

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES**

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**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
ENFORCEMENT OF COMPANY OPERATING GUIDELINES**

MISSION STATEMENT

It is the primary mission of the Mountain Top Fire Company to provide a variety of services to protect the lives and property of those in the response areas in Rush Township covered by the Mountain Top Fire Company.

It is the secondary mission of the Mountain Top Fire Company to provide, when requested, the same services to any community or agency when properly requested.

I. COMPANY OPERATING GUIDELINES

The purpose of the Operating Guidelines is to provide direction and coordination of the Mountain Top Fire Company, and to provide a guideline for decision making during emergency operations.

The time may arise in which the Operating Guidelines do not apply, or which may require deviations from the Operating Guidelines. However, individuals operating out of the scope of the Operating Guidelines should be prepared to justify their decisions.

II. ADOPTION

The Chiefs of the Mountain Top Fire Company shall establish all Operating Guidelines. Once finalized, they shall be approved at a meeting of the general membership and adopted.

III. ENFORCEMENT

The Chiefs, Line officers and firefighters of the Mountain Top Fire Company shall follow these Company Operating Guidelines. The Chiefs and Line Officers will enforce these Operating Guidelines. Violations will be dealt with as necessary.

VI. ISSUE AND REVIEW OF THE COMPANY OPERATING GUIDELINES

- A. A complete set of Standard Operating Guidelines will be kept in the meeting room on the bookshelf.
- B. Each active member of the Mountain Top Fire Company shall be issued a complete set of the Standard Operating Guidelines.
- C. It shall be each member's responsibility to maintain a current copy of the Standard Operating Guidelines. As new Guidelines are adopted, each member will be issued a copy to add to their current manual.
- D. Each member will be required to sign the receipt page at the beginning of the Operating Guideline manual and return it to the Chief.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINE
RULES OF CONDUCT**

PURPOSE:

The purpose of this Guideline is to set standards of conduct for members of the Mountain Top Fire Company.

Every member of the Mountain Top Fire Company is expected to conduct themselves in a highly self-disciplined

ALL MEMBERS SHALL:

1. Follow Company Operating Guidelines and written directives of the Mountain Top Fire Company.
2. Obey and follow the chain of command.
3. Use their training and capabilities to protect the public at all times, both on emergency and non-emergencies.
4. Work competently in their positions to ensure all company activities operate effectively.
5. Always conduct themselves to reflect credit toward the company.
6. Supervisors will manage in an effective, considerate manner. Subordinates will follow instructions in a positive, cooperative manner.
7. Always conduct themselves in a manner that creates good order to do their jobs effectively.
8. Keep themselves informed through in order to do their job effectively.
9. Be concerned and protective of each member's welfare.
10. Operate safely and use good judgment.
11. Keep themselves in good physical condition.
12. Obey the laws at all times, on incidents or not.
13. Be considerate of company equipment and property.

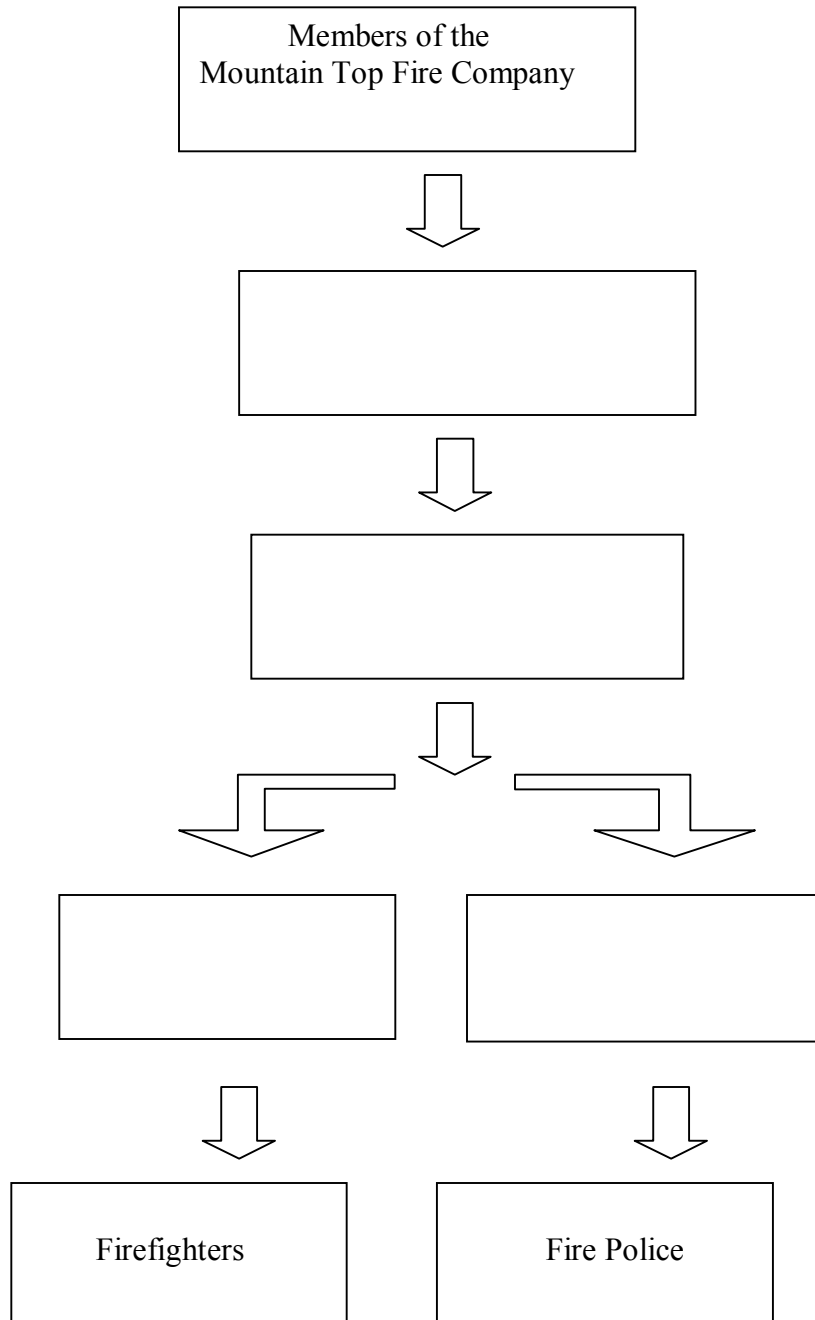
MEMBERS SHALL NOT:

1. Engage in any activity that is detrimental to the Mountain Top Fire Company and its operation.
2. Engage in a conflict of interest to the company or use their position for personal gain.
3. Fight with anyone.
4. Abuse station privileges.
5. Steal while at the station or not.
6. Use alcoholic beverages, debilitating drugs, or any other substance which could impair their physical or mental capacities to perform at an emergency scene or arrive in an impaired condition for the above reason. *This includes arriving at a company activity with alcohol on their breath whether impaired or not.*
7. No member shall physically or mentally harass another member. Such actions will not be tolerated.
8. No member shall knowingly sexually or otherwise harass another member. Such action will not be tolerated.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
ORGANIZATIONAL CHART**

PURPOSE:

The purpose of this Operating Guideline is to establish an organizational flow for the purpose of establishing the chain of command.



I. ORGANIZATIONAL FLOW

- A. The proceeding organizational flow chart shall be used for the operations of the Mountain Top Fire Company. Subordinates shall direct their problem to their immediate supervisor, who shall deal with the problem. If the immediate supervisor can't resolve the problem, he shall then take it to the next higher officer.
- B. If a subordinate's immediate supervisor is not available, he may consult a higher ranking officer of the company.
- C. This organizational flow chart does not replace the incident command or incident flow systems used at emergency scenes.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
RELEASE OF INFORMATION TO THE MEDIA**

PURPOSE:

The purpose of this operating guideline is to avoid releasing information to the media that is false, or incorrect, which could lead to bad public relations and/ or possible legal action.

I. Policy

- A. **No** member of the mountain Top Fire Company shall provide any information to any member of the media concerning the operations of the company or members of the Mountain Top Fire Company, unless authorized to do so by a company officer.
- B. No information concerning emergency incidents shall be released unless authorized by the Fire Chief or acting OIC.
- C. The Incident Commander may elect to assign a Public Information Officer during a major incident to release updated information to the media concerning an incident. The IC shall review and approve all information prior to release.
- D. Any violation of this company guideline shall result in a disciplinary action.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
DRIVING**

PURPOSE:

The purpose of this Operating Guideline is to reduce the chance of injury or death of firefighters as well as citizens. Also, reduce the financial loss to the Mountain Top Fire Company due to vehicle accidents. This guideline establishes qualifications for drivers, general driving rules for both emergency and non-emergency response procedures.

I. BASIC DRIVING REQUIREMENTS

- A. Must be minimum of 18 years of age.
- B. Must have a current PA driving license.
- C. Must not have been convicted of D.U.I. in the past two years.
- D. Must not have been suspended for points on license in the past two years.

II. DRIVER QUALIFICATIONS

- A. If a driver has no prior truck driving experience, a state EVOC must be completed prior to approval.
 - 1. EVOC must be a state approved class.
 - 2. EVOC must contain both class and driving time.
- B. Any candidate under 21 must successfully complete an EVOC.
- C. A CDL will not be required at this time.
- D. All drivers must be approved by the Fire Chief.
 - 1. Authorized drivers shall receive a authorization card (as per Title 75, Chapter 1, Section 1606 of the PA vehicle card).
 - 2. Driving is a privilege and may be revoked by the Fire Chief as deemed necessary.
- E. All operators of any vehicle **must** be familiar with it's operation and equipment.

III. EMERGENCY RESPONSE PROCEDURES

The following guidelines do not relieve the driver of any emergency vehicle from exercising extreme caution for the safety of all persons. These guidelines will not protect the driver from the consequences of his reckless operation and disregard for the safety of others. Drivers shall use good judgment at all times. Drivers that disregard the guidelines herein may be held personally liable for their actions.

The idea that speed is responsible with quick arrival on scene of an emergency has been disproved many times by studies done by many agencies. **Safe arrival on scene shall always have priority over unnecessary speed and reckless driving to an emergency.**

The use of sirens and warning lights does not automatically give the right of way to the emergency vehicle. The devices simply request the right of way from other drivers. Based on their awareness of the emergency vehicles' presence. Emergency Drivers must make every effort possible to make their presence and intentions known to other drivers, and must drive defensively to be prepared for the unexpected actions of other.

DEFINITION OF EMERGENCY RESPONSE

An emergency is one in which the actual preservation of life or property is possible. Any response which does not involve either of the above will be treated as a non-emergency response. Unnecessary emergency responses shall be avoided. This reduces the accident potential as well as liability. The type of incident is determined by the nature response, not type of dispatch. Just because the house siren may blow, doesn't make it an emergency response.

Emergency Response: Any response using emergency lights and/or audible warning devices.

A.. Emergency Response

1. Emergency vehicle drivers are permitted to exceed the posted limit only under the following conditions and by a maximum of 10 MPH over the posted speed limit.
 - a. When exercising extreme caution for the safety of all persons and property
 - b. Only when the weather conditions permit. During inclement weather, the driver shall not exceed the posted limit and shall reduce below the posted speed if necessary.
2. Approaching and crossing an intersection with the right of way (green light, no stop sign ...), the driver shall reduce the speed sufficiently to negotiate a complete stop if the intersection can't be entered safely.
3. When approaching and crossing an intersection with a red light or stop sign, the vehicle **must come to a complete stop** and may proceed only when the right of way has been granted by any and all vehicles approaching the intersection. Exception to the above may be an intersection that the driver has open visibility for at least one half city blocks in all directions. If there are no vehicles approaching within the above distance, the driver may proceed through the intersection at a reduced speed sufficient to negotiate a full stop if needed. Drivers shall exercise extreme caution whenever an emergency vehicle is driven into an intersection
4. Visual and audible devices shall be operated while responding emergency rate. Night calls may use just visual warning lights if on open highway and no other traffic is visible. During daylight responses, headlights must be on low beam.
5. During emergency responses, emergency vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio permission.
6. Emergency vehicle drivers, when overtaking and passing other vehicles, **shall pass on the left side**. Exception to this will be when a motorist has pulled to the far extreme left of the roadway and have indicated by their actions, that they are aware of the emergency vehicles presence. Drivers may then pass on the right side, but shall do so at a very reduced speed and exercising extreme caution.
7. When emergency vehicles must travel in the center lane or oncoming traffic lanes, the maximum speed is 20 mph.

8. Emergency vehicles may proceed against traffic on one way streets only when the emergency is on that section of street , not as a means of taking a shorter route. Extreme caution must be taken as oncoming drivers will not be anticipating meeting oncoming traffic in the wrong direction.
9. Emergency vehicle drivers shall stop for all school buses displaying flashing lights. Drivers may proceed only after the driver of the bus signals it is safe to do so. Extreme caution will be observed while in the area of the bus.
10. In order to avoid any unnecessary emergency responses, the following rules shall apply:
 - a. In the event of an **automatic fire alarm activation**, the first due engine shall respond emergency. All other Mountain Top Fire Company equipment is to respond non-emergency unless directed by the OIC or call is upgraded.
 - b. The first fire company on scene shall give a report In the event of a “nothing showing” or equivalent report, apparatus still responding shall be reduced to non-emergency.
 - c. Upon investigation of the incident, the OIC will advise the additional units to either up-grade their response, continue non-emergency, or cancel.
 - d. Any additional responding mutual aid units may be sent to staging at station 13 until units clear the scene.
5. When approaching the scene of an emergency, drivers shall slow down well in advance so as not to endanger firefighters and equipment already on scene as well as spectators.
6. When stopped at the scene of an incident, vehicles should be positioned to protect personnel working on the scene. Warning lights shall be used to make approaching traffic aware of the incident. In doing this, the drivers must allow access for other incoming apparatus needed closer at the scene.
7. If it is necessary to park POV’s in or near emergency scenes, the vehicles should be pulled off the road into parking lots curbs ect, whenever possible.

B. Non-Emergency Responses

In an effort to lessen the risk of vehicle accidents during a response to an incident, the following incidents should be non-emergency unless an OIC upgrades the response or information from Centre County Dispatch advises otherwise. **These responses will be no warning lights or audible warning devices.**

1. Dumpster or garbage fires outside with no structures endangered.
2. Brush fires with no structures endangered. If endangering exposures, the engine should respond first.
3. Automatic alarms meeting 1 or more of the following:
 - a. Alarm sounding with no sign of smoke or fire
 - b. Someone on scene not authorized to cancel a false call.
4. Vehicle fires reported to by out.
5. Request for traffic control.
6. Carbon Monoxide detector activations **with no patients.**
7. Response to any Mountain Top Fire Company incident by any piece of apparatus more than 10 miles from the Mountain Top Fire Companies response area whether in service or not.
 - a. Any piece of apparatus more than 10 miles from the Mountain Top Fire Co response area should be replaced on an incident.
 - b. A piece of apparatus more than 10 miles from the Mountain Top Fire Co response area should respond to an incident non-emergency.
8. Search details

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINE
PRIVATE OWNED VEHICLES (POV)**

PURPOSE:

The purpose of this Operating Guideline is to reduce the chance of injury or death firefighters, as well as citizens, while responding to emergencies in a privately owned vehicle.

I. RED LIGHTS AND BLUE LIGHTS

- A. The Fire Chief and Assistant Chief may display a red light on their P.O.V in accordance with Sub-chapter D, Section 4571 of the Pennsylvania Motor Vehicle Code.
- B. Members of the Mountain Top Fire Company, after completing their probationary period, may display a blue light on their P.O.V., in accordance with Sub-Chapter D, Section 4572 of the Pennsylvania Motor Vehicle Code. In order to be eligible to display a blue light on their vehicle, the firefighters name, vehicle make, model and registration must be submitted to the Fire Chief for submission to the PA State Police.
- C. The warning light must be removed from the vehicle within 10 days of receipt of notice from the Fire Chief to remove the light(s) upon termination from the fire company, as per Sub-Chapter D, Section 4572 subsection (5) of the Pennsylvania Motor Vehicle Code.
- D. The warning lights may be used only while en-route or at the scene of an emergency. Any misuse of warning trucks shall be subject to loss of privilege at the discretion of the Chief and suspension by the company members.

II. GENERAL DRIVING RULES WHILE RESPONDING TO AN EMERGENCY

The following provisions under this procedure shall not relieve any driver of a P.O.V. responding to an emergency from exercising extreme caution for the safety of all persons.

The provisions will not protect the driver from the consequences of his or her reckless disregard for the safety of others. Drivers shall use prudence while responding to the scene of a fire or other emergency. Drivers that chose to disregard provisions in this section may be held personally liable for their actions.

- A. P.O.V's shall not be operated in a manner as to bring discredit to themselves or the Mountain Top Fire Company.
- B. The use of blue lights or four-way flashers on a P.O.V. does not qualify that vehicle as an emergency vehicle. The use of warning lights does not automatically give you the right of way from drivers, they only request the right of way.
- C. While responding to an emergency in a P.O.V., all traffic regulations must be obeyed.
- D. When approaching an intersection with a red light or stop sign, the vehicle shall come to a complete stop and may proceed only when the right of way has been granted by any and all vehicles approaching or already in the intersection.
- E. When overtaking and passing other vehicles, you shall pass on the left side. When passing, drivers shall do so at a reduced speed and exercise caution at all times.

- F. Drivers shall stop for all school buses displaying flashing lights and proceed only after the bus driver signals that it is safe to do so. Extreme caution shall be observed in the area of the bus.
- G. When approaching the scene of an emergency, drivers shall slow down well in advance so as not to endanger personnel already on scene as well as spectators.
- H. At the scene of an emergency, personal vehicles shall be parked in a manner that will not interfere with incoming or outgoing emergency vehicles or with the overall operations at the scene. Do not park in front of a fire hydrant. Vehicles shall be parked on the berm, or in a parking lot.
- I. All Firefighters and line officers are encouraged to respond to the station and ride the apparatus to the scene whenever possible.
- J. Blue lights will not be used in responding to an emergency when the firefighter is more than 3 miles outside of our coverage area.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
RADIO PROCEDURES**

PURPOSE:

The purpose of this Operating Guideline is to establish a procedure for radio operations and to avoid radio “clutter” and set communication standards. This S.O.G. also includes the Centre County Fire Chief Mayday Procedure.

I. INCIDENT RESPONSE

A. Officer response

1. Upon dispatch, officers are to report the destination to Centre County Dispatch on Fire Dispatch talk-group.
 - a. Ex: “1300 to the scene”
 - b. Ex: “ 1301 to the station (to be used only during day responses so others know a chief is on the air.
2. Once a higher chief has “signed on the air”, no subordinate chiefs will do so unless they arrive on the scene first with a report.

B. Vehicle Response

1. Unit response is to be on Fire Dispatch
2. Vehicles sign responding as “ 13__ responding “.
 - a. If responding to a Co. 13 incident, stay on Fire Dispatch until a talk-group is assigned.
 - 1). A Fire Chief arrives on the scene, gives a report, and takes command.
 - 2) The chief or unit asks for a talk-group.
 - 3) Due to heavy communication traffic, Centre County assigns a talk-group.
 - b. If there will be an extended time period locating an incident, ask for a talk-group to get the dispatch channel free.
3. If the response is mutual aid:
 - a. Initial “ responding “ message should be on fire dispatch.
 - b. After responding, scan the radio for “on scene” communication and moved to the assigned talk-group.

C. Arrival on the scene

1. For a Co 13 incident:
 - a. For a structure fire, a talk-group may be requested prior to arriving on the scene so portables may be changed prior arriving on scene (scan should be set off).
 - b. When arriving on scene, report to dispatch, “13__ is on the scene”.
 - c. Give a brief scene report to dispatch if you are the first arriving unit.
 - 1). ex: “ 1310 is on the scene, nothing showing”
 - 2). ex: 1300 is on scene, multiple vehicles head on, stand by for injury report”.
 - d. Upon arrival. If not done yet, establish command with Dispatch.
 - 1). This can be either a chief or piece of equipment.
 - 2). Once command is established, a talk-group should be assigned.
 - a) Not all incidents require a talk-group.
 - b) If no talk-group is needed, advise Dispatch of such.

2. Mutual aid calls
 - a. Contact command on the appropriate talk-group before arriving on scene for an assignment.
 - b. Advise Dispatch “13__ is on scene” on the assigned talk-group.

D. The following are radio messages the need special attention.

1. “***Urgent***”
 - a. This term is broadcast when a “situation” requires several firefighters for immediate assistance.
 - 1). Ex: firefighter with a broken leg outside the immediate danger
 - 2). Ex: unoccupied building collapse
 - b. This is **NOT** a life threatening emergency
2. “***Mayday***”
 - a. This term is used when an emergency arises in which firefighter(s) lives are in immediate danger.
 - 1). Firefighters injured, trapped, disoriented or other immediate life threat.
 - 2) May be declared by a fireman, in distress or by the Incident Commander if he feels firefighters have become trapped or disoriented.
 - b. Upon receipt of a “*Mayday*” the Incident Commander will advise Dispatch a “*Mayday*” emergency exists.
 - c. The Dispatch will sound the alert tone 3 (spaced beeps) and order all radio traffic to cease.
 - d. All other fire-ground traffic will be moved to another talk-group.
 - e. Only “*Mayday*” pertinent traffic will be allowed on the “*Mayday*” assigned talk-group.
 - f. Incident Command shall obtain as much as possible from the person transmitting the “*Mayday*”:
 - 1). Location- floor, division, room, side of building, ect.
 - 2). Problem – trapped, lost out of air, ect.
 - 3). Needs – Hose-line, air, ladder, rescue tools, ect.
 - g. An ALS unit and BLS unit should be dispatched if not already on scene.
 - h. Only the Incident Commander may terminate a “*Mayday*”. Incident Commander shall notify Dispatch when the “*Mayday*” is terminated.
 - i. Normal communications may resume on the previous assigned talk- groups.

E. Available

1. When the unit is available, advise Dispatch “13__ is available” on the assigned talk-group.
2. If multiple Co 13 units go available together, report to Dispatch “Co 13 is available”.
 - a. This eliminates each piece from calling Dispatch.
 - b. It reduces over all radio traffic.

G. General Radio Procedures

1. Before keying the mike, know what you are going to say.
 - a. Everybody can hear in several counties.
 - b. Keep messages short and avoid rambling.
2. Always listen for a second or two before talking to avoid breaking into another conversation.
3. When Dispatch is busy, limit radio traffic to important information only.
4. **ALWAYS SOUND PROFESSIONAL**.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
PROTECTIVE CLOTHING**

PURPOSE:

The Purpose of this guideline is to assure proper protective clothing is worn by all firefighters, involved in the emergency scene, as to prevent injury or death. It should be known that this is for the safety of the firefighters as well as the safety of the citizens we serve.

I. DEFINITION

Full protective clothing will consist of a Helmet, at least a nomex hood, turnout coat, turnout pants with boots, and leather gloves.

II. POLICY

- A. All inner liners of both the turnout coat and pants shall be in place during any firefighter operation.
- B. When responding from the station, all personnel shall dress accordingly prior to response.
- C. Apparatus drivers / operators shall put his/her bunker boots and pants on, at minimum, before leaving the station when responding to an emergency. Upon arrival on scene, the remaining gear shall be worn until the hazard is under control.
- D. Full protective clothing shall be worn when engaged in firefighting and other situations requiring full protective clothing for personal protection, whether an actual hazard or potential exists.
- E. The nomex hood, and helmet shall be worn when engaged in firefighting and any other situations where injuries to the head and/or face are likely to occur.
- F. The face-shield shall not be utilized as the only means of eye protection when eye protection is required such as when using power tools, saws, breaking glass ect. Approved safety glasses with side shields, full eye goggles or SCBA face piece shall be worn during rescue operations.
- G. Structural fire gloves shall be worn while involved in firefighting, overhaul while using hose lines, ladders, hand or power tools, while used during fire operations, training, or any situation where injuries to the hands are likely. Rescue gloves (light weight leather) may be worn during rescue operations.
- H. The minimum protective clothing that shall be worn while involved in hands on training such as hoist evolutions, ladders and ect is helmet, gloves, and boots with steel toes and shanks
- I. While operating at EMS scenes, all personnel doing patient care or handling equipment shall wear protective gloves (latex...) and whatever other protective clothing necessary to provide complete personal protection.

- J. In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all potential hazards shall be worn.

III. MAINTENANCE

- A. After each use, if protective clothing is soiled, it shall be the firefighter's responsibility to properly wash the clothing in accordance with the manufacturer's instructions.
- B. Each firefighter shall inspect his protective clothing for obvious damage after each use.
- C. If any part of a firefighter's protective clothing is lost or damaged, it is the responsibility of that individual to report to the Assistant chief assigned to turnout gear.
- D. *At no time shall any personnel knowingly wear damaged protective clothing.*

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
INCIDENT COMMAND**

PURPOSE:

This Guideline has several purposes:

1. Provide for the safety of personnel operating at incidents through improve management of incidents.
2. Improve the resources and mitigation effectiveness.
3. Meet NFPA 1500 and NIMS standards that require the use of an incident command system for all emergency incidents.
4. This command policy incorporates the command policy that was adopted by the Centre County Fire Chief's Association.

To meet these goals: The Mountain Top Fire Company will implement the Incident Command system at all incidents that it has management responsibilities.

Unity of Command: All personnel shall have only one boss. This will eliminate an individual from receiving orders from multiple people.

I. COMMUNICATIONS

Radio communication should be receiver from sender using the following model:

- A. Request to initiate communications and determine that the intended receiver is listening.
- B. Transmit the message or order in clear concise text (no ten codes).
- C. Receive feedback from the receiver to ensure the message was received and understood.
- D. Confirm that the message or order was understood, if not, correct and clarify the message.

1. Example

Command: "1310 from command"
Engine: "Command this is 1310"
Command: " Advance a handline to the first floor"
Engine: "Ok, advance a handline to the first floor"
Command: "Affirmative"

II. ASSUMING COMMAND

The ranking member first to arrive on scene shall establish command. This is done with a brief report to Dispatch. This will include the following:

- A. Radio designator of the unit or individual transmitting the report.
- B. **Brief** report of the incident and conditions.
 1. "On scene" with condition report
 2. "On scene investigation"

3. "On scene, passing command"
 - a. This is done only in rare instances when conditions dictate immediate action.
 - b. Is done when the first arriving unit knows the chief /other unit is close by to assume command.
 4. "On the scene, Minor incident, no channel needed".
- C. Designation of the unit assuming command (vehicle or chief) and command name.
- D. Once the report has been given to the County Dispatch Center, they will assign a working fire ground talk group.

III. RESPONSIBILITIES OF THE INCIDENT COMMANDER

- A. Assessment of incident priorities. Incident priorities provide a framework for command decision making. Attack activities may address more than one incident priority simultaneously.
1. Life Safety – **First Priority**
 2. Incident Stabilization – **Second Priority**
 3. Property Conservation – **Third Priority**
- B. Perform Size-up. The IC must perform an initial assessment of the situation, incident potential and resources needed for completion. The assessment must include the following:
1. What have I got? (Situation)
 2. Where is it going? (Potential)
 3. What do I need to control it? (resources)

Size-up is an ongoing process throughout the incident.

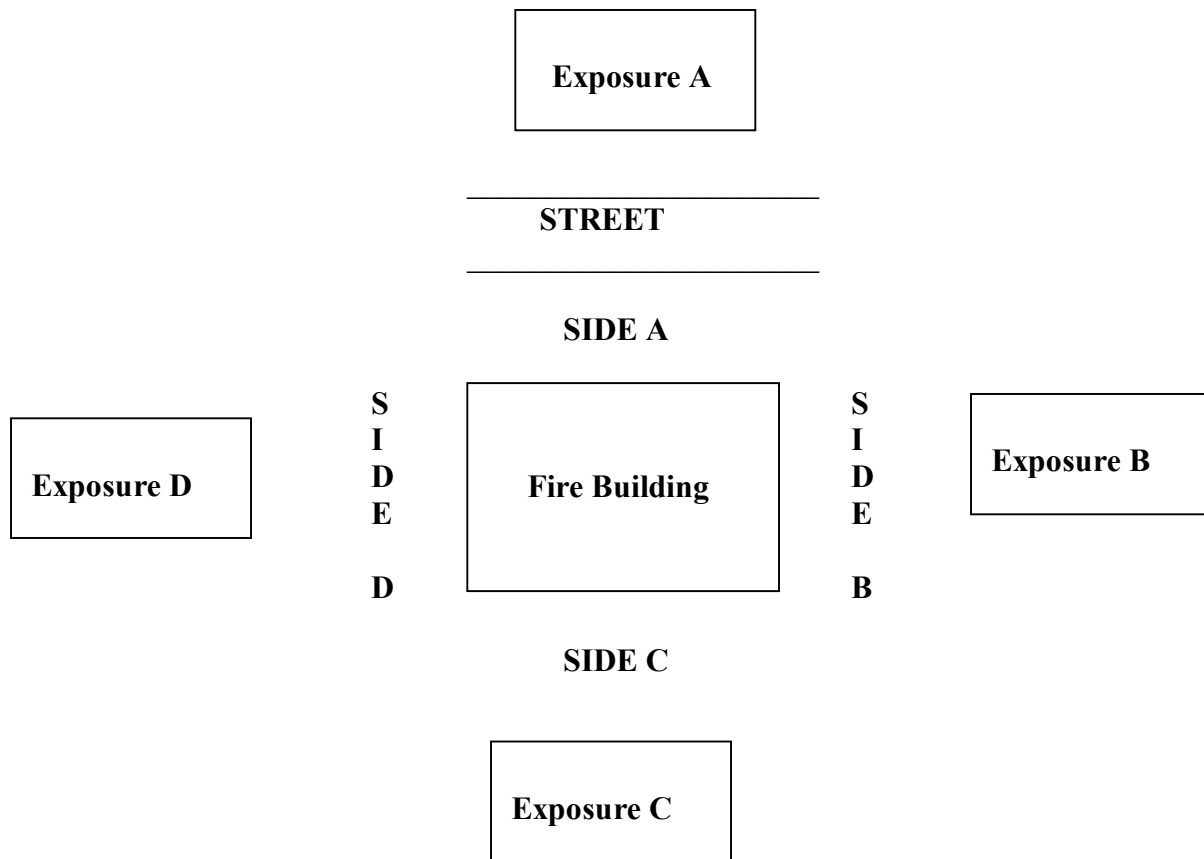
- C. Select the Strategic Mode. Operations may be conducted in an **Offensive** or **Defensive** mode.
- This decision is based on the answers to the following:
1. Is it safe to conduct offensive operations?
 2. Are the resources present or responding adequate for offensive operations to control the incident.
- D. Define Strategic Goals. Strategic goals define the overall plan that will be used to control the incident. Strategic goals are generally focused in the following area:
1. Confinement and extinguishment of the fire or control of the hazard.
 2. Minimize loss to involved or exposed properties.

- E. Establish Tactical Objectives. Tactical objectives are the specific operations that must be accomplished to achieve the strategic goals. Tactical objectives must be specific and measurable, defining:
- Assignment of resources
1. Nature of the tactical activity
 2. Location in which the tactical activity must be performed.
 3. If the tactical action must be performed in sequence or coordination with other tactical actions.

- F. Implement the Action Plan. Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the necessary resources and communicate the tactical objectives.

III. STANDARD GEOGRAPHIC DESIGNATION SYSTEM

Each exterior side of a structure is given a LETTER designation. The side of the structure the street (address side) shall be designated **SIDE A**. The remaining sides shall be designated B, C, D... as needed in a clockwise manner. See diagram below.



The interior of a structure shall be designated by floor (1,2,3, ect). The basement, attic and roof shall be designated by name.

IV. ICS ORGANIZATIONAL STRUCTURE FOR INITIAL OPERATIONS

A. Safety Officer

1. A safety officer shall be assigned at all working fires, hazardous materials incidents, and all other incident in which personal safety is a concern. The safety officer shall monitor the safety hazards and unsafe situations to develop measures for ensuring personnel's safety. The safety officer shall keep the IC informed of present problems and potential hazards.
 - a. In times of short manpower, this should be done as soon as possible.
 - b. It may be someone from a mutual aid company.
2. The safety officer has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately, such as removing personnel from areas of **imminent danger**.

B. Divisions and Groups

1. When multiple resources are assigned to the same function incident-wide, (such as ventilation or search and rescue), a group shall be established to provide coordination and control of the tactical operations.
2. When multiple resources are assigned to perform tactical functions in a specified geographic area (such as on a specified floor or side of a structure), a Division shall be established to provide coordination and control of tactical operations.

C. Designation of Divisions and Groups

1. When Division boundaries are established on the exterior of a structure, a letter designation shall be used (ex: Division A, this crew is working at the rear of the structure). When operating at non-structural incidents (such as brush fires), an area designation shall be used (ex: North flank Division...). In addition to establishing the Division designator, specific boundaries must be set.
2. When Division boundaries are defined by floor level in a structure incident, a letter or descriptive designator shall be used (ex: crews assigned to the fourth floor will designated as "floor 4"). If a designator is given for a whole interior, it shall be Interior Division.
3. Groups shall be designated by function (vent,search...) In radio communication with a group, the function will serve as the designation.

D. Staging

1. When IC has not defined an assignment for on scene or responding resources, Staging shall be established.
2. When the incident is escalating or has not yet been stabilized, sufficient resources to meet potential incident development should be available in Staging until the incident is stabilized.
3. The IC shall establish Staging by defining its location and communicating this information to Centre County Dispatch.
4. The IC shall assign a Staging Officer. This may be from a mutual aid company.
5. Resources in staging shall retain integrity (remain as a whole company) and be available for immediate assignment and deployment.
6. The Staging Officer shall keep the IC or Operations Officer advised of resource availability in staging whenever resource status changes.
7. The IC or Operations Officer shall request on-scene resources through the Staging Officer and specify where and to whom those resources shall report.

E. EMS

1. The designated EMS officer should communicate with the IC as needed to keep the others informed of the status of the incident. All EMS companies should request EMS resources through the EMS sector. The EMS sector will then make the appropriate request though the IC.
 - a. If there is a debate on the necessity of the request, the highest ranking officer shall be consulted.
 - b. If the rescue sector requests additional EMS units, The IC may consult with the EMS sector to see determine a need.
 - c. If the EMS sector requests additional EMS units, this request should be honored without delay.

VI. ICS ORGANIZATION FOR LARGE SCALE INCIDENTS

- A. ICS organizational structure should be based on the management needs of the incident and should be developed on a proactive basis. Incident resources and management positions should be staffed to maintain an acceptable span of control.

- B. The IC and other supervisory personnel should anticipate span of control problems. Subordinate management positions should be staffed to maintain an acceptable span of control workload. This may require requesting additional officers to fill these positions.
- C. Whenever Operations, Planning, Logistics, or Finance functional responsibilities become a significant workload for the IC, the appropriate sectors should be filled. This will prevent over extension of the IC's span of control.
 - 1. **Operations Sector**
 - a. Responsible for all tactical operations at an incident.
 - b. All requests for resources from groups should come to the operations sector.
 - 2. **Planning Sector**
 - a. Responsible for collection, evaluation and use of the information about the development of the incident and the status of resources.
 - b. This includes situation status, resources status, and documentation as well as technical specialist.
 - 3. **Logistics Sector**
 - a. Responsible for collection, evaluation and use of materials for the incident. This includes the communications unit, medical unit and food unit.
 - 4. **Finance Sector**
 - a. Responsible for all costs and financial costs of the incident.

VII. TRANSFER OF COMMAND

- A. Command **may** be transferred from the initial IC to a later arriving or Senior Officer.
 - 1. The transfer of command shall take place on a face to face basis whenever possible.
 - 2. The transfer of command may be done over the radio if face to face is not possible.
 - 3. If Command was established by a firefighter, the first arriving officer shall take over command
 - 4. If a Senior ranking officer allows a lower ranking officer to maintain command, the senior officer is still responsible for the incident.
- B. Transfer of command shall include the following:
 - 1. The status of the current incident
 - 2. Resources committed to the incident, as well as the present incident organizational structures in place.
 - 3. Assessment of the current effect of tactical operations.
- C. Following transfer of command, the IC may assign the former IC to a lead tactical assignment, take command of a Division, or assign him to a sub-ordinate management position within the ICS organizational structure.

VIII. TERMINATION OF COMMAND

- A. Command shall be terminated when the incident has been completed and no further communications will be needed.
- B. Notify Centre County dispatch that command is terminated and units are available.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
APPARATUS PLACEMENT**

PURPOSE

Establish procedures for the response and placement of apparatus to emergencies within the different sections of the Mountain Top Fire Co response area. The procedures are intended to reduce radio traffic and confusion over where equipment is to go.

I. POLICY

- A. The placement of all apparatus on the incident location should be based on the following:
 - 1. Tactical objectives and priorities
 - 2. Staging needs
 - 3. A direct order from the IC
 - 4. A conscious decision on the part of the driver or officer based on existing or predictable conditions.
- B. All apparatus not working the incident shall be placed in staging or parked where it will not compromise access.
- C. Never position a piece of apparatus within the collapse zone of a burning building.
- D. Beware of overhead power lines when positioning apparatus. Never park where the lines may fall on the vehicles.

II. STAGING

The following two levels of staging may be used:

- A. **Level 1 Staging:** Staging is used for units initially dispatched that are not given an assignment.
 - 1. Level 1 staging shall be approximately ½ block from the emergency scene, usually the closest intersection or a location designated by the OIC.
 - 2. Position apparatus in a manner so it can be moved immediately.
 - 3. All manpower excluding the driver shall report to the scene for an assignment unless directed by the IC. The officer or Senior Firefighter shall have a portable radio and remaining radios taken by the firefighters. **ALL PORTABLE RADIOS ON THE UNIT SHOULD BE USED.**
- B. **Level II Staging:** Location for all mutual aid units and manpower that are not yet assigned.
 - 1. The location of the staging area shall be at least 1 block from the emergency scene, or a large open area closer such as parking lot or any other area designated by the IC.
 - 2. Command shall designate a Staging Officer who shall assign manpower as needed. The IC, through the Staging Officer, shall give assignments to the crews and /or apparatus in staging. **At no time shall any crew or apparatus respond in to the scene without the Staging Officers permission.**

III. ASSIGNMENTS FOR INITIAL RESPONDING APPARATUS

- A. Ending 1310
 - 1. Nothing Showing- Standby at the nearest hydrant , if available, and await orders from the OIC.
 - a. If no officer is available, the engine shall proceed into the scene and establish command. Catching the hydrant shall depend on information given by Centre County Dispatch.
 - 2. Fire or Smoke Showing – Forward lay a 5” supply line from the nearest hydrant or the most efficient hydrant (the nearest may not be the best). To the fire scene. Position the engine for the most efficient use of the hand-lines. Placement of the responding truck must be considered.
- B. Truck- This will be mutual aid.
 - 1. Position the truck for the most efficient use of the aerial ladder (ex: rescue, master stream, ect). This is usually side 1 or address side of the building.
 - 2. When there is no need for the aerial ladder to be raised or if overhead obstructions prohibit it’s use, the truck should be positioned for effective use of ground ladders and equipment.
- C. Second Due Engine- This will be mutual Aid
 - 1. Level 1 staging unless directed by the OIC to do otherwise.
 - 2. For a working fire, if possible the second engine shall forward lay 5” supply line from a second hydrant.
 - 3. The OIC shall give the crew assignments.
- D. Third Due Engine- This will be a mutual aid response.
 - 1. Level one staging unless directed otherwise by the OIC.
 - 2. The third due engine will be responsible for establishing a tanker drop operation if needed.

IV. APPARATUS RESPONSE TO VARIOUS SECTIONS

- A. Response Box 13-10
 - First Alarm
 - Second Alarm
 - Third Alarm
- B. Response Box 1320
 - First Alarm
 - Second Alarm
 - Third Alarm
- C. Response Box 1330
 - First Alarm
 - Second Alarm
 - Third Alarm
- D. Response Box 1340
 - First Alarm
 - Second Alarm
 - Third Alarm

NOTES

Once on scene, the IC should size up the incident and give assignments to initial responding units. 10-2

If additional mutual aid units are needed, request the additional alarms early.

The IC may call specific units in addition to the units due or a single unit instead of the full next alarm. The IC will only have to request the type of apparatus and amount wanted.

To activate or request additional alarms, call Centre County Dispatch with the requests.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
APPARATUS RESPONSE TO MUTUAL AID**

PURPOSE

The purpose of this guideline is to establish procedures for the response to mutual aid outside of the Mountain Top Fire Company's coverage area. This will improve accountability and organization for these calls.

I. DISPATCH

- A. The Mountain Top Fire Company will respond to requests for mutual aid when properly requested. The following information should be obtained from the dispatch:
 - 1. Location of the incident
 - 2. What apparatus is being requested
 - 3. Any assignments for the apparatus
 - 4. 1,3 above should be repeated by Centre County Dispatch when responding

II. RESPONSE

- A. All firefighters shall report to the station whenever possible, so that a crew can be assembled for the appropriate response. This will provide accountability for personnel, help to avoid scene congestion with private vehicles and maintain incident management for the requesting company.
 - 1. An exception to this rule is when a firefighter is within the municipality requesting assistance.
 - 2. A second exception is if a firefighter has to drive through the requesting municipality to report to the station.
 - a. The firefighter that responds to the scene, shall report to the Mountain Top OIC as soon as possible for accountability.
 - b. A firefighter shall not enter a hazardous atmosphere without full accountability.
- B. No officers of the Mountain Top Fire Company shall no responding with Centre county Dispatch on mutual aid responses, as per the Centre County Fire Chiefs policy.
- C. Immediately upon assembling a crew, the apparatus can respond.
 - 1. Minimum of 3 Personnel
 - 2. At the 8 min mark, the unit can respond with 2 firefighters.
- D. All personnel shall be seated and belted in. At no time shall firefighters stand while the vehicle is in motion.
- E. Before arriving on scene, the Officer on board shall contact the Incident Commander on the appropriate fire-ground channel for an assignment.
- F. If no assignment is obtained before arriving on the scene, all personnel shall stay with the apparatus until an assignment is obtained. This helps ensure accountability.

III. TERMINATION

- A. The apparatus shall go available with Centre County Dispatch when released by the Incident Commander and return to Fire Dispatch.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
CARBON MONOXIDE ALARMS**

PURPOSE:

The Purpose of this guideline is to establish a procedure for receiving, dispatching and investigating carbon monoxide incidents. This will also establish a procedure for documenting such calls.

I. CHEMICAL AND PHYSICAL PROPERTIES

Carbon Monoxide is an odorless, tasteless gas that is very toxic. Carbon Monoxide, at high concentration, is also flammable. Many appliances such as furnaces, kitchen stoves, gas hot water heaters, automobiles and other fossil fuel burning devices can produce carbon monoxide.

It is toxic and immediately dangerous to life and health at 1500 PPM (parts per million). The following are current allowable exposure levels: Maximum allowable concentration in living spaces 9 PPM for 8 hrs exposure and 35 PPM for a one hour exposure by the U.S. EPA Standards.

Carbon Monoxide, or CO, diffuses rapidly in air and has a specific gravity of 0.967, very close to normal air. In almost all situations, carbon monoxide will distribute itself evenly from floor to ceiling, but may rise slightly.

Carbon Monoxide has the ability to attach to blood hemoglobin over 200 times better than oxygen. It may affect the elderly, children and those having pre-disposing medical conditions quicker than the average adult.

II. RECEIVING AND RESPONDING TO CO ALARMS

- A. When a call is received from Centre County Dispatch reporting a carbon monoxide incident, the following information shall be obtained from the dispatch:
 - 1. Address, possibly name
 - 2. **With Patients**- persons experiencing symptoms of CO, which are dizziness, nausea, flue- like symptoms, headache, fatigue, confusion or several people unconscious.
 - a. This is an emergency response
 - b. EMS including ALS will also be dispatched.
 - 3. **No Patients**- This is if there are no reports of patients.
- B. The following procedures shall be used when responding to Co incidents:
 - 1. Carbon Monoxide detector activation- occupants complaining of CO poisoning symptoms will be 1310, EMS per EMS response guidelines.
 - 2. **If there are reports of NO patients, the response will be non-emergency.**

III. AT ENTRY

- A. Make certain the meter has been Zeroed (started) in fresh air.
- B. Make immediate assessment on the medical conditions of any/all occupants. If any occupants exhibit symptoms, immediately evacuate them to the outside. Request EMS units and begin treatment.
- C. Determine if additional assistance is required. If so, notify the IC and advise what resources are needed.

- D. Take immediate carbon monoxide measurements of the air immediately upon entering the structure.
- E. All firefighters entering the structure shall use don SCBA. An reading in excess of 35 ppm shall don masks and go on air.
- F. Reading of 9ppm or less:
1. Inform the occupants that our meter did not detect an elevated level of CO at this time.
 2. Recommend occupants check their Co detector per manufacturer's recommendations.
 3. Attempt to reset the detector.
 4. Offer the Company's loaner detector for the night if it makes the occupant feel more comfortable.
 5. Inform the occupants if the detector activates again, immediately call 911.
 6. Provide the homeowner with the CO information packet and get the report signed.
- G. Reading of more than 9ppm but less than 100ppm:
1. Any reading above 9ppm shall be considered an above normal reading.
 2. Occupants shall be informed that potentially dangerous levels of CO have been detected.
 3. Recommend that all persons leave the premise and begin ventilation.
 4. If it is determined that an appliance is malfunctioning, and thereby producing Co, it shall be shut down.
 5. Once the premises have been reduced to a safe level of CO, the premises may be re-occupied at the discretion of the occupant.
 6. Attempt shall be made to reset the detector.
 7. Offer the Company's detector for the night if it makes the occupant feel more comfortable.
 8. Inform the occupants if the detector activates again, don't hesitate to call 911.
 9. Provide the homeowner with the CO information packet and get the report signed.
- H. Reading of 100 ppm or greater:
1. Any reading of 100 ppm or greater, inform the occupants that a potentially lethal level of CO has been detected.
 2. Crews working inside the structure Must wear SCBA with face pieces in place.
 3. Order all occupants to leave the premise immediately.
 - a. Remove pets also.
 - b. If occupants won't comply, notify police department.
 4. If it is determined that an appliance has malfunctioned and thereby producing Co, it shall be shut down immediately.
 5. Once the premise has been reduce to a safe level of Co, the premise may be reoccupied at the discretion of the occupant.
 6. Attempt shall be made to reset the detector.
 7. If unable to reset, or the homeowner would fell more comfortable, off the Company's CO detector for the night.
 8. Inform occupants if the detector activates again, don't hesitate to call 911.
 9. Provide the homeowner with the CO information packet and get the report signed.
- I. Readings of 200 ppm or greater:
1. PPM of this concentration are extremely flammable.
 2. If possible, open windows from the outside.
 3. Crews working inside Must wear SCBA with face pieces in place and limit time inside
 4. Only after limits are below 100 ppm, should appliances be turned on for inspection. This is to prevent a possible explosion hazard.

IV. INVESTIGATION FOR CARBON MONOXIDE

- A. Gather information from the homeowner/occupant about what they were doing and what combustion appliances were in use.
 - 1. How long has the detector been in alarm?
 - 2. Has the building been ventilated? How long?
 - 3. Where is the detector located?
- B. Check around appliances, before operation for gas leaks and possible CO sources. Have the occupant initiate simultaneous use of all combustible appliances and exhaust fans or ventilation fans. Simultaneous operation of all combustion appliances and fans will assist if there is reverse stacking or back drafting conditions.

V. DOCUMENTATION

- A. A carbon monoxide checklist form shall be completed and signed by the occupants/homeowner before leaving the premises. A sample is attached to this guideline.
- B. The narrative on the run report shall detail the fire company's actions at the scene.
- C. The carbon Monoxide checklist form shall be attached to the run report.
- D. Before leaving, let one of the copies of the carbon monoxide information packets (in the monitor case) with the occupant.

VI. POTENTIAL CARBON MONOXIDE SOURCES

- A. Gas Range - Ask the occupant if they have recently cooked or baked anything with the range. Take a reading in the kitchen area and above the range. Excessive reading above the range could indicate a problem with the range.
- B. Furnace/Boiler - Set house thermostat high enough to have the boiler turn on. Take a CO measurement 2 feet from the burner cover ,flu pipes and joints. Check a couple forced air vents on the upper floors if appropriate. CO found at outlet vents indicates a cracked heat exchanger or other problems. If elevated amounts of CO above 5 ppm are found around the furnace, the homeowner should be advised to contact a qualified furnace technician.
- C. Gas Water Heater - If the burner is not in operation, set the thermostat high enough to begin the burner operation. Take measurements near the burner cover, flu hood and the flu pipe. If you set the thermostat higher, be sure to reset it to the original settings so no one gets burned.
- D. Other Sources Gas clothes dryers, fireplaces, space heaters, grills, kerosene heaters, attached garages, automobiles operating near the building are some of the more common causes.
- Caution – Lack of an adequate fresh air source for fuel consumption can cause depleted oxygen levels, which could cerate carbon monoxide. Even a small pilot can be a carbon monoxide source.

**MOUNTAIN TOP FIRE COMPANY
CARBON MONOXIDE ALARM CHECKLIST**

Location _____ Incident Number _____

Date / Time of Alarm _____ Time of Measurement _____

Questions to Ask Occupants:

Are there any members in the household any of the following?

ILL	Yes	No	Fatigue	Yes	No
Nausea	Yes	No	Dizziness	Yes	No
Shortness Breath	Yes	No	Confused	Yes	No
Other Complaints	Yes	NO			

Do you feel better away from the house? Yes No

A “ **YES** “ response to any question above **requires** an EMS evaluation.

What appliances were on at the time of activation? _____

What other appliances were used in the last 24 hours? _____

Area	Room/Floor	PPM Reading	Area	Room/Floor	PPM Reading
Outside			Gas Dryer		
Entrance			Garage		
Space Heater			Furnace		
Gas Water Heater			Chimney		
Gas Refrigerator			Fireplace		
Stove/Oven			BBQ Grill		
CO Detector					

Home detector Information Make _____ Model _____ Serial _____

Name of Individual Handling the Meter _____ Meter _____

Officer/Member completing Checklist _____

This completed checklist must be completed for every CO detector activation and attached to completed run sheet. Also, the Signed Notice of Findings and a copy given to the homeowner.

**Mountain Top Fire Company
Notice of Carbon Monoxide Findings**

Carbon monoxide is an odorless, tasteless, colorless and lighter than air gas that is DEADLY. It is a byproduct of a fuel burning process. It can cause symptoms that mimic the flu to unconsciousness and even death. Many appliances around the home are capable of producing carbon monoxide when a fault or unusual condition exists. Since the source may be transient in nature, the source may not always be detectable.

The Mountain Top Fire Company responded to your building at _____ on _____ date.

Carbon Monoxide at the highest level of _____ ppm was found.

Less than 10 PPM	Our instruments did not detect elevated levels at this time. Check your detector per manufacturer’s recommendation. Call the manufacturer for additional info. Install a replacement and/or sensor module. If it activates again, call 911.
10 or more PPM	We have detected potentially dangerous levels of carbon monoxide. We are recommending you leave the building immediately. It is not safe until repairs are made and a replacement detector/module is installed.
100 PPM or Greater	We have detected a lethal level of carbon monoxide. It is not safe to be in the building until the source is located, repairs are made and building ventilated. This building is deemed “NOT SUITABLE FOR OCCUPANCY” . Have your sources of carbon monoxide examined by a licensed contractor. The contractor should then contact the Mountain Top Fire Company (1-800-479-0050) for a re-inspection prior to being occupied. A replacement detector /sensor module should be installed.

Carbon monoxide affects individuals differently depending on the size and medical history of the occupants. Therefore, families with young children and members with medical conditions should take extra precautions in the event that carbon monoxide was detected.

Issued by: _____ of the Mountain Top Fire Company.

Received by _____ Building Occupant _____ Date

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
VEHICLE FIRES**

PURPOSE:

This guideline establishes operational tactics for the safe handling of vehicle fires.

I. APPARATUS RESPONSE AND PLACEMENT

- A. One engine shall respond with a minimum of two firefighters to all vehicle fires that are not near exposures.
- B. If the vehicle is in, or near a structure the call should be handled as a structure fire.
- C. Apparatus should be placed upwind and uphill of the incident if possible. This is to afford protection from hazardous vapors and liquids and reduces smoke in the area of the engine. If any hazardous materials are involved, use the Emergency Response Guidebook for placement.
- D. Considerations should be given to using the engine as a barrier to shield the incident for traffic hazards. All warning lights should be in operation to warn motorists of the incident.

II. WATER SUPPLY

- A. If the water carried on the engine will not be sufficient, early consideration must be given for an additional water source.
- B. If near a hydrant, a supply line should always be considered when the report is a fully involved vehicle or a truck fire.

III. FIRE ATTACK

- A. All firefighters engaged in firefighting operations must wear full turnout gear including SCBA with face-piece in place.
- B. The minimum hose line to be used on a working vehicle fire is 1 ¾ inch handline. The pre-connected trash line is to be used first.
 - 1. This is the foam line and should be used as first attack.
 - 2. The foam nozzle from out of the adapter compartment will have to be attached.
- C. Always conduct a safe and appropriate approach to the burning vehicle, first protecting exposures.
- D. When patients are trapped, use water only and apply it first to protect the patients and permit rescue.
- E. When rescue is not a factor, first apply water for several seconds to extinguish the fire and cool down the area around the fuel tank(s) or fuel systems. This is especially important if the fuel is Liquid Petroleum Gas (LPG) or Natural Gas.

- F. At least one member of the attack team must have forcible entry tools in their possession to provide entry into the vehicle if needed. The hydraulic spreader may be used after the main body of fire is extinguished, to gain entry in the passenger or engine compartment.

IV. HAZARDS AND SAFETY CONSIDERATIONS

- * Energy absorbing bumpers – They consist of a gas and fluid cylinder that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly or cylinder parts. This could result in serious injury to anyone in its path.
- * Batteries – Explosion hazard due to the presence of hydrogen vapors. Avoid contact with the battery acid. When the situation is stable, disconnect the battery cables (ground first).
- * Combustible Metals – Some vehicles have various parts made of combustible metals, such as engine blocks and “mag” wheels. When these metals are burning, the use of water to extinguish them, usually will add to the fire intensity of the fire. The use of copious amounts of water will usually cool the metal below its ignition temperature.
- * Trunk/ Rear Hatch/ Engine Hoods – Hold open devices of the gas cylinder type that are exposed to heat may fail or rupture. Excessive pressure may develop in lift assist causing a trunk, hatch or hood to fly open with explosive force when the latch mechanism is released. Parts to the mechanisms may also become forceful projectiles if it breaks loose. To ensure personal safety, be sure to allow sufficient clearances when releasing latches.

Fires involving the trunk area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Expect the unexpected.

- * Interior – Well sealed interiors of modern vehicles present the potential for back draft. Use Caution when opening doors or breaking windows. Appropriate approach, ventilation and other safety concerns must be considered. Have a charged hand line ready and in place before making entry. The interior and engine compartments of modern vehicles contain materials that produce very toxic smoke and gases. **ALWAYS WEAR SCBA.**
- * Vehicle Stability – Tires or split rims exposed to fires may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to explode outward from the sides.
- * Fuel Tanks – May be constructed of sheet metal or plastic. A rupture or burn-through may occur with these tanks and may cause a rapid flash fire of the fuel. Do not remove the gas cap, as the tank may have become pressurized.
- * Liquid Petroleum or Natural Gas – Pressure release devices can create a lengthy blow torch effect, or should the pressure relief device fail, a BLEVE may occur. Always take action to control the fire and cool the tank. Allow escaping gases that have ignited to burn. Protect exposures.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
WILDFIRES**

PURPOSE:

The purpose of this guideline is to set a standard response for fires involving forest and natural cover. It also sets minimum standards for clothing for personnel responding to and fighting these fires.

For the purpose of this guideline, wildfires will be defined as fires involving natural cover. These fires may be large fires in isolated forested areas or small leaf fires in residential areas.

I. GENERAL RULES OF RESPONSE

- A. The response to a wildfire is 1325, unless conditions warrant an engine (defined below).
- B. The minimum response shall be 1 firefighter and 1 driver.
- C. If needed, extra lights and portable radios (800 and 400 MHz) will be taken from the engine.
- D. Personnel responding to a wildfire **MUST** wear the following:
 - 1. All firefighters must wear the following as **minimum**:
 - a. Leather shoes preferably above the ankles (rubber turnout boots are acceptable).
 - b. Hard Hat preferred (either assigned or the spares on 1325) or fire helmets.
 - c. Jeans with full legs (absolutely no shorts) and long sleeve shirts.
 - d. Leather gloves are recommended (spares provided on 1325).
 - e. Safety glasses are recommended.
 - 2. Drivers must wear the following as **minimum**:
 - a. Some type of shoes (no sneakers).
 - b. Jeans with full legs (absolutely no shorts) and a shirt.
 - c. Leather gloves (spares provided on 1325)
 - d. Safety glasses recommended.
- E. All personnel shall be seated and seat belts buckled when responding.
- F. If there is a time delay or difficulty locating the scene, the OIC should request a fire ground channel and move operations to the assigned channel.
- G. Apparatus shall be operated in manner so as not to discredit themselves or the Mountain Top Fire Company.
- H. Any personnel responding in a POV, must obey all traffic laws.

II. RESPONSE LEVELS

- A. Non-Emergency Responses
 - 1. Non-Emergency responses will be no lights and/or sirens.
 - a. Any wildfire reported in an area that has no structures in immediate danger.
 - b. Wildfires reported out.
 - c. Any response for mutual aid to wildfires.
 - 1) The only exception is, after responding, it is determined buildings are endangered and 1325 will be one of the first units to arrive on scene.

B. Emergency Responses

1. Units are to use an emergency response (lights and/or siren) **ONLY** under the following conditions:
 - a. Wildfires in a residential area with conditions favoring rapid spread.
 - b. Fires that are directly endangering a structure.
 - 1) These should be dispatched and run as a first alarm structure fire.
 - 2) The engine should respond first to protect exposures.
 - c. Directed by a Mountain Top Fire Company Officer.
 - d. From any other info received for the dispatch that may warrant an emergency response.
2. All traffic laws are to be obeyed.
3. Only if the above conditions in 1. above are present, is the engine to respond first.

III. FIRE ATTACK PROCEDURES

- A. Upon arrival on the scene, the OIC (chief or driver in his absence), shall determine the method of attack and call/ or cancel additional resources as necessary.
- B. Depending on access to the fire, either use the forestry hose or the backpack pumps.
 1. If there is a great distance from the vehicle to the fire, water tanks should be used first in an attempt to get early control .
 2. If there will be a delay before the brush truck can gain access to the fire, personnel with water backpacks should start walking in if it can be done safely.
 3. Fires within the reach of the forestry hose should be attacked using the $\frac{3}{4}$ in hose.
 - a. When using the $\frac{3}{4}$ in hose, watch the pump volume to avoid blowing out the line.
 - b. Put a gated wye about every 200 feet for future lines.
 4. The 1 inch hose may be ran out and then the $\frac{3}{4}$ in manifold attached to extend the reach.
- C. Use of Foam
 1. For fires that are difficult to extinguish, use the class A foam system on the fire.
 2. Use it for overhaul and difficult hot spots.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
RESPIRATORY PROTECTION (SCBA)**

PURPOSE:

OSHA 1910.134 sets strict requirements for safe and effective use of respiratory protection equipment in hazardous atmospheres. This policy shall provide guidance for respiratory protection and a working knowledge of the basic use and maintenance of the self-contained breathing apparatus.

I. POLICY

It is the policy of the mountain Top Fire Company that all members shall wear self-contained breathing apparatus (referred now as SCBA) when entering a hazardous atmosphere or any with the Potential to become hazardous. A hazardous atmosphere is defined as any of the following conditions:

- A. Heat
- B. Smoke
- C. Toxic Gases
- D. Oxygen Deficient
- E. Any atmosphere which is suspected of being contaminated on one which may become contaminated.

This includes all personnel operating:

- A. In an active fire area
- B. Directly above an active fire area
- C. In a potential explosion or fire area, including gas leaks and fuel spills.
- D. Where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires.
- E. Where invisible contaminants are suspected to be present (ex. Carbon Monoxide during overhaul...).
- F. Where toxic products or gases are present, suspected to be present, or may be released without warning.
- G. In any confined space which has not been tested to establish respiratory safety.

II. REQUIREMENTS

- A. Every firefighter shall demonstrate an effective face-piece to skin seal of the SCBA. any firefighter not able to obtain an effective seal, shall not be permitted to use an SCBA under any circumstances.
- B. A firefighter with the Mountain Top Fire Company, when entering any one of the five hazardous atmospheres listed above, shall wear a positive pressure SCBA equipped with an operating PASS device. The use of breathing apparatus means having their face-piece in place and breathing air from the bottle.
- C. Firefighters shall not remove their SCBA while in one of the five listed hazardous environments listed above until the hazard has been mitigated.
- D. If there is any doubt about respiratory safety, SCBA shall be maintained until established safe by testing.

- E. No firefighter shall enter a hazardous atmosphere alone or without following appropriate accountability requirements. An exception to entering alone would be an immediate life rescue.
- F. In circumstances where personnel are investigating for a possible fire, such as fire alarm activations, the SCBA shall be worn with the face-piece removed. The wearing of SCBA in these situations provides that it will be immediately available if fire conditions are found.
- G. If an SCBA is found to be functioning improperly, it shall be removed from service immediately. The firefighter shall notify the apparatus operator of the SCBA out of service.

III. CLEANING AND PLACING SCBA IN SERVICE

- A. All SCBA units shall be cleaned following every use following the following procedure:
 - 1. Separate face-piece and regulator. All straps shall be fully extended.
 - 2. Wash the face-piece in the mild detergent solution provided.
 - 3. Rinse the face-piece in clear water.
 - 4. Rinse the face-piece in a disinfecting solution (minimum mild bleach solution)
 - 5. Dry all face-pieces as much as possible.
 - 6. Cylinder, backpack and straps should be cleaned with mild detergent solution, rinsed and air dried.
 - 7. The regulators shall be wiped off with mild detergent.
- B. Following cleaning and before being placed back in service, a thorough inspection of the SCBA shall be conducted checking for worn parts, physical damage and proper operation. This includes turning the air on and checking for low audible alarms.
- C. If and SCBA is found to be defective, it shall be marked out of service. Include on a tag an accurate description of the problem.
- D. Any used cylinders shall be refilled as soon as possible.

IV. TRAINING AND USE REQUIREMENTS

- A. All new firefighters of the Mountain Top Fire Company shall be trained in the basic use and maintenance of the SCBA. All personnel shall be trained in the hazardous atmospheres they are likely to encounter as firefighters. Minimum training shall be Essentials of Firefighting.
- B. New firefighters must demonstrate to the training officer , proficiency in obtaining a proper seal, donning and doffing , operation and usage, and basic maintenance before being permitted to use and SCBA at an emergency.
- C. All firefighters of the Mountain Top Fire Company shall receive a minimum of 2 hours hands on training in the use of SCBA annually. Each firefighter shall demonstrate proficiency in obtaining a proper seal, donning and doffing , operation and usage, and basic maintenance before being permitted to use and SCBA at an emergency. It will be the discretion of the Training Officer if a firefighter meets the requirements for SCBA usage.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
PERSONAL ALERT SAFETY SYSTEM (PASS)**

PURPOSE:

In the event a firefighter becomes trapped, unconscious disoriented or becomes involved with an other unusual event that would prohibit his escape from a dangerous area, the PASS device will sound an alarm increasing the chances of rescue by fellow firefighters.

I. POLICY

- A. All SCBA units shall be outfitted with a **Personal Alert Safety System (PASS)** device. The PASS device is currently integrated into the SCBA.
- B. The PASS device shall be active whenever the SCBA air is turned on. It is the responsibility of the user to ensure that the PASS activates when the SCBA is activated.

II. OPERATIONS

- A. The PASS arms when the SCBA air is turned on. The green flashing light on the rear of the SCBA signals the PASS is armed.
- B. If the wearer is motionless for a period of 20 seconds, a 2 tone low beeping will begin and the LED light changes to flash red. If no movement is detected during this period, the beeping increases in volume. After 7 seconds of pre-alarm, the PASS will go into full alarm
- C. If, during the 7 second pre-alarm tone, the firefighter is not in distress, simply moving the SCBA unit will cancel the pre-alarm and automatically reset the PASS.
- D. The PASS device may be manually activated by a firefighter in distress by pushing the red “manual “ button on the SCBA regulator on the right chest strap.
- E. Once activated, the alarm will continue until deactivated by pushing the yellow button twice on the side of the regulator on the right chest strap.
- F. When a continuous PASS alarm is heard by anyone on the emergency scene which might possibly indicate a firefighter in distress, this information shall immediately be passed on to the OIC over the radio when possible to alert all personnel on the scene. The IC shall then activate the Rapid Intervention Team to begin rescue operations. If one firefighter shall come upon a firefighter in distress, the PASS shall be activated and rescue operations should begin immediately by that firefighter. The OIC shall be notified immediately of the situation.

III. MAINTENANCE

- A. The PASS shall be checked for operation after each use and during the monthly vehicle check.
- B. The following shall be tested when checking the PASS device:
 - 1. Check for any visual damage.

2. Manually activate the alarm by pushing the red “manual activation” button on the regulator.
 3. Next, turn the air on the SCBA. Let the device remain motionless, the pre-alert should begin 20 seconds. The full alarm should begin in another 7 seconds.
 4. Reset the PASS and turn the SCBA air off. Purge the system.
- C. If the PASS fails to activate, change the batteries in the SCBA and recheck.
1. If this corrects the problem, unit is returned to service.
 2. If this doesn't correct the problem, the unit must be removed from service and the OIC notified.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINE
ACCOUNTABILITY**

PURPOSE:

This guideline identifies a system of emergency scene firefighter accountability. The purpose is to account for all members, at any given time, operating at the scene of an emergency. Use of the system will provide improved personnel safety and will provide the Incident Command (IC) staff an improved means to track and account for all personnel on scene.

I. PERSONAL ACCOUNTABILITY TAGS

- A. All personnel assigned turn out gear will be issued **two** or three red 1 ½ x 3 inch personal accountability tag. It is the responsibility of the individual firefighters to maintain and ensure their tags are with their fire turnout gear.
 - 1. 2 tags will be issued to each firefighter for structural fire gear.
 - 2. 1 tag will be issued to each firefighter for wildfire response.

- B. It will be up to the individual as to where on the gear they place their tags.

II. PLACING OF TAGS

- A. 13-10 The accountability board /collector ring is placed at the officer seat.
 - 1. All tags of the firefighters that ride the engine to the scene shall be attached at the appropriate ring as per their assignment.
 - 2. After arriving on the scene, the OIC shall detach the accountability board from the dash and relocate it to the clip on the compartment door.
 - 3. Any firefighter that goes directly to the scene, shall place their tag with the vehicle operator and placed on the board per assignment.
- B. 13-25 The collector ring shall be located on the dash at the OIC seat.

- C. 1322 All tags for firefighters riding this unit, shall be placed with the vehicle they are supporting.

III. POLICY

- A. The Mountain Top Fire Company will use a 2 tag system (with the exception of wildfires).

- B. Implementation of the tag system will occur at all incident.

- C. All Firefighters riding equipment to the scene shall place tags to the appropriate ring.

- D. During mutual aid calls that the unit is staged away from the scene:
 - 1. 1310 personnel sent into the scene, the second tag of such personnel shall be attached to the big ring and given to the nearest piece of equipment.
 - 2. 1325 The single tag of firefighters on the scene shall remain with the unit.

- E. Any firefighter leaving the scene early, must notify the OIC and remove their tag from the board.

IV. PAR (PERSONAL ACCOUNTABILITY REPORT)

- A. PAR shall be required for the following situations:
 - 1. Any report of missing or trapped firefighter (s).
 - 2. Any change for offensive to defensive operations.
 - 3. Any sudden hazardous event at the incident – flashover, back-draft, floor collapse...
 - 4. At the report of a fire “under control”
- B. PAR should be conducted face to face whenever possible.
- C. Company Officers should account for all firefighters assigned to them.
- D. Personnel in Rehab should be accounted for by the OIC if firefighters did not remove their tags from the board.

V. POINT OF ENTRY CONTROL

Occasionally there will be special situations which are extremely dangerous that will require accountability of each firefighter entering the Hot Zone. This will be referred to as the Point of Entry Control. Examples : Hazardous material incidents, structural collapse, trench rescue.

- A. An Accountability Officer shall be assigned by the Incident Commander to be at the Point of Entry.
- B. Every effort should be made to have only one point of entry.
- C. Accountability tags of all personnel entering the Hot Zone shall remain with the accountability officer at the point of entry.
- D. Upon exit, firefighters must retrieve their tags. Firefighters that exit another way must immediately notify the original Accountability officer and retrieve their tag ASAP.

VI. RAPID INTERVENTION TEAMS

All incidents in which an offensive fire attack is taking place or crews are working in hazardous conditions, the OIC shall assign a Rapid Intervention Team (s). These crews will serve as standby rescue teams during all hazardous operations. See Rapid Intervention Guidelines.

VII. LOST OR MISSING FIREFIGHTER(S)

An absent member of any crew will automatically be assumed lost or trapped until otherwise determined as safe. When a firefighter is believed to be missing, it shall immediately be reported To the OIC. The OIC shall then initiate an immediate PAR of all units on the scene. The IC must also sent the Rapid Intervention Team to the last known area of the lost firefighter(s) to begin search. Also, command must adjust the on scene strategies to a priority search and rescue.

VI. TERMINATING THE ACCOUNTABILITY SYSTEM

The Personal Accountability Tag System will be maintained until termination and/or when personnel are released from the scene. It is ever firefighter’s responsibility to retrieve their own tag.

ACCOUNTABILITY WILL ONLY WORK WITH A STRONG PERSONAL COMMITMENT TO SAFETY!

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINE
RESCUE- LOST/TRAPPED FIREFIGHTERS-COMMAND RESPONSIBILITY**

PURPOSE:

This guideline identifies Individual, Company, and Command level activities for the search and rescue of a lost or trapped firefighter(s).

I. LOST OR TRAPPED FIREFIGHTERS

The window of trapped or lost firefighters is especially sensitive. There is a very narrow “window” of survivability” for a firefighter who is out of SCBA air or trapped by approaching hazards. Individual firefighters must not delay reporting to command if they become lost, trapped or in need of assistance. Company Officers also not delay the reporting of a lost firefighter or inability to complete personal accountability reports.

Command must always assume that a missing firefighter is lost/trapped until the firefighter can be accounted for. Command must also restructure the strategy and action plan to include a high priority rescue effort.

II. “MAYDAY RADIO MESSAGE

- A. The radio message “MAYDAY” shall be used by lost or trapped firefighters to report their status as being in trouble and needing rescued. Any member may use “MayDay” to report a Firefighter in need. **Any report of “MAYDAY” will receive priority radio traffic.** The term “Mayday” will be reserved **ONLY** to report lost or trapped firefighters. This SOG is listed in also listed in the radio SOG.
- B. The term “Mayday” shall be used in the following situations:
 - 1. By the member who is lost, trapped or in trouble.
 - 2. By the company officer, sector officer or other firefighter who cannot account for an assigned firefighter who is operating in a hazardous zone.
 - 3. By a firefighter who witnessed or who has confirmed that a firefighter is in trouble.

III. COMMAND RESPONSE TO A MISSING FIREFIGHTER

The Incident Commander **MUST ALWAYS** assume that the missing firefighter is lost or trapped In the hazard area until the firefighter is accounted for. Rapid concise decisions and actions must be taken to increase survivability.

- A. The following is a list of actions to be assigned by the Incident Commander for a reported missing or trapped firefighter. These are guidelines and do not necessarily need to be completed in the order listed.

- **ANNOUNCEMENT OF “MAYDAY”**

- Immediately upon the report of a missing or trapped firefighter, Centre County dispatch shall be notified of the “Mayday”. They will sound alert tone 3 (steady beep) over fire dispatch and the operating channel to alert all personnel working the scene of the situation.

- **COMMAND MUST ESTABLISH THE NEEDS OF THE “MAYDAY” FIREFIGHTER**
 The Incident Commander shall immediately identify the lost or trapped firefighter’s needs if radio contact is established. Ex: LOCATION (Floor or division,room,side of building ect), PROBLEM (Trapped, lost, out of air, ect.), NEEDS (hoselines,spare cylinder, rescue tools ect)
- **CHANGE THE PLAN TO A HIGH PRIORITY RESCUE EFFORT**
 The Incident Commander must restructure the plan to include a high priority firefighter rescue effort. A rapid, well thought out rescue plan must be developed and the command organization expanded.
- **IMMEDIATELY REQUEST ADDITIONAL RESOURCES**
 Command should immediately request additional resources based on the circumstances and potential. Level two staging should be implemented if not already done. Early consideration should be given for specialized rescue in the event of a structural collapse. Additional ALS should be requested and a possible helicopter (at least standby).
- **FIREGROUND ACCOUNTABILITY**
 A Personnel Accountability Report (PAR) must be immediately requested from all crews operating on the scene. PAR shall be conducted after any dangerous event on the scene (collapse,backdraft,flashover, lost/missing firefighter(s) ect). Command cannot develop an effective rescue plan until accurate information is available on the number and last know location of the missing firefighter(s).
- **WITHDRAW OF FIREFIGHTER FROM AFFECTED AREA**
 In some situations such as collapse, crew members can get separated. The only practical method to obtain an accurate roll call for PAR may be to withdraw crews to the exterior. Withdraw is a judgment call based on the circumstances at the time, information available and resources.
- **DO NOT ABANDON FIREFIGHTING POSITIONS,PROVIDE REINFORCEMENTS**
 Abandoned firefighting positions during the rescue effort should be avoided. Command and crews should take aggressive measures to protect trapped or missing firefighters from the effects of the hazard involved. Efforts should be concentrated on reinforcing existing positions and keeping the hazard out of the rescue area and provide appropriate ventilation and lighting.
- **ASSIGN A SAFETY OFFICER**
 If this has not been done, a safety officer should be assigned. The rescue operation may be taking place in a post-collapse conditions or a flashover environment. Emotions will be high and firefighters will tend to want to free-lance and take chances. A safety officer must be assigned to monitor activity and evaluate the safety of the operation.
- **EXPAND THE COMMAND ORGANIZATION**
 With additional resources en-route, along with the critical rescue needs, the Command organization must be expanded ahead of the demand. The Incident Commander must be proactive and aggressive in developing and expanding the Command Organization.
- **OPEN / UNLOCK ALL DOORS IF APPROPRIATE**
 All doors in the immediate area should be unlocked or forced open, and at least, the immediate interior area quickly searched. When practical, the doors should be left open to provide an emergency escape route, unless doing so would have a negative on the fire. In all cases doors must remain unlocked.

- **VENTILATE, MAINTAIN TENABILITY / LIGHTING**
Improving air quality through effective ventilation improves survivability chances for any victims. And it will enhance search and rescue capabilities through increased visibility. Both vertical and positive ventilation should be aggressively employed. Early lighting of the operation (both interior and exterior) needs to be included.
- **COORDINATE AND CONTROL THE SEARCH EFFORTS**
The Incident Commander must ensure that a complete, coordinated and controlled search is conducted. Close coordination of all search efforts is a must in order to eliminate duplicate searches that waste time. All areas must be searched thoroughly.
- **WATCH FOR STRUCTURAL STABILITY OF THE BUILDING**
All personnel must watch for signs of instability of the structure or surrounding material. It may be necessary to assign a safety officer to all sides of the incident to monitor the stability of the building or ground. This is especially important if a collapse or other event has already occurred.
- **MEDIA**
Command needs to control the media early and throughout the rescue effort. Information on the identities and condition of trapped firefighters will not be released until the families are notified. Media film crews should be restricted to areas that are safe and at a distance that will prevent visual identification of any victims. It is advisable to assign a Public Information Officer to release information. Periodic news conferences should be scheduled and a location should be established to conduct new conferences. All media personnel should be directed to remain at that location.
- **RIT STAND-BY TEAMS**
Due to the high risk nature of rescue operations, Command must establish another RIT team to protect rescue crews along with other crews still operating in the hot zone. A RIT team should standby at a location near the rescue operation. More than one RIT team may be needed.

IV. GENERAL CONSIDERATIONS

When searching for a lost firefighter, rescue crews should consider the following:

- Visible sighting of trapped firefighters such as arms, legs
- Knowledge of their last location
- The sound of the pass devices
- Shouts of help from the collapse area
- Tapping noises
- Sounds of portable radios echoing
- Tracing attack hoses into the area
- Evidence of building structures or locations described by lost firefighters
- Flashlight beams either moving or fixed
- Location of ladders, fans, lights, or other equipment used by the firefighters
- Unlock and open all doors
- Search the immediate area at doors and windows
- Search hallways before interior rooms
- Search exterior walls before interior open spaces
- Search large interior spaces in a detailed grid pattern
- Take one SCBA into the area for each lost or trapped firefighter
- Use lifelines when searching off a hose-line to ensure rescuer safety.

V. SAFETY CHECKLIST

- A. A safety checklist (see attachment) has been established, so in the event of a missing or lost firefighter, the Incident Commander may use it as a reminder to perform all necessary tasks.
- B. These checklists will be located at the front of each map book.
- C. This is a list of basic task that need to take place. There may be additional or less tasks depending on the situation.

MOUNTAIN TOP FIRE COMPANY

LOST OR TRAPPED FIREFIGHTER SAFETY CHECKLIST

- () ANNOUNCEMENT OF EMERGENCY TRAFFIC “MAYDAY”**
- () CHANGE THE PLAN TO HIGH PRIORITY RESCUE EFFORT**
- () SEND RIT TO MOST APPROPRIATE LOCATION**
- () CONDUCT PAR (PERSONAL ACCOUNTABILITY REPORT)**
- () WITHDRAW CREWS IF NEEDED (TO CONDUCT PAR)**
- () DON’T ABANDONED FIREFIGHTING POSITIONS**
- () PROVIDE REINFORCEMENTS TO FIREFIGHTING EFFORTS**
- () ASSIGN A SAFETY OFFICER(S) (ADDITIONAL IF NEEDED)**
- () EXPAND COMMAND ORGANIZATION**
- () ESTABLISH TREATMENT AND TRANSPORT SECTORS**
- () OPEN/ UNLOCK ALL DOORS (SEARCH AREA FIRST)**
- () VENTILATE, IMPROVE INTERIOR CONDITIONS**
- () PROVIDE LIGHTING**
- () ASSESS NEED FOR TECHNICAL RESCUE/ADDITIONAL RESOURCES**
- () COORDINATE & CONTROL SEARCH AND RESCUE EFFORTS**
- () MONITOR STRUCTURAL STABILITY**
- () MEDIA CONTROL (ASSIGN PIO OFFICER)**

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
RAPID INTERVENTION TEAMS**

PURPOSE:

This guideline identifies the requirements for and the operation of Rapid Intervention Teams (RIT). This guideline is intended for the overall level of safety for firefighters operating at emergency scenes. The objectives of the RIT is to have fully equipped rescue teams on-scene, in a ready state, to immediately react and respond to rescue injured or trapped firefighters.

I. REQUIRED USE OF RIT

- A. A minimum of one RIT shall be in place at all working structure fires and other incidents where Firefighters are subject to hazards that would be immediately dangerous to life and health and also in the event of an equipment failure, sudden change in conditions or other mishap.
- B. Examples of incidents, but not limited to, that a RIT would be required:
 - 1. Offensive Fire Operations
 - 2. Hazardous Materials Incidents-with involved operations
 - 3. Trench Rescue
 - 4. Confined Space Rescue
 - 5. Any other incident having significant rescue

II. DISPATCH AND IMPLEMENTATION

- A. Upon declaration of a working structure fire, a minimum of two firefighters shall be assigned duties if RIT. If there is insufficient manpower, a mutual aid company shall be immediately requested to assume the RIT duties.
 - 1. One of the responding mutual aid companies can be assigned this job as resources warrant.
 - 2. An additional company may be requested if all initial companies have an assignment.
- B. The RIT shall stage near the command post in a manner that will not compromise the operations at the command post.
- C. Command may assign more than 1 RIT if necessary. Operations at large or complex incidents may require additional RIT's to be stationed at different entry points.
- D. After assigning a RIT, command has the following options:
 - 1. Assign the company or mutual aid company to RIT as originally requested.
 - 2. Cancel mutual aid company while en-route if the incident has been declared under control and PAR's have been obtained from all crews.
 - 3. Assign the company to other duties such as relief for working crews.
 - 4. If committed to anything other than RIT duties, Command must assign another RIT Team. This may mean calling additional resources.

III. SCBA RESCUE PACS

Once assigned to RIT duties, the assigned team shall obtain a minimum of two(2) SCBA in case a lost or trapped firefighter has an exhausted or defective SCBA. This may be from mutual aid companies.

IV. RIT TEAM TOOLS AND EQUIPMENT

- A. The RIT shall determine the proper tools and equipment necessary for the type on incident. The tools should be brought to the RIT standby location and organized in a neat and orderly manner in the event the team is deployed, the tools will be immediately available. The following tools should be at the RIT staging:
1. Hand lights
 2. Bolt cutters
 3. Wire cutters
 4. Hooligan bar
 5. Axe- Flat head and/or pick head
 6. Sledgehammer
 7. Pike Pole
 8. Radios (both 800 MHz and UHF if Clearfield County units are working on scene.
 9. Ventilation Saw
 10. K12 with metal and or concrete blades depending on the incident.
 11. Any additional tools necessary for the situation (hydraulic rescue tools and airbags are recommended).

V. DEPLOYMENT OF RIT TO RESCUE A LOST OR TRAPPED FIREFIGHTER

Immediately upon discovery of a trapped/missing firefighter, command shall declare a "MAYDAY". Those procedures are listed in the Radio SOG.

- A. Upon report of a lost or trapped firefighter(s), command shall deploy the RIT to the last reported location of the lost/trapped firefighter(s).
- B. Other situations which may necessitate the deployment of the RIT are, but not limited to, as follows:
1. Flashover
 2. Back-draft
 3. Rapid Fire Increase
 4. Explosion
 5. Collapse
- C. RIT shall take the appropriate tools and equipment to the location of the missing/trapped firefighter(s). SCBA rescue pacs should be taken to the point of entry for immediate retrieval.
- D. Command should call dispatch and request an additional talk-group for the RIT if a Mayday hasn't been declared.
1. If there is radio communications with the lost/trapped firefighter, the RIT shall communicate directly with the firefighter(s) on the original talk group.
 2. All other radio traffic shall move to the new talk group.
- E. The RIT Officer should consider enlarging openings to enable a rapid and safe means of removal for the injured firefighter from within the hazardous environment.

VI. TERMINATION OF THE RIT

Once the incident is declared under control and PAR's have been obtained from all crews, the RIT duties can be terminated. If there is any chance of collapse even after the incident has been declared under control, the RIT should remain on scene and in a ready state while crews are working.

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
VEHICLE ACCIDENTS**

PURPOSE:

This guideline shall set guidelines to provide for safe and efficient handling of vehicle accidents.

I. RESPONSE

- A. The Engine –Rescue (1310) shall respond to any vehicle accident with injuries and/or hazards with a minimum of two (2).
- B. When the company is requested to respond, personnel should report to the station to avoid scene congestion.
 - 1. An exception to this shall be when a firefighter is in the immediate vicinity and must pass the accident en-route to the station.
 - 2. Another exception would be the apparatus has responded prior to your arriving at station.
- C. All personal vehicles shall be parked clear of the scene, preferably on a side street or parking lot where it will not interfere with traffic or responding emergency vehicles.
- D. ALL personnel operating on the scene must wear the green highway safety vests. These will either be the vests personally assigned or the spare vests from the apparatus.

II. APPARATUS POSITIONING

- A. Apparatus needed at the scene shall be positioned in a manner to protect emergency workers and accident victims from harm of other vehicles.
- B. Apparatus shall be positioned in a manner as not to cause a fire hazard (ignition of gasoline or fuels...) or interfere with the overall operation. Keep in mind, ambulances must be able access the scene for patient loading.
- C. When positioning apparatus, always be conscious of any threat to your safety (down wires, unstable vehicles...).

III. ACCIDENT WITH INJURIES

- A. Upon arrival on scene, command should be established following the incident command procedures.
- B. Size-up the entire scene and request additional resources (EMS, manpower...) as soon as possible.
- C. Immediately correct any situation (fire, traffic, unstable vehicles...) which could cause additional harm to the victim(s) and/or emergency workers
- D. Once EMS personnel arrive on scene, Fire personnel should continue to assist EMS with patient care, extrication and loading patient into the ambulance.

IV. ACCIDENTS WITH ENTRAPMENT

- A. All guidelines stated above in Section III should be followed when dealing with injured victims.
- B. Efforts shall begin to stabilize the vehicle(s) using cribbing at as many points as necessary to prevent any movement of the vehicle once extrication begins.
- C. Extrication shall begin using the Hilmar rescue tools along with any hand tools as needed. At all times, the safety of the patient and rescuers shall be considered.
- D. If multiple vehicles have entrapment and resources warrant, then an additional rescue should be requested through the IC.
- E. When the mutual aid arrives, the IC shall notify that unit of their assignment.
- F. At all times, communicate with the EMS personnel treating the patient for advice on what their needs are for extrication and ensure the patients overall safety.
- G. When at all possible, the trash line shall be pulled.
 - 1. It should be stretched out of the way of the rescue operation.
 - 2. If there are fuel hazards, consider applying foam over the area.

V. HAZARD MITIGATION

- A. Traffic must be controlled as a priority.
 - 1. Traffic may be controlled to 1 lane.
 - 2. The vehicle may park as to block the road and stop all traffic.
- B. Penn Dot must be notified through Dispatch of any extended road closures and detours.
- C. The slow/stop signs shall be put into use as soon as possible at each side of the incident to control the flow of traffic around the scene.
- D. The police department with jurisdiction at the scene has the ultimate say in traffic flow patterns.
- E. If a Penn Dot representative arrives on the scene, he/she shall take responsibility for the traffic.
- F. After an immediate threat to life and property has been mitigated, control of the scene shall be turned over to the police department with jurisdiction.

IV. TERMINATION

- A. Once the emergency has been mitigated, the scene becomes a police incident and they the officer is responsible for the scene.
- B. The Department will arrange for all tow services. The Mountain Top Fire Company can not call for towing services for accident.
- C. Command shall be terminated and the company can go available when released by the Police Dept.

REMEMBER, TEAMWORK IS NEEDED BY ALL INVOLVED TO BE SUCCESSFUL !

**MOUNTAIN TOP FIRE COMPANY
STANDARD OPERATING GUIDELINES
JUNIOR FIGHTER**

PURPOSE

The purpose of this guideline is to establish qualifications and regulations for junior firefighters. These regulations are in accordance with the Child Labor Law, Act of 1915, P.L. 286, No 177.

I. QUALIFICATIONS TO BECOME A MEMBER

- A. Any minor who is fourteen (14) thru seventeen (17) and who is enrolled in school or possesses a high school diploma.
- B. Must be a resident of Rush Township.
- C. An application for Junior firefighter must be completed and signed by the applicant's parents or legal guardian.
- D. An employment certificate must be completed and in the Fire Chief's possession prior to being permitted to engage in any Fire Company activity.
- E. The junior firefighter must not have been arrested or have a criminal history.

II. POLICY

- A. Junior Firefighters, who have been approved for membership by the membership, may engage in activities provided that such minors are under the direct supervision and control of the Fire Chief or experienced line officer.
- B. No person under the age of 18 shall be permitted to:
 - 1. Drive any official fire company vehicle.
 - 2. Operate the fire pump of any vehicle while at the fire scene.
 - 3. Enter a burning building that includes live fire. An exception to this is when a smoke machine is used to produce the smoke condition for training.
 - 4. To be within the collapse zone of a burning building anytime there is danger of collapse.
 - 5. Use a blue light on their privately owned vehicle while responding to calls.
 - 6. Operate any hose line under high pressure. An exception is during a supervised training session.
 - 7. Ascend or descend a ladder. An exception is during a training session.
- C. Junior firefighters may participate in all training except as provided above.
- D. Junior firefighters may not answer alarms during the following hours:
 - 1. Ages 14 and 15 may not respond during school hours (0700 – 1530hrs) and between 1900 hrs and 0700 hrs. During summer hours restricted times are 2200 – 0700. Junior firefighters may attend training sessions past 1900HRS.
 - 2. Ages 16 and 17 may not respond during school hours (0700 – 1530hrs) and between 2300 – 0600 hrs, 2300 – 0600, 0100 – 0600 Friday and Saturday nights and during school vacations, but no restrictions during summer vacation. Note – individuals with junior licenses can't drive after midnight unless on the way home.
- E. All driving laws are to be obeyed when responding to incidents
- F. The student's school grades must be maintained at an acceptable level.

