

**WOODVILLE VOLUNTEER
FIRE DEPARTMENT**



STANDARD OPERATING PROCEDURES

Revised and Updated December 2025

WOODVILLE VOLUNTEER FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES

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WOODVILLE VOLUNTEER FIRE DEPARTMENT

GENERAL SAFETY RULES

- Whenever you are involved in an accident while operating an apparatus belonging to the Woodville Volunteer Fire Department that results in damage to property, personal injury or death, the accident shall be reported. By completing a Level 1 Notification as defined in Standard Operating Procedures SOP 2022-007. This notification shall be completed as soon as possible. All property damage accidents, no matter how small, shall be reported.
- Report immediately any condition or practice you believe has the potential to cause injury or damage to personnel or equipment.
- Do not operate any equipment, which, in your opinion, is not safe.
- Do not operate any equipment for which you have not been properly trained.
- All prescribed safety and personal protective equipment (PPE) should be used when appropriate. All PPE must be maintained in safe working conditions.
- Obey all Department rules, governmental regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you.
- When involved in any lifting procedure, use the approved lifting techniques, i.e., bend your knees, grasp the load firmly and as close to your body as possible, then raise the load, keeping your back as straight as possible. Obtain help from another member when lifting heavy loads.
- Do not engage in horseplay. Do not distract others from performing their tasks.
- Always use the right tool and equipment for the job. Use only those tools with which you are thoroughly familiar and have been trained to use. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places.

QUALIFICATIONS 2022-001 A

To be an active member of the Firefighting, Administrative, or Auxiliary Divisions, a member shall

- a. Be at least 18 years old.
- b. Meet the residency requirements for membership as set forth in our Bylaws.
- c. Maintain valid Florida Driver's license, unless medically revoked.
- d. Maintain insurance coverage on your private vehicles in compliance with the minimum amount allowed by Florida Statue 324.021
- e. Maintain a good driving record.
- f. Maintain no felony convictions or pending felony charges.
- g. Possess a high school diploma, GED, or receive a waiver from the Administrative Board.
- h. Maintain a working cell phone.

All applicants shall supply Driver's license, driving record, Florida Concealed Weapon Permit (when applicable) and proof of valid auto insurance at the time of application for membership.

All members must carry the minimum amount of personal auto insurance as required by Florida Law (Section 324.021, Part 7).

If at any time a lapse in vehicle insurance occurs on your personal vehicle it is the member's responsibility to immediately cease all response to calls and notify the Chief or Administrative Board President. The member will be placed on immediate in-active status until such time as the insurance is restored and proof is provided to the Administrative Board President. **Failure to comply with this portion of 324.021 will result in immediate suspension and possible termination of membership.**

Under no circumstances, probationary members shall not have red lights in their vehicles.

Apparatus Drivers 2022-001 B

To be qualified to drive any Woodville Volunteer Fire Department apparatus, a member must not be on probationary status and must pass the department-provided driver training course. Completion of a recognized Emergency Vehicle Operations course must be completed prior to being allowed to operate any Woodville Volunteer Fire Department apparatus in response mode. In accordance with Florida Statute 316.614 anyone operating or riding in an apparatus owned by the Woodville Volunteer Fire Department will wear a seat belt while the vehicle is in use. Failure to wear the seatbelt or disabling the seatbelt will result in immediate discipline.

PROBATION 2021-001C

All Fire line members will serve a one (1) year probation period with administrative or auxiliary members serving a six (6) month probation period. All probationary members serve at the discretion of the general membership and may be dismissed by a majority vote at any general meeting during their probation period. If they fail to meet the minimum participation guidelines set forth by the Woodville Volunteer Fire Department, their probation may be extended or their membership terminated. **Probationary members shall not have red lights in their vehicles.**

At the end of their twelve-month probationary period, first the Administrative Board and then the general membership shall vote to retain or dismiss all probationary members in the Department. This shall be done by a written or oral vote. To accept the probationary member as a regular member in the Department, an affirmative vote by a minimum of 51% of those attending the meeting is required. If less than 51% of those attending the meeting vote to not keep the probationary member, the member will be dismissed immediately from the Department and return all assigned equipment within 48 hours of dismissal.

MINIMUM REQUIRED PARTICIPATION 2022-001 D

To obtain active membership, during the probationary period, a member shall respond to a majority fire/EMS calls (minimum of three per month for which the member is qualified to be on scene), most of the monthly training and maintenance sessions and participate in all fundraising activities and required activities, unless extenuating circumstances exist.

To retain active membership upon becoming a permanent member, members shall respond to a minimum number of two fire/EMS calls per month as determined by Command Staff and participate in most of the training, maintenance, fundraising and other required activities unless extenuating circumstances exist (see below).

To be considered active a member one must respond to a minimum number of thirty-six (36) calls for service per year. **This is only three per month.** While other official department functions are required and take up time, **they do not replace response to emergency calls and will not count towards the required thirty-six responses.**

PROFESSIONAL CONDUCT OF MEMBERS 2022-002

Purpose: To provide structured guidelines for professional conduct for all members of the Woodville Volunteer Fire Department. To help protect the public and professional image of the Woodville Volunteer Fire Department.

Responsibilities: It is the responsibility of all members to be mindful of personal behavior that may reflect negatively or may damage the public image of the Woodville Volunteer Fire Department. It is the responsibility of the Administrative Board and or Fire Chief to investigate all documented complaints of unprofessional conduct by any member of the Woodville Volunteer Fire Department.

Scope: If it is proven by a preponderance of evidence any member has damaged the public image of the Woodville Volunteer Fire Department that member shall face discipline as defined in SOP 2022-017.

Definitions for this Standard Operating Procedure

Documented Complaint must be in an email sent to the department email address or a typed complaint. For this purpose of this procedure a text message will not be accepted as a documented complaint.

Professional Conduct refers to the standards, behaviors, and ethics expected of individuals in a professional setting, ensuring accountability, integrity, and respect in their interactions. Professional conduct encompasses the ethical standards and behaviors that professionals are expected to uphold in their respective fields. This includes maintaining integrity, accountability, and respect for colleagues, clients, and the public. To ensure all members present themselves and the department in a positive and professional manner whenever they are acting in official capacity.

Official Capacity: Refers to times in which any member is performing services for the Woodville Volunteer Fire Department, has access afforded to them because of their volunteer status, is engaged in official fire department activities, is inside any fire department building, facility, or vehicle, or when wearing Woodville Volunteer Fire Department apparel or equipment when in the presence of the public. This represents yourself as a member of the Woodville Volunteer Fire Department, therefore you are considered acting in official capacity for purposes of this policy and are required to comply with all requirements of this policy.

Failure to protect the Department's image: Acting in a manner to tarnish the Department's image while wearing clothing which identifies the wearer as a member or if it is publicly known the individual is a member of the department. Persons holding a rank or board position are always expected to hold themselves to a higher level of integrity and moral standards in their personal, business and professional lives as their behavior will be a direct reflection on the department. This includes behavior while not acting in an official capacity. Furthermore, as an

officer of the Department, members are held at a higher standard, as such, any conduct of an officer of the department - while acting in an official capacity of the department or in their personal life - that disgraces him personally or brings dishonor to the Woodville Volunteer Fire Department or the firefighting profession in general affects his/her fitness to lead and is deemed an offense of conduct unbecoming an officer and the member is subject to discipline as defined in SOP 2022-017

Official misconduct defined in FS 838.022

(1) It is unlawful for a public servant or public contractor to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another, by:

(1a) Falsifying, or causing another person to falsify, any official record or official document.

(1b) Concealing, covering up, destroying, mutilating, or altering any official record or official document, except as authorized by law or contract, or causing another person to perform such an act; or

(1c) Obstructing, delaying, or preventing the communication of information relating to the commission of a felony that directly involves or affects the government entity served by the public servant or public contractor.

(2) For the purposes of this section:

(2a) The term “public servant” does not include a candidate who does not otherwise qualify as a public servant.

(2b) An official record or official document includes only public records.

(3) Any person who violates this section commits a felony of the third degree, punishable as provided in s. 775.082, 775.083, or 775.084.

Conduct unbecoming a member refers to but is not limited to the examples below,

Insubordination – Insubordination, is an act relating to the refusal to follow an order given by an officer or member in charge at an emergency scene or department function or the refusal to comply with a request made by a department officer or board member.

Use of controlled substances - No alcoholic beverages or controlled substances shall be brought to or consumed at any department function other than those of a purely social nature. Members shall not respond to an emergency call while under the influence of alcohol or controlled substances or have ingested alcohol which may be detected on their breath. Members must use good judgment in determining their ability to respond to a call or attend a function.

Unauthorized display or use of emergency lights - Members shall display and use emergency lights in accordance with Florida law (See SOP 4.0).

Unauthorized use or misuse of Department equipment or apparatus - Equipment not specifically assigned to a member may not be used other than in the performance of official duties without the consent of the Chief or member who has assigned responsibility for the piece of equipment. Department equipment assigned to each member shall be always maintained in good order. It is the responsibility of each member to treat and use such equipment with reasonable care. In addition to any disciplinary action which may be taken because of acts of negligence, the member shall be responsible for the cost of repair or replacement of the affected equipment.

Sexual harassment as defined by the United States Equal Employment Opportunity Commission (EEOC) - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or *implicitly* affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. This definition has been further elaborated.

Misrepresentation of the Department: Wikipedia defines misrepresentation as the action or offense of giving a false or misleading account of the nature of something.

Disrespect: Wikipedia defines it as a lack of respect or courtesy.

Failure to protect the Department's image: Acting in a manner to tarnish the Department's image while wearing clothing which identifies the wearer as a member.

Defaming: defined by Oxford Dictionary as: the act of communicating false statements about a person that injure the reputation of that person.

Preponderance of evidence: This standard requires based on evidence and witness testimony presented, that there is a greater than 50 percent likelihood that the defendant caused the damage or other wrong.

Members shall act in a professional and courteous manner when engaged in Department activities. All members represent the Woodville Volunteer Fire Department when at the fire station, responding to or present at a fire or EMS call, during training sessions, during any Department function, and when wearing Woodville Volunteer Fire Department apparel or equipment when in the presence of the public.

The actions of each member have a bearing on the safety of others at an emergency scene or training activity. A member's conduct at a scene affects not only themselves but also other members present. Members shall be aware that their conduct creates the image/perception with which the public and other agencies view the Department. The respect and support of the

community and other emergency services agencies must be maintained to ensure the continued existence of the Department.

DEFINITIONS

Theft: Oxford dictionary defines theft as “the action or crime of stealing.”

Misuse of Financial Assets: defined as using company or client assets for personal gain. There are two main categories of asset misappropriation: cash and noncash. Some more popular methods are, skimming, larceny, check tampering, billing fraud, payroll fraud, expense reimbursement fraud, misuse of assets and theft of assets.

Intoxication: The impaired condition caused by use of alcohol or a drug or other chemical substance: slurred speech and other signs of alcohol intoxication.

Controlled Substance: A controlled substance is generally a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law.

Insubordination: The act of willfully disobeying a lawful order from a supervisor.

Immoral or Indecent Conduct: The use of loud, obscene, vulgar, or indecent language, or permitting its use; (2) the exposure of a person or permitting a person to expose himself or herself. (3) As dictated by community standards.

Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the department or any conduct which tends to adversely affect, lower, or destroy public respect and confidence in the department, or any officer or employee.

Incident Command System: (ICS) is a standardized management system to organize and manage a suitable response to any emergency incidents.

Complaint: a statement that a situation is unsatisfactory or unacceptable. A **written statement** against a member alleging unsatisfactory or unacceptable behavior. The written complaint shall be in the form of a typed or handwritten letter or an electronic message. To this definition, text messages do not qualify as a written complaint.

Defaming: defined by Oxford Dictionary as: the act of communicating false statements about a person that injure the reputation of that person.

Discipline SOP 2022-003

PURPOSE: To provide fair, firm, and consistent discipline to all members when deemed necessary by the Woodville Fire Chief, Deputy Chief of Operations or Administrative Board Members and to help protect the public image of the Woodville Volunteer Fire Department.

RESPONSIBILITIES: It is the responsibility of the Administrative Board and or Fire Chief to mitigate all documented incidents and oversee the investigation that may result in discipline against a member of the Woodville Volunteer Fire Department. To fully investigate any outside complaints, both civil and criminal, against a member of the department that may damage the public image of the Woodville Volunteer Fire Department. It also shall be the responsibility of the investigating entity to only accept written complaints. These complaints shall be in the form of an electronic message or typed paper complaints. For this SOP verbal or text message complaints will not be accepted. It shall also be the responsibility of the investigating entity to determine if local law enforcement should be called to complete the investigation and pursue criminal charges.

SCOPE: The Administrative Board and/or Chief may take disciplinary action against a member regardless of rank or position in the department based on the nature and severity of the offense in accordance with the guidelines set below.

Offenses that warrant discipline

Intoxication or use of controlled substances (drugs) while on duty or representing the department, theft, misuse of financial assets, Immoral or indecent conduct as measured by community standards, insubordination, failing to follow the Incident Command System, failure to meet minimum response requirements, giving fire department information to unauthorized persons without permission from the Administration, defaming the good name of the department, the Administrative Board, the Chief, or members, failure to maintain a valid Florida motor vehicle operator's license or maintaining required vehicle insurance, misuse of Department equipment or apparatus, failure to follow proper chain of command, violation of any Department SOP, driving in a reckless manner to an emergency call in a personally owned vehicle or apparatus, conduct unbecoming of a public official, being charged with or conviction of a felony,

giving confidential information about the department to a non-member, and possession of a weapon in violation of SOP 2022-013.

Should at any time during an internal investigation, evidence of theft of any amount be found, the internal investigation will be stopped, and all evidence will be turned over to local law enforcement for prosecution.

Disciplinary Definitions

Disciplinary Panel will consist of the full Administrative Board, and the Fire Chief. If the affected member facing discipline is the Fire Chief, the Deputy Chief of Operations will complete the Disciplinary Panel.

Verbal Reprimand is a formal counseling conducted by two Fireline Officers or one Fireline officer and a member of the Administrative Board. Verbal reprimands will be documented as such with a copy given to the member and a copy signed by all parties shall be placed in the member's file.

Written Reprimand to be placed in member's file. Written reprimand will contain the specifics of the offense, including date, time, facts, history, etc. A copy signed by all parties shall be placed in the members' file.

Suspension shall not exceed 90 days. During a period of suspension, the member will surrender all issued accountability tags, equipment, department identification card, and uniforms. The members shall not attend or participate in any department activities. Suspensions shall be recommended by the Chief in writing with the recommendation of a 30-, 60-, or 90-days suspension. The Administrative Board can accept, deny, or change the length of suspension recommended by the Chief. All suspensions are issued by the Administrative Board based on the complaint submitted or investigated by the Chief, Administrative Board President, or designee. A copy signed by all parties shall be placed in the members' file.

Dismissal to be removed from the Department.

Defaming is defined by Oxford Dictionary as the act of communicating false statements about a person/entity that injures the reputation of that person/entity

Any complaints against the Fire Chief shall be investigated by the Deputy Chief of Operations and the Administrative Board President. Any complaints against the Board President shall be investigated by the Fire Chief and the Administrative Board Vice President.

The Fire Chief and Administrative Board President shall be notified of any complaints or allegations against any member of the Woodville Volunteer Fire Department. All disciplinary action will be discussed with the Chief prior to implementation.

The general membership may vote to dismiss any member from the Department if the members believe that action to be in the best interest of the Department.

Discipline resulting in suspensions or dismissal will be handled in the following manner:

The affected member shall be notified in writing of the charges as soon as practical after the incident. The notification shall come in the form of a hand delivered memo signed by the Fire Chief, Board President, and affected member. For this procedure a text message shall not meet the requirement as a written notification of pending suspension or dismissal.

The Disciplinary Panel shall hold a meeting at which the full Disciplinary panel and affected member must be physically present, video participation is not allowed for this meeting. The member shall be present to hear any charges or allegations. The member will provide any evidence in his/her defense. This meeting will be no longer than 90 minutes in length with equal time for evidence against the member and equal time for defense. Immediately following this meeting, the Disciplinary Panel will deliberate without the presence of the member to determine the action to be taken.

The Disciplinary Panel shall notify the member in writing of their decision and action to be taken against the member. For this procedure in writing is defined as either an electronic message or a printed letter. A text message will not be accepted as an in-writing form of notification.

The member may protest the decision made by the Disciplinary Panel to the full membership with a request in writing to the President within 72 hours of notification of action to be taken by the Disciplinary Panel, but the Administrative Board has the final decision-making power regarding this matter.

Any member dismissed will surrender all equipment, keys, accountability tags, department identification card, and uniforms belonging to the Woodville Volunteer Fire Department within 48 hours of the dismissal.

Any administrative officer or line officer placed on suspension shall relinquish their office and all issued keys, equipment, and uniforms for the remainder of its term. Members who are on

suspension or under investigation pending suspension or dismissal are not eligible to vote in department matters, attend meetings, or attend any department functions.

Any member dismissed or who resigns while under internal investigation shall not be eligible to rejoin the Woodville Volunteer Fire Department.

Training Requirements SOP 2022-004

All members of the Firefighting division shall complete training commensurate with their primary duties and level of involvement in the department within one year of joining, pending the availability of required training classes. For example, members wishing to participate in wildland or vehicle firefighting must complete an approved training course for that specialty given by a recognized training agency or individual.

Fire-ground activities will be directed and assigned by the commanding officer at each scene. Members found to be “freelancing” or performing activities on a fire-ground not approved by their commanding officer will be subject to disciplinary procedures.

Training Requirements 2022-004 A

Firefighters and Emergency Medical Responders must be trained to provide necessary care and services to the community. No member will be asked, ordered, or allowed to participate in a task or assignment for which they have not been properly trained.

Training Compensatory with Duties 2022-004 B

All members of the Woodville Volunteer Fire Department will be offered and receive training that is compensatory with assigned duties. This training will be in-house training sessions normally not lasting for over three hours, conducted by Fireline Supervisors or outside instructors.

In house topics will be but not limited to apparatus operations, winch operations, accident scene safety, traffic control, establishing a landing zone, radio operations, chainsaw safety, maintenance and operations, pump operations, vehicle extrication including vehicle stabilization, basic patient assessment, stretcher operations, familiarization of Leon County EMS units, and familiarization of Station 13 apparatus.

SCBA Policy 2022-004 C

As part of this SOP Self-Contained Breathing Apparatus (SCBA) may be issued to active responding personnel for use in Hot Zone (defined in the Tallahassee Fire Department SOPs) structural firefighting with approval by the Chief. No SCBA equipment shall be issued to any member who does not have appropriate training. **All volunteers certified for interior attack must abide by all Tallahassee Fire Department Tactical SOPs (900 series).**

Firefighter One and Emergency Medical Responder Training 2022-004 D

All formal Firefighter One (FF1) and Emergency Medical Responder (EMR) will be conducted by certified instructors recognized by the State of Florida as such.

All members shall complete the Emergency Medical Responder training course at the first offering or within their first year. All Department members shall complete the Tallahassee Fire Department EMS SOP Review course once each year. All members shall keep their CPR/BLS card up to date and submit copies to the Department. Members who are EMTs or Paramedics shall keep their certifications up to date and submit copies to the Department.

All members shall participate in the Department's monthly training in accordance with the participation requirements of the Woodville Volunteer Fire Department.

All members shall complete HazMat Awareness training prior to responding to calls. HazMat Operations training shall be completed at the first offering or within one year of joining the Department. All members shall complete the HazMat Operations Refresher course annually.

All members shall complete the Blood borne Pathogen training within one year of joining the Department and attend the annual mandatory refresher.

VFD officers who are "Recognized Officers" in accordance with Tallahassee Fire Department SOP shall complete the required yearly continuing education training to continue to maintain their recognized status.

Members are encouraged to participate in additional educational activities offered by the Department, Tallahassee Fire Department, and other organizations.

As soon as possible after the end of their probation period, new member will successfully complete an Emergency Vehicle Operations Course (EVOC), pending the availability of an instructor. **Members shall be restricted from placing a red courtesy light in their personal vehicle until completion of an approved EVOC course.**

Travel Reimbursement Policy SOP 2022-004 E

PURPOSE: To provide guidelines for travel and training costs reimbursement accrued by members in the official department business.

RESPONSIBILITIES: It is the responsibility of the Woodville Volunteer Fire Department Administration to ensure total compliance with this Standard Operating Procedure.

SCOPE: This policy will provide for monetary reimbursement to members who attend an approved department relevant off-site function or training event.

This policy will provide for monetary reimbursement to members who attend a department relevant off-site function or training event. Members may be reimbursed for any event they attend as a student; however, members will only be reimbursed for one event per year attended for instructorship maintenance, such as classes used for Continuing Education Units (CEUs), without explicit written approval from the Executive Board. All travel reimbursement requests must be made in writing prior to the event and approved by the Department Chief. The Executive Board must also approve all travel reimbursement requests if the total costs exceed the minimums needed for Board approval. All requests must list estimated expenses and travel times expected.

All members attending an off-site department-related function or training event must make a concerted effort to secure alternative funding sources prior to requesting reimbursement from the department. The Woodville Volunteer Fire Department will not reimburse any costs or expenses incurred, which are covered by other funding sources, in duplicate.

Per diem meal reimbursement plan will provide \$30.00 flat rate for meals distributed as follows.

1. \$5 for breakfast
2. \$10 for lunch
3. \$15 for dinner

If the member is using personal transportation (member owns car, truck, RV or other vehicle), he or she will be reimbursed for actual fuel costs incurred by driving from the member's residence to the training site and back. If more than one member is going to the same training event, carpooling is a requirement for reimbursement. Members requiring overnight accommodations will be reimbursed for the cost of the hotel bill, up to double occupancy for the duration of the event or portion of the event the member is attending. Hotel expenses for days not spent at a department relevant function will not be reimbursed. Members may stay at any quality level of accommodation but will only be reimbursed for up to \$100 per night without explicit written approval from the Executive Board. Members must provide documentation of all travel expenses incurred that qualify for reimbursement in the form of receipts, purchase orders or invoices and present this documentation to the treasurer within 30 days of the event ending. Once verified, members will receive reimbursement funds for the approved expenses. You will not be able to receive reimbursement without all required receipts.

Radio Operations and Procedures SOP 2022-003

General Communication Procedures 2022-003 A

No member of the Woodville Volunteer Fire Department is authorized to carry a radio belonging to the department to their place of employment without specific written authorization from the Fire Chief. Furthermore, because each assigned radio has a specific volunteer member number assigned in the CAD system, no member is allowed to be in possession of more than their assigned radio. Should a member's assigned radio become damaged, cease to work, or be sent to the radio shop for repair, an unassigned radio will be issued.

All radio communication is to be kept concise and related to Department business.

When there is heavy radio traffic, e.g., during multiple incidents or severe weather, listen for several seconds before you key the microphone, to ensure that you don't "step" on another transmission. Extended communications or communications not directly related to an emergency scene should be moved to VFD Tactical channel. We generally use "clear text" when communicating by radio. "Clear text" means we do not use codes and signals in our communication. Your primary means of being alerted to incident is a pager. The pagers are audio and print text pages. After your pager tone sounds, the voice will give you the location followed by the call type. The emergency medical dispatch (EMD) and fire dispatch signals (FDS) are listed below,

EMD	MEANING	FDS	MEANING
1	Abdominal Pain/Problem	51	Aircraft Emergency
2	Allergic reaction/Envenomation	52	Alarms

3	Animal Bite/Attack	53	Citizen assist/ Service Call
4	Assault/Sexual Assault	54	Confined Space/ Structural Collapse
5	Back Pain	55	Electrical Hazard
6	Breathing Problems	56	Elevator/Escalator Rescue
7	Burns/Scalds	57	Explosion
8	Inhalation/Hazmat	58	Extrication/Entrapped/Machinery
9	Cardiac/Respiratory Arrest/Death	59	Fuel Spill
10	Chest Pain	60	Gas Leak/Odor (Natural or LP)
11	Choking	61	Hazmat Incident
12	Convulsions/Seizures	62	High Angle Rescue
13	Diabetic Problems	63	Lightning Strike Investigation
14	Drowning/Diving/Scuba Accident	64	Marine Fire
15	Electrocution/Lightning	65	Mutual Aid/Assist Outside Agency
16	Eye Problems/Injuries	66	Odor
17	Falls	67	Outside Fire
18	Headache	68	Outside Smoke Investigation
19	Heart Problems	69	Structure Fire
20	Heat/Cold Exposure	70	Trail/Rail Incident
21	Hemorrhage/Laceration	71	Vehicle Fire
22	Non-Vehicle Entrapment	72	Water Rescue
23	Overdose/Poisoning	73	Watercraft in Distress
24	Pregnancy/Childbirth/Miscarriage	74	Suspicious Package/Bomb Threat
25	Psychiatric/Suicide Attempt	75	Train/Rail Fire
26	Sick Person	ETOH	Alcohol Issues
27	Stab/Gunshot/Penetrating Trauma	Code 4	CPR in progress
28	Stroke		
29	Traffic/ Transportation Incident		
30	Traumatic Injury		
31	Unconscious/Fainting		
32	Unknown Problem		
33	Palliative Care Transfer		
34	Automated Crash Notification		
	Pandemic/Flu		

UNIT NUMBER DESIGNATIONS 2022-003 B

Officers and apparatus unit numbers are as follows:

Officers		Apparatus	
13-01	Chief	1383	Medical/Command Unit
13-02	Deputy Chief	1382	Rescue/Quick Attack
13-03	Captain		
13-04	Lieutenant		
13-06	Lieutenant	1384	Quick Attack/Brush Unit

Assigned to various firefighters 1381 Brush Truck

Stored in the parking lot of Station 13 1386 Logistical Support Trailer

Member unit numbers are assigned by the Chief and are not necessarily based on seniority.

The designation for Consolidated Dispatch is "Dispatch."

CHANNEL USAGE 2022-003 C

The primary dispatch channel is the main channel for all Tallahassee Fire Department communications. All members issued a department radio are authorized to communicate directly with Tallahassee Fire Department Dispatch. Wait 1 full second after pressing push-to-talk (PTT) button on the mike or side of the handheld radio before beginning to speak. Speak slowly, clearly, and concisely.

Keeping in mind that this radio signal can be heard for a radius of 80 miles or more from downtown Tallahassee. There are many individuals listening to scanners critiquing radio traffic.

Tallahassee Fire Department Tac 1 is the Tallahassee Fire Department fire ground tactical channel. All members enroute or responding to a call shall switch to this channel when instructed by Tallahassee Fire Department dispatch.

Woodville Volunteer Fire Department is assigned their own Tactical channel. This channel is for use by the Woodville Volunteer Fire Department but can be monitored by others around the county. ***Keep all communications on this channel short, concise, and professional.*** Use of the radio should be for official Department business only and conducted in a professional manner. Extended communications or those not directly related to an emergency scene should be moved to (VFD Tac channel).

BASIC COMMUNICATION PROCEDURES 2022-003 D

When calling another unit, state their unit (13-xx) first, then your unit #. Example: When 13-09 is calling 13-05, 13-09 should say "13-05, 13-09".

Always be certain you are in contact with the unit you are calling before giving the message. Example: "13-05, 13-09". "This is 13-05, go ahead 13-09." Then give message.

Once a message is received, always repeat back what you understood for verification. Example: "13-61, 13-09. This is 13-61, go ahead 13-09. 13-61 increase the pressure on the booster line by 25 lbs. Understood 13-09, you want the pressure increased by 25 lbs. That's correct 13-61." Once the Engine has increased the pressure, the operator shall contact 13-09 and inform 13-09 that the

pressure has increased as requested. This use of feedback ensures that the message given is the message received.

COMMUNICATION PROCEDURES FOR INCIDENTS 2022-003 E

Because countywide we have many volunteers with radios, it is important that radio traffic be kept to the minimum necessary to convey information to officers and other members responding to a scene. Immediately after being toned, Tallahassee Fire Department Dispatch will announce on Tallahassee Fire Department Dispatch Channel 1 the pertinent information about the call to the responding units. Tallahassee Fire Department will announce the information twice before their units are enroute and once more when their units have verified via radio that they are enroute.

Once the nature of the call and location are known, Woodville Volunteer Fire Department units shall radio their response status. Do not radio that you cannot respond. If you don't radio that you are responding, it will be assumed you are not.

Apparatus radios shall always be left on Tallahassee Fire Department primary channel.

When a member comes into an **emergency** and are in possession of a cell phone reporting should be done via cell phone. When a member is not in possession of a cell phone, that member shall report the situation to Tallahassee Fire Department dispatch by radio using their assigned identification number.

When a member arrives at a scene to which we have been dispatched, they shall report "on scene" on Woodville Channel using their personal assigned identification number. If there are no Woodville officers enroute to the call the first member shall also report "on scene" and give a size up on Tallahassee Fire Department Dispatch Channel, using their assigned radio identification number.

Non-emergency incidents discovered by a member in or out of district **shall not be reported by radio** to Tallahassee Fire Department. The proper authorities should be notified by telephone.

Woodville Vehicle Operations SOP 2022-005

PURPOSE: The purpose of this policy is to provide for the safe operations of Woodville Volunteer Fire Department apparatus in emergency and non-emergency responses.

RESPONSIBILITIES: It is the responsibility of all Woodville Volunteer Fire Department personnel operating emergency or non-emergency vehicles to abide by all policies set by the Woodville Volunteer Fire Department and the State of Florida Traffic Laws.

SCOPE: Responding quickly to certain types of calls for service is a necessary, although dangerous part of Woodville Volunteer Fire Department work. Florida Statutes recognize this fact and provides for violating normal traffic laws under certain conditions. The statutes do contain a warning that endangering life or property by reckless disregard for the safety of others is not protected under the provisions of the statutes, even if the driver is responding to an emergency. Whenever a driver is engaged in a non-emergency mode, the driver shall demonstrate good driving habits and shall obey normal traffic laws.

PROCEDURE:

1. An emergency is defined as a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and action by an emergency vehicle operator may reduce the seriousness of the situation.
2. A non-emergency is a situation in which life and/or property are not endangered.
3. When initiating a response, the responding Woodville VFD Driver/Operator shall determine if the response is an actual emergency or non-emergency. If the distance to the incident is too far for the Woodville Volunteer Fire Department apparatus or personnel to have a significant impact on the outcome then, a non-emergency response would be warranted.
4. When canceling an emergency response, or downgrading from an emergency to a non-emergency, only the Incident Commander shall have the authority to do so. If the First Due unit has arrived, completed a size up and downgrades all other responding units, the responding Woodville Volunteer Fire Department Driver/Operator shall downgrade to a non-emergency response and obey all traffic laws.
5. Any emergency vehicle, when responding to an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal (siren) and emergency warning lights. Once an emergency has been initiated, emergency warning lights and siren shall be used throughout the time the vehicle is operating beyond the normal rules of the road. The absence of either audible signal or emergency warning lights are not considered an emergency mode. Therefore, the driver must obey normal traffic laws.
6. Lights and siren shall only be used when in response to an emergency. No one is permitted to ride on any Woodville Volunteer Fire Department vehicle outside the cab or canopy, except for loading hose, during brush fire operations and the occasional parade. It is the responsibility of the driver/operator to ensure compliance with this standard operating procedure.
7. When responding to an emergency, Woodville Volunteer Fire Department vehicles may exceed posted speed limits by 10 m.p.h., fire apparatus are not to exceed 65 mph on streets and highways and 75 mph on the interstate. Road conditions, traffic congestion, and weather are factors that determine if excessive speed is acceptable.

8. When responding to an authorized emergency, proceed past a stop signal or stop sign, only after slowing down or stopping, as may be necessary for a safe operation and verification that the right to proceed has been yielded by all other traffic.

9. Going against the flow of traffic during an authorized emergency is dangerous and extreme caution must be always used while operating against the flow of traffic. Woodville Volunteer Fire Department vehicles shall not travel against the flow of traffic for more than one city block and then only when necessary, during an authorized emergency response.

10. During an emergency response, emergency vehicles should avoid passing other emergency vehicles. When passing is necessary, the passing arrangement shall be conducted through radio communications and only after the acknowledgment of the vehicle being passed.

11. All Woodville VFD apparatuses are equipped with a backup camera and back up alarm. Avoid backing any vehicle when possible. Where backing is necessary, use a spotter. When a spotter is unavailable, the operator shall dismount and walk completely around the vehicle, then proceed to immediately back up utilizing the backup camera.

12. The foregoing provision shall not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all people, nor shall such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others. Also, all people riding apparatus shall be seated and belted in accordance with city policy and state law.

13. Should a Driver/Operator be involved in an accident while operating a Woodville Volunteer Fire Department apparatus the following notifications must be followed in the order listed below,

A) Notify local law enforcement and Emergency Medical Services if needed.

B) Complete **a level one notification via text message**. A WVFD Level One notification includes: Fire Chief, Deputy Fire Chief, and all members of the Administrative Board. The notification must include the nature of the accident, extent of injuries, extent of property damage.

C) The Woodville Fire Chief or his designee will notify Leon County Risk Management as soon as reasonable. Once notification has been made to Leon County Risk Management, members of the Woodville Volunteer Fire Department shall not have any contact with the other party involved in the accident unless, subpoenaed.

D) Complete a report of the incident and submit it to the Fire Chief within 36 thirty-six hours. The report must include driver name and license number, apparatus involved, contact name and number.

14. All Woodville Volunteer Fire Department apparatus are equipped with dash cameras. In case of accidents or driving complaints involving Woodville VFD apparatus the dash camera footage will be part of the investigation process.

Failure to follow this procedure will result in suspension of Woodville Volunteer Fire Department apparatus driving privileges and or suspension or termination from the department.

Woodville Apparatus Assigned out of Leon County Response Area 2022-005A

PURPOSE: The purpose of this policy is to provide for uniform and safe operations of Woodville Volunteer Fire Department apparatus assigned to members who live outside of the Leon County response area while responding to calls for service within our designated response area. This Standard Operation Procedure will address and define both emergency and non-emergency responses.

RESPONSIBILITIES: It is the responsibility of all Woodville Volunteer Fire Department personnel operating emergency or non-emergency vehicles to abide by all policies set by the Woodville Volunteer Fire Department and the State of Florida Traffic Laws. It is the responsibility of the Driver/Operator, Fire Chief, and Administrative Board members to ensure this procedure is followed.

SCOPE: Responding quickly to certain types of calls for service is a necessary, although dangerous part of Woodville Volunteer Fire Department work. Florida Statutes recognize this fact and provides for violating normal traffic laws under certain conditions. The statutes do contain a warning that endangering life or property by reckless disregard for the safety of others is not protected under the provisions of the statutes, even if the driver is responding to an emergency. Whenever a driver is engaged in a non-emergency mode, the driver shall demonstrate good driving habits and shall obey all traffic laws.

Definitions

Emergency is defined as a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and action by an emergency vehicle operator may reduce the seriousness of the incident.

Non-emergency is a situation in which life and/or property are not endangered.

Significant is defined in Oxford dictionary as sufficiently great or important to be worthy of attention. **Impact** is defined as the strong effect or influence of one thing on another.

Significant Impact for the sake this procedure is defined as your presence or the presence of your assigned apparatus will prevent loss of life, property, or provide needed assistance for the timely completion of this incident.

Procedure

When initiating a response, the responding Woodville VFD Driver/Operator shall determine if the response is an actual emergency or non-emergency. If the distance to the incident is too far for the Woodville Volunteer Fire Department apparatus or personnel to have a significant impact on the outcome of the incident. If it is determined by the driver/operator there is no significant benefit to apparatus or personnel at the incident, then no response would be warranted.

Any member living outside the designated Leon County response area of the Woodville Volunteer Fire Department who is assigned an apparatus belonging to the department shall not, unless **directed to by the Fire Chief or Deputy Chief of Operations**, activate the apparatus audio or visual emergency systems until reaching the assigned response area border.

Any member failing to comply with this procedure will be disciplined in accordance with SOP 2022-003.

RESPONSE MODE DEFINITIONS 2022-005 B

There are two modes for proceeding to calls: Response mode or Enroute mode. Response mode is used when an apparatus is responding with lights (and sirens for apparatus; this is considered an emergency response mode. En route mode is used when lights and sirens are not required; non-emergency response mode. Enroute mode is used in situations such as non-emergency investigations, when units are downgraded by the incident commander or officer on scene, or when going to cover the station when Tallahassee Fire Department Station apparatus is out of our area. All members driving to incidents in personal vehicles are enroute.

TRAFFIC LAWS AND USE OF LIGHTS 2022-005 C

When responding in personal vehicle, in answer to an emergency call, either to the firehouse to retrieve one of the apparatus or to the scene, non-probationary members may respond using red lights and sirens for apparatus unless otherwise instructed. When responding to the fire station for standby, members shall be enroute non-emergency. Members shall always abide by the Florida Statutes when responding using a red light. Members responding in private vehicles shall obey all normal traffic laws when responding in emergency mode. Members responding in private vehicles shall not use red lights unless they are in the Woodville Volunteer Fire Department response area or when Tallahassee Fire Department dispatches us out of our area. Florida Statutes prohibit the use of sirens, or blue or white flashing lights on VFD member's private vehicles. Only lights as outlined under the Florida Statutes for private vehicles of VFD members are permitted.

Whether responding in Woodville Volunteer Fire Department apparatus or personal vehicles, due care shall be always exercised. Safety and strict adherence to Florida Statutes shall be the rule. **A red flashing light on a member's private vehicle does not permit this vehicle to break any traffic law.**

For safety reasons, if a member responding in a personal vehicle with a flashing red courtesy light approaches an area where that member cannot proceed normally due to traffic laws (ie. at a red traffic light, active train crossing, school zone, etc.), members shall turn off the red courtesy light until it is safe to proceed. This will prevent confusion among other motorists who may perceive that member as an official authorized emergency vehicle.

FS 316.2398 Display or use of red warning signals: motor vehicles of volunteer firefighters or medical staff. --

(1) A privately owned vehicle belonging to an active firefighter member of a regularly organized volunteer firefighting company or association, while en route to the fire station for the purpose of proceeding to the scene of a fire or other emergency or while en route to the scene of a fire or other emergency in the line of duty as an active firefighter member of a regularly organized firefighting company or association, or a privately owned vehicle belonging to a medical staff physician or technician of a medical facility licensed by the state, while responding to an emergency in the line of duty, may display or use red warning signals visible from the front and from the rear of such vehicle, subject to the following restrictions and conditions:

(a) No more than two red warning signals may be displayed.

(b) No inscription of any kind may appear across the face of the lens of the red warning signal.

(c) In order for an active volunteer firefighter to display such red warning signals on his or her vehicle, the volunteer firefighter must first secure a written permit from the chief executive officers of the firefighting organization to use the red warning signals, and this permit must be always carried by the volunteer firefighter while the red warning signals are displayed.

(2) It is unlawful for any person who is not an active firefighter member of a regularly organized volunteer firefighting company or association or a physician or technician of the medical staff of a medical facility licensed by the state to display on any motor vehicle owned by that member, at any time, any red warning signals as described in subsection (1).

(3) It is unlawful for an active volunteer firefighter to operate any red warning signals as authorized in subsection (1), except while en route to the fire station for the purpose of proceeding to the scene of a fire or other emergency, or while at or en route to the scene of a fire or other emergency, in the line of duty.

(4) It is unlawful for a physician or technician of the medical staff of a medical facility to operate any red warning signals as authorized in subsection (1), except when responding to an emergency in the line of duty.

(5) A violation of this section is a non-moving violation, punishable as provided in chapter 318. In addition, any volunteer firefighter shall be dismissed from membership in the firefighting organization by the chief executive officers thereof.

Yielding Emergency Vehicles 2022-005 D

In accordance with Florida Statutes, private vehicles (including those of volunteer firefighters) must yield right of way to emergency vehicles operating in the emergency mode.

FS 316.126 Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle. --

(1)(a) Upon the immediate approach of an authorized emergency vehicle, while in route to meet an existing emergency, the driver of every other vehicle shall, when such emergency vehicle is giving audible signals by siren, exhaust whistle, or other adequate device, or visible signals by the use of displayed blue or red lights, yield the right-of-way to the emergency vehicle and shall immediately proceed to a position parallel to, and as close as reasonable to the closest edge of the curb of the roadway, clear of any intersection and shall stop and remain in position until the authorized emergency vehicle has passed, unless otherwise directed by any law enforcement officer.

(b) When an authorized emergency vehicle making use of any visual signals is parked or a wrecker displaying amber rotating or flashing lights is performing a recovery or loading on the roadside, the driver of every other vehicle, as soon as it is safe:

1. Shall vacate the lane closest to the emergency vehicle or wrecker when driving on an interstate highway or other highway with two or more lanes traveling in the direction of the emergency vehicle or wrecker, except when otherwise directed by a law enforcement officer.

2. Shall slow to a speed that is 20 miles per hour less than the posted speed limit when the posted speed limit is 25 miles per hour or greater; or travel at 5 miles per hour when the posted speed limit is 20 miles per hour or less, when driving on a two-lane road, except when otherwise directed by a law enforcement officer.

(c) The Department of Highway Safety and Motor Vehicles shall provide an educational awareness campaign informing the motoring public about the Move Over Act. The department shall provide information about the Move Over Act in all newly printed driver's license educational materials after July 1, 2002.

This section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all people using the highway.

(2) Every pedestrian using the road right-of-way shall yield the right-of-way until the authorized emergency vehicle has passed, unless otherwise directed by any police officer.

(3) Any authorized emergency vehicle, when en route to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal using displayed blue or red lights. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic on the highways of this state.

(4) Nothing herein contained shall diminish or enlarge any rules of evidence or liability in any case involving the operation of an emergency vehicle.

(5) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(6) A violation of this section is a noncriminal traffic infraction, punishable pursuant to chapter 318 as either a moving violation for infractions of subsection (1) or subsection (3), or as a pedestrian violation for infractions of subsection (2).

Driving Woodville Volunteer Fire Department Apparatus 2022-005 E

Only those members specifically approved by the Chief and who have completed the proper training may drive apparatus.

The apparatus driver's sole responsibility is the safe driving of the apparatus. He/she is to continually monitor driving conditions and listen to the radio for instructions. The driver shall be the initial pump operator if apparatus is so equipped. The driver is responsible for all equipment on the apparatus. The driver/operator will ensure all tools and equipment are accounted for before leaving an incident scene.

In accordance with Florida Statute 316.614 anyone operating or riding in an apparatus owned by the Woodville Volunteer Fire Department will wear a seat belt while the vehicle is in use. Failure to wear the seatbelt or disabling the seatbelt will result in immediate discipline.

Tailboard riding positions are prohibited. Except for parades and wildfire incidents riding on the top or outside of the passenger compartment is prohibited.

Hearing protection devices may be worn by personnel during emergency responses. Sirens have been removed from the roofs of apparatus and placed at bumper level to minimize the noise in the cabs.

All Woodville Volunteer Fire Department apparatus are equipped with a backup camera. When backing up of apparatus is necessary, it is the responsibility of the driver to ensure that the backing route is unobstructed, and a spotter provided. If a spotter is not available, the driver shall walk completely around the apparatus to make sure there is a clear path for backing and then back the apparatus before there is an opportunity of circumstances to change, utilizing the backup camera. Extreme caution shall be taken when backing apparatus without a spotter. A spotter is strongly recommended when backing an apparatus.

Woodville Apparatus Out of Service SOP 2022-005 E

PURPOSE: The purpose of this policy is to provide for notification of all members when an apparatus belonging to the Woodville Volunteer Fire Department is placed out of service due to mechanical reasons.

RESPONSIBILITIES: It is the responsibility of all Woodville Volunteer Fire Department personnel assigned an apparatus to notify when their assigned apparatus is out of service.

When a Woodville Volunteer Fire Department apparatus is taken out of service, the following shall be done:

1. Complete a Level 2 notification via text message in accordance with Woodville Volunteer Fire Department Standard Operating Procedures.
2. When returning an apparatus to service, the same notifications shall be made.

Because the Consolidated Dispatch Center and the Tallahassee Fire Department do not track volunteer fire apparatus, it is not necessary to include either in this notification procedure.

CANCELLATION OF RESPONSE 2022-005 F

Incident command structure (ICS) is used on every call responded to by the Woodville Volunteer Fire Department. large portion of this system is the correct utilization of manpower and equipment. To reduce unnecessary amounts of apparatus and manpower from responding to every call and to enhance public safety the Incident Commander (IC) will assess the scene determine the amount of manpower and equipment needed to complete the incident. ICS steps listed below will be followed by all members of Woodville Volunteer Fire Department.

When canceled by Tallahassee Fire Department, Leon County Emergency Medical Services or a Woodville Volunteer Fire Department officer prior to completion of an incident, members not on scene shall immediately cancel their response to the scene. No member shall leave the scene of a call without clearance from the Incident Commander (IC) or highest-ranking Woodville Officer on scene as this is a key safety procedure.

Members failing to follow these ICS guidelines may be subject to strong disciplinary action.

Woodville Volunteer Fire Department Out of County Response SOP 2022-006

PURPOSE: To establish procedures for the response of Woodville Volunteer Fire Department apparatus and or personnel beyond the geographical boundaries of Leon County.

POLICY: It shall be the policy of the Woodville Volunteer Fire Department that service shall not be withheld due to the limitations of a geographical boundary.

PROCEDURE: The following guidelines must be observed:

1. If the emergency is in sight or believed to be a short distance beyond Leon County boundaries, responding units shall immediately report to Communications and the Battalion Chief that the incident may be beyond Leon County boundaries, and they are continuing with their response. Communications should notify the out of county's agency that Woodville Volunteer Fire Department is responding in their jurisdiction.

- Units working the call will stay on the scene to render assistance until released by the responsible agency's incident commander.

2. If an out-of-county agency has requested Woodville Volunteer Fire Department's assistance, to remain accordance with Tallahassee Fire Department SOP 903.00 The WVFD Chief will immediately notify the TFD Battalion Chief. The TFD Battalion Chief may or may not approve of this response based on operational needs of Leon County at the time of the incident request.

- The Division Chief, Deputy Chief or Fire Chief shall be notified via radio immediately

3. Complete a **level one notification via text message**. A WVFD Level One notification includes: Fire Chief, Deputy Fire Chief, all Lieutenants and all members of the Administrative Board. The notification must include the following information, who is requesting assistance, the nature of the incident, location of the incident and level of response requested.

Emergency Notifications within the Woodville Department SOP 2022-007

Purpose: To provide structured guidelines as to when Fire line Supervisors, Administration and general membership are to be notified of an incident or significant threat that may directly or indirectly affect the safety of the members of the department, their family, the financial assets, or public image of the Woodville Volunteer Fire Department.

Scope: This procedure shall apply to all emergency or non-emergency operations during which an apparatus of the Woodville Volunteer Fire Department becomes damaged, causes damage to another vehicle or property, is involved in an accident involving personal injury or death, or when a member has information that could directly or indirectly affect the safety of the members of the department, the financial assets of the department or public image of the Woodville Volunteer Fire Department.

Definitions:

Immediate Notification: as soon as it is safe for the member to step away from the incident to make notifications via text message. As a rule, within **fifteen minutes** of knowing the notification must be made to maintain the integrity of the departmental response to the incident.

Delayed Notification: This notification is to be made **via electronic message within 12 hours** of the incident. Delayed notification is to be used when the delay will not negatively affect the mission, the financial assets, safety of members or their families or the public image of the Woodville Volunteer Fire Department.

Level One Notification consists of **immediate notification via text message**, to the Fire Chief, Deputy Chief of Operations, all Lieutenants and all Administrative Board members to notify of an ongoing incident, strange occurrence, or of any information that could directly or indirectly affect the safety of the members of the department, the financial assets of the department or public image of the Woodville Volunteer Fire Department.

Level Two Notification consists of **Delayed notification via text message**, to all members of the Woodville Volunteer Fire Department.

Emergency Contact Notification consists of notifying a member's next of kin or emergency contact of an incident involving great bodily harm or death of a member. This notification will be made by the Fire Chief, his/her designee, and Chaplin. **This notification will only be made in person.**

RESPONSIBILITIES:

It is the responsibility of **all members** to report any information that could directly or indirectly affect the safety of the members of the department or their families, the financial assets of the department or the public image of the Woodville Volunteer Fire Department.

It is the responsibility of the **highest- ranking member** of the Woodville Volunteer Fire Department on scene or with firsthand knowledge of the incident to make the necessary notifications in a timely manner.

GUIDELINES FOR LEVEL 1 NOTIFICATIONS

Any incident involving sudden illness, great bodily harm, or death of a member of the Woodville Volunteer Fire Department while on duty. **Level One Notification**

Any incident involving great bodily harm, or death of a civilian involving a Woodville Volunteer Fire Department apparatus. **Level One Notification**

Any incident involving property damage involving a Woodville Volunteer Fire Department apparatus. **Level One Notification.**

Any Mass Casualty Incident or traumatic incident where the amount of witnessed trauma could have negative effects on the mental health of the responders involved. **Level One Notification**

Any incident involving self-harm or threats of self-harm by a member or family member of the Woodville Volunteer Fire Department. **Level One Notification**

Any incidents where the members of the Woodville Volunteer Fire Department were in fear of attack or threatened on a scene. **Level One Notification**

Any accusations of or appearance of theft from within the Woodville Volunteer Fire Department. **Level One Notification**

Any complaints against a member for domestic violence, sexual harassment, racial bias, sexual misconduct, use of illegal substances, reckless driving, driving under the influence or conduct unbecoming a member of the Woodville Volunteer Fire Department. **Level One Notification**

Any weather- related or large- scale incident where the highest-ranking member on scene needs additional manpower to complete the incident safely. **Level Two Notification**

Activation of Auxiliary members. **Level Two Notification**

Further decisions regarding appropriate notifications will be made by the highest- ranking member with direct knowledge of the information.

Incident Standard Operating Procedures

Emergency Medical Operations SOP 2022-008

Only members trained as Emergency Medical Responders (EMR), certified Emergency Medical Technicians (EMT) and licensed Florida Paramedics provide primary medical care at any incident. Members who are certified EMT or a licensed Paramedic may only provide Basic Life Support level of care while serving as a member of the Woodville Volunteer Fire Department. Regardless of a member's level of training, the level of care shall not exceed the level of an Emergency Medical Responder and can never exceed one's level of training.

Unless otherwise directed, all Woodville members responding to an EMS incident in a marked apparatus shall respond using red lights but must observe all traffic laws. (Standard Operating Procedure 2022-005)

If an emergency medical incident is discovered by a First Responder, EMT or Paramedic who is a member of the Woodville Volunteer Fire Department when out of the assigned response area: The first responder may stop and offer such assistance as may be necessary to help stabilize the situation. The First Responder shall follow the radio procedures in Section 3.2 to describe the situation and request Ambulance Service and/or other needed resources. The First Responder shall always remain with the patient/s until relieved by EMS or other emergency personnel. If Tallahassee Fire Department arrives prior to EMS, first responder should relay all patient information to the members of the Tallahassee Fire Department crew and ask if they want you to remain in scene. If you are released by the Incident Commander leave. Complete an incident report and a patient encounter form if applicable.

Medical care shall be provided in accordance with Tallahassee Fire Department EMS Standard Operating Procedure and Leon County Emergency Medical Service, Medical Director.

Body Substance Isolation (BSI) Precautions or Infection Control SOP 2021-008 A

Purpose: To provide the best education, awareness, and guidance for all members of the Woodville Volunteer Fire Department who risk exposure to blood borne pathogens in the performance of their duties.

Fire Fighters and Emergency Medical Responders encounter sick and injured people who could also be a carrier of disease. Knowing how diseases are transmitted and how you can protect yourself will help you to perform with confidence.

Scope: This procedure shall apply to all Fire Fighters, Emergency Medical Responders and Auxiliary members of the Woodville Volunteer Fire Department.

Definitions

Blood borne Pathogens are diseases -producing microorganisms in human body fluids. They can infect and cause disease in people who are exposed to blood or body fluids containing pathogens.

**** When in doubt, treat any bodily fluid as if it is contaminated. Adhere to the saying: “If it is wet, sticky, and not yours, do not touch it.” ****

MRSA: Methicillin-resistant Staphylococcus aureus is a type of bacteria that is highly contagious and resistant to certain antibiotics. Transmission is most common through skin to skin contact with the hands, wound drainage or nasal secretions of an infected person.

Universal Precautions: The Center for Disease Control (CDC) defines universal precautions as a set of procedures designed to prevent transmission of human immunodeficiency virus, hepatitis B virus, and other blood borne pathogens to first-aid or health care providers. The CDC standard instructs all providers to assume that all blood or body fluids are infectious.

Body Substance Isolation (BSI) refers to the standard requiring using a form of infection control with all patients. BSI includes two basic behaviors: use of medical personal protective equipment and practice of good personal behaviors that reduce risk.

Personal Protective Equipment (PPE): serves as a barrier against infection. Medical PPE includes eye protection, gloves, protective clothing (gown or coveralls, sleeves, shoe covers) masks or shields, and biohazard (red) bags. **Structural Bunker Gear and Extrication Jumpsuits are not medical PPE.**

Gloves minimize skin contact with blood or other body fluids. Always wear gloves if you expect to have physical contact with a patient, contaminated equipment, sharp or sharp containers or handle biohazard (red) bags. Gloves shall be changed between patients.

Protective Eyewear: use protective eyewear, facemask, or face shield if you are in a situation where blood or body fluids might splash, spray, fly, or splatter into your eyes or face.

Protective Clothing: serves as a barrier to prevent clothing and skin contact with blood and body fluids. It is single use and disposable; it should be used when you anticipate significant blood or body fluid contamination of clothing. **Bunker gear, leather gloves, and everyday footwear are not PPE.**

Masks: you may use different types of masks: reusable filter masks that are equipped with replaceable filters, KN195 disposable single use masks, single use CPR masks equipped with a one-way valve designed to prevent the patient's saliva or vomit from entering the rescuer's mouth during CPR and a disposable bag valve (AMBU) mask equipped with a bag that is used to ventilate a patient during CPR.

Reusable filter masks that are equipped with replaceable filters and KN195 disposable single use masks provide protection from airborne disease. Masks equipped with a one-way valve and disposable bag valve (AMBU) masks are barrier devices used when performing CPR. These masks are task specific and not interchangeable.

Procedure:

All Body Fluids shall be considered infectious and appropriate precautions taken. The following Personal Protection Equipment (PPE) shall be used as appropriate on every call. Protective gloves shall be worn by all Woodville Volunteer Fire Department members providing or assisting in providing patient care.

- a. Protective gloves (different gloves for each patient on multiple patient scenes).
- b. Eye Protection required when appropriate as outlined by Florida Department of Labor.
- c. Masks required when appropriate as outlined by Florida Department of Labor.
- d. HEPA Masks shall be used when patient is coughing, or you suspect patient may have tuberculosis or any other illness that could be passed via airborne particulates.
- e. Gowns/ Biohazard Suits with foot covers.
- f. Use Biohazard bags for all contaminated equipment and materials.

2. Encourage other members to use proper PPE on every call.

3. Hands shall be washed at the end of every call and between each patient contact when appropriate (multiple patient scenes). All apparatus belonging to the Woodville Volunteer Fire Department shall have appropriate hand sanitizer onboard for use after removal of treatment gloves.
4. See Tallahassee Fire Department/Leon County EMS Exposure Control Plan for details of what actions shall be taken if you are exposed to blood borne pathogens. All exposures shall be reported immediately to a Department officer and a Level 1 notification completed.

Immunizations SOP 2021-008 B

Immunization of Hepatitis-B is available to members at no charge. Woodville Volunteer Fire Department strongly encourages all members to avail themselves of this. Other immunizations, i.e., tetanus, measles, flu, and COVID etc. are generally available through physicians or clinics at the member's expense. All members are urged to take all precautions available. It is the responsibility of the member to schedule shots and remember to stay on schedule.

Immunizations

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Medical Supplies issued to Responders and on Apparatus SOP 2021-008 C

Purpose: To provide uniformity of available medical response supplies and equipment both issued to Emergency Medical Responders and assigned to Woodville Volunteer Fire Department apparatus.

Scope: This procedure shall apply to all Fire Fighters, Emergency Medical Responders and Auxiliary members of the Woodville Volunteer Fire Department. It shall also apply to all apparatus and medical bags/boxes owned by the Woodville Volunteer Fire Department.

Only members completing a recognized Emergency Medical Responder course will be issued medical supplies and will be cleared to respond to medical calls. The Fire Chief or designee will issue all equipment and supplies.

No member will place any personal medical bag, equipment or supplies into a department issued medical bag/box or on an apparatus belonging to the Woodville Volunteer Fire Department without the approval by the Fire Chief or Deputy Fire Chief.

Failure to follow this Standard Operating Procedure will result in discipline up to dismissal from the department.

1. See Tallahassee Fire Department/Leon County EMS Exposure Control Plan for details of what actions shall be taken if you are exposed to blood borne pathogens. All exposures shall be reported immediately to a Department officer and a Level 1 notification completed.

Hazardous Materials Incidents Operation SOP 2022-009

PURPOSE: This plan provides a basic philosophy and strategy plan for Hazardous Materials incidents. This plan provides a general framework for handling a hazardous materials incident but does not address the specific tactics or control measures for Hazardous Materials incidents.

DEFINITION: A general definition for hazardous materials: Any product that can be harmful to health, vegetation, etc. Hazardous materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions, explosions, and similar events. Hazards involved may include toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions, and combinations of factors.

RESPONSIBILITIES: It is the responsibility of all Woodville Volunteer Fire Department personnel to exercise due caution when responding to a potentially Hazardous Materials incidents, when possible, isolate the scene from the public and report to other responding units what you see as you are arriving.

Utilize on scene law enforcement to isolate the incident and traffic control

SCOPE: It is the purpose of this Standard Operating Procedure to give solid guidance to the responding members of the Woodville Volunteer Fire Department involved with a Hazardous Materials Incident or when a routine scene becomes a Hazardous Materials Incident. This procedure is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate safety precautions at every incident. The use of proper protective clothing (SCBA) whenever appropriate and the utilization of all Standard Operating Procedures on a continuing basis is the starting point for this plan.

The first Woodville Volunteer Fire Department member must report a careful size up before other units arrive. Binoculars shall be used to determine if the incident can be safely approached through observation and to obtain other available information. The size up must include, the source of the hazardous material, size of the spill/area involved, number of victims, visible placard numbers, wind direction and staging location. You must update your incident as conditions change. **A Hazardous Materials incident requires a more cautious and deliberate size-up than most fire situations.** The first unit must consciously avoid committing itself to a

dangerous situation. **When approaching, slow down or stop to assess any visible activity taking place.** Evaluate effects of wind, topography, and location of the situation. Position apparatus upwind and upgrade at a safe distance and in a position that will allow a speedy evacuation of the scene.

The first Woodville Volunteer Fire Department member will establish a staging area and advise ALL OTHER INCOMING UNITS to stage. Units must stage in a safe location, considering the wind, spill flow, explosion potential and similar factors in any situation. Notification and response of Hazardous Material Teams should be accomplished as early as possible in the incident.

When the first Tallahassee Fire Department unit arrives, inform the Officer in charge of what you know, what you have already done, how many apparatuses and how many volunteers you have committed to this incident.

Hostile Incident

On EMS calls such as attempted suicides, gunshot wound (GSW), assaults, etc., when instructed to by Tallahassee Fire Department Dispatch, all responding members shall stage a safe distance away from the incident until advised the scene is safe by law enforcement.

Woodville Volunteer Fire Department Hostile Scene Operations SOP 2022-010

PURPOSE: The purpose of this policy is to provide guidance for members of the Woodville Volunteer Fire Department when dispatched to a potentially hostile scene or when a scene becomes hostile during a routine incident.

RESPONSIBILITIES: It is the responsibility of all Woodville Volunteer Fire Department personnel to exercise due caution when responding to a potentially hostile scene. It is the responsibility of the Fire Chief to assess the need for volunteers on all dispatched incidents and should he/she deem the incident is too dangerous for volunteers, he/she shall cancel all volunteer responders.

SCOPE: It is the purpose of this Standard Operating to give solid guidance to the responding members of the Woodville Volunteer Fire Department involved with a potentially hostile scene or when a routine scene becomes hostile or unsafe due to changing conditions or violent people.

1. When dispatched to an incident that you perceive to be a threat to your personal safety (i.e. shooting, stabbing, suicide, domestic...), first confirm that law enforcement has been dispatched at the time of alarm. **If law enforcement has not been dispatched do not approach the scene.**

2. Law enforcement personnel should be the first emergency responders to enter a scene where there has been reported violence or suspected violence. If law enforcement is not on the scene when you arrive in the area, stage the unit at least a block before the address. Notify Dispatch of your location, and your intention to remain at that location until law enforcement arrives on the scene and declares the area safe.
3. If you are on the scene of an incident that suddenly deteriorates and you fear for your personal safety, leave the danger zone at once. Withdraw to a safe location and notify Dispatch of conditions at the scene. Request law enforcement be sent to YOUR PRESENT location; not the scene you just left. When law enforcement arrives at your location, fully advise them of the factual situation as you know it. Do not let other first responders enter a hostile atmosphere without warning. As soon as the scene is declared safe, return to your on-scene responsibilities, and continue operations.
4. If the Incident Commander present feels that it is necessary to withdraw from a potentially hostile area to maintain the continued safety of his/her crew, all members of the emergency response team must withdraw from the scene. If for any reason you feel the scene is becoming too dangerous discreetly point out your concerns to the Incident Commander. If he/she does not act on your concerns and you feel the scene is too unsafe, advise the Incident Commander all volunteers are leaving.
5. Anytime you withdraw from a scene for reasons of personal safety, **complete a level one notification**. Explain in detail why you felt the need to suspend patient care or operations before the incident was completed. Should the patient take legal action later, your report must clearly explain why you backed away from the area, including any acts of physical and/or verbal aggression carried out against you. An **Unusual Occurrence Report** should accompany the fire report. This report must be completed within 24 hours and submitted to the Fire Chief.

Weapons or Firearms SOP 2022-012

Purpose: To protect the Second Amendment rights of Woodville Volunteer Fire Department Members and the financial assets of the Woodville Volunteer Fire Department by providing structured guidelines as to when it is acceptable for members of the Woodville Fire Department acting in official capacity, who possess a VALID Florida Concealed Weapon or Firearm License to have a weapon or firearm on their person. To ensure the safety of the public, protect financial assets of, and public image of the Woodville Volunteer Fire Department.

Scope: This procedure shall apply to all emergency or non-emergency operations during which an apparatus owned by the Woodville Volunteer Fire Department and operated by a member in possession of a firearm is present. This shall also apply to members not assigned to apparatus who are in possession of a weapon while in official capacity as a member of the department. While the State of Florida recognizes open carry, constitutional carry, and concealed carry for citizens to exercise their second amendment right to protect themselves and others. The Woodville Volunteer Fire Department maintains that only members in possession of a valid

Concealed Weapon Permit FS.790.06 are allowed to have a weapon or concealed firearm on their person while operating a department owned apparatus or in official capacity.

Definitions:

Official Capacity: Refers to times in which any member is performing services for the Woodville Volunteer Fire Department, has access afforded to them because of their volunteer status, is engaged in official fire department activities, is inside any fire department building, facility, or vehicle, or when wearing Woodville Volunteer Fire Department apparel or equipment when in the presence of the public. This represents yourself as a member of the Woodville Volunteer Fire Department, therefore you are considered acting in official capacity for purposes of this policy and are required to comply with all requirements of this policy.

Florida Concealed Weapon or Firearm License FS.790.06: The Department of Agriculture and Consumer Services is authorized to issue licenses to carry concealed weapons or concealed firearms to persons qualified as provided in this section. Each such license must bear a color photograph of the licensee.

Weapon or Firearm FS.790.06: For the purposes of this section, concealed weapons or concealed firearms are defined as a handgun, electronic weapon or device, tear gas gun, knife, or Billie.

Procedure: Any member in possession of a valid Florida Concealed Weapon or Firearm License as described in Florida Statute 790.06: shall provide a copy of the license for placement in their personal file. The Woodville Volunteer Fire Department maintains that only members in possession of a valid Concealed Weapon Permit FS.790.06 are allowed to have a weapon or concealed firearm on their person while operating a department owned apparatus or in official capacity and shall not authorize members to open carry while acting in official capacity.

No member is to possess a firearm in an apparatus owned or operated by the Woodville Volunteer Fire Department without written consent from the Woodville Fire Chief. Written consent shall be in the form of a memo signed by the Fire Chief and Board President.

Woodville Volunteer Fire Department Responding in Personal Vehicles SOP 2022-013

PURPOSE: The purpose of this policy is to provide for safe response by members responding to incidents in Personally Owned Vehicles (POVs) and the use of red lights in POVs.

RESPONSIBILITIES: It is the responsibility of all Woodville Volunteer Fire Department personnel responding to incidents in their POV to abide by all policies set by the Woodville Volunteer Fire Department and the State of Florida Traffic Laws.

SCOPE: Responding in Personally Owned Vehicles (POV) to incidents is a necessary part of being a Woodville Volunteer Fire Department firefighter. The issuance of a red-light permit to any active responding firefighter will be at the discretion of the Woodville Volunteer Fire Chief.

Whenever a member is responding to an incident in a POV, the driver shall demonstrate good driving habits and shall obey traffic laws. The Woodville Volunteer Fire Department assumes no liability regarding damages caused by reckless operations of POVs driven to incidents by any member of the Woodville Volunteer Fire Department acting in official capacity as a volunteer firefighter.

All written driving complaints against members are serious and shall be reported to the Administrative Board via chain of command. No written driving complaints will be dismissed without following the investigation process listed below. To this Standard Operating Procedure, a written complaint will be defined as a complaint received as an electronic message or typed letter. A text message will not be recognized as a written complaint.

The member receiving the written or verbal driving complaint shall immediately complete a **level one notification via text message**. A WVFD Level One notification includes: Fire Chief, Deputy Fire Chief, and all members of the Administrative Board. The notification must include, description of the complaint, was the complaint written or verbal, name of the accused member, date, time, location of occurrence, were there any injuries or property damage because of the alleged improper driving.

1. Written driving complaints filed against a member of the Woodville Volunteer Fire Department while operating their POV by citizens will be investigated by the Fire Chief or his designee. Driving complaints against the Fire Chief will be investigated by the Administrative Board President or designee. All complaints will be investigated and disciplined on a case-by-case basis.
2. Written driving complaints received from Tallahassee Fire Department Administration, Fire Line Supervisors or Law Enforcement Agencies will result in temporary suspension pending the outcome of the investigation.
3. The investigation shall include a written statement from the accused member. The written statement may be in the form of an electronic message or typed letter. Text messages will not be accepted as a written statement.

Red lights are permitted by sections 316.2397(3) and 316.2398(1) in the private vehicles of active volunteer firefighters. However, there are limits and conditions:

- The volunteer firefighter must be traveling to the fire station in connection with going to the incident at the time of use.
- The operator may display up to two red warning signals.
- The firefighter must get the department chief's permission to use the red warning signals or any type of LED light bar. The driver must carry the permit while using the warning signals.
- The face of the lens must be free of any writing or inscription.
- At no time will a volunteer be authorized to use an audible warning/siren in a POV

According to Section 316.2398(5), volunteer fire department members who use red lights in their vehicles in violation of Section 316.2398 face mandatory dismissal from their departments.

Response Size SOP 2022-014

Purpose: To provide the best response to any given incident by regulating the number of firefighters and apparatuses that respond to the incident. Thus, increasing the availability of resources when multiple incidents occur.

Scope: This procedure shall apply to all emergency or non-emergency operations during which an apparatus owned by the Woodville Volunteer Fire Department and or a member is responding to or is on scene at an incident.

The Incident Commander or first unit on scene shall assess the need for additional resources and cancel responding units as he/she sees necessary to best utilize available resources.

When the Incident Commander cancels responding units **all Woodville Volunteers will cancel before arriving** at the incident. Woodville Volunteers that were **on scene** prior to the cancellation will remain on scene until released by the Incident Commander.

Only the Fire Chief or Deputy Chief of Operations of the Woodville Volunteer Fire Department may cancel or make themselves available without first checking with the Incident Commander.

Failure to follow this Standard Operating Procedure will result in discipline up to dismissal from the department.

EQUIPMENT ACCOUNTABILITY & CARE SOP 2022-019

PURPOSE: To provide a standard of care and accountability for all equipment issued to members of the Woodville Volunteer Fire Department. To have an accurate inventory of all equipment and physical assets belonging to or entrusted to the Woodville Volunteer Fire Department to protect the fiscal assets of the department.

RESPONSIBILITIES: It is the responsibility of the Fire Chief and Deputy Chief of Operations to ensure all equipment and physical assets belonging to or entrusted to the Woodville Volunteer Fire Department are inventoried and maintained in proper working order. It is the responsibility of each member to report in writing to the Deputy Chief of Operations when any equipment assigned to them is unaccounted for, in poor working order or in need of replacement. It is the responsibility of the Deputy Chief of Operations to immediately forward such report to the Fire Chief. The Fire Chief will notify the Administrative Board when an item is unaccounted for, in poor working order or in need of replacement. In the case of a missing radio, pager, bunker gear, or disabled apparatus, a Level One Notification will be issued in compliance with SOP 2022-007.

SCOPE: In accordance with SOP 2022-007 the Administrative Board and or Chief may take disciplinary action against a member regardless of rank or position in the department for failure to maintain custody of any issued equipment or apparatus entrusted to them.

Members are responsible for general care of equipment issued to them by the Woodville Volunteer Fire Department (bunker gear, radios, etc.) Members who damage or lose equipment through negligence shall be responsible for repair or replacement of that equipment. To maximize the use of available resources, all equipment assigned by the department shall be turned in immediately upon request by the Fire Chief.

Any member may request any type of clothing or design with the Woodville VFD logo or name on it provided the final design and clothing choice is approved by the Executive Board. Members will then be individually responsible for any fees associated with producing or acquiring the item. As with all Woodville Volunteer Fire Department clothing or equipment, the department may request if the member leaves the department that this clothing be turned with the rest of the assigned equipment.

Personal Protective Equipment: All gear (including SCBA, turnout gear, wildfire gear, extrication gear and department jackets) shall be kept clean and in good repair. Necessary repairs shall be reported to the Deputy Chief of Operations immediately. All turn-out, wildfire and extrication gear must be kept in an approved UV resistant gear bag or inside of a vehicle. All turn-out gear should be washed after exposure to smoke, fire or other fumes at Station 3 in the provided washer/extractor and dryer system. The Deputy Chief of Operations will be notified prior to taking bunker gear to Station 3 and will arrange for the gear to be cleaned.

Self-Contained Breathing Apparatus: Departmental Self-Contained Breathing Apparatus equipment being kept by members must be tested no less than every other week to assure proper function and fit. The following checks shall be made. Visually inspect all O-rings (tank, first-stage regulator, second-stage regulator, buddy-hose), verify that all personal air bottles are above $\frac{3}{4}$ full, pressurize system and check for leaks, pressure gauge must match tank gauge to within 100 PSI, check mask seal, verify functioning of heads-up display (HUD), verify functioning PASS device, and verify functioning low-air warning device.

As soon as any problems with the Self-Contained Breathing Apparatus are found the issue must be reported to the Deputy Chief of Operations for repair.

Pagers: Operational problems shall be reported to the Deputy Chief of Operations who will assign a replacement pager.

Accountability of Equipment: It is the responsibility of any member to report in writing to the Fire Chief when any equipment assigned to them is unaccounted for, in poor working order or in need of replacement. In cases of radios, pagers, bunker gear, or inoperable apparatus, in accordance with Emergency Notification SOP 2022-007 a Level One Notification will be issued by the Deputy Chief of Operations.

If it is deemed the necessary replacement of damaged or lost pagers, radios, or equipment, is the result of member negligence or willful wanton misuse of the equipment, the replacement cost shall be at the expense of that member. The Board of Directors will determine responsibility of replacing lost equipment.

Apparatus Maintenance and Repairs: All vehicles and equipment are maintained on a predetermined schedule set by the Deputy Chief of Operations. Quarterly maintenance shall be performed under the supervision of the Fire Chief and will be in accordance with pre-determined maintenance schedules set forth in accordance with manufacturers' recommendations and industry standards. All department-owned vehicles have professionally performed Preventive Maintenance (PM) no less than quarterly. DOT inspections shall be performed annually on qualifying vehicles such as those over 26,001 pounds GVWR.

Quarterly maintenance will normally be performed on a Saturday morning and will consist of the items normally performed bi-weekly in addition to the additional items which are checked quarterly. Part of the quarterly maintenance will be vehicle familiarization and pump operations.

Currently standard inventory and maintenance are performed every other week. Vehicle inventory forms must be completed in full and maintained by the Board Secretary for a period of no less than three years. Any changes to vehicle inventory shall be reflected in inventory forms within 30 days of change. All vehicles used during an emergency call shall have inventory forms completed within 24 hours of use.

If a member discovers a problem with one of the apparatuses, the problem shall be immediately reported to the Chief or Deputy Chief of Operations.

If a vehicle breaks down while in service and cannot be moved a Level One Notification will be issued in compliance with SOP 2022-007. The member driving the vehicle shall also report via cell phone the breakdown to the Chief or Deputy Chief of Operations who shall arrange for towing and necessary repair.

Vehicle Accidents: If an accident occurs involving a vehicle owned by the Woodville Volunteer Fire Department or a member responding to a call for service in their personally owned vehicle, in compliance with SOP 2022-007 a Level One Notification will be issued and the Deputy Chief of Operations and Fire Chief will be notified by phone.

Notify Consolidated Dispatch of the location if there are injuries, entrapment, or road blockage. If there are injuries provide aid to the injured until EMS arrives.

If on a public roadway and vehicle can be driven, remove the vehicles from the roadway, carefully recording their position. If there is a fatality, DO NOT MOVE ANY VEHICLES.

If the accident occurs on City property (at Station 13), the Leon County Risk Management office shall be notified as soon as possible.

FIRE STATION PARKING AND SECURITY SOP 2022-018

When private vehicles are parked at Station 13, they shall be parked in marked parking spaces when available except when loading or unloading equipment. Parking in grassy areas near the main station is strongly discouraged. No vehicles are to be parked or left unattended in front of the garage doors.

If the Tallahassee Fire Department and Leon County EMS personnel are out of the station, the last member leaving will assure that the back door and both garage doors are closed.

If you are unable to secure the firehouse, or if Tallahassee Fire Department or Leon County EMS personnel employee is there when you are about to leave, notify the Consolidated Dispatch by phone and a contact either the Deputy Chief of Operations or Fire Chief by phone.

The Woodville Volunteer Fire Department is assigned one (1) electronic key chit by the City of Tallahassee to allow for access to the station during the secure times when the station bay doors are closed. This electronic key will remain under the control of the Fire Chief.

In accordance with the City of Tallahassee Policy, no private vehicle shall be washed, polished or have mechanical or electrical work done to it while on City property.

ON SCENE PROCEDURES SOP 2022-020

The first unit arriving on scene shall report via radio: the exact location of the incident if different than the location dispatched, an initial size-up of the incident, and other important information, i.e., dangerous circumstances, etc.

That unit shall then assess the medical situation and as soon as possible advise Consolidated Dispatch or the responding Tallahassee Fire Department unit of the situation via radio on Channel 1 giving clear concise information. After the initial size up, give updates as soon as the situation allows. At least one medical first responder shall remain with the patient/s until relieved by other EMS personnel, no matter how minor the situation appears. Unless they believe their safety is at risk. Failure to follow this procedure can be deemed patient abandonment resulting in discipline or in some cases criminal prosecution.

When parking at the scene, park so you do not block the ambulance or other emergency vehicles from gaining access. Red lights shall remain lighted on parked vehicles to make the scene more easily visible to incoming emergency units and to protect the scene.

RECONIZED CHIEF OFFICER SOP 2022-020 A

PURPOSE: To provide Woodville Volunteer Fire Department (WVFD) Officers the authority to initiate and participate in the Tallahassee Fire Department (TFD) Incident Command System (ICS), within designated WVFD response area. Approval and recognition as a VFD Officer are subject to approval by Tallahassee Fire Department (TFD). TFD SOP 1201.00 Effective Date 6/01/93 Revised 03/31/14 Reissued 11/05/20

RESPONSIBILITIES: It is the responsibility of the VFD Officers requesting recognition in the TFD Incident Command System to attain the standards set forth in this policy to ensure that they are adequately trained and thoroughly familiar with Tallahassee Fire Department (TFD) fire/rescue operations. It is also the responsibility of the Woodville Volunteer Fire Department to provide documentation verifying that the Officer has earned recognized status. It is the responsibility of the Woodville Volunteer Fire Department Fire Chief to ensure any member requesting Recognized Officer status meet the necessary requirements set forth in Tallahassee Fire Department Standard Operating Procedure 1201.00 prior to submitting for approval.

PROCEDURE: WVFD Officers meeting the criteria stated below shall be recognized and authorized to initiate and participate in the TFD Incident Command System. Authorization shall be limited to within designated WVFD response area and may be extended only upon request for mutual aid by the TFD. Failure to follow the mutual aid procedures as stated in the TFD/VFD agreement and by TFD Standard Operations Policies may result in removal of “recognized status” by TFD Fire.

Only members with Volunteer Chief Officer status are authorized to set command in accordance with Tallahassee Standard Operating Procedure 1201.00.

CRITERIA • The WVFD officer must have successfully completed Part 1 of the State of Florida Minimum Standards curriculum which consists of the following: Firefighter 1 curriculum, National Incident Management System (NIMS) ICS100, ICS700, Wildland Firefighting Training S130 and S190, Emergency Medical Responder and HazMat Awareness and Operations. The officer must have at least 12 months’ service as an officer (paid or volunteer). Suspension or removal of a volunteer officer’s “VFD Officer Recognition” will take effect immediately upon verbal/ written notification to the volunteer’s respective VFD Fire Chief.

In accordance with the TFD SOP 1201.00 it is the responsibility of the WVFD Fire Chief to provide the Tallahassee Fire Department with documentation verifying that their Officer has earned “recognized status.”

“Recognized status” will remain in effect until revoked by the WVFD Chief or the Tallahassee Fire Department.

Submissions of names for Recognized Status are at the discretion of the WVFD Fire Chief.

SCENE COMMAND SOP 2022-020 B

PURPOSE: To provide Woodville Volunteer Fire Department (WVFD) members with a standard guideline for scene command by both recognized officers and general membership, while recognizing no two scenes are the same and subject to change at any given moment. Scene safety and the safety of all involved is first.

RESPONSIBILITIES: It is the responsibility of all members to maintain control of the scene until relieved by either a WVFD Officer or a member of the Tallahassee Fire Department. In accordance with WVFD SOP 2020-020 A and TFD SOP 1201.00 only members with Volunteer Chief Officer status are authorized to set command through Consolidated Dispatch.

MEDICAL INCIDENT SOP 2022-020 C

At a medical incident, prior to the arrival of Woodville Volunteer Fire Department or EMS, the Woodville member with the highest Florida state certified medical training shall oversee patient care. Coordination of the scene and other members shall be the responsibility of the Officer or senior member on scene. When a member of the Tallahassee Fire Department or the EMS arrives at the scene, control of the incident will immediately be turned over. The Woodville Volunteer Fire Department member in charge shall inform them of all pertinent data. Overall command of the volunteers shall be by the Incident Commander.

AUTO ACCIDENTS SOP 2022-020 D

When arriving at an auto accident, members shall park their vehicles in such a manner as to protect the scene if there are vehicles, victims, or rescuers in the roadway. Leave all emergency lights on to increase visibility. Keep all bystanders out of the way and out of the traffic corridors. If bystanders cannot be controlled, request assistance from law enforcement personnel. After being relieved by certified medical personnel, efforts put into traffic control, using cones and members as needed to stop or set up a safe traffic flow. Wear your issued reflective traffic vests on all traffic related incidents unless for whatever reason it would jeopardize your personal safety.

PATIENT CARE SOP 2022-020 E

Members shall continue patient care, even after Tallahassee Fire Department personnel arrive if requested, Tallahassee Fire Department personnel may interrupt your care even if that care is proper and sufficient. If care is continued, suggestions and requests from the Tallahassee Fire Department IC shall be followed unless your training indicates the request is improper for this patient and situation. In that case, suggest to the IC that you think you should continue with the care you provide. If the Tallahassee Fire Department IC insists that you follow their suggestions for patient care and you still think their suggestions are improper, step back and cease your

patient care, allowing Tallahassee Fire Department to assume care. Carefully document the incident in writing. As soon as possible following the completion of the incident, report this incident to the Woodville Fire Chief or Deputy Chief of Operations.

If a member, who has given patient care, is on scene with no Woodville officer or acting Woodville officer present and is released by the Tallahassee Fire Department IC prior to patient transport, that member shall remain on scene until patient transport has occurred.

If a member is providing patient care and EMS arrives, turn the patient over to EMS and help and follow the requests of EMS. If EMS requests our member to stop patient care, do so.

Automatic Electronic Defibrillators shall be downloaded at Station 13 within 24 hours of the call.

PATIENT ENCOUNTER FORMS SOP 2022-020 E

The first Woodville member who had patient contact or the member on scene with highest medical training shall complete a Patient Encounter Forms (PEF) for each patient. This record shall be completed and submitted within 24 hours after completion of the incident. Instructions for completing PERs are as follows:

INSTRUCTIONS FOR COMPLETING PATIENT ENCOUNTER RECORD

Dept. Name: Enter "Woodville" above "Fire Department". **Incident #:** Leave blank (to be completed by the Medical Officer.) **Date:** Enter correct date incident began. **Patient Name:** Enter patient's name. **Address:** Enter patient's home street address. **Location of Pt.:** Enter location if other than at home. Ex. Baum Rd. & 90 E. Do not put patient's location in house. Do this in "Notes" section. You may put "residence" or "same" if they are at the above address. **Age:** Enter patient's age. **DOB:** Enter patient's date of birth. **Sex:** Enter "M" or "F". **Race:** Enter patient's race. **City, State, Zip:** Enter city, state and zip code of patient's home address

Patient's Destination: Enter "TMH" for Tallahassee Memorial Hospital or "CRMC" for Capital Regional Medical Center. You may also put code (2, 3 or 4) for the condition of the transport. Enter "Dry Run" if not transported. Enter "Signal 7" if patient is dead.

Classification: Check appropriate box for type of call.

History of Incident: Enter appropriate (to this situation) history of this incident if any. Ex: Pt. reported Flu for past week (for an illness call) or cardiac history reported (for a chest pain call) or MVA for auto accident

Allergies: List all allergies to medications reported to you or if none are reported enter "NKA". This stands for No Known Allergies.

Prescription Meds: List all prescribed medications patient is taking. Use the words "patient reports." or "mother reports..." or "none reported" or given to EMS.

Equipment/Supplies: List of all equipment and supplies used by out Department or left with patient by you or any of our members. Indicate the quantity. Note: At least one pair of exam gloves shall be used and listed for each of our members who have patient contact or donned gloves in case they may be needed.

Patients' Phone: Enter appropriate information in any space available.

Vital Signs: Blood Pressure, Pulse and Respirations should be taken and recorded along with the time when taken, at least once every 5 minutes on critical patients or once every 15 minutes at a minimum.

Respirations, Level of Consciousness, Pupils, Motor Power, Abdomen and Skin: Check the appropriate boxes.

Ambulance Unit #: Enter Leon County Emergency Medical Service Unit transporting the patient(s)

VFD Station #: Enter Tallahassee Fire Unit that responded to the call

Unit #: Enter your unit # and name. This is the unit number of the volunteer who is completing this report and has had patient contact.

Crew Members: Enter the unit numbers and names of VFD members who assist with patient care. Report on the "Additional Notes" section what these members did to patient.

Report Prepared by: Sign your name legibly and your medical title. Example: Joe Smith, EMT; Jane Doe, First Responder. Do not print and then sign.

Trauma Score: Complete scoring and total on rear of form if "Classification" is a Trauma. Enter total score on front of form.

Anatomical Chart/Location ID: Complete where appropriate. Draw lines pointing to body area with the first letter of the appropriate word listed. Identify burn areas when appropriate.

Additional Notes: This is an important area. In reading this section, the reader should be able to get a clear picture of exactly what happened to the patient and, if a trauma, get an idea of the mechanism of injury. If any patient contact information (vitals, etc.) is not recorded, explain why. Example: "EMS arrived and took over patient before completion of Trauma Survey". Record notes about the incident. What was the situation when you arrived? What did the patient tell you? What did bystanders tell you? What did you observe? What treatment did you provide?

How did the patient's condition change after your treatment? Use back of form if additional space is needed and check "Additional comment" box at bottom of front page. Remember to use the words "seems" and "appears" where appropriate. Do not make judgments. Record what you did for and to the patient. **REMEMBER: If it isn't written down you didn't do it. In addition, if you didn't do something don't write it down. A Patient Encounter Record is a legal record of your actions on scene.** If you have listed "Crew Members", write down what they did. You are strongly encouraged to use standardized medical notation in the "SOAP" format.

- **S** subjective – What you were told by patient/bystanders/other responders. "Pt denied hitting his head."
- **O** objective – What you saw and did. "Vehicle found on roof," and "Pt had abrasion to left knee."
- **A** assessment – Your assessment summary. "Injuries from a vehicle crash."
- **P** plan/Procedure – Your actions or continuing care. "Pt placed on backboard," and "Left knee splinted."

Dry Runs: VFD Members are not permitted to do "Dry Runs" (treat and release or patient refusals). If a patient on whom who have begun evaluating refuses any further evaluation, notify the officer in charge immediately.

AED OPERATIONS SOP 2022-020 F

Follow procedures in Tallahassee Fire Department EMS SOP for AED operation. In addition:

- In case of an implanted pacemaker or other under-the-skin device around electrode placement, relocate that electrode at least 2" away from the implant.
- After AED use, take the AED to Station 13 or the TALLAHASSEE FIRE DEPARTMENT Administrative Office (old station 2) within 24 hours to download the information.

FIRE GROUNDS OPERATIONS SOP 2022-009

Scene Safety and Protective Gear SOP 2022-009 A

When parking at the scene, park so you do not block other emergency vehicles from gaining access. Remember that several fire apparatuses may eventually set up on some scenes so you may need to park away from the incident. This is particularly important for first arriving members in private vehicles at structure fires.

Red lights shall remain lighted on parked vehicles to make the scene more easily visible to incoming emergency units and to protect the scene.

Hazardous Materials Incident.

1. When hazardous materials are present, maintain a safe distance from them.
2. Alert incoming units of hazards and follow SOP.

Members at a car or structure fire scene shall wear full bunker gear while on the fire line and SCBA or filter mask, as appropriate, with hoods when working in smoke or fumes. If a member is not trained to use SCBA, he or she should not be working in heavy smoke or fumes. Members who are SCBA trained have yellow reflective tetrahedrons on their helmets as an indication of SCBA certification.

Members at a vehicle crash MUST wear long pants and closed-toe shoes, preferably full extrication gear, bunker gear or wildfire gear. Members must always be aware of the possibility of fire at any vehicle crash scene.

Members providing traffic control at accident scenes should wear long pants, an identifying Woodville Volunteer Fire Department shirt or jacket (including extrication gear, turnout gear or wildfire gear) ALONG WITH AN APPROVED REFLECTIVE VEST for the minimum required visibility in traffic. A helmet is strongly recommended.

SCENE SIZE UP SOP 2022-009 B

If Tallahassee Fire Department has not arrived on scene, the first Woodville Volunteer Fire Department member on scene shall perform a size up of the situation and report this information by radio to Consolidated Dispatch for transmission to Tallahassee Fire Department by radio. The member shall report what actions he or she is taking, if any, by radio.

At structure fires, if the situation warrants and there is time prior to the arrival of other units, the first arriving member should get the pole number from the utility pole and check for water sources or an area to set up tanker shuttle operations.

INCIDENT COMMAND SOP 2022-009 C

When a Woodville Volunteer Fire Department officer who is Tallahassee Fire Department Approved Chief Officer arrives on scene prior to Tallahassee Fire Department, that officer may set up Command and follow Tallahassee Fire Department SOP for Incident Command. A command should be setup on any scene that will require extended operations, multiple fire or EMS divisions or command control of personnel prior to Tallahassee Fire Department arrival.

Example for a call on Walden Road: "13-02 on scene at a one-story brick structure, approximately 3000 sq. ft., nothing showing, this will be Walden Command".

When a Woodville Volunteer Fire Department officer or acting officer is on scene, arriving members shall immediately report to that officer to notify them of their presence and receive orders.

If a member arrives on scene prior to the arrival of a Woodville Volunteer Fire Department officer, but after Tallahassee Fire Department arrives on scene, that member shall immediately report to the Tallahassee Fire Department Incident Commander to receive orders. If a Woodville Volunteer Fire Department member is assigned to a group or sector, that member shall take orders from that group or sector officer.

When a Woodville Volunteer Fire Department officer is on scene with a Tallahassee Fire Department officer, members shall report to and take orders only from the Tallahassee Fire Department officer or acting officer (unless the member is assigned to a group or sector).

Members must be careful to perform only activities for which they have been trained and feel comfortable performing. Members must be honest about their abilities to ensure their personal safety and the safety of other fire fighters on the scene. If a member does not feel comfortable following an order given by a volunteer officer (or group or sector officer), that member shall tell the person giving them that order that they do not feel comfortable with that assignment, and they will not do it. This allows the person giving the order to get someone else to do that job. This member shall, at the earliest opportunity, inform the Woodville Volunteer Fire Department Chief or officer in charge of this situation.

If a member must leave an incident prior to the completion of that incident, the member shall report to the Woodville Volunteer Fire Department officer in charge in order to be officially released, prior to leaving the scene.

RECOGNIZED CHIEF OFFICER SOP 2022-009 D

PURPOSE: To provide Woodville Volunteer Fire Department (WVFD) Officers the authority to initiate and participate in the Tallahassee Fire Department (TFD) Incident Command System (ICS), within designated WVFD response area. Approval and recognition as a VFD Officer are subject to approval by Tallahassee Fire Department (TFD). TFD SOP 1201.00 Effective Date 6/01/93 Revised 03/31/14 Reissued 11/05/20

RESPONSIBILITIES: It is the responsibility of the VFD Officers requesting recognition in the TFD Incident Command System to attain the standards set forth in this policy to ensure that they are adequately trained and thoroughly familiar with Tallahassee Fire Department (TFD) fire/rescue operations. It is also the responsibility of the Woodville Volunteer Fire Department to provide to the TFD, prior to being approved, documentation verifying that the Officer has earned recognized status. It is the responsibility of the Woodville Volunteer Fire Department Fire Chief to ensure any member requesting Recognized Officer status meet the necessary requirements set forth in Tallahassee Fire Department Standard Operating Procedure 1201.00 prior to submitting for approval.

PROCEDURE: WVFD Officers meeting the criteria stated below shall be recognized and authorized to initiate and participate in the TFD Incident Command System. Authorization shall be limited to within designated WVFD response area and may be extended only upon request for mutual aid by the TFD. Failure to follow the mutual aid procedures as stated in the TFD/VFD agreement and by TFD Standard Operations Policies may result in removal of “recognized status” by TFD Fire.

Only members with Volunteer Chief Officer status are authorized to set command in accordance with Tallahassee Standard Operating Procedure 1201.00.

CRITERIA • The WVFD officer must have successfully completed Part 1 of the State of Florida Minimum Standards curriculum which consists of the following: Firefighter 1 curriculum, National Incident Management System (NIMS) ICS100, ICS700, Wildland Firefighting Training S130 and S190, First responder and Haz Mat Awareness and Operations. • The officer must have at least 12 months prior service as an officer (paid or volunteer). • Suspension or removal of a volunteer officer’s “VFD Officer Recognition” will take effect immediately upon verbal/ written notification to the volunteer’s respective VFD Fire.

In accordance with the TFD SOP 1201.00 it is the responsibility of the WVFD Fire Chief to provide the Tallahassee Fire Department with documentation verifying that their Officer has earned “recognized status.”

“Recognized status” will remain in effect until revoked by the WVFD Chief or the Tallahassee Fire Department.

Submissions of names for Recognized Status are at the discretion of the WVFD Fire Chief.

UNUSUAL INCIDENTS SOP 2022-009 E

PURPOSE: To provide a general guideline for all members to recognize and report unusual incidents that could impact the safety of members or the general public.

RESPONSIBILITIES: It is the responsibility of all members to report unusual incidents as set forth in this procedure.

DEFINITIONS:

UNUSUAL: Something that happens that is out of the ordinary.

HEARSAY: A statement made out of court and not under oath which is offered as proof that what is stated is true, referred to as hearsay evidence.

PROCEDURE: If an unusual incident occurs while on scene, at training, at a Department function or pertaining to the Department, its officers or members, the witnessing member(s) shall immediately inform the Department officer in charge, who shall immediately complete a Level 1

notification. The member(s) shall then complete an Unusual Incident Report and submit it directly to the Chief no later than 24 hours after the incident.

An unusual incident can be something the member hears concerning the Department or one of its members. If a member has a question about whether something that occurred is should be written up on an Unusual Incident Report, that member should contact the Fire Chief.

A Level one notification is required on all incidents deemed unusual. This notification should be made as soon as it is safe to do so,

SMOKING AND SMOKELESS TOBACCO PRODUCTS SOP 2022-22

PURPOSE: To provide guidelines for members that choose to use tobacco products.

RESPONSIBILITIES: It is the responsibility of the Woodville Volunteer Fire Department Administration to ensure all members refrain from using tobacco products on the grounds of Station 13 or any other Station owned and operated by the City of Tallahassee or Leon County. It is the responsibility of members who choose to use tobacco products to exercise good judgement while in public view.

SCOPE: There shall be no smoking or use of smokeless tobacco products in on the grounds of Station 13 or any other Station owned and operated by the City of Tallahassee or Leon County.

There shall be no smoking or use of smokeless tobacco products at any time in any of the Woodville Volunteer Fire Department apparatus.

There will be no smoking or use of smokeless tobacco products on the fire line or at an incident where we have been requested as a department.

There shall be no smoking or use of smokeless tobacco products on the line at any department training.

Since all Tallahassee Fire Stations and grounds are designated as tobacco free areas, all Woodville Volunteers are expected to respect this designation.

SUBSTANCE ABUSE SOP 2022-24

PURPOSE: To ensure a safe and productive environment for members of the Woodville Volunteer Fire Department and the community.

RESPONSIBILITIES: It is the responsibility of all members of the Woodville Volunteer Fire Department to report to the Fire Chief when they believe another member to be under the influence while in official capacity.

SCOPE: The Woodville Volunteer Fire Department has a zero tolerance for being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances, by any member while on organization business or premises.

Official Capacity: Refers to times in which any member is performing services for the Woodville Volunteer Fire Department, has access afforded to them because of their volunteer status, is engaged in official fire department activities, is inside any fire department building, facility, or vehicle, or when wearing Woodville Volunteer Fire Department apparel or equipment when in the presence of the public. This represents yourself as a member of the Woodville Volunteer Fire Department, therefore you are considered acting in official capacity for purposes of this policy and are required to comply with all requirements of this policy.

Medical Marijuana: Per the rules of the Florida medical marijuana program, residents must possess active medical marijuana cards before they can legally use medical marijuana.

Policy: This organization is dedicated to ensuring a safe and productive environment. Accordingly, policy prohibits being under the influence, use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances, by any member while on organization business or premises. This includes prescribed or over-the-counter drugs not being used for their intended or authorized purpose and abusive use of alcohol.

While we recognize the use of prescribed medical grade marijuana as a relief measure for certain medical conditions, it is the stance of the Administrative Board, any member prescribed medical marijuana may not serve as a responding member, operating apparatus or equipment. However, those members may serve in an administrative or auxiliary capacity.

For cause testing by urinalysis or law enforcement breathalyzer may be required of a member at any time when that member appears to be impaired. If any member is thought to be impaired while operating a Woodville Volunteer Fire Department apparatus, he/she will be referred to local law enforcement for evaluation. Immediate medical attention will be requested, and testing may occur when factors such as physical appearance, impaired speech, abnormal behavior, or other circumstances that serve as preponderance of the evidence to question whether the member may be impaired and whether substance abuse may be a factor. A member to be tested will be requested to sign a written consent to the test procedures and to the restricted release of test results. Failure to sign written consent will result in immediate suspension, pending an investigation.

The use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, or otherwise legal but illicitly used substances will result in immediate suspension, pending an

investigation. Should the investigation confirm the allegations the member will be terminated from the department.

If a member's test result is confirmed to be positive, it will be given consideration by the officers in determining any discipline for the event or circumstances which led to the test. If continued in membership, the member will be required to cooperate with Department approved medical evaluation and prescribed treatment. The member may also be required to participate in follow-up activities, which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the twelve-month period following the positive test.

A member who fails to follow the requirements of this policy or whose suspension is upheld will be subject to disciplinary action up to and including termination of membership.

DRIVER TRAINING SOP 2022-22

It is the policy of Woodville VFD to properly train all members who are interested in becoming apparatus drivers. The training will provide each with enough knowledge to allow for proper operation of the pumps, knowledge of equipment location and proper driving techniques. A Driver Trainer will be assigned by the Chief to oversee the training of members.

Requirements: Potential drivers must be a member of the Department, minimum of 18 years old, have a good driving record and be approved by the Chief or Assistant Chief before training. Members desiring to be trained may not be probationary members. Only full active members in good standing and approved by the Chief may be trained to drive apparatus. Members being trained will keep a log of the times and activities performed during training. The trainer shall initial the driving log at the completion of each training session. All traffic laws and requirements in other sections of these SOP's shall be complied with. The member shall complete the training and pass a practical skill and driving test prior to operating any apparatus without a supervisor present. The Trainer will notify the Chief that a member has completed the training and developed the skills to properly operate the vehicle and is ready for testing. Trainees must be approved to drive one apparatus at a time and in the following order: brush truck, engine, and tanker. Trainees failing a test will undergo further training prior to retesting.

New members with prior driving experience shall be required to become acquainted with the vehicle and may take the required test without going through the entire training and driving periods as determined by the Trainer and approved by the Chief. If a test is failed, the new member will be required to take the entire training program prior to retesting.

Grand Fathering of Existing Members: Existing members with proven knowledge of driving and operation will be exempt from the training portion of this policy. Existing members shall take and pass the driving and skills test.

Training: The Driver Trainer will train approved members in accordance with this policy and established criteria. Minimum driving times for the various apparatus will be as follows: members training on each vehicle should complete approximately 4 hours of skills training on each class of vehicle including, but not limited to, pump ops, drafting and filling from a hydrant. The required hours for any given apparatus will be completed within a 4 weeks.

Testing: When the Trainer feels the member is capable of safe operation of the vehicle and is familiar with the equipment on the vehicle, a final practical exam will be given by the trainer at least 7 days after completion of the last training period. The final driving test will be supervised by the Trainer and witnessed by the Chief or Asst. Chief. Upon passing the required test on a piece of apparatus, training may begin on the next vehicle. The test and the driving log will be given to the Chief for placement in the members' personal file.

Random Checks: The Chief or Deputy Chief of Operations may require a random driving test by any approved member, at any time, for any reason to insure drivers are maintaining good driving habits.

Disciplinary Actions: Vehicle misuse or infractions will be investigated by the Chief or Asst. Chief and discussed with the Trainer. Depending on the severity and circumstances, disciplinary action ranging from verbal reprimand to disbarment from the Department may be administered in accordance with the Department SOPs. Any moving infraction will be disciplined by at least a written reprimand. No verbal reprimands will be given for moving infractions due to seriousness of the potential consequences. The Chief or Asst. Chief may restrict or cancel any members driving privileges at any time he/she feels proper operation is beyond the driver's capabilities or damaging, wreck less and unsafe driving is observed or reported.

Accidents: All accidents will be brought to the immediate attention of the Chief or Asst. Chief, law enforcement and Tallahassee Fire Department as appropriate. Failure to do so will result in the members' immediate dismissal from the Department. All Tallahassee Fire Department and law enforcement paperwork will be completed in the time frame required by that agency. A written report will be given to the Chief explaining the circumstances leading to the accident, the damage to the vehicles or properties and injuries sustained by the members and others involved. The President may require the member to appear before the full Board for discussion.

Financial Asset SOP 2022-023

Purpose: The purpose of this policy is to help protect the Woodville Volunteer Fire Department from potential loss or misuse of financial assets. Financial assets are defined for the purpose of this procedure as credit cards, fuel cards and any account bearing the name Woodville Volunteer Fire Department where financial obligation can be accrued. The departmental checking account will be addressed in a separate procedure.

Authorized Users: The following Woodville Volunteer Fire Department members who are otherwise authorized to make purchases on behalf of the Woodville Volunteer Fire Department are authorized to use a credit card for certain purchases: Chief of Woodville Volunteer Fire Department or his designee.

Authorized Transactions: Credit cards may only be used to purchase goods and services for the express use by the Woodville Volunteer Fire Department. Credit card use should be limited to the following purchases: Purchase of goods and services as approved by general membership at a regularly scheduled meeting. On an as needed basis **Emergency purchases** may approved by Fire Chief, Assistant Fire Chief, Board President or Board Vice President without prior approval of the general membership and presented for explanation at the next monthly meeting.

Documentation: Itemized invoices or itemized receipts are needed to support items charged on credit card since credit card statements lack sufficient detail. The credit card will not be used to make any purchases from vendors that do not provide receipts.

Responsibilities: Card users are responsible for the following: Signing statement agreeing to terms of this credit card policy, ensure the credit card is kept secure and used only by the cardholder, ensure the credit card is not used to make personal purchases, ensure the credit card is only used for appropriate Department purchases, ensure that extreme caution is used with credit card transactions over the telephone or Internet, ensure that itemized receipts or invoices

for purchases are received from vendors and reviewed for accuracy, ensure that receipts/invoices are approved by Board members and submitted to the Board Treasurer within five business days, notify the credit card company and the Administrative Board members if your credit card is lost or stolen, and return the credit card for cancellation to the Board President no less than (30) thirty days prior to leaving/resigning membership with the Woodville Volunteer Fire Department.

Fuel Accounts: The Woodville Volunteer purchases fuel for departmental usage using a WEX fleet fuel credit card. All fuel receipts must have the following information on the receipt; vehicle number, mileage, gallons purchased and user number. All receipts missing any of the above information will be returned to the generator of the receipt in question to gather the missing information. The corrected receipts must be returned to the Treasurer within (5) business days or will be viewed as unauthorized transactions and addressed as such. Any fuel purchases made on the fleet account, that do not have matching receipts will be the responsibility of the purchaser.

Business Accounts: Woodville Volunteer Fire Department has several net thirty-day vendor accounts, some local and others not in the State of Florida. Only authorized purchasers may charge on these accounts. Authorized purchasers are as follows; The Fire Chief or his/her designee and the Administrative President or his/her designee.

E Bay, Amazon, and Pay Pal; The Woodville Volunteer Fire Department has a registered E Bay account for the purpose of searching for equipment at a reduced price. An Amazon account for department purchases, and registered Pay Pal account has been established for the purpose of providing a secure method of payment for all departmental E Bay purchases and a means to accept donations from the public on the Woodville Volunteer Fire Department website, and An Amazon account for department purchases.

Loss of Privileges: Failure to comply with the provisions of this Financial Asset policy may result in revocation of credit card privileges, disciplinary action including termination of membership or possible criminal prosecution. The following are some examples of violations: unauthorized purchases, personal purchases, loaning the credit card to an unauthorized user, or failure to provide receipts for charges within the time frame allocated.

Unauthorized Transactions: The use of the department credit cards, fuel cards, Amazon, eBay, PayPal, or company charge accounts for personal use is strictly prohibited. The authorized users will be held personally liable for all purchases; any personal purchases made at a department vendor or on a credit card regardless of the amount will be viewed as embezzlement, all evidence will be turned over to the Leon Coun fully prosecuted.

FUNDRAISING SOP 2022-021

PURPOSE: To provide accountabilities for all fund-raising events conducted by the Woodville Volunteer Fire Department. All Department fundraising shall be conducted in accordance with the guidelines and SOP promulgated by Leon County. Pertinent statements in Florida Statute 496.411 shall be included in all published fundraising literature.

RESPONSIBILITIES: It is the responsibility of the Woodville Volunteer Fire Department Administration to ensure all department fundraising shall be conducted in accordance with the guidelines promulgated by Leon County and pertinent statements in Florida Statute 496.411 shall be included in all published fundraising literature. It shall also be the responsibility of the Woodville Volunteer Fire Department Administration to ensure any printed, social media, or web driven fundraising displays, the Florida Division of Agricultural and Consumers Services assigned number CH23017.

SCOPE: All fund-raising events will be conducted in accordance with the guidelines promulgated by Leon County, Florida Statute 496.411 and Florida Division of Agricultural and Consumers Services.

All Department fundraising shall be conducted in accordance with the guidelines and SOP promulgated by Leon County. Pertinent statements in Florida Statute 496.411 shall be included in all published fundraising literature. Any printed, social media, or web driven fundraising will display the Florida Division of Agricultural and Consumers Services assigned number CH23017.

All members of the Firefighting, Administrative and Auxiliary units shall participate in most of all Department fundraising activities as outlined in Minimum Required Response SOP 2022-00.