sprinkler heads are operating, sprinkler tongs or wooden wedges should be used to immediately stop the flow from the opened heads without shutting off the entire system.

2. Automatic sprinkler systems in their entirety should not be shut off until the fire has been extinguished. If there is a sectional or floor control valve, this valve should be closed in lieu of the main valve. Personnel should be assigned to remain at the valve until overhaul is completed.

3. When the fire is extinguished and overhaul is completed, the lines from the engine to the sprinkler system FDC should be disconnected.

4. If the sprinkler system cannot be restored to operating condition by the time the last fire department unit leaves the premises, the Fire Marshal should be notified of the structure's noncompliance status. The Incident Commander should notify the building owner or representative that the building cannot be re-occupied until the required sprinkler system is back in-service or a fire watch is posted.

5. For liability reasons, fire department personnel shall not install replacement sprinkler heads in any building.

Fire Alarms in Large Buildings With Sprinklers

While the Response Guides differ between fires and fire alarms, fire alarms shall be treated as actual fires and require the same arrival assignments as outlined above until proven otherwise. Crews should maintain their responsibilities and treat the alarm as if the building is on fire. Fire alarms should be treated as training opportunities for response to actual fires in the same building.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Fires in Large Buildings Without Sprinklers	**Policy Number:**	208
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To provide basic guidelines that assist personnel in effectively responding to fires in large non-sprinklered buildings. These buildings can include commercial structures and apartment buildings.

Policy

Arrival

1. The first arriving unit shall establish command. An initial size-up shall be completed and the approximate location of the fire should be determined. This information will be transmitted to all arriving companies.
2. The first arriving engine shall then initiate fire attack or initiate search based on initial scene size up and bystander reports. If the first arriving unit is an aerial apparatus, the unit shall be positioned so that the aerial can be used if necessary.
3. The first arriving aerial unit shall position themselves to provide for aerial operations. The crew will initiate a search if the first unit begins a fire attack. The Engineer will be responsible for aerial operations. The crew will be responsible for evacuation/search of the structure or surrounding units while attempting to determine the spread of the fire. Conditions inside the structure and location of the fire will be communicated to Incident Command.
4. The second arriving engine unit will be responsible for water supply to the primary attack unit if needed, and supporting fire attack.
5. The second arriving aerial apparatus will position themselves in a location to provide aerial support as needed. The engineer will be responsible for aerial operation while the crew will assist the fire attack crew with fire suppression activities.
6. On most large structures, hydrants are located near entrances and it may be necessary for each apparatus to make their own connection to a hydrant for water supply needs.

Operational Considerations

1. Based on the size and design of these types of structures, the use of high rise packs and 3” leader lines may be utilized to reduce the time needed to get hand lines in operation and water on the fire.

2. Based on the size and design of these types of structures, crews may consider dry stretching hand lines to a position closer to the fire before charging. This can reduce the time needed to get lines in place as it is quicker and easier than moving charged hand lines. Consult with the Incident Commander to determine if it is safe to dry-stretch the attack line or if it is necessary to charge the line prior to entering.

3. Based on the size and design of these structures, if the fire is advanced enough, aerial devices may be utilized early by positioning the monitors low and flowing through the entrance to increase GPM flow.

Fire Scene Safety

1. Entry into a structure fire will be announced over the radio and made with a minimum of a two firefighter entry team and if at all possible a minimum of a two firefighter backup team. Limited exceptions may be made based upon the determination of the Captain on scene and/or the Battalion Chief in the interest of saving the life of an occupant.

2. Every firefighter of the entry team will have a radio.

3. Fire Attack teams will have at least one egress tool. Every member of Search teams will have an egress tool.

4. Every member of any entry team will have a thermal imaging camera.

Post Fire Considerations

1. The Incident Commander will conduct an investigation in an effort to determine the cause and origin of the fire.

2. On-Scene Decon of Personnel and Equipment: All personnel exposed to any on-scene contamination shall take steps to remove as much contamination as possible from themselves and their PPE before entering any apparatus and leaving the scene. This shall be accomplished by utilizing a low pressure, fog pattern water spray, cleansing wipes, or whatever effective means are necessary and available. When practical, all equipment exposed to any on-scene contamination shall be sprayed off utilizing a low-pressure, fog pattern water spray before leaving the scene.

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Incident Commander to ensure adequate on-scene decontamination and protective hood exchange is performed.

Fire Alarms in Large Buildings Without Sprinklers

While the Response Guides differ between fires and fire alarms, fire alarms shall be treated as actual fires and require the same arrival assignments as outlined above until proven otherwise. Crews should maintain their responsibilities and treat the alarm as if the building is on fire. Fire alarms should be treated as training opportunities for response to actual fires in the same building.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Mayday Operations	**Policy Number:**	209
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to provide standardized procedures to be used by Incident Commanders (IC) and emergency personnel to effectively manage a Mayday incident.

Policy

Recognizing the need to call a Mayday

The following list is not all-inclusive, but is intended to aid in deciding when to call a Mayday.

Call a Mayday if you or a member of your crew:

a. Fall through a roof or floor

b. Become entangled, pinned, or stuck and are unable to immediately free yourself

c. Are caught in a flashover

d. Are in zero visibility and contact is lost with a hose or lifeline and the exit location is unknown

e. Have your primary exit blocked by fire or collapse and you cannot find a secondary exit

f. Have a low air alarm activation. Notify command that you are exiting the environment due to a low-air alarm and give your location. If IC has any concerns of you exiting safely, IC will initiate a Mayday.

g. Cannot find an exit door or window.

h. Have lost accountability for your assigned crew members while in an IDLH (Immediately Dangerous to Life and Health) environment.

Mayday Activation

Firefighters in a Mayday situation should take the following steps:

1. Activate the Emergency button on their portable radio. This will give their radio 10 seconds of priority communication with no other action required.
2. Declare a Mayday and give a brief situation report.
    a. “Mayday, Mayday, Mayday”
    b. Company or crew designation
    c. Location
    d. Conditions
    e. Actions you have taken or are taking
    f. Needs you have
    g. *Example: “Mayday, mayday, Mayday. Engine 1A, We are on the second floor Bravo-Charlie corner. Collapse of the floor has blocked our egress. We have taken refuge in a bedroom. We need assistance exiting. We are low on air.*
3. The radio talkgroup/channel absolutely belongs to any unit transmitting a MAYDAY.
4. This shall be repeated until acknowledged by either the Incident Commander or Dispatch. If the Incident Commander does not acknowledge the MAYDAY alert, Dispatch shall immediately relay this information to command.
5. Once the IC has confirmed status and location, the RIT team shall be activated. The trapped firefighter(s) should activate their PASS device to aid RIT in locating them.
6. The IC will move all other operations to another radio channel. The original Incident Commander will oversee the RIT operation and assign a new Incident Commander.
7. The trapped firefighters will attempt to self rescue by locating a door or a widow, or breaching a wall to locate an exterior wall. If this is not possible, or unsuccessful, they should find an area of refuge.
8. Other members operating on the scene should be aware of the MAYDAY situation. However, they must continue with their assigned tasks. The task they are currently performing may very well limit injury to the person or persons in distress as well as assist the RIT team.

Rapid Intervention Team (RIT)

1. A Rapid Intervention Team (RIT) shall be established in the early stages of every working structure fire or other incident with an environment that is an Immediate Danger to Life or Health (IDLH) and shall remain staffed until the incident has stabilized. Limited exceptions may be made based upon the determination of the Captain on scene and/or the Battalion Chief.

2. The RIT shall consist of at least three (3) firefighters in full PPE (turnout coat and pants, helmet, hood, gloves, and SCBA) on standby outside of the structure to provide assistance or rapid rescue if needed. The IC shall determine which personnel will be assigned as the RIT. There shall be one (1) RIT Officer in charge on each team.

3. The RIT shall report directly to the IC and critical incident information will be passed on from the IC to the RIT based on scene size up and incident details. The RIT shall have all basic tools and equipment needed based on incident details. The RIT and needed equipment shall be staged on a tarp if possible in an area that is readily accessible to potential rescues.

4. The primary tasks of the RIT shall be to:

    a. Perform an initial and ongoing scene size up

    b. Assemble needed equipment at the primary entry point * Monitor communications and maintain contact with the IC for quick response

    c. Remain aware of the locations where firefighters are working and any special tasks assigned

    d. If needed gain access to any exit that is locked, blocked, or nonexistent

5. RIT members must maintain visual, voice or physical contact with one another at all times.

6. The RIT may be used for support activities at the incident scene, provided that RIT members remain in contact as described above. These activities shall not, if abandoned due to rescue operations, place any personnel at additional risks. At least one (1) RIT member shall continue to monitor those persons in the IDLH condition. These tasks shall not include situations requiring direct entry into the IDLH environment or impacting the RIT Officer’s ability to focus on the status of operations. Task assignment shall take into account that the RIT should not be fatigued any time.

RIT Automatic Aid

1. In an effort to create a safer environment while working structure fires, the Bryant Fire Department and Benton Fire Department will share RIT (Rapid Intervention Teams) responsibilities during working structure fires in both cities. A RIT is a group of at least 3 firefighters that will standby at the scene to make rapid entry in the case of a downed or missing firefighter in a hazardous situation such as a structure fire. A RIT has no other function during the event and once the immediate danger has passed the RIT stands down.

2. RIT Given: Benton Communications will make contact with Bryant communications with the request. When this is done we will need to know the location of the incident and the talk group/radio channel that is being used. We will then contact the on duty Battalion Chief and relay the info and he will instruct Dispatch on what Fire unit to dispatch. The Battalion Chief will respond with the responding Fire unit. We will then need to notify the Fire Chief or Assistant Fire Chief of the request.

3. RIT Received: When it is confirmed that the Bryant Fire Department has a working structure fire, the Battalion Chief will instruct you to contact Benton communications and request a RIT. Confirmation will mean that there is sufficient evidence based upon information from units on scene, multiple calls reporting the incident, or other credible information obtained that the incident will be a working fire. Likewise, we will give them the location of the incident and the talk group/ radio channel we operate on.

Emergency Evacuation

If the need arises to evacuate a structure, the IC shall order all apparatus operators to utilize the air horns on the apparatus to announce emergency evacuation. This will be announced with three blasts on the air horn(s). All personnel inside the structure will immediately evacuate the building, with their partners, and report to command for accountability.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Motor Vehicle Accidents	**Policy Number:**	210
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to establish procedures for operation at Motor Vehicle Accidents. Motor vehicle accidents present a wide array of hazards. These include bodily substances, hazardous materials, flammable liquids and heat sources, sharp objects in the work area, and other vehicles operating near the scene. The PPE used should reflect the hazards present and will likely change throughout the incident.

Policy

Personal Protective Equipment

1. All personnel will wear either a turnout coat with reflective striping, raincoat with reflective striping, or a reflective vest.
2. At least one Firefighter will be in full PPE, including SCBA, until it is determined that the fire risk is minimal.
3. Full PPE will be worn during extrication activities unless otherwise directed by a supervising Officer.
4. Body Substance Isolation will be worn when there is the potential for exposure to bodily substances from a patient or victim.

Scene Safety

5. Personnel shall take steps to prevent unintended movement of the car. This can include, ensuring that the vehicle is in park, the keys are removed from the ignition, the battery is disconnected, and/or wheels are chocked prior to beginning extrication of patients.
6. If extrication is needed, the car shall be stabilized utilizing wood blocks, wedges, or struts to prevent movement of the vehicle during extrication.
7. When operating at an MVA, an ABC extinguisher shall be available at all times.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Lockout Calls	**Policy Number:**	211
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to specify circumstances under which Fire Department personnel will unlock or force entry into vehicles or other personal property. It will also specify procedures for gaining entry into locked vehicles or other personal property.

Policy

1. Response to lockout calls will only be made when the situation is considered to be life threatening for a person locked in a vehicle/structure, for vital medications locked in a vehicle/structure, and for the welfare of an animal. Any steps necessary to mitigate the life threatening emergency will be taken immediately.
2. The Bryant Police Department will respond to verify ownership of the vehicle or residence. Unless an immediate life threatening situation exists as determined by the first arriving FD unit, entry will not be gained by the fire department until such verification is made and the proper liability release form is signed.
3. The level of response for a lockout situation considered to be life threatening for a person shall be code 3 and all others shall be code 1. This will be at the discretion of the Battalion Chief or the Captain responding.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Incident Data Collection	**Policy Number:**	212
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to establish the minimum reporting requirements for information gathering at emergency incident scenes and data entry into various computer reporting systems.

Policy

1. It is the policy of the Bryant Fire Department that all incidents, regardless of duration or emergent status will be assigned an incident number and promptly reported in the department's record management software.
2. Incident numbers can only be assigned by the Saline County Dispatch Center.
3. As a general guideline all incident reports shall be completed during the tour of occurrence unless extenuating circumstances are present.
4. The incident commander is responsible for timely completion of the report. The incident commander should complete and/or inspect all reports submitted during their tour of duty.
5. All incidents shall be reported using the Emergency Reporting System (ERS). The report shall include all required fields in the software program as well as information obtained at the scene that is helpful in documenting the incident variables.

Fire Incidents

At fire incidents, incident commanders shall ensure that specific information relating to the origin, cause, and dollar loss is gathered. Nearly all fire incidents will cause property loss and damage, it is imperative that this information be collected in the NFIRS report. In addition to the causal and damage-related data, the property owner and occupant information must be recorded. Members completing the reports shall pay careful attention to the various modules and required fields to ensure comprehensive and accurate data collection.

Medical Incidents

Medical incidents require strict privacy and confidentiality when dealing with personal information. Medical incidents present special challenges regarding patient data collection. Members shall make all attempts to ensure the patient care record is entered correctly and accurately.

Minimum narrative requirements:

1. Dispatch information - This is the information as relayed from dispatch over the radio. Example: E2 was dispatched for a fall with injury.
2. Arrival information - Who was on scene when you arrived. Example: T3 arrived to find PD already on scene, or E2 arrived first on scene to find…….
3. Patient condition upon arrival - The location and condition of the patient upon arrival of your crew. Example: E1 found an elderly female patient lying in the yard.
4. Patient assessment - Sample HIstory, OPQRST, head to toe assessment
5. Baseline vital signs
6. Interventions - This is what you did for the patient to make things better and how they responded. This can also include steps taken to stabilize the incident.
7. Transfer of care - What happened to the patient. Did they get transported, did they go with PD, did they sign a Treatment Release Form, were they released to their parents, etc.
8. Unit returns to service
9. A completed narrative should look something like this:
    a. E1 was dispatched for a female patient complaining of chest pain.

       E1 arrived first on scene to find an elderly female patient lying in bed.

       Patient was complaining of pain in her arm and chest. Patient appeared to be sweating profusely.

       Patient stated that she has a history of cardiac problems and had a heart attack 2 years ago.

       E1 obtained patient medical history and assessed vital signs.B/P 140/90, HR 88, RR 20, O2 94%.

       E1 crew assisted the patient with taking a Nitro pill, administered Oxygen @ 2 liters per minute via nasal cannula.

Pafford arrived on scene and assumed pt care. E1 crew assisted with loading the patient for transport.

E1 returned to service.

List of Common Abbreviations for Medical Reports

1. U/A - Upon Arrival
2. Pt - Patient
3. O2 - Oxygen
4. B/P - Blood Pressure
5. HR - Heart Rate
6. RR - Respiratory Rate
7. LOC - Level of Consciousness
8. AMS - Altered Mental State
9. GSW - Gunshot Wound
10. C / O - Complaining Of
11. GI - Gastrointestinal
12. HX - History
13. RX - Prescription
14. NKDA - No Known Drug Allergy
15. MVA - Motor Vehicle Accident
16. DOA - Dead on Arrival
17. SOB - Shortness of Breath

Review Process

The Bryant Fire Department utilizes the ERS Records Management System for the storage and maintenance of all fire department NFIRS incident reports. A unique incident report is completed for each call for service to which the Bryant Fire Department responds. Since staffing and resource allocation decisions are made based on the information and data that is collected in the NFIRS incident reports it is critical that they be completed in an accurate and thorough manner. In order to ensure that all NFIRS incident reports are completed accurately the Bryant Fire Department shall utilize a two-tiered review process.

Level 1 Review

Company Officers are responsible for reviewing all NFIRS incident reports that are completed by personnel at their assigned station. While it is important that the entire report be reviewed for completeness and accuracy, the Company Officer should pay particular attention that the following fields are entered correctly in order to facilitate accurate data collection:

1. Aid Given or Received
2. Specific Property Use
3. Incident Type
4. Shift

5. Number of Alarms
6. Response Times
7. Actions Taken
8. Units and Personnel
9. Estimated Dollar Loss and Value
10. Incident Narrative
11. Fire and Structure Fire Modules

Level 2 Review

The Battalion Chief is responsible for ensuring that incident reports are completed in a timely manner. Incident reports must be completed in the same calendar tour in which they occurred. All reports should be reviewed for completeness and accuracy, focusing on the previously outlined criteria. Note: Personnel must complete all outstanding incident reports before going off duty unless specifically authorized to leave a report incomplete by the Battalion Chief.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Response Time Benchmarks	**Policy Number:**	213
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to establish benchmark performance objectives for the various response time components.

Policy

1. NFPA Standard 1710 establishes time performance standards for structure fire response as well as emergency medical response. There are many components that they have established times for, with the most important time that we have control over being turnout time.
2. Turnout time is the time between the call being dispatched and the truck leaving the station. This time is totally dependent on the effort level shown by the members of the department. NFPA has established the following turnout times. From the time the call is dispatched, crews should be properly dressed in required PPE, in the truck, exiting the station within these time standards.
    a. EMS Call - 60 Seconds
    b. Fire Call - 80 Seconds
3. While not required by NFPA, Bryant Fire Department has established the following benchmark performance standards that personnel and crews should work to achieve. Training can reduce each of these times well below the established standards.
    a. Less than 60 second Zero Impact Time. Zero impact time is the time from apparatus arrival until actions are being taken to positively impact the situation.
    b. Less than 60 second 1 ¾” handline deployment
    c. Less than 75 second 2 ½” handline deployment
    d. Less than 30 second SCBA mask up time
    e. Less than 90 second Booster Back Up in place. The time to connect a 3” hose from the second arriving apparatus to the first arriving apparatus.
    f. Less than 120 seconds to establish RIT readiness upon arrival in Benton for RIT

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Annual Physical Agility Test	**Policy Number:**	214
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to explain and demonstrate the annual Physical Agility Test of the Bryant Fire Department.

Policy

1. The Physical Agility Test will be conducted annually for all members of the Bryant Fire Department with the exception of Chief Officers who are not typically engaged in suppression activities. Chief Officers are encouraged to participate.
2. Blood pressure and pulse rates will be taken before and after the Physical Agility Test.
3. The Physical Agility Test is tentatively set for the month of April.
4. The test will be conducted with personal protective equipment including turnout coat, firefighting gloves, fire helmet, and SCBA without mask/regulator. Duty pants and boots/shoes shall be worn.
5. The test is administered by the Department and requires the employee to perform twelve (12) firefighter related tasks. The twelve (12) tasks are part of a timed event and must be completed in consecutive order within a total established time of nine (9) minutes. Prior to beginning the test, a department representative will walk through and demonstrate the test. The timed event consists of the following:
    a. Drag a 100’ section of 5” hose for a distance of 100’
    b. Climb a 4’ wall
    c. Ventilation/Keiser sled
    d. Carry high rise pack up stairs
    e. Hoist hose roll up to 3rd story window and lower back to ground in controlled fashion
    f. Crawl over an 8’ long attic simulator
    g. Crawl through a confined space tube
    h. Carry high rise pack back down stairs

i. Carry a 14’ or 16’ ladder around Training Building

j. Climb a pre-positioned ladder to 2nd story window

k. Roll and unroll 50’ of 3” Hose in a controlled fashion (no bowling of hose)

l. Advance charged 1 ¾” handline 50’

6. Test time will begin when the firefighter touches the hose to begin dragging. Test time will end when the firefighter advances the hose past the 50’ mark.

7. Scoring for the test is PASS or FAIL. Each task must be completed properly before moving on to the next task. Failing to complete all of the tasks, finishing in greater than nine (9) minutes, or quitting the test will result in a FAIL

    a. Employees that do not complete this exam will be subject to retest (60 days).

    b. If after a second test the firefighter is unable to pass, their medical condition will be evaluated by a physical exam performed by a physician.

    c. If after a medical exam, the firefighter is determined to be physically able, the firefighter shall have sixty (60) calendar days to prepare for a third test.

    d. If after a third attempt has been made and the firefighter fails the test, then at this time his/her employment will be subject to termination.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Off Duty Emergency Recall	**Policy Number:**	215
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To provide an emergency recall policy for all personnel during large events, disasters, or special situations.

Policy

1. No member shall self-dispatch to any call with the exception of the Chief and Assistant Chief.
2. An Admin Chief will contact the off duty Battalion Chiefs to initiate the recall sequence. It is the responsibility of off-duty Battalion Chiefs and Captains, once notified, to notify their assigned members of the recall. Additionally, Chief Officers may initiate an “emergency recall” signal through the Street Wise app.
3. All members requested to respond from off duty shall respond in a safe manner.
4. All off-duty members are subject to recall in the event of a major fire or other emergency. When off-duty members are recalled for emergency duty, they will report to their assigned station, gather their gear, and await further instruction. If members are requested to respond to the scene, they must report to and check in at the incident staging area. If after being requested to come in off duty further contact cannot be made with the commanding officer, the member will report to Headquarters for further assignment.
5. All members of the department will maintain a telephone line for contact. It will be the responsibility of each member to keep their supervisor and fire headquarters informed of their contact number.
6. Members shall help ensure all apparatus and stations are put back into service before they will be released to leave by the commanding officer.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Injured On Duty	**Policy Number:**	216
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

To provide a systematic process for the reporting and proper documentation of injuries/illness sustained while on duty.

Policy

Acute On-Duty Injury

1. Members who are injured while on duty shall immediately notify their supervisor and complete the appropriate Worker's Compensation forms from the Arkansas Municipal League. These forms can be found in the Fire folder on the share drive. The completion of these forms is required by the end of the shift. Upon completion of these forms, they shall be reviewed by the Assistant Chief or Fire Chief and delivered to the City of Bryant Human Resources Department. The completion of these forms is important, but shall not impede the delivery of emergency medical care to BFD employees.
2. Members who are injured on duty may seek medical attention from Saline Memorial Hospital if the injury is an emergency. If a review of the injury requires the member to be off-duty for a period of time, then the restrictions shall be limited to that specified by the evaluating physician.
3. Any certificate of injury must state that the employee is to:
    a. Remain on or off work
    b. Provide a date to return to work, or scheduled reevaluation
    c. Any specific restrictions
    d. Expected duration of time off work.
4. Any time a member refrains from work attendance without a medical certificate, their time off shall be charged to their vacation or comp time benefits.
5. If the injury occurs as a result of an emergency incident to which the member responded the injury should be reported on the report for that incident.

6. Captain Responsibilities:
    a. Evaluate the injury and seek appropriate medical care to the injured party.
    b. Ensure that the appropriate Worker's Compensation paperwork is completed.
    c. Notify the Battalion Chief of the injury
7. Battalion Chief Responsibilities:
    a. Ensure that medical care is rendered to the injured member.
    b. Quality check the Worker's Compensation paperwork and submit it to the Assistant Chief by the end of shift.
    c. Immediately notify the Fire Chief and Assistant Chief
8. Prior to returning to duty a member seeking medical treatment must provide documentation stating that they have been cleared for duty by a physician.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Light Duty	**Policy Number:**	217
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

It is the purpose of this policy to establish the authority for temporary light duty assignments. This policy shall include information relating to job tasks and eligibility requirements to participate.

Policy

1. Temporary light duty assignments will be issued for personnel who suffer from an injury or illness, causing them to be unable to perform their normal work assignment. Light duty is designed to provide a temporary alternative to their normal job requirements while remaining productive for the organization. Personnel will not participate in a light duty assignment if it will cause a health or safety risk to them or their fellow employees. Personnel can be assigned to light duty as long as the restrictions set out by the medical professionals can be met by the department.

2. Temporary light duty assignments are limited in number and variety. The decision on the type of work to be performed and the necessary restrictions of the job shall be determined by the Fire Chief, with consultation from the Human Resources department.

3. Assignments to temporary light duty shall require a member assigned to shift to be converted to a 40-hour work week. In order to maintain the members pay range, any hours needed to make up the difference between normal shift hours and light duty hours, the members sick hours will be used. Example: Normal shift schedule is 120 hours for 2 weeks. Light duty is 80 hours. The member can use 40 hours of sick time to make the 120 hours for the pay period.

4. In some circumstances a light duty assignment may be made available on shift. Regardless of work, the assignment may not affect the member’s pay classification and other benefits.

5. Light duty personnel shall not be included in the minimum staffing count for the shift.

6. Light duty assignments shall not be made for disciplinary purposes.

7. Light duty assignments are created by the Fire Chief based on the needs of the department. Examples of some light duty assignments are:
    a. Administrative Assistance (report review, special projects, filing, faxing, data entry, telephone duties)
    b. Battalion Chief Assistance – On Shift (driving, scheduling, personnel management, assistance to the Battalion Chief, etc)
8. Personnel on temporary light duty must provide documentation from a physician that they are able to perform the functions of their full job description before being released from light duty.

Bryant Fire Department
Standard Operating Guidelines

Policy Title:	Review Schedule and Implementation	**Policy Number:**	218
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The purpose of this policy is to establish the schedule and procedure for revision of the Rules and Regulations, and Standard Operating Guidelines.

Policy

1. The Bryant Fire Department Handbook will be reviewed/revised every 3 years.
2. In January of the review year, a Committee Chair will be picked by the Chief of the Department. This person must have been a member of the previous review committee. The Committee Chair will then ask for volunteers from each shift and select members to serve on the committee from those submissions. The new committee must consist of 3 members of the previous review committee and one new member from each shift for a total of 6 members.
3. The revised handbook must be submitted to the Fire Chief for approval and ready for implementation July 1.
4. Any changes to the handbook that pertain directly to the operational mission of the Fire Department that do not require financial or personnel approval from the council may be implemented by means of directive(s) from the Chief of the Fire Department.
5. All directives from the Chief accumulated during the 3 year period will be placed in the 300 section. At the time of revision, these directives will be incorporated into either the General Rules section or the SOG section. The directive numbering will then start over at 301 with the directive that implements the newest revision.

Bryant Fire Department Directive

Policy Title:	Promotional Requirement Implementation	**Policy Number:**	301
Last Updated:	10/31/2023	**Approved By:**	Chief J.P. Jordan

Purpose

The adoption of the October 2023 Bryant Fire Department Handbook brings changes in promotional requirements. Some of these changes affect personnel who are already eligible for promotion under the previous rules. To account for this, we will implement the following temporary changes.

Policy

1. The minimum time requirement for promotion to Engineer is changing from 18 months to 2 years. At the time this policy is implemented, no Firefighter that meets the previous 18 month requirement will lose eligibility based on this requirement change. The new 2 year requirement will begin 6 months after the date of implementation.

2. The required training classes for promotion to Captain and Battalion Chief are changing. To allow Engineers and Captains time to obtain the needed certifications, the new requirements will take effect 1 year from the date of implementation. During this time, the certification requirements will be the same as before.

    a. For promotion to Captain the previous requirements beyond those for Engineer were Instructor 1, Officer 1, and Officer 2.

    b. For promotion to Battalion Chief the previous requirement beyond those for Captain was Fire Inspector 1.