

Susquehanna Township Fire and Rescue Services Standard Operating Guidelines

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S.O.G. Number: **101**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **Terms and Definitions**

Administrative Officers	President, Vice President, Trustee, Secretary, Treasurer, Financial Secretary, Etc.
All Hands Evacuation	Loud blast(s) of air horn at least ten seconds in durations alerting personnel on or within close proximity to fire structure or incident scene to immediately evacuate the area, due to the possibility of flashover, building collapse, explosion, etc. Personnel are to report to their unit officer who will report to the officer in charge of accountability that all accounted for. The signal of an alert tone over County communications radio with an evacuation order will also be given.
Ambulance	BLS (Basic Life Support) or MICU (Mobile Intensive Care Unit) unit for care/transport of sick/injured people.
Apparatus	A manned fire company or Township vehicle providing emergency or administrative support services in the name of the Township or Company.
Apparatus Officer	Officer in charge of an apparatus and crew, generally a line officer.
Approved	Accepted or acceptable to the authority having jurisdiction.
Attack	A unit equipped with only a booster pump of less than 750 gpm, with no more than three designated seating positions, carrying a limited amount of equipment.
Authority Having Jurisdiction	The authority having jurisdiction shall be Township of Susquehanna and their direct designee.
Blitz Attack	A special firefighting technique that may be used on heavily involved structure fires in which a very large flow of water is immediately placed on the fire to accomplish initial knock down. This is done from booster tanks delivered via hand lines or deck gun.
Brush Unit	A piece of fire apparatus specially designed for wild fire suppression operations, with 4 of 6 wheel drive and minimal pump and tank Office of the Fire Marshal/Chief Susquehanna Township

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capacities.

Captain	Line officer holding a rank above Lieutenant and below Assistant Chief, operating under a specific radio designation assigned by Dauphin County.
Chief	Highest ranking line officer. Chiefs shall include the Fire Chiefs and all Deputy and Assistant Chiefs.
Chief's Aide	Individual assigned to support the duties of the Fire Chief, including both administrative and tactical functions.
Chief Staff	A committee of the Township Fire Marshal/Chief, Progress Fire Chief, Edgemont Fire Chief and Rescue Fire Chief (or their designee). The Chief Staff meet monthly to discuss fire related business as necessary. Business to include but not limited to, SOG's, accident reviews, replacement schedule, insurance issues, Township legislation, personnel issues, etc.
Class 3 Response	Non-Emergency response
Class 1 Response	Emergency response
Company	Fire Company or unit of firefighters (i.e. Truck Company)
Company Officer	Line officer or firefighter in charge of a particular piece of apparatus
Competence	Ability to demonstrate knowledge, skills and abilities needed to perform indicated objectives satisfactorily.
Demonstrate	To show actual use or simulate with explanation.
Discipline	The verbal or written correction of a mistake or misconduct, to gain control, or to instruct for correct actions.
Emergency Vehicle Tech.	(EVT) is the Township's employee responsible for fleet maintenance and upkeep past the company level service and repairs. He also operates the Township's State Inspection Station.
EMS	Emergency Medical Services
Emergency Response	Response using warning lights and sirens.

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Engine	Fire apparatus with a permanently mounted fire pump of at least 750 gpm capacity, water tank and hose body whose primary purposes is to combat structural and associated fires.
Engineer	Individual designated the responsibility to oversee the condition and maintenance of equipment and apparatus, often filling the role of driver/operator.
EVT	Emergency Vehicle Technician employed by Susquehanna Township
Fire Marshal/Chief	The Susquehanna Township Fire Marshal/Chief shall be the highest fire official in Susquehanna Township and shall be a Township employee serving at the pleasure of the Board of Commissioners. The compensation of the Fire Marshal/Chief shall be fixed, from time to time, by the Board of Commissioners.
Fireman's Relief Assoc.	The Fireman's Relief Association is comprised of equal members from each of the 3 Twp fire companies. These members are responsible for purchases and audits of PPE and safety items approved by the States Auditor General on monies received through foreign state Insurance companies.
Incident Commander	The person responsible for all decisions relating to the management of the incident. Every incident shall have a designated Incident Commander
Lieutenant	Line officer holding the rank below a Captain.
Light Unit	A portable lighting unit, either trailer or skid loaded, with the ability to Self supply lighting to a extendable light tower. These units shall have a power plant capable of providing electricity for up to 8 hrs.
Medic Unit	ALS (Advanced Life Support) paramedic response unit.
MVA	Motor Vehicle Accident.
Non-Emergency Response	Response without warning lights and sirens.
OIC	Officer in Charge.
Objective	A goal achieved through knowledge or skills that is observable and measurable. Office of the Fire Marshal/Chief Susquehanna Township

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Officer	Fire Company or Township line officer, including Chiefs, Chief's Aides, Captains, Lieutenants and Engineers
Quint	Fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, and a compliment of ground ladders
Responsibility	Expected or obliged actions for which a person or officer is held accountable.
Replacement Schedule	A declaration of the order of replacing Township owned fire apparatus, the estimated costs associated and the financial responsibility that will be incurred by the fire company for each purchase (in percent of base cost). This schedule is reviewed at 5 year intervals by the Chief Staff and is presented to the Public Safety Committee for review and recommendation to the Board of Commissioners for their approval.
Rescue	A piece of fire apparatus, designated light, medium or heavy duty, with a carrying capacity for heavy duty tools, appliances and equipment. In addition to extensive extrication and support equipment, the unit must be equipped with a generator and a motorized rescue tool (fuel or electric) having at least a five-ton capacity capable of cutting and spreading.
Shall	Indicates a mandatory requirement.
Shop 84	The vehicle assigned to the Township's Emergency Vehicle Technician. This unit serves as a mobile repair and service truck for the Township's emergency response fleet and equipment.
Should	A recommendation, something advised but not required.
Show Knowledge	To be aware and understand a group or set of facts or statements.
Show Proficiency	To explain or perform a given skill with efficiency and correctness.
Squad	All purpose vehicle used to transport personnel and equipment to an incident.
Special Unit	Unit specialized beyond a utility, designed for response to events for special needs.

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Susquehanna Township Board of Commissioners recognize the Edgemont Fire Company #1, Progress Fire Company, and Rescue Fire Company #1 as the three volunteer fire companies that reside and provide primary fire and rescue services to the citizens and transients of Susquehanna Township. Compensation for these fire companies shall be distributed from Township property taxes labeled as “fire tax”.

Tanker/Tender

A piece of fire apparatus whose primary purpose is transporting water with a water tank capacity of 1000 gallons or larger.

Truck

A piece of fire apparatus equipped with a permanently mounted, power operated aerial ladder or with a permanently mounted power operated boom of articulating construction or telescoping construction, or a combination of articulating and telescoping construction.

Utility

A piece of apparatus designed for general services, either emergency or non-emergency.

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S.O.G. Number: **102**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Chain of Command**

This guideline will assist members in better understanding the “Chain of Command” used by Township Fire Companies with regard to the fire service.

Line Officers
Chief
Deputy Chief
Assistant Chief
Captains
Lieutenants
Engineers
Senior Firefighter

If an officer from a mutual aid department arrives on the scene, that officer may be asked to take over Command of the incident until being relieved by an officer of the first-due Fire Company.

Fire Investigations:

The following chain of command and contact order shall be used for investigations:

Fire Investigators
FM84 (Susquehanna Twp)
FM1 (Dauphin County)
FM-PSP (State Police)
FM91 (Swatara Twp)
FM81 (Lower Paxton Twp)
ATF (as warranted)

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S.O.G. Number: **103**
Effective Date: February 7, 2007 **Updated-** November 4, 2009
Approved: FM 84 _____
Subject: **Membership Background Checks**

Purpose: **To outline a policy on obtaining a criminal history background check for future applicants to the Township's Fire/Rescue Services. Susquehanna Township Fire Companies will conduct a review of applicants as stewards of our volunteer fire companies.**

Definitions:

Applicant: Any individual who applies in writing to a Susquehanna Township Fire Company.

Purpose: To provide a comprehensive system for all applicants desiring to be a Susquehanna Township Fire Service Member. This system will ensure that the applicant's background, criminal history, and driving record are properly obtained and recorded.

Policy: It shall be the policy of the individual Fire Company's Applicant Investigation Committee to ensure the integrity and procedures set forth by the host Fire Company are followed and maintained.

Procedure:

I. Applicant Procedure

- 1 -** An applicant desiring affiliation with a Susquehanna Township Fire Company shall complete a Fire Company Application.
- 2 -** Fire Company membership categories can be but are not limited to Junior membership, Active membership, Participating membership, Social membership and Life Memberships.
- 3 -** The applicant will provide a copy of their Pennsylvania State Police Criminal History Report and any child abuse history. These documents will be obtained at the cost of the applicant.
- 4 -** The application will include all education, military service, past fire company affiliations and employer information.
- 5 -** The application will also include the name, address, and phone numbers of three references. These references may not be any relatives.

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- 6 -** The Fire Company may dismiss a candidate for any of the following.
- A.** Applicant is physically or mentally unfit to perform full duties at time of application for the specific membership type.
 - B.** Is or has been a habitual substance abuser.
 - C.** Guilty of a misdemeanor or felony.
 - D.** Dismissed from a public office for delinquency or misconduct in office.
 - E.** Who is affiliated with any group whose policies or activities are subversive to the government of the United States.

Nothing shall prohibit the Elected Board of a Fire Company to weigh the issue of any of the aforementioned stipulations, and approve an application. However, the applicant will be placed on a twenty-four month probationary period.

Individual Fire Company's By Laws and Constitutions shall be weighed evenly with this policy. Completion of this procedure and approval is only a tool for each Fire Company. This is only a step in the individual fire company membership policy.

Susquehanna Township and their Volunteer Fire Companies do not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age in the administration of service to our citizens. Membership categories can be based on state and federal child labor laws and ability to perform strenuous and dangerous work.

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Approved: FM-84 _____
Subject: **Radio Designations**

Officer or Unit	Designation Number
Chief of the Department	Chief 31, 32, 37 or 84
Deputy Chief	Chief 32-1
Assistant Chief	Chief 31-1, 32-2, 37-1 or 37-2
Captain	Captain 31, 32 or 37, including all sub designations for multiple officers
Lieutenant	Lieutenant 31, 32 or 37, including all sub designations for multiple officers
Engine	Engine 31, 32, 32-1, 37 or 37-1
Truck	Truck 32
Rescue	Rescue 37
Attack	Attack 31
Squad	Squad 32 or 37
Car, SUV or Pick Up Truck	Utility 31, 32 , 37, or 37-1
Special Unit	Special Unit 37
Boat	Boat 37, 37-1, 37-2 or 37-3

These are Radio designations only. The Chief may appoint as many officers as necessary.

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S.O.G. Number: **105**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Radio Communications**
***** this chapter shall be updated after the implementation of the new County repeater-digital system**

Township “800” radio is the 800 MHz Channel 2.

Channel 6 is the low band Township channel.

Each officer of a crew shall have a portable or be able to maintain communication with their OIC. As many crew members should have portable radios as practical.
The IC should monitor Channel 1 for communication with the dispatch center and the operations channel. Tactical transmissions shall be confined to the County designated operations channel, unless an emergency necessitates the use of another channel.

The only repeater used on the fire ground should be the one on the first arriving unit, not including duty vehicles.

Radio communication across the main operation channel should be kept to necessary messages only. The following are examples on unnecessary communication:

- Asking to hit tones again for driver or additional crew (do this by phone)
- Conversations between officers regarding response (do this by phone or Township radio)

When a unit responds, they shall include their staffing level in the message as it pertains to County SOG.
Example: Engine 32 en route with 5, or Engine 32 en route understaffed with 3.

Frivolous and unnecessary communications will not be tolerated. All members will follow the Dauphin County Fire SOG at all times.

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S.O.G. Number: **106**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Staffing Requirements**

All apparatus responding to an emergency call should be sufficiently staffed when possible. To be adequately staffed, you should have a minimum of a driver/operator, officer and two fully qualified firefighters. On mutual aid you should not respond prior to the second dispatch with less than a full crew consisting of at least 6 individuals, unless the apparatus due has a smaller seating capacity.

On mutual aid where two pieces of apparatus are both due from the same Station, the Truck or Quint shall respond first with all qualified personnel on fire responses, or Engine and Rescue on rescue responses.

The OIC of the specific apparatus will decide who is to ride that apparatus. Non-qualified members are allowed to ride on any calls within the 1st due if open seats are available and authorized by the OIC. The OIC may direct any individual to ride the apparatus if appropriate conditions warrant.

When responding, the staffing should be given to County on all calls. Staffing shall include all individuals on the apparatus that are SCBA qualified per County SOG.. The OIC shall notify the Incident Commander of the qualified staffing count during an assignment request.

Example: Engine 32 responding with 4.

Understaffed Apparatus:

If the apparatus responds without sufficient staffing it should be made known in your response to County communications.

Example: Engine 32 responding understaffed with 3

Understaffed RIT:

Rapid intervention responses should be made with adequately staffed apparatus and qualified firefighters. If this is not possible, the OIC should make all possible attempts to notify a command officer before responding. If there are less than 3 qualified firefighters the unit should not respond unless authorized by Command. With only 3 qualified riders, the OIC should request that the command officer dispatch a second piece or make provisions to reallocate at least one person to the RIT.

Transfers:

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When transferring to another station, a maximum of 6 personnel shall respond from Companies 31 and 37, or 4 personnel from Company 32. Only one unit will transfer. When transferring, every effort shall be made to leave a driver/operator in the primary response area.

In Quarters Standby:

In the event apparatus from two of the Township fire companies are operating on a mutual aid assignment, the remaining Township Company shall be placed on standby in their quarters. It shall be the responsibility of the OIC of the operating units to request this standby. This requirement shall not replace the assignment of transfer companies to the empty stations.

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S.O.G. Number: **107**
Effective Date: **WORK IN PROGRESS!!!!!!!!!!!!**
Approved: FM 84 _____
Subject: **Accountability**

Guideline Statement: This guideline establishes a safety procedure, which will enable an Incident Commander to account for the presence, location and assigned activities of individual fire and rescue personnel operating on the scene of an emergency incident.

Definitions

- Accountability Board - A status board used by the Accountability Officer in conjunction with the Personnel Accountability System.
- Accountability Officer (or Sector) - The individual designated by the Incident Commander to manage the personnel accountability system and to assign personnel to tasks so identified by the Incident Commander and/or Sector Officer. This individual has been referred to as the "Manpower Officer" or "Manpower Staging Officer" in the past.
- Crew - A group of two or more fire fighters who are assembled to complete a specific task or function.
- Hazard Area (or Hazard Zone) - The area of the fire ground where conditions that are immediately dangerous to life and health (IDLH) are or may be present or may rapidly become present. For example, the hazard area at a structure fire would include the interior of the building, the roof, and the collapse zone.
- Level 1 Accountability - Personnel Accountability System used during minor fire/rescue incidents.
- Level 2 Accountability - Personnel Accountability System used during more serious fire/rescue incidents. Used any time personnel must enter a hazardous area or whenever the Incident Commander can not easily see all personnel involved in operations.
- Level 3 Accountability - Personnel Accountability System used for either an emergency situation such as a building collapse, sudden or unexpected release of hazardous materials, other situation requiring immediate accounting of all personnel on the scene or for the twenty minute accountability checks.
- Personnel Accountability Tag (PAT Tag) – The identification tag issued to fire service personnel. All personnel will be issued at least two PAT Tags. The PAT Tag contains a photo, the individual's name, company number, company ID number and the pertinent emergency medical information.

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- Unit Collector Ring - The ring or other device carried in the cab of each apparatus that is used to collect the PAT Tags of all personnel riding or assigned to that apparatus that may or will enter the hazard area.

Level 1 Accountability

- All personnel responding to the incident with apparatus will leave one PAT Tag on the apparatus, in a location identified for each unit, or near a seat assignment where applicable.
- A second PAT tag will be kept with the Firefighter while they are in staging. It may then be relinquished to accountability upon given a task assignment.
- The Apparatus Officer will be responsible for ensuring PAT Tags and the Unit Collector Ring are populated. Once the Apparatus Officer departs the vehicle, the Apparatus Operator shall assume custody and responsibility for the tags placed on that unit, and the unit collector ring and begin populating the Accountability Board.

Level 2 Accountability

- First-in personnel will follow Level 1 Accountability procedures. It is imperative that the Apparatus Operator or another assigned member of the crew that remains outside the hazard area maintain accountability of the entry crew(s). As soon as possible, the Apparatus Operator should ensure that the Unit Collector Ring with first-in personnel's PAT Tags and/or Accountability Board are taken to the Incident Commander or the Accountability Officer and entered into the Accountability System.
- The Incident Commander will appoint an Accountability Officer as soon as possible. It is extremely important that the Accountability Officer be assigned within the first few minutes of operations so that accountability procedures are implemented early. The Accountability Sector should be established in a highly visible area that is adjacent to and out of the hazard area, preferably at the front of the first due engine or adjacent to Command. The Accountability Officer will use an Accountability Board to track the location and assignments of firefighters.
- Personnel who arrive by POV should initially report to their Company's Apparatus Officer and/or operator and then proceed to the Incident Commander or, if Level 2 Accountability has been established, report to the Accountability Sector. Said POV firefighter shall place one PAT tag on the apparatus and provide the second tag to the Accountability Officer.
- Once the Accountability Sector has been established, personnel shall be assigned to the Accountability Sector and then assigned functions from there, unless ordered otherwise by Command. The Apparatus Operator of units assigned direct from Command shall deliver the Unit Collector Ring to Accountability as soon as operations allow. When reporting to the Accountability Officer, the Apparatus Officer shall provide the Unit Collector Ring or POV personnel will turn in their remaining

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PAT Tag. The Accountability Officer will place the individual PAT Tags on the Accountability Board under the applicable status heading. For example, the Accountability Board has space to place PAT Tags of those individuals who are "Available for an Assignment".

- When personnel are assembled into crews and assigned a function, they should report to the Sector they were assigned to, complete the task, and return to the Accountability Sector for reassignment. Crew assignments should maintain unit integrity as much as possible. Upon return to the manpower staging area, the Accountability Officer shall return the crew's ID tags to the "available" section of the Accountability Board.
- The Accountability Officer shall ensure that crews are cycled through a rehabilitation period. When in the rehabilitation area, firefighter's PAT Tags shall be placed on the "rehab" section of the Accountability Board. Rehabilitated firefighters shall report back to the Accountability Officer.

Level 3 Accountability

- Within the first twenty minutes of the incident, and every twenty minutes thereafter, the Accountability Officer should conduct an accounting of all personnel on the scene. For example, if the Accountability Board shows two firefighters and a Sector Officer assigned to the 2nd Floor Sector, the Accountability Officer should verify through the Sector Officer that there are three personnel in the 2nd Floor Sector. If there are firefighters unaccounted for, a crew should be sent to the last area of assignment to search for missing firefighters. The Incident Commander will be notified when this occurs.
- In the event of an emergency such as a building collapse, sudden or unexpected release of hazardous materials, or other situation requiring immediate accounting of all personnel on the scene, the Accountability Officer should request that the Incident Commander evacuate the hazard area (using Established Procedures) and all personnel report to the Accountability Sector. The IC shall notify County of the need to evacuate the building. County will activate the warble tone, and then make the evacuation announcement on the appropriate frequencies. County will then repeat the warble tone and the IC shall repeat the evacuation notice on the appropriate frequencies. Crews exiting the building should remain intact at the Accountability Sector during the accounting process. If necessary, the Rapid Intervention Team should be sent to search for missing firefighters.

Injuries

- If a firefighter is injured, one PAT Tag will be kept with the fire fighter and taken to the hospital. The Accountability Officer must note the fire fighter's name, company number, type of injury and the facility to which the injured fire fighter was transported. The fire fighter's company commanding officer shall be notified.
- The second PAT Tag will stay at the Accountability Sector.

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Discussion- OR be retained by Company Officer

Leaving The Scene/ Terminating The Incident

- If a firefighter must leave the scene before the incident is terminated, he or she must return to the Accountability Sector and notify the Accountability Officer. The PAT Tag must be returned to the individual and the Accountability Officer must keep a list of the name and company number of all individuals who have been dismissed prior to their Units dismissal. Firefighters must also notify their company officer to gain permission to be dismissed.
- When the incident is being terminated, the Accountability process should work in reverse. As personnel are released from the Accountability Sector back to their apparatus, they should be given their Unit Collector Ring and PAT Tags and they should return immediately to their apparatus. Prior to returning, the Unit Collector Ring will be returned to the apparatus before leaving the scene.

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S.O.G. Number: **108**
Effective Date: January 1, 2010
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Subject: **Alcohol and Prescription Medication**

Firefighters and Officers will not participate in answering alarms while consuming alcoholic beverages or prescription medication that warns of a mind altering state. This includes a period of 8 hours after their last alcoholic drink or dose of medication.

The OIC of the apparatus has the authority to pull a firefighter, or officer, off that piece of apparatus or the fire ground if they smell what they believe to be alcohol or observe intoxicated behavior. Discipline for such activity will be in accordance with individual Company policy and/or Commonwealth of Pennsylvania laws.

Illegal drugs are a crime and will be dealt with as a criminal matter by Police.

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S.O.G. Number: **109**
Effective Date: February 7, 2007
Approved: FM 84 _____
Subject: **Control of Photographic Images**

Objective: To identify to all Emergency Responders the immediate need for limiting photo imagery at the scene of a crime, potential crime or death scene.

Scope: Emergency responders (Police, Fire and Emergency Medical Service) are acting under a variety of response protocols, guidelines, ordinances and laws. As a responder each is representing their immediate department as well as the jurisdiction they serve. Photographic imagery in the form of camera's, cell phone, video streaming or the like will not be done at Crime scenes, potential crime scenes and or death scenes. All imagery that is captured is capable of being utilized in a court of law. It is also capable of being used on the internet and other areas that may not be prudent to an investigation (criminal or civil in nature). There is case history of "responders" successfully being sued for utilizing their ability to be in the "restricted zone" (from public access) and having taken pictures that interfered with the investigation or caused the plaintiff mental anguish for sensitive pictures to go public.

Photography:

- A. Companies are encouraged to have a dedicated photographer. This person(s) shall adhere to the above scope of work.
- B. A Firefighters primary duty is to save lives and property. Once those duties are accomplished photography can be considered. A delay in providing service shall not be tolerated.
- C. Helmet mounted cameras or video recorders must be in compliance with the manufacturer of the helmet and approval of the Fire Company.
- D. Videographers shall be cognizant of federal wire tap laws

On Scene or post incident Questions:

Photographs and or video taken under the above favorable conditions shall be made available to the fire investigator or police investigator by the OIC for the purpose of investigation and clearing for Fire Company use.

Use of Township equipment or likeness for promotional or business opportunities (31Oct09)

Use of Township apparatus for promotional or business opportunities shall be pre approved by notification in writing to the Township Manager and Fire Marshal. Uses shall not make a response impact to the citizens nor be in questionable taste of political, race, sex or faith beliefs.

This section does not apply to Public Fire Safety Education or Fire Prevention activities within the Township.

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S.O.G. Number: **110**
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Subject: **Uniform Policy**

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S.O.G. Number: **111**
Effective Date: January 1, 2010
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Subject: **Personal Protective Equipment**

Relief Association to address

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S.O.G. Number: **112**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Notification Policy**

This policy is to lend guidance to Fire Chiefs, their subordinates and fire investigators as to who and when to officially notify from the Township Government of a fire and the need of a press release.

Note Worthy Incidents:

The Township Fire Marshal/Chief or his designee shall notify the President of the Township Board of Commissioners, the effected Ward Commissioner and the Township Manager of any remarkable fires or emergencies. In the absence of the Township Fire Marshal/Chief, the ranking fire ground officer shall meet with the ranking fire investigator and review information prior to making notification. Consideration to area of origin and cause as well as federal disclosure regulations and possible crime scene information shall be reviewed prior to notification. (Example: address, residents, fire type, injuries, deaths, relocated or not).

Press Releases:

Press releases will come from the Office of the Fire Marshal. Command officers wishing to issue a press release or have been approached by the media shall contact the ranking fire investigator prior to issuing comments publicly for approval. There may be times where Police, Township Management or the Solicitor may need to review a release prior to distribution.

Haz/Mat Incidents:

Incidents involving the need for the Dauphin County Hazardous Materials Duty Officer and or the Haz/Mat team must also make notification to Director 84. Director 84 or his designee is the official Township representative as it pertains to the legality of Emergency Management Operations and mitigation procedures. This and other notifications are not to impede on members working within the scope of their individual and or Company training.

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S.O.G. Number: **113**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Return to Service**

Return to Service:

- A. Apparatus drivers and their Officers shall ensure that the apparatus and equipment is returned to emergency readiness upon completion of the call.
- B. Any vehicle or equipment maintenance needs shall be documented and a determination on vehicle status must be made and documented.
- C. Equipment or apparatus that should be placed out of service should be and notification utilizing Company chain of command. Township apparatus needing to be placed out of service shall have the Company Chief, Township Chief and or the Township Emergency Vehicle Technician notified.
- D. Written documentation of the unit, problem, person identifying the problem and a contact person shall accompany the Out of Service notification.
- E. Units that will be out of service for mechanical, training or other reasons for more than 12 hours, notifications shall be made to Twp Chiefs.

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S.O.G. Number: **114**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Post Incident Walk**

OBJECTIVE: To educate the public during times of increased interest and awareness following emergency incidents in their community. This is done to prevent or reduce the number and severity of fire and non-fire related injuries and fatalities that have a reasonable chance of reoccurring in a given area or neighborhood.

Section 1: When to Conduct a Post Incident Walk

A. A walk should be conducted for:

1. Civilian fire fatalities,
2. Significant burns, injuries, or property damage, or
3. Situations where it would benefit the neighborhood.

B. A walk should be conducted within forty-eight (48) hours of the incident in the community or neighborhood in which the incident took place regardless of which Company's district it is in.

Section 2: Preparation

A. The primary Chief or Deputy/Asst. Chief or FM on the incident initiates the walk by contacting representatives of:

1. Fire Marshal's office. He shall be responsible for notify the area Township Commissioner(s) and Manager. A Press release will be generated by the Fire Marshal's Office if one is needed.
2. Township Police OIC
3. Other participating volunteer fire companies as warranted.

NOTE: Initial contact with these entities should be made between 0800-2100 hours the day following the fire.

B. The walk should begin on a day and at a time when the greatest number of people are likely to be home.

C. The area covered should be based on neighborhood familiarity, station complement, Company-wide coverage, ongoing, incidents, street layout, housing density, and time of day. The area covered should be

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selected to achieve maximum affect, and should include a two to four block radius surrounding the incident location. Consideration should also be given to presenting the information at a regular community association/organization meeting or event.

Section 3: Responsibility

A. The first due company will coordinate overall apparatus participation.

B. Duty Chief or Fire Marshal should contact fire companies to participate in the walk and provide smoke alarms, batteries, handout literature, and other supplies. If requested and appropriate, the fire safety house may be available for use during the post-incident walk.

C. Fire Marshal or Host Company will provide smoke alarms for the walk, or other needed assistance. Be sure to have a sufficient supply of smoke alarms for the walk.

NOTE: Smoke alarms should not be placed in rental dwelling units. The landlord is required by Township Code to provide working hardwired, electrical smoke alarms. Needed smoke detectors for rental units shall be forwarded to Codes for immediate follow up.

D. Crews may provide literature and hand-outs depending on availability. The Public Information Officer will arrange media coverage, if appropriate.

E. For any post incident walks involving calls to which the cause is under investigation or intentional in nature, the first due Fire Company should contact the primary fire investigator for accurate, up-to-date information. This information may include cause and point of origin of the fire, presence of smoke alarms in the affected occupancies, or other pertinent facts that can be legally shared and are outside of any on-going criminal investigations.

Section 4: Conducting the Walk

A. All participating companies should meet at a pre-arranged location at least 15-20 minutes before beginning the walk and remain in-service throughout the walk. At least one member should remain with the apparatus and be available to answer questions.

B. Discuss what streets or buildings are to be covered by which companies. Personnel should work in pairs at a minimum.

C. Brief all personnel on the latest, accurate information to allow everyone participating to give the facts regarding the incident to the public during the walk. Do not speculate if you are not absolutely sure about any aspects of the incident.

D. Choose a theme for the walk. You will not have enough time to talk about every facet of safety with everyone.

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You will usually have enough time, however, to talk about smoke alarms and a second topic such as cooking, safety, electrical fires, smoking fires, children using matches and lighters, heating and alternative heating source fires, or another injury prevention topic. A good theme is one that is directly related to the incident that triggered the walk.

E. Explain the purpose of the visit to residents, distribute literature, and discuss smoke alarms and the selected theme.

Ask residents if they have a working smoke alarm. If the answer is no, give them one and complete all necessary forms including waivers. If they have an alarm they want checked, help them to do so.

F. Time permitting gathers after the walk at the initial meeting location to debrief to provide ideas for improving future walks. It is also important to follow-up on any citizen inquiries to which answers could not be immediately provided.

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S.O.G. Number: **201**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Junior Firefighters**

Junior Firefighters are those members serving between the ages of 14 and 17.

Junior Firefighters shall have written parent or guardian permission and will abide by the Child Labor Laws of the Commonwealth of Pennsylvania.

Junior Firefighters will obtain working papers to participate in the program.

All Junior Firefighters shall maintain at least a „C“ Average. Failure to maintain a „C“ Average will result in suspension until the grade average meets the requirement. Juniors must present their report card to the Fire Chief within one week of receiving them from the school district. Failure to present the report card will result in suspension until presentation of the card.

Junior Firefighters may not leave school to answer an alarm.

Junior Firefighters will be assigned turnout gear when available. All gear will distinguish the Junior Firefighter from other firefighters.

Junior Firefighters shall utilize ORANGE helmets with ORANGE frontal pieces.

In addition to Pennsylvania State Law curfews, juniors must obey local curfew laws.

Junior Firefighter: All Ages

Junior Firefighters may participate in a support role at the scene of an incident.

Junior Firefighters shall **not** perform the following activities:

- Operating an aerial ladder, platform or hydraulic jack, or hydraulic rescue tool.
- Using rubber electrical gloves, insulated wire gloves, hot sticks, life nets or acetylene cutting units.
- Operating the pumps of any fire vehicle at scene of a fire.
- Drive any vehicles.
- Enter a burning structure.
- Operate a rescue boat
- Participate in any technical rescue in other than a support capacity
- Hazardous Material Incidents

Junior Firefighters are prohibited from engaging in fire company activities during school hours.

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Junior Firefighters are prohibited in engaging in Fire Company activities during the time periods set forth in the PA Child Labor Law, as well as the maximum weekly time requirements. Individual Fire Companies may enact more stringent restrictions.

Junior Firefighters may ride the apparatus providing there is room available. At no time will a Junior Firefighter take the seat of a Senior Firefighter.

Junior Firefighter: 16-17 Years of Age

Junior Firefighters in this age group may participate in limited exterior firefighting duties if they have completed the PSFA Exterior Firefighter class and are under the direct supervision of an officer.

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S.O.G. Number: **202**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Minimum Performance Requirements for Firefighters**

Firefighters have the responsibility to continuously train and stay current with evolving methods in the fire service.

Each Firefighter will be classified into one of the following:

- **Probationary/Firefighter in Training:** Meets certain criteria and has limited task privileges. May ride apparatus with Officer approval.
- **Engine Company Rider:** Meets all engine requirements and minimum performance standards.
- **Rescue Company Rider:** Meets all engine company and rescue requirements and minimum performance standards.
- **Aerial Rider:** Meets all minimum performance standards, including engine and rescue company requirements.

Probationary/Firefighter in Training

To ride any apparatus, a firefighter in training shall demonstrate and/or show competency in the following:

- Apparatus familiarization of all apparatus
- Don protective turnout gear in 70 seconds
- SCBA requirements
- Accountability system and mayday
- Be able to use map books, company books, and county map book
- Answer telephone properly
- Demonstrate the ability to use all radios
- Identify and operate portable extinguishers
- Set Up portable lighting
-

Probationary Firefighters shall be designated with an ORANGE frontal piece.

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Engine Company Rider

An Engine Company rider shall complete the appropriate Company-specific checklist and demonstrate and/or show competency in the following:

- Annual SCBA Requirements
- Obtain NFPA 472 Haz-Mat Operations Level
- Bi-annual CPR/AED Recertification
- Ascertain NIMS certification in IS700, IS100, IS200
- Complete NFPA 1006 Firefighter I certification (**members after 12/31/96**)
- Identify hose sizes on apparatus
- Cleaning, hanging and rolling hose
- Pulling hand lines
- Re-pack pre-connected hand lines
- Load supply line both 5" and 3"
- Demonstrate forward and reverse lays

Rescue Company Rider –

Must be a fully qualified engine rider and obtain the following state classes:

- DOH Vehicle Rescue BVRT Series (Awareness, Operations, Technician)
- Or equivalent

Demonstrate the following competencies:

- Tie basic knots
 - Figure 8
 - 8 on a bight
 - Clove hitch
 - Half hitch
 - Bowline
 - Becket bend
- Complete scene size up
- Identify and safely controls all present and potential hazards
- Establishes safe operating zones
- Identifies stabilization issues and resources needed.
- Stabilizes vehicle and machinery utilizing appropriate methods and available equipment with vehicle in the following positions:
 - Vehicle on wheels
 - Vehicle on side
 - Vehicle on roof
 - Vehicle on hillside
 - Vehicle on vehicle

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Rescue Company Rider – Cont.

- Other machinery
- Establish safe access to patients
- Determine extrication plan
- Determine appropriate tools
- Demonstrate patient packaging/immobilization
- Disentangles patient without further compromising or aggravating patient's injuries or condition
- Provide coordination removing patient from hazard

Aerial Rider

Must be a fully qualified engine and rescue pumper rider for no less than one year and obtain the following state classes:

- Truck Company Operations One
- Forcible Entry
- Rapid Intervention Team (RIT) Training
- Or equivalent

Demonstrate the following competencies:

- Equipment locations and use.
- Safely transport, throw and climb the entire ladder complement.
- Ropes and Knots
- Search and Rescue Procedures
- Ventilation Concepts (Vertical, Horizontal, Positive Pressure)
- Self Rescue Techniques
- Forcible Entry Techniques
- RIT Techniques
- Utility Control
- Salvage and Overhaul
- Aerial Set-Up
- Ability to Operate the Bucket (Truck 32 specific)
- High Angle Rescue Concepts

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S.O.G. Number: **203**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Minimum Performance Requirements for Line and Chief Officers**

Officers shall be assigned in accordance with individual Fire Company policy. In the event there is a lack of qualified personnel, the Fire Chief shall have the ability to waive the minimum requirements. Existing officers shall be grandfathered to the highest office previously or currently held and exempt from the requirements set forth below for election or appointment. It is recommended that these officers obtain the minimum requirements below.

Officers shall meet the following minimum standards:

Lieutenant

- Demonstrate competency in firefighting performance standards by attaining Firefighter 2 certification.
- Demonstrate knowledge of SOG's.
- Demonstrate knowledge of their first due district.
- Demonstrate competency in progressive discipline and personnel management.
- Demonstrate competency in written communication by preparing a one page written report in memo format.
- Has proven through past performance ability to teach members on a variety of topics.
- Show by past performance the ability to stay level headed and mitigate an emergency.
- Show by past performance the ability to receive an assigned task and with minimum supervision proficiently complete the assignment.
- Demonstrate competency in incident command and tactical operations.

Captain

- Has demonstrated standards of performance for Lieutenant.
- Show by past performance the ability to effectively manage the station.
- Has proven through past performance the ability to manage a training program.
- Demonstrate competency in and/or receive a class on the operation of Firehouse Software.

Assistant Chiefs and Deputy Chiefs

- Has demonstrated standards of performance for Captain.
- Complete ICS 300 Training.
- Complete Fire Officer 1 certification. **(members after 12/31/96)**
- Has proven through past performance the ability to teach other leaders on a variety of management and leadership topics.
- Has by past performance demonstrated the ability to properly communicate with and lead the fire company.

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Assistant Chiefs and Deputy Chiefs, Cont.

- Through past performance shown the ability to represent the fire company at outside meetings.
- Demonstrates knowledge in codes, standards, third party regulations and insurance forms.

Fire Chief

- Has demonstrated standards of performance for Assistant Chief or Deputy Chief.
- Has shown through past initiative the ability to build and maintain a leadership team.
- Demonstrates the ability to conduct effective meetings and presentations.
- Serves as a member of the Townships Chief Staff
- Serves on and attends Township Public Safety Advisory Committee.
- Is a member of and attends the Dauphin County Fire Chiefs Association.

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S.O.G. Number: **204**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Helmet colors and designations**

This policy outlines the overall helmet colors and designations that are to be utilized throughout the Township's Fire/Rescue Services. Helmet styles, makes and models are to be consistent with Company policy and manufacturers recommendations as it pertain to use, care and continuation of serviceability.

Junior Fire helmets-

Helmets shall be Orange in color and frontal pieces shall be Orange in color

Probationary Fire helmets-

Helmets shall be Black in color and frontal pieces shall be Orange in color

Firefighter helmets-

Helmets shall be black in color

Frontal shield shall be as follows:

Black for Engine Company approved

Red for Truck Company approved

Blue for Rescue Company approved

Approval shall be at the Company Level

Officer Helmets-

Helmets shall be White or Black in color as designated at Company level

Frontal pieces shall be White in color with rank and company designation

Chief Officer helmets-

Helmets shall be White in color

Frontal pieces shall be as follows:

Gold with rank and Company designation

White with rank and Company designation

Rear panel markings- Non Chief Helmets

Rear panel markings may be allowed at the Company Level

A Red and a White panel designates Truck Qualified

Two White panels designate Junior Line Officers (Lt/Capt)

Decals-

NFPA reflective decals shall remain or be replaced when damaged

Medical Certification or Memorial decals may be added

Decals shall be held to a minimum and not interfere with safety or Company standards

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S.O.G. Number: **301**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **General Driver Regulations**

Drivers of Township fire apparatus must possess skills and demonstrate the ability to meet the minimum standards designated to safely operate fire apparatus. All drivers must have and maintain a current driver's license. New drivers will have a check run on their license and all drivers may have to submit to random or scheduled license checks.

Each driver/operator shall ensure the safe arrival of their crew. Drivers must be able to operate safely on scene while carrying out their specific assignments. Driver Operators must be able to, at a minimum operate all requirements of their apparatus. (Ex. Pumping an engine, stretching short distances of 5 inch hose, climbing to the turn table and operating the tower, etc.) Unless, a driver is at the "Driver Only" level they may/will be expected to operate as a crew member carrying out the teams assigned tasks.

Vehicle Operations:

Each driver/operator and crew member is required to follow all Pennsylvania State Vehicle Codes pertaining to emergency vehicles. This includes that all personnel shall wear seat belts while the apparatus is in motion.

The driver shall reduce speed in accordance to driving conditions.

All apparatus will proceed with extreme caution when proceeding through the station door. The driver and officer must ensure that when moving through the doors all people, vehicles and equipment are clear of the apparatus path. When leaving the station with the apparatus the driver will stop at the door before proceeding.

Drivers will have all of their PPE on board the unit. Turnout gear does not have to be worn if it interferes with driving ability.

Drivers will assure that all compartment doors are closed and properly latched before leaving the scene.

Drivers shall complete the apparatus response book following each apparatus use.

Drivers are to report any problems with the apparatus to the Officer in charge of that piece of apparatus. If a problem occurs that may require the unit be placed out of service it should be taken out and immediately notify an officer.

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Driver Restrictions

Drivers, who for medical reasons, are temporarily disqualified from driving must provide the Company and Township, a physician's written certification indicating the driver is medically qualified to return to their duties. Light duty is not an option, any illness or injury that does not allow for specific apparatus responsibilities will temporarily disqualify the driver. (Ex. Lifting restrictions, physical exertion limitations, etc.)

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S.O.G. Number: **302**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Driver/Operator Training**

All perspective driver/operators, upon receiving approval of the driver training officer, will follow the prescribed training procedure.

Drivers normally start on the smaller vehicles first, unless sufficient driving experience is presented.

Drivers who are members from other companies who have equal or greater driver training programs may be exempt from the hour requirements. A Chief Officer must review the drivers training record, safety record, mutual aid company's Driver Training Policy, and receive a positive recommendation from their current or past Fire Chief. Upon a positive review, an orientation program will be started which consist of a driving familiarization as well as pump/aerial familiarization and an emergency run with a Captain or Chief Officer.

Driving skills monitored are on a Driver/Operator Training Checklist prescribed by the Company. This document is to be filled out for each training session and maintained in a file by the driver training officer.

Utilities, Special Unit & Squad

For Non-Emergency Response:

- Have a valid state driver's license and be at least 18 years of age
- Be able to show a working knowledge of the equipment and be able to fill out a vehicle check sheet
- Note: Any line officer of the company can approve a member to drive the equipment non-emergency as seen fit on a call by call basis. The equipment cannot have any other apparatus in tow (i.e. boats, light tower, fire prevention trailer)

For Emergency Response w/out trailer:

- Meet all non-emergency requirements
- Successfully complete a certified EVOC course
- Have a minimum of 3 hours driver training time

For Emergency Response with trailer:

- Meet all other requirements
- Be at least 21 years of age
- Have at least 5 hours of driver training to include a minimum of 2 hours with trailers to include backing into all first due boat launches.

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Requirements for Tanker

- Must be qualified on utilities (emergency response) and be at least 21 years of age.
- Read C.D.L. manual (pages 2-12 to 2-45 and 5-1 to 5-10)
http://www.dmv.state.pa.us/drivers_manual/commercial_manual.shtml
- Have at least 2 documented hours of pump operations training including operations with portable and floating pumps
- Be able to set up fold-a-tank and apply fill device to the tank
- Have at least 8 hours of documented driver training
- Be able to operate apparatus in a safe manor
- Complete a hands-on skills check sheet under the supervision of a Driver Trainer

Requirement for Engines and Attack

- Must be qualified on utilities, emergency response and 21 years of age.
- Read C.D.L. manual (pages 2-12 to 2-45 and 5-1 to 5-10)
http://www.dmv.state.pa.us/drivers_manual/commercial_manual.shtml
- Have at least 3 hours of documented pump training to include drafting, hitting a hydrant, and acting as a supply source
- Have at least 8 hours of documented driver training
- Be able to operate apparatus in a safe manor
- Be able to operate portable power unit and on board hydraulic tools
- Complete a hands-on skills check sheet under the supervision of a Driver Trainer
- Complete an EVOC course with apparatus before appointment

Requirement for Tower Ladder and Quint

- Must be qualified on utilities, emergency response and 21 years of age.
- Read C.D.L. manual (pages 2-12 to 2-45 and 5-1 to 5-10)
http://www.dmv.state.pa.us/drivers_manual/commercial_manual.shtml
- Have at least 3 hours of documented pump training to include drafting, hitting a hydrant, and acting as a supply source
- Be a certified Engine operator for 6 months.
- Have at least 8 hours of documented driver training
- Have a minimum of 2 hours of aerial operations to include spotting the rig and setting the tip or bucket to a given point.
- Complete an EVOC class with apparatus
- Be able to operate portable power unit and on board hydraulic tools
- Be able to demonstrate emergency ladder operations in case of power or hydraulic failure
- Complete a hands-on skills check sheet under the supervision of a Driver Trainer

Requirements for Rescue

- Must be qualified on utilities, emergency response and be 21 years of age.
- Be a certified Engine operator for 6 months.

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- Read C.D.L. manual (pages 2-12 to 2-45 and 5-1 to 5-10)
- Have at least 8 hours of documented driver training
- Be able to operate all mounted and portable power equipment

Requirements for Rescue Cont.

- Complete a hands-on skills check sheet under the supervision of a Driver Trainer
- Complete an EVOC class with apparatus

Final Approval:

Final Approval will be at least 1 emergency run with a Chief Officer or Fire Captain, or authorization of Chief Officer.

Driver Only Status:

This status is for members who wish to drive, but may not desire to or are unable to fulfill other functions on the fire ground. Driver only members are no less important to the company's ability to fulfill their specific roles, however for command reasons the driver only will not be counted in the total apparatus staffing. When fully staffed with riders, it is preferred that fully qualified Aerial operators drive before a driver only. This is intended to assist in meeting all the truck functions while on fire ground.

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S.O.G. Number: **303**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Vehicle Backing Policy**

Accidents which occur while backing vehicles are usually preventable. Most of these accidents result in minor damage and are seen more as a nuisance than a true problem; however some backing accidents involving pedestrians have had tragic results.

Purpose:

The purpose of this policy is to set guidelines for the backing of all fire apparatus and vehicles and to standardize the signals for backing.

Policy:

It shall be the policy of Susquehanna Township that backing of apparatus should be avoided whenever possible. However, due to the nature of firefighting, backing apparatus is sometimes necessary. Where backing is unavoidable, a spotter should be utilized whenever possible. In addition, a spotter should be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.

Guidelines:

When a Township vehicle including engines, trucks, rescues, tankers, squads, etc, is to be backed, one member should dismount the apparatus and act as a spotter. This member should be located off the left rear corner, visible to the driver in the side mirror.

The spotter shall not ride on the tailboard of the vehicle while it is in motion. This is both dangerous to the spotter, and it also may limit the driver's ability to view the spotter.

When time permits, the spotter should review the backing plan with the driver and agree to the communication process before proceeding. Both door windows should be open to allow for proper communication and fire radio volumes reduced.

The vehicle should not begin backing until the spotter is in position and communicates approval to begin. When a spotter is being used, the driver shall immediately stop the vehicle anytime the driver loses sight of the spotter.

When a spotter is being used, it shall be his responsibility to check clearances on all sides including overhead.

Signals:

Hand signal communication methods MUST be established prior to any movement

All hand signals should be accompanied by verbal signals.

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S.O.G. Number: **304**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Accident Policy**

Objective: To provide a means to compile pertinent information regarding accidents involving Township vehicles /property damage. This information may be used to complete necessary forms, and as evidence of personal injury to protect the involved member and the Township.

Section 1: Procedure at the Scene of an Accident.

A. In the event of an accident involving a fire department vehicle, the following actions shall be taken:

1. Stop immediately and investigate.
2. If anyone is injured, call for medical assistance immediately.
3. Have County Fire notify your immediate supervisor and or the Fire Marshal.
4. Have County Fire notify the Police.
5. Advise County Fire of the all non emergency information via cell phone or land line if possible.

B. When accidents occur involving apparatus:

1. Apparatus should remain at the scene of the accident in order to assist in any investigations. The position of the equipment may be of importance, so careful consideration to moving it is a factor.
2. Should the apparatus be involved in a non reportable accident, it shall be the Officers discretion on the continuing of the response. The driver and information may have to stay on scene and wait for police before leaving. Consideration to the nature of the call as well as the other driver shall be a factor in response continuation.
3. If the apparatus is returning from an incident when the accident occurs, it will be reported out-of-service, and will remain at the scene of the accident.

C. Members shall not furnish or discuss any information that is not required by law concerning accidents with anyone except investigators from the Police and/or Fire Departments.

1. The following information is required by law and shall be provided, upon request, to any/all individuals involved in the accident
 - a. The driver's license for the driver(s) of the involved vehicle(s).
 - b. Township insurance card, which also contains the involved vehicle(s) registration information.

D. Post Vehicle Accident Alcohol/Drug Test

1. As soon as practical following an accident involving a Township vehicle, the driver shall undergo alcohol/drug testing if:
 - a. There is a loss of human life.
 - b. Bodily injury occurs to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.

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- c. One or more vehicles incur disabling damage as a result of the accident, or a motor vehicle is required to be transported from the scene by a tow truck or other motor vehicle.
2. Alcohol/Drug testing shall be done by Concentra Medical Centers during their normal hours of operation.
3. On holidays or when Concentra is closed (between 1200 hrs. Saturday and 0700 hrs. Monday) testing will be done at a local hospital.
4. The on duty Fire Marshal, Police OIC and Township Manager shall be notified anytime this service is used.

Section 2: Forms for Reporting a vehicle/personal injury/property damage accident.

A. A Vehicle Accident Report shall be completed at the scene of the accident in accordance with established police department procedures. The NFIRS report shall also note vehicle and non-vehicle related incidents as well as slips and falls, damaged property caused by an employee, as well as an injury to a person while in a Township vehicle if not the result of a vehicle accident. The information on the NFIRS form will be used to document the incident and not be a detailed event of the incident. If the incident happened during training it shall be noted on the training report and the ranking officer shall contact County Fire to assign an incident number to the incident.

B. The Townships Workers Compensation/First Report of Injury form must be completed and forwarded to the Fire Marshal or the Township's Office within twenty-four (24) hours of the accident.

Section 3: Accident Investigations.

A. All accidents involving departmental vehicles require the response of the Police, Chief or their designee or the Fire Marshal.

1. All minor accidents should be handled by the responding Chief or their designee.
2. Serious accidents involving departmental vehicles, including fatalities, life threatening injuries or multiple injuries shall require the response of a Police, Fire Chief and Fire Marshal.
3. Once on the scene, the investigating Chief or their designee should remain out-of-service until the on-scene investigation is completed.
4. Departmental members that are transported to the hospital shall have a fire department representative with them as soon as time and manpower dictate. That person will be the main point of contact between the injured member and the Chief. No other information shall be shared as it pertains to federal HIPPA laws.
5. It is the responsibility of the Police Department or their designee to investigate any and all accidents involving Township apparatus. No member is to share information verbally, electronically or through written correspondence unless with the expressed permission of their Chief, Fire Marshal or Police.

Section 4: Accident Review and Disposition.

A. The Chief Staff shall review the necessary reports concerning personal injury and vehicle accidents and forward to the Township Safety Office for their review. Any recommendations for policy and procedure changes shall be included in this paper work. This review is not part of the actual incident report. If disciplinary action is warranted, the individual Company Fire Chief will conduct an internal

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case review and the finding shall be forwarded to the Township Fire Marshal for sealing as a personnel issue and kept on file.

B. For avoidable accidents, a case review will be conducted internally. Final disposition shall be noted and a summary shall be forwarded to the Fire Marshal for sealing and archiving.

C. All rights of appeal are to be conducted at the Company level first and then would be granted for review before the Township Safety Committee.

D. Should there be a violation of the S.O.G.s and no disciplinary action taken, a report on the incident justifying why no action was taken, must be forwarded through the chain of command.

Section 5: Notification of the Emergency Vehicle Technician (EVT)

A. When requesting assistance to bring in a damaged vehicle, the extent of the damage must be relayed so that the EVT will know what equipment to bring to the scene.

B. The crew of the disabled vehicle will render all possible assistance to the EVT personnel.

C. A separate letter attached to the incident report shall be submitted to the Repair Shop describing the damage to the vehicle involved in the accident. If possible, attach the Police Report "CC" Number to the form.

D. A contact person and numbers shall accompany the request for service. This shall include the person(s) that discovered the problem as well as the Company person responsible for the follow through.

E. Overtime call out requests should be made through the Fire Marshal's Office. In emergency situations a dual call out is acceptable through County Fire.

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S.O.G. Number: **305**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Cell Phone Usage**

Cell Phones & Radios

- A. In vehicles with 2 or more occupants the use of cell phones and radio transmissions shall be prohibited by the driver of the vehicle.
- B. Single occupant vehicles shall limit use of cell and radio transmissions to operational issues. Cell phones shall not be utilized by any drivers during any emergency response conditions.
- C. Texting by drivers of any vehicle, regardless of the number of occupants shall not be allowed.
- D. This policy will is not to contradict any future local, state or federal laws on this subject.

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S.O.G. Number: **306**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **Driving Over Fire Hose**

PA State Vehicle Code Title 75

§ 3708. Unauthorized driving over fire hose.

No vehicle shall be driven over any unprotected hose of a fire department when laid down on any highway, private road or driveway, for use at any fire or alarm of fire, without the consent of a fire department officer, a police officer or other appropriately attired person authorized to direct, control or regulate traffic at the scene.

Apparatus operators and officers shall be aware of routes of travel and hydrant locations. The Hydrant Firefighter shall ensure that supply lines are to the side of road as practical.

Apparatus blocked by fire hose:

- 1- Shall not cross fire hoses charged or otherwise.
- 2- Have the responding crew move the hose to one side or the other as practical.
- 3- Contact command for permission to cross the line. If command does not reply contact the engine company receiving the water to see if they are capable of sustaining fire suppression activities should the flow of water be disrupted due to hose breakage.

It should be understood by all company level officers that if a truck or rescue squad is parked out crews should be able to access engine company ladders and tools as needed.

The acquisition and continuance of an adequate water supply is paramount to suppression and life safety on the fire ground. Disregarding this policy shall be considered an act Immediately Dangerous to Life and Health.

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S.O.G. Number: **401**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Apparatus Staging**

Scope

The following guidelines are to be followed when staging apparatus at the scene of an incident. The guideline applies to all apparatus responding. It does not cover the response of apparatus on mutual aide to other departments.

Definitions

Greater Alarms	The response of additional apparatus beyond those assigned on a first alarm
Staging	The reserve placement of apparatus at or near the scene while awaiting assignments. Staging is divided into two (2) different levels know as Level 1 and Level 2.
Level I Staging	The reserve placement of apparatus approximately one (1) block from the scene or at a nearby water supply.
Level II Staging	The reserve placement of apparatus not yet on the scene in a designated area.
Staging Area	A large open area which will accommodate the placement of reserve apparatus near the scene of an incident. It should allow for easy access to the scene and be capable of holding multiple pieces of apparatus. Unless otherwise appointed, the officer of the first apparatus in the staging area will be the Staging Officer.
Staging Officer	A firefighter or officer who is designate to control the staging area. Unless otherwise appointed, the officer of the first apparatus in the staging area will be the Staging Officer. The officer will keep an accurate list of all apparatus assigned to the staging area. The Staging Officer will hold sector level authority.
Initial Assignments	On all first alarms, the first arriving Engine, Truck and Rescue Companies will proceed directly to the scene. The Engine and Truck will take side A (alpha). The second Engine will secure the hydrant for the first Engine.

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	All other apparatus will utilize Level 1 Staging. All apparatus responding on greater alarms will also utilize Level 1 Staging, unless Level 2 Staging has been established. It is recommended to use Level 2 staging on all incidents that go beyond second alarm.
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This guideline will serve as the initial assignment for all apparatus and no other assignment should be requested.

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S.O.G. Number: **402**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Apparatus Maintenance Personnel- Company Level**

Those personnel assigned to perform maintenance checks shall perform their duties on a regular basis, and report the result of those checks and any repairs made, to the Line Officer in charge of apparatus.

The maintenance checks shall be performed in accordance with the performance objectives developed by each Company. Proper notification shall be made when deficiencies are found.

If a substantial deficiency is found that is beyond the repair capability of the Company, the OIC shall notify the EVT for assistance.

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Apparatus shall be maintained and equipped at all times for emergency responses in the township or as dispatched by DC-EOC.

Heavy apparatus (truck, engine, rescue, tanker ...) shall not be utilized for non-emergency, non-fire related activities (ie.- food runs . . .). If approved by the Company Fire Chief, Chief/Duty vehicles may be utilized. Fuel usage is monitored monthly and this policy may be changed based upon budget requirements.

Non-emergency requests for transfers, stand-by details and assists within the normal DC-EOC for emergencies is allowed. All other **heavy** apparatus requests for movement shall coordinated between the Company and Township to ensure the Township is adequately protected.

Request for non-emergency, non-training functions outside of the above policies shall be approved by the Township.

Chief or duty vehicles may be used at each Company's discretion.

The duty officer is responsible for assuring the vehicle is clean and refueled at the end of their assigned week.

An officer may take a vehicle to work, if they are capable of leaving work for a major incident.

The vehicles are prohibited from leaving Dauphin or Cumberland Counties, unless permission is granted by a Chief Officer.

Each driver is responsible for reporting all mechanical or safety concerns to the Chief Engineer.

No drinking or transportation of alcoholic beverages in the vehicles will be tolerated.

No use or transportation of controlled substances in the vehicles will be tolerated.

Family members may be transported in duty and/or Chief's vehicles in accordance with all applicable laws and regulations.

Should non members be in a vehicle when an emergency is dispatched a class 3 response shall be made.

Logs shall be kept up to date for all Apparatus and station vehicles.

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S.O.G. Number: **403**
Effective Date: January 1, 2010
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Subject: **Chief/Duty Vehicles**

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S.O.G. Number: **404**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Maintenance and Care**

SUBJECT: APPARATUS AND RELATED EQUIPMENT (MAINTENANCE AND CARE)

Objective: To provide a procedure for the maintenance and care of apparatus and related equipment assigned to the stations to include Frontline and Reserve Engines, Trucks, Attack/Brush Units, Chief vehicles and other Township owned/insured support vehicle. The following guidelines have been established based on NFPA 1915/DOT/COMAR Regulations

Section 1: The Chief of each Fire Company shall be held responsible for implementing and complying with the following procedures. These duties can be delegated as necessary but the Company Chief is still overall responsible.

A. To enable all vehicle drivers to routinely complete Pre Trip Inspection. This can be done by posting a rotating list of all drivers to check the vehicles weekly. Each Fire Company vehicle, regardless of type, shall have a pre-trip or post-trip inspection done weekly. These should be done during the Friday to Sunday time frame so that any needs can be addressed through the Fire Companies Engineer or Maintenance Officer as well as forwarding of needs to the Townships Emergency Vehicle Technician on Monday.

Weekly Inspection Requirements:

Driving and Crew Areas, Apparatus Body and Compartmentation-

The following defects and deficiencies of the driving and crew areas, the apparatus body, and the compartmentation reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

- ☐ Seat belts that are torn or have melted webbing, missing or broken buckles, or loose mountings. Due to the extreme safety-related consequences of a defective seat belt, and the fact that one defective seat belt (unless it is the driver's seat belt) does not render a piece of apparatus unusable, the authority having jurisdiction shall take any seating position with a defective seat belt out of service.
- ☐ Cracked or broken windshield that obstructs the driver's/operator's view
- ☐ Missing or broken rearview mirrors that obstruct the driver's/operator's view
- ☐ Windshield wipers that are missing or inoperable
- ☐ Steering wheel that has a deficiency
- ☐ Oil pressure gauge or engine or transmission temperature gauges that have failed
- ☐ Air gauge or audio low air warning device that has failed
- ☐ Door latches that are defective
- ☐ Defrosters that are defective
- ☐ Foot throttle that is defective

Chassis, Axles, Steering and Suspension Systems, Driveline, Wheels, and Tires

The following defects and deficiencies of the chassis, axles, steering and suspension systems, driveline,

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wheels, and tires reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

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- ❖ Tires that have cuts in the side wall that penetrate to the cord
- ❖ Tires that are defective
 - Tires that have a tread depth of 6/32 in. or less in any steering axle or 5/32 in. or less on any non-steering axle at any two adjacent major tread grooves anywhere on the tire
 - Any tire that is flat or has detectable or audible leak
 - On dual wheel tires: tires that are touching sidewall to sidewall
 - Wheel studs missing or loose wheel lugs
 - Wheels that are defective
 - Any cracks in wheels
 - Steering components that are defective
 - A steering component that has constant leakage
 - Driveline components that are defective

Engine Systems

The following defects and deficiencies of the engine systems reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

- Air filter restriction indicator that show maximum restriction
- Engine that won't crank or start
- Engine that is overheating
- Stop-engine light that fails to turn off after engine is started

Engine Cooling System

The following defects and deficiencies of the engine cooling system reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

- Radiator that is defective
- Water pump bearing that is defective
- Cooling fan that is defective
- Coolant system components that are defective

Transmission

The following defects and deficiencies of the transmission reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

- Automatic transmission that overheats in any range
- Automatic transmission that has a "Do not shift" light on

Low Voltage and Line Voltage Electrical Systems

The following defects and deficiencies of the low voltage electrical system and the line voltage electrical system reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

- Federal Department of Transportation lighting that is defective
- Ignition system that is defective
- Charging system that is defective

Braking Systems

Air Brake Systems

The following defects and deficiencies of the air brake system reduce the operational safety and

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- ◆ Tires that have cuts in the side wall that penetrate to the cord
 - ◆ Tires that are defective
- performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

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♦ Brakes that are out of adjustment

- ☐ Braking system components that are defective
- ☐ Braking operation that is ineffective
- ☐ Parking brake operation that is ineffective
- ☐ Air compressor that fails to build air pressure
- ☐ Air pressure that fails to maintain 80-90 psi (552-621kPa) pressure in the system with the service brakes applied and the engine at idle, or air compressor that fails to fill the air system to the air compressor governor cutout pressure with the service and parking brakes released
- ☐ Antilock braking system (ABS) warning indicator that is activated

Hydraulic Brake Systems

The following defects and deficiencies of the hydraulic brake system reduce the operational safety and performance

of the fire apparatus and shall be considered when developing the out-of-service criteria:

- ☐ Brake system components that have Class 2 leakage of brake fluid
- ☐ Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them
- ☐ Braking system components that are defective
- ☐ Braking operation that is ineffective
- ☐ Parking brake operation that is ineffective
- ☐ Brake warning light that is activated or brake pedal that falls away or drifts toward the flooring when brake pressure is applied
- ☐ ABS warning indicator that is activated

Fire Pump System

The following defects and deficiencies of the fire pump system reduce the operational safety and performances of the fire apparatus and shall be considered when developing the out-of-service criteria:

- ☐ Pump test results that fall below 90 percent of the original rating of the pump when tested in accordance

with NFPA 1911, *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*

- ☐ Pump that will not engage
- ☐ Water tank that will not hold water
- ☐ Pressure control system that is not operational
- ☐ Pump panel throttle that is defective

Aerial Device Systems

The following defects and deficiencies of the aerial device and its systems reduce the operational safety and performance of the fire apparatus and shall be considered when developing the out-of-service criteria:

- ☐ Power takeoff (PTO) that will not engage
- ☐ Stabilizer system that is defective
- ☐ Aerial device that is defective
- ☐ Hydraulic system components that are defective
- ☐ Cable sheaves that are defective
- ☐ Cables that are defective or frayed
- ☐ Base and section rails that show ironing beyond the manufacturer's recommendations

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- ◆ Brakes that are out of adjustment
- Aerial device that is structurally deformed

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- ☐ Torque box structure or fasteners that are defective
- ☐ Turntable fasteners that are defective or missing

NOTE: deficiencies in any portion of this check must be recorded for an overall determination of in service/ out of service criteria.

B. To enable Fire Companies to complete maintenance duties, the Emergency Vehicle Technician will maintain the proper levels of the following supplies at his shop or may distribute on an as needed basis to each station.

1. Grease
2. Fuses
3. Hydraulic Oil
4. Light bulbs - One extra for each size of bulb except strobes and fluorescent tubes
5. Lubri-Plate
6. Motor Oil
7. Priming Oil
8. Transmission Fluid
9. Vehicle wax and Degreaser GP 66 is the responsibility of each Company

C. Tire Chains or Cable Chains - One for each vehicle. One set will be carried on the vehicle or readily available in station during the months of December through March. Whenever a vehicle is permanently transferred, the chains will be sent with it to the new assigned location.

- a. Two sets of spreaders will be used on each chain to assure a tight fit and help in preventing loose cross-link slapping
- b. Spreaders will not be utilized with cable chains.

D. Automatic On-spot/style Chains

- a. Check that your on-spots are working properly at the beginning of each projected storm and daily through the incident.
- b. Chains must be engaged and disengaged while the vehicle is moving.
 - ☐ chains must be engaged when traveling between 2 MPH and 25 MPH
 - ☐ chains must be disengaged when traveling between 2 MPH and 25 MPH
- c. Vehicle must not exceed 35 MPH with the chains engaged
- d. Vehicle can stop on the chains, and then start moving again, as long as the switch is still in the engaged position.
- e. Engage chains before reaching slippery conditions. On spot will assist traction in forward, reverse, and in braking conditions.
 - ☐ avoid locking the wheels
- f. If you have not engaged your on-spots before stopping on a slippery road:
 - ☐ spin tires up to 5 MPH
 - ☐ engage on-spots
 - ☐ when you feel chains bite, stop spinning wheels and drive on slowly.

Section 2: Cleaning of Apparatus.

- A. All apparatus shall be properly cleaned as necessary
- B. Tires and wheels will not be washed for at least one hour after the apparatus returns to quarters.

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C. All compartments shall be cleaned to include the preventive maintenance of all portable equipment to include gas, hydraulic and electric equipment and appliances.

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D. All apparatus shall be waxed every three months.

Section 2: Apparatus Log Book

A. The Company shall maintain a log book or clip board for each piece of apparatus.

1. The log book shall be kept in the station or on the apparatus and in a clean, clear, legible, accurate, complete and up-to-date manner.
2. The log book shall contain complete information pertaining to inventory of all equipment, maintenance and repair of apparatus and equipment.
 - a. Log books can be substituted by a Computer log that is accessible to drivers and the EVT at the units primary station.

Section 3: Repair and Painting of Apparatus and Equipment

A. Repairs: The instructions of the Township's Emergency Vehicle Technician (EVT) shall be strictly followed relative to the care and operation of apparatus and no repairs or alterations shall be made without proper authorization.

1. Members shall not change or alter the arrangement of fire fighting equipment on apparatus, nor otherwise disarrange the system in effect, unless approval has been received from the Company Chief and the EVT.
 2. Mechanical defects in apparatus or equipment shall be reported to the Officer-in-Charge immediately upon discovery. Notification via e-mail to the EVT describing the problem immediately at the time of discovery.
 3. Officers will immediately contact the Chief and make them aware of conditions that require their knowledge or actions immediately. Under no circumstances will necessary actions be delayed or documented.
 4. No equipment will be allowed to lay loose in any cab area of any apparatus. All equipment in cab area must be securely mounted with a positive type device.
- B. Upon the arrival of the EVT at the station, the officer-in-charge shall:
1. Be notified if at the station the arrival time and departure time of the mechanic.
 2. Assign a driver to inform and assist the mechanic as needed.
 3. The Chief and Dispatch are to be notified immediately, via phone when apparatus is placed out-of-service due to the need for repair and when apparatus is placed back in service after the repairs have been completed.
 4. Documentation in Unit Log the removal and return of the apparatus, when such action occurs.
 5. For replacement or repairs accomplished by fire station members, forward electronically to the EVT of action and completion status.

C. The officer-in-charge or driver will notify the Company Chief when the following occurs:

1. All the equipment is not accounted for.
2. Equipment is in poor condition.
3. Apparatus is in poor condition.

Section 4: Painting of Apparatus and Equipment

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A. Painting:

1. All emergency equipment issued to companies is to be plainly marked with proper adhesive equipment

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sticker or stenciled with company number so as to avoid confusion in identification at the scene of the emergency.

2. The body of the apparatus may only be touched up with paint received from and approved by the Fire Manufacturer or the EVT.
3. The interior of the compartments, running boards and wheels shall be repainted, as needed.
4. The tools and equipment used on the apparatus shall be painted and/or varnished, as needed.

Section 5: Fire Hose

A. Amount of Hose Carried

1. There will be carried on each engine:
 - a. One thousand feet of 5" and five hundred feet combination of 3"/2.5" hose. The hose shall be marked within the first five feet of each coupling with a Company marker.
 - b. A minimum of five hundred feet of 1-3/4" inch hose. The hose shall be marked within the first five feet of each coupling with a Company marker.
 - c. A minimum of one hundred fifty feet of 2-1/2 inch hose for use as a hand line. The hose shall be marked within the first five feet of each coupling with a Company marker.
2. There will be carried on each ladder truck:
 - a. Two fifty foot sections of 3" or 3-1/2" hose, individually rolled as donuts. The hose shall be marked within the first five feet of each coupling with a Company marker. ex: T-32
 - b. One hundred feet of 1-3/4" hose rolled into donuts, in two 50 foot packs.
3. An engine will not be considered "out-of-service" as long as it has at least five hundred feet of supply hose in the bed and a full booster tank.
 - a. The condition of the hose will not affect the "in service" or "out-of-service" condition of the engine.

B. Care of Fire Hose

1. Before hose is removed from apparatus for change, the necessary replacement sections will be properly prepared and couplings examined. Change will be made with as much speed as is consistent with safety.
2. Hose carried on the apparatus shall be securely coupled and orderly in arrangement. Special care shall be exercised to see that fitted gaskets are in place and that those which are deteriorating are replaced.
3. A small amount of flake graphite may be used as a lubricant for hose coupling threads.
4. Hose shall not be allowed to remain on the apparatus in a dirty condition in excess of forty-eight hours.
 - a. Dirty hose and suction sections shall be washed with cold, car wash soap or mild detergent water only. No other cleaning agent will be used for this
 - b. All dirty hose shall be washed within a 48 hour period of time. If hose is necessary for 1st line status it shall be cleaned immediately and repacked for service.
5. As a protective measure, when handling hose it shall be carried (where possible), not dragged. Care shall be exercised in "breaking" hose lines inside of buildings to see that water damage is kept to an absolute minimum.
6. Any hose used to discharge foam or wet water solutions shall be flushed with fresh water after use for

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three minutes.

7. The Company shall be held responsible for the proper storage of hose in quarters.

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8. Police action shall be requested when hose in use at fires or drills is driven over by drivers of unauthorized vehicles. Apparatus shall not be driven over hose lines except when absolutely necessary. Small vehicles will not cross 3" lines, and no vehicles will cross a 5" line. See SOG 108

9. All hose will have a portion of the couplings marked with the Hose test sticker and appropriate number for that station. When the identification becomes excessively marred, the couplings shall be remarked.

10. On each end of the hose length, no more than 5" from the coupling, the Company number will be displayed (example: 31, 32, 37). This shall be done using a permanent marker.

C. Hose Repair or Replacement

1. Hose sent to for repair or replacement shall be clean, dry and properly rolled. This hose shall have a rag or tape attached at the damaged location. A brief description of damage location and type, along with hose serial number, will be written the repair company.

Example: Hose leaks 4 ft. from the male connection.

2. When repaired hose is returned to the company it shall be tested by the company as outlined prior to being placed back in service.

D. Hose and Compartment Covers

1. Hose compartments shall have either a cover or cargo strap on them at all times regardless of weather.

E. All fire hose shall be tested annually as per NFPA standards by the fire company or at their expense by a recognized and insured fire hose testing company.

Section 6: Salvage Covers

A. Covers used at fires shall be thoroughly examined, washed and hang dried immediately after use.

1. When in need of repair, covers will be tagged with the station name, the place to be repaired marked, then forwarded for repair.

2. Care shall be exercised when applying covers.

B. Covers left in use at the scene of a fire or other incident shall be accounted for as follows:

1. There shall be a grace period of forty-eight hours at the scene. After forty-eight hours the company shall retrieve the covers.

Section 7: Tower/ Aerial and Ground Ladders

A. Tower /aerial ladder shall be inspected monthly and after involved in firefighting activities.

1. Check hydraulic level using dip stick. Rig must shut off on level ground and all jacks, outriggers and boom must be stowed

1. The aerial should be set up and all functions are to be operated from the turn table and tip or basket controls.

2. Check the dead man pedal for proper operation and any safety features from the tip or basket controls

3. Check for the proper operation of the of the master streams from the turn table and the tip or basket controls

4. Check the breathing air system for proper operation inspect air lines and fitting for damage

Check cylinder pressure and hydro date and cylinder is secured to aerial

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Note: The following shall be done for Seagrave/ Pierce Aerials monthly or after involved in firefighting activities:

a. Visual Inspection

Check all hydraulic lines and hoses. Check all connectors for tightness. Check hoses for cracks, twists or kinks.

b. Stabilizers

Check the operation of warning lights. Check condition of proximity switches for operation and condition. Check the extension cylinders for leakage at all connections, fittings and seals.

c. Turntable and Pedestal

Check the area around the heads of mounting bolts for cracked paint which would indicate the bolts have moved. Check the hydraulic swivel, hoist cylinders and control valves for external leaks.

d. Ladder

Check the handrails for straightness and any signs of misalignment or dents. Check base rails for straightness and signs of wear or ironing. Check all rungs for straightness, damage, integrity of rung covers, and signs of cracking. Check slides for signs of wear, cracking, free-movement and proper alignment.

Check guides for cracked welds, alignment and any irregularities. Check wear strips, pads and slide blocks for wear, gouging and improper mounting. Check the extension sheaves for signs of wear, free-movement during ladder operation, missing or improper retainers and lubrication. Paint white area of ladder as needed monthly.

e. Extension Cables

Inspect the extension cables for fraying strands, kinking, corrosion or abnormal wear. Check clevis and all attachment ends for wear

1. All maintenance shall be performed as outlined in the owners manual.
2. All required reports remain the same as all other Township fleet requirements.

B. Ground ladders shall be cleaned after each use as follows:

- check halyard rope for undue wear
- check rivets for tightness
- make sure that rub plates are secure, without burrs, and not worn out
- check support plates for tightness
- check the heat sensor labels for presence and condition

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- check for splitting or cracks, which are cause for repair or replacement

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- make sure that bolts are secure and not over tightened
- make sure that rungs have no play or movement
- examine any discoloration closely for possibility of heat damage
- check for cracks in welds, which are cause for concern
- check for any wavy or deformed areas on the surface of the ladder that might indicate damage
- ensure that dogs are freely operating and springs are operational and in place
- make sure rope halyard is not knotted, kinked, or worn
- make sure there is no excessive play in the halyard
- ensure that pulley is not out of round and operates freely
- ensure that fly sections operate and slide freely in channels
- ensure that the halyard cable of multiple-fly extension ladders are snug when in bedded position
- in the bedded and extended positions, ensure that all rungs line up when pawls engage
- with any of the special folding type or articulating ladders, check that the hinges are secure

Section 8: Rope

A. Rope should be cleaned before being stored. It may be washed with a moderate hose stream, and any remaining dirt may be shaken out when the rope dries.

1. Wet rope should never be left where it may freeze.
2. Wet rope should be hung up or laid in a loose coil, in a dry place, until thoroughly dry.
3. Rope should not be left in contact with radiators, steam pipes or other sources of heat or in contact with acid fumes.

B. Rope shall be inspected, by examination of the entire length of rope, to check for wear, abrasions, broken or cut fibers, discoloration and rotting.

1. The inner fibers shall be inspected by untwisting the rope in several places to see if the inner yarns are bright, clear and unspotted.
2. Rope that has lost its pliability or stretch, and appears dry and brittle, or has lost its inner luster, should be replaced.

C. Testing rope by subjecting it to stress, such as a "tug-of-war" method or by weight usually damages the rope and does not prove its dependability.

Section 9: Apparatus and Equipment, in General

A. All apparatus will be parked in quarters at all times with the air parking brake engaged.

1. Engines, Trucks, Rescues and Tankers shall be plugged in to keep units charged while at station.

B. During freezing weather, the booster lines on engines and brush units shall be drained and the back pump tanks shall be carried empty.

1. In freezing weather, it will be the driver's responsibility, when apparatus is to be left standing idle, to insert the hose nozzle in the top of the tank and engage the pump to circulate water or use tank fill,

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or use appropriate means to keep water from freezing.

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C. Refueling Apparatus: During refueling of apparatus, extreme caution shall be exercised. Smoking will not be allowed on apparatus at any time; or near it while being refueled. Operators shall see that funnels used to refuel apparatus, while on the fireground are clean and properly screened.

D. During freezing weather pressurized water extinguishers, Indian style hand pump extinguishers that are exterior mounted shall be removed from the apparatus until Spring.

E. K-12/Stihl Power Saw, Cutters Edge, Chain Saw, PPV Fans and all gas powered appliances.

1. The hi-speed carbide tip blade (all-purpose blade) on power saws shall remain attached and ready for use at all times. At the scene of an emergency, other blades will be used according to job requirements.

2. During vehicle checks, all gas powered appliances will be started and test run until they reach their normal operating temperatures.

3. To ensure that no wear binding occurs, the blade, the backing plates and nut on all power saws must be loosened as much as possible without removing and then tightened securely.

4. Extreme caution shall be exercised at all times when operating gas powered appliances.

Section 10: Tire Repair/Replacement Requests:

Any need or determination for tire repair must go through the Company Engineer or equipment officer.

A. Determining Need For Repair/Replacement

Check tires for:

1. excessive wear
2. rips or gouges in sidewalls
3. gouges in tire tread

B. Tread Depth Determination:

1. Check tread depth on each tire on the vehicle and also spare(s) at least once monthly.

b. Tires on steering axles will normally be "Highway" type tread and, when checked, shall not have a tread depth less than 6/32nds of an inch.

c. Tires on drive axles will normally be of the "Cross-rib" or "Mud and Snow" type tread, and, when checked, shall not have a tread depth less than 5/32nds of an inch.

2. When checking tires for tread depth, a tire with unacceptable tread depth on two or more adjacent ribs is considered to be in need of replacement.

Section 11: Back-Flushing Fire Pumps.

A. The objectives in back-flushing the fire pumps are to:

1. Reverse the normal direction of water flow through the fire pump, relief valve and transfer valve (if equipped). NOTE: Do not exceed 50psi.

2. Flush out contaminants, corrosive materials, abrasive materials, and debris that may be lodged within the impellers, piping and valves.

To accomplish these objectives, we must remind all operators that after operations (training or fireground) which include drafting, water shuttles or foam operations, the fire pump must be back-flushed.

B. Procedure to back-flush a fire pump.

1. First start with flushing out the fire hydrant until the water flows clear.

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2. Connect a line from the hydrant to the highest 2 1/2" DISCHARGE.
3. Open all 2 1/2", 4", 5" and 6" intakes and discharges, removing caps and appliances. Disconnect

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preconnected front suctions or remove caps.

4. Control the pressure and flow with the discharge valve for the line connected to the hydrant.
 5. Check for debris that has collected behind the screens on intakes.
 6. Operate relief valve (on-off). Repeat several times.
 7. Operate the transfer valve (if equipped). Repeat several times.
 8. Flushing operations should continue for approximately 5 minutes or more.
- After flushing operations have been completed, return all appliances, preconnects, transfer valve and relief valve to the normal operating positions. Also refill fire pump with water.

Section 12: Vehicle Towing Policy

A. During normal hours of operation of Fire Maintenance, Monday through Friday 0700-1500 hours, all towing requests are to be referred to the EVT.

B. When Fire Maintenance is closed; the Chief or ranking Officer shall contact FM84 for guidance or authorization of overtime.

The EVT will use discretion as to when to respond and check out the unit prior to towing.

Section 13: Policies Regarding Snow Chains.

1. When putting on chains, do not jack the entire rear-end of apparatus with the floor jack. Doing so will cause damage to the jack. Jack-up one side at a time, install chains then jack-up other side.
2. Wood chocks can be used for vehicles with dual rear wheels to install single snow chains. Remember to chock the front wheels and keep hands out from under the tire.
3. When road conditions warrant, ladder tiller wheels may require placing a chain on one side to increase steering ability on ice and packed snow.
4. When road conditions warrant, single snow chains may be used in conjunction with the automatic chains used on the newer vehicles.
5. Cable chains are to be installed loose on radial tires allowing the cable chains to rotate around the tire as the tire moves. Adjustment in cable chains for traction/lug type tires is loosen one-half of web strap after hand tight.
6. Chains should be sized to allow easy installation. Air pressure in a tire should never be lowered to allow chains to be fastened. If chains are hard to install, return and order the next larger size for your vehicle.
7. Spreaders or chain tightners are not to be used on radial cable type chains. Chain tightners can cause cable chains to be off center.
8. Manufacturers of cable chains recommend a maximum speed of 30 miles per hour for normal applications and **35** miles per hour maximum for emergency applications with the understanding wear on the chains will increase as the speed increases. In addition, running on bare pavement for extended periods can also damage tires.
9. In the event that a side chain or cable chain breaks, order a new complete set and retain broken set for usable parts. Cross-links/members should be replaced, as needed, and re-ordered from appropriate agency/department. Should more than half of all cross-links/members become worn, a complete replacement set should be obtained.

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10. All chains shall be inspected and tested on apparatus during the month of November as part of monthly station duties.

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S.O.G. Number: **501**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **First Arriving Engine Company**

Scope

This guideline is to be followed by the first arriving Engine Company. It is important to combine the efforts of engine, truck and rescue companies to provide professional life and property saving services.

Response to Local Alarms: (trash, vehicle, grass, brush, leaves, etc.)

- The first arriving engine company shall proceed directly to the scene and provide rescue, fire suppression and overhaul.
- All personnel will have all protective gear on including SCBA with exception of the driver on all calls except brush calls or with granted permission from the Company officer.

Response to First Alarms: (reported and confirmed structure fires, gas leaks inside structures, and odors of smoke or burning originating inside a structure)

- The first arriving engine company shall make a forward lay of supply hose from a water supply to the fire scene whenever possible based on the reports given by County and other emergency units on the scene. In hydranted areas, this will be from a fire hydrant. The officer may determine to drop the supply line at an entrance to a parking lot or split in the road, if so Command or Communications shall be notified of the location to have the next engine complete the lay to a hydrant. The second due engine shall pick up and supply the line from the hydrant or other water source.
- If operating in a non-hydranted area, a forward supply hose lay should be made from an area that is suitable to establish a draft source of water. If a water supply has not been established by the first engine on the scene, Command is to be notified immediately.
- In the event supply hose is not laid due to the direction of arrival, the Company Officer shall request the second due engine reverse lay from the scene to the nearest water source and position the engine to supply the line from the water source. A similar tactic shall be employed where it has been confirmed or suspected that an inadequate water supply exists.
- Where a building sprinkler system and yard hydrants exist, the Engine shall supply the building sprinkler system from hydrant outside of the internal yard hydrant system when possible.

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- The driver of the engine shall not block access to the building for the first arriving truck

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company. Upon arrival, the first engine company shall proceed to provide basic engine company functions of search and rescue, fire suppression, exposure protection and water supply to other companies as needed with safety of the crew first and foremost.

- All personnel will have all protective gear on including SCBA with exception of the driver.

Confirmed Working Fires

- Upon arrival of a working fire, **all** personnel are to do a size-up of the building and identify any obvious hazards and report their findings to the Company officer on the apparatus.
- Seat assignments will be completed in accordance with individual Company policy.
- If there is a sprinkler system, the first in engine should supply the stand pipes and/or sprinkler system at pressure of 150 psi (max). When conditions permit, a second engine shall be used as the attack engine with separate water supplies.
- A minimum of two hand lines shall be pulled on all confirmed working fires where an offensive strategy is employed. The first line is to be deployed for the fire attack or protection of search crews and the second line should be placed, when possible, at the main entrance to the building or dwelling for a safety back up line for protection of stairwells and egress points for the interior crews. Backup lines shall be of equal or greater length or diameter where possible.
- For large fires or where the potential exists for the involvement of a large or high-hazard structure, large attack lines (2.5") should be utilized. When larger hand lines or defensive water appliances are in use, a second source of supply water shall be established.
- When possible a minimum of 2 firefighters are to be on each line.
- Communication between the interior crews and outside crews are a necessity. Continual updates on conditions are essential.
- Crews are to know 2 means of egress at all times when operating in the interior of any structure.
- When possible, fires in buildings and dwellings are to be fought from the uninvolved portion and advance to the involved portion of the structure to minimize the risk of pushing fire into an uninvolved area. Company officers shall take into consideration that the fire may spread if an attack on the fire is prolonged due to entering a structure from the uninvolved area.
- All personnel will have all protective gear on including SCBA with exception of the driver.

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Vehicle Accidents

- A size up must be completed by all personnel upon arrival. Be aware of hazards such as down power lines or hazardous materials.
- Seat assignments will be completed in accordance with individual Company policy.
- Cribbing will be in place and hazards controlled before extrication of any patients takes place, except in situations where immediate Basic Life Support must be applied to manage airway and cardiac complications. Secure vehicle power as soon as possible.
- If call involves entrapment or confinement in which a person is trapped and cannot be immediately removed from the vehicle, a hand line will be in place and charged.
- All persons on the scene must be aware of traffic and road hazards. When possible do not exit apparatus toward traffic. **SAFETY IS A PRIORITY.**
- Before sweeping up debris from the road way, personnel must obtain permission from the Police Department before doing so in order not to disturb an investigation or crime scene.
- Do not wash hazardous material down a street or storm drain.
- If a large spill of materials is on the roadway, Dauphin County Haz-Mat or Susquehanna Township EMA may be contacted for assistance in clean-up.
- All personnel will have all protective gear on, including reflective vests, safety glasses and appropriate body substance isolation protection. Personnel riding suppression and back up will also have on SCBA.

Vehicle Fires

- All personnel are to do a complete size up upon arrival with safety of the crew being priority.
- Seat assignments will be completed in accordance with individual Company policy.
- Check for dangerous cargo that the vehicle involved may be carrying. Request County to notify the DEMA Duty Officer if necessary.
- A minimum of one hand line will be pulled for extinguishment. Additional lines may be needed for possible extension into buildings or surrounding vehicles. Foam may be used for burning

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fuels.

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- All areas of the vehicle and the immediate scene vicinity will be checked for possible victims including the trunk.
- All personnel will have all protective gear on including SCBA with exception of the driver. Reflective vests shall be donned once suppression activities are complete.

Electrical Hazards

- Upon arrival, all personnel are to do a size-up of the scene. **SAFETY IS A PRIORITY.**
- Stage apparatus at a minimum distance of 2 undamaged poles away from the scene.
- Waters shall not to be applied on burning poles or any area where electrocution may result.
- The Company Office shall request County notify the Utility Company immediately.
- All wires are to be considered live even when authorities have disabled them. **DO NOT TOUCH WIRES!!!**
- If a structure is involved, it shall be evacuated.

Spill Control

- A size-up is to be done by all personnel upon arrival.
- Materials on the roadway must be identified as soon as possible.
- Susquehanna Township EMA is to be contacted for any spills over 42 gallons.
- The DEMA Duty Officer may be requested if necessary.

Tree In Roadway

- The Susquehanna Township Highway Department will be contacted for removal.
- Do not cut trees to remove from the road unless the Highway Department cannot be reached, and then only cut enough to open the roadway for emergency. Additional removal may be permitted in times of significant weather events with the blanket permission of the Highway Department Supervisor or the EMA Director.

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Gas Odor

- Position apparatus in such a manner to minimize exposure in the event of an explosion. Acceptable positioning shall not be immediately in front of the structure.
- A size-up will be conducted by all personnel upon arrival.
- Secure the gas flow if main control valve is outside.
- The Company Officer shall request County notify the Utility Company immediately.
- Evacuate building or area involved.
- Entire building will be checked for high levels of gas with a calibrated gas meter.
- Do not use any piece of equipment that may give off a spark or source of ignition. **RADIOS MAY CAUSE A SPARK!**
- If a reading is found, SCBA's shall be used immediately.
- All emergency personnel shall evacuate and prohibit entry to the structure upon a reading of 10% of the Lower Explosive Limit or higher, and exterior ventilation employed until an acceptable reading is obtained.
- All personnel will have all protective gear on including SCBA with exception of the driver.

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S.O.G. Number: **502**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **First Due Engine Positioning**

Structure/AFA/Investigation

- The first arriving Engine Company shall either stop short or pull past the involved, or involved portion of a structure. The Engine shall leave adequate room for the Truck to set-up.
- The first arriving Engine should make an attempt to keep as much of the road clear for other incoming units.
- The first arrive Engine should make sure to leave enough room between the apparatus and parked cars, or other stationary objects or apparatus so as to be able to get equipment and ladders off of the unit.

MVA

- The first arriving Engine shall be positioned to block the area of the roadway where emergency personnel will be operating. The Engine shall leave adequate room for the Rescue to position close to the scene for severe accidents or accidents requiring extrication.
- The first arriving Engine should be positioned uphill and upwind of the incident where possible.
- All personnel shall don safety vests in accordance with Federal law when operating on the scene.

Electrical Hazards

- Stage apparatus at a minimum distance of 2 undamaged poles away from the scene
- Do not park apparatus under wires that may become dislodged during operations.

Hazardous Materials Incident

- The first arriving Engine shall follow standard precautionary approach to the scene until the involved substance has been identified.

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S.O.G. Number: **510**
Effective Date: January 1, 2010
Approved FM-84_____
Subject: **Attack/Brush Operation**

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S.O.G. Number: **601**
Effective Date: January 1, 2010
Approved FM-84_____
Subject: **Aerial Operations Around Power Lines**

The aerial device on any aerial apparatus shall not be operated closer than ten (10) feet to power or electric lines.

If the aerial apparatus is positioned to work above power lines, the driver shall remain on the turntable until the aerial is placed and does not pose an immediate life hazard to firefighters working on or near the truck.

When the aerial is ready to bed, the operator shall position themselves on the turntable once again providing a second set of eyes.

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S.O.G. Number: **602**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **First Due Truck Positioning**

The first arriving Truck should proceed directly to the scene.

Seat assignments will be completed in accordance with individual Company policy, unless otherwise directed by the Company Officer or Command.

Basic Truck functions include, but are not limited to:

1. Search and Rescue
2. Ventilation
3. Forcible Entry
4. Ladders
5. Salvage
6. Overhaul
7. Fire Recon
8. Utility Control
9. Elevated Streams

The first arriving Truck shall give top priority considerations to ventilation, search and rescue and forcible entry, keeping life safety as a top priority.

Truck riders shall be aggressive in their completion of assignments.

The operator and the officer shall collectively agree on positioning of the Truck. The unit shall be placed on a corner or on side A of the structure, keeping in mind the possibility of a building collapse. Positioning on alternate sides of the structure shall be permitted based on the direction of the Company Officer or Command to fulfill a specific need.

Quint apparatus shall be positioned to fulfill the role that is most immediately necessary on the fireground. In the event site constraints prohibit the positioning of a second dedicated truck company, personnel from a second truck or rescue company may utilize the Quint as an aerial device.

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S.O.G. Number: **603**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Truck Company Duties and Responsibilities**

Search and Rescue

1. Perform Interior Search – isolate fire and ventilate as you go.
2. Perform Exterior Search – ladder building, initiate verbal contact with victims, and complete 360 degree walk around.
3. Guide and assist victims down stairs or to a safe area.
4. Bodily removal of a victim unless obvious DOA.

Ventilation

1. Perform at highest point practical or possible via roof, natural openings, or windows.
2. If fire is on the top most portion of the structure, vertical ventilation should be done in the area directly over the fire as safely as possible.
3. Where several floors are involved, open natural openings (corridors and cocklofts).

Forcible Entry

1. Gain entry causing the least amount of damage. If life safety is a concern, use any means possible.
2. Force initial entrance at a point that will best deal with the situation at hand (rescue location of fire, etc.)
3. Enter structure with an assortment of hand tools.
4. Be prepared to open all types of doors, windows, etc.

Fire Recon

1. Pull ceilings and open walls and floors to locate hidden fire.
2. Position a crew over the fire area. After search and localized venting, check necessary points for fire extension.
3. Check cockloft or attic area for fire spread.
4. Check adjoining structure for fire spread.

Laddering

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1. Throw all ladders with a purpose – rescue, line advancement, VES, or egress.
2. Use the proper ladder for the task. Where doubt exists, use a larger ladder.

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3. Let the Company Officer know where egress ladders are positioned.

Salvage

1. Begin salvage as soon as possible and as close to the fire area as possible.
1. Cover building contents and remove water. .
2. Cover those items susceptible to water damage first. Be cognizant of machinery, equipment, lightly packed items, paper goods, fabric and other materials which will absorb water and place additional weight on the floor.

Overhaul

1. SCBA should be worn during overhaul unless continuous air monitoring is occurring and confirming no hazard.
2. Assure the bulk of the fire is out.
3. Open fire damaged doors and windows facings, pull ceilings and walls until undamaged structural components are found. **ALWAYS REMEMBER TO CHECK WITH COMMAND BEFORE STARTING OVERHAUL (FOR INVESTIGATION PURPOSES).**
4. Separate piled materials. Open bailed or damaged materials.
5. Check stairs, cocklofts, attics and areas surrounding the fire.
6. Cover roof holes, removed windows or other openings made by the fire department.

Utilities

1. Designate personnel to shut off gas (natural or bottled) when present.
2. Shut off water at inside meters or curb valves.
3. Electricity – shut off by a designated person at the breaker box or by the utility company. **For investigation purposes, shut off electricity using the main, not individual breakers.**
4. Report all actions to the officers, as well as any problems encountered.
5. Do not pull electric meters.
6. Confine termination of utilities to the involved structure where possible.

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S.O.G. Number:	701
Effective Date:	January 1, 2010
Approved	FM-84_____
Subject:	Rescue Operations at the Scene of Fires

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S.O.G. Number: **702**
Effective Date: January 1, 2010
Approved FM-84_____
Subject: **Rescue Operations at Vehicle Accident**

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S.O.G. Number: **703**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Water Rescue Operations**

Policy/Guideline Statement: This policy or guideline is intended to assist members of the Rescue Fire Company in the performance of their duties as first responders or actual members of the water rescue response team.

A. SCOPE

This guide is for all Rescue Fire Company personnel and those mutual aid personnel operating around and in Swiftwater/flood environments during rescue, evacuation, and body recoveries.

B. PURPOSE

This guide is to be used by fire company personnel to assist with the strategic and tactical decision making while conducting operations around and in swiftwater/flood operations. The well being of emergency and civilian personnel is not to be risked for an activity that is not essential to the immediate protection of life. Nor should any emergency personnel conduct, or participate in, an activity in which they are neither trained nor equipped for.

C. SAFETY, COMMAND AND CONTROL

To ensure the safety of all personnel, the incident command system, with designated or announced staging areas will be used on all swiftwater/flood related emergencies that require rescue, evacuation, or dive operations. For the safety of all personnel working in or around the rescue scene, zones are used to define areas for each level of personnel and civilians.

- A. **HOT ZONE:** Defined as the water; entrance to this area is to be Technician level personnel (direct contact in-water rescue) or boat based Operations Level (Phase 1 or 2) personnel only.
- B. **WARM ZONE:** Defined as generally within 10 feet of water; entrance to this area is for properly equipped Operations Level (Phase 1) or higher-level rescuers only.
- C. **COLD ZONE:** Defined as any area outside of the warm and hot zones; this area is where Non-equipped awareness level rescuers and civilians **MUST** be located.

Rapid Intervention Teams (R.I.T.), when assigned, will don proper protective equipment for swiftwater/flood emergencies and equip themselves with throw bags, reaching tools, lights, and other equipment as needed. Some swiftwater/flood emergencies may require several R.I.T.s due to their magnitude and geography.

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Incident Command Positions

- A. Incident Commander: Person in charge of the overall all emergency. Usually from the Company from whose district that incident is in.
- B. Rescue Officer: (green vest) is responsible for gathering information and developing incident rescue plan. They are a minimum Operations level trained and if a boat-based response is planned, they should ideally be phase II as well. They shall work with the Incident Commander. His staff shall consist of Rescue Safety and Rescue Equipment Officers. The Rescue Sector Officer shall work closely with his staff and the I.C. to develop and change as necessary the rescue action plan.
- C. Rescue Safety: (green vest) is responsible for the safety in the hot and warm zones. They shall be a minimum Operations level trained. They shall confer with the Rescue Officer to approve the rescue plan. They shall also ensure that personal accountability is initiated and maintained. The Rescue Safety Officer does not replace the normal Departmental Safety Officer. The normal Safety Officer may not be versed in swiftwater/flood concerns. A Rescue Safety Officer will be appointed regardless of the presence of a normal Rescue Officer. The Rescue Safety Officer shall work to educate the normal Safety Officer in safety concerns.
- D. Rescue Medical: (green vest) may be appointed to advise command on both medical and safety concerns for the patient(s) and potential concerns for the rescuers. They shall be a minimum Operations level and be a EMT or Paramedic. Concerns of hypothermia, environmental exposures, patient care, transportation methods and hospital destination shall be coordinated through the Rescue Medical.
- E. Rescue Equipment: (green vest) shall be responsible for the distribution of equipment necessary to conduct a safe and efficient rescue. They shall be a minimum Operations level and preferably Phase II. They shall ensure that equipment distributed in the rescue is safe and functional. They shall anticipate the need for additional equipment and if necessary advise command of the need and possible solutions using a current resource list. They shall also check and note equipment that needs to be repaired, serviced, or replaced at the conclusion of the event. Any problems or concerns shall be noted on the final report for critique and future needs.

The Incident Commander (I.C.); and his staff, should continually monitor the condition of all personnel, as well as existing and potential environmental conditions, during these events and take appropriate action with regards to staffing. The I.C. should keep strategically, as well as tactical decision making as dynamic and flexible as possible during these events. The I.C. should be prepared to notify other agencies that are downstream, particularly in moving water events that may be impacted.

At swiftwater/flood related emergencies, a log of events should be started as soon as possible and maintained through out the incident. The log should include, but not be limited to; incident number, and location, radio frequency, name of reporting party, a description for who is unaccounted for, a general description of environmental conditions, personnel or Company assignments by task, the time

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assignments were given and completed, debriefing notes as personnel return, other agencies reports and other information as warranted. During long term events, especially as personnel filter in, the log is vital

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as a reference tool. If a Public Information Officer (P.I.O.) is established during the event, the P.I.O. should utilize the log to provide accurate information to the media. Upon termination of the incident the log will be copied in its original form onto the final fire report. Copies will be distributed to other Companies and Agencies upon request.

D. OPERATIONS

AT ALL TIMES PERSONNEL OPERATING WITHIN THE WARM ZONE ARE TO DON AND PROPERLY WEAR A TYPE III OR APPROVED V PERSONAL FLOTATION DEVICE (PFD) AT MINIMUM. ANY RESCUE PERSONNEL THAT MAKES ENTRY INTO THE WATER OR BOAT MUST BE EQUIPPED WITH A WATER HELMET AND PREFERABLY A DRY SUIT. Station wear clothing is appropriate to be worn during these events, however it must be noted that station wear offers little thermal protection nor hazardous material protection in water. It is recommended that work shoes or boots be replaced with lightweight "tennis" shoes or river shoes when possible. AT NO TIME SHOULD PERSONNEL WEAR FIREFIGHTING HELMETS, TURNOUT COATS, TURNOUT PANTS DURING SWIFTWATER/FLOOD RELATED EMERGENCIES AND EVENTS. At no time should personnel wear ice rescue suits for thermal protection during in-water rescues involving swiftwater/flood events. If responding from another Fire type incident rescuers are advised to strip down to civilian wear and turnout boots.

Personnel are reminded that they are working around and possibly in hazardous and dynamic environments. Personnel operating in waters as warm as 70 degrees Fahrenheit may develop hypothermia within minutes. Static water cools the body 25 times faster than air while moving water cools the body 250 times faster than air. Personnel are reminded that unless they are equipped with proper thermal and hazard material protection, entry into the water should be avoided.

Water that is moving produces tremendous forces that are constant and relentless. THEREFORE, PERSONNEL ARE NOT TO TIE OR OTHERWISE ATTACH THEMSELVES, SUCH AS WITH A CARABINER, TO A FIXED ROPE AND MAKE ENTRY INTO THE SWIFTWATER/FLOOD ENVIRONMENT. PERSONNEL ARE PERMITTED TO DO SO ONLY WHEN EQUIPPED WITH, AND PROPERLY TRAINED TO USE (TECHNICIAN LEVEL), A RESCUE PFD THAT HAS A "BLOWOUT" BELT FEATURE. EVEN WITH THIS OPTION IS USED PROPERLY, IT INVOLVES A HIGH DEGREE OF RISK AND SHOULD ONLY BE CONSIDERED WHEN LOW-RISK OPTIONS HAVE BEEN EXHAUSTED.

Water that is moving at 3 m.p.h. produces 33.6 pounds of pressure on the human body. When the speed of moving water is doubled the force is quadrupled. Therefore water moving at a speed of 6 m.p.h. will produce 134 pounds of pressure, water moving at 9 m.p.h. produces 302 pounds of pressure. The Susquehanna River routinely flows at 4-6 m.p.h. If any personnel should make entry into swiftwater/flood waters by accident they should immediately assume the swimmers position, on their back with their feet pointed downstream, and attempt to ferry out to shore or to an available eddy. Avoid putting your feet

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down and attempting to stand since this action may lead to limb entrapment.

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ANYTIME PERSONNEL ARE INVOLVED IN RESCUE OR RECOVERY ACTIVITIES, AROUND OR IN MOVING WATER, DOWNSTREAM SPOTTERS AND SAFETY/BACKUP TEAMS(S) WILL BE ESTABLISHED. This team will; have communications with the I.C., be so equipped to act as a safety/backup team, and be continuously informed of upstream events. The downstream spotter(s) and safety/backup team(s) should advise the I.C. of any hazards or information that could have a positive or negative effect on the mission.

Upstream spotters will be placed in a position “a minimum of 300 feet upstream of the incident” as soon as staffing permits. The upstream spotter should have communications, with portable radio and boathorn or whistle, and convey to the I.C. of any impending hazards or additional victims. They can also monitor water and air temperatures, water speeds and depths, and any potential hazards.

Both upstream and downstream spotters shall be considered in the warm zone and should have appropriate PPE on and have a minimum training level of Operations (phase I).

Personnel should exhaust low-risk and low-tech rescue and recovery options such as talk-self rescue, reach, throw, wade prior to high-risk and potentially high-tech options such as row, go/tow options. PERSONNEL SHOULD NOT UTILIZE BOATS NOR OTHER WATERCRAFT UNLESS TRAINED AND EQUIPPED TO DO SO. SEE BOAT OPERATIONS.

Response to Swiftwater/flood related events and emergencies requires tremendous discipline by all personnel. Your first priority is personal safety. Your second priority is the safety of the Team. The safety of the victim is third and can only be accomplished when the first two priorities are met.

TACTICS

For swiftwater/flood rescue events, three factors should be considered in the formulating a rescue plan from the below options. These factors are: the time it takes to set up and operate a system, availability and location of resources, and the training or experience of on-scene personnel. The tactics are:

- | | | |
|----|------------|---|
| A. | Talk | The victim should receive specific instructions and information. |
| B. | Reach | Pike poles, shovels, inflated fire hose, ground ladders. |
| C. | Throw | Throw bags, rope, or some other flotation. |
| D. | Row | Water rescue equipped and operated boats. |
| E. | Go/Tow | Trained and properly equipped personnel should perform this only after all options are exhausted. |
| F. | Helicopter | The most dangerous type of rescue. A coordination of ground and air support is paramount. |

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SPECIAL PROBLEMS

A. VEHICLES

1. First ask yourself if this is a true emergency or is the passenger inconvenienced.
2. Vehicles should be stabilized before any other operations begin. This includes the instructing of occupants to remain still.
3. Vehicles should be approached from the downstream side to utilize the available eddy.
4. In multiple victim scenarios a transfer of weight may be necessary by rescuers to ensure vehicle stabilization.
5. Caution should be exercised when opening windows that may be under pressure. Every effort should be made to protect the passenger compartment.
6. The use of the Heavy Rescue or a heavy wrecker may possibly be used to pull vehicle from water quicker than entry can be made. Note the total weight of vehicle and water for rigging purposes!

B. HAZARDOUS MATERIALS

1. All flood emergencies shall be treated as a hazardous materials event. Typical contaminants include, but are not limited to: fecal matter, parasites, pesticides, and hydrocarbons. During a working flood emergency, the I.C. should consult with a Haz/Mat- infectious disease officer. This can be obtained through Dauphin County.
2. Dry suits are the protection of choice for water entry personnel.
3. A water sample will be taken at the scene of the emergency and sent to the hospital with the victim for analysis. A report from this sample will be directed to the Rescue Officer (well after the call) for implementation into the report as well as any notification of personnel that could have been compromised.
4. All emergency personnel, civilians, and equipment that entered the water environment will be decontaminated on the scene. When on scene decontamination is not practical the I.C. and the Haz/Mat officer will determine an appropriate location.
5. During flood emergencies, if civilians are moved to shelters before decontamination procedures can be initiated, Director 84 (EMA) shall be notified.

C. INLAND FLOODING

1. In the urban environment, continued rainfall and inland flooding may overwhelm below grade storm water and sewer systems.
2. These systems, when full may demonstrate little movement and can create a pond like body of water. These ponds can have an extreme under current that can cause severe foot or whole body entrapments.
3. Extreme caution should be used in areas where ponding water is 2 feet or greater

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when conducting search or evacuation operations on streets or parking lots.

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4. It should be noted that hazards that are commonplace to structure fires (i.e. Gas, Electric,...) are still hazards at inland flooding incidents. Fires or gas leaks are commonplace at these incidents. Caution shall be taken.
5. The structural stability can and will be compromised based on the construction type, age, exposure time, volume of water that has been in contact with the structure.

D. NIGHT OPERATIONS

1. Night operations present the presence of the unknown. A greater accountability of personnel will be necessary.
2. All personnel should have personal lighting in the form of cylume sticks, PEL markers, or strobe lights attached to their PFD.
3. All spotters shall have adequate lighting and back up lighting to provide for a continuous flow of light throughout the incident.
4. Considerations on direction of lighting so that the ability of losing night vision is minimized.
5. Night vision goggles (NVG) and thermal-imaging cameras shall be considered where practical.
6. Emergency distress signals shall be in place with all members prior to initiating a night operation.
7. A secured radio frequency should also be maintained for these types of ops.

E. BOAT OPERATIONS

1. Boat operations shall be conducted as a high risk type operation.
2. Up and down stream spotters shall be deployed as needed.
3. ONLY properly equipped and trained (min. operations level) rescuers will be in boats.
4. ONLY Phase II personnel will be considered as qualified boat operators.
5. All boats deployed will be equipped with a boat bag consisting of 2 adult and 1 child victim PFD's, anchor, bouy marker, whistle, cylume markers, pump, and minor EMS equipment.
6. Night operations will require a radio check on 15 min. intervals. Day light checks on 30 minute intervals
7. Boats shall have a min. crew of 2 with regard to adequate space and loading of victim(s)
8. All boat based rescues will be conducted with a min. of 2 boats being available for deployment. The first rescue boat can be deployed prior to the second one being ready.
9. R.I.T. shall be considered for each and every boat-based rescue.

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TRAINING

Training levels shall be considered as follows:

- E.** Awareness: Able to identify water hazards and effect rescue using talking and reaching techniques.
- F.** Operations: Pa. Fish & Boat Commission Phase I or N.F.P.A. 1670 Technical Rescue Operations Level Water Rescue; Phase II for Boat based rescue.
- G.** Technician Level: Pa. Fish & Boat Commission Phase II and III (line systems); N.F.P.A. 1670 Technical Rescue Technician Level- water rescue.

Training shall be on an annual skills review process either through actual certificate programs or by Company level training. Officers can make exception to these guidelines as warranted by situation and or personnel training/experience levels warrant

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S.O.G. Number: **704**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Confined Space Rescue**

Policy/Guideline Statement: This policy or guideline is intended to assist members of the Rescue Company in the performance of their duties.

1. Objective - To establish a guide line for fire suppression and EMS providers to safely affect a rescue from a confined space.
2. Definition of a confined space - (OSHA) a confined space is a space having limited means of entry or egress and so enclosed that adequate dilution, ventilation is not obtained by natural air movement, or mechanically induced movement. A confined space must also be subject to the accumulation of toxic or combustible agents, or to a deficiency of oxygen.
3. Confined space classifications as follows:

Class A is when any of the hazards present a situation which is immediately dangerous to life or health. The classification shall be determined by the most hazardous condition of entering.

- A. Oxygen concentration less than 16% or greater than 25%.
- B. Combustible vapors LEL greater than 20% of the lower limit.
- C. Toxic substances.
- D. Safe level cannot be achieved by forced ventilation.

Class B is when the potential for causing injury and illness is present, but is not immediately dangerous to life and health.

- A. Oxygen concentration is 16% to 19.4%.
- B. Combustible vapors concentration is 10% to 19%LEL.
- C. Safe conditions are maintained only by natural ventilation.

4. Examples of Confined Spaces

- A. Storage tanks, tank cars, bins, and rail cars.
- B. Open topped spaces more than 4 feet in depth such as silos, pits, vats, vessels, and vaults for electrical or telephones.
- C. Ventilation/exhaust ducts such as manholes, sewers, and storm drains.
- D. Ovens – furnace, kilns.

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5. Arrival on the Scene

- A. Ascertain as much information as possible concerning victims, number of victims, conditions, entrapment, and type of space. If rescue has been obtained a second BLS/ALS provider shall be called to stand by for the rescuer safety.
- B. Maintain access and egress routes for apparatus.
- C. A confined space rescue can be long term and personnel. A back up system of equipment and EMS support for the rescue team must be maintained at the scene.

6. Preparation before Attempting a Rescue

- A. Safety officer monitors space for lack of oxygen and flammable vapor/gas levels.
- B. Monitor continually throughout entire operations above conditions.
- C. Shut down or isolate all electricity, mechanical equipment, piped gas or liquids that could possibly endanger rescuers. Eliminate all sources of ignition.
- D. Secure covers, hatches and other lids to prevent accidental closure.
- E. Rescuers shall work in pairs, utilizing a class III harness, when possible. All rescuers shall have SCBA (or supplied air system) and tag line attached.
- F. A safety team equipped with the same level of protective gear as the rescue crew shall be ready near the area.
- G. A mechanical hoist shall be ready near the area. (do not overlook a 1:1 manpower system)
- H. The officer in charge shall determine minimum protective gear. If flammable vapors of explosive concentrations are determined, forced ventilation shall be done before entry.
- I. Anticipate the need for more equipment/personnel prior to actual need.
- J. Remember safety is of the utmost importance.
- K. Can rescue be done remotely without entry?
- L. Risk vs. Reward---- Rescue vs. Recovery???
- M. Confined Space Rescue Permit

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S.O.G. Number: **705**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **Trench Rescue Operations**

Policy/Guideline Statement: This policy or guideline is intended to assist members of the Rescue Company in the performance of their duties.

1. The following policy is intended to be a set of interim guidelines for response and actions before the arrival of the collapse unit. Many other areas need to be addressed but this list will allow fire/rescue personnel to operate in a relatively safe manner for both the victim (s) and the rescue personnel. Under no circumstances do we allow any personnel in an un-shored trench over four feet deep. The initial actions taken by the first responding unit allows an organized approach to the overall incident. It is important that all personnel are adequately trained in the above listed guidelines.

2. Policy for above.

Confirm a Collapse Unit has been dispatched!

- Establish initial command.
- Position unit no closer than 250 feet to the scene.
- Walk to the scene.
- Establish an off-site staging area for other responding apparatus. Try to do this while responding to the incident.
- Shut off apparatus if possible.
- Establish an Outer Circle-Utilize all first responder personnel to eliminate sources of vibration within a 500' radius.
- Stop all traffic in the area of the incident.
- Identify witnesses to the incident.
- Identify the job foreman and send a firefighter to the site's foreman trailer to gather pertinent information such as cut sheet, profile sheets, when accident occurred. Consider this area for a command post.
- Establish incident perimeter of a 100' minimum.

3. Inner Circle Check

- Approach site from end.
 - Identify victim location.
 -
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Identify number of victims.

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- Establish victim condition if possible - do not enter trench over 4' deep without adequate shoring.
- How is the victim trapped.
- Rescue or Recovery operation.
- Totally buried.
- Non-entrapped personnel out of the trench.
- Encourage construction personnel to assist at ground level, gather lumber or other shoring material
- Depth over 15', contact engineering personnel through resource list.
- Tape off 100' perimeter hot zone. One way in/out.
- Establish and maintain contact with victim (s).
- Notify all utilities involved.
- Utilize personnel from staging area. Leave apparatus in staging area. Begin clearing site for ground pads. Personnel will not walk around trench without ground pads in place.

Note: Temporary Emergency sheeting and shoring may be placed if appropriate supplies, approved by OSHA, are available on site. These efforts are only to protect the victim.

Rescue Company should secure the trench as trained personnel and equipment permits prior to the arrival of a collapse unit. Upon the Collapse Units arrival a Unified Command shall be established and crews integrate to come to a safe and successful resolution of the rescue/recovery.

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S.O.G. Number: **706**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **Structural Collapse Operations**

Policy/Guideline Statement: This policy or guideline is intended to assist members of the Rescue Company in the performance of their duties.

1. The objective of this SOP is intended to guide rescue officers and crew with basic information designed to make the control of the search and rescue function at the site of a building collapse more manageable.
2. Reconnaissance - Provide for a general survey, controls of the area and size up damages. Find out the following information:
 - A. Building's original size
 - B. Building's use
 - C. Number of possible occupants
 - D. Number of victims trapped and probable locations
 - E. Are rescue operations currently underway
 - F. What caused collapse (car, age, fire, wind, explosion and type.)
 - G. Presence of hazards (gas, flammable, water, electricity, fire.)
 - H. Structural stability of adjoining buildings
3. Immediate Rescues
 - A. Victims found on top of the debris or lightly buried should be removed first.
 - B. All rescue efforts should be directed towards victims that can be seen or heard.
 - C. Rescue efforts shall also be directed to reach those victims whose location is known, even if you cannot see or hear them.
 - D. It is imperative that the Recon Team does not stop to assist in rescue operations. Their information is vital to the safety and outcome of the situation.
4. Organization and Management
 - A. Working within the incident command system is essential to a successful operation.
 - B. Check for the following items. All utilities shut down, assign a safety officer, request an

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engineer/architect/ or building supervisor. Check that current rescue operations are manageable.

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Team leaders have been designated for each rescue team. The collapse is divided into manageable areas. A contingency plan is on standby.

5. Likely Survival Places - Seek out casualties by looking in places, which could have afforded a reasonable chance of survival such as under stairways, basements, near chimney's, voids under floors not fully collapse, by furniture, heavy machinery and un-demolished rooms whose egress is barred.

6. Building Collapse Tactical Checklist

- Assure all water, gas and utilities are secured.
- Provide for sufficient ventilation.
- Clear the area of personnel not directly involved in the search and rescue.
- Station a safety officer in a position to observe for unsafe conditions and the potential for secondary collapse.
- Keep apparatus and equipment away from the structure
- Stop all traffic for 200 yards in all directions to avoid vibrations.
- Control spread of fire caused by cutting torches.
- Assure all rescue personnel are properly protected.
- Rescuers should work in pairs, assigned to a team with frequent relief should be planned.
- Coordinate activity when there is more than one operation.
- Check for and control hazardous gases, chemicals, sewage, etc.
- Provide for atmospheric monitoring in all confined spaces.
- Prohibit smoking on site and in the hot zone.
- Watch for overzealous rescuers.
- Avoid unnecessary disturbance of loose debris.
- Do not remove natural shores and supports such as doors and beams that are fallen or supporting debris.
- Work around heavy obstructions when possible instead of cutting through them.
- When working around a victim, remove debris by hand to avoid further injury.

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Structural specialist makes a 0.61 m x 0.61 m (2 ft x 2 ft) box on building adjacent to most accessible entry. This is done after doing hazards assessment and filling out hazards assessment form. Box is spray painted with international orange and marked as follows:



Structure is relatively safe for SAR operations. Damage is such that there is little danger of further collapse. (Can be pancaked building.)



Structure is significantly damaged. Some areas might be relatively safe, but other areas might need shoring, bracing, or removal of hazards.



Structure is NOT safe for rescue operations and might be subject to sudden collapse. Remote search operations can proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuations routes should be created.



Arrow located next to the marking box indicates the direction of safest entry to the structure.

HM

Indicates hazmat condition in or adjacent to structure. SAR operations normally will not be allowed until condition is better defined or eliminated.

Example:



15 Jul 92 1310 hr
HM — natural gas
OR-1

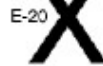
Until gas turned off



Single slash drawn upon entry to a structure or area indicates search operations are currently in progress



Crossing slash drawn upon search personnel exit from the structure or area



Left quadrant — rescue team identifier

7/15/91
1400 hr



Top quadrant — time and date task force personnel left structure



Right quadrant — personal hazards



Bottom quadrant — number of live and dead victims still inside structure (X = no victims)

2 live
3 dead

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S.O.G. Number: **707**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **High/Low Angle Rescue Operations**

Objective: To serve as a guide for all fire/rescue company personnel operating around and in a rope system environment during emergency or non-emergency operations.

Section 1: Purpose

A. This SOG is to be used by all fire company personnel for developing strategic and tactical objectives in a rope rescue operation. This guide by no means circumvents the use of training, practice, experience and judgment by an individual or individuals while operating at a rope rescue.

Section 2: Definition

A. Rope Rescue is defined as any rescue attempt that requires rope and related equipment to safely gain access to, and remove patients from hazardous geographic areas with limited access such as mountains, high rise buildings, trees, above or below grade structures, etc., by means of rope systems.

Section 3: Response

A. A rope rescue assignment shall consist of the following:

1. (1) Engine, (1) Truck, (1) ALS Medic Unit, (1) Heavy Rescue. Additional resource may be a technical rescue team such as Harrisburg Rescue 1.

Section 4: Safety

A. The incident management system will be used on all rope rescue operations regardless of emergency or non-emergency incidents. If the incident meets the above definition(s) command will implement the following:

1. Request a High angle/rope rescue assignment.
2. Obtain information from witnesses.
3. Establish zones.
4. Establish fall and leading edge protection for all personnel in the Hot Zone.

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5. Ascertain victim location rescue or recovery.
6. Victim consideration supported or suspended, hanging or stranded.
7. Can the victim be reached by other methods.
8. Any additional hazards, i.e., structural, water, weather, haz-mat, falling shale,...

Hot Zone – defined as 10 feet from the leading edge.

Warm Zone – defined as 50 feet from the Hot Zone.

Cold Zone – defined as 100 feet from the Warm Zone.

B. The Incident Commander should continuously monitor the condition of all personnel, as well as existing and potential environmental conditions during these events, and take appropriate action with regard to staffing and resource allocation. The minimum positions to be filled within the command structure for this type of incident shall be as follows:

1. Rescue Safety – This position is in addition to the overall safety officer and when available shall be filled with those members meeting the NFPA 1006 Operation/Technician Level for Rope. This position will primarily be concerned with the scene and personnel safety in the warm and hot zones.
2. Rescue Group Officer – When available this position shall be filled by those members meeting NFPA 1006 Operations or Technician Level for Rope. This person will be responsible for the development and implementation of the rescue plan in the Hot and Warm Zone. They will also be responsible for the Rescuers assigned to their group.
3. Rescue Specialist – When available these positions shall be filled by those members meeting the NFPA 1006 Operations or Technician Level and will report directly to their assigned Rescue Group Officer.

Section 5: Rescue/Recovery Operations

A. Strategic Priorities

1. Most often in rope rescues and recovery operations the strategies focused on: locate, stabilize, access, removal, transport and demobilization. Each phase shall be approached as an individual challenge with efforts directed towards making a smooth transition between them. Resources shall be made readily

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available that is specific to the task. It is imperative that members of the fire department understand and

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comply with training, equipment, and operational standards set forth by NFPA, OSHA, and Township SOG's.

B. Tactical Considerations

1. Rope rescue operations shall be used only after all other options to access and remove the patient have been ruled out or when the patient's medical condition warrants.
2. The order of rescue from low risk to high risk.
3. Place the Hot and Warm Zone operations on a separate talk-group.
4. Assure adequate fall and leading edge protection is in place for all members in place in the Hot Zone.
5. Verify that all members in the Hot and Warm Zone are aware of the rescue action plan.
6. Make the general area safe, i.e., secure, restrict access.
7. Maintain Level Two Accountability.
8. Verify and set in place a back up plan with equipment.
9. Be prepared to change the action plan as needed.
10. Depending on the situation an attendant may be positioned with the patient to access and treat. (not always required)
11. Assure that all live loads are supported by two points of contact.
12. Assure that all anchor points are "bomb proof" and are independent of each other.
13. Test all systems before a live load is placed in a dangerous area.
14. Verify system design to be safe, simple, and swift.
15. Assure that Rescue Safety has verified and checked the entire rope system prior to the start of the operations.

Section 6: Special Considerations

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A. Rope rescue operations can be very technical and dynamic in nature. It is critical that the Rescue Group Officer, Rescue Safety and the Incident Commander be focused on the safety and well being of all fire department personnel. Below is an additional list of items that may need to be considered to assure a successful and safe incident.

1. All edges must be protected that will come in contact with the rope system.
2. The use of full structure gear as PPE can fatigue personnel quickly. Remember the basics of good PPE, head, hands, feet and eye protection.
3. This type of incident is unforgiving, and the kind of lapse that might go unnoticed on level ground could result in severe injury or death. Attention to detail is necessary.
4. Have a back-up plan and all rescuers should be equipped and prepared mentally for self-rescue.
5. Protect all of the rescue hardware and equipment. Do not step on or drop any part of the rope rescue system.

Section 7: Demobilization

A. Once the rescue/recovery is complete the Rescue Group Officer and the Rescue Safety Officer shall confer with the Incident Commander on an appropriate demobilization plan. The plan should include the following:

1. Assure all information gathered from the incident has been properly documented and all IMS 200 forms (if utilizing) completed and turned in to the Rescue Group Officer.
2. A complete inspection and inventory of all equipment used and the proper logging of inspection forms as required (rope history cards,...).
3. Assure that units are restored for service and any and all equipment that has been damaged or needs repair is tagged accordingly.
4. The Rescue Group Officer shall be responsible for notifying in writing to the Company Chiefs of any equipment or materials that have been expended or in need of repair.

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S.O.G. Number: **801**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Response Protocols**

Units shall respond to the following incidents at an **emergency** rate:

1. Automatic Fire Alarms
2. Structure Fire Assignments
3. MVA with Injuries
4. MVA with Entrapment
5. Vehicle Fires
6. Trash Fires (First Engine Only)
7. Brush Fires
8. Investigation Involving Fire or Smoke Condition in a Structure
9. Investigation - where people **are** feeling ill
10. CO Alarm - where people **are** feeling ill
11. Hazardous Materials Incidents
12. Other incidents as assigned by County Communication or requested by Command

Units shall respond to the following incidents at a **non-emergency** rate:

1. CO Alarm – where people **are not** feeling ill
2. Investigation other than listed above
3. Automatic Fire Alarm reported false on Dispatch
4. Fluid Control
5. Apparatus Transfer Assignments
6. Wires Down
7. Other incidents as assigned by County Communication or requested by Command

Units should downgrade from **emergency** to **non-emergency**, if the following occurs:

1. If a second call from the alarm company reports the alarm false and/or proper pass code is given. At least the first due unit or duty officer should continue to the scene non-emergency to verify that there is no problem.
2. If the Police Department wishes the Fire Department to cancel on a **Fire** call, at least the first due unit or duty officer should continue to the scene non-emergency to verify that there is no problem and take a report.

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S.O.G. Number: **802**

3. If responding to a mutual aid box the above will also apply.

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S.O.G. Number: **802**
Effective Date: June 6, 2007
Approved: FM 84 _____
Subject: **Response Procedures**

Objective: Response to and from incidents as well as operating on roadways present a high level of risk to emergency personnel. The company officer and apparatus driver operator of the vehicle are responsible for the safety of all vehicle operations and for compliance with this standard operating procedure and applicable Department of Transportation Laws.

Section 1: Response Modes

- A. Emergency vehicles shall be operated in either an emergency mode, utilizing all vehicle emergency lights and sirens, or a non-emergency mode. Regardless of the vehicle operation mode, it is the responsibility of the driver of each vehicle to drive safely. It is the responsibility of the company officer to ensure that the driver is operating the vehicle in a safe manner.
- B. Response Criteria:
- All personnel shall be seated and belted.
 - All warning lights and siren shall be activated when responding Class 1.
 - The officer and driver shall determine the most practical route for response to an incident.
 - A company moving to another station because of a greater alarm, drills, etc. will proceed under non-emergency conditions and retain their identity in all communications with County Dispatch.
 - Whenever apparatus is responding on an incident and cannot contact County Dispatch immediately upon leaving their station they will, upon contacting County Dispatch, give a location in conjunction with confirmation of their response. A location will also be given whenever confirmation of a response check is requested by County Dispatch.
 - Apparatus delayed for any reason while enroute to an incident will immediately notify County Dispatch by radio of their status.
 - When the delayed apparatus is clear to continue, County Dispatch is to be notified.
 - When a company encounters an emergency incident, regardless of type, and no emergency apparatus is on the scene, they will immediately advise County Dispatch of the situation, and render best appropriate care until relieved by an appropriate response agency.
 - When multiple units are responding from the same location they shall utilize the same route of travel thus avoiding possible collisions.

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Section 2: Emergency Response Mode:

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- A. Vehicles shall be operated in compliance with State Motor Vehicle Statutes. This statute provides specific legal exceptions to regular traffic regulations that apply to fire department vehicles with responding to an emergency incident, or when transporting a patient to a medical facility in an emergency mode. Emergency response does not absolve the driver or the company officer of any responsibility to drive with due caution. The driver of the emergency vehicle and its officer are responsible for its safe operation at all times.
- B. When responding in emergency mode, all warning lights must be on and sirens must be sounding to warn drivers of other vehicles, as required by state statute. When responding in a non-emergency mode no warning lights and siren shall be used.
- C. The use of sirens and warning lights does not automatically grant the right-of-way to emergency vehicles. It merely requests the right-of-way from other drivers based on their awareness of the emergency vehicle presence. Drivers and company officers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected actions of others.
- D. Department vehicles are authorized to exceed posted speed limits only when responding in an emergency mode under favorable conditions. Under less than favorable conditions, the posted speed limit shall be observed.
- E. Intersections present the greatest potential danger to emergency vehicles. When approaching a negative right-of-way intersection (red light, stop sign) the driver shall bring the vehicle to a complete stop. The driver shall only proceed after determining that all oncoming traffic in all lanes is yielding the right-of-way.
- F. Emergency response is authorized only in conjunction with emergency incidents. Unnecessary emergency responses shall not be permitted. When first arriving unit establishes that there is no emergency/nothing evident, then the incident commander will advise County Dispatch and all responding units may continue to the scene in the non-emergency mode.
- G. During an emergency response, department vehicles shall avoid passing other emergency vehicles. If passing is necessary, the vehicle passed must be contacted by radio and shall, when possible, move to the right lane.
- H. Department vehicles shall not pass a school bus that has stopped with red lights flashing, unless the bus driver turns his lights off and pulls to the shoulder of the road. When clearly signaled by the bus driver that it is safe to pass a stopped school bus, the emergency vehicle shall proceed slowly and with extreme caution past the school bus. All members must be vigilant for children while approaching and passing the bus.
- I. Department vehicles shall not exceed the posted speed limit when approaching a posted pedestrian crosswalk. If the crosswalk is occupied, the emergency vehicle shall slow down and prepare to stop if the pedestrian does not yield the right-of-way.
- J. Fire department vehicles shall come to a complete stop at unguarded railway grade crossings. Caution shall be exercised at grade crossings where warning lights or gates are provided.

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When approaching a grade crossing with lowered gates and or active lights, the vehicle shall come to a complete stop prior to the crossings.

Section 3: Backing Policy:

- A. When backing a fire department vehicle, at least one spotter shall be used. The exceptions shall be when the attendant of an EMS unit is rendering patient care, when the vehicle has back up cameras or when only one person is assigned to a vehicle such as a staff car. If no spotter is available, the driver shall walk completely around apparatus to determine if obstructions are present before backing. Personnel are not permitted to ride on tailboard or running board while backing the vehicle.

Section 4: Railway and Highway Operations:

- A. When operating on a roadway, position apparatus in such a manner as to provide the safest work area possible.
- B. First arriving apparatus (Engines, Rescue Squads) shall park to create a safe work zone that protects personnel from oncoming traffic in at least one direction. Apparatus should block the most critical or highest volume direction first. The apparatus should be placed at a 45-degree angle to the curb, no closer than 50 feet to the incident action area. Whenever possible, the angle of the apparatus should protect anyone at the pump panel or control area. First arriving apparatus should block only those travel lanes necessary to provide a safe working area.
- C. When exiting apparatus always maintain an awareness of the risk of working around moving traffic.
- D. Always exit on curb side, or non-traffic side, when possible
- E. Parking of other responding vehicles
 - a. Ambulances, Medics, Staff Cars and other support vehicles should not be used as blocking units and should position in the shadow of the blocking apparatus. Company Officers should consider calling for the Penn DOT Sign Boards early if additional blocking or lane closures are needed on state roads.

Section 5: Cell Phones & Radios

- A. In vehicles with 2 or more occupants the use of cell phones and radio transmissions shall be prohibited by the driver of the vehicle.
- B. Single occupant vehicles shall limit use of cell and radio transmissions to operational issues. Cell phones shall not be utilized by any drivers during any emergency response conditions.

Section 6: Red Lights

- A. Red lights shall only be used by Fire Company vehicles or Chief Officers.

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- B. Red lights shall only be used while responding to emergency response calls.

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- C. Red lights may also be used if the apparatus or officer comes upon an incident requiring them to stop and render aid. The lights will be used to warn motorists to use caution.
- D. Red lights should be used while backing the apparatus onto or off of a public street.
- E. When the apparatus stages or is positioned on a public street within a lane of travel or in the vicinity where personnel are operating during an emergency call, red lights should remain on until the incident is cleared.

Section 7: Blue Lights

No member of a Township Fire Company is authorized to use a blue light on a personal vehicle.

Section 8: Emitters (Opticom)

- A. Any vehicle equipped with an emitter returning to the station from an emergency shall turn off their emitter.
- B. Emitters shall be turned off if you are parked near an intersection that has sensors.

Section 9: Return to Service:

- A. Apparatus drivers and their Officers shall ensure that the apparatus and equipment is returned to emergency readiness upon completion of the call.
- B. Any vehicle or equipment maintenance needs shall be documented and a determination on vehicle status must be made, documented and reported to the OIC.

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S.O.G. Number: **803**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Personnel Accountability Report (PAR)**

The Personnel Accountability Report (PAR) is for firefighter safety. It is intended to take reports from company officers on whether they can account for their company members. The company officer is responsible for keeping track of their members operating under their supervision. Pars shall also include Chief and other sector officers.

PAR should be done for a number of reasons, including:

- at every 20 minute mark
- after an evacuation has been called
- upon a mayday event
- at the completion of a mayday
- when conditions warrant

If a “Good PAR” is received it will be relayed to the IC and they will advise County. In the event that a “Negative PAR” is received the person requesting the PAR should try a total of 3 times to raise the crew and then the “Go Team” should be activated to locate them. This process should consist of checking with accountability to find their last known location and assignment to begin their search. It will also be necessary to send a staff officer or command aid, not involved with the RIT, to rehab, staging, and the apparatus of the missing crew to ensure the crew is not in any of those locations.

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S.O.G. Number: **804**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **20 Minute Mark**

Establishment:

Upon dispatch of any reported working structure fire, the Command officer will request the County establish a twenty minute mark. Other incidents may also need a 20 minute mark be established. This will be at the discretion of the first unit on air or the OIC.

Examples May Include:

- Working Fire and Entrapment Calls
- Technical Rescues
- Haz-Mat Calls
- Gas Leaks
- Any High Risk Event

Special circumstances may dictate a 10 minute mark. This would be used during situations that are very immediate in nature.

Expiration:

When the twenty minute mark expires, the Command Officer will ensure the following processes are completed.

PAR:

Command is responsible for gathering a Personal Accountability Report from the Accountability Officer.

Incident Review:

At this point Command should be reviewing their Incident Action Plan. They should be evaluating if they are hitting established benchmarks.

Reports: Must request that County enters it into the "Call Comments"

These reports will include a CAN report, PAR status and building construction. Building construction will be given only on the first 20 minute expiration.

Conditions: This is the situation that we are attempting to mitigate. Examples may include

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we have one room off or we have the entire second floor involved with fire through the roof.

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Actions: At this section Command should announce the overall strategy, offensive or defensive. They should also advise the total number of firefighters operating.

Needs: The final section of the report should consist of a report on resources. Command has three options, returning units, holding all units, or requesting more resources.

Continuation / Discontinuation:

If units are operating in an IDLH environment, the twenty minute marks shall continue with County. When the incident is stabilized and overhaul has been completed, the Incident Commander should use their judgment on if twenty minute marks should be discontinued, or continued.

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S.O.G. Number: **805**
Effective Date: November 17, 2009
Approved: FM-84_____
Subject: **Mayday**

DAUPHIN COUNTY MAYDAY PROCEDURE

"MAYDAY" is the radio term used to notify the Incident Commander (IC) and/or County that a firefighter(s) is lost, trapped or in need of assistance. The use of the mayday term on the radio will be utilized when calling for assistance and to notify all personnel on the emergency scene that a firefighter is missing, needs assistance and/or is in a life threatening situation.

LUNAR (Location, Unit number, Name, Assignment, Resources needed) is an acronym used to remember information to be relayed to the IC and/or County when declaring a MAYDAY.

PAR (Personnel Accountability Report) is the acronym for roll call of personnel operating at the scene of an incident.

The activation of an emergency button on a portable or mobile radio shall be treated as a MAYDAY until proven otherwise.

Firefighters who find themselves lost or trapped must **immediately** use **MAYDAY** to announce their situation while they continue to attempt to find their way out. Firefighters should not delay notification of distress. Notification should occur as soon as the firefighter **THINKS** s/he is in trouble.

If the firefighter(s) is unable to make confirmed radio contact with the IC and/or County, the emergency button on the radio is to be activated. When an emergency button on a radio is activated, a 10 second hot mic is enabled, allowing the unit to provide information without having to press the transmit button. A firefighter(s) is to activate the emergency button on his/her radio and transmit: **"MAYDAY, MAYDAY, MAYDAY"** and inform the IC and/or County of LUNAR. The firefighter(s) should activate his/her PASS alarm intermittently to assist other firefighters with finding their location.

If the County has not already acknowledged the mayday transmission, the IC will notify County of the MAYDAY and any pertinent information such as LUNAR.

After a mayday is declared, County will do the following:

- Sound a "warble" alert tone and announce: "A MAYDAY HAS BEEN DECLARED, ALL RADIO TRANSMISSIONS ARE TO CEASE UNLESS CALLED BY THE INCIDENT COMMANDER."
- Dispatch an additional alarm and assign those companies and all other units operating at the scene to another talk group. The firefighter(s) who declared a MAYDAY, the Incident

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Commander, the RIT company, and any other companies involved shall remain on the assigned talk group.

The IC will deploy the RIT company, maintain contact with the mayday firefighter(s) and command/control of the mayday situation. The IC will then assign all other firefighting operations to another officer.

The firefighter assigned to be the accountability officer for the incident shall conduct a PAR on the secondary talk group assigned (after the mayday was declared). It is the company officer's responsibility to determine accountability of their personnel and maintain tactical discipline.

At the completion of the mayday event, it will be the responsibility of the IC to conduct a PAR on all talk groups assigned to the incident.

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S.O.G. Number: **806**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **Rapid Intervention Team (RIT)**

Assignment:

A Rapid Intervention Team (RIT) shall be implemented at all working structure fire incidents in Susquehanna Township. The RIT assignment should be assigned by the incident commander. A RIT will be dispatched on the first alarm. The RIT officer will be the OIC of the first arriving RIT piece.

The RIT crew should be composed of “fresh” firefighters. The RIT assignment shall be reassigned to another “fresh” crew after about 40 minutes. If at all possible this assignment should not be given to firefighters that have been previously working at the incident. The RIT officer will give a face to face briefing to the on coming team members.

A second RIT team may be required for large structures. Command shall assign a second team as required.

Equipment and Staging:

Once the assignment has been given, the crew shall gather the needed equipment and proceed to a staging area close to the command post. If necessary the RIT Officer may designate RIT Staging on different sides of the building. (This may require additional personnel, officers, and equipment) The RIT officer shall assure the crew tags are routed to Accountability.

Equipment: (Including, but not limited too)

1. Search Rope
2. 100’ Bag of Utility Rope
3. 100’ Bag of Life Rope
4. Chain or Rotary Rescue Saw (based on building construction)
5. Sledge Hammer
6. Thermal Imaging Camera
7. Irons
8. RIT Bag and/ or Spare Cylinders for Each Type of SCBA in use on the scene.
9. 6” Steel Hook
10. Hand light (Every Member)
11. Radio (minimum 1 per 2 people)

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12. Stokes Basket and Tie Down Webbing

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“Go Team”:

The RIT Officer will establish a Go Team. This team is a recon team to locate the distressed firefighter(s) and determine the needed equipment and personnel in order to assist in their egress. The team size and equipment will vary depending on the situation. Suggested staffing for the Go Team should be no less than two firefighters.

Operations:

Rapid Intervention is a proactive process. Each firefighter on the RIT/FAST crew should do a 360 walk around of the structure to familiarize themselves with openings (doors/windows) and structure construction. During this walk around team members should be evaluating safety concerns and needs to lessen the risk of firefighting operations. Examples of request can include additional ground ladders, forcing multiple egress points, additional back up lines, or additional sector/staff officers to high risk areas. While the crew is in staging each member shall constantly monitor the structure for any changes in stability or conditions and from time to time the RIT Officer should assign a team member to do additional 360 walk a rounds. The RIT should stage in an area close to and within sight of the building.

Team Member Responsibilities

1. Be properly trained in response to a Mayday
2. Be ready and able to maintain all RIT assignments
3. Be wearing full PPE and SCBA, members do not have to be on air.
4. Monitor all radio transmissions.

Once the “GO Team” reaches the downed firefighter a patient assessment and situational evaluation shall be done. The “GO Team” shall then provide the RIT OIC with a CAN (Conditions Actions and Needs) report. This report will determine the needs for the remainder of the team. Upon completion of this report the patient and area should be made as stable as possible before the extrication.

Control:

The RIT OIC upon the Incident Commander switching incident operations over to a separate frequency will assume all responsibility for all RIT functions. This person will manage the RIT assignment and its resources. The incident commander will focus on incident mitigation and only receive updates and resource requests.

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S.O.G. Number: **807**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Structural Fire Attack**

This standard is to be used at all reported structure fires. As incident situations and conditions warrant this standard may need to be deviated from. The standard is intended to assist with incident operations for the Incident Commander as well as mutual aid in order to ensure that the incident is properly set up from the beginning. This policy is expected to be followed unless deviation directions are given from the Incident Commander.

First Arriving Engine (Non-sprinklered Structures):

The first arriving engine is to secure a water supply. This may consist of laying from a hydrant and having the layout person connect the supply line or any of the following; drop supply line and give instructions to the next due engine on where to pick it up or if you were unable to effectively drop supply line advise the next due or command that you did not secure water.

The engine will then pull past the fire building allowing crew members to view three sides. This engine will then serve as the first attack engine.

Second Arriving Engine (Non-sprinklered Structures):

The second arriving engine will complete any tasks needed to finish securing a water source and supply the first arriving engine. The remaining crew members not needed to complete these tasks will check in with the person responsible for accountability or will leave tags at their point of entry and assist with additional lines or other tactical objectives.

First Arriving Aerial:

Normally the first arriving aerial will take the address side or the corners of the address side. The company will then complete all possible truck functions. (see Truck Company Operations Policy) If the first due aerial can not complete all of the tasks it is essential to relay that to your appropriate control sector.

First Arriving Engine (Sprinklered Structures):

The first arriving engine is to secure a water supply. This should consist of laying from a hydrant and having the layout person connect the supply line. If that can not effectively be done, drop a supply line and give instructions to the third due engine on where to pick it up. If necessary all crew members can

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be utilized to ascertain a water supply.

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The engine will then pull to the FDC and the operator will stretch a line and pump the system. The crew and OIC should meet with the second due at their entry point and assist in backing up their efforts.

Second Arriving Engine (Sprinklered Structures):

The second arriving engine will secure an additional separate water supply. This may consist of laying from a hydrant and having the layout person connect the supply line or any of the following; drop supply line and give instructions to the **fourth** due engine on where to pick it up or if you were unable to effectively drop supply line advise the fourth due or command that you did not secure water.

As the second due the placement should be at the entry point. This company will function as the initial attack engine.

Rapid Intervention Companies:

The RIT companies will proceed directly into the scene and stage where appropriate. The first RIT company on scene will have their OIC establish the RIT sector and coordinate with the remaining RIT companies.

Remaining Companies:

The remainder of the box will take a level one staging position. A staging officer should be assigned to the staging area as soon as possible or the first OIC into staging should assume the Apparatus Staging Sector.

Potential Assignments for Staged Companies:

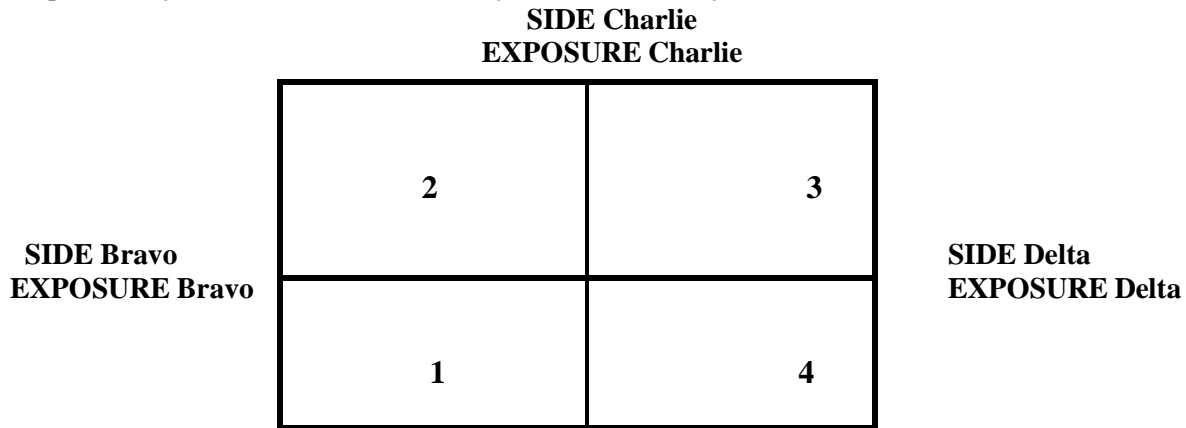
- Secondary water supply
- Supporting the working companies
- Other necessary Objectives

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S.O.G. Number: **808**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Quadrant System**

The quadrant system will be used to identify the scene. This system is shown below.



SIDE Alpha
EXPOSURE Alpha

- Side Alpha is always the street address side of the building, unless another side is designated by Command.
 - Sides are designated by phonetics (alpha, bravo, Charlie, delta).
 - Exposures are designated by letters reflecting the adjacent side(s).
 - Secondary exposures are designated by their corresponding letter and number (B1, D2, etc.)
 - Interior areas are designated by numbered quadrants.
 - Floor levels are designated by Divisions with the appropriate floor number.
- Basement levels shall be designated the Basement or Subbasement division.

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S.O.G. Number: **809**
Effective Date: January 1, 2010
Approved: FM-84 _____
Subject: **Initial Use of Master Streams**

Scope

This document is intended to be a tactical guideline as to when to initially use a master stream(s) for fire attack at structural fires.

Guideline

When arriving at a structure fire, and when one (1) or more floors are fully involved, a master stream(s) may be used initially for the attack, or as soon as possible after arrival. No personnel will be committed to interior firefighting when a master stream is in operation in the same building whether it is a ladder or deck pipe. An adequate water supply shall be immediately established upon the use of a master stream.

If the master stream is effective in knocking down the main body of fire, an aggressive offensive interior attack may be made following a careful assessment of structural conditions. The structural assessment must be made before allowing firefighters to enter the building.

Master streams and ladder pipes shall be supplied by an engine with a minimum pump capacity of 1,000 gpm.

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S.O.G. Number:	810
Effective Date:	January 1, 2010
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Subject:	Fire Hose Crossing

See SOG- 306

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S.O.G. Number: **811**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Carbon Monoxide (CO) Alarms**

Carbon monoxide (CO) 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.

CO poisoning may be difficult to diagnose. It's symptoms are similar to other medical conditions such as the flu. Other symptoms can include headache, fatigue, nausea, dizzy spells and confusion. Infants, the elderly and those people with respiratory difficulties are more prone to be effected by CO.

CO 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 personnel shall establish scene control as per the Standard Operating Guidelines: Verify if an alarm is coming from a smoke or a carbon monoxide detector and if the alarm is a low battery signal.

If it is a smoke detector alarm:

- Investigate the cause of the alarm.
- Advise command of the situation.
- Take the necessary action to correct the situation.

If it is a carbon monoxide detector alarm:

- Determine all people that were present at the premise.
- Determine if anyone exhibits the signs or symptoms of possible carbon monoxide poisoning.
- 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.

If no one shows signs or symptoms of carbon monoxide poisoning:

- Recommend the occupants check their CO detector per the manufacturers recommendations.
- Recommend they install a replacement detector/monitor.
- If it activates again, call 9-1-1.

METERING

- Two personnel working as a team in full protective clothing with SCBA.
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Zero the meter in fresh air and comply with all other start up procedures as recommended by the

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meter manufacturer.

- Initiate a survey of the premises to determine if there are any abnormal amounts of carbon monoxide present.
- Depending on the following readings, follow the listed actions:

Readings of less than 5 ppm:

- Inform the occupants that our meter did not detect an elevated level of CO at this time.
- Recommend the occupants check their CO detector per the manufacturers recommendations.
- Recommend they install a replacement detector/monitor.
- If it activates again, call 9-1-1.

Readings of more than 5 ppm:

- Shall be considered above normal background readings.
- Inform the occupants that we detected potentially dangerous levels of CO.
- 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.
- Inform the occupants that the source of CO should be examined and repaired by a licensed contractor.

Readings of 100 ppm or greater:

- Inform the occupants that we have detected a potentially lethal level of carbon monoxide.
- Order them to leave their home immediately. It is not safe until repairs are made or the source of the CO is eliminated.
- Inform the occupants that the source of CO should be examined and repaired by a licensed contractor.

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CARBON MONOXIDE INCIDENT CHECKLIST

Location_____ Date_____ Time_____

INVESTIGATION PORTION

PPM AT FRONT DOOR_____ INITIAL HIGHEST PPM_____

FURNACE LOCATION_____ PPM_____

Monitor around vent pipes_____ PPM_____

Look for gaps, corrosion, soot, rust_____ PPM_____

Monitor around burners_____ PPM_____

Pilot light and blue flame_____ PPM_____

Duct insert into chimney _____ PPM_____

Match test for draft_____ PPM_____

WATER HEATER LOCATION_____ PPM_____

Monitor around vent pipes_____ PPM_____

Look for gaps, corrosion, soot, rust_____ PPM_____

Monitor around burners_____ PPM_____

Pilot light and blue flame_____ PPM_____

Match test for draft_____ PPM_____

DUCT WORK LOCATION_____ PPM_____

CO reading at heat outlet convection system _____ PPM_____

DRYER (gas) LOCATION_____ M

Monitor around vent tubing_____ o

Duct work not kinked and intact_____ ni

Monitor area of burners_____ to

Pilot light and blue flame_____ r

VENT PIPES in

Blocked?_____ si

SPACE AND WALL HEATERS LOCATION_____ d

Vented properly?_____ e

FIREPLACE (GAS AND FUEL) af

Vented properly?_____ te

Flu clear?_____ r

Damper open?_____ w

Intake open on models that use outside air?_____ ar

Monitor around pilot light_____ m

STOVE LOCATION_____ e

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d up _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

PPM _____

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Monitor 2 feet above burners_
Pilot light and blue flame____
GARAGE

PPM_____
PPM_____
PPM_____

INTERVIEW PORTION

Symptoms of Carbon Monoxide Poisoning?

	<u>YES</u>	<u>NO</u>
Headache	_____	_____
Nausea	_____	_____
Dizziness	_____	_____
Shortness of breath	_____	_____
Confusion	_____	_____

Are there any “at risk” individuals?

Pregnant individuals	_____	_____
Young children	_____	_____
Elderly individuals	_____	_____
Heart or lung disease	_____	_____
Smokers in house	_____	_____

Occupants

Name:	DOB:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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	<u>YES</u>	<u>NO</u>
Fuel burning appliances?	_____	_____
Furnace running at the time?	_____	_____
Fireplaces, unvented heaters, wood/coal burning stoves?	_____	_____
Oven operating?	_____	_____
Car running in attached garage?	_____	_____
Appliances shut off?	_____	_____

What time did the detector alarm? _____

High Reading on Digital Model? _____

Detector Make/Model _____ Serial Number _____

Officer Completing Checklist _____

Entry Crew _____

Occupant Signature _____ Date _____

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S.O.G. Number: **812**
Effective Date: January 1, 2010
Approved: FM 84 _____
Subject: **Lockout/Tagout**

The purpose of this program is to assure that the energy system is isolated while personnel are working around a particular type of energy. The energy should be isolated in the off position before any work begins on or near the device using the energy. The energy should remain locked in the off position until the work is complete.

This SOG should be used for, but not limited to, the following situations:

- **Industrial rescue**
- **Gas leaks**
- **Water system breaks**
- **Pneumatic systems**
- **Confined space rescue**
- **Other hazardous conditions**

Upon being assigned utility control, the firefighter will use a lockout/tagout kit to isolate the energy source. The firefighter should verify if all utilities are being controlled or just a particular type. If the call involves large industrial equipment or confined space rescue, a representative from the business should accompany the firefighter to assure an orderly shutdown of the equipment is followed. This is needed to assure no additional hazards endanger the victim.

Once the energy source has been placed in the off position, the energy isolating device should be placed over the valve or breaker. If multiple departments are working on the same device, or in the same area, it may be necessary to use the multiple lockout hasp.

When the isolating device is in place, the individual Company lock should be affixed to the device in the locked position. If using the tagout device, it should be affixed at this time.

A representative from the business shall be consulted to assure all stored energy is relieved, disconnected or otherwise rendered safe. The possibility of re-accumulation of stored energy shall also be investigated. If such a problem exists, the verification of isolation shall continue until the call is complete or the possibility of re-accumulation no longer exists.

Command shall be notified that lockout is complete. Command shall also be informed of the firefighter's findings about stored energy. Command shall notify operations, the officer assigned to safety, and the sector officer.

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When Command states that the lockout devices can be put in service, all companies operating should be notified that locks will be removed. This enables the other companies to put their own devices in place if they haven't been in place already. The firefighter that placed the devices will remove them.

Companies shall not restore any energy that they have isolated. Once fire department locks are pulled, Command will inform the owner of any hazards identified with restoring energy. Command shall recommend that the energy remains isolated until it is inspected by a certified individual.

After locks are pulled, verify at least the following, and inform the owner or representative:

1. Work Area has been inspected and all non-essential items have been removed.
2. Identify items removed in the rescue effort that may render systems inoperable.
3. Insure machine or equipment components are operationally intact.
4. Insure all wires, gas lines, water pipes, etc. are intact.
5. Assure the representative understands personnel still working in the area must be notified before energy is restored.

When entering industrial complexes, fire department personnel will be considered Outside Contractors. We are required to follow their Lockout/Tagout program. If they do not have a Lockout/Tagout program in place, this SOG will be used.

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Subject: **Motor Vehicle Accidents**

The following actions are listed in order of priority and should be addressed in this order as manpower allows. As additional resources reach the scene, the remaining tasks may be accomplished.

First Arriving Apparatus:

Unit officer determines if the scene is safe to approach. A size up is performed including: number of vehicles, number of patients, hazards present, hazardous materials.

Driver/operator should position the apparatus up hill and up wind.

The Chauffeur remains with the apparatus and ensures the hydraulic, electrical and air systems are functioning. These systems remain under his/ her control.

Unless assuming command, the unit officer will assume the responsibility of extrication officer.

Personnel in SCBA mitigate fire hazards. A hoseline will be stretched on accident scenes where a hazardous conditions exists and charged if an extrication or prolonged assistance ensues.

Access and assess patients in the absence of EMS. Provide protection to interior crews and patients as necessary.

Provide scene lighting as appropriate.

Vehicles will be stabilized using cribbing, blocks, jacks, or chains as dictated by the situation, regardless of their occupancy. If extrication is warranted, then the involved vehicle should be box cribbed. All others may be stabilized using step cribbing.

The need for extrication will be determined jointly by the Fire Department OIC and a representative of EMS. The method of extrication will be determined by the Extrication Officer.

At scenes of a Multi-Casualty Incident, EMS should provide a resource person, preferably an officer, to the Incident Commander. This is to ensure the establishment of a unified command structure for the coordination of resources.

Additional resources will Level 1 Stage with their manpower remaining with their respective apparatus

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until assigned.

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S.O.G. Number: **814**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Aeromedical Services**

Should the need for Aeromedical Services arise on an incident, the next due Engine Company not involved in the initial incident should be detailed the task of securing an appropriate Landing Zone.

The following guidelines should be followed:

- The area should be flat with no higher than 10% grades; should be free of overhead wires, light standards or utility poles.
- The Landing Zone should measure at least 100' X 100'; marked with a low intensity lighting device on each corner with an offset flare indicating wind direction.
- All emergency lighting, especially strobes and flood lights, should be turned off upon approach of the aircraft. At no time should the Landing Zone be illuminated or lighting directed upward toward the aircraft.
- All personnel should remain enclosed in the apparatus upon the landing of the aircraft to ensure no member is injured by debris. There will be NO personnel assigned the task of manning a hoseline at the Landing Zone. The driver/operator should direct the master stream in the direction of the aircraft and be prepared to flow water in preparation of a potential catastrophic landing.
- The OIC will assign the Landing Zone Officer and will be the only person conversing with the aircraft upon its approach. A separate Fire Operations Frequency should be assigned by the County EOC for flight operations.

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S.O.G. Number: **815**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Storm Operations**

During storm operations every effort should be made to keep radio and vehicle operations to a minimum. Small utility vehicles with minimal personnel shall be deployed.

The ranking Company Officer shall assign crews and dispatch units to incidents received from citizens, the County or the Township EMA office. The OIC shall make sure if personnel are available the station phone is monitored. All personnel when working outside in high winds shall have appropriate PPE including helmet. All units should be stocked with traffic cones. Call log should be updated as calls are received.

Wires Down

Secure a pole number from a pole close to where the wire is down. Do not touch or attempt to move any type of electric line. Secure the area so that no citizens or traffic will be harmed. Pay close attention to fences or at structures that could be electrified. Forward the pole number to County or EMA. Use phone if radio traffic is heavy.

Tree on wires

Same as above. Do not attempt to remove tree.

Tree blocking roadways

This is a Highway Department function. If the tree is blocking access to houses for emergency vehicles, the fire department may cut and remove enough of the tree to gain access.

Flooding Basements

Move any valuables out of danger from high water. If the water level is rising all utilities should be secured.

Tree into houses

Do not remove trees from houses. Secure the structure as best as possible from the elements. Advise the homeowner to contact their insurance company and a tree service.

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S.O.G. Number: **816**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Shop 84 snow plow policy**

The following policy is for the availability and use of Shop 84 for the specific use of plowing snow.

Shop 84 may be used for the plowing of snow under the following conditions:

- Fire Company front aprons
- Fire Company parking lots as it pertains to: responding member parking
- Emergency shelter parking areas
- Emergency response as warranted

Emergency response shall be defined as the plowing of an immediate access route to an emergency. This shall be of a fire, police, or EMS type emergency. Shop 84 shall only be used when other Township resources are either unavailable or taxed due to weather conditions. This shall be on an as needed basis that will be determined by Manager Myers, EMA Director, Highway Superintendant or Chief 84.

Plowing shall be done during normal work hours of EVT Calhoun unless otherwise approved. Salting will not be part of this service.

Repairs to emergency service vehicles will take precedent to plowing details.

All personnel must be aware that this policy is in no way intended to interfere with the workings of the Highway Department or that of its local bargaining unit. Any discrepancies or questions shall be directed to this office so that we may handle them through the proper channels.

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S.O.G. Number: **817**
Effective Date: January 1, 2010
Approved FM-84_____
Subject: **Mutual Aid**

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S.O.G. Number: **901**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Automated External Defibrillator (AED)**

The primary purpose of our AED's is to provide our members or mutual aid departments with some protection in the event of a sudden cardiac illness. As a secondary intent, we will be dispatched to back up to EMS and the police department on AED related emergencies.

All personnel responding on AED calls must have CPR/ AED training. The minimum age to respond to assist with patient care will be considered 18 years of age. CPR/ AED certifications will be maintained by the Medical Coordinator.

These calls are considered an EMS call. The responding medic and ambulance will have command of the call, final say on patient care and unit response. If a unit responds on an EMS call it is committed to that call until released by the medic.

AED response will be limited to at least one (1) unit. The unit shall be equipped with an AED, Oxygen, First Aid bag and trained personnel. Squads or Utilities should respond for all AED calls, unless another unit is returning from a previous call and is able to respond. It is preferable to have a staffing level of 4 members trained in Fire and EMS, when responding to AED calls. Paramedics and EMT's shall have first priority. The theory of the AED is fast deployment, so any qualified personnel in station should respond immediately.

Pandemic flu response protocol shall be reduced to two medical providers.

After returning from an AED call, an accurate incident report shall be completed. If the AED was used on a patient, the Medical Coordinator shall be notified ASAP.

The Medical Coordinator will perform weekly inspections of the AED's to insure they are of proper operating status.

The responding crew will be responsible for restocking any items used on the call. Attempt to obtain these items from the EMS unit that responded when possible. If you are unable to restock some items inform the Medical Coordinator or an officer of the missing supplies.

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S.O.G. Number: **902**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **EMS Assist**

EMS may request the assistance of a Fire Company. If the Company is alerted for lift assist or because of delayed response of the EMS unit, a Squad or Utility shall respond. The most qualified EMS personnel shall respond with a maximum of 4. Any other apparatus that is on the air and in a closer proximity, may respond but the first unit will cancel any other units once the situation is under control.

If the dispatch is for forcible entry, the Squad will respond first if there is no Tower, Rescue or Engine driver at the station. When an crew arrives on station, the Tower, Rescue or Engine may respond unless canceled by the Squad. If a full crew and driver are available, the Tower, Rescue or Engine shall respond first.

If someone calls the station to ask for assistance with someone that has fallen and just needs helped up, on station personnel should respond class 3 and assist.

On all EMS calls where there is an ambulance responding, than at least 1 provider (the highest qualified) shall remain with the patient until the patients care is transferred to the EMS unit.

All personnel responding on an EMS assist or AED emergency shall be (if EMS requests) required to continue patient care until the patient is successfully transported to the hospital.

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S.O.G. Number: **903**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Infection**

PURPOSE

To provide a guideline governing against the contact of potentially infectious body fluids and medical waste.

PROCEDURES

On all Motor Vehicle Accidents (MVA), especially where people are trapped and extrication is required, all protective clothing will be worn. Surgical gloves (latex or nitrile) will be worn by anyone who is involved with patient care.

On all medical incidents (MVA's, not breathing, manpower assist) where personnel are involved with patient care, surgical gloves and eye protection along with full protective clothing will be worn for protection against contaminated blood and/or body fluids.

After each incident, protective clothing that is contaminated with blood/body fluids will be sealed in red "BIOHAZARD" bags and is to be washed in accordance with the procedure on washing turnout gear.

Upon removal of surgical gloves, they are to be placed in the biohazard trash bags in the ambulance on the scene or thrown in the biohazard trash bags in the ambulance station. If they are brought back to the fire station, they will be disposed of in the proper method.

Surgical gloves are located on all of the fire apparatus.

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S.O.G. Number: **904**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Exposure Control Plan**

The proliferation of diseases transmitted by and through blood and body fluids is cause for great concern among people who provide public safety and emergency services. By adopting proactive and cautious methods to properly handle potentially hazardous situations and materials, personnel are able to minimize the possibility of infection.

Susquehanna Township provides exposure controls, protective equipment and training for use by members to isolate, remove, or destroy blood borne pathogens and potentially infectious/hazardous materials from the workplace in order to minimize and/or eliminate exposure.

Strict adherence to this Exposure Control Plan provides the necessary training, information and equipment to members for protecting themselves and others, to the greatest extent possible, from blood borne pathogens and potentially infectious/hazardous materials.

Definitions:

Biohazard Container: A red, puncture resistant plastic liner or container preprinted with a "BIOHAZARD (Symbol) - Danger Infectious Waste." (Found on ambulances)

Biohazard Label: A fluorescent orange or orange-red, self-adhesive label preprinted with a "BIOHAZARD (Symbol) - Danger Infectious Waste."

Blood borne Pathogens: Pathogenic microorganisms present in human blood, which can cause disease in humans. These include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contamination: The presence, or reasonably anticipated presence, of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry: Laundry which is soiled with blood, body fluids, or other potentially infectious materials or which may contain sharps.

Contaminated Sharps: Any contaminated objects able to penetrate skin including, but not limited to, sharp metal, scalpels, hypodermic needles, broken glass, exposed ends of dental wires, etc.

Decontamination: The use of physical or chemical means to remove, deactivate or sterilize blood borne

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S.O.G. Number: **904**

Effective Date: January 1, 2010

Approved FM-84_____

Subject: **Exposure Control Plan**

pathogens on a surface item such that it is no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

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OSHA: Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services or a designated representative.

Disposable Syringe Safety Container: A puncture resistant container for securing contaminated or potentially contaminated recovered syringe. (Found on ambulances)

Epidemiology: The branch of medical science dealing with the incidence, distribution and control of disease in a population.

Exposure Incident: A specific eye, mouth, other mucous membrane, or non-intact skin, or parenteral contact with blood or other potentially infectious materials resulting from the performance of a member's job related duties.

Occupational Exposure: Any position within the Company having reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of a member's duties.

Parenteral Contact: Piercing skin or mucous membrane through such events as needle sticks, human bites, cuts and abrasions.

Potentially Infectious Material: Human body fluids including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid visibly contaminated with blood, all body fluids in some situations where it is difficult to differentiate between body fluids and any unfixed tissue or organ from a living or dead human.

Universal Precaution: Approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood borne pathogens.

PROCEDURES:

Staff Awareness. The chief and/or safety officer is responsible for ensuring all personnel possess, understand and abide by the contents of this policy and procedure and all Federal and State laws and regulations regarding blood borne pathogens exposure control. The training officer is responsible for reproducing, distributing and maintaining on file all receipt forms, which acknowledge receipt and understanding of this policy by personnel.

Staff Training. The Training Officer is responsible for scheduling such training's includes, at a minimum, general information regarding Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), Tuberculosis and other life-threatening diseases, as well as training in universal precautions intended to prevent or limit exposure to such diseases.

Additional Training: Additional training is provided by the company as necessary when modification of tasks or procedures, or implementation of new tasks or procedures, affects the members' potential for occupational exposure.

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Instructor: The instructor(s) conducting blood borne pathogens training must be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace the training addresses.

Training Elements: The training program, at a minimum, contains the following elements:

- Epidemiology and symptoms of blood borne diseases.
- Modes of transmission of blood borne pathogens/disease.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that prevent or reduce exposure including appropriate work practices and personal protective equipment.
- Information on types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the Hepatitis B vaccine, including information on its effect, safety, method of administration, benefits of vaccination and that the
- Vaccine is offered at no charge to the member.
- Information on the appropriate actions and persons to contact when emergencies involving blood or other potentially infectious materials occur.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that is available.
- Information on the post exposure evaluation and follow-up the agency is required to provide for the member following an exposure incident.
- An explanation of the required signs, labels and color-coding of infectious/hazardous waste disposal containers.
- An opportunity for interactive questions and answers with the instructor conducting the training.

Training Documentation: Training documentation must include the following information. It must further be maintained and perpetually retained by the Company.

- Dates of training sessions.
- Contents or summary of training elements.
- Names and qualifications of instructors conducting the training.
- Names and job titles of members attending the training session(s).

Universal Precautions:

Universal Precautions is a conceptual approach to preventing exposure and infection by blood borne pathogens wherein all persons and body fluids are handled as if they are infected. All members practice

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and employ Universal Precautions to prevent contact with blood or other potentially infectious materials in the performance of assigned duties.

- All members must consider any body fluid(s) as potentially infectious material under circumstances in which differentiation between body fluid types is difficult or impossible.
- Members are prohibited from eating, drinking, applying cosmetics or lip balm and handling contact lenses
- in work areas where there is a reasonable likelihood of occupational exposure to blood borne pathogens.
- Members are prohibited from keeping food and drink in refrigerators, freezers, shelves, and cabinets or on counter tops where blood or other potentially infectious materials are present.
- Members perform all procedures involving blood or potentially infectious materials in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
- Members are prohibited from bending, recapping, shearing or breaking contaminated needles or sharps.
- Members are prohibited from removing a needle from a syringe without the use of a mechanical device.
- Supervisors are responsible for monitoring subordinates to ensure compliance with this policy.

Storage Containers and Labeling:

Blood or other potentially infectious materials are placed and secured in a biohazard container, which prevents leakage during collection, handling, processing, storage, transport or shipping and destruction.

Biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials and other containers used to store, transport or ship blood or other potentially infectious materials. All containers used for storage, transport or shipping are color-coded, labeled and secured prior to storage, transport or shipment.

If external contamination of the primary container occurs or the specimen punctures the primary container, the primary container is placed in a second puncture-resistant container to prevent leakage during handling, processing, storage, transport or shipping. The second container is also labeled with appropriate biohazard symbols and secured prior to being stored, transported or shipped.

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The company posts fluorescent orange or orange-red signs at the entrance to work areas where potentially infectious materials are or maybe present (i.e., Biohazardous Waste storage etc.) At a minimum these signs contain the following information:

- "BIOHAZARD" (symbol).
- The name of infectious agents or potentially infectious material.
- Special requirements for entering area (i.e., mask, apron, gloves, goggles, etc.).
- Name and telephone number of the individuals responsible for the space or other responsible member.

Hand washing Facilities:

The Department provides the following hand washing facilities at various locations in the Firehouse, which are readily accessible to all members:

- Running Potable Water.
- Soap.
- Single Use Towels.

The department provides antiseptic towelettes for use by members when the use of hand washing facilities is not feasible or available. When antiseptic towelettes are used, the member's hands are washed with soap and running potable water as soon thereafter as feasible/possible.

Members must wash their hands immediately, or as soon as feasible, after removal of disposable gloves or other protective equipment.

Members must wash hands and any other skin with soap and water, and/or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious material.

Contaminated Equipment.

Equipment contaminated with blood or other potentially infectious material is decontaminated as necessary. When it is necessary to have equipment cleaned and decontaminated by an outside source, the member places the contaminated equipment in a biohazard container for transport. If the equipment is too large for a biohazard container, a biohazard label is affixed to the equipment until cleaned and

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disinfected.

Contaminated Laundry.

Contaminated laundry is handled as little as possible with minimum agitation. Contaminated laundry is placed in a biohazard container at the location it was used or recovered. Such laundry is not stored or rinsed at the location it was used or recovered.

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the biohazard container, the laundry is placed and transported in a secondary biohazard container, which prevents leakage of fluids to the exterior.

Members coming in contact with contaminated laundry are required to wear protective disposable gloves and other personal protective equipment as the situation dictates.

Personal Protective Equipment Use.

The member uses personal protective equipment when blood or potentially infectious materials are present, except in the following rare and extraordinary circumstances:

In the member's professional judgment, that in a specific or particular instance, the use of the personal protective equipment would prevent the delivery of health care or public safety services.

In the member's professional judgment that in a specific or particular instance, the use of the personal protective equipment would pose an increased hazard to the safety of the member or others.

If the member does not use the personal protective equipment due to his or her professional judgment, the circumstances are investigated by the officer in charge of the incident with a report forwarded to the safety officer.

Hand Protection:

All members must wear disposable (single use) gloves in one (1) or more of the following instances:

When it is reasonably anticipated that the member may have hand contact with blood or other potentially infectious materials.

When handling or touching contaminated items or surfaces, suspected of being contaminated.

Disposable gloves are replaced as soon as practical when contaminated, or as soon as feasible if torn, punctured or when gloves ability to function as a barrier is compromised. Disposable gloves are never washed or decontaminated for further use.

Members do not wear utility (multi use) gloves as protection against blood borne pathogens.

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Sharps, which may be contaminated, are never removed directly with the hands.

Contaminated sharps are removed only by using mechanical means such as a brush and dustpan, tongs or forceps.

Eye Protection:

All members wear single use goggles with solid side-shields when splashes, spray, spatters or droplets of blood or other potentially infectious materials may be generated.

The disposable goggles are replaced as soon as practical when contaminated or as soon as feasible if torn, punctured, or when the goggles' ability to function as a barrier is compromised. Disposable goggles are not washed or decontaminated for further use.

Respiratory Protection:

All members will wear disposable (single use) facemasks when splashes, spray, spatter or droplets of blood or other potentially infectious materials are generated and nose or mouth contamination is reasonably anticipated.

The disposable facemask is replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when the mask's ability to function as a barrier is compromised.

Disposable facemasks are not washed or decontaminated for further use.

Garment Protection:

The member must determine if disposable (single use) coveralls should be worn during an occupational exposure situation dependant upon the task or degree of exposure anticipated.

The disposable coveralls are replaced as soon as practical when. contaminated or as soon as feasible if torn, punctured or when the coverallability to function as a barrier is compromised.

Disposable coveralls are never washed or decontaminated for further use.

Shoe Protection:

All members wear disposable (single use) shoe covers in instances where gross contamination can be reasonably anticipated.

Disposable shoe covers are replaced as soon as practical when contaminated or as soon as feasible if torn, punctured or when the shoe covers' ability to function as a barrier is compromised.

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Disposable shoe covers are never washed or decontaminated for further use.

Additional Protective Equipment.

In addition to the personal protective equipment, the Medical Coordinator ensures the following protective equipment is available in each department vehicle:

- One (1) roll of barrier tape.
- One (1) biohazard container.

Protective Equipment Cleaning and Disposal.

The Department provides cleaning and disposal of personal and/or protective equipment. If blood or other potentially infectious materials penetrate a uniform garment, the member removes the garment immediately or as soon as feasible, all contaminated laundry is handled in accordance with Section 9 of this policy and procedure. The member must remove all personal protective equipment prior to leaving an injury scene or work area. After removal of the personal protective equipment, all disposable items are placed in a biohazard container for storage and disposal as specified in this policy.

Protective Equipment Repair and Replacement. The company repairs, replaces and/or sterilizes personal and protective equipment as required and necessary:

- Immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials.
- At the end of the tour of duty if the surface may have been contaminated since the last cleaning.

Any protective coverings (i.e., plastic wrap, foil, etc.) used to cover equipment and surfaces are removed and replaced at the following times:

- As soon as feasible when the coverings become overtly contaminated.
- At the end of the activity if the coverings have become contaminated.

All, bins, pails, cans and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or the potentially infectious materials are inspected and decontaminated on a monthly basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination by the responsible employee.

Potentially Infectious Materials in the Community. If potentially infectious material is discovered in the community, the member adheres to universal precautions as warranted and practical. As soon as possible, the member initiates a perimeter for the protection of other individuals by using the issued

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barrier tape.

The member requests the Emergency Management Agency to respond to the scene for clean up, disinfection and disposal, as appropriate and required.

The member is responsible only for clean up and disposal of any protective equipment used (i.e., gloves, masks, etc. and/or medical supplies, i.e., dressings, bandages, etc.).

Hepatitis B Virus Vaccination. The Township offers/provides the Hepatitis B Virus vaccination series to all members after they have received the required orientation and training regarding blood borne pathogens.

The vaccination is provided to all members within thirty (30) days of initial assignment unless the member has previously received the complete Hepatitis B vaccination series and antibody testing (prescreening) has revealed the member is immune or the vaccine is contraindicated for medical reasons. Member participation in the prescreening program is not a prerequisite for receiving the Hepatitis B vaccination.

If the U.S. Public Health Service recommends a routine booster dose of Hepatitis B vaccine at a future date, the booster dose is made available to member the same as the original vaccination, at no charge to the members.

The Township ensures the Hepatitis B vaccination series is:

- Made available at no cost to the member.
- Made available to the member at a reasonable time and place.
- Performed by or under the supervision of a licensed physician or, by or under the supervision of another licensed health care professional.

Hepatitis B Virus Vaccination Declination. The individual offering/ providing the vaccination member who declines the vaccination to complete a Company Hepatitis B Vaccine Declination Form, which will be maintained in the member's personnel/medical record.

Even members who initially decline the Hepatitis B vaccination may, at a later date, while still covered by the standard, opt to accept the vaccination.

Occupational Exposure Incident Reporting. In every case where a member is exposed to potentially infectious blood and/or body fluids in the performance of their duties, the following reports are submitted prior to the end of the activity during which the exposure occurred:

A Workman's Compensation Report of Initial Injury/Illness is completed by the affected member

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detailing the events, facts and circumstances of the occupational exposure.

Additionally, the affected member's immediate officer-in-charge is required to conduct further investigation into the exposure incident to ensure the member's actions conformed to policy and procedure and that actions taken by the member were reasonable and prudent. The results of this investigation are documented on the Workman's Compensation Report. This report is submitted to the safety officer for review, then to the fire marshal, for final review and filing.

The following incidents are not considered occupational exposures to blood borne pathogens and therefore do not require reporting:

- Blood on intact skin.
- Blood on clothing or equipment.
- Being present in the same room as an infected person.
- Touching an infected person.
- Talking to an infected person.

Post-Exposure Evaluation and Follow-up. The company provides post exposure and follow-up medical evaluation to all members who have had an exposure incident.

The company ensures all medical evaluations and procedures, including post exposure evaluation and follow-up are:

- Made available at no cost to the member.
- Made available to the member at a reasonable time and place.
- Performed by, or under the supervision of, a licensed physician or, by or under the supervision of, another licensed health care professional.

The Township ensures all laboratory tests are conducted by an accredited laboratory at no cost to the member.

Medical Evaluation. Following a report of an exposure incident, the company immediately makes available a confidential medical evaluation and follow-up to the exposed member.

The company further ensures that the health care professional evaluating a member after an exposure incident is provided the following information or that such information is made available to the health care professional as soon as possible:

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- A copy of the Occupational Safety and Health Administration, 29 CFR Part 1910.1030, Occupational Exposure to Blood borne Pathogens.
- A description of the exposed member's duties related to the exposure incident.
- Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- Result of the source individual's blood testing.
- All medical records relevant to the appropriate treatment of the member, including vaccination status, which is the member's responsibility to maintain.

Initial Post Exposure Evaluation. The emergency room at Osteopathic Hospital is considered the primary care giver for all Company members when an initial HIV/HBV exposure incident evaluation is necessary.

- As soon as possible following an exposure incident, the affected member is taken to the *Osteopathic Hospital* Emergency Room for evaluation by the emergency room physician. The emergency room physician follows established hospital protocols in conducting the exposure incident evaluation.
- The chief or his designee is responsible for ensuring the information described in Paragraph 19 of this policy is made available to the evaluating physician as soon as possible/feasible.
- Members refusing treatment at the *Osteopathic Hospital* Emergency Room are required to sign a statement to that effect and indicate when and where they intend to seek treatment. This statement is signed by the affected member and the officer-in-charge and will be maintained in the member's file.

Follow-up Post Exposure Evaluation/Counseling. It is highly recommended that all members, after an exposure incident, seek and receive follow-up evaluation and/or counseling. This is available through the following:

- *Osteopathic Hospital*.
- The member's private physician.

The decision of which health care provider to use is left to the discretion of the member.

Source Individual's Blood Test. The source individual's blood should be tested as soon as feasible but only after consent is obtained in order to determine HBV and/or HIV infection.

The chief or a designee requests the source individual to voluntarily submit to a blood test. After

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obtaining a response from the source individual (positive or negative) the chief or designee contacts the *Osteopathic Hospital* Emergency Room physician.

The Emergency Room physician is briefed on the incident and advised of the agency's ability to obtain a voluntary or involuntary blood sample.

The source blood sample may be drawn by court order or as a result of a voluntary consent.

The decision of when to draw the blood sample is made by the *Osteopathic Hospital* Emergency Room physician based upon the facts particular to the incident and after consultation with the chief or designee.

If the source individual is already known to be infected with HBV or HIV, testing of the source individual is not required. The result of the source individual's blood test or previously established HIV/HBV status is made available to the exposed member.

The affected member is informed by the chief or his designee of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Exposed Member's Blood Test. The exposed member's blood is collected as soon feasible and tested if so desired by the affected member.

If a member consents to baseline blood collection, but does not give consent, at that time, for HIV serological testing, the sample is preserved for at least ninety (90) days by the *Osteopathic Hospital*. If within ninety (90) days of the exposure incident, the member elects to have the baseline sample tested, the test is completed as soon as feasible.

Health Care Professional's Opinion. The Township obtains and provides the member with a copy of the evaluating health care professional's written opinion within fifteen (15) days of the completion of the evaluation.

The health care professional's written opinion is limited to whether Hepatitis B Virus vaccination or any other appropriate medical protocol is indicated for the member and whether the member has received the vaccination or not.

The health care professional's written opinion for post exposure evaluation and follow-up should contain the following information:

- That the member has been informed of the result of the evaluation.
- That the member has been informed of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses remain confidential and are not included in the health care professional's written opinion.

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Medical Record keeping.

Contents: The Company establishes and maintains an accurate medical record for all members. These records include:

The full name and Social Security Number of each member.

A copy of the member's Hepatitis B Virus vaccination status including the dates of all HBV vaccinations and any medical information relative to the member's ability to receive vaccination as required by this policy and procedure.

A copy of all results of examinations, medical testing, and follow-up procedures as required by this policy and procedure.

The member's copy of the health care professional's written opinion as required by this policy and procedure.

A copy of all the information provided to the health care professional as required by this policy and procedure.

Confidentiality: The Company ensures that all medical records created or generated as a result of compliance with this policy and procedure are handled in accordance with the following:

- That all such records are handled and used to ensure their confidentiality.
- That these records are not disclosed, reported, or otherwise compromised without the member's express written consent to any person within or outside the department except as required by this policy and procedure, or as may be required by law.
- The member's medical records regarding any exposure incident are provided to the following upon request for examination and copying:

OSHA.

Affected members.

Anyone having written consent of the affected member.

Retention: The Company ensures that all records created or generated as a result of this policy and procedure are maintained for at least the duration of membership plus 30 years.

Office of the Fire Marshal/Chief
Susquehanna Township

Susquehanna Township Fire and Rescue Services Standard Operating Guidelines

OSHA'S MANDATORY HEPATITIS B VACCINE DECLINATION FORM

All members with risk exposure to blood borne pathogens and declining the Hepatitis B Vaccine must sign this form.

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself. However, I decline Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at **NO CHARGE** to me. Reason for declinations (check if appropriate):

I decline participation due to previous Hepatitis B Vaccination.

I decline participation due to already having the presence of Hepatitis B antibodies and/or antigens confirmed by laboratory test.

Other reasons (optional to specify).

Employee Signature

Date _____

Susquehanna Township Fire and Rescue Services Standard Operating Guidelines

S.O.G. Number: **905**
Effective Date: January 1, 2010
Approved: FM-84_____
Subject: **Firefighter injury and illness**

Objective: This shall be a guideline for the care and documentation of fire/rescue personnel that are injured or developed illness as a direct result of their membership and actions as a fire company member and insured party through Susquehanna Township that may result in a potential workers compensation claim.

Injured Member:

- A. Members injured on an emergency incident
- B. Members injured at training
- C. Members injured in station (members injured at the station may be covered by Company Insurance)
- D. Members injured during fund raising, special events

Forms:

- A. Workers Compensation Forms shall be filled out on each and every injury despite the need for immediate medical treatment at a hospital.
- B. Injuries shall be noted in the NFIRS report or training report.
- C. If not assigned one, request a County Incident number for the event or circumstance.

Documentation process:

- A. All forms must be filled out completely. (Narrative on what caused the problem- slip/trip/fall, if any days missed from work and when expected date returning to work)
- B. Your "employer" is Susquehanna Township and not the fire company. This is based on insurance.
- C. The completed forms must be in the Townships office within 24 hours of the incident this report should be reviewed by a company officer or this Office.
- D. The original must go to Mrs. Cindy Deitrich (909-9221) at the Township building.
 - a. A copy will go to the Fire Marshal and fire company for their records.
 - b. Any serious injury or death must be reported to the Fire Marshal and the Township as soon as possible.
- E. Continued medical treatment and therapy must stay within the Township and Insurance guidelines. A continuation of this treatment is critical to recovery as well as coverage in the insurance policy.

Please make sure that the form is completed and the above steps are done. If the form is not done correctly the request can be rejected by the Townships Insurance Company.

Return to active duty:

Members that have submitted a claim and have seen a Doctor shall submit a return to full duty slip prior to re-establishing firefighter functions. *Light Duty* is NOT an option. Return to duty slips shall be given to the Company Chief and forwarded to the Township Insurance Secretary (Cindy Deitrich)

Susquehanna Township

Fire and Rescue Services

Standard Operating Guidelines

S.O.G. Number: **906**
Effective Date: January 1, 2010
Approved FM-84_____
Subject: Deaths and Funerals