



Gorham Fire and EMS
Town of Gorham New Hampshire
347 Main Street Gorham NH 03581 603-466-2549



Our Mission

Gorham Fire and EMS is committed to the preservation and protection of life, property, and the environment from the adverse effects of fire, medical, and hazardous conditions. Gorham Fire and EMS will preserve and protect through sustained training, progressive education, and constant diligence to provide the highest level of customer service while maintaining fiscal responsibility to those we serve.

Our Vision

Members of Gorham Fire and EMS:

Are prepared for duty

Serve with honor

Lead with integrity

Have a purpose

Take pride in our Town and the service we provide

What our vision stands for

Prepared for Duty: Our members will do everything possible to ensure that our department is at an optimum state of readiness when called upon to respond at a moment's notice. Our team will be properly trained, equipped, supported, and will focus on immediate and safe responses.

Serve with Honor: The commitment necessary to perform the tasks expected of us requires excellence of character. We are an organization of honorable people in an honorable profession. We believe that every action reflects on all the members of this department, past and present, and the community.

Lead with Integrity: We understand the trust placed in us by the public and our colleagues is integral to the performance of our duties. The communities we serve can be assured that Gorham Fire and EMS is a reliable team dedicated to doing the right thing because it is the right thing to do.

Have a Purpose: All members will have a purpose for being on the department. The reason may be individualized, whether it is being a Firefighter and/or an EMS Provider.

Take Pride: Every member has ownership of Gorham Fire and EMS and its future within the community. We respect our department's heritage and tradition and will continue to build upon that foundation through the pursuit of excellence and high professional standards.

Serving the communities of Gorham, Randolph and Shelburne



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SOG# 1.2

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Gorham Fire Department	Standard Operating Guideline 2.1	
To All Fire Department Members	Members Duties	Approved by Officers: May 17, 2022
	Revised:	Accepted by Members: July 1, 2022

Purpose: To establish criteria for active membership and the duties held

Responsibility: It is the responsibility of each member to know their responsibilities as noted below

Procedure: Each Member shall have the duty to:

1. Aid the community during emergency incidents.
2. Learn to operate all Department equipment safely and effectively.
3. Treat all members with due respect.
4. Attend monthly meetings and trainings to remain proficient.
5. Assist the Department in:
 - a. Community education
 - b. Fire prevention
 - c. Membership recruitment
6. Present yourself to the community in a manner that will reflect favorably on the Department and its members
7. Understand and follow the Department Standard Operating Procedures and Guidelines.
8. Assure that the equipment is returned to service after each incident and training.
9. Issued Personal Protective Equipment shall be properly cared for and available when needed.
10. Report all accidents, injuries, exposures, and failure of equipment to the officer in charge.
11. Drive with due care in accordance with RSA 265, Rules of the road.
12. Maintain a current New Hampshire driver's license.
13. Follow the policies and procedures as laid out in the Town of Gorham Policies and Procedures Manual.

Member application:

1. Applicants shall possess a sincere desire to assist the department in its role in the community.
2. Members of the Department are expected to maintain a prescribed level of training and actively participate in all Department functions.
3. Department functions include:
 - a. Fires
 - b. Training
 - c. Meetings
 - d. Fundraisers

Application Procedure - Applicants must:

1. Be eighteen years of age or older
2. Possess a valid New Hampshire Driver's License (CDL-B preferred)
3. Complete the Town of Gorham Employment Application
4. Interview with the Fire Department Officers
5. Submit to a D.O.T physical examination and any other stipulations as required in the Town of Gorham Employee handbook.
6. At any point in this process, the Chief and or the Officers may reject the application.

Probationary Membership – New Members are expected to within the first year to:

1. Report to the Town Office to complete employment paperwork (prior to beginning employment).
2. Read and comply with all Departmental Standard Operating Guidelines.
3. Attend and pass Firefighter 1 class within one year (dependent on Fire Academy Schedule).

4. Respond to a minimum of 10% of all calls
5. Attend a minimum of 50% of Department trainings.
6. After 1-year anniversary date, attend the next officer's meetings for a review before being accepted as an active member.

Inactive Member – Inactive member starts when:

A member does not participate in Department functions and falls below the minimum standard:

- 50% of meeting and trainings
- 10% of calls

The date of inactivity will be retroactive to the last recorded date of participation by that member. The inactive member will be sent a letter by the Chief or their designee explaining why the member has been placed on inactive status. The member will be invited to the next scheduled officer's meeting to explain why they have not been active (the member may request a private meeting with the Chief or their designee for private matters that are preventing participation). From this meeting, the inactive member will be given three options:

1. Commit to participate in Department functions.
2. A leave of absence for a period of no more than 1 year and return all Department issued equipment immediately. A leave of absence may be granted for:
 - a. Personal issues
 - b. Injury
 - c. Illness
3. Resign and return all Department issued equipment

If the inactive member does not attend the Officer's Meeting or set up another meeting, the inactive member will be sent a certified return receipt letter demanding the return of the Departments issued equipment within 30 days of receipt.

Honorary Membership – Members who are no longer active but have served on the Gorham Fire Department as an active member for 10 or more years may be nominated and voted on at the Department's regular monthly meeting. If approved the member will then have the privileges of an Honorary Member.

Privileges of an Honorary Member:

1. Welcome to attend meetings, without voting rights.
2. Welcome to attend Department activities (fundraisers, meetings, and social engagements).
3. Have name placed on Honorary Membership Plaque.
4. Funeral Color Guard upon request of the Family

Conclusion: Members are given many avenues to keep active on the Department. The best course of action is keep in touch with the Command Staff and let them know if things come up that will limit your activity for short periods of time.

Gorham Fire Department	Standard Operating Guideline 2.2	
To All Fire Department Members	Meetings / Trainings	Approved by Officers: May 17, 2022
	Revised:	Accepted by Members: July 1, 2022

Purpose: Regulate the days and times of meeting and trainings.

Responsibility: It will be the responsibility of the Member of the Department to attend the meetings and trainings as required for active membership.

Procedure:

The regular monthly meeting shall be held on the first Tuesday of each month at the Gorham Station, unless otherwise noted, starting at 1800 hrs.

The Officers meeting shall be held on the second Tuesday of each month at the Gorham Station, unless otherwise noted, starting at 1800 hrs.

The Department monthly training shall be held on the third Tuesday of the month at the Gorham Station, unless otherwise noted, starting at 1800 hrs.

Additional trainings/meetings may be held at the discretion of the Chief. Additional trainings will be sufficiently noticed to allow for attendance.

Conclusion:

Gorham Fire Department	Standard Operating Guideline 2.3	
To All Fire Department Members	Officers	Approved by Officers: May 17, 2022
	Revised:	Accepted by Members: July 1, 2022

Purpose: To establish a guideline for the promotion of officers, the number of officers at each rank, the process of promoting members, requirements, and responsibilities of each rank.

Responsibility: It shall be one of the responsibilities of the officers to fill vacancies as they become open.

Procedure: The Gorham Fire Department shall be under the direction of the following officers:

- 1 - Chief
- 2 - Asst Chiefs
- 2 - Captains
- 4 - Lieutenants

(Any positions currently held will continue until there is a vacancy. When a position is vacated it will be discussed by the Officers whether to fill the position or not)

Officers Opening: When an officer's position becomes open, members of the department that are interested in the position must submit a letter of intent to the Officers. The Officers will review the letter of intent and nominate the qualified members to an interview committee. All officers will be promoted in this manner. The Chief or other full-time staff will be appointed by the Town Manager (RSA37).

Promotion Procedure: When an officer's position opens, an official announcement will be made at the next regular meeting that letters of interest will be accepted for the position.

At the next Officer's Meeting, the Officers will review the letters of interest and decide which applicants will be interviewed. Positions should not be filled if suitable applicants are not available.

The Interview Committee should be made up of 3 to 5 Interviewers, preferably not all from the Department.

Officer Qualifications: Officers shall be trained and current at a minimum of:

- 1. Firefighter I
- 2. Active member of the Gorham Fire Department for at least five consecutive years.
- 3. Qualified at the subordinate rank prior to advancement.

Probationary Lieutenant: The Gorham Fire Department will be using this process to assist newly promoted Lieutenant prepare to oversee a scene. The responsibility of becoming an Officer is one that cannot be taken lightly and comes with the responsibility and liability of the decision-making process. The following will be completed within the first 12 months of your appointment:

- 1. Familiarization with all apparatus and the equipment carried on them.
- 2. Work with apparatus operators to become proficient in pump operations.
- 3. Respond to a minimum of 4 Fire Department Duty Officer calls with another Officer.
- 4. On scene command of 10 calls under the supervision of another Officer.
- 5. Complete 5 reports in Emergency Reporting

Performance Review:

- 1. Probationary Lieutenants will be reviewed after 12 months by the Chief and Asst Chiefs for recommendation of promotion to Lieutenant, additional time in probation, or demotion.
- 2. All other Officers will be reviewed annually to confirm requirements are met. If requirements are not being made a probationary period of 6 months may be provided if necessary. If no

improvement is made, the Officer will be removed of their duties and steps taken to fill the open position.

With the transition to an Officer, also comes a change with the call requirements:

1. 15% of the yearly calls
2. 75% of the monthly trainings and meetings

Duties of the Officers:

Chief – Shall be responsible for:

1. Administrative duties
2. Community education on prevention and safety
3. Member Training
4. Emergency incident management
5. Fire Department equipment and apparatus
6. Fire Stations care and maintenance
7. And all other duties as described in the Town of Gorham – Fire Chief job description

1st Assistant Chief – Shall be responsible for:

1. Assist the Fire Chief maintaining records of training.
2. Assist the Fire Chief with recruitment of department members
3. Performance of the Chief's duties Chief's absence, and others as requested by the Chief.

2nd Assistant Chief – Shall be responsible for:

1. Assist the Fire Chief with the Fire Department equipment and stations.
2. Performance of the Chief's duties Chief's absence, and others as requested by the Chief.

Captain – Shall be responsible for:

1. Assisting the Chief with Fire Prevention and Safety.
2. Assisting the Chief with maintenance of apparatus and firefighting equipment.
3. Performance of the 1st Asst Chief's duties in their absence.

Captain – Shall be responsible for:

1. Department training
2. Department Education
3. Community Education Programs
4. Performance of the 2nd Asst Chief's duties in their absence.

Lieutenant – Shall be responsible for:

1. Assisting the Captain with vehicle maintenance and pump operation training for assigned Apparatus.
2. Fire ground leadership.
3. Other duties as assigned by the Chief.

Lieutenant – Shall be responsible for:

1. Assisting the Captain on vehicle maintenance and pump operation training for assigned Apparatus.
2. Fire ground leadership.
3. Other duties as assigned by the Chief.

Lieutenant – Shall be responsible for:

1. Assisting the Captain on vehicle maintenance and pump operation training for assigned Apparatus.
2. Fire ground leadership.
3. Other duties as assigned by the Chief.

Lieutenant – Shall be responsible for:

1. Assisting the Captain on vehicle maintenance and pump operation training for assigned Apparatus.
2. Fire ground leadership.

3. Other duties as assigned by the Chief.

Conclusion: This SOG take the place of Article I of the Constitution and By-Laws of the Gorham Fire Department. All members that retire from the Department will retire with the honors of their highest rank held.

Gorham Fire Department	Standard Operating Guideline 2.4	Cross Trained Personnel
To All Fire Department Members	Approved by SOP Committee: April 18, 2000	Approved by Officers: May 17, 2022
Approved by Town Manager: July 14, 2000	Revised:	Accepted by Members: July 1, 2022

Purpose: To provide a uniform guideline for GFD personnel that are cross trained Firefighter/EMS personnel that respond to fire/rescue calls.

Responsibility:

- It will be the responsibility of the Incident Commander/Designee to ensure that personnel are used as needed while appropriate Ambulance staffing is maintained.
- It will be the responsibility of a cross trained member to follow the guideline outlined below.

Procedure:

- Report to staging officer to be placed on the roster.
- Check with a fire department officer for assignment.
- If requested by the medical command, a fire department officer can release the Firefighter/EMT to medical command.
- Firefighter/EMTs who are on the Duty Crew for the ambulance and get toned to a fire may request additional EMTs to respond so the Firefighter/EMT can assist the Fire Department. EMTs shall not release their EMS function until a replacement has arrived on scene.
- Firefighter/EMTs who respond as part of a 2-person EMS crew will remain with the ambulance unless a replacement has arrived on scene.
- Firefighter/EMTs who are acting as the duty officer, must remain as the Duty Officer unless replaced by another Duty Officer.
- Firefighter/EMTs, even serving as Duty Officer, may act as Safety Officer for the incident if requested by the Incident Commander.
- Proper accountability must be always maintained. When re-assigning a member ensure that Incident Command/Staging is aware of changes.

Conclusion:

- The ability of a cross trained to assist in various positions on a scene is helpful when manpower is limited.
- The Incident Commander and members on scene have to work together to ensure that necessary positions are staffed prior to re-assignment of members.

Gorham Fire Department	Standard Operating Guideline 2.5	Personal Protective Equipment
To All Fire Department Members	Approved by SOP Committee: May 4, 1999	Approved by Officers: May 17, 2022
Date: November 15, 1990	Revised: August 03, 2021	Accepted by Members July 1, 2022
Approved by Town Manager: January 7, 2000		

Purpose:

- To establish a guideline to indicate the proper use of firefighter protective clothing to ensure the safety of fire department personnel.

Definition:

- Personal protective clothing will consist of the following items when personnel are engaged in structural firefighting, fire suppression, auto extrication, or assisting EMS.
 - Helmet with shield and or NFPA approved goggles,
 - Nomex hood, (fire suppression activities)
 - Bunker coat,
 - Bunker pants,
 - Gloves,
 - Latex gloves as appropriate for automobile accident, or EMS calls.
- Personal protective clothing for forest fires will consist of the following items when personnel are engaged in brush, or grass fires.
 - Helmet or hard hat with shield and/or NFPA approved goggles,
 - Long sleeved Nomex shirt,
 - Long pants,
 - Leather boots,
 - Leather faced gloves,
 - Bunker gear is not recommended,

Procedures:

- If any firefighter is engaged in firefighting, extrication using hand or power tools, or exposed to broken glass or jagged metal, full protective clothing shall be worn.
- Pump operators will wear boots, either day or structural, turnout coat or Nomex shirt, helmet, and gloves.
- At no time shall gear be donned while the apparatus is in motion.
- Protective clothing must be worn anytime a hazard exists or has the potential to exist.
- While training, the proper personal protective clothing for the training scenario shall be worn.
- When protective clothing is required, it shall be worn in the proper and correct manner.
- Helmets shall be worn with the chinstrap under the chin, securing it to the head properly.
- Helmet face shield or NFPA approved goggles, shall be utilized at any time the need for eye protection is necessary.
- Gloves shall be worn any time a piece of firefighting equipment is being handled. Leather shelled gloves with woolen liners may be worn when weather dictates, but only for exterior firefighting operations where they will not be exposed to heat, sharp objects, or hazardous materials.
- If a deficiency or damage is noted in any component of protective clothing, it shall be reported to the Chief, and taken out of service if necessary.
- If there is any blood or bodily fluid contamination to gear, the gear should be removed at the scene and red bagged. This gear shall be check over by the Chief or infectious control officer and handled appropriately.

Exceptions:

- The incident commander may use his discretion to regulate the use of protective clothing where exceptions appear necessary (extreme weather, time duration, etc).
- When passing a scene without bunker gear, personnel shall report to staging, put on an orange vest, and wait to be assigned. These personnel shall be utilized for non-hazardous duties if available.
- When performing duties after the hazards have been eliminated, or fire has been suppressed, command may allow personnel to remove gear. Gloves shall be worn when handling equipment and vests will be worn if there are any traffic hazards.

Inspection:

- It is the responsibility of each firefighter to inspect his gear. The inspection shall be done after each incident and once a month. Once a year the Chief or his designee shall inspect the gear and note the condition.
- Inspections shall include looking for:
 - Dirt: Wipe off, brush off, hose off, or scrub off and then wash in department washing machine if needed.
 - Contamination - blood, hazardous materials, and/or hydrocarbons,
 - The bunker gear shall be checked over by the Chief or infectious control officer and handled appropriately.
 - Tears, holes, or wear: The personal protective clothing shall be taken out of service and repaired or replaced.
 - Wetness from external elements, like hose spray or rain, or internal from perspiration.
 - The personal protective clothing shall be dried before it is stored.

Storage:

- Personal protective clothing shall be stored in a dry place inside a gear bag or hung on the rack at the station. Personal protective clothing shall be inspected and cleaned when necessary before storage; this will prevent damage due to mildew and contamination. Proper storage also promotes readiness.

Identification or personalizing:

- Helmets shall have a minimum of reflectivity when issued; reflective may be added but not removed.
- Bunker coat shall have the name sewn on with nomex thread and reflective letters.
- Red name flaps will indicate exterior only Firefighters.
- Each piece of personal protective clothing shall have name marked inside.

Maintenance, cleaning, and drying:

- Helmets shall be maintained reasonably clean. Eye shields, chin straps, and suspension shall be kept in good condition. Helmets shall be cleaned with warm tap water and mild detergent (dish soap). Other cleaners that can be used are rubbing alcohol, non-ammoniated window cleaner, and household detergent. Industrial strength cleaners and petroleum-based cleaners will damage the helmets.
- Hoods shall be washed separately from other gear and dried in gear dryer or hung to dry.
- Bunker coat and pants can be machine washed with liners removed, one set of gear at a time. ***Use the washing machine at the station so you do not contaminate home washing machine.*** If the gear is heavily soiled, wash in utility sink first, with warm water and mild soap. ***When hand washing gear wear protective gloves.*** Dry only using the gear dryer or air drying.
- Boots shall be cleaned with warm water and mild detergent.
- Gloves shall be washed in the station washing machine and hung to dry.

Decon at scene:

- When ever possible, remove dirt and contaminates at the scene.
- If possible, remove and bag contaminated gear at scene, spare gear bags are on the trucks for this purpose.

Replacement:

- All firefighter personnel shall be required to turn in defective or worn-out equipment prior to the issuance of replacements.
- In the event equipment is lost, the firefighter shall immediately notify the Chief or an officer and inform him of the circumstances surrounding the loss.

Conclusion:

- The safe and effective use of personnel protective equipment is of the utmost importance.
- The products of combustion that are found in today's fire require that all gear is washed after every fire.
- It is the responsibility of every firefighter to keep their gear ready for use and to report any issues to an Officer as soon as they are found.

Gorham Fire Department	Standard Operating Guideline 2.6	Incident Reports
To All Fire Department Members	Accepted by SOP Committee: August 1, 2000	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: July 13, 1999	Approved by Members: July 1, 2022

Purpose: The purpose of this guideline is to insure proper documentation of an incident for future use. It is impossible to recall or retrieve information after the incident, so it is important to document as much information as possible and record the information on the incident report.

Responsibility:

- It is the responsibility of the Incident Commander to ensure that a preliminary incident report be filled out while on scene. The Incident Commander may delegate this as necessary to another Officer or Firefighter on scene. Incident report forms are in the clipboards on the trucks for the following incident types:
 - Motor vehicle accident
 - OHRV accident
 - Fire
 - Carbon monoxide incident
- **Completeness:** It is important that the form is filled out as accurate and complete as possible. Certain pieces of information can be lost forever if not obtained at the scene. Pictures of license plates, licenses, VINs, and the overall scene can be taken using a department phone.
- **Incident Commander:** Shall be responsible to look over the preliminary incident report, at the scene, to ensure completeness and add any comments needed to help document any other issue about the incident.

The Incident Commander will be responsible for completing the online incident report after the call is finished. The accuracy of these reports is a priority as they become a legal document. The Chief or his designee will be responsible for reviewing the online reports and requesting clarification as necessary.

Conclusion:

- The accurate complete of on scene and online reports is of the utmost importance to the Department.
- Insurance companies and other organizations use these reports and the data gathered to guide policies.
- The accurate reporting of incidents is also a requirement of most grants.

Gorham Fire Department	Standard Operating Guideline 3.1	Incident Commander
To All Fire Department Members	Approved by SOP Committee: March 9, 1999	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: February 24, 2020	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline to ensure that the Incident Command system is put into place during Fire Department operations. The designation of an Incident Commander helps to ensure that fireground operations are coordinated and carried out in a safe manner.

Responsibility:

- It will be the responsibility of the Officer or a Senior Firefighter who is first on scene to assume command of the incident.
- The responsibilities of the Incident Commander can include, but are not limited to the following:
 - Developing and enacting the appropriate strategies and tactics to mitigate the incident.
 - Assuring that a proper communication plan is in place to provide effective communications between Dispatch, Command, and fireground operations.
 - Ensuring that the Incident command structure is filled out as necessary based on the size and complexity of the incident.

Procedure:

- The First Due Officer or Firefighter will provide a windshield report upon arrival.
 - Windshield report should be clear and may include the need for additional resources.
- The First Due Officer or Firefighter will announce over the radio that they have command “61 to Headquarters, I will be assuming command”.
- The first responding officer will respond to the scene and may not be cancelled by non-Fire Department personnel.
- The Incident Commander will choose an area to set up a Command Post/Staging area.
 - When appropriate, the Rescue truck should be used for a staging area.
 - A Command Post should be in a safe area that provides a tactical view of the scene.
- The Incident Commander shall use the principles outlined in ICS100 and ICS200 to maintain control of the scene.
 - Additional sections can be activated as the scene dictates.
 - Additional Command Officers can be requested via Mutual Aid.
- The Incident Commander will provide status updates to Dispatch at the 30-minute mark.
- The Incident Commander will determine when the scene is secured, and Command may be terminated.
- The Incident Commander will be responsible for ensuring the necessary reports are completed.

Transfer of Command:

- Command may be transferred from the initial Incident Commander during the operation.
 - If a Firefighter has assumed command upon arrival, the first arriving officer will assume command.
 - Higher ranking Officers may assume command when they deem necessary.
 - The highest-ranking officer on scene is responsible for the overall scene regardless of who is the Incident Commander.
- Transfer of command should take place face-to-face when possible.
 - If not possible, over the radio is acceptable.
 - Officer must be on scene to assume command.
 - Dispatch shall be notified of change in command “61 to headquarters, I will be assuming command”.
- The following information must be communicated to the incoming Incident Commander:
 - The status of the current incident.

- Resources on scene and any incoming crews.
- Assessment of the current effectiveness of tactical operations.

Conclusion:

- Effective and safe operations on scene start with the Incident Commander.
- Incident Commanders need to recognize when an operation has reached their span of control and realize that it is time delegate responsibilities.
- Scenes that expand in size or are expected to be longer in duration may require mutual aid assistance.

Gorham Fire Department	Standard Operating Guideline 3.2	Staging
To All Fire Department Members	Approved by SOP Committee: November 21, 2000	Approved by Officers: May 17, 2022
Approved by Town Manager: December 27, 2000	Revised: November 21, 2000	Accepted by Members: July 1, 2022

Purpose: To establish a guideline and provide organization for fire department personnel arriving at emergency incidents. Staging will provide the needed accountability, and management of the reserve personnel during fire department operations.

Responsibility:

- It will be the responsibility of the Incident Commander to designate a Staging Officer when the scene dictates.
- It will be the responsibility of arriving personnel to report to the staging area upon arrival.

Procedure:

- The Incident Commander will designate a Staging Officer.
 - A firefighter may be used for this position.
 - EMS personnel may be used for this position.
- The Incident Commander will work with the Staging Officer to designate a staging area.
 - When appropriate, the Rescue truck should be used for a staging area.
 - The Staging Area should be located in a safe area with a tactical view of the scene.
 - When possible, the EMS Rehab area should be located adjacent to staging.
- The Staging Officer shall use the following process:
 - Upon arrival in staging, all personnel names and Departments will be recorded.
 - Command will be notified of personnel availability.
 - The Staging Officer will work with the Rehabilitation Sector to ensure the safe return of personnel to operations.

Conclusion:

- The Staging Officer must work to ensure response to the scene is coordinated
- The safety and accountability of personnel on scene requires accurate record keeping.
- The Incident Commander and the Staging Officer must work together to effectively use responding crews.

Gorham Fire Department	Standard Operating Guideline 3.3	Personnel Accountability System
To All Fire Department Members	Accepted by SOG Committee: March 26, 2002	Accepted by Officers: May 17, 2022
Reviewed by Town Manager: June 14, 2002	Revised: February 24, 2022	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline for maintaining accountability for all personnel during an emergency incident.

Responsibility:

- It is the responsibility of the officers and firefighters to carry their PAS tags with them to all emergency incidents.
- Everyone is responsible to leave their PAS tags at the appropriate location (truck, staging or command post) when they arrive at an incident.
- It is the responsibility of the incident commander to use a personnel accountability board during larger incidents.
- It is the responsibility of each staging officer to record the time when each firefighter and apparatus arrives and leaves the incident.

Procedure:

- Upon arrival on scene, personnel will leave one tag with the apparatus they arrived with.
 - When a staging area has been set up personnel will leave their first tag with staging officer.
- Personnel will leave a second tag on the personnel accountability board on larger incidents, or with the Incident Commander/designee on smaller incidents.
- Personnel will retrieve their second tag when changing assignments or upon return to staging.
- Personnel will ensure they have both of their tags prior to leaving the scene.

Personnel Accountability Report Procedure (PAR):

- Shall be done every 30-minutes at an emergency incident.
- Shall be done after an emergency withdrawal signal.
- The incident commander will contact each company officer by radio or in person for a personnel count to compare with the tags on the personnel accountability board.
- The officer in charge of the company will respond to the PAR with a head count of his company.
- If a firefighter is missing, a search for that firefighter will start immediately after the PAR is completed.

Personnel Accountability System Tags:

- The tag shall be a minimum of 1" X 3" with clip to attach to the D-ring on the back of the firefighter's helmet.
- The tag shall have a minimum of first initial, last name, Department name and call number; 60K1 or 37M13 for example.

Personnel Accountability Board Procedure:

- A recorder or accountability officer should be assigned to maintain the board if manpower is available.
- The board shall be maintained at the Command Post.
- Company and individual assignments will be posted along with PAS tags.
- Companies or individual returning to staging or rehab will remove tags from board.

Conclusion:

- It is essential that these guidelines be followed when the fire department is responding to an incident to ensure that all personnel remain accounted for.

Gorham Fire Department	Standard Operating Guideline 3.4	Exterior FF Guidelines
To All Fire Department Members	Approved by SOP Committee:	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: 03/03/2022	Accepted by Members: July 1, 2022

Purpose:

To establish a guideline that outlines the duties and restrictions of an exterior operations Firefighter. This information will be provided as a means for personnel to determine the extent of what duties they may perform at an incident.

Responsibility:

It will be the responsibility of the Officer or Senior Firefighter on scene to determine if a task is safe for an exterior firefighter to perform.

Exterior Firefighter's Duties:

Exterior Firefighters will be responsible for defensive type operations on the fire ground or at an incident scene. These operations may include but are not limited to the following:

1. Establishing supply hose hookups to hydrants.
2. Assisting Interior Firefighters in stretching attack hose from apparatus.
3. Properly placing ladders on structures for entry and egress of Interior Firefighters.
4. Manning attack hose outside a structure for defensive firefighting.
5. Securing and placing ventilation fans outside structures.
6. Exchanging air bottles on SCBA packs carried by Interior Firefighters working the incident.
7. Using extrication tools at scenes involving motor vehicle accidents.
8. Using attack hose and other firefighting equipment to extinguish grass/brush fires.
9. Performing defensive operations, such as diking and placing pads, at HazMat spills.
10. Assisting EMS personnel with patient care, packaging, and transfer to an ambulance.
11. Performing traffic control as necessary at scenes.
12. All aspects of Apparatus Operation as qualified.
13. All other duties as assigned by the Officer in charge that do not put them in a position which has them working above their level of training or falls under the restrictions listed below.

Exterior Firefighter Restrictions:

Exterior Firefighters are not authorized to wear an SCBA on scene or enter a structure or work in an area where hazardous fire and smoke conditions or toxic fume/vapor conditions require an SCBA to operate safely in the structure or area.

Exterior Firefighters are not allowed to work in any area that is determined to be Immediately Dangerous to Life or Health. (IDLH)

Exterior Firefighter Identification:

Exterior Firefighter shall be identified by red name tag on the back of their turnout coat.

Conclusion:

This guideline is to be used for determining the level of operation that exterior firefighters may operate at. This guideline is to be used ensure safe operations for Firefighters operating on scene.

Gorham Fire Department	Standard Operating Guideline 3.5	Equipment Return to Service
To All Fire Department Members	Approved by SOP Committee: May 13, 1999	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: July 13,1999	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline for returning equipment to a state of readiness following an incident.
- Equipment shall be always left in a state of readiness.

Responsibility:

- All members are responsible for ensuring that all equipment is returned to service.
- The apparatus operator will be responsible for the truck they drove to the call.
- The ranking officer will be responsible for assigning duties and verifying all equipment is back in service.

Procedure:

- The Incident Commander will ensure all equipment is picked up at the scene and is returned to the station.
- All members will assist with the cleaning of equipment as necessary.
- SCBAs filling, cleaning, and return to service will be verified by a certified member.
- All members will assist in returning equipment to the truck including any hose that was used.
- Apparatus operators will ensure that the apparatus is ready for service:
 - Fuel will be filled if below $\frac{3}{4}$ of a tank.
 - Water tanks will be filled when applicable.
 - Cascade system cylinder level will be checked and scheduled for refill if necessary.
- Trucks will be washed based on the following:
 - After any call in the winter.
 - When the temperature is expected to be above zero degrees over the next 12 hours.
 - For any call that falls between 0600 and 2400.

Excusal of Members:

- Members may be excused prior to completion for the following:
 - Member needs to return to work.
 - Excess members are at the station.
 - When released by the ranking officer.

Conclusion:

- The readiness of our equipment is necessary so that it will be available to respond to the next incident.
- When the responding members work together to clean and return equipment into service the process will be efficiently finished.

Gorham Fire Department	Standard Operating Guideline 3.6	Cancer Prevention
To All Fire Department Members	Approved by SOP Committee:	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: 03/03/2022	Accepted by Members: July 1, 2022

Purpose:

To establish a guideline for the proper use and cleaning of PPE and equipment. This information is provided to best protect members from the carcinogens found on gear and around the station.

Responsibilities:

It shall be the responsibility of all members to maintain clean gear and clean equipment to protect all Firefighters and personnel who use the Gorham Station.

Best Practices:

1. Full PPE and SCBA must be worn at all calls involving smoke, fire or any other call that present with, or have the potential to become a hazardous condition. Air monitoring will be used to determine when the air is clear enough to remove SCBA.
2. A second protective hood has been issued to all firefighters and should be rotated out after use. A bucket has been provided for dirty hoods which will be washed and returned.
3. Decon should be initiated on scene to remove as much debris as possible prior to leaving the scene. Wipes will be available and should be used to clean exposed skin at this time.
4. PPE shall be washed upon return to the station after an active fire. PPE should be washed on a regular basis and as necessary. Clothing that has been contaminated should be washed at the station.
5. Firefighters should shower as soon as possible after exposure. A shower is available at the station to avoid introducing contamination to your vehicle.
6. Personal Protective Equipment should only be stored in the bay at the Fire Station and at no point be worn into the kitchen, offices or living areas of the station. PPE should not be worn or kept in the passenger compartment of a POV or brought into your home.
7. Any issues that are found with PPE shall be brought to the attention of the Officer in charge and the Chief when found. PPE found not to be safe will be removed from service and repaired or disposed of as necessary.
8. Every effort will be made to limit run time of Apparatus when it is inside the station. Exhaust is extremely unsafe to be breathing and should be treated as such.
9. Apparatus and equipment cleanliness is important to ensure less exposure to carcinogens. Tools shall be cleaned after use during gross decon procedures. Apparatus interiors shall be cleaned on a regular basis, and after any call that fire was involved.

Conclusion:

Firefighting is a dangerous occupation and every effort needs to be made to protect ourselves from the effects of performing our duties. This should be used as a minimum guideline for cleanliness in the fire service.

Gorham Fire Department	Standard Operating Guideline 3.7	Self -Contained Breathing Apparatus
To All Fire Department Members	Approved by SOP Committee: November 16, 1999	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: 02/25/2022	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline to indicate the proper maintenance, training, use, and cleaning of self-contained breathing apparatus (SCBA) to ensure the safety of the fire department personnel.

Responsibility:

- It is the responsibility of the Chief or his designee to assure that the SCBA's are kept in working order and that all member of the fire department are trained in accordance with the Standard Operating Produces.
- It will be the responsibility of the Department Training Division to provide the minimum yearly required training.
- It will be the responsibility of the SCBA certified members to maintain a clean-shaven face as necessary to obtain a face mask seal. If a member is not able to maintain a seal, they will be prohibited from the use of an SCBA.

Inspection and Records:

- Monthly checks will be performed on all SCBA in the Fire Department inventory.
 - Checks will be performed using the SCBA Inspection sheet in Appendix A.
 - Records will be maintained in the training room.
 - Checks will be performed by the Apparatus Lieutenant/designee.
- Annual flow testing and comprehensive inspection will be performed by a certified technician.
 - Records will be maintained by the Chief/designee.

Maintenance and Repair:

- Required maintenance will be performed by certified personnel.
- SCBA that requires repair will be removed from service, tagged with a note describing the problem, and left in the Chief's Office.

Training:

- Minimum training requirement of NHFA Firefighter 1 module "Firefighter Safety (PPE and SCBA)".
- It is required that at least one firefighter be trained to the level of NHFA Firefighter 1 to lead a team of firefighters using SCBA on scene.
- The Department will provide yearly training and competency checks as follows:
 - Proper donning and doffing of SCBA.
 - Use and care of the SCBA.
 - Identification of hazardous areas and the need for SCBA use.

Procedure:

- SCBA will be used for entry into the following hazardous atmospheres:
 - Structure fire attack
 - Vehicle fire attack
 - Dumpster fire attack
 - Operations on scene of a fire which are subject to smoke
 - Carbon monoxide incidents with reported signs/symptoms
 - Investigation of airborne gas leaks
 - Oxygen deficient areas
 - Entry into any Immediately Dangerous to Life and Health (IDLH) area
 - As determined by the Incident Commander
- Complete sealing of the face mask as required per NFPA 1500 must be ensured:

- Facial hair must be trimmed to prevent interference with sealing.
- Eyeglass frames that extend through seal are not allowed.
 - Prescription face mask inserts are available to members.
- Annual fit testing will be conducted for SCBA qualified firefighters.
- Full personnel protective equipment, including Nomex hood, will be worn per SOG #2.5
- Firefighters shall report to the EMS rehabilitation area under the following criteria:
 - Self or crew leader initiated after one 30-minute SCBA cylinder OR 20 minutes of hard work without an SCBA.
 - Formal with medical evaluation following two 30-minute SCBA cylinders OR 40 minutes of hard work without an SCBA.
- Prior to entry into any IDLH atmosphere the following minimum personnel must be present:
 - 2 firefighters in full PPE and SCBA for entry.
 - 2 additional firefighters in full PPE and SCBA to standby
- Firefighters shall exit the IDLH atmosphere using the following criteria:
 - The Vibralert is sounding
 - The red light on the Heads-up Display is flashing
 - The red light on the PASS device is on
- Firefighters shall exit the IDLH using the following criteria:
 - If crew is three or less people, they will all exit.
 - If crew can be split in teams of two, they can remain interior.

Cascade System:

- The cascade system is located on Rescue 1 in compartment #2.
- The cascade system will be used with the following criteria:
 - Will only be used by personnel trained in the safe operation of the system.
 - Shall be used to refill all cylinders to full after use.
 - Will be scheduled for refill at the Berlin Fire Department after use.

Cleaning and Return to Service:

- Remove all large debris from SCBA using a brush or low-pressure air gun.
- Return all straps to the loosest position.
- Spot cleaning of stains and washing of pack assembly:
 - Apply liquid laundry detergent and water mixture, respirator cleaning wipes, or commercially available baby wipe to clean the soiled area and scrub with a soft bristled brush.
 - Use warm water, 105 degrees or less, to thoroughly rinse the SCBA.
- Refill/replace the cylinder with a full one.
- SCBA should be hung in the bay to dry if replacements are available.
 - If placed back on truck when wet leave the apparatus door open to facilitate drying.
- Face piece may be cleaned using either of the following:
 - 3M 504 Respirator Cleaning Wipes
 - A hypochlorite solution made by using 1ml of laundry bleach to 1L of water at or below 110 degrees. Solution should be sprayed on, scrubbed if necessary, and rinsed off using clean water. Mask will be allowed to dry before replacing in bag.

Conclusion:

- Self-Contained Breathing Apparatus must be kept cleaned, maintained, and ready for use.
- Proper and ongoing training is required for safe use and operation in an IDLH.
- Adherence to this SOG will allow for the safest use and longest life of an SCBA.

Gorham Fire Department	Standard Operating Guideline 3.8	Pressurized Gas Emergencies
To All Fire Department Members		Approved by Officers: May 17, 2022
Approved by Town Manager: September 9, 2005	Revised: 02/25/2022	Accepted by Members: July 1, 2022

Purpose:

To establish a guideline for response to incidents involving leaks of pressurized gas.

Responsibility:

- It will be the responsibility of the Incident Commander to ensure the safest possible operations during response to a gas leak.

Procedure:

- During response to a pressurized gas leak personnel must adhere to the following Standard Operating Guidelines:
 - SOG 2.5, Personnel Protective Clothing
 - SOG #3.7, Self-Contained Breathing Apparatus
- Apparatus must be parked in an area that is upwind from the leak.
- **The following process will be used for odor investigations or active leaks in the area known to contain pressurized gas:**
 - Speak to the homeowner/caller to determine the reason for the call.
 - Evacuate all civilians in area of the suspected leak. Minimum distance 330 feet for a small leak, ½ mile for larger leak.
 - If gas line personnel are on scene consult with them regarding the situation and the plan moving forward.
 - Personnel will enter the area to obtain readings with the 4-gas meter.
 - Natural gas has a lower explosive limit of 4%.
 - Natural gas has an upper explosive limit of 15%.
 - Natural gas is nontoxic but will displace oxygen, readings below 19.5% oxygen are considered oxygen deficient.
 - Propane has a lower explosive limit of 2.1%.
 - Propane has an upper explosive limit of 9.5%.
 - Propane is nontoxic but will displace oxygen, readings below 19.5% oxygen are considered oxygen deficient.
 - While propane and natural gas are the most commonly found, other pressurized gases may be present and can be detected by use of the 4-gas meter.
 - If readings are present, attempt to locate the source of the leak and determine the availability of shutoff devices.
 - If concentrations of gas are found inside a structure the following steps should be taken:
 - Search and evacuate any occupants
 - Shut off any sources of ignition.
 - Leave lights/switches as found.
 - Shut off power from external breakers if possible.
 - Ventilate the structure after the leak has been contained.
 - If excavation is required to shut off a leak, a manned hose line will be in place prior to starting.
- **The following process will be used for incidents involving active fire from a gas leak:**
 - Ensure citizens are evacuated from any exposures and the immediate area.
 - Do not extinguish the flames. The closest means of shutoff should be closed, and the gas allowed to burn off. The possibility of explosion or re-ignition is too great if the gas is actively leaking.
 - If extinguishment of flames is necessary or occurs, use a fog stream to dissipate the leaking gas until leak is controlled.

- **The following process will be used when an explosion has occurred prior to our arrival:**
 - Upon arrival pressurized gas should be considered as a cause of the explosion, even when not directly evident that the house is supplied by natural gas.
 - Leaking gasses may travel underground for significant distances and enter structures.
 - Until determined that further explosions are unlikely to occur, civilians should be evacuated from the area, and fire department personnel should use extreme caution.
 - Do not rely on odor to determine the presence of gas, use of the 4-gas meter will be necessary.
 - Systematic readings will be needed working from the outside towards the area of the explosion.
 - If a leak is active, steps must be taken to locate and stop the leak.
 - If gas concentrations are found inside, adjacent to, or around a structure the following steps must be taken:
 - Shut off any sources of ignition.
 - Leave lights/switches as found.
 - Shut off power from external breakers if possible.
 - Ventilate the structure/area until the area is clear.
 - Incident Command will work with personnel from the gas company to ensure the area is safe and all leaks are controlled.
 - Fire Department personnel must determine the safety and stability of structures prior to allowing re-entry. If in doubt all entry will be denied.

Conclusion:

- Pressurized gas leaks can create a highly volatile scene.
- Coordinated operations between gas company personnel and emergency responder is necessary to work towards a safe outcome.

Gorham Fire Department	Standard Operating Guideline 3.9	Carbon Monoxide Incidents
To All Fire Department Members		Approved by Officers: May 17, 2022
	Revised: 03/02/2022	Accepted by Members: July 1, 2022

Purpose:

The purpose of this standard is to ensure consistency in response, investigation, action, and reporting of carbon monoxide alarms.

Responsibility:

It will be the responsibility of the Incident Commander to ensure these guidelines are followed to provide safe environment for firefighters and residents.

Definitions:

Carbon Monoxide (CO) is an odorless and colorless gas. CO is a common by product of incomplete combustion of any organic material. CO is a major toxic component in cases of smoke inhalation, CO causes poisoning by interfering with the binding of oxygen with the hemoglobin in the bloodstream, myoglobin in the heart and muscle tissue throughout the body. CO is a toxic substance and is highly combustible gas that burns rapidly.

Procedure:

- Determination will be made by Dispatch whether the call can be handled by a FD Officer or a whole Department response is required, per SOG # 13, Dispatch Procedure.
 - Symptoms as outlined below will initiate a full department response.
 - Readings on the 4-gas meter upon entry will initiate a full department response.
- Upon arrival, the Incident Commander shall attempt to determine if the alarm activation is valid through the following methods:
 - Discussion with occupants as to whether there are signs/symptoms of carbon monoxide.
 - Discussion with occupants regarding what led them to call for service today.
 - Whether there are any CO detectors activated at this time.
- EMS should be notified and dispatched immediately if occupants show any signs/symptoms of Carbon Monoxide exposure:
 - Disorientation
 - Dizziness
 - Nausea
 - Vomiting
 - Facial discoloration (redness)
 - Difficulty breathing
 - Known exposure to carbon monoxide
- If it is determined that the incident does not require a full department response, a Fire Officer may enter the building with the 4-gas meter to check for CO readings:
 - After activating the detector, zero the device in fresh air (reading between 0 ppm and 1 ppm) following the manufacturers recommendations.
 - Beginning at the lowest level, preferably near the heating system, begin a survey of the structure.
 - Readings should be taken starting in the lowest level of the house and moving up.
 - IF ANY READING OF 25 PPM OR GREATER IS RECORDED:
 - Leave the building
 - Initiate a full department response
 - Only allow personnel to enter in full PPE and SCBA.
 - Per guideline # 1 Personnel Protective Clothing
 - Per guideline # 17 Self-Contained breathing Apparatus

Carbon Monoxide Levels and Resulting Actions:

- FOR READINGS OF 9 PPM OR LESS:
 - Inform occupants that our detection equipment did not detect an elevated level of CO currently (do not indicate that there is or was not elevated levels of CO).
 - Recommend occupants check their CO detector per manufacturer and reset detector (under no circumstances will we reset a household detector)
 - Inform occupants that once detector is reset to call the fire department again if it reactivates

- FOR READINGS BETWEEN 9 PPM AND 100 PPM:
 - ANY READING ABOVE 9 PPM SHALL BE CONSIDERED ABOVE NORMAL
 - Inform occupants that our detection equipment has registered a dangerous level of CO
 - Recommend that all occupants leave the premises and begin to ventilate the structure
 - If an appliance is determined to be malfunctioning, turn it off if this can be done in a safe manner and advise the homeowner to contact the appropriate utility/service company
 - If the CO readings can be stabilized below 9 ppm, then the structure can be reoccupied AT THE DISCRETION OF THE OWNER
 - Stabilized is defined as readings below 9 ppm in an enclosed structure for a minimum of 20 minutes after ventilation is completed
 - Refer to #'s 2 and 3 in procedures below 9 ppm.

FOR READINGS ABOVE 100 PPM:

- ANY READING ABOVE 100 PPM SHALL BE CONSIDERED POTENTIALLY LETHAL
 - ORDER THE OCCUPANTS TO EVACUATE IMMEDIATELY
 - contact the utility company and inform them of the air monitoring findings
 - Begin ventilation
 - If utility company does not respond and the CO levels can be stabilized below ppm limit, then the structure can be reoccupied AT THE DISCRETION OF THE OWNER
 - If the utility company responds, then upon arrival inform them of our findings and turn the incident over to the utility company representative
 - Prepare for a potential flash fire of the CO gas.

If above normal readings are found the following sources of Carbon Monoxide should be investigated:

- Furnace and chimney flue
 - Stoves
 - Appliances that use flammable fossil fuels
 - Natural gas
 - Propane
 - Oil
 - Kerosene
 - Faulty space heaters
 - Fireplaces
 - Indoor operation of grills/cooking appliances
 - Seepage from other sources
 - Garage
 - Storage closets/sheds
 - Adjacent structures
 - Reverse drafting due to changes in air temperature or pressure

- If the problem involves a utility, the proper agency should be contacted and requested to respond immediately.
- The fire company will not attempt any repairs or alterations to any appliance or other device. The fire company will advise the occupant only.
- Fire Company actions shall be limited to:
 - Evacuation and securing the structure involved
 - Ventilation of structure
 - Monitoring conditions within structure and the environment
 - Assisting public utilities when requested
 - CO checklist must be completed at all investigations

TERMINATION

- Prior to termination, the following should be performed:
 - Review actions taken with the occupant
 - Inform occupant of monitoring levels at arrival and during and after performing operations
 - Inform of possible likely source(s)
 - Inform of actions taken to return premise to acceptable conditions
 - Advise the occupant to have all appliances serviced as a precaution if not completed recently

Conclusion:

- Carbon Monoxide incidents must be treated with the utmost care as the potential for a negative outcome is high.
- Fire personnel must not leave the scene until the carbon monoxide has been vented from the building and is not returning, or the building is evacuated and secure.

Gorham Fire Department	Standard Operating Guideline 3.10	Unknown Smells or Odors
To All Fire Department Members	Approved by SOP Committee:	Approved by Officers: May 17, 2022
Date: November 16, 1990	Revised: August 8, 2001	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline for the investigation of an unknown smell or odor.

Responsibility:

- It is the responsibility of the responding Officer or Incident Commander to ensure that an odor investigation is performed in the safest possible manner.
- The Officer or Incident Commander is responsible for ensuring the appropriate level of personnel protective equipment (PPE) is used.

4-Gas Meter: The gas meter is the main tool which we use to determine the status of an unknown odor. The gas meters we have on the trucks can measure the following:

- Hydrogen Sulfide (H₂S): measured in parts per million
- Carbon Monoxide (CO): measured in parts per million
- Combustible gases (LEL): measured as a percent of lower explosive limit (%LEL) and percent by volume methane 0-5.0% v/v
- Oxygen (O₂): measured as a percentage of volume

Personnel should be familiar with the operation of the meter prior to use on an emergency response. The meter is unable to determine certain toxic environments which will only show as a decrease in oxygen concentration or as an alarm of the lower explosive unit.

While the meter is unable to monitor gases above the Upper Explosive Limit (UEL) these may also show as a decrease in oxygen. Extreme caution needs to be used as gases in the UEL may lessen the likelihood of an explosion but during venting of the building the gases will fall into the explosive range and can become volatile.

On-scene Procedure:

- Information should be gathered from caller or occupant, when possible, to assist in investigation.
- All occupants of the building should be evacuated from the building during investigation.
- A minimum of 2 firefighters will don full PPE and SCBA prior to entering the building with 2 additional firefighters in full PPE and SCBA in staging.
- The 4-gas meter will be turned on and allowed to start prior to entry into the building.
- All light switches and sources of ignition should be left as found during investigation to prevent an explosive environment.
- Firefighters will walk the building to determine if there is a hazardous situation and report findings to Incident Command.
- If a hazard is found to be in an explosive concentration, personnel should immediately exit the building and work with Incident Command to plan for mitigation.
- Appropriate actions will be taken to mitigate the hazard to include
 - Determining the source of the hazard
 - Venting of the building as necessary
 - Shutdown of any onsite gas, if possible, LPG as an example
 - Notifying utilities of issues related to their service
- If Incident Commander determines the hazard is mitigated the occupants may be allowed to reoccupy the building.

Possible Sources:

- Liquid propane leaks
- Sewer gases
- Carbon monoxide (covered in further detail in SOG# 3.9)

Conclusion: When dealing with an unknown odor investigation extreme caution needs to be used for the safety of all responding personnel and building occupants.

Gorham Fire Department	Standard Operating Guideline 3.11	Confined Space Entry
To All Fire Department Members	Approved by SOG Committee: December 18, 2001	Approved by Officers: May 17, 2022
Reviewed by Town Manager: April 9, 2002	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline for responses to emergencies involving confine space entry. This will include any space that is difficult to get into or out of, not intend for human occupancy, may contain a hazardous atmosphere, safety hazards, and/or health hazards.

Typical Confined Spaces:

- Tanks
- Digesters
- Shafts
- Equipment Housings
- Pits
- Manholes
- Underground Utility Vaults
- Dike Areas
- Sewers
- Hoppers
- Bunkers
- Vats
- Stacks
- Tunnels
- Storage Bins
- Process Vessels
- Cisterns
- Boilers
- Pipelines
- Steam Condensers
- Silos
- Degreasers
- Ducts
- Tank Cars
- Lift Stations
- Trenches
- Septic Tanks

Responsibility:

- It is the responsibility of the Incident Commander to assign a Safety Officer, set up a command post, establish a safety plan, and assure that the proper measures are taken before anyone enters the confined space.
- The Incident Commander shall assume that every confined space has a hazardous atmosphere, and shall check what other hazard may exist in the confined space, (uneven floors, moving parts, automatic or remote operated valves, etc.)

Safety Plan:

- The Incident Commander and the Safety Officers shall develop a safety plan that will include rescue procedures, escape routes, physical hazards, chemical hazards, safety zones, decontamination, emergency medical personnel and ambulance, and emergency withdrawal signal. The entry team and back up team will be debriefed on the safety plan and potential hazard before entering the confined space.

Testing:

- Prior to entry into a confined space the atmosphere must be tested.
 - Testing will be performed using a 4-gas meter which tests for the following:
 - Oxygen (and any serious atmospheric changes therein)
 - Hydrogen Sulfide (H₂S)
 - Carbon Monoxide (CO)
 - Lower Explosive Limit of various gases (LEL)
- Air monitoring will be performed continuously during operations.
- The entry team shall not be allowed to enter if the LEL or oxygen concentrations are at the following dangerous levels:
 - A Lower Explosive Limit alarm is sounding which indicates a gas found in quantities a which reaches 10% of its Lower Explosive Limit.
 - A High Oxygen level alarm is sounding which indicates the oxygen concentration is at r above 23.5%.
- The entry team can make entry with the protection of an SCBA for the following alarms:
 - Carbon monoxide
 - Hydrogen Sulfide
 - Low oxygen levels

Research:

- If there is a known chemical, it shall be researched before entry is made. Resources that can be used are for research are:
 - Emergency Response Guidebook
 - Internet search
 - SDS (Safety Data Sheet) located at the facility when applicable

Procedure for Entering Confined Spaces:

- Entry into a confined space for rescue shall not be made if the space has any imminently dangerous conditions or uncontrollable IDLH atmospheres. Every measure shall be made to eliminate or protect the rescuers from hazards by either removing the hazard or using protective clothing. **Firefighter turnout gear does not give adequate protection against most harmful vapors and liquids.**
- The haz-mat team shall be called for confined space entry involving hazardous chemicals.
- Every means possible will be made to keep in visual and voice contact with the rescuers entering the confined space.
- There shall also be a rescue line attached to each of the rescuers before the rescuer enters the confined space.
- Whenever possible, if space allows, rescuers shall work in teams of two or more.
- Retrieval device should be used for below grade confined space entry.

Procedure for Requesting Haz-Mat Team:

- If after completing initial assessment it is determined that a Hazardous Materials team is necessary, they may be requested utilizing the Hazardous Material Incident Notification line: 1-800-346-4009 (24-hours). The NH State Police Communications Supervisor will contact the appropriate agencies.

Conclusion:

- It is essential that these guidelines be followed when the fire department is responding to an incident involving a confined space.
- Having a safety plan in place before making entry into a confined space will lessen the risk to personnel and increase the likelihood of a successful operation.

Gorham Fire Department	Standard Operating Guideline 3.12	Automobile Fires
To All Fire Department Members	Approved by SOP Committee:	Approved by Officers: May 17, 2022
Date: July, 7, 1992	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline for response to and extinguishment of automobile fires.

Responsibility:

- The Incident Commander will be responsible for ensuring the safe operation during the extinguishment of fire in a vehicle.
- This guideline will be followed for all types of vehicle fire attack.

Procedure:

- Firefighters will don full personnel protective equipment and SCBA prior to initiation of attack.
- A minimum of two firefighters will be used for attack, with 2 firefighters in full PPE and SCBA in staging.
- Attack will be performed using a 1 ¾" pre-connect line.
- The Engineer will determine upon arrival if connection to a hydrant should be made.
- If structural exposure issues exist crews will focus on saving exposures as a priority.
- Complete overall of vehicle(s) will be completed prior to clearing the scene.

Return to service/Decontamination:

- Upon return to the station all equipment and apparatus must be put back into service.
- Firefighters should change clothes and shower as soon as possible.
- Turnout gear needs to be washed to remove the products of contamination.

Conclusion:

- Fires in vehicles pose all the risks associated with fighting a structure fire. The materials used in today's manufacturing creates many toxic gases that can create an IDLH atmosphere.
- Vehicles fires necessitate a structured attack always using all necessary PPE.

Gorham Fire Department	Standard Operating Guideline #3.13	Car Accident Response Date: December 7, 1993
To All Fire Department Members	Approved by SOP Committee: December 18, 2001	Approved by Officers: May 17, 2022
Reviewed by Police Chief:	Reviewed by Town Manager:	Accepted by Members: July 1st, 2022

Purpose: To establish a guideline to manage a motor vehicle accident scene effectively and safely, while working with other agencies.

Responsibility:

- The Incident Commander will be responsible for forming and enacting a plan to stabilize the scene.
- The fire department will be responsible for traffic and crowd control, fuel and hazardous material spills, vehicle hazards, vehicle stabilization, extrication tools, assisting with patient extrication, and removal of accident debris.
- Fire Department personnel will be responsible for working with law enforcement, EMS personnel, and other agencies on scene to mitigate the incident.

Procedure:

- The first arriving Department vehicle will give a windshield report.
- The first arriving Officer/Firefighter on scene will establish Incident Command.
- Incident Command will conduct a scene size-up and establish a safety plan.
- Incident Command will assign duties to firefighter in staging.
 - Traffic and Crowd Control with cones and barrier tape.
 - Fuel and hazardous materials spills need to be identified and handle appropriately.
 - Vehicle hazard shall be reviewed before using extrication tools on vehicle.
 - Stabilize vehicle with appropriate equipment, cribbing, airbags, and airbag cover.
 - Assist ambulance crew with patient stabilization and extrication.
 - Remove and clean-up all accident debris from roadway before allowing traffic to proceed.
- Conduct a “Post Incident Review” when necessary.

Equipment:

- A tarp should be place in an accessible area with the tools neatly arranged on it before and after use.

Staging:

- If department members are not assigned a duty or have completed their assign duty, they should report to staging. Staging area to be designated by Command, but default will be Rescue 1.

Parking:

- Apparatus shall be staged to block oncoming traffic from accidentally entering the scene. Parking at an angle to deflect cars away from the scene is a priority.

POV Response:

- When possible, all department members should respond to the station and ride to the call on a piece of apparatus. If you respond directly to the scene park in a manner that will not interfere with operations or traffic control.

Personal Protective Clothing:

- All responding personnel must wear full protective clothing per SOG # 2.5.

Conclusion:

- At a motor vehicle accident, it is the responsibility of the fire department to manage the overall scene.
- The fire department is at the accident scene to aid so that the likelihood of injuries is reduced.

Gorham Fire Department	Standard Operating Guideline 3.14	MVA Traffic Control
To All Fire Department Members	Revision Date: 03/02/2022	Approved by Officers: May 17, 2022
		Accepted by Members: July 1, 2022

Purpose: To establish a guideline for traffic control operations at a motor vehicle accident or other scenes involving operations on an active roadway.

Responsibility:

- It will be the responsibility of the Incident Commander to assign personnel to traffic control operations.
- It will be the responsibility of all members to remain vigilant while working adjacent to active roadways.

Procedure:

Apparatus Staging:

- During response to an incident pre-plan traffic operations when possible.
- Upon arrival the first due apparatus must be parked in a manner which provides protection for personnel:
 - Apparatus should be parked at a 45-degree angle in the direction of travel, from the curbside out into traffic.
 - The angle will deflect any vehicles away from the scene if necessary.
 - If an Engine will be used to pump water, efforts should be made to position the truck so the pump panel is on the protected side of the truck.
 - Incident Command will be responsible for the parking of incoming apparatus based on needs of the scene.
 - If two-way traffic is affected, incoming apparatus should be used to block traffic from the other direction.
- When exiting apparatus extreme caution must be used when stepping into the roadway.

Traffic Control:

- When partial closure of a roadway is required, the following steps should be followed:
 - Traffic control will be initiated if adequate personnel are available. Law enforcement may be used if available.
 - Incident Command will assess the situation and the need use cones to delineate lanes of travel.
 - Two crew members will be assigned to run traffic control:
 - Positioned at each end of scene with view of oncoming traffic.
 - Personnel will be wearing a reflective traffic vest.
 - Personnel will use the stop/slow signs off the Rescue for traffic control.
 - Traffic management will be via radio using a tactical channel. VFIRE 21 will be the preferred channel if not in use on scene already.
 - Simple communication on the radio will be used to identify the last car through “last car is a black pickup”.
 - Traffic control will be maintained as necessary.
- Traffic control personnel will be under the direction of Incident Command who may request full road closure at any time for various reasons.

Safety Considerations:

- When using cones to re-direct lanes of traffic, cones must be placed to create a taper which allows ample notice and time for cars to comply.
- Advanced warning signs should be placed ahead of the accident, especially when traffic is coming around a corner and will have little notice of the incident.
- Oncoming traffic needs adequate warning to give them time to stop.

Conclusion:

- Operations in an active roadway are extremely dangerous, all personnel on scene must remain vigilant and aware of their surroundings.

Gorham Fire Department	Standard Operating Guideline 3.15	Ventilation
To All Fire Department Members	Revised: 03/02/2022	Reviewed by Officers: May 17, 2022
		Accepted by Members: July 1, 2022

Purpose: To establish a guideline for fireground operations when performing ventilation during an incident.

Responsibility:

- The Incident Commander will be responsible for ensuring the proper type of ventilation is used and that it will not cause conditions to worsen.

Procedure:

Ventilation Size up:

- Ventilation size up requires evaluation of the following conditions:
 - What type of building is involved?
 - Where is the location and the extent of the fire?
 - What are the life hazards involved?
 - Is ventilation required and what type of ventilation would be beneficial?
- The methods of ventilation that are available are:
 - Horizontal
 - Vertical
 - Forced (positive pressure)

Ventilation Strategy:

- One Story Dwelling:
 - Open windows ahead of the attack line crew as the fire is extinguished.
- Two Story Dwelling:
 - Open window near the attack crew on the 1st and 2nd floors and then open the remainder of the 2nd floor windows.
- Attic Fires:
 - Attic fires should be attacked from the interior and ventilation should initially be completed by pulling and removing any windows or louvers at each end of the attic area.
 - If further ventilation is required, vertical ventilation should be performed.
- Basement Fires:
 - In a residential basement, ventilate all available openings to the outside as well as the first-floor doors and windows.
- Industrial/Commercial Fires:
 - Ventilation should start on the roof by utilizing natural openings (e.g., scuttle doors or skylights) and then perform other vertical ventilation as required.
 - The potential of roof collapse should be considered for certain types of construction.
- Apartment Buildings:
 - Perform vertical ventilation above stair wells.

Vertical Ventilation:

- Firefighters should work in teams of at least two to perform vertical ventilation and all personnel shall wear self-contained breathing apparatus (SCBA).
- Personnel shall determine the stability of the roof by sounding out the roof prior to stepping off the ladder. If the structural stability is in question, report the condition to the Incident Commander and do not allow any personnel to step onto the roof.
- No personnel shall be assigned to perform vertical ventilation on a roof under the following conditions:
 - An incident in the DEFENSIVE mode.
 - A building with truss roof construction where it is suspected that the truss area is being attacked by the fire.

Horizontal Ventilation:

- Whenever a firefighter removes a window or door during ventilation from the exterior, the firefighter shall search the immediate area around the window or door with a tool from the exterior for potential victims.
- If the scene dictates, crews may use a vent-enter-search technique.
 - Crews will remove window from ladder.
 - Crews will check the floor prior to entry into the room.
 - Crews will make entry and proceed to the door and close it to limit spread into that room.
 - Crews will perform a quick search of the room and exit down the ladder.
 - This process can be repeated as necessary when room search is required.

Positive Pressure Ventilation:

- Positive pressure ventilation (PPV) can be utilized in the overhaul stage of the fire to lower carbon monoxide levels and to improve visibility.
- PPV must be properly considered against the desired result. Premature pressurizing of the fire building can cause fire spread toward victims or increase property damage.
- PPV can be used to vent smoke and carbon monoxide using the following process:
 - Set up vent fan in doorway adjacent to area which needs ventilation.
 - Limit openings to the room you are attempting to ventilate for best results.
 - Continue until smoke/carbon monoxide has been vented.
- PPV fans are located on Engine 3 and Engine 4.

Conclusion:

- The proper use of ventilation techniques is critical for the removal of excessive heat and products of combustion from a structure.
- Coordinated ventilation must be performed to provide for safe and effective operations.

Gorham Fire Department	Standard Operating Guideline 3.16	Thermal Imaging Camera
To All Fire Department Members	Revised: 02/25/2022	Reviewed by Officers: May 17, 2022
		Accepted by Members: July 1, 2022

Purpose:

- To establish operational guideline for the utilization of thermal imaging camera during emergency and non-emergency operations

Responsibility:

- It is the responsibility of all personnel to follow this guideline for safe and effective use of the thermal imaging camera.

Procedure:

- Use of the thermal imaging camera in areas which are Immediately Dangerous to Life and Health (IDLH) must adhere to the Standard Operating Guidelines:
 - SOG #2.5, Personnel Protective Clothing
 - SOG #3.7, Self-Contained Breathing Apparatus
 - SOG #3.3, Personnel Accountability Systems
- Prior to entry to an IDLH area, the camera must be turned on and checked for a fully charged battery.
- When the thermal imager is used to search an area, crews must use a secondary method to ensure they can find the exit. The following methods may be employed to assist in return to the exit:
 - Large area search rope.
 - Following a hose line.
- Crews must communicate pertinent information back to command when thermal imaging is employed.
- Personnel shall leave the hazardous environment immediately upon observing a low battery warning.
- The thermal imager may be used for seeking out hot spots and checking for fire extension.
 - The search for victims will always take precedence over other operations.
- The thermal imaging camera shall at no time be used in applications beyond its specified use, such as a superheated atmosphere and/or hazardous condition that would cause damage to the thermal imaging camera.
- Thermal imaging camera is **not** to be operated in a flammable or explosive atmosphere; the device is *not* certified as being intrinsically safe.

Care & Maintenance:

- *SPECIAL NOTE: DUE TO THE HIGH SENSITIVITY, ADVANCED TECHNOLOGY, AND HIGH COST OF REPAIR, IT IS IMPERATIVE THAT THIS EQUIPMENT BE HANDLED WITH THE UTMOST CARE DURING USE, MAINTENANCE, CLEANING, AND STORAGE.*
- After each use the thermal imaging camera shall be inspected for damage. If any damage or problem is found it shall be reported immediately to an Officer who will then forward the information to the Chief.
- All cleaning and maintenance shall be done in accordance with the manufacture policy.
- All batteries shall be checked and changed when necessary. Spare batteries are in the chargers on the trucks with the cameras.

Conclusion:

- It is of the utmost importance that the thermal imaging camera be utilized under the direction of the incident commander and these standard operation guidelines.
- Thermal Imaging Cameras are not replacements for common sense. The images presented need to be interpreted properly to help ensure safe operation during an incident.

Gorham Fire Department	Standard Operating Guideline 3.17	Mayday and RIT Operations
To All Fire Department Members		Approved by Officers: May 17, 2022
	Revised: 03/03/2022	Accepted by Members: July 1, 2022

Purpose:

The purpose of this guideline is to identify the roles and responsibilities of all parties involved at an incident where a "May-Day" has been transmitted.

Responsibility:

- The Incident Commander/designee will be responsible for the rescue of firefighters during an incident.
- Members will be responsible for transmitting a "May-Day" call when in need of help.

Procedure:

- The radio message "May-Day" will be used by firefighters to report their status as being lost, trapped, or injured and in need of rescue.
 - Any member may use a "May-Day" to report a lost firefighter. Any report of "May-Day" will receive priority radio traffic.
 - The term "May-Day" will be reserved only to report a lost, trapped, or injured firefighter.
- In the event of a firefighter(s) becoming trapped, lost, entangled, disoriented, and injured or in need of other assistance, the firefighter(s) priority should be to remain calm.
- The firefighter should call on the operations or dispatch channel and state "May-Day May-Day May-Day" to clear the radio traffic on that channel.
- Once the IC has acknowledged the "May-Day". The member in distress transmits:
 - Radio number
 - Crew's designation
 - Status regarding any injuries or entrapments
 - Fire and smoke conditions are
 - Point of entry into the structure
 - Last know position
 - Air supply status
- Member in distress should move to a safe location, if possible, activate their PASS alarm, and remain in radio contact with command or the RIT team if possible.
 - Stay in one location so that the RIT can find you, provided location stays safe to occupy.

Command Responsibilities:

- Command will maintain an awareness of the location of firefighters on the fire ground primarily through assignments and the personnel accountability system.
- Command will ensure that PAR (Personnel Accountability Record) checks are completed every 20 minutes.
- Command will respond to "May-Day" situations by:
 - Clearing all other radio traffic off May-Day channel.
 - It is not recommended to have trapped firefighter attempt to change channels
 - Activating the RIT (Rapid Intervention Team) when necessary.
 - Implementation of a rescue plan with the assistance of the RIT.
- Immediately requesting additional alarm(s) to ensure adequate personnel are in route/on scene.
 - Ensure additional EMS crews are requested.
- Re-assess operational strategies to prioritize the rescue of the downed member.

Crew responsibilities:

- Stay calm, stay focused, and on task.
- When possible, provide immediate assistance to injured firefighter.
- Continuation of fire suppression.
- Accountability for all members of their crew.
- Transmission of a May-Day as soon as it is realized there is a member in trouble.

Rapid Intervention Team:

- The RIT is a team of firefighters specially trained and equipped to perform the rescue of a firefighter in distress. The sole purpose of the RIT is to be immediately available to assist a firefighter who becomes trapped, lost, or incapacitated.
- All RIT members should have donned SCBA's with their facepiece in the standby position. The RIT should be prepared to quickly go in service with the appropriate equipment for different types of structures encountered.
- Each RIT company should be equipped with relevant search and rescue equipment in one, easy to carry, cotton/nylon bag. It is critical that all the equipment carried including the accompanying hand tools, rescue ropes and guidelines remain intact as one unit for quick deployment.
- The below listed equipment is recommended to be part of any RIT deployment:
 - RIT SCBA pack
 - Large area search rope
 - Hand tools: tin snips, wire cutters, 3" serrated knife, chalk, four (4) sprinkler wedges (to be used as door stop), three (3) light sticks, 4-piece small tool set, and one (1) multi-tipped screwdriver
 - 100' Kernmantle rescue rope sections, 7mm
 - Power saw with appropriate blades
 - Halligan and sledgehammer
 - Thermal imaging camera with extra battery
 - Hand light for each member of the team
 - Portable radio for each member of the team
- All RIT team members will be always prepared for deployment but can assist with the following fireground operations:
 - Monitor communications for May-Day situations
 - Monitor progress and alert Incident Command of pertinent changes.
 - Place ladders as necessary for egress.
- The RIT shall not be engaged in active firefighting or as relief for other members.
- If deployed, another team will be requested Mutual Aid to stand by.

Conclusion:

- The rescue of a downed firefighter will take priority over all other fireground operations, but we must continue to fight the fire as this will likely help to produce a positive outcome.
- Firefighters need to realize that calling a May-Day is not a sign of defeat and needs to be done as soon as a problem arises.

Gorham Fire Department	Standard Operating Guideline # 3.18	Emergency Incident Rehabilitation
To All Fire Department Members	Approved by SOP Committee: April 18, 2000	Approved by Officers: May 17, 2022
Approved by Town Manager: July 14, 2000	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To ensure the physical and mental condition of emergency service personnel operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety and health of personnel.
- This procedure shall apply to all emergency operations and training exercises where strenuous activity or exposure to heat or cold exists.

Responsibilities:

- The Incident Commander shall establish a Rehabilitation Sector as dictated by environmental conditions, workload of personnel, or other pertinent factors.
- Personnel: During periods of hot weather, members shall be encouraged to drink water throughout the day. During any emergency incident or training evolution, all members shall advise the Medical Duty Officer when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved.

Procedure:

- The Medical Crew Chief or EMS personnel on scene will follow EMS SOG# 3.5 regarding the location, operation, and use of the Rehabilitation Sector.
- Any activity/incident that is large, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation. Climatic or environmental conditions that indicate the need to establish a rehabilitation area are a heat stress index above 90 degrees F or a wind chill index below 10 degrees F.
- The following NFPA 1584 guidance will be used to determine when members will report for rehabilitation:
 - Self or crew leader-initiated rehab after one 30-minute SCBA cylinder or 20 minutes of hard work without an SCBA.
 - Formal rehab with medical evaluation following two 30 minute or one 45- or 60-minute cylinder OR 40 minutes of hard work without SCBA.
- Personnel assigned to the Rehabilitation Sector will adhere to the following procedure:
 - Entry and exit will be controlled for accountability purposes.
 - The time of entry and exit from the area shall be documented data sheet.
 - Personnel will not be allowed to return to duty until cleared by Rehabilitation personnel.
 - Cleared members will report to staging for re-assignment.

Conclusion:

- Rehabilitation is necessary in any prolonged incident for the health of the firefighter and to keep the firefighter work in a safe and aware state of mind.
- The health and safety of our members is our priority during all operations.
- While firefighters are likely to resist being sent to rehabilitation, it is necessary for their own health.

Gorham Fire Department	Standard Operating Guideline 3.19	Chainsaw Operation
To All Fire Department Members	Approved by SOP Committee: March 21, 2000	Approved by Officers: May 17, 2022
Approved by Town Manager: June 12, 2000	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline to indicate the proper maintenance, training, use, and personal protective equipment needed to ensure the safety of fire department personnel when operating a chainsaw or venting chainsaw.

Responsibility:

- It is the responsibility of the Chief/designee to assure that the chainsaws are kept in working order
- It is the responsibility of the members to report any issues that arise during use.
- It is the responsibility of the Training Division to ensure that members are trained in the proper use of chainsaws.

Maintenance and Inspection:

- The Apparatuses' Lieutenant/designee will perform the following checks monthly:
 - Chain is sharp, properly tensioned, and the bar is not worn
 - Chain brake functions correctly
 - The throttle and shut off switch work correctly
 - The air filter is clean, and the lubrication hole is clean
 - The chainsaw starts and runs properly
- The monthly check items will be performed after periods of heavy use.
- If problems are found that cannot be fixed immediately, the saw will be taken out of service and taken to a service technician for repairs.
- Once a year and/or after extended use the chainsaw shall be inspected by a technician. This will ensure the chainsaws are proper running order and safe to operate.
- Chaps shall be inspected before and after use and taken out of service if there are any holes, cuts, or defects found.

Training:

- The Firefighter 1 class provides a basic knowledge of chainsaw operation which should be considered the minimum level of training required.
- The Training Division will provide training that covers ventilation and saw use on a yearly basis.

Emergency Scene Use:

- The roof saw is the preferred method for ventilation operations. It is equipped with a short blade for easier use and a carbide chain to assist with cuts.
- Normal chainsaws can be used if necessary for ventilation but may not perform effectively.
- The K12 saw should be used when cutting through a metal roof or siding.

Personal Protective Equipment:

- When using the chainsaw, the proper personal protective clothing must be worn.
- When cutting trees in a non-hazardous area the minimum personal protective clothing shall be:
 - Helmet with hearing protection, and mesh face shield
 - Goggles/safety glasses
 - Nomex Shirt/pants during wildland fire operations
 - Gloves
 - Protective Chaps
 - Heavy Boots

- When using the roof saw or a chainsaw during a structure fire the proper attire must be worn.
 - Full personal protective equipment per SOG #2.5.
 - Self-Contained Breathing Apparatus per SOG #3.7.

Operational concerns:

- The use of chainsaws is an inherently dangerous activity, the following precautions must be taken:
 - Always work in teams with one firefighter watching for hazards that the chainsaw operator can not see while operating the chainsaw, hazards related to wildland operations:
 - Operators footing while back up
 - Tripping hazards
 - Unstable treetops
 - Personal entering fall zone
 - Fire danger
 - Operator fatigue
- The use of a chainsaw for venting requires observation for the following hazards:
 - Slippery conditions on the roof
 - Stability of the roof deck
 - Fire and smoke encroaching on the operation
 - Path of escape blocked

Conclusion:

- The safe use of chainsaws starts with the proper training and maintenance of the equipment.
- The proper protective equipment must always be worn.
- The proper tool for the job will make our job easier.

Gorham Fire Department	Standard Operating Guideline 3.20	Emergency Response to the Horton Center
To All Fire Department Members	Approved by SOP Committee: October 24, 2001	Approved by Officers: May 17, 2022
Reviewed by Town Manager: January 10, 2002	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To establish a guideline for emergency response to the Horton Center on Pine Mountain.
- It is essential that emergency response to the Horton Center be preplanned because it is in a remote area with inadequate accessibility

Responsibility:

- It is the responsibility of the Chief to assure that the communications with the management of the Horton Center are open.
- It will be the responsibility of the Officers and members to follow the strict traffic control and response guidelines if an emergency arises.

Staging:

- The limited space on the summit of Pine Mountain requires the coordination of the following staging areas:
 - “Level 1” Randolph Fire Station, right side of the Pinkham-B Road past the rail trail.
 - “Level 2” Pine Link Trail Parking, right side of Pinkham-B Road across from Horton Center entrance.
 - “Level 3” Horton Center Ball Field, left side of Horton Center Road just prior to Center.

Procedure:

- Response to the scene requires traveling through the Randolph end of the road due to the entrance angle.
- During response the Incident Commander will work with Dispatch and the Horton Center to secure communications which will allow for proper road control.
- Road control is key to a successful incident as the road only allows one vehicle to pass at a time.
- Staging area coordinators will work to ensure traffic flow is correct.
- Water supply will be key to an effective attack as there is no water source at the Horton Center.
 - Randolph Fire Department will oversee water supply at their station.
 - Additional sources may be needed and are available in Randolph.
- Due to the extended travel time, high risk of spread, and water supply issues extra alarms should be requested during initial response.
 - Dispatch will consult Structure Fire Alarm Sheets for Mutual Aid response.
- All Mutual Aid response will be directed to the Randolph Fire Station for assignment.
- Exposure protection and limitation of spread will be the operational priorities.

Camper Evacuation:

- Life safety will take priority over fire extinguishment.
- Camper evacuation will be in process and will be controlled by camp staff.
- Campers awaiting evacuation should be directed to Level 3 staging when safe.
- Vehicles evacuating campers will be directed to drive towards Route 16 as to not impede apparatus response.
- Campers may be evacuated to the following places in Town:
 - The Medallion Opera House
 - The Ed Fenn Elementary School
 - The Gorham Middle-High school
- Work with Horton Center staff to ensure accountability for all campers and staff.

Conclusion:

- In the event of an emergency at the Horton Center a coordinated response will be necessary.
- Water supply and road control will be the main hurdles that need to be overcome.

Gorham Fire Department	Standard Operating Guideline 3.21	Procedure for Handling Spills and Leaks
To All Fire Department Members	Approved by SOP Committee:	Approved by Officers: May 17, 2022
Approved by Town Manager:	Revised: August 03, 2021	Accepted by Members: July 1, 2022

**PROCEDURES FOR HANDLING LEAKS AND SPILLS OF PETROLEM PRODUCTS SUCH AS
GASOLINE, DIESEL FUEL, FUEL OIL, AND MOTOR OIL.**

The following are procedures for handling small spills and leaks of petroleum products. We do not intend to cover the handling of large-scale incidents here, just the everyday fuel leak that is less than 30 gallons in size and some general guidelines for larger spills.

NECESSARY EQUIPMENT:

1. Absorbent Material such as Speedy-Dry, sand, or products specifically designed for this such as absorbent pillows and booms.
2. Non-sparking shovels and brooms to distribute and recover the absorbent materials.
3. Plastic trash bags.
4. Full protective equipment and SCBA. Some smaller spills will require only turnout gear, boots, and gloves while others such as spills indoors of larger spills will require the use of SCBA.

SMALL SPILLS, OUTSIDE:

1. Stage apparatus a safe distance away from spill, uphill and upwind.
2. Attempt to determine the type and amount of liquid spilled.
3. If a petroleum product has spilled, life or property is not endangered, and the amount is less than 5 gallons, spread Speedy-Dry or sand over the entire spill. Allow a few minutes for the liquid to be absorbed. If the spill is small enough, absorbent pads may be used to absorb the liquid.
4. With shovels and doubled heavy-duty trash bags, pick up all absorbent material and seal by tying the bags.
5. If all liquid has not been absorbed use additional Speedy-Dry as necessary.
6. Obtain name, address, registration number, driver's name, company name, telephone number, property owner, and any other information about the party responsible for the spill.
7. Very small amounts of gasoline, fuel oil, motor oil, hydraulic and transmission fluid can be covered with absorbent material and left behind to evaporate.
8. Sealed bags of contaminated absorbent shall be returned to the station and stored in a plastic barrel for proper disposal.
9. Some safety considerations and other factors to consider even if a spill is small:
 - Does traffic need to be re-routed?
 - Are police needed for traffic control?
 - Keeping bystanders away from the immediate area.
 - Avoid stepping into the liquid unless necessary.
 - Keep ignition sources away. This includes fire apparatus, other vehicles, smokers, flares, and any other ignition sources.
 - Monitor area with 4-gas meter.

LARGER SPILLS OUTDOORS:

Although this is not a comprehensive guide to handling large spills of petroleum products, the following are general guidelines:

1. Park apparatus upwind, uphill and as far as possible from any large spill or leak until you are sure as to what it is.
2. Block traffic in all directions, call for police assistance but make sure that they do not drive in the danger area. Tell them what streets and where you want them blocked.

3. Consult the **DOT EMERGENCY RESPONSE GUIDEBOOK** for information on the product to determine what the hazards are. If outside assistance is necessary, use the **STATE HAZ-MAT EMERGENCY NUMBER** to alert proper state agencies. Also notify the Health Officer and/or assistant health officer.
4. Use guidelines in the **DOT EMERGENCY RESPONSE GUIDEBOOK** for evacuation, firefighting, and minimizing the hazard.
5. Evacuate all buildings and areas in the danger zone if there is a flammability or health hazard.
6. Wear full protective clothing and SCBA is necessary if the product is flammable or toxic.
7. Shut power to buildings near the spill if flammable vapors may reach them.
8. Dike the spill if it is going into sewer, storm drains, rivers, ponds, lakes, brooks, or other water supplies. Call for additional absorbent material, such as sand trucks from town or state, and heavy equipment such as loaders if needed. Do everything reasonable and prudent to keep the material from entering the areas mentioned. If the spill has already entered the sewer, dike it, and consult with Water and Sewer for further action.
9. Call for additional personnel if necessary, activating mutual aid when necessary.
10. Call for foam if the spill is flammable and danger of ignition.
11. Do not attempt to rescue any citizens by walking through spilled flammable liquids. A foam blanket must first be laid down.
12. Water will only cause the fuel to move to another location.
13. Establish a "Hot Zone." Then limit the number of personnel who need to be in the zone.
14. A command post must be established outside the "Hot Zone." Where all personnel and outside agencies will be staged and issued further instructions.
15. If apparatus must be used, i.e., if foam must be laid down, attempt to keep apparatus as far away from the "Hot Zone" as possible.
16. Consider shelter needs for members of the public if incident will be long term.

SPILLS OR LEAKS INDOORS:

The primary responsibility is safety to the occupants and conservation of property. If it is not possible to determine the type of liquid spilled or if spilled liquid is flammable or toxic, then:

1. Evacuate the building, wing, or section.
2. Shut power to limit ignition sources, shut other ignition sources such as gas pilots.
3. Ventilate, open windows, doors and use only explosion proof fans (make the final connection away from flammable vapors.)
4. Check with maintenance, tenants, or owners, to try to identify the material and shut down any valves or pumps contributing to the problem. At times crimping piping can also stop leaks if the broken pipe is malleable. Plugging leaks is also possible using wedges, epoxy (Plug & Dike) and kits made for this purpose.
5. Use the **DOT EMERGENCY RESPONSE GUIDEBOOK** to help in determining the hazards.
6. Some materials require SPECIAL PROTECTIVE CLOTHING. IF NOT AVAILABLE, DO NOT ENTER AREA.

PETROLEUM SPILLS:

A petroleum spill may involve crude oils, gasoline, kerosene, various fuel oils of asphalt residuals. The following guidelines should be used to determine when to report a petroleum spill:

- Spills which have impacted or have the potential to impact groundwater or surface water.
- Spills of any amount that enter a storm and/or sanitary sewer system
 - spills of gasoline or other flammable liquids that enter storm/sanitary sewers should also be reported to the water and Sewer Department and/or the Public Works Department.
- Spills of 25 gallons or more.
- Spills which cannot be immediately contained.
- Spills in which the fluid and/or contamination cannot be completely removed within 24 hours.

- Spills which have the potential to create vapors which pose an imminent threat to human health.
- Report spills to Dispatch who will call the NH Department of Environmental Services at: (603)-271-3899 during working hours or, New Hampshire State Police: (603) 223-4381 Nights-Weekends-Holidays.
- Dispatch will have the NHDES representative contact the Incident Commander.
- When speaking to NHDES be prepared to give the following information:
 - a. Your name and phone number
 - b. Location of the spill site
 - c. Date and time of the spill
 - d. Type and amount of material spilled
 - e. Name and phone number of the party responsible for the spill.
- **WHEN IN DOUBT, REPORT THE SPILL**
- **DO NOT USE DISPERSANTS**
- Unless there is an imminent fire or safety hazard, spills must be contained on land. Flushing may clean the spill scene but will spread the material and may result in further land and/or stream contamination.
- If you are the first official to arrive at a petroleum spill, ask yourself these questions:
 - a. Is there an imminent fire or safety hazard?
 - b. What can be done to contain the spill on land for prompt removal?
 - c. What needs to be done to prevent leakage into a body of water.
- Taking a few minutes to assess the situation could prevent unnecessary contamination of surface water.

Attempting to stop leaks, recovering material or even being in the vapor area may cause serious injury or death. IT IS IMPORTANT TO KNOW WHAT YOU ARE DEALING WITH BEFORE YOU STEP INTO THE HAZARD AREA, AND THEN PERFORM ONLY THOSE FUNCTIONS THAT YOU CAN SAFELY ACCOMPLISH.

IN FIRE FIGHTING WE ARE TAUGHT TO RUSH INTO THE BUILDING. THIS AGGRESSIVE ATTACK IS COMMON NATURE TO THE FIREFIGHTER. UNFORTUNATELY, WITH HAZARDOUS MATERIALS THIS IS EXACTLY WHAT YOU DO NOT WANT TO DO. YOU MUST STOP AT A SAFE DISTANCE, EVALUATE THE SITUATION AND THEN ACT ON FACTS AND KNOWLEDGE ABOUT THE PROBLEM.

Gorham Fire Department	Standard Operating Guideline 3.22	Radio Procedures
To All Fire Department Members	Accepted by SOG Committee: March 26, 2002	Accepted by Officers: May 17, 2022
Reviewed by Town Manager:	Reviewed by Police Chief:	Accepted by Members: July 1, 2022
	Revised: February 24, 2022	

Purpose:

- To establish guidelines required by NFPA 1221 for radio communication during emergency incidents.

Responsibility:

- It will be the responsibility of all personnel to follow this guideline when using a radio.

Procedure:

- The first officer to sign on will do so with Dispatch.
 - All other responding officers will sign on with the first officer.
 - Nonemergent radio traffic should be limited until both 1 fire officer, and a full crew for EMS has signed on.
- Apparatus shall sign on with Dispatch as they leave the station and when they arrive at the scene.
 - When leaving the station, radio transmission shall include number of personnel on board. “Engine 3 to headquarters we’re in route with a crew of 4”.
- The first due officer or firefighter shall provide a windshield report and announce over the radio that they have assumed command “61 to headquarters, I will be assuming command”.
 - See SOG #14 for Incident Commander responsibilities.
- The use of tactical channels is necessary to keep the main channel open for further incidents and response. Gorham Fire has the following tactical channels available in the A bank of our radios:
 - VFIRE 21 is our main tactical channel, channel 6
 - VFIRE 22, channel 5
 - VFIRE 23, channel 4
 - VEMS 02, channel 7
 - Further channels are available in the H Bank if necessary.
 - Prolonged (2+ hours) non-emergent use of a tactical channel requires notification of the Statewide Interoperability Coordinator (SWIC) using for ICS 205 (Appendix A).
 - Prolonged emergency incidents should notify the SWIC when possible.
- Gorham Fire and EMS apparatus are equipped with mobile repeaters which should be used when in an area with low radio signal. The repeaters may be used following these steps:
 - Ensure the apparatus radio is on ESR, channel 1, and take the microphone off the clip to prevent scanning.
 - Switch the portable radio to MOB RPTR, channel 2, and communicate your message.
 - The mobile repeater allows a portable to use the strength of the mobile radio.

Radio Etiquette:

- To prevent confusion, all communication must use common terminology (NO 10 CODES).
- Communications must be made in a slow and clear voice.
- Communications must use short and concise messages.
- Personnel must key the microphone and wait a moment prior to giving message.

Conclusion:

- It is essential that these guidelines be followed when the fire department is responding to an incident.
- The Incident Commander/designee shall communicate with Dispatch as necessary.
- All radio traffic will go through command to decrease use of the ESR channel and free up Dispatch for other duties.

Gorham Fire Department	Standard Operating Guideline 3.23	Helicopter Landing Zone Operations
To All Fire Department Members		Approved by Officers: May 17, 2022
	Revised: 03/02/2022	Accepted by Members: July 1, 2022

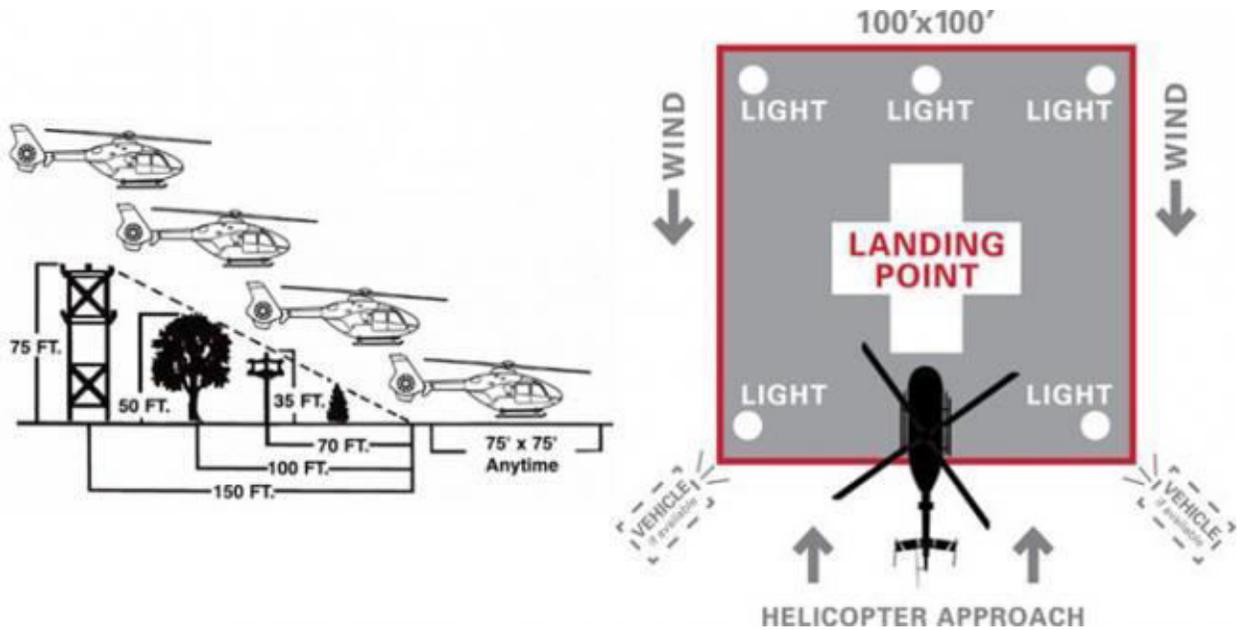
Purpose: To establish guidelines for helicopter landing zone operations.

Responsibility:

- It will be the responsibility of the Incident Commander or their designee to identify a safe landing zone (LZ) location.
- It will be the responsibility of the Incident Commander to designate a Landing Zone Coordinator.
- It will be the responsibility of EMS personnel on scene to decide the following:
 - The need to request aeromedical transport.
 - The area that an LZ should be located (on/near the scene, enroute to the hospital, at the hospital).
 - Request the Fire Department to set up an LZ.

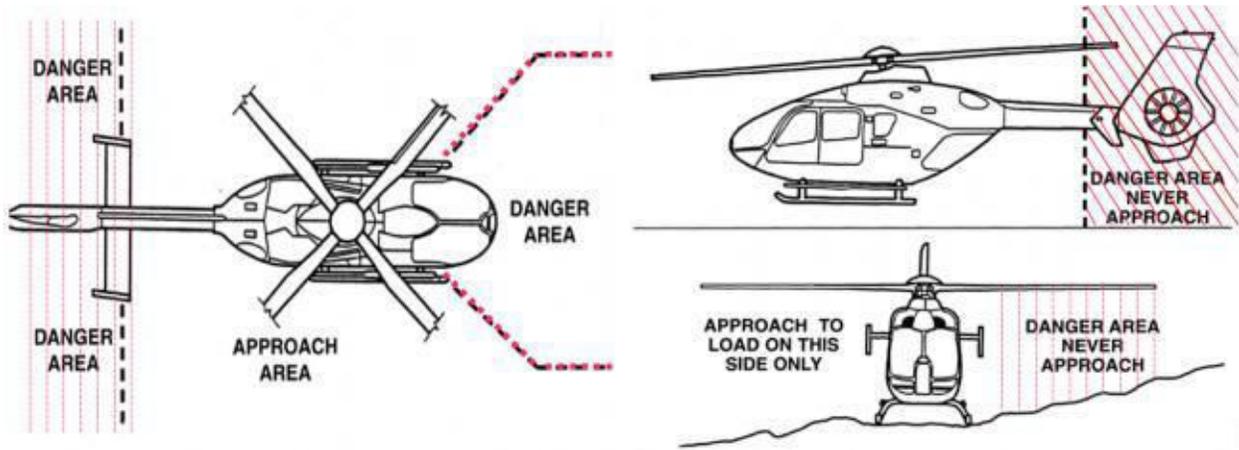
Procedure:

- Upon request to setup a landing zone the Incident Commander will identify a safe landing zone. The following are characteristics of a safe landing zone:
 - Daytime use: 75ft X 75ft
 - Nighttime use: 100ft X 100ft
 - Level space
 - Free of obstructions and debris
 - Loose items are secured – aircraft will generate 90 mph winds
 - Allows for safe approach and departure
 - Grass should be less than 2 feet high, and all dirt watered down as needed
 - Snow should be packed down
- Landing zones will be marked as follows:
 - One marker in each corner
 - One marker in the center on the upwind side
 - Cones should be used for daytime operations
 - Lighted pucks should be used for nighttime operation.
- The following diagrams show the necessary approach angle and light placement for a landing zone.



- Minimum landing zone coverage from the fire department will be an Engine with a crew of 3.
 - The Engine should be placed out of the immediate landing zone but within reach of pre-connected lines.
- Engine crew will be always dedicated to the following during arrival and departure:
 - A minimum of two personnel will be in full PPE and SCBA per guidelines.
 - Per guideline # 1 Personnel Protective Clothing
 - Per guideline # 17 Self-Contained breathing Apparatus
 - Engine crew will be prepared to deploy pre-connected attack lines if necessary.
 - Engine crew will wet down landing zone if necessary to reduce dust.
- At no time during landing zone operations will personnel approach the helicopter unless requested to do so.
- The Landing Zone Coordinator will be the only point of contact for the pilot.
 - Communication with the pilot will be channel VMED 29 (Bank C, channel 8 in the radios).
 - The pilot will be looking for the following information:
 - Description of LZ markings and any obstacles present (wires, poles, trees, vehicles, buildings, or loose objects)
 - If obstacles are present, they should be described using compass headings “Wires border the LZ to the West”
 - Estimate of wind speed, direction, and any gusts
 - **If any danger is seen during the approach, announce “DHART stop.”**
- As the helicopter is entering final approach all personnel around the landing zone will:
 - Wear ear and eye protection
 - Limit activity with NO vehicle movement
 - Shut off emergency lights and dim others especially at night
 - Do not light any flares
 - Limit radio communication to essential only
 - **If any danger is seen during the approach, announce “DHART stop.”**
 - In case of communication failure if there is danger, the helicopter may be waved off by crossing your arms over your head repeatedly. The helicopter will climb and attempt to re-establish communications.
- Notify Dispatch of safe landing and at departure time.
- After the helicopter has landed the following precautions must be taken:
 - Never approach the helicopter unless direct by a crew member.
 - Keep all vehicles and bystanders back

- NO vehicle movement
- Be aware of the helicopter danger areas as seen on the following images:



Conclusion:

- Following the safe departure of the aircraft, the landing zone should be cleared and released as soon as possible.

Gorham Fire Department	Standard Operating Guideline 3.24	Sprinkler Building Operations
To All Fire Department Members		Approved by Officers: May 17, 2022
	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To provide guidelines for operations at buildings that have sprinkler systems.

Responsibility:

- It shall be the responsibility of the Incident Commander to ensure that the sprinkler system is supplemented by pumping a fire department connection in the initial stages of an incident.
- It will be the responsibility of the driver of the first due engine to secure a water source for sprinkler operations using the following criteria:
 - If a second Engine has left the station already water supply will fall to them.
 - If a second Engine has not signed on yet the initial Engine will drop supply line and personnel at the closest hydrant.

Procedure:

- The initial arriving engine shall position near the fire department connection and connect a discharge line to the connection.
- The sprinkler system shall be pumped at 150 psi at the discharge of the engine. If the engine cannot maintain 150 psi, this means too many sprinkler heads have fused and an additional engine will be required to help supply the system.
- Pump operators should be aware of the possibility of pumping against a closed or defective check valve. This can be accomplished by closing the discharge of the hose supplying the sprinkler. If the check valve was open, an increase in pump pressure should occur. If the valve was closed, there will be no increase in the pump pressure because water was not entering the system. The pump operator shall immediately notify the IC if water is not entering the system.
- The use of private fire hydrants should be avoided because of the possibility of decreasing the flow of water to the sprinkler system.
- The sprinkler connection will remain charged until verification that the fire is out, or Incident Command determines it is not necessary.
- If a sprinkler system must be shut down while the building will continue to be occupied a fire watch must be provided.

Conclusion:

- Sprinkler system operation must be ensured to allow for the protection of life and property.
- Repairs of the sprinkler system must be performed by a certified technician, not a FD member.

Gorham Fire Department	Standard Operating Guideline 3.25	Standpipe Operations
To All Fire Department Members		Approved by Officers: May 17, 2022
	Revised:	Accepted by Members: July 1, 2022

Purpose:

- To provide a standardized procedure for the use of standpipe operations in buildings with or without fixed standpipe systems.

Responsibility:

- It shall be the responsibility of the Incident Commander to ensure that the standpipe system is supplemented by pumping a fire department connection in the initial stages of an incident.
- It will be the responsibility of the driver of the first due engine to secure a water source for standpipe operations using the following criteria:
 - If a second Engine has left the station already water supply will fall to them.
 - If a second Engine has not signed on yet the initial Engine will drop supply line and personnel at the closest hydrant.

Equipment

- Standpipe operations require interior firefighting equipment, which should be packaged together on apparatus for quick deployment:
 - Standpipe Pack - shall consist of a minimum of 100' of 1 3/4" attack hose with a fog nozzle and a 2 1/2" to 1 1/2" reducer attached.
 - Appliance Bag - shall consist of a 2 1/2" to 1 1/2" gated wye and spanner wrenches.
 - 100ft of 2 1/2" hose

Procedure

- Utilizing a Fixed Standpipe System
 - The standpipe system will be pumped at 150 psi upon orders of the Incident Commander.
 - If the FD connection is not accessible or operational, the second in engine shall stretch 2 1/2" hose from the first engine to the 1st floor standpipe riser.
 - A clapped Siamese and the 2 1/2" hose will be connected to the riser and at least one line shall be pumped at 150 psi.
 - The first in engine crew (officer and firefighter) will enter the fire building with the standpipe equipment and forcible entry tools.
 - Crews will not use any equipment which is pre-connected to the standpipe system as it's status is unknown. Remove extra equipment and connect directly to the standpipe.
 - Officers may choose not to utilize the standpipe riser if the fire is in a basement or on the first floor. It may be more appropriate to operate directly off the engine.
 - When an officer is transmitting the size up, the officer shall announce that a standpipe will be used — "Using a Standpipe".

Conclusion:

- Standpipe operations allow for quicker deployment of hose and quicker water on the fire.
- Incident Command should prepare to supplement the standpipe system if the fire overwhelms the available water.

Gorham Fire Department	Standard Operating Guideline 4.1	Safe Operation of Apparatus
To All Fire Department Members	Revised: 02/25/2022	Reviewed by Officers: May 17, 2022
		Accepted by Members July 1, 2022

Purpose:

To establish a guideline to help ensure the safe operation of apparatus during incident response.

Responsibility:

- The responsibility for safe operation of an apparatus lies with the operator.
- The responsibility to ensure that operators are properly trained to drive safely falls to the Chief/designee.

Procedure:

- The following measures will be taken prior to the movement of the apparatus:
 - A walk around shall be performed to check for open compartments and any issues that would prevent safe operation.
 - All members must be seated with seat belts on prior to leaving.
 - A spotter must be present to prevent accidents while backing up.
 - If possible, apparatus should be parked to prevent the need for backing up.
- The following measures apply to the operation of the apparatus during response:
 - Apparatus may exceed the posted speed limit when emergent response is required.
 - The use of lights and sirens is required when exceeding the speed limit.
 - Hazardous road conditions dictate a safe response which should be under the speed limit.
 - Apparatus must be brought to a complete stop under the following conditions:
 - Under direction of a Law Enforcement Officer.
 - At all red stop lights.
 - At all stop signs.
 - At all blind intersections.
 - When school bus is displaying it's stop sign.
 - At all unguarded railroad crossings.
 - When encountering other hazardous conditions.
 - Apparatus must not exceed posted school zone speed limits.
 - During inclement weather engine brakes should be shut off.
 - When possible, avoid the passing of emergency apparatus.
 - If necessary, notice will be given via radio communication.
- The following measures apply to arrival, operating, and departure from an emergency scene:
 - Parking location to be determined by Incident Command or Officer on board if first due to the scene.
 - During operations on an active roadway, apparatus must be parked to protect the scene from oncoming traffic.
 - Upon arrival operator must set the brake and place the wheel chocks out.
 - When applicable, the pump must be engaged with water circulating to prevent freeze up.
 - The operator is responsible for operation of the apparatus at the scene unless relieved by Incident Command or replaced by a qualified operator.
 - Prior to leaving the scene, the operator must perform the following steps:
 - Perform a walkaround to ensure equipment is returned and compartments are closed.
 - Perform a check of equipment inside the cab to ensure it is accounted for.
 - Remove the wheel chocks.
 - Ensure that all members who arrived on the apparatus are accounted for.

Record Keeping:

- All maintenance, inspection and activity records for the apparatus are to be kept in the logbook. It will be the responsibility of the apparatus operator to see that these records are updated after each using the apparatus.

Conclusion:

- All members play a role in safe response to a scene, but the ultimate responsibility for safe operation falls to the driver.
- If a member does not feel comfortable in all aspects of apparatus operations they should not be driving during response to an incident.

Gorham Fire Department	Standard Operating Guideline 4.2	UTV Operation
To All Fire Department Members		Approved by Officers: May 17, 2022
	Revised: 03/02/2022	Accepted by Members: July 1, 2022

Purpose: To establish the safe use and response guideline for the Department's Utility Terrain Vehicle (UTV).

Responsibility:

- It will be the responsibility of the Chief/designee to ensure that members are trained in the safe operation of the UTV.
- It will be the responsibility of the Incident Commander to ensure that properly trained members are deployed with the UTV during an incident.

Procedure:

Training Requirements:

- All members who intend to operate the UTV during an incident will be required to complete the following:
 - Completion of the ROHVA Safety E-learning course which can be found at the following link:
 - <https://cbt.rohva.org/>
 - Completion of a pre-trip check and familiarization of controls.
 - Completion of driver training with the Chief/designee.

Staffing during response:

- A minimum of one EMS Provider will be on board when responding to an accident.
- Cross trained personnel should be given priority when filling out crew.
- Crew size should be limited to allow for patient transport. Dispatch information can be used to determine on scene needs and staffing requirements.

Response to the scene:

- Prior to leaving the station all attempts to verify scene location should be made:
 - Use of GPS coordinates is recommended when available.
 - Trail names can be used when given.
 - Calling parties can be questioned for further info when available.
- When scene location is determined the UTV should be trailered to the closest access point unless it would be faster to leave directly from the station.
- If transportation via trailer is required, the UTV must be strapped down with a minimum of 2 straps.
- Utility 1 should be used to tow the trailer when possible, prior to leaving the station confirm the following:
 - Trailer light connector is connected and lights are working.
 - Trailer safety chains are connected to the trailer hitch.
- If responding Mutual Aid contact the responding Fire Department for further trail information and directions for unloading.

Operation Considerations:

- At no time will any operator risk damage to the vehicle by attempting to operate the vehicle outside of its ability on any terrain.
- Drivers will utilize due regard when operating on or off-road.
- Drivers will maintain an appropriate speed in relation to terrain conditions.
- Seat belts MUST be worn when the vehicle is in motion.
- EMS personnel riding with the patient in the back must wear a DOT approved (non-FD) helmet.
- Patients transported in the stokes basket must be properly restrained.

Conclusion:

- Safe operation of the UTV starts with a trained operator.
- A well thought out plan prior to leaving the station will result in the most efficient response.

Gorham Fire Department	Standard Operating Guideline 5.1	Dispatch Guidelines
To All Fire Department Members	Revised: October 25, 2004	Reviewed by Officers: May 17, 2022
Date: October 19, 1995	Revised: February 25, 2022	Reviewed by Members: July 1, 2022
Approved by Town Manager: November 4, 2004	Reviewed by Police Chief: November 4, 2004	

Purpose: To establish a procedure to dispatch the fire department to emergency and non-emergency calls.

Responsibility: It is the responsibility of the dispatcher to tone out the fire department when there is a need for an emergency response. If the fire department is canceled enroute the fire officer may limit the response, but at a minimum, a FD Officer must respond to the scene to assess the situation once the fire department is toned for a response.

Procedure:

- Gorham Fire and EMS is dispatched by the Town of Gorham dispatch center. 911 calls in New Hampshire are routed to a central Public Safety Answering Point (PSAPs are in Concord and Laconia). Local dispatch centers receive a computerized notice of an EMD pending prior to a landline notification from the PSAP. The local dispatch center may receive calls directly from the public as well.
- GFD Members are alerted to 911 calls by the dispatch center setting off tones and announcing the call. The tones and announcement are repeated two minutes after the end of the first announcement, and then a third time, two minutes after the end of the second announcement.

Levels of Response:

The Gorham Fire Department will be requested to respond to an incident using 2 different levels of response.

1. Fire Department Officer:

- When scheduled a FD Duty Officer will be notified, if no Duty Officer is scheduled, the FD Officer tone will be used to request a call in to Dispatch. Following are examples Officer only calls:
 - CO alarm activation with no sickness
 - smoke alarm activation with no smoke
 - alarm system malfunction
 - campfire complaint
 - informational questions from the public or dispatch
- If the Officer on duty deems a full department response is warranted, one will be initiated.
- If Dispatch deems a full department response is warranted, one will be initiated.
- Tone shall follow the general guideline of “Attention any available Gorham Fire Department Officer (or scheduled Officer) please call Dispatch”.

2. Full Department Response:

- A full department response is required for most calls.
- Tone shall follow the general guideline of “Attention Gorham Fire Department Members, we have a request for the Fire Department at *123 Any Street* for a report of.....”.

Structure Fire Response:

- Dispatch to a structure fire will follow the procedure above.
- When verified as a confirmed structure fire a “First Alarm” response will be initiated using the Gorham Fire Department Structure Fire Alarm Sheets.
- Confirmation of a structure fire should be assumed under any of the following conditions:
 - FD member on scene with confirmation
 - PD Officer on scene with confirmation
 - Multiple calls reporting a fire
 - Dispatch believes that based off call the fire is confirmed.
- At any time during response a FD Officer may request a “First Alarm” or higher based on the situation.

EMS response with the Fire Department:

- EMS will be toned to always respond with the Fire Department when a Duty Crew is at the station (600-1800), with the following exceptions:
 - The Duty Crew is already out on another call.
 - The duty Crew is otherwise tied up and response is not available.
- When the EMS Duty Crew is busy as outlined above, or after duty hours, EMS will be requested to respond with the Fire department for the following types of calls:
 - Motor vehicle accidents with injuries.
 - Confirmed structure brush fires.
 - CO alarms with occupants reporting signs/symptoms of carbon monoxide symptoms (dizziness, headaches, sleepiness, etc.)
 - Extended Fire Department Operations.
 - As requested by 911, PD, or a FD Officer.
- If the on-Duty Crew is unable to respond, any available EMS member should be toned for response.

Lack of Response:

- When no Officer/member of Gorham Fire has signed on within 2 minutes of the third tone mutual aid should be requested.
 - Mutual Aid Department to be called will be the first department on the Structure Fire run card that pertains to the incident address.

Backup Member Notification:

- Gorham Fire and EMS uses a software program to notify members via their cell phone. This program is maintained by the Fire Department and does not require Dispatch to take any extra steps.

Conclusion: The purpose of this procedure is to give the Dispatcher a guideline for toning out the Fire Department. Timely notification of an incident and efficient response starts with Dispatch.

Gorham Fire Department	Standard Operating Guideline 5.2	Mutual Aid Calls-Given
To All Fire Department Members	Approved by Chief: January 19, 1990 Revised: June 1, 2001	Reviewed by Officers: May 17, 2022
Approved by Town Manager: January 10, 2002		Accepted by Members: July 1, 2022

Purpose:

To establish a guideline to indicate the proper response to a mutual aid incident in other towns. It is important that these guidelines be followed so that the department is accountable for the safety and protection of the Town of Gorham and each individual member of the department. It is important that the Town of Gorham is protected when responding to calls in other communities.

Responsibility:

- It is the responsibility of the Officer in charge to assure that the Town of Gorham is always protected and that the safety and accountability of the responding firefighters is met.
- The officer or firefighter in charge (refer to Incident Command SOP) shall assure that the Town of Gorham is adequately protected. This may mean that we cannot staff a truck for the mutual aid call.
- It is the responsibility of the senior officer, or the company leader, to assure that the equipment responds in a safe manner and the firefighters in their charge are working safely and are always accounted for.
- It is the responsibility of each firefighter to **report to the Gorham Fire Station** in person before responding to a mutual aid call.
- **Never respond directly to the scene.**

Company Leader:

- A company leader shall be designated before leaving the station.
- The company leader will be an officer or a firefighter with leadership skills.
- The company leader shall inform Gorham dispatch of his/her assignment and that he/she will be the point of contact.
- When the company arrives on the scene the company leader will inform the Incident Commander or Staging Officer that the company is on scene and that he/she is the point of contact for the Gorham Company and equipment and await task assignment.
- Remember, that the company leader is responsible for the accountability of the Gorham Company at all times. If possible, attempt to keep the crew together during operations.

Companies:

- Responding companies will consist of a designated company leader, a truck driver/operator, and 2 certified firefighters.
- Tanker companies will consist of a truck driver/operator and a firefighter.
- All members will wear PPE as appropriate for the call based off Gorham guidelines.

Station Coverage:

- If a mutual aid request is made for a second company the Gorham Station must have a committed crew prior to leaving the station. An out-of-town crew that is en route to Gorham will suffice.
- Gorham Fire will not provide a second crew if mutual aid coverage is not available.

Privately Owned Vehicles (POV):

- Response to the scene of a mutual aid call shall be in a department vehicle.
- Additional crew response may be in the Utility truck.

Conclusion:

- It is the utmost importance that when the Gorham Fire Department is needed to respond to other communities that this guideline is followed. This guideline provides for the continuing protection of the Town of Gorham, a safe organized response, and leadership at the incident.
- Mutual Aid is a request, if we are unable to staff a truck to respond, we are unable to respond. Coverage for the Town of Gorham remains our priority.

Gorham Fire Department On-Scene ATV Incident Report

Date: _____

Incident Commander _____

Time of Alarm: _____

UTV _____

On Scene: _____

Utility 1/UTV trailer _____

Leave Scene: _____

Member ATVs _____

Patient Transfer: _____

NH Fish & Game _____

Back at Station: _____

Berlin Fire UTV _____

Latitude: _____

Longitude: _____

Situation found: _____

Weather: _____

Trail Conditions: _____

Trail Name: _____

Please add additional narrative on the back

as needed for the report.

Vehicle 1

Vehicle 2

Make/Year: _____

Model/REG#: _____

Number of Passengers: _____

Driver: _____

Address: _____

City: _____

Telephone: _____

Work Performed

Phone Numbers:

Asst. EMS: _____

Northeast Rental: 800-458-1838

Extrication: _____

White MTN Rental: 603-466-5211

Trail Closure: _____

Berlin Fire Dispatch: 603-752-3131

Fire: _____

NH Fish & Game: 603-271-3361

Other: _____

GFD: 603-466-2549/GPD 603-466-2334

Gorham Fire Department On-Scene ATV Incident Report

CHECKLIST FOR CARBON MONOXIDE INCIDENT

Location of Incident _____ Date _____

- Headache Yes No
Fatigue Yes No
Nausea Yes No
Dizziness Yes No
Confusion Yes No

Are any of the members of the household feeling ill? Yes No

Do you feel better when away from the house? Yes No

Since the detectors went off, have you?

Shut off carbon monoxide sources? Yes No

Which ones? _____

Let in fresh air? Yes No

If yes, how and for how long? _____

PPM acceptable Yes No Reading _____ ppm

Checklist

ppm

Chimney	Clogged flue/blocked opening	_____
Fireplace	Gas/wood	_____
Portable Heater	Emissions	_____
Gas Refrigerator		_____
Kitchen Stove		_____
Cook Top Vent		_____
Gas Dryer		_____
Water Heater	Chimney pipe	_____
Furnace	Gas/oil: flue/chimney	_____
Barbecue Grill	In enclosed area	_____
Car Garage	Car started or running recently	_____
Operating Fireplace	Possible downdraft	_____

CARBON MONOXIDE DETECTOR:

Make _____ Model _____ Serial # _____

Office Completing Checklist _____

Gorham Fire Department On-Scene Fire Report

Date: _____

Incident Commander _____

Time of Alarm: _____

Engine 3 _____ Engine 4 _____

On Scene: _____

Rescue 1 _____ Tanker 1 _____

Under Control: _____

A2 _____ A3 _____ U1 _____

Leave Scene: _____

Mutual Aid _____

Back in Service: _____

Eversource notified: _____

Fire Marshall notified: _____

Occupant Name: _____

Address: _____

Building Type: _____

Phone # _____

Owner's name: _____

Phone #: _____

Number of floors: _____

Number of Apartments: _____

Dispatched for: _____

Situation Found: _____

Please add additional narrative on the back

as needed for the report.

Area of origin: _____

Material ignited: _____

Heating system: _____

Smoke detectors: _____

Work Performed

Phone Numbers:

Air Monitoring: _____

NH Fire Marshall: 846-3333

Suppression: _____

Eversource: Level 1 only! 844-647-6237

Ventilation: _____

Berlin Fire: 603-752-3134

Rescue: _____

Chief Cloutier: 603-723-7907

Other: _____

GFD: 603-466-2549/GPD 603-466-2334

Gorham Fire Department On-Scene Fire Report

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

Gorham Fire and EMS on-scene Accident Report

Date:	Address:
Officer in Charge:	

Situation found on arrival:
Weather/temperature:
Road conditions:

Responding Apparatus

Rescue 1:	Engine 4:	UTV:
Engine 3:	Tanker 1:	Utility:
Ambulance 2:	Ambulance 3:	POV:

Work Performed

Traffic Control:	Assist EMS:	Clean up:
Extrication:	Fire Suppression:	Stand by:

	Vehicle 1	Vehicle 2
Make/Year		
Model		
License Plate		
Driver		
Address		
City		
Telephone #		

Additional Information:

Report Completed by: _____

Gorham Fire and EMS on-scene Accident Report



Gorham Fire and EMS
Town of Gorham New Hampshire
 347 Main Street Gorham NH 03581 603-466-2549



**Self-Contained Breathing Apparatus
 Inspection Checklist**

Inspection Date:	Pack Number:
Inspected By:	Unit Status: In-service Taken out of service

Safety Inspection Item	Pass	Fail	N/A	Comments
SCBA Pack Assembly				
1. Hoses and rubber parts are free from cracking/splitting/brittleness				
2. Harnesses and webbing are free from cuts/tears/abrasion/fraying				
3. Harnesses and webbing are free from indications of heat/chemical damage				
4. All buckles and fasteners operate correctly				
5. Cylinder retention system is free from damage and functions properly				
6. Assembly free from debris and clean				
7. All harness assemblies are properly attached to the frame with sleeves in place and fastened.				
8. Verify regulator hose, console cable, and gauge line are routed properly				
9. Inspect pressure reducer assembly for damage and proper mounting				
Mask Mounted Regulator				
10. Inspect for damaged or missing components				
11. Install and remove the regulator from the facepiece ensuring the latch system works properly				
12. Verify the regulator gasket is in place and free from rips or damage				
13. Verify the purge valve works and turns ½ turn lock to lock				



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Safety Inspection Item	Pass	Fail	N/A	Comments
Cylinder Inspection				
14. Visual inspection for physical damage such as dents or gouges.				
15. Visual inspection for signs of high heat: Discoloration, charred/missing decals, bulging of the cylinder wall.				
16. Visual inspection for signs of high heat: melted gauge lens or distorted rubber bumper				
17. Visual inspection for signs of high heat: peeling/cracks in the cylinder/outer wrapping				
18. Cylinder hydro test is within date range (5 years)				
19. Cylinder is 15 years old or less				
Face Mask Inspection				
20. Seal and rubber components for deformation, wear, cracks, damage				
21. Lens and frame for scratches, gouges, or vision limiting damage				
22. Lens frame for missing screws, cracks, deformities				
23. Head harness anchors, correct installation, damage, or wear				
24. Voicemitter ducts for proper installation and damage				
Operational Tests				
25. Regulator quick connect hose functions properly				
26. Remote pressure gauge reading matches cylinder				
27. Manual activation of PASS device functions properly				



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Safety Inspection Item	Pass	Fail	N/A	Comments
Operational Tests				
28. Heads up display functions properly				
29. Regulator locks into mask and all functions work				
30. Sensor module lights function properly				

Further details regarding the tests and inspections outlined above may be found in the Inspection and Cleaning Instruction booklet for the Scott X3 Pro SCBA.

Deficiencies found during the inspection will render the pack out of service. Any out of service packs will be taken off the apparatus and replaced with a spare when available. Out of service packs will be brought to the attention of the Officer in charge and left in the Chief's office for service.

This SCBA meets the requirements to stay in service and is safe for use on _____

Signed: _____ Printed name: _____
 Officer/Firefighter Officer/Firefighter

This SCBA does not meet the requirements to stay in service as of _____, the unit has been placed out of service until deficiencies have been corrected.

Signed: _____ Printed name: _____
 Officer/Firefighter Officer/Firefighter