



## **Standard Operating Guidelines (SOG's)**

Effective: January 06, 2009

Updated: July 25, 2009 – Apparatus Placement Guideline

### **INTRODUCTION**

Being a volunteer firefighter is one of the most dedicated things anyone can do in their life. However, to be a well-trained and knowledgeable firefighter will give you a greater feeling of pride in knowing that you are able to help someone in a time of need. As a firefighter of the Jefferson Township Vol. Fire Company, you will have the self-satisfaction of being an unpaid professional, having the moral responsibility of performing your job efficiently and effectively. Many times you will be asked to do that little extra, as a member, you will be qualified to do so.

Within this manual, you will discover the operations related to most incidents that the Jefferson Township Vol. Fire Company operates on. Read and understand each section carefully because this manual will be your guide to becoming an essential part of the team.

The right is reserved to amend or revoke any of the suggested operating guidelines or to make additional ones as the circumstances or the good of the service may require. No arbitrary rules can be established which will embrace all cases arising in the general discharge of company duties; some things must be necessarily left to the intelligence and discretion of the individual.

When additions or deletions are made, a new copy of the SOGs with the corrections will be made available to all members via the posting on the company website, company computer and chief's bulletin board, and also a copy will be e-mailed to all members in the company e-mail directory.

### **GENERAL PRINCIPALS**

#### **1. TYPES AND DESCRIPTION OF APPARATUS OPERATED**

ENGINE 29	2008 Crimson MetroStar, 6 man Spartan cab, 1500 GPM Waterous Pump, 1000-Gallon Water Tank, 30-Gallon Class-A Foam Tank
RESCUE 29	2003 Ferrara Igniter, 6 man cab, 1500 GPM Hale Pump, 750-Gallon Water Tank, Hurst Hydraulic Rescue Tool System
TANKER 29	2007 Ferrara Mack 500GPM Hale Pump, 3000-Gallon Water Tank, 3500-Gallon Fold-A-Tank
BRUSH 29	1986 Chevrolet Pickup Truck

## **2. CHAIN OF COMMAND**

- Fire Chief
- 1<sup>st</sup> Assistant Chief
- 2<sup>nd</sup> Assistant Chief
- Rescue Captain **\*\***(see below)
- Engine Captain **\*\***(see below)
- Chief Engineer
- Safety Officer
- Most Senior Interior Firefighter
- Driver/Operator

***\*\*** In the absence a chief officer the Rescue and Engine Captain will assume command. When both captains are present on the scene the command will be as follows. If the incident is vehicular in nature with no need for fire suppression the Rescue Captain will assume command. If said incident has a need for fire suppression the Engine Captain will be the incident commander.*

## **3. FIRE TRAINING**

### **A. GENERAL**

- Firefighting is the most hazardous occupation in the country, in order to reduce the hazards; firefighters must acquire the basic knowledge and skills. After acquiring the initial and advanced skills of firefighting, continuing education must be an on-going function of the company and its members. This is not only to introduce firefighters to new techniques and new equipment, but to refine the old methods as well. This is particularly important in a volunteer organization where the number of actual firefighting incidents is too few to keep skill levels at an optimum. All personnel are strongly encouraged to continue their skills and education whether through the Jefferson Township Vol. Fire Company or on their own.

### **B. TRAINING COMMITTEE**

- To deal with this vital issue, the Jefferson Township Vol. Fire Company has delegated the responsibilities of training and requirements to the Line Officers. Fire training is will be scheduled as needed by the Line Officers and training records will be maintained for each member in attendance. The training records help the officers determine where emphasis on training is needed.

## **4. PROTECTIVE CLOTHING**

- A. Protective clothing shall be assigned to personnel that the Chief(s) deem as active (those issued an accountability tag with either an interior or exterior title). Those members shall be responsible for the equipment they have signed for.
- B. Protective clothing will consist of the following: turnout coat and pants, helmet, bunker boots, a nomex hood, gloves, high visibility safety vest, and eye protection (although not provided is strongly encouraged). The clothing shall be worn while responding on all alarms. Officers may relax the wearing of some protective clothing after the incident has been controlled or, in-climate weather, while in the apparatus, but not while responding to an alarm.
- C. All protective clothing (personal or company issued) shall be kept clean at all times. If at any time repairs are necessary on company issued gear, it is the member's responsibility to notify the Chief or Officer in charge of assigning gear.
- D. Protective clothing will not be left on the apparatus floor, but is to be kept on the gear racks provided.

- E. Members keeping their gear in any other location but the provided gear lockers at the station, must keep their gear in gear bags to protect it from ultraviolet light and other damage.
- F. Members that arrive on the scene of an incident will not enter the emergency area or the fire building without their protective clothing.
- G. Any abuse or misuse of assigned protective clothing shall result in immediate return and possible charges for repair of any damage or replacement costs.
- H. If a member fails to meet the obligation as active status (as defined above), the assigned turnout gear will be returned or pulled by the Line Officers.
- I. An identification tag will be assigned to all members of the company as part of their protective clothing. On all calls this tag is to be handed to the OIC either enroute or when you first arrive at the incident scene. If you arrive after the apparatus, the first thing you do is report to the OIC with your tag and receive an assignment.
- J. Equipment owned by the Jefferson Township Vol. Fire Company will not be worn or used while participating with another fire company unless we have been dispatched for an assist and/or those persons are participating in operations/training with the Jefferson Township Vol. Fire Company.
- K. All company issued and privately owned gear and issued equipment will be inspected at annual minimum by the board of directors. Failure to do so will cause the equipment to be pulled until it can be properly inspected.
- L. All company issued personal protective firefighting equipment must be left at the station unless permission has been granted to that member by the Fire Chief.
- M. All PPE will remain at the station, unless authorized by the Fire Chief.

## **5. TOOLS AND EQUIPMENT**

- A. All members using hand equipment or power equipment shall have a working knowledge of the equipment and techniques pertinent to their use. Personnel must be approved to use the power equipment.
- B. Any tools that are lost, damaged or not functioning properly shall be reported to the Officer in Charge (OIC) and the Chief Engineer as soon as possible. Documentation must be made in the Vehicle Maintenance Log Books.
- C. All tools that are used at an incident shall be cleaned and serviced upon returning to the station. It shall be the responsibility of all members to know the name, operation, use and location on the apparatus of every piece of equipment and/or appliance used by this company.
- D. CASCADE SYSTEM
  - 1) No member may operate the cascade system without receiving approval and the proper in-house training by a Line Officer.
  - 2) The Cascade System Log Book must be completed for each cylinder filled with the system.
  - 3) Any problems or issues with the system must be immediately reported to the Fire Chief and documented in the log book.
- E. MAINTENANCE
  - 1) All maintenance performed on any apparatus must be documented in the appropriate Vehicle Maintenance Log Books located at the station.
  - 2) All equipment serviced, fueled, motors ran must be documented in the appropriate Vehicle Maintenance Log Books located at the station for the appropriate apparatus the equipment is assigned to.

- 3) Immediate notification must be made to the Chief Engineer for any apparatus or equipment deemed "Out of Service" or in need of repair.

## **6. SELF-CONTAINED BREATHING APPARATUS (SCBA)**

- A. Only certified interior personnel will don SCBA for other than training operations.
- B. All personnel entering a burning structure or other hostile or suspected hostile environment must be wearing an SCBA and breathing air from the regulator.
- C. All personnel engaged in vehicle fire extinguishments must be wearing an SCBA and breathing air from the regulator.
- D. Always use the "two in, two out buddy system".
- E. If a problem arises while wearing an SCBA, report it to your buddy and then the OIC.
- F. SCBA will be kept at the ready position with all straps loosened, and a charged cylinder in place. Face pieces will be kept in face piece pouches (when appropriate) with head webbing straps loosened.
- G. Straps are not to be folded over the front of the face piece.
- H. The person using the unit shall be responsible to:
  - 1) Be sure that the unit and mask are cleaned after use.
  - 2) Return the unit to its' assigned location with a full cylinder. Replace any cylinder with a pressure of less than 3500 psi.

## **OPERATIONAL GUIDELINES**

### **1. QUALIFICATIONS**

- A. All personnel must have a training file to include all acquired certificates on file to include the minimum requirements listed below that were set forth by the Chief Officers of the Jefferson Township Vol. Fire Company. These certificates must be on file prior to boarding any apparatus or participating in any incident.
- B. All personnel must have the minimum training requirements as set forth by the Line Officers, prior to boarding apparatus. Probie training personnel need to have supervision by a line officer.
- C. New members without any prior training will attend Essentials of Firefighting or equivalent course within one year of becoming an active firefighter. A training record will be kept in the personnel file.
- D. Apparatus riding positions should be filled with confident fire and rescue personnel. If a member not having the required training is aboard and a more qualified member arrives, the Probie shall give up their position.
- E. Prior to wearing Jefferson Township Vol. Fire Company breathing apparatus, you must complete Essentials of Firefighting or an equivalent course and have training on the SCBA through Jefferson Township Vol. Fire Company in house training. An Officer of the company for supervision must accompany any member under the age of 18.
- F. No member shall operate any rescue equipment without prior in house training through Jefferson Township Vol. Fire Company, in order to familiarize personnel with our operations and equipment. No member shall attempt to perform any specialized rescue without any prior certified training.
- G. A Driver/Operator must meet the following minimum requirements in order to operate any apparatus and have the proper documentation on file:
  - 1) Emergency Vehicle Operators Course (EVOC)
  - 2) Pump Operations 1
  - 3) Hazmat Awareness (R&I) with annual renewal

- 4) IS-700, NIMS An Introduction
- 5) IS-800, National Response Framework, An Introduction
- 6) IS-100, Introduction to the Incident Command System
- 7) Completed the in house driver training program with an approved line officer and have documentation on file within the company.
- 8) A valid Pennsylvania Drivers License
  - a. If at any time driving privileges are suspended or revoked by the Commonwealth of Pennsylvania, immediate notification must be made to the Fire Chief.
- 9) A Commercial Drivers License (CDL) holder shall be given priority as a driver/operator while responding to emergencies and at the discretion of the OIC.
- H. A Firefighter & Fire Police must meet the following minimum requirements to be able to board any apparatus and operate on any incident. Proper documentation must be on file:
  - 1) Hazmat Awareness (R&I) with annual renewal
  - 2) IS-700, NIMS An Introduction
  - 3) IS-800, National Response Framework, An Introduction
  - 4) IS-100, Introduction to the Incident Command System

## **2. ACCOUNTABILITY**

- A. All active members shall be issued an accountability tag with their protective clothing.
- B. All personnel riding the apparatus shall give their accountability the officer on each apparatus, which will in turn see that the OIC receives all accountability tags before an assignment is received.
- C. When responding, all apparatus except Tanker 29 will acknowledge response and indicate their staffing including all personnel on the apparatus. Example- "Lackawanna County, Rescue 29 responding with 6".
- D. If the officer on the initial responding piece needs to assume interior operations, the accountability tags will be left with the Driver/Operator until another officer arrives.
- E. Personnel arriving in personal vehicles will report directly to the incident command with their tag to be given an assignment. No member shall assume any fireground activity without checking in with the accountability officer or OIC first.
- F. A Personal Accountability Report (PAR) will be done approximately every 10 minutes during rapidly changing fire conditions. Each team leader will be required to respond back with team name and number of personal. Example- "Division one has PAR with 3".
- G. All teams after completing an assigned task or when exiting a structure will report to the command area to provide a report, have status changed and moved to REHAB.
- H. Firefighters not assigned to a particular task will not be allowed to freelance on the incident scene. Those members should wait in the staging area for assignments.

## **3. GENERAL SAFETY**

### **JEFFERSON TOWNSHIP VOL. FIRE COMPANY PERSONNEL SHALL:**

- A. Be aware of and respect the potential dangers inherent in Fire/Rescue operations.
- B. Work within his/her limitations:
  - 1) Personal physical capabilities.
  - 2) Personal knowledge and skills of fire/rescue operations.
- C. Use the proper tool(s) for the job and use them in the proper manner. Protect yourself with the proper personal protective equipment.

#### 4. SPECIFIC SAFETY GUIDELINES

- A. All personnel will wear personal protective equipment while on the fire ground or emergency scene.
- B. All personnel, in the jump seats and the crew cabs of the apparatus must wear protective clothing in order to ride the apparatus.
- C. Personnel shall not enter a seriously involved building without a hand-line and an SCBA unless the situation permits.
- D. Personnel shall not enter a seriously involved building alone, unless such action may save a life.
- E. Under no circumstances will personnel enter a potentially involved or adjacent structure without appropriate protective clothing, SCBA, at least one entry tool and hand light.
- D. All passengers and drivers will be seated and belted whenever the apparatus is in motion.
  - 1) The officer shall ensure all firefighters are seated and belted before the apparatus is allowed to move.
  - 2) Upon confirmation that all personnel are properly seated and belted the officer shall give the order for the driver to go.
  - 3) Seat belts may be removed when the vehicle is stopped and the parking brake is set or by direct order from the OIC.
- F. Riding on the tailboard to and/or from an incident is prohibited.
- G. No personnel will board the apparatus while the vehicle is in motion.
- H. Full eye protection shall be worn when personnel are using saws, drills, axes, powered rescue equipment or whenever eye protection is necessary.
- I. A spotter must be utilized when backing up any fire apparatus.
  - 1) The spotter shall be located on the driver side of the vehicle and be in constant view of the vehicle Driver/Operator through the driver side mirror.
  - 2) It will be the responsibility of the Driver/Operator to maintain constant view of the spotter. If at any time the Driver/Operator should lose site of the spotter, backing operations should be stopped until the spotter returns to view.
  - 3) Exceptions to this guideline are limited to when an apparatus is only staffed with a Driver/Operator such as fueling, service and road testing.

#### 5. HIGH VISIBILITY SAFETY VEST GUIDELINES

- A. The purpose of this guideline is to describe the required personal protective apparel to be worn by Jefferson Township Vol. Fire Company when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications, fluid spills, dangerous conditions, and vehicle fires are typical situations where this policy is applicable.
- B. For incidents where exposure to the hazards of moving traffic are present for fire department personnel working on foot, this department guideline can be summarized in the statement. **"If your feet are on the street, your vest is on your chest."** Conforming to this guideline places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Devices (MUTCD).
- C. Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn:
  - 1) Structural Fire Helmet with chin strap properly donned
  - 2) ANSI 107-compliant Class II vest, Class III Highway Safety garment
  - 3) Protective Footwear
- D. If a member prefers to wear a structural turnout coat due to inclement weather (Example: rain, cold, etc.) or is required to wear structural turnout gear due to duties assigned at the incident scene, the

ANSI highway safety vest must be donned over the turnout coat. Turnout coats are not acceptable as high-visibility highway safety apparel when donned without the ANSI-compliant vest on the outside of the coat.

- E. Structural bunker pants and boots may be worn in lieu of standard protective footwear.
- F. Members not issued a safety vest or forgetting their vest can find extras located under the officer seat on each apparatus. These vests must be returned to the location they were found at the completion of the incident.

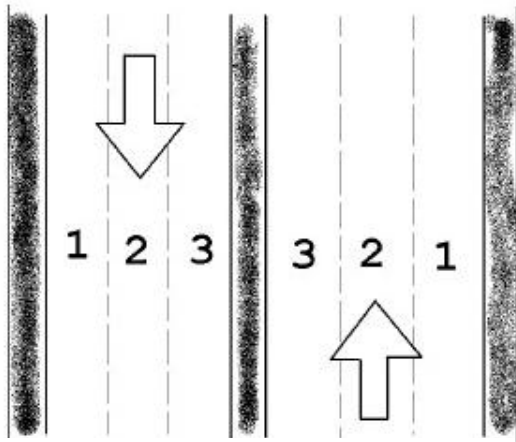
**G. NON-VEST INCIDENTS**

- 1) Several unique incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the fire department member or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area "Hot Zone" activities is modified.
- 2) The exemptions for wearing a highway safety vest applies only to members directly involved in activities within an established "Hot Zone" and only when the "Hot Zone" is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.
- 3) The required ANSI-compliant Highway Safety vest need not be worn when a member is required to:
  - a. Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire.
  - b. Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants.
  - c. Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.
- 4) All members on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.
- 5) Members directly involved in source of heat, chemical, or technical rescue activities as listed above whom complete their activities within the designated Hot Zone are required to don ANSI-compliant vests once their activities within the Hot Zone are completed or they leave the immediate "Hot Zone" area of the incident scene.

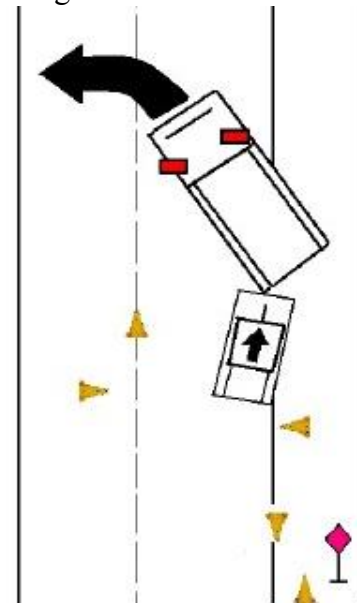
**6. APPARATUS PLACEMENT GUIDELINES**

- A. The purpose of this guideline is to provide direction for those persons responsible for placing apparatus at response locations, in an effort to reduce the potential risks associated with operating in and around moving vehicles.
- B. The first arriving apparatus shall place their unit to maximize the effective advantage of their unit based on initial size-up and general conditions upon arrival.
- C. Later arriving units should take advantage of good operating positions and build upon the capabilities of those units already operating effectively.
- D. While responding to hazardous materials incidents, the apparatus officer and operator shall determine the wind direction at the time of the incident and select a route that will deliver them at the scene upwind, without passing the scene.
- E. Attempt to leave one lane open for emergency apparatus to pass the scene, if necessary.
- F. Parked apparatus shall have the park brake set and wheels chocked.
- G. Lanes must be identified in a uniform fashion to ensure effective communications. Figure 6.1 shows the proper lane assignments. Lane 1 should always start to the immediate right.

H. All blocking apparatus should park utilizing the Critical Wheel Angle strategy, to reduce the risk of a unit being “pushed” into the work zone, after being struck. See Figure 6.2.

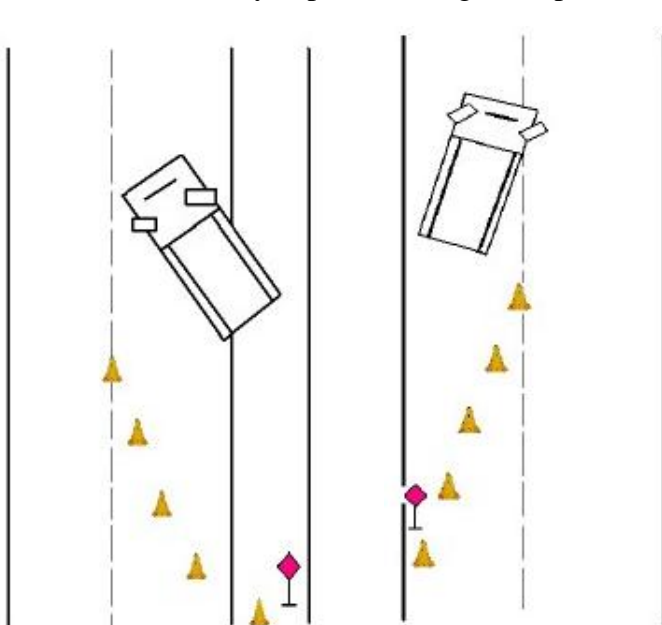


**Figure 6.1**

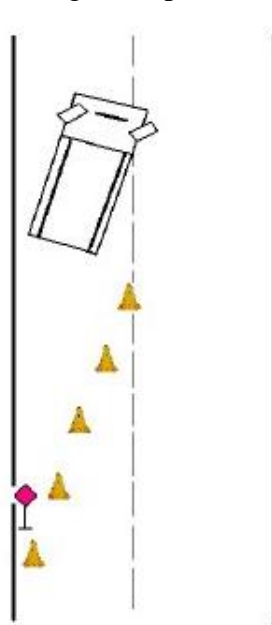


**Figure 6.2**

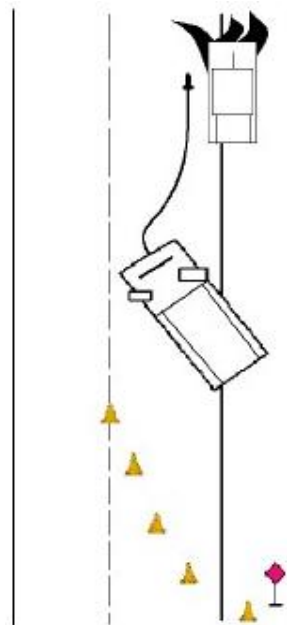
- I. Figures 6.3 through 6.6 below, demonstrate various blocking techniques.
- 1) A Block to the Left as illustrated in Figure 6.3, places the Officer's side closest to the incident. Personnel should exit on the protected side.
  - 2) A Block to the Right as illustrated in Figure 6.4, places the Officer's side closest to the incident. Personnel should exit on the protected side. This is the preferred method when possible, because it offers a view of the incident should the driver need to operate the pump and the driver is routinely exposed for a greater period of time.



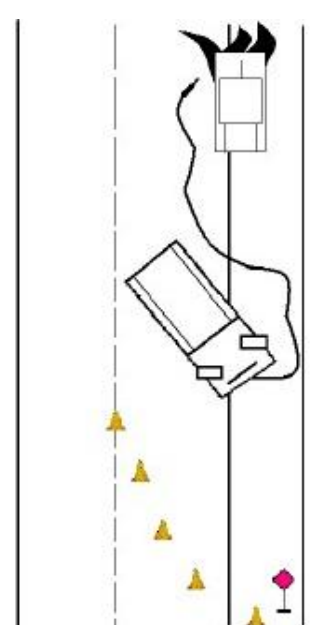
**Figure 6.3**  
**Left Blocker**



**Figure 6.4**  
**Right Blocker**



**Figure 6.5**  
**Auto Fire Option 1**



**Figure 6.6**  
**Auto Fire Option 2**



- J. Upon arrival at an incident scene and in a blocking position, the apparatus operator must initiate light shedding procedures.
  - 1) All WHITE warning lights should be turned off.
  - 2) Headlights should be turned OFF and parking lights are to be left on to avoid blinding motorists.
  - 3) Ground lights should be turned ON to aid in illuminating the area around the vehicle. Operators should turn ON any external ground lighting. These lamps, aimed towards the ground, provide improved area lighting and help identify the vehicle's size and position to approaching traffic.
  - 4) Directional arrow sticks should be turned ON and set to the proper signal pattern.
  - 5) Apparatus operators should ensure all interior compartment lights are turned ON. With these lights activated, when a member opens a compartment to obtain equipment, the inside area will already be illuminated. In addition, should the compartment door be left open, the interior lighting will enhance recognition of the vehicle to the approaching motorist.
- K. Once enough apparatus have blocked the scene, park or stage unneeded vehicles off the roadway whenever possible or in front of the incident. Park EMS Units in safe locations at the scene to best protect the loading area. This may be above the incident and other parked apparatus or backed at an angle into a protected loading area to prevent working in or near passing traffic.

## **7. GENERAL GUIDELINES**

- A. Personnel shall avoid unnecessary damage or destruction of Company property in quarters or on the fireground, by carelessness or otherwise.
- B. Apparatus and equipment shall not be used by personnel other than for emergencies, service calls, road service tests, and parades or for training except by permission from a Line Officer.
- C. Any and all injuries received on the scene of an incident, service call or while training, etc. shall be promptly reported to the OIC and/or the Fire Chief.
- D. Personnel will not respond on or drive the apparatus if that member is under the influence of alcohol or a controlled substance prior to an alarm.
- E. Personnel will not respond to an incident after engaging in the use of any controlled substances or under the influence of alcohol prior to an alarm. Anyone in the Chain of Command has the authority to remove any member from the apparatus or fireground if such an incident occurs.

## **8. PARADE, SPECIAL EVENT & UNIFORM POLICY**

- A. The Fire Chief will have the discretion to limit apparatus being utilized for parades or special events.
- B. Before departing for a parade or special event, the Fire Chief is to be contacted and notified of apparatus staffing levels and the Fire Chief will make the determination of the apparatus being "In Service" or "Out of Service" for response to emergencies. (*See Communication Guideline for guideline*)
- C. All special guests (non-members & non-firefighters/non-Fire Police) must have authorization from the Fire Chief prior to riding any apparatus.
- D. Non-Company members are allowed to ride in apparatus during parades only. Boarding the apparatus during travel to and from a parade is prohibited. The apparatus will be deemed "Out of Service" while any special guests are onboard the apparatus.
- E. UNIFORMS
  - 1) Parade uniform shall consist of the white company shirt, black pants, black belt and black dress shoes/uniform boots.
  - 2) At the discretion of the crew, Class A uniforms may be worn if all participating members are dressed uniformly.

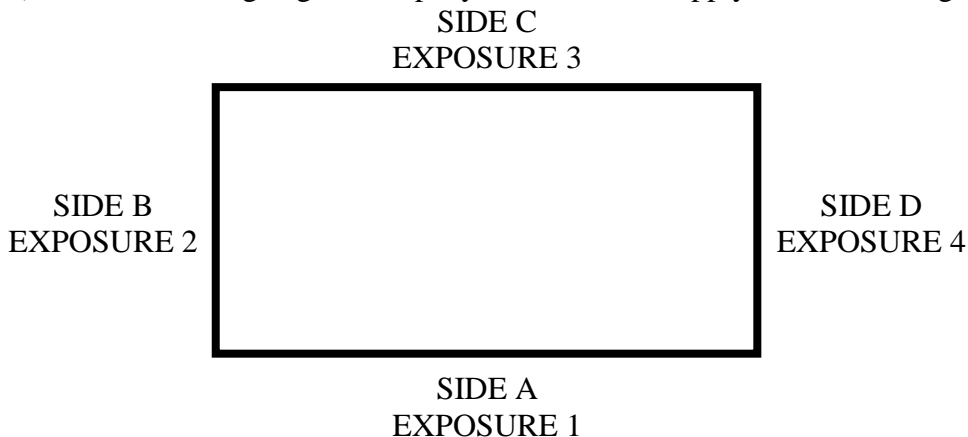
- 3) In weather conditions of extreme warmth and with approval of the Fire Chief, crews may substitute white company uniforms with company approved tee shirts worn with corresponding pants (navy or black), black belt and black dress shoes/uniform boots.
- 4) Special guests will be exempt.

## 9. FIREGROUND OFFICER DUTIES

- A. The Fire Chief or the OIC shall take a position to an area where the overall or best view of the operation can be seen and coordinated. This person shall assume command until relieved by a more Senior Officer.
- B. The OIC shall size up the incident (Example: nature of incident, involvement, exposures and any other pertinent information to the incident). This information shall be briefly relayed to the County Communications Center. If the need arises, the first Officer on the scene should transfer command to the next arriving Officer so further size up of the incident can be made.
- C. The OIC shall attempt to initiate the Incident Command System as soon as possible so that additional tasks can be assigned while the initial size up is being made.
- D. Additional Officers arriving on the scene shall assist with coordinating the following operations according to priority: *(listed here in random order)*
  - 1) Rescue
  - 2) Second line of suppression
  - 3) Ventilation
  - 4) Salvage
  - 5) Overhaul
  - 6) Laddering
  - 7) Water Supply, Dump & Fill
  - 8) Utility Control
  - 9) Forcible Entry
  - 10) Exposure Protection
  - 11) Master Stream Deployment
  - 12) Triage
- E. The OIC shall direct the overall operation.
- F. It is an important responsibility of all Officers and personnel who have received orders from an Officer to execute them and to report the progress or lack of progress and/or completion to the OIC

## 10. QUADRANT POSITION SYSTEM

- A. STRUCTURE ALARMS - The first arriving unit shall give conditions so incoming units and Chief Officers can begin their plan of attack even though they are not on the scene.
  - 1) First arriving engine company will normally position at Side "A" of the building (address side); begin rescue, protect exposures and attack the fire.
  - 2) Second arriving engine company insures water supply for the first engine company.



- 1) Side "A" is always the street address side of the building.
- 2) The sides are designated by letters.
- 3) Exposures are designated by numbers reflecting the side(s) they are exposed to.
- 4) Interior areas are designated by letters.
- 5) Floor levels are designated by floor numbers and as follows. Operations on the first floor will be Division 1, second floor will be Division 2 and so on and so forth. The basement is always the Basement and the attic is always the Attic. If confusion starts on the scene count from the top down.

**A. GENERAL**

- 1) The Incident Commander shall take a position at side "Alpha", or where he can see as much of the fire ground as possible, and shall be considered the "command post" of the operation.
- 2) All company Officers shall take a position with their respective companies and report to the Incident Commander, the conditions found, progress made and waits for additional instructions. They shall also be responsible for the direct supervision of the personnel under their command and to maintain communications with the Incident Commander.

**11. PERSONAL VEHICLE RESPONSE**

- A. All responding members must obey all Pennsylvania State Laws and drive with due regard to the safety of all persons.
- B. The use of a blue light is a courtesy light only and optional as determined by the chief. If a member decides to run a blue light he or she must meet the following guidelines.
  - 1) All lights shall be blue in color only. No member shall use a red light except the chief and the assistant chiefs.
  - 2) Lights are to be used only while responding to a call and only in while you are in Jefferson Township.
  - 3) All lights must be registered with the PSP barracks at the beginning of the year.
- C. No member will be allowed to go directly to the scene unless the scene must be passed on the way to the station. The exceptions to this will be:
  - 1) Officers and Fire Police
  - 2) Structure fires where all apparatus has already responded including Brush 29.
  - 3) Where tones have been set again requesting additional personnel.

**12. RESPONDING TO ALARMS**

- A. Observation of all traffic regulations is crucial. Remember your vehicle represents the Fire Company. Blue lights are only courtesy lights and the Fire Chief must authorize their use.
- B. Use caution when approaching the station due to others arriving and apparatus exiting. Give the right of way to exiting apparatus.
- C. Boarding of apparatus will not be done unless appropriate turnout gear is with you and the apparatus is not in motion.
- D. Only qualified driver/operators may drive the apparatus. The exception is while undergoing training by an Officer.
- E. No apparatus will leave its' present location without the driver knowing the exact location of the incident, and the most direct route, unless the driver is aware of the general location and the passenger is determining the precise location from the run books.
- F. Responding apparatus shall adhere to the following:
  - 1) If the responding engine has less than a driver and two senior members on a single engine

response in Jefferson Twp. you are considered "under manned", and must request the next due engine be dispatched.

- 2) Firefighters (if qualified) will don air packs on all reported structure fires, automobile fires, hazardous materials, confined space rescues and automobile accidents.

### **13. APPARATUS RESPONSE**

#### **A. Motor Vehicle Crash**

- 1) Rescue 29
- 2) Engine 29
- 1) Brush 29
- 2) Tanker 29

#### **B. Structure Fire**

- 1) Engine 29
- 2) Tanker 29
- 3) Rescue 29
- 4) Brush 29

#### **C. Brush Fires**

- 1) Brush 29
- 2) Engine 29
- 3) Tanker 29
- 4) Rescue 29

#### **D. Assist EMS**

- 1) Brush 29
- 2) Rescue 29\*

*\*Rescue 29 may be substituted for Brush 29 by OIC discretion or if a full crew (6 crew members) is available to respond. At no time is the truck to hold at the station if two members are able to respond. An assist to EMS is a true emergency and should be dealt with as such unless stated otherwise in the dispatch.*

### **14. APPROACH TO THE SCENE**

- A. The scene shall be examined upon approach to determine all locations of people, exposures and all aspects that may impede the initial attack.
- B. Upon approach the person riding the officers' seat shall evaluate the scene (in absence of the Fire Chief) carefully by examining at least three sides of the incident and surrounding area before giving initial size up of the incident.

### **15. SCENE SIZE-UP**

- A. Upon approach to the scene an initial exterior exam of no less than three exposures shall occur. Signs of smoke, flame, vapors, or other atmospheric disturbances shall be reported.
- B. Until proven otherwise all buildings encompassing the incident building will be considered exposure problems.
- C. The initial size-up shall include fire spread and potential fire fuel so that proper hose lines can be placed into service.
- D. It is imperative to evaluate and determine potential or real victims that have not exited the structure, and request additional support as needed to handle the situation.
- E. Ancillary items, such as power lines, water supplies and weather conditions must be evaluated during

initial size-up.

- F. Indications of potentially trapped or injured person(s) must and will be reported to an officer immediately.
- G. Internal examination shall be done whether exterior shows probable cause or not.
- H. Should evidence of trapped or potentially trapped person(s) be found, immediate rescue attempts will be made provided personnel safety is not compromised.

## **16. INITIAL REPORT**

- A. The first arriving unit will make the initial size up of the incident to prepare other arriving units for assignments and advise Incoming apparatus of the conditions found.
- B. The initial report should be brief information such as:
  - 1) Fire showing first floor.
  - 2) Patients on the roadway.
  - 3) Victims trapped.

## **17. POSITIONING**

- A. When arriving on the scene, all apparatus will pull to one extreme side of the street (if possible) to maintain at least one-way traffic for other arriving apparatus. Space shall be provided that work and removal of equipment from the apparatus can be done easily.
- B. Apparatus shall be positioned such that additional responding units can be properly positioned for effective operations, as well as to allow for efficient hose lays. Under no circumstances will apparatus be located within a collapse zone of an involved or potentially involved structure.

## **18. RETURNING FROM INCIDENTS**

- A. Apparatus shall leave the incident scene only upon the orders of the OIC.
- B. The crew that responded on the apparatus will return with said apparatus unless instructed otherwise by the OIC.
- C. The driver and crew of the returning apparatus shall determine that all appliances and tools belonging to that unit are on board. It may be necessary to leave some equipment at the scene, if so the driver shall notify the apparatus officer and the OIC of what is being left at the scene and where it is located.
- D. It is the duty of all personnel on the apparatus to see that the apparatus is cleaned, serviced, fueled and returned to an in-service condition as soon as possible (hose cleaned, lines reloaded, tools cleaned and returned to their proper place). This should be done before leaving the station.
- E. Before leaving the scene, it shall be the duty of the OIC of an incident to secure the following information for the Report.
  - 1) Name, address and phone number of all occupants where the alarm occurred.
  - 2) Name, address and phone number of the owner if it is different from the occupants.
  - 3) Insurance Company name, address, phone number and policy number for all parties involved.
  - 4) Number of civilians displaced, injured or deceased, name(s) and addresses.
  - 5) Extent of damage.
  - 6) Responding companies.
- F. The Driver/Operator of each apparatus will be responsible for completing the Drivers Log Book at the completion of each incident.
  - 1) Log books are to be completed each time a piece of apparatus leaves the station. (Example: calls, fuel fill-up, driver training, maintenance, etc)

## INCIDENT OPERATIONS

### 1. STRUCTURE FIRES

#### A. GENERAL

Engine company apparatus and equipment have been designed to allow personnel to function quickly and effectively. Through training and experience, engine company personnel must acquire knowledge, skills and judgment in performing the following seven basic operations.

- 1) Use of Initial Attack Lines
- 2) Use of Back Up Lines
- 3) Search & Rescue
- 4) Exposure Protection
- 5) Water Supply
- 6) Tactical Use of Protective Systems
- 7) Salvage & Overhaul

It is not expected that one company will perform every one of these operations at every incident; nor are the operations necessarily to be carried out in the order given above. Incidents vary as what needs to be done in each situation will also vary. Personnel should be ready to perform any of these tasks, with prime attention being given to rescue.

#### B. PERSONNEL ASSIGNMENTS

Riding assignments are designed to make operations on the scene of an incident safe and efficient. This eliminates the possibility of free-lancing, which will not be tolerated. This system is designed to eliminate confusion for the officer and firefighters on the first arriving apparatus. This will also simplify the use of an accountability system.

The basic response is dependent on three firefighters. If additional personnel are present, they will assume the positions in numerical sequence. The officer in charge may deviate from these procedures as deemed necessary:

- 1) **Driver/Operator** – Drive safely and position apparatus in correct attack position. If needed he/she shall engage the pump and PTO generator. Maintain communications with OIC and second due engine company. The Engineer shall be within the area of the truck at all times when a line is in operation.
- 2) **Officer** – Dons SCBA while responding. Responsible for assisting Engineer with apparatus position. Upon arrival to the scene will give a brief scene size-up and request any additional manpower (alarms). May be required to assist with advancement of the first attack line depending on manpower. Without a superior officer responding he/she will assume an outside command position unless deemed otherwise.
- 3) **Nozzle-man/Forcible Entry/Back Up** – Dons SCBA immediately and advances a line no smaller than a 1¾" line to the fire floor when fire is on the officer side. If driver side line is pulled he/she will act as forcible entry if needed then moving to the role as back up. Responsibilities will then include removing kinks and flaking of attack line while backing up nozzle-man.
- 4) **Nozzle-man/Forcible Entry/Back Up**– Dons SCBA immediately and advances a line no smaller than a 1¾" line to the fire floor when fire is on the officer side. If officer side line is pulled he/she will act as forcible entry if needed then moving to the role as back up. Responsibilities will then include removing kinks and flaking of attack line while backing up nozzle-man.
- 5) **Layout** – Dons SCBA (if interior qualified) and will be responsible for pulling 5" supply line from the rear of apparatus for water supply if necessary. Upon completion of this task may join the interior team with a second line on the fire floor or above depending on the fire load.
- 6) **Crew** – This position will be responsible for chocking of the apparatus wheels and assisting the

engineer with water supply. If interior qualified will be responsible for above and then may assist layout with second line.

*\*\*Note\*\* Positions 5 & 6 may also be placed in a truck company role if interior qualified and water supply has been established.*

## **2. INITIAL ATTACK LINES**

The effectiveness of the initial attack depends on several decisions that must be made in rapid succession, as soon as the apparatus arrives on the scene. In most cases, the fire shall be fought with a direct interior attack, rather than an indirect (exterior) attack. If there is a chance of the building being occupied, an interior attack must be utilized. Whenever possible interior attacks shall be made from the unburned portion of the building. This will lesson fire spread and all types of fire, smoke and heat damage. Decisions must be made concerning the size and number of attack lines and the type of nozzles to be used. The most important consideration is to get enough water onto the fire, as well as over and around it. Often a combination of more than one sized line will be needed.

## **3. BACK UP LINES**

Back up lines are put into service when the initial attack lines cannot control a fire. They shall be stretched at almost every fire, immediately after initial attack begins or as soon as possible thereafter. The backup line shall be capable of a greater flow rate and deeper penetration than the initial attack line. Personnel other than those assigned to the initial attack shall do stretching of back up lines. The larger back up lines should only be used until the fire is brought under control then they shall be shut down. Then the smaller lines can be used for mop up and overhaul. When 1¾" or 2" lines are used for the initial attack, the backup lines should be of equal or greater size with larger tips, capable of a greater flow and reach. If these back up lines fail to control the fire, master stream appliances must be placed into service. The use of elevated master streams can be considered for exposure protection. The backup line shall be taken to the fire floor or the floor above the fire depending on the initial attack lines control of the fire.

## **4. EXTINGUISHMENT**

Extinguishment is the climax of any fire operation regardless of the size of area involved. The main purpose is to gain control of the situation.

### **A. EXTERIOR ATTACK**

- 1) Exterior personnel need to watch for falling debris from interior activities.
- 2) If the interior crews approach the area of an exterior crews work task, any charged exterior lines shall be shut down.
- 3) All exterior activities are to be accomplished in full turnout gear with eye protection. At no time should exterior lines be flowed into windows when interior crews are in that area of the structure.

### **B. INTERIOR ATTACK**

- 1) Interior attacks are not to be performed in unsafe structures.
- 2) Interior attacks are not to be performed within rooms that are being attacked by exterior lines. When an interior attack is in progress, utilize extreme caution around heating appliances and electrical panels.

The team(s) will begin their search on the fire floor as close to the fire as possible, working out away from the fire. On multi-story structures, start searching on the fire floor, then move to the floor above the fire if not already being searched. If there is more than one floor above the fire, search those that are less

tenable first. Use the "common wall" method; by using this, the search team will not lose their direction if they need to make a quick exit. Special attention for the search teams should be points of egress, on and under beds, in closets and in bathrooms. The only exceptions to which areas are searched first will be given to areas in which victims are reported to be or have been sited. (A person spotted in a window prior to Fire Company arrival).

In large areas such as stores and warehouses, a tag line shall be utilized. A tag line will free the search team(s) from staying with a common wall, allowing them to search the large areas. After the primary search has been completed, it is necessary to perform a secondary search at all times. The secondary search must be extremely thorough, as not to miss the smallest victim in the most obscure areas of the structure. A different team shall complete the secondary search. Many times the secondary search is not completed until a structure or area of the structure has been completely vented of heat and smoke, this enables the teams to operate in conditions which are much more tenable due to reduced heat and increased visibility.

Rescue and recovery is to be done each time a victim has been located, with continued search occurring once the victim is either released to a second crew or brought to the exterior of the structure. If return to the initial entry point is compromised, every effort shall be made to extricate the victim to the nearest exterior opening for recovery, utilize the structures natural means of egress if possible. A located victim shall never be left unattended, if removing or transporting a victim, attempt to keep the victim as low as possible while attempting to support their head and neck. Rescue personnel should not be involved in triage when recovery is in progress. Triage is the sole responsibility of EMS on the scene.

## **5. EXPOSURE PROTECTION**

Exposures are often overlooked in fire suppression. All exposures shall be evaluated and taken into consideration as a threat of being involved in the incident. The protection of exposures is one way in which a fire is contained and its' extent limited. At the fireground it is imperative that sufficient manpower and equipment be available to cover exposures while the main body of fire is being attacked.

### **A. INTERIOR OPERATIONS**

- 1) The interior shall be examined in all rooms for exposure including attics, lofts, basements and crawl spaces.
- 2) All interior doors shall remain closed to contain fire from spreading to adjacent rooms.
- 3) Personnel need to check adjacent structures and attached structures for fire spread, including common lofts and attics.

### **B. EXTERIOR OPERATIONS**

- 1) Roof areas of adjacent structures need to be constantly monitored for flying embers and debris. Laddering adjacent structures shall be done provided adequate manpower and ladders are available.
- 2) Warning signs of a potential exposure problem are numerous, a few of them are:
  - paint blistering
  - vapor releases
  - discoloration
  - cracking glass
- 3) If an exposure structure becomes involved, an additional alarm should be activated for manpower since this structure will become a second fire building.



### C. LINE COMMUNICATION

- 1) Line communications between the supply unit and the attack unit shall consist of the following:
  - "Engine \_\_\_\_ to Engine\_\_\_\_, charge the line."
  - "Engine \_\_\_\_ to Engine\_\_\_\_, shut down the line."
- 2) Pump operators will not leave their position when charged lines are in place or when a task has been assigned to that apparatus.
- 3) Line operators will notify pump operators when to charge and shut down lines under the order of the sector officer or OIC.

### D. LINE CHARGING

- 1) Connections are not to be charged until ordered to do so by the crew on the end of the line or a line officer.
- 2) At any time insufficient water supply is at hand, the command post must be notified along with the water supply officer. All kinks or bends must be removed as soon as possible to ensure adequate water supply.

### E. APPARATUS POSITIONING

- 1) Other waterways such as ponds, utilize caution for soft banks and icy conditions when approaching the water supply area. Every effort must be made not to swamp apparatus. When placing apparatus, do not block roadways due to tanker shuttle operations.
- 2) When using any water means as a tanker fill site for shuttle purposes, position supplying apparatus well out of the way of tankers by using large diameter hose for a supply line.

## 6. HOSE LAY OPERATIONS

Hose lays are varied on every incident; therefore it is difficult to establish a set guideline.

### A. MANPOWER REQUIREMENTS

- 1) Manpower requirements for hose lines shall consist of the following and are considered to be minimums:
  - 1" to 1¾" = 1 firefighter
  - 1¾" to 2" = 2 firefighters
  - 2½" = 3 or more firefighters
- 2) It is not necessary to man hose monitors, although periodic examination is warranted.

### B. LINE CHARGING

- 1) Connections are not to be charged until ordered to do so by the crew on the end of the line or a line officer.
- 2) At any time insufficient water supply is at hand, the command post must be notified along with the water supply officer.
- 3) All kinks or bends must be removed as soon as possible to ensure adequate water supply.
- 4) Line communications between the supply unit and the attack unit shall consist of the following:
  - "Engine \_\_\_\_ to Engine \_\_\_\_ , charge the line."
  - "Engine \_\_\_\_ to Engine \_\_\_\_ , shut down the line."
- 5) Pump operators will not leave their position when charged lines are in place or when a task has been assigned to that apparatus.
- 6) Line operators will notify pump operators when to charge and shut down lines under the order of the sector officer or OIC.

## **7. OVERHAUL**

Overhaul operations include those work activities performed at the termination of fire suppression to insure that the fire is out completely and no rekindle upon leaving the scene. It is suggested that the following be done:

- A. Pre-inspect the building for structural damage from the fire or strain from the water weight.
- B. Hazardous areas should be marked such as holes in the floor and roof, and unsafe stairways. All areas that are unsafe shall be visually and obviously marked or barricaded with portable lighting being placed in dark areas.
- C. Fresh manpower should be utilized whenever possible to insure good visual checks on areas overlooked by attack personnel.
- D. Overhaul crews shall consist of at least two (2) personnel and an Officer.
- E. Overhaul crews shall be equipped with a minimum of the following:
  - Appropriate hook or tool to remove ceiling and wall materials
  - Hand light or portable lighting
  - Extinguishment (handline)
  - Full protective clothing and respiratory protection

## **8. SALVAGE**

Salvage operations shall occur simultaneously with overhaul but can be delayed by covering furniture and belongings with tarps and plastic. Salvage work of belongings after a fire is not the tasks of personnel although in our Company it is considered a public service in assisting the property owner. Personnel shall:

- A. Get approval from Line Officers before altering gear requirements to do salvage work.
- B. Have a representative of the property present to assist the Line Officers in determining the extent of salvage.
- C. Not allow salvage operations to interfere with investigation of the scene.
- D. Not do salvage operations if property preservation cannot be secured.
- E. Use fresh crews for salvage operations.

## **9. STORM STANDBYS**

Storm conditions warrant the manning of the station for expediting services to those we protect. The station & County Communications Center will provide storm announcements as needed.

- A. Upon a storm announcement prepare yourself for severe weather conditions for proper response on alarms.
- B. Flooded basements are courtesy calls to the public and will be handled when appropriate manpower and equipment are available.

## **10. COMMUNICATIONS**

All department personnel will have a working knowledge of the operation of all communications equipment. At no time should a conversation be carried out over County Fire Band (Zone 3), unless you are speaking to a County Communication Center. People are listening and the radio is an indicator of our professionalism. Use all frequencies including our private frequency in a professional manner:

### **A. EQUIPMENT**

- 1) All communications equipment including pagers, portable radios and bases are to be kept in good working order.
- 2) All pagers and portable radios will be inspected annually at a minimum.

## **B. PROCEDURE**

- 1) All responding apparatus will advise the dispatching communications center of the units' response. (see Accountability section number 2)
- 2) All radio communications will be in the following manor:
  - a. Identify the agency/unit being called followed by the unit making the call. (Example: Lackawanna County from Engine 29, or Rescue 7 from Command 29).
  - b. All transmissions will be held until an acknowledgement is received from the receiving party advising to proceed with the transmission.
  - c. All radio transmissions will be repeated to ensure proper copy of the transmission.
- 3) First arriving apparatus on the scene will provide a scene size-up of initial conditions. Example- "Lackawanna County Rescue 29 on scene, nothing showing from the exterior".
- 4) All other arriving apparatus shall only advise of their arrival on scene.
- 5) The use of 10 codes is prohibited unless notifying the county of a Death (10-45).
- 6) Fire Police will only communicate with the Lackawanna County Communications center when specifically dispatched for a call. Example: "29 Fire Police respond, to Route 348 & Route 247 for traffic control".
- 7) The Fire Police Officer on scene assuming the Fire Police Command should notify the OIC of the incident of his call sign and also advise the OIC of the Fire Police staffing levels.
- 8) All apparatus "In Service" and "Out of Service" status notifications should be made by telephone to the Lackawanna County Communications Center by calling 307-7395. (Example: Parades, Maintenance)

## **SPECIAL OPERATIONS**

### **1. MOTOR VEHICLE ACCIDENTS**

- A. If you are the first arriving rescue company, personnel shall take off one dry chemical or one foam and water extinguisher, hand tools, stabilization equipment, oxygen bag and trauma bag.
- B. Once arriving at a motor vehicle accident, personnel shall first ascertain scene safety, check for wires down, roadway hazards, hazardous materials placards on the vehicle, and see if it is safe to approach the scene and remove all potentials of fire if possible.
- C. In order to safely operate about and around Hybrid, alternate fuel and like powered vehicles, it will be an absolute necessity to adjust the scene size up. If the possibility of an alternate type vehicle, this will be immediately noted to the entire crew.
- D. If the Rescue Company arrives prior to EMS, triage the accident scene for number of injuries, types of injuries, if anyone is trapped. Do you have sufficient EMS (BLS/ALS) units responding to the scene? If you have entrapment, do you have enough rescue units responding?

#### **E. GUIDELINES:**

- 1) An emergent response shall be required unless directed by the OIC.
- 2) The riding officer or the OIC will assign personnel duties.
- 3) All personnel shall wear full protective clothing including rescue gloves and eye protection. Those assisting with patient care shall also wear latex gloves.
- 4) Under no circumstance shall any responder approach any vehicle from the immediate front or rear until the vehicle wheels are chocked and a confirmation is made that the ignition key is in the off position.
- 5) All vehicles will immediately be chocked on two (2) different wheel locations. It will be assured that all vehicles ignition keys will be placed into the off position.

- 6) Securing hazards (fluid spills, vehicle stabilization and bystanders) are top priorities. This needs to be done as soon as possible.
  - 7) If time permits prior to the arrival of EMS, personnel must insure the airway, breathing and circulation (ABC's) of all patients.
  - 8) When it is dark, personnel shall illuminate the scene with lighting.
  - 9) On all incidents with entrapment and/or potential fire or vapor hazard, one firefighter shall don an SCBA and standby with a charged hand line of 1¾" size or larger.
  - 10) Extrication will not be performed without a charged hand line or foam PW and proper vehicle stabilization.
  - 11) Personnel will not move or manipulate vehicles without orders from the OIC.
  - 12) Personnel are to assist EMS as requested provided no compromise is made to potential fire prevention or firefighting activities. Traffic control by personnel will be under the direction of Fire Police Captain or Fire Chief on scene.
  - 13) Debris cleanup will be at the direction of the investigating Police Department. Do not disturb accident debris unless it hinders the operations of rescue or rendering care to the patients.
  - 14) Actual debris removal will be done by the towing service. Personnel may assist the towing service with loading of debris, especially oil dry and absorbents or large vehicle parts.
  - 15) After any rescue situation or extrication is complete, the OIC will mark the time by notifying the Lackawanna County Communications Center by stating "the patient in the care of EMS".
- F. When utilities are involved in the accident, notify the Lackawanna County Communications Center of such, give a specific address and pole numbers if accessible, and give a description of the pole (cracked, broken off, jarred loose etc). If electric lines or transformers are down, the OIC shall determine what safety precautions are to be taken and if such wires can safely be removed from a vehicle or the area.

## **2. MOTOR VEHICLE FIRES**

### **A. PASSENGER CARS**

- 1) All personnel qualified to do so, shall wear full protective clothing and don SCBA.
- 2) An emergent response shall be required unless directed by the OIC.
- 3) If there is fire visible, personnel shall pull one pre-connected line for fire suppression, and if manpower permits a second pre-connected line for backup and exposure protection.
- 4) Hand tools will be taken into the fire zone consisting of a halogen bar and axe set, flashlight and a portable radio.
- 5) Under no circumstance shall any responder approach any vehicle or perform firefighting suppression activities from the immediate front or rear of the vehicle.
- 6) During darkness, the apparatus upon arrival will establish lighting.
- 7) Apparatus shall be positioned at a secure position as to provide safety to apparatus and personnel. Operator and Officer are responsible for checking for hazards prior to parking.
- 8) If the vehicle was in operation at the time of the fire, police need to be notified for investigation.
- 9) If the vehicle has any hazardous materials, use the operating guidelines for hazardous materials.
- 10) Set up the blower to move smoke away from extinguishing crews if necessary.

### **B. TRUCK & OTHER LARGE VEHICLE FIRES**

Truck and other large vehicle fires are to be handled the same way as passenger cars except for the following:

- 1) Upon arrival at the scene, the manifest and shipping papers are to be obtained for verification of

- product being carried. A driver must be located for information about product being transported.
- 2) No extinguishments of cargo will occur until the product is identified.
  - 3) If the product is hazardous utilize hazardous materials guidelines.
  - 4) Secure run off of water whenever possible. Secure the scene for safety.

### **3. RESCUE**

This includes varied types of rescues and is not to be confused with fire or vehicle accident guidelines. This deals with machinery entrapment, collapse, pinning, elevated and other non-fire related alarms.

#### **A. RESPONSE PROTOCOL**

- 1) Personnel shall be fully trained and have certifications for the type of rescue being performed, such as trench, water or confined space.
- 2) Protective clothing may be altered by the OIC.
- 3) An emergent response shall be required unless directed by the OIC.
- 4) Rescue efforts will not be initiated without a back up team in position.
- 5) Rescue efforts will not be initiated without EMS personnel on the scene.
- 6) Basic rescue efforts may be attempted to stabilize the scene until trained personnel arrive.

#### **B. SAFETY**

- 1) The safety of the rescue team takes priority over the victim being rescued.
- 2) If there exist any indication of further collapse or impedance of rescue efforts, rescue attempts are to be terminated immediately.
- 3) When a water rescue is involved, personal floatation devices shall be worn.
- 4) There shall be an emergency escape route in place.
- 5) A danger zone or hot zone shall be established and maintained.

#### **C. MEDICAL**

- 1) Rescue teams may be required to stabilize the victim prior to extrication causing a delay in removal. If a rescue team member becomes injured during a rescue attempt, immediate withdrawal from rescue efforts will occur.

### **4. ODOR INVESTIGATIONS**

Odor investigations include any type of odor emitting into the atmosphere. Use extreme caution when entering these areas because of hazardous conditions.

#### **A. GAS ESCAPING AND BURNING OUTSIDE A STRUCTURE**

- 1) An emergent response shall be required unless directed by the OIC.
- 2) Do not extinguish visible flames.
- 3) Protect exposures from becoming involved.
- 4) Wear full protective clothing including SCBA.
- 5) Arriving apparatus shall position at a safe and reasonable distance to avoid contact with exposures.
- 6) Adequate hand lines or unmanned monitors shall be placed into position to protect exposures.
- 7) If the source of the leak can be located, and a safe shut-off can be made, this should be done.
- 8) The gas company needs to be notified immediately with conditions.

#### **B. GAS ESCAPING AND NOT BURNING OUTSIDE A STRUCTURE**

- 1) An emergent response shall be required unless directed by the OIC.
- 2) Protect the source from possible ignition.
- 3) Wear full protective clothing including SCBA.
- 4) Adequate hand-lines shall be placed into service for ventilation.

- 5) The area shall be evacuated, and if industrial or business, all occupants removed from the area and all hazards removed.
- 6) Establish hot and cold zones, sectors and staging levels.
- 7) Arriving apparatus shall position at a safe and reasonable distance not in low-lying areas or down wind.
- 8) Try to locate the shut-off valve and secure it.
- 9) The gas company needs to be notified immediately with conditions.

C. GAS ESCAPING INSIDE A STRUCTURE WITHOUT FIRE

- 1) An emergent response shall be required unless directed by the OIC.
- 2) This type of incident presents a potential bomb. The building shall be evacuated immediately, ventilating as you go.
- 3) Safely shut-off gas and electrical services.
- 4) Ventilation needs to be supplied from ways other than household current or on site current. Make sure all ventilation appliances are explosion proof.
- 5) The gas company needs to be notified immediately with conditions.
- 6) Wear full protective clothing including SCBA.

D. GAS LEAKING INSIDE A STRUCTURE WITH FIRE

- 1) An emergent response shall be required unless directed by the OIC.
- 2) Gas service to the structure shall be shut off prior to entering the structure.
- 3) Evacuation of occupants needs to be done immediately.
- 4) Wear full protective clothing including SCBA.
- 5) All exposures shall be protected as soon as possible and checked for odors of gas.
- 6) Stay upwind and out of low lying areas.
- 7) When ventilating open all windows from the top down.
- 8) Arriving apparatus shall position at a safe and reasonable distance to avoid contact with exposures.
- 9) Always be aware of a rekindle, shut off all utilities and remove all ignition sources.
- 10) The gas company needs to be notified immediately with conditions.

E. CARBON MONOXIDE (CO)

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of fuel burning process. Many appliances such as furnaces, hot water heaters, automobiles, etc. are capable of producing carbon monoxide. Carbon monoxide poisoning may be difficult to diagnose. Its' symptoms are similar to other medical conditions such as the flu. Other symptoms can include headache, fatigue, nausea, dizzy spells and confusion. Keep in mind that infants, the elderly and those people with respiratory difficulties are more prone to be affected by CO. Carbon monoxide detectors are designed to alarm at relatively low levels. Generally when a CO detector activates, it is an indication of a problem and not yet an emergency. The first arriving fire company shall establish scene control as per the Incident Operating Guidelines:

- 1) A non-emergent response shall be required unless the County Communications Center advises that there are parties on scene feeling ill, and then the response will be upgraded to emergent or unless directed by the OIC.
- 2) Verify if an alarm is coming from a smoke or a carbon monoxide detector and if the alarm is a low battery signal.
  - a. If it is a smoke detector alarm:
    - 1) Investigate the cause of the alarm.
    - 2) Advise command of the situation.

- 3) Take the necessary action to correct the situation.
- b. If it is a carbon monoxide detector alarm:
  - 1) Determine all people that were present at the premise.
  - 2) Determine if anyone exhibits the signs or symptoms of possible carbon monoxide poisoning.
  - 3) If anyone does show signs of carbon monoxide poisoning the premises shall be evacuated immediately. The Incident Commander shall request a metering device as well as any other required equipment. Have all occupants checked by EMS personnel.
  - 4) If no one shows signs or symptoms of carbon monoxide poisoning:
    - a. Recommend the occupants check their CO detector per the manufacturer's recommendations.
    - b. Recommend they install a replacement detector/monitor.
    - c. If it activates again, call 9-1-1.

#### F. METERING

- 1) Two personnel working as a team in full protective clothing with optional SCBA. The 2 in, 2 out rule will be used for safety and security reasons. Documentation of the members who have entered the structure should also be completed.
  - a. Our meters will alarm for CO at 35ppm. This is our key to now begin breathing air.
  - b. Our meters will also alarm at 10% of the LEL limit. Immediately evacuate the structure and begin exterior ventilation operations using all necessary precautions to prevent ignition.
- 2) Zero the meter in fresh air and comply with all other start up procedures as recommended by the meter manufacturer.
  - a. Initiate a survey of the premises to determine if there are any abnormal amounts of carbon monoxide present.
- 3) Depending on the following readings, follow the listed actions:
  - a. Readings of less than 5ppm:
    - i. Inform the occupants that our meter did not detect an elevated level of CO at this time.
    - ii. Recommend the occupants check their CO detector per the manufacturer's recommendations.
    - iii. Recommend they install a replacement detector/monitor.
    - iv. If it activates again, call 911.
  - b. Readings of more than 5ppm:
    - i. Shall be considered above normal background readings.
    - ii. Inform the occupants that we detected potentially dangerous levels of CO.
    - iii. Recommend that all persons leave the home immediately. It is not safe until repairs are made or the source of the CO is found and eliminated.
    - iv. Inform the occupants that the source of CO should be examined and repaired by a licensed contractor.
  - c. Readings of 100ppm or greater:
    - i. Inform the occupants that we have detected a potentially lethal level of carbon monoxide.
    - ii. Order them to leave their home immediately. It is not safe until repairs are made or the source of the CO is eliminated.
    - iii. Inform the occupants that the source of CO should be examined and repaired by a licensed contractor.
- 4) Written documentation of all readings will be provided to the homeowner and a signed copy shall

be issued to the homeowner and a copy maintained for incident reporting.

## **5. AEROMEDICAL**

Aero medical operations are all those involving the aerial evacuation of sick or injured persons to a medical facility.

### **A. RESPONSE**

- 1) When dispatched or assigned landing zone operations one piece of equipment with pumping capabilities shall respond to assist landing.
- 2) An emergent response shall be required unless directed by the OIC.

### **B. LANDING ZONE SELECTION**

- 1) Landing zones shall be no smaller than 150 feet in diameter.
- 2) Landing zones shall be free of obstructions in height over 150 feet within 100 feet of the landing zone perimeter, and shall be no higher than 25 feet within 50 feet of landing zone perimeter.
- 3) Landing zone should be a firm surface and free of debris, which may become airborne. Always check the surface prior to designating the landing zone.
- 4) When using public places all citizens need to be secured for safety prior to the aircraft landing.
- 5) Landing zone description is transmitted by radio by the designated landing zone officer. A complete description shall include wind direction and all environmental surroundings for safe operations.

### **C. SAFETY**

- 1) Personnel in the area of landing zone shall wear eye protection and full turnout gear.
- 2) Personnel shall not walk or stand in any pre-determined danger zone of props or rotors of the helicopter.
- 3) All public on-lookers shall be kept out of the landing zone and back from the landing zone a minimum of 200 feet.
- 4) All loose articles need to be secured prior to landing and liftoff.

## **6. ELECTRICAL EMERGENCIES**

The response to electrical emergencies in most cases will be storm induced or transformer failures and in some cases motor vehicle accidents. It is important to be aware of ancillary entanglement hazards, entrapment rescues, electrical shocks and flash fire conditions. The following will address the direct response to electrical emergencies, which will or will not require firefighting or rescue activity.

- A. When approaching the scene extreme caution must be used because of electrical hazards. Observation for visible arcing or audible "crackling" must be performed prior to entering the immediate area.
- B. Under no circumstances shall vehicles be driven or positioned under overhead wires or transformers or positioned between adjacent poles. Rule of thumb is two standing poles down from the line down.
- C. The first arriving unit shall determine whether the response is due to an on-pole (above grade), ground contact (at grade), or subsurface (below grade) condition and make an initial report to the Communications Center along with the pole numbers and the condition of pole and wires or transformer.
- D. A non-aggressive size-up shall be conducted to determine the potential involvement of victims or fire conditions.
- E. Search and rescue shall not be conducted until proper clearance by the utility company is acknowledged.
- F. The service company shall be requested to respond through the Communications Center.
- G. Restricted areas shall be designated for scene safety:



- 1) Above grade - one and a half (1-1/2) times the pole height.
- 2) At grade - thirty feet (30 ft.) dry weather and fifty feet (50 ft.) in wet weather.
- 3) Below grade - Twenty feet (20 ft.) dry weather and forty feet (40 ft.) in wet weather.
- 4) h) Apparatus shall park to restrict non-emergency traffic from entering the scene, but also to allow a quick withdraw from the scene if needed,
- 5) Under no circumstances are personnel to leave or dismount the apparatus or personal vehicles without the direct orders from the OIC.
- 6) Avoid contact with any obstacle in which may ground rescue personnel.
- 7) If there is a trapped victim and the victim is conscious and coherent, public address systems are to be used to advise the victim to remain calm and as motionless as possible.
  - a. If fire suppression is deemed necessary for victim survival, a dry chemical extinguisher is to be used or separation of the fire load materials.

## **7. FLOODING**

Flooding incidents will include natural and manmade conditions and can normally require a non-emergent response from apparatus and personnel.

- A. Personnel shall assemble all equipment needed for pumping details prior to leaving the station.
- B. A non-emergent response shall occur unless threat to life or the possibility of fire is to occur.
- C. Apparatus shall use extreme caution when responding during flooding conditions so as not to jeopardize swamping equipment or injuring personnel.
- D. All pumping details will be recorded like any other call.

## **8. HAZARDOUS MATERIALS**

Our Company is not a certified Hazardous Materials Response Team; however we have a basic knowledge of response for the protection of our citizen's. The following are basic guidelines to secure the area and protect our Citizens from harm of exposure to these hazards.

### **A. RESPONSE**

- 1) Prior to responding to a known hazardous materials incident, all personnel will have certification of Operations Level of Hazardous Materials training.
- 2) An emergent response shall be required unless directed by the OIC.
- 3) Stage at a safe distance until the product and quantity can be identified. "Don't commit yourself to a dangerous position or situation."
- 4) All units shall stage "Level 1" (at least one (1) mile away) from the scene and designate a command post, staging officer and a command channel. When selecting a staging area take into consideration the following:
  - wind direction
  - topography
  - accessibility
  - proximity to the incident
  - overhead obstacles

## **9. REHAB**

Rest and recovery is very important in keeping personnel on the scene physically and mentally in shape for service. It is the responsibility of Line Officers to observe when their personnel are fatigued and require rest and recovery.

- A. It shall be the duty of the EMS to monitor each person that comes to the rehab sector for approval to

return to active duty or not. Medical personnel on the scene shall authorize the release of personnel from the rehab sector.

- B. Should any personnel become injured on an incident, they must report it to the command post and be evaluated by medical personnel.
- C. Should personnel show signs of mental capacity compromise (dizziness, excessive determination or reluctance, light headedness) this person will be placed on medical leave.
- D. The OIC shall have the final decision with respect to on the scene removal for mental incapacity or compromise.
- E. The EMS crew shall be prepared to establish rehab and triage.
- F. Medical personnel or officer on the scene can recall fire personnel to the rehab sector at any time due to decreased performance, injury, emotional distress, or other factors which indicate less than adequate performance for the duties at hand.

## **10. RAPID INTERVENTION TEAM (RIT) OPERATIONS**

A RIT team is established at incidents where Immediate Life and Death Hazards (IDLH) exist. The primary purpose of the RIT team is to be readily available to initiate and affect a rescue of a downed, trapped, lost, disoriented, or an otherwise distressed firefighter.

### **A. GENERAL:**

- 1) Upon arrival of the RIT team, a staging area will need to be established. The following considerations should be given when establishing the RIT staging area:
  - a. The staging area should offer a view of two (2) sides of the incident, preferably where most fireground activities are occurring.
  - b. The RIT staging should be separate from fireground staging.
  - c. RIT staging should be located near the command post. If unable to do so, the officer will remain near the OIC.
  - d. All RIT members in staging will be required to wear full personal protective equipment, SCBA, portable radio and flashlight.
- 2) Dependent upon building size and construction, the RIT officer may ask command for additional companies to augment the availability of ladders on the fireground.
- 3) The RIT Officer may ask the OIC to assign a second RIT team for incidents that occur in commercial buildings, or for incidents where excessive number of firefighters may be operating.
- 4) The RIT team should perform a complete 360-degree walk around of the incident. The walk around should allow team members to obtain the following information or meet the following objectives:
  - a. Observe/Note fire and building conditions
  - b. Egress Points – note all egress points. Forcible entry can be accomplished at this time to provide for secondary egress points, including exterior basement doors and windows protected by steel bars/grates. All entry points should be cleared of obstructions.
  - c. Observe/Note where all initial companies are operating.
  - d. Note initial ladder placement
  - e. Utility Control – any obvious utilities can be controlled during this size up.
  - f. Note any special hazards
  - g. Give final report to IC upon completion of size up. Share same information with other RIT team members.
- 5) Continually monitor fire and building conditions, noting rapid changes.
- 6) RIT Officer will monitor the fireground frequency, listening for any reported MAYDAY. All

other team members will use a secondary fire ground frequency for any RIT communications. All RIT members should listen for any activated PASS device on the fireground.

7) **LADDER PLACEMENT**

The RIT team should ensure that ladders are placed to all levels where firefighters are operating. Ladders should be placed on all sides of the structure.

8) Immediately upon arrival on the fireground the RIT Team will obtain a Scott PAK Trackers from the on scene apparatus, if applicable (Example: Engine 15). These Trackers will be turned to the on position and be monitored. Upon the activation of a PASS Alarm, the Pak Tracker can be utilized to assist the RIT Team in locating the troubled firefighter.

9) Once the RIT team is in staging, the team should remain intact until it's terminated by the OIC. It is recommended that this not occur until life safety hazards have been eliminated or the incident is completely terminated.

**B. EQUIPMENT:**

Highly recommended by not limited to include following:

- 1) Thermal Imaging Camera
- 2) Scott RIT Air-Pack
- 3) Rope Bags (1-100ft, 1-150ft)
- 4) Search Line Rope
- 5) Forcible Entry Irons
- 6) Various Hooks
- 7) Multi-Purpose Saws
- 8) Breakaway Stokes Basket
- 9) Charged 1¾" hoseline should be readily available

**MAYDAY PROCEDURES**

To provide a guideline for any incident that may injure, trap, disorient or distress a firefighter while operating at an emergency incident or training exercise. MAYDAY will be recognized as the "Official" distress call for all companies operating at emergency incident or training exercise. The following guideline also incorporates the guideline from Lackawanna County Communication Center (911) for MAYDAY called a CODE RED.

**A. TRANSMITTING A MAYDAY**

- 1) Once a firefighter finds themselves in a situation where they have limited air supply, sustained an injury, become trapped or disoriented, or otherwise distressed, that Firefighter or their partner, must transmit a "MAYDAY, MAYDAY, MAYDAY" over the fire ground frequency.
- 2) In addition to the verbal MAYDAY transmission, the Firefighter may also push the emergency button on their portable radio to signify a MAYDAY (if equipped). The firefighter needs to do nothing, say nothing, other than push this button no matter what channel they are operating on. By pushing this button, the radio will automatically slave over to Lackawanna Fire Zone and provide an Emergency Signal to Lackawanna County Communications Center. This signal will be acknowledged by the Lackawanna County Computer System and the radio user will hear a "beep beep beep" from their radio. This sound presents that their distress signal was heard. The balance of the radio Emergency Button is described in Appendix A under the Lackawanna Communications portion of the SOG.
- 3) Once the MAYDAY is acknowledged by OIC, the firefighter should attempt to give the following information via radio.
- 4) The acronym LUNAR can be utilized. Give last known LOCATION, UNIT NUMBER,

firefighter NAME, ASSIGNMENT, problem and special RESOURCES needed.

- 5) The firefighter or their partner should activate their PASS device. Once the PASS Alarm is activated, either manually or automatically.
- 6) Use available hand tools to bang floor/wall to assist the RIT team in locating the firefighter.
- 7) Attempt to maintain radio contact with OIC and RIT team

**B. RECEIVING A MAYDAY:**

- 1) Once a MAYDAY has been transmitted, the OIC will take the following actions:
- 2) Acknowledge the MAYDAY
- 3) Make announcement over fire ground frequency that a MAYDAY situation exists and have all companies operating switch to the secondary fire ground frequency, the OIC shall identify a secondary frequency at the beginning of the incident.
- 4) Only the OIC and RIT team should remain on the primary fire ground frequency.
- 5) Activate RIT Team
- 6) Accountability Officer will oversee the secondary fire ground frequency and conduct a roll call of all companies operating in an attempt to gain PAR.
- 7) Assemble 2nd RIT team.
- 8) Give consideration to additional firefighting/EMS needs due to the MAYDAY situation.

**C. FIRE GROUND RESPONSIBILITIES:**

- 1) When a MAYDAY situation exists, it is expected of all firefighters to remain disciplined and continue their present assignment.
- 2) The only team to respond initially to a MAYDAY will be the RIT team.
- 3) All other companies operating must continue their assignments or report back to staging for another job assignment.
- 4) In an effort to protect the distressed firefighter and RIT team members, aggressive hoseline and ventilation tactics may be deployed.
- 5) During a MAYDAY incident, suppression and ventilation are of primary importance, and offer the best opportunity to bring the MAYDAY situation to a safe conclusion.
- 6) During a MAYDAY incident, it is expected that all fire ground transmissions will be kept to a minimum by all companies as to lessen the burden on the OIC.

**D. TERMINATING A MAYDAY INCIDENT:**

- 1) Once the MAYDAY situation is concluded, the OIC will transmit an announcement over the secondary fire ground frequency that the "MAYDAY situation has terminated" and that normal operations may continue.

## **11. DISCIPLINARY ACTION**

It is the responsibility of all members to follow the companies and SOG's. It is also the officers' responsibility to insure that all members follow the SOG's. In order to maintain safety and control it is imperative that all active personnel follow these SOG's and respect the chain of command while operating on emergency and non-emergency activities. When a personnel problem arises, the following step will be followed:

- A. When a problem arises, an officer will speak to the violator in private. The officer will speak only about the incident and what actions have created the incident. The officer will suggest how the individual could prevent the incident and what step can prevent it from happening again. After speaking with said individual a handwritten note will be placed in the member's file with the date, time and brief description of the incident.
- B. If the said incident happens again or a more serious violation occurs, another private conference will

be held. Following this conference a written notice of deficiencies and the expected improvements will be provided to the individual and a copy of the same will be placed in his/her file. This will remain for a (6) month period at which time it will be removed if improvement is shown or remained satisfactory.

- C. If Steps A and B fail to correct the problem, or a more serious violation occurs, the officer will prepare written charges stating the infractions and effort taken to correct them. Copies will be given to the Board of Directors, President and the Fire Chief.
- D. The President, Fire Chief or Line Officer will have the authority to authorize a suspension for improper conduct. The suspension will not exceed one week. Any member under suspension will be prohibited from responding to calls, riding the apparatus and attending any company function and will not be allowed on company property.
- E. If member is suspended three (3) or more times in a 12-month period this member may be subject to dismissal from the Jefferson Township Vol. Fire Company. The member will be required to attend a hearing consisting of the President, the Fire Chief, the Board of Directors and two Active Members. At this time the actions will be reviewed for ruling. All results will be given to the President, the Fire Chief, the Board of Directors, Secretary and the member involved with a copy to be placed in the members file.
- F. Members charged with criminal offenses related to fire company activities would result in an immediate suspension from the company pending the outcome of the charges. Criminal charges and related will be referred to the appropriate law enforcement agency.

## **Appendix A:**

### **6.0 Lackawanna County Guideline for MAYDAY Situations**

#### **6.0 Fire Frequency Code Red (*Field User Procedure*)**

In support of a Fire Ground “Mayday” and subsequent action that may take place on the scene, a “ Code Red “ may be called for by the Incident Commander. In the interest of standardization and Emergency Responder Safety, MAYDAY will be the term used by all to indicate to Incident Command and the Emergency Communications Center (ECC), that a sudden change to a life-threatening situation has occurred. To request such priority, the field unit will call the ECC as follows:

- Lackawanna County from (Unit ID), requesting Code Red for a Mayday Alert this Frequency. If unable to transmit a verbal Mayday the Portable Radio’s Emergency Mayday Button may be used but should not be a substitute for a verbal notification of a mayday when possible.
- Continual verbal attempts should be made when possible.

6.2.1 The ECC will immediately respond to the calling unit, determine the unit’s needs and proceed as per the Telecommunicator procedure outlined in section 6.4.

6.3.2 All field units will comply by reducing their radio traffic and giving the requesting unit priority. If a unit not assisting the requestor of the Code Red has “Emergency Traffic” they may transmit, but only after determining that their message will not interfere with that of the Code Red Incident thereby possibly affecting both radio transmissions.

6.3.3 Due to the serious nature of such a request, violations will be noted and reported to the Communications Supervisor who will in turn report the violation to the Director. Any unit transmitting in violation of the Code Red will be politely reminded by the Telecommunicator and instructed to transmit Emergency Traffic only and to switch to their fire ground or secondary frequency for police operations.

6.3.4 The Telecommunicator receiving the Mayday Alert will remain on the channel and will limit his/her traffic to the Code Red Incident Specific information and necessary dispatches and will also remain monitoring the Code Red Frequency.

6.3.5 In order to preserve standardization and avoid duplication of ID’s, agencies wishing to have radios programmed with this capability must contact Rich Barbolish for assignment of Radio ID’s and instructions for programming. Radios must be programmed to send the emergency alert and receive the acknowledgement in Motorola MDC format. ID’s must not be self assigned. Once the Radio Dispatch Consoles have been programmed with the new ID’s and field radios have been programmed and tested, the agency may begin participation in this procedure

#### **6.4 Portable Radio Emergency (Mayday) Button procedure (Telecommunicator Procedure)**

Most portable radios currently in service have a feature which allows a silent alert to the communications center in the event of an emergency experienced by the field user who is unable to verbally communicate. Radios capable of performing this function must be programmed for it and do not come that way out of the box. The radio must be programmed to transmit the alert and receive the acknowledgement. The current (2008) Zetron A Comm Radio Control System allows the receipt and acknowledgement of this type of information. The indicators to the Telecommunicator of this alert are an Emergency Acknowledge Icon on the radio dispatch Control screen with a yellow exclamation point to the left. (See drawing below) The Icon is normally the color indicated below but will turn bright red and the exclamation point will flash and a

distinct alert tone will be heard by the Telecommunicator when the Emergency Button is activated by a field unit. The acknowledgement is automatically sent by the A Comm System to the alerted radio.

Upon receipt of the alert tone and flashing icon, the Telecommunicator will immediately reply by left mouse clicking on the REPLY button as indicated below. This will clear the alert tone but the Telecommunicator must follow up on the alert by performing the following procedure;

Call for a Code Red on the alerted channel. You are in charge of the frequency at this point.

Lackawanna County to All Units this frequency, Unit (Unit ID) has priority on this channel, Repeating, Code Red this Channel, Only units assisting (Unit ID) may transmit. All other units may transmit Emergency Traffic only or switch to your fire ground frequency or secondary frequency for police incidents.

- Attempt to contact the alerting radio as indicated by the radio ID on the Emergency Acknowledge panel.
- Notify the Incident Command for the incident or fellow officer if a police Officer and advise them of the alert and location if known.
- Maintain the Code Red until the Mayday has been cleared by the Incident Command and the personnel causing the alert has been cleared from danger or it has been determined that the alert was false.
- Document “ALL” transactions in the CAD narrative of the incident.