

Eastern Plumas Rural Fire Protection Districts

STANDARD OPERATING GUIDELINES

Mission Statement:

The Mission of the Eastern Plumas Rural Fire Protection District is to be committed to excellence in protection of life and preserving property. To providing the best emergency medical care, wildland and structure firefighting to the citizens and guests of our district. We are committed to Duty, Honor, Courage, and Integrity.

To Fulfill our Mission

We are committed to a strong and comprehensive training program with an environment that enhances self-esteem, personal responsibility and respect of others.

Fundamental to our Mission

We are committed to teamwork, shared leadership, and effective management of resources. We make safety of our members and the citizens we serve our number one priority.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- a) Always conduct myself, on and off duty, in a manner that reflects positively on me, my department and the fire service in general.
- b) Accept responsibility for my actions and for the consequences of my actions.
- c) Support the concept of fairness and the value of diverse thoughts and opinions.
- d) Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- e) Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- f) Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- g) Be respectful and conscious of each member's safety and welfare.

- h) Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- i) Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- j) Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- k) Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- l) Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety while performing my duties or representing my department.
- m) Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- n) Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- o) Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate uses of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT GOAL PURPOSE STATEMENT:

In order to accomplish its mission, the goals of EPRFPD are stated in the following areas and have been identified as critically important in making the achievement of this mission possible.

- a) **PUBLIC EDUCATION** to reduce the risk of death, injury, and property destruction by fire through education of our community's citizens, business managers, and property owners of the fire and safety hazards within their domain.
- b) **OPERATIONS** to efficiently organize the department's resources in order to assure timely response and effective emergency operations on a twenty-four (24) hour basis.
- c) **TRAINING** to consistently improve the knowledge, skills, and abilities, of department personnel and at all levels of the organization, in order to improve the effective and professional service to the community.
- d) **ADMINISTRATION** to maintain an efficient program of administration and information management to provide the organization with the ability to make appropriate decisions that will work toward the achievement of the organization's mission statement.
- e) **PUBLIC PERCEPTION** to conduct all aspects of our business under the highest standards of ethics, morality, and fiscal responsibility while striving to maintain an equitable balance among the needs of the individual members, the organization, and the community that we serve.

Section 100: Philosophy

- a) Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable and readable format which is available to all levels of the organization.
- b) Knowledge of these policies and procedures by Fire Department members are essential for the maintenance of discipline and the development of teamwork and morale.
- c) The policies, procedures and regulations contained within these SOG's are intended to be reasonable and workable guidelines of a positive nature.
- d) Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.
- e) These SOG's cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that they will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities which involve the members of EPRFPD.
- f) The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

100.01: Creation of Standard Operating Guidelines

- a) A Standard Operating Guidelines Manual will be provided to all members of EPRFPD and will be maintained by the Fire Chief.
- b) New and modified SOG's will be distributed to each member in a timely manner.
- c) SOG's describe what is expected of personnel in various situations. Deviations from SOG's must be reviewed by the member's immediate supervisor at the earliest opportunity following the occurrence and may require a verbal or written explanation.
- d) A SOG becomes effective the day it is issued.
- e) SOG's are continually reviewed for their applicability and accuracy.

- f) When a SOG is issued that updates an existing SOG, the earlier policy becomes invalid and should not be used.

Section 200: Membership

All members must be 18 years of age or older, 21 years of age to drive department equipment (additional requirements outlined in job descriptions), and meet the membership requirements of EPRFPD.

200.01: Duties

It shall be the duty of all EPRFPD personnel to adhere to the rules, regulations, policies, SOG's, oral and written orders, respond promptly to page outs, attend training sessions, and conduct themselves in accordance with established practices written in this document and EPRFPD's Rules and Regulations.

Section 201: Safety

Emergency operations sometimes require that personnel perform in a situation that poses significant risk. These safety procedures are meant to provide a framework to reduce risk when en route to emergency incidents. Command is responsible for safety at all incidents.

201.01: Protective Clothing

All personnel shall, when working a fire or heavy rescue situation, wear full protective clothing provided by EPRFPD. This includes:

- a) Appropriate full duty turnouts (bunker boots/bunker pants/bunker jacket)
- b) Helmet with chin strap and eye protection
- c) Brush gear
- d) Approved boots (Minimum 8")
- e) Nomex or PBI hood
- f) Approved gloves
- g) Ear plugs (as required).

Firefighters shall don protective clothing before boarding apparatus or upon arrival at scene in a safe location.

Structure Fires, Motor Vehicle Accidents – Full turnouts required.

Wildland Fires – Full Wildland issued equipment required w/ proper boots.

Medical Calls – Some type of identifying outer garment that identifies you with EPRFPD.

All fire department issued equipment is for official department use only and will not be used for personal purposes.