

**KCFPD #47
OPERATING Manual**

INDEX

SECTION 0	INTRODUCTION / MISSION STATEMENT
SECTION 1	ORGANIZATION
SECTION 2	PERSONNEL - DUTIES
SECTION 3	UNIFORMS - MARKINGS
SECTION 4	EMERGENCY RESPONSE/VEHICLE OPERATIONS
SECTION 5	PERSONAL SAFETY
SECTION 6	PUBLIC RELATIONS
SECTION 7	EMERGENCY COMMUNICATIONS RADIOS
SECTION 8	EMERGENCY INCIDENT MANAGEMENT
SECTION 9	GENERAL
SECTION 10	ADDENDUMS
SECTION 11	APPENDIX
SECTION 12	GLOSSARY

Revised and Edited in 2016 by KCFPD #47 Officers

**KCFPD #47
OPERATING Manual**

INDEX

INDEX

Section 0 - Introduction / Mission Statement / Goals & Objectives:

- Fire Prevention
- Fire Suppression
- EMS
- Fire Administration

Section 1 - Organization/Administration

- 1.1 Organization
- 1.2 Organization Structure

Section 2 - Personnel-Duties

- 2.1 Residency Requirements
- 2.2 Department Training
- 2.3 Training Reports and Records
- 2.4 Firefighter Continuing Education Requirements
- 2.5 Indoctrination and Orientation Class
- 2.6 Membership Requirements - Volunteer Firefighters
- 2.7 Application Process - Prospective Volunteer Firefighters
- 2.8 Drills and Meetings
- 2.9 Sign In Procedures for Calls
- 2.10 Duties of Members
- 2.11 Personnel Rules (general)
- 2.12 Accident Reporting
- 2.13 Public Safety Officers Death Benefits

Section 3 - Uniforms-Markings

- 3.1 Uniform Regulations and Dress

**KCFPD #47
OPERATING Manual**

INDEX

- 3.2 Department Shoulder Patch
- 3.3 Emergency Medical Services Shoulder Patches
- 3.4 Department Identification Cards

Section 4 - Emergency Response

- 4.1 Alarm Response
- 4.2 Organizing for Response
- 4.3 Vehicle Operations
- 4.4 Accident Involving Fire Dept. Vehicles
- 4.5 Test Driving and Familiarization Of Fire Apparatus
- 4.6 Responding under the Influence of Alcohol or Drugs
- 4.7 Seatbelt/Safety Restraint Use
- 4.8 Decals on Private Vehicles
- 4.9 Display of Warning Lights on Private Vehicles

Section 5 - Personal Safety

- 5.1 Personal Safety
- 5.2 Fireground General Safety
- 5.3 Protective Clothing
- 5.4 Protective Clothing Guidelines
- 5.5 Breathing Apparatus
- 5.6 Dealing with Persons with Infectious Diseases
- 5.7 Hepatitis Infection Vaccine Program
- 5.8 Airborne Infectious Disease Plan
- 5.9 Exposure Control Plan

Section 6 - Public Relations

- 6.1 Public Relations
- 6.2 Station Visitors
- 6.3 Citizen Complaints
- 6.4 Telephone Public Relations

Section 7 - Emergency Communications

**KCFPD #47
OPERATING Manual**

INDEX

- 7.1 Telephone Procedures
- 7.2 Radio Procedures
- 7.3 General Radio Procedures

Section 8 - Emergency Incident Management

- 8.1 Incident Command System
- 8.2 Incident Command Policy (I.C.S.)
- 8.3 General Emergency Response Overview
- 8.4 Command Post (C.P.)
- 8.5 Incident Command System - Briefcase Inventory
- 8.6 Hazardous Materials Procedural Guidelines Checklist
- Initial Response
- 8.7 Hazardous Materials Procedural Guidelines Checklist
- Command/Command Post
- 8.8 Hazardous Materials Procedural Guidelines Checklist
- EMS/Medical Sector
- 8.9 Supporting Sprinkler System
- 8.10 Bomb Threats and Bomb Explosion
- 8.11 Hose Lays - Pumping
- 8.12 Emergency Fireground Signals

Section 9 - General

- 9.1 Americans With Disability Act
- 9.2 Internet and E-mail Acceptable Use Policy

Section 10 - Addendums

- Sample Forms: Volunteer Firefighter Application
Personal Injury Accident Form

**KCFPD #47
OPERATING Manual**

INDEX

Exposure Control Documents
Employee Acknowledgement and Agreement

Section 11 - APPENDIX

Section 12 - Glossary

General Fire Service Terms
Glossary of Terms - Incident Command System
Glossary of Commands - Hose Evolutions