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GENERAL OVERVIEW

The White House Community Volunteer Fire Department, Inc. (WHCVFD) is a volunteer department responsible for providing fire/rescue protection to approximately 8,000 people residing in the southeastern part of Robertson County and the western parts of Sumner County, just outside of the cities of White House and Millersville.

Currently, the department operates out of two stations, with a combined average of 35 firefighters and nine (9) pieces of apparatus. In addition to fire suppression, WHCVFD also provides rescue operations along with an emergency medical first responder program. Station 51 also serves as the area's Civil Defense Headquarters. WHCVFD stands ready to assist other public safety agencies in rescue, hazardous material incidents, and in both natural and man-caused disasters.

WHCVFD has come along way since 1957. At that time, the White House area had no fire department. If there was a fire, the onlookers pretty much watched it burn. Soon, a group of high school students from the New White House High school started a fire brigade (mostly because the new high school was the only place that had fire extinguishers).

When a fire was reported, the boys would meet at the school. They would then run through the corridors grabbing the fire extinguishers and jump into a pick-up truck and go. Although they tried, many times this was not enough. In 1961 the Robertson County fathers saw a need for a county fire department. They bought some trucks from Payne Brothers Chevrolet located in Springfield, and each community was in charge of installing a pump and tank. White House, Cross Plains, Adams, Greenbrier and Springfield each got one. A few men from White House, some of whom were from the school brigade, rented a bay from a local service station located next to McBroom's Service Station on 31W North. And the White House Civil Defense Fire Department was born! The truck bought in 1962 was used by the department until 1984 when it was sold to a dirt-racing track to water the track with. The Sumner County fathers, along with TVA located in Hartsville, bought an additional 7 Mini-Pumpers in 1975. Brush 51 is that truck.

White House incorporated in 1971, and they started their own fire department in 1978. The White House Civil Defense Fire Department became incorporated as the White House Community Volunteer Fire Department, Inc. The only other fire departments at that time were Robertson County Fire Department, the City of

White House (which would not respond out of their city limits) and Goodlettsville Fire Department.

In 1990 the department, under the leadership of Chief Randy Short, received a state grant of \$40,0000.00 to build a new fire station. In 1994 the department constructed its present location on Hwy 31w In White House, just 5 miles south of their first station location.

On January 1st, 1997 the county fathers closed the Robertson County Fire Department and willing fire departments within the county were given contracts to cover areas. WHCVFD, along with Pleasant View, Robertson County Rescue Squad, Cross Plains, and Orlinda Fire Departments joined into the contract. However, a large area west of Greenbrier and Ridgetop was a long way from a fire station. WHCVFD department agreed to built a fire station for that area.

In May 1998, Station 52 opened. Located on Betts Road between Highway 431 and Highway 41, Station 52 provides mutual aid to Greenbrier, Ridgetop and Pleasant View Fire Departments, as well as providing fire protection, medical response, and rescue operations to an area of their own.

In August of 2016, We opened Station 53, Located at 4238 Highway 31w, Cross Plains, This Station house's Engine 53, And Provides Mutual Aid to Cross Plains, Orlinda, Cottontown, and Highland Fire Departments.

The rules, regulations, and procedures contained in this manual cannot provide a solution to every question or problem that may arise in an organization established to render emergency services. It is expected that this manual will be significantly comprehensive to cover in a general way the duties of the members and the procedures of WHCVFD.

These procedures are not designed, nor intended to, limit any member in the exercise of his or her judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much, by necessity, must be left to the discretion of the members.

Duties and Responsibilities of Volunteers with White House Community Fire Department.

Volunteer Requirements

All volunteers with White House Community Fire Department will go before the Personnel Committee to be review and voted in to WHCVFD. The votes of the committee will depend on the following criteria:

- Physical Ability
- Driving Record
- Criminal History (Back Ground Check)
- Availability

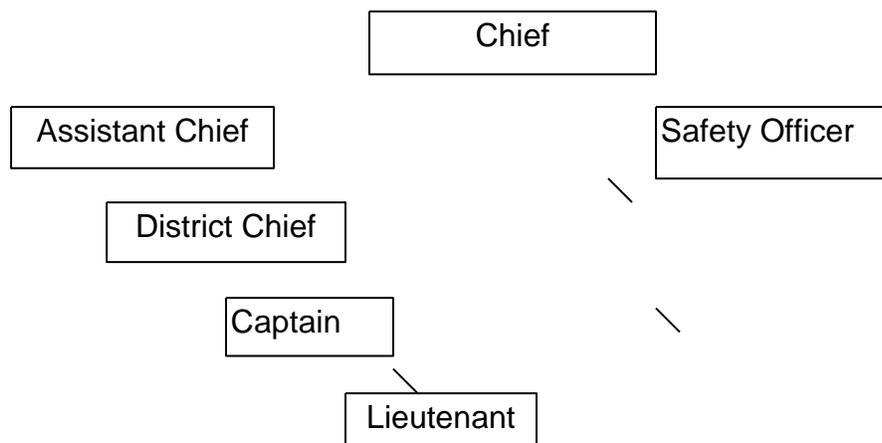
Once the volunteer has been voted to join the department, quarterly reviews will be conducted based on the following:

ATTEND AT LEAST 2 BUSINESS MEETINGS
ATTEND AT LEAST 50% OF TRAINING MEETINGS
RESPOND TO 40% OF ALL CALLS YOU ARE TRAINED FOR. EXCEPTIONS WILL BE MADE BASED ON WORK SCHEDULES
WORK A MINIMUM OF 24 HOURS AT THE HALL IN ADDITION TO MAKING CALLS. THIS CAN BE DONE IN ANY COMBINATION OF TIMES.
COMPLETE BASIC FIRE FIGHTING COURSE DURING FIRST 12 MONTHS OF MEMBERSHIP.
COMPLETE EXTRICATION COURSE DURING FIRST 18 MONTHS OF MEMBERSHIP.
MAINTAIN CERTIFICATION IN ALL TRAINING.
COMPLETE INCIDENT COMMAND AND HAZARDOUS MATERIALS FIRST RESPONDER IN FIRST 24 MONTHS OF MEMBERSHIP.
SHOW UP AT ALL CALLS WITH FULL TURNOUT GEAR.
PROVIDE CURRENT PHONE NUMBERS AND ADDRESS AS NECESSARY TO KEEP FIRE COMPANY NOTIFIED OF ANY MOVES.
COMPLETE EVOC.
SHOW PROOF OF CAR INSURANCE.

Failure to comply with the above requirements shall be addressed as follows:

FIRST VIOLATION SHALL BE A WARNING
SECOND VIOLATION WILL BE PLACED ON PROBATION UNTIL DEFICIENCY IS CORRECTED OR SIX MONTHS PASSES
THIRD VIOLATION OR DEFICIENCY NOT CORRECTED IN SIX MONTHS MEMBER WILL BE BROUGHT BEFORE FULL MEMBERSHIP FOR VOTE ON DISMISSAL

Reporting Structure/Chain of Command



GENERAL DUTIES of OFFICERS

CHIEF

The Chief of White House Community VFD is the Officer of the Corporation, responsible for the overall operations. This person oversees all other officers, commands all incident scenes (if necessary), maintains public relations, and chairs the following committees: finance, purchasing, board of directors, and all business meetings.

ASSISTANT CHIEF

The Assistant Chief is the department Safety Officer. This person is responsible for inventory of equipment, maintenance of all equipment (both personal and apparatus), which includes testing of ladders, pumps, hoses, and hydrants. The Safety Officer also coordinates all training programs, is responsible for class improvement, and serves on the Board of Directors. In addition, this person is responsible for maintaining compliance with NFPA, ISO, OSHA, TOSHA, for submittal of all fire reports to state and local officials and other governing bodies that apply.

In the event the Chief is unavailable, this person will assume responsibilities of the Chief.

DISTRICT CHIEF

The District Chief oversees daily operation of station. This person is responsible for upkeep of station and equipment, handles all station personnel problems, and maintains station files (runs, training, inventory etc.). This person is also responsible for seeing that all fire reports are properly filled out and submitted to assistant chief for review.

The District Chief reviews paperwork for new recruits, makes presentation to personnel committee, and outfits recruits with equipment after approval.

The District Chief also serves as the scene safety officer, serves on Board of Directors, is responsible for all requests for equipment and reports to the Assistant Chief.

CAPTAIN

The Captain is responsible for fire scene operations, station training, and for command of all incidents unless relieved by one of the other chief officers. In addition, the Captain shall conduct all hydrant testing and maintenance, for hose testing and maintenance and reports findings to the Assistant Chief.

LIEUTENANT

SAME RESPONSIBILITIES AS CAPTAIN

SECRETARY

The Secretary performs administration functions for the department: takes minutes of all business meeting and prepares copies for the next meeting, handles all correspondence, and maintains personnel roster.

This person also serves as the Public Information Officer, and handles all press releases after Chief's approval.

TREASURER

The Treasurer maintains all financial records, provides monthly reports at all business meetings and quarterly audits to membership. This person also pays all bills after authorized, arrange and provide for a CPA audit on annual basis, sees that all local, state and federal tax forms and reports are completed.

PERSONNEL PROTECTIVE CLOTHING

1. Introduction

NFPA 1971: Protective Clothing for Structure Firefighting. This standard establishes manufacturer requirements for coats, coveralls, trousers, and hoods to protect firefighters against “adverse environmental effects” during structural firefighting.

2. Purpose

To provide compliance with NFPA and OSHA requirements and familiarize all personnel with the proper clothing for the various emergency responses handled by this department.

3. Policy

It shall be the Policy of White House Community Volunteer Fire Department, Inc. that all personnel be issued the following NFPA approved personnel protective clothing.

- A: Bunker Coat
- B: Bunker Pants and suspenders
- C: Boots
- D: Helmet
- E: Nomex Hood
- F: Gloves
- G: ID Tags

Such clothing shall be worn in all hazardous environments. The following environments are defined as hazardous:

- A: Heat
- B: Smoke
- C: Toxic Gases
- D: Radioactive Particles
- E: Oxygen Deficiency

An additional area requiring full turnout gear is the scene of extrication.

4. Compliance

Any member not properly attired will not be allowed to approach or enter any area deemed hazardous. It is the responsibility of all officers and personnel to enforce compliance. If any member fails to comply they must engage in only support roles outside of the hazardous environment and outside the action circle of extrication.

INCIDENT COMMAND SYSTEM

1. Introduction

NFPA 1561: Fire Department Incident Management System. The IC makes decisions regarding the tactical deployment of equipment and personnel. The IC is in charge, and fire department personnel will follow directions of the IC. The IC acts in a supervisory capacity, and in most cases, is not involved in a direct hands on dealing with the incident.

2. Purpose

This standard establishes structure and coordination to the management of emergency incidents to help ensure the safety and health of fire department members. Requires adoption of an incident management system to manage all emergency incidents and training exercises, with written plans to anticipate incidents that require standardized procedures.

3. Policy

Until an officer arrives on the scene, the pump operator has responsibility for incident command. Arriving officers will discern who has incident command, the status of the incident command, and will, as necessary, assume that command in an upward direction:

Pump Operator
Captain
District Chief
Assistant Chief
Chief

An officer may delegate his authority downward or may, with mutual consent, shift authority laterally. Radio progress reports should indicate changes in incident command identity and location. Always keep the pump operator aware of identity and location of incident command.

Department personnel arriving at the scene must check in immediately with the incident command for instructions. Assume that the incident command will be located near the main pumper truck. The pump operator will always know identity and location of the incident command.

Department personnel are not to leave a scene without advising the incident command. *(see personnel accountability)*

4. Compliance

Department ID tags will be given to pump operator or IC upon arrival.

DISPATCHING

Both Station 51 and Station 52 of WHCVFD are dispatched from Robertson County Central Dispatch, located on Brown Street, Springfield, TN 37072. In the area WHCVFD serves, Robertson County Central will alert WHCVFD by sounding either the EMS tones or the Fire Department tones.

All personnel are to report directly to the station, unless authorized by the Chief or Assistant Chief (*see POV response*). Those authorized to respond directly to the scene MUST have appropriate protective gear. An exception to responding personnel would be on Emergency Medical calls. The person that is closest to the call location may respond directly to said address, if that person is trained for medical assists.

RADIO PROCEDURES

When responding to a call, it is imperative to remember the ABC's of radio communication:

- A - Accuracy
- B - Brevity
- C - Clarity

All units en route to the station should identify themselves to alert the responding station who is available and en route for assistance. For example, "White House Unit 52-05 en route to the station." This will alert the station personnel if more units are available and if the engine should wait.

All responding apparatus will identify themselves as the unit. For example "Engine 51 responding to structure fire on Mt. Pleasant Road."

General Radio Policy

- Radios and pager will be used for fire department business only.
- Tones should be sent off when the NOAA weather service has issued a weather warning such as a **tornado or thunderstorm** warnings for our area.
- Keep radio traffic to a minimum. If it does not need to be said, don't say it.
- Do not use law enforcement ten codes unless there is a reason not to send the information verbally.
- Do not use profanity on the radio.
- Do not make announcements during church hours on Sunday other than for emergencies

RESPONDING TO CALLS

Robertson County

Depending on the nature of the call, the following apparatus will leave the station to respond: *You must be 21 years of age to drive Department vehicles unless authorized by an officer.*

Residential Fire (non-hydrated area)

First Alarm

- Engine 51; Driver, Officer, 3 Firefighters
- Tanker 51; Driver, Officer
- Engine 52; Driver, Officer, 3 Firefighters
- Tanker 52; Driver, Officer
- Squad /Service Company, 2 Firefighters

Standard Operating Procedures

White House Community Volunteer Fire Department

Ambulance (standby)

Automatic Aid Response on all Fires is 2 Additional Tankers

Second Alarm

Request for Mutual Aid, Tanker

Residential Fire (hydrated area)

First Alarm

Engine 51 or 52; Driver, Officer, 3 Firefighters

Tanker 51 or 52; Driver, Officer

Squad 51 or 52; Service Company, 2 Firefighters

Ambulance (standby)

Automatic Aid Response on all Fires is 2 Additional Tankers

Second Alarm

Mutual Aid & Tanker

Commercial, Industrial, Apartment (non-hydrated)

First Alarm

Engine 51; Driver, Officer, 3 Firefighters

Tanker 51; Driver, Officer

Engine 52; Driver, Officer, 3 Firefighters

Tanker 52; Driver, Officer

Ambulance (standby)

Second Alarm

Request for Mutual Aid Engine, Tanker

Commercial, Industrial, Apartment (hydrated)

First Alarm

Engine 51; Driver, Officer, 3 Firefighters

Tanker 51; Driver, Officer

Engine 52; Driver, Officer, 3 Firefighters

Tanker 52; Driver, Officer

Both Squads

Ambulance (standby)

Automatic Aid Response on all Fires is 2 Additional Tankers

Second Alarm

Request for Mutual Aid Engine

Fire: Tree/Brush/Dumpster

Rescue 51/Engine 52

Tanker 51/52

Traffic Accident/Vehicle Fire

Engine 52

Rescue 51

Ambulance

Medical

Engine 52

Rescue 51

Squad 52

Ambulance

Responding to a scene in a personnel vehicle (POV)

When responding directly to an emergency in a private vehicle, the following procedures must be observed:

1. If responding with lights and sirens, road regulations MUST be followed. As a member of the WHCVFD, citizens will observe your actions.
2. Approach with extreme caution.
3. Park away from the emergency. DO NOT BLOCK TRAFFIC.
4. Report to the Incident Commander/Accountability Officer for assignment.
5. Must be on the department for 6 months and have an approved E.V.O.C class before you can run emergency or before being issued state fire tags.

Standard Operating Procedures

FIREGROUND OPERATIONS

General

Operations at every fire will be carried out in the following order:

1. Rescue and elimination of any hazard to life
2. Protection of the exposure
3. Containment of the fire
4. Overhaul and fire cause determination.

Structure Fires

First alarm assignments to any structure fire I all WHCVFD units, 1 Medic unit and the next closest tanker (mutual aid). This should ensure adequate pump capacity and manpower for most structures in the district. The first arriving officer will make a size up of the situation then call for additional alarms or cancel any or all-responding units.

Apparatus Placement

The first arriving engine is known as the *Attack Pumper*; second pumper is known as the *Support Pumper*, the third pumper is the *Supply Pumper*. The placement and role of these engines and the squad unit and the tankers are discussed in the following sections:

Attack Pumper

The Attack Pumper has the responsibility to initiate rescue and fire control operations. The attack engine will be located near the involved structure, but not close enough to endanger the apparatus. Pre-connected hand lines from this pumper will be used during the initial attack. Additional attack lines will be laid from this pumper as needed. The second in engine will be used to supply water to the Attack Pumper by laying a 2 ½ " or 3" supply line between the Attack Pumper and the Support Pumper. If mutual aid is called, this engine will be the support engine. Water supply to the attack pumper will be first from the booster tank, then from the portable folding tank from the Attack Pumper.

Support Pumper

The Support Pumper has the responsibility to supply water and manpower to the attack crew. The Support Pumper will reverse lay a 2 ½ " or 3" supply line from the attack pumper to a hydrant or a location on the side of the road suitable for a tanker unloading site. If the support pumper is connected to a hydrant with adequate flow to meet the supply requirements of the fire, the fire ground commander will redirect the water supply pumper to the fire scene or cancel it if it is not needed. The fire ground commander may also cancel any unneeded tankers. If a suitable hydrant is not available, a portable tank from the second and third in tankers will be set up at the site to receive water from the incoming tankers. The Support Pumper will draft from these tanks and pump the water to the attack pumper. Personnel from the support company that are not needed for water supply will report to the fire ground commander. The company officer from the support engine will be designated as the water supply officer.

Water Supply Pumper

The Water Supply Unit will be dispatched to the nearest water supply unit and has the responsibility of filling the tankers. Upon arrival, the water unit company will prepare to draft from the point (?) and lay two 3" fill lines to the loading points. Incoming tankers will be filled one at a time, but a second fill lines will be attached to the next tanker in line, and charged when the first tanker is filled. If the water point is a hydrant that will not flow the capacity of the pump, water in the booster tank will be used to augment the hydrant flow. The booster tank will be refilled with the hydrant while waiting for the next tanker. The officer of the third in engine will act as the Water Supply Officer.

Squad/Rescue Company

The Squad will respond to all structure fires and perform needed truck company functions. Typical assignments include rescue, ventilation, lighting and salvage. Upon arrival at the scene, the rescue truck will be positioned as close to the involved structure as possible without being in danger or on the way of the attack or support company.

Tankers

Tankers responding to the structure fires have the responsibility of providing portable tanks and delivering water from the water supply point to the fire ground. The first-in tanker will set up its portable folding dump tank adjacent to the support pumper. It will dump the water load into this tank and proceed to the designated water supply point to fill up.

The second tanker will dump its load into the portable tank then proceed to the fill site.

The third tanker will set up its portable tank adjacent to the first portable tank and dump its water then proceed to the fill up site. The supply pumper will install a 6' hard suction hose between the two folding tanks and install a Jet-Siphon® to keep the first tank full at all times. This operation will continue until the fire ground Officer advises to break down.

Structure Fire Attack

First Firefighter on scene of a fire will act as a fire ground commander until relieved. The first action is to size-up the situation, ascertaining first if there is a hazard to life; then finding the extent and the location of the fire. A plan of attack will then be planned based on the scene size up. If the first person on the scene is the driver of the first-in engine, he will perform the above-mentioned tasks before returning to the engine to give instructions to the arriving firefighters. If it is a working structure fire, the **second and third arriving firefighters** will don breathing apparatus in addition to their complete turn-out gear while the **forth and fifth arriving firefighters** stretch a 1¾" or 2½" attack line to the point of access into the structure or as designated by the fire ground commander. The first and second firefighters will take charge of the attack line as directed by the fire ground commander.

As more firefighters arrive, additional lines are laid. Anytime a 1¾" line is used, a second 1¾" line will be laid to the entrance to the structure to back up the first line. If two 1¾" lines are used, a 2½" line will be used to back the attack lines.

In no case will a working fire be attacked with less than 1½" line flowing a minimum of 100 gallons per minute.

In no case will a firefighter enter a burning structure without being properly protected with the following: bunker pants, bunker jacket, gloves, boots, Nomex hood, helmet, and SCBA as defined in NFPA 1900 when the equipment was purchased.

The first office officer on the scene should set up a incident command post in the front of the involved structure. Close enough to get a good sight of the structure and operations but far enough away as to not interfere with fire ground operations, and to be within any hazards such as smoke, power lines, etc. The command post side of the structure will be know as side one, going clockwise around the building numbering all sides. In larger structures, side three (rear of the building) may need an additional officer stationed to keep the command post advised of all conditions.



Incident Command Post – Side 1



Vehicle Fires

Upon arrival at the scene of a vehicle fire, the engine will be parked a minimum of 100' away from the burning vehicle. If possible, the engine will also be located up hill and upwind from the burning vehicle.

Vehicle fires will be attacked with 1 ¾" pre-connected line with a second 1 ¾" line for firefighter protection. On initial attack, lines are to be flowing a minimum of 100 gallons per minute. All firefighters involved in the attack will be clothed in complete protective turn out gear, including SCBA.

The vehicle will be approached from the side, avoiding the gas tank, the front bumper and the rear bumper. If rescue is necessary, all lines will be placed to protect the victim for the fire until the victim is removed.

Natural Cover Fires

WHCVFD first priority at grass and woods fires are to protect life hazard and any threatened structures. If the fire can be reached with hose from a responding engine, the fire will be extinguished and the dispatcher notified to cancel the Forestry Service. If the fire cannot be reached with the hose carried on the truck, the fire ground commander will direct the engine company officer to place his apparatus at the most threatened structure and wait for the division of Forestry to extinguish the fire. If no structures are threatened, personnel from this department will assist the division of Forestry in the extinguishment of natural cover fires under the direction of the T.D.F. in charge.

Vehicle Extrication Incidents

The Rescue truck, along with one Engine Company will be dispatched to the scene of all reported auto accidents. The Engine Company will follow the same instructions as in a vehicle fire, with the exception of only one 1 ¾" should be laid and charged for the protection of the rescue team and victim. Upon arrival at the scene, the first in unit will survey the scene and remove any hazards, if possible. If it is not possible to remove the hazards, then contact the appropriate agency to do so (for example: downed power line, contact CEMC).

Vehicle(s) that extrication is to be exercised on should be checked and scotched before the vehicle should be touched. It is the department's responsibility to extricate the victim(s) and the EMS to provide medical care to them both while working together.

Hazardous Material Incidents

Upon arrival at the scene of an incident involving hazardous materials, the first in apparatus will stop at least 2000 feet away from the involved vehicle or structure and set up an incident command post. Evacuation of the area will be the incident commander's first responsibility. After the immediate area is cleared, the commander will then determine the material involved. This should be done with the use of binoculars or by interviews if possible.

Only as a last resort will the incident be approached by firefighters to determine the materials involved.

The world is a dangerous place not because of evil but, rather, because of those who will do nothing about it