

STANDARD OPERATING GUIDELINES



Standard Operating Guidelines

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Mission Statement:

It is the mission of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 to provide the best protection of life and property to the citizens of the boroughs of Vandergrift and East Vandergrift. We shall also help to protect the lives and the property of the citizens of the surrounding communities to which we provide mutual aid. We shall, by being both prompt and proactive in our training and services, provide the highest quality of fire suppression and rescue services. We will continue to seek new opportunities to serve our communities and neighbors and strive to never stop improving the quality of service we provide.

Article I: Purpose and Scope

1. **PURPOSE:** This Standard Operating Guideline manual attempts to anticipate problems and then recommends courses of action. It is not designed to replace sound judgment based on facts and experiences. Deviation for a specific situation may be acceptable, and even recommended. However, “BLANKET” suspension or countermanding of a procedure is unacceptable. References include, but are not limited to: NFPA Standards, OSHA Regulations, and George G. McMurtry Volunteer Fire Department, Vandergrift No. 1 Rules and Regulations.
2. **SCOPE:** These guidelines apply to all George G. McMurtry Volunteer Fire Department, Vandergrift No. 1 officers and members. These procedures are to be considered a source for training materials.
3. **GENERAL:** It is the policy of the George G. McMurtry Volunteer Fire Department, Vandergrift No. 1 to provide department personnel with written SOG’s on various topics of importance and critical matters, to annually review and provide a forum for revision of all SOG’s. SOG’s are, and may, from time to time, be subject to interpretation. The department intends for common sense to prevail in all situations.
 - 3.1. This manual was conceived to be a pliable and active set of documents with changes occurring to meet the needs of the George G. McMurtry Volunteer Fire Department, Vandergrift No. 1.
 - 3.2. All SOG’s will be formatted, approved, and dated in a manner consistent with this SOG.
 - 3.3. A committee composed of all fire department officers will develop all SOG’s.
 - 3.4. No SOG will be ready for implementation until approved in written form.
 - 3.5. Approval of all SOG’s will be by a simple majority of the George G. McMurtry Volunteer Fire Department, Vandergrift No. 1 officers.
 - 3.6. The Fire Chief will have the final approval of all SOG’s.
 - 3.7. The officers will review all SOG’s periodically. At that time, every member shall read all SOG’s and initial as such.
4. **IMPLEMENTATION:**
 - 4.1. All newly created SOG’s will be reviewed and explained at the monthly Officer’s Meeting and Department Meeting. They shall also be included into the monthly newsletter. Department personnel who are not present during the distribution and explanation are responsible for reading the SOG’s and will receive any explanation necessary from a company officer.
5. **SOG REVIEW AND REVISION:**
 - 5.1. Each member is required to be familiar with the contents of the manual.
 - 5.2. SOG’s may be revised at any time as appropriate and are subject to a majority vote of the officers.
 - 5.3. To assist with the changes, the next page of this preface is a “Request For Addition And/Or Change To The SOG Manual”. Any George G. McMurtry Volunteer Fire Department, Vandergrift No. 1 member recommending a change or addition to this manual is required to fill out the form and forward the completed copy to the Chief of the Department. The Chief will evaluate the recommendation(s) and reply.

Request for Change/ Addition to SOG Form

SOG Article # _____

Section # _____

Page # _____

Description of SOG: _____

Recommendation of Addition or change: _____

Reason for change: _____

Member recommending change or addition _____

Date _____

SUBMIT THE COMPLETED FORM TO THE FIRE CHIEF

Article II: Code of Ethics

1. **PURPOSE:** This guideline will outline the code of ethics policy of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1. It shall provide guidance to members of the department in discharging their responsibilities.
2. **SCOPE:** All members of the department shall follow the Code of Ethics described below.
3. **DEFINITION:** Code of ethics -- A written system of standards for ethical conduct.
4. **RELATIONSHIP TO THE COMMUNITY:**
 - 4.1. Each member of the fire department is expected to demonstrate the highest standard of personal integrity, truthfulness, honesty and fortitude in all public activities.
 - 4.2. When speaking or acting as a private person or member of a group, members of the Department should not create the impression that they speak or act for the fire department.
 - 4.3. All members shall avoid any activity giving rise to conflict of interest, actual or perceived.
 - 4.4. No member of the organization shall use the Town or Department name, logo, letterhead or affiliation in any way to obtain profit, personal gain or favors.
 - 4.5. No member shall use affiliation with the Town and Department in connection with a partisan political campaign or lobbying activities in any way.
 - 4.6. Conduct and participate in community events.
 - 4.7. Consider every person a customer.
5. **RELATIONSHIP TO THE FIRE DEPARTMENT:**
 - 5.1. In supporting the Mission of the Department, members abide by the ethics statements, organizational statement, SOG's and policies of the Town and Fire Department. They maintain the right to use appropriate means to seek revisions to those statements and policies.
 - 5.2. All members shall take reasonable steps to protect against disclosure of confidential information.
 - 5.3. The Fire Chief, before public release, shall formally approve all statements of policy or position.
 - 5.4. No member may use the department title or affiliation in connection with a commercial or organization endeavor.
 - 5.5. Members shall use their affiliation only during their term of such affiliation.
 - 5.6. Members maintain high standards of professional competence and meet qualitative and quantitative standards of performance. They seek and participate in appropriate professional development activities.
 - 5.7. Members seek to advance the welfare of the Department through accountability for the proper use of Town funds, personnel, equipment and other resources.
6. **RELATIONSHIP TO EACH OTHER:**
 - 6.1. Each individual member of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 is responsible and accountable for his/her own actions, and to some extent, for the well being of other members. Remember these behaviors and practice them on a daily basis. They are:
 - 6.1.1. **Consideration:** be considerate of one another's values, ideals, possessions, feelings, etc.

- 6.1.2. Discretion: Be discrete when communicating with other members of the fire department.
- 6.1.3. Tolerance: Be tolerant of our differences whether they are color, gender, religious faith and lots of others. These are the differences that make us stronger as a family and better able to serve the needs of our diverse community.
- 6.1.4. Unity: During good times and in difficult times, the organization must continue to work together as a team. Remember individuals make up a team.
- 6.2. Exploitation, discrimination, abuse, harassment and insensitivity are always wrong. It is the responsibility of members to strive to eliminate them whether they are unconscious or conscious, covert or overt, while taking care to respect the rights of others.
- 6.3. Respect towards positions of authority and leadership shall be granted as the people who have earned such positions have worked hard to obtain them and such positions are critical to our semi-military form of decision making.
- 6.4. Practice safety in all aspects of Department activity.
- 6.5. Progressive discipline, up to and including discharge, may be imposed for cause if a member is found in violation of these articles

ARTICLE III: Risk Management

1. **PURPOSE:** The George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 is committed to providing the safest possible work environment for our members. It is important that all members operating at incidents and/or training scenarios operate in a safe manner. Each must practice as a “safe person” for their own safety, as well as to minimize risk to others.
2. **SCOPE:** All members shall be familiar with this guideline and understand the risk vs. benefit theory.
3. **DEFINITION:** Risk vs. Benefit -- The probability of an event occurring with the impact that event would have and with its different circumstances.
4. **GUIDELINE:**
 - 4.1. Operating at emergency incidents and /or training scenarios poses an inherent risk of injury – or worse, death. With that thought in mind, all members are expected to operate under the following risk management profiles.
 - 4.1.1. We will risk a lot, in a calculated manner, to save lives.
 - 4.1.2. We will risk a little, in a calculated manner, to save property.
 - 4.1.3. We will not risk our lives at all for lives or property that are already lost.
 - 4.2. This risk management profile will be applied to all incidents and/or training scenarios and will be continuously re-assessed throughout the operation. When considering the survival profile of victims, members must consider fire conditions and other conditions affecting survival.
 - 4.3. Rescuers should consider notification time, dispatch processing time, response time, and time on the scene as part of the survivability calculation.
 - 4.4. Actions in a calculated manner require:
 - 4.4.1. Incident command established.
 - 4.4.2. Proper personal protective equipment used.
 - 4.4.3. Accountability system established.
 - 4.4.4. Safety procedures in place.
 - 4.4.5. Continuous risk assessment by all.
5. **EXAMPLES:**
 - 5.1. A fire in a rear bedroom of a house, with smoke throughout the house may allow a survivable environment if a search and rescue effort is initiated quickly. We MAY extend risk, in a calculated manner, under these conditions.
 - 5.2. A significant fire in a residence with dense smoke under pressure to floor level throughout the house, there is a low probability of survival. A very cautious, calculated rescue and fire control operation would be warranted.
 - 5.3. A fully involved building, this would project almost a zero survivability profile, members should avoid an offensive firefight.
 - 5.4. Victims buried by a trench collapse or under water for 10 minutes or more, would be unlikely to survive therefore an extremely cautious and a well planned, safe, recovery operation is required.

Article IV: Membership responsibilities and General Guidelines

1. **PURPOSE:** The purpose of this article is to outline the general responsibilities of members of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 when they are responding to incidents.
2. **SCOPE:** These guidelines shall apply to all members of the department while responding to incidents.
3. **DEFINITIONS:**
 - 3.1. **NIMS** – National Incident Management System, training required by the Department of Homeland Security in order to allow for a standardized incident command system nationwide.
4. **DESIGNATION:** Each member shall be placed into one of the following groups:
 - 4.1. **Junior Firefighter:** Those members who are at age 14 and 15. These members shall provided limited exterior support functions including rehab station, SCBA staging and cylinder replacement, lighting, transporting air cylinders to and from the air unit, carrying equipment, racking hose, and general clean up. They are not permitted to ride any apparatus that responds to an incident in emergency mode i.e. lights and sirens operating. All junior firefighters must have NIMS 100 and 700 training.
 - 4.2. **Apprentice Firefighter:** Those members who are at age 16 and 17. These members shall provide exterior support functions as “Junior Firefighters”. In Addition, they can operate exterior handlines outside the collapse zone and can connect to and operate a hydrant if so certified. They are permitted to ride any piece of apparatus but must relinquish their seat to a higher-ranking member. At no time shall they operate any powered equipment (gas, pneumatic, hydraulic, or electrical powered), apparatus pumps, or aerial device. All apprentice firefighters must have NIMS 100 and 700 training.
 - 4.3. **Rescue Responders:** Those members above the age of 18. These members shall provide functions during rescue related incidents. Training should include basic vehicle rescue as well as in house rescue training. Due to the wide variety of applications and functions of rescue incidents, the company officer shall determine what specific functions each member shall perform according to their training. Duties can include shoring, cribbing, operating hydraulic/pneumatic/electric powered tools, patient care and packaging, and support functions. Rescue Responders may also be Exterior or Interior Firefighters. All Rescue Responders must have NIMS 100 and 700 training.
 - 4.4. **Exterior firefighter:** Those members above the age of 18. These members shall provide exterior support functions under the direction of a line officer. Functions are only limited to the experience of the member and connecting to and operating a hydrant, include setting up ladders, operating and advancing exterior handlines, filling air cylinders, cribbing, operating power tools, and running the aerial ladder. Exterior firefighters, under the supervision of a line officer, can do interior firefighting operations only after the fire has been deemed “under control” and safe to enter. This shall be used as hands on training to promote advancement to Interior firefighter. All Exterior firefighters must have NIMS 100 and 700 training.

- 4.5. **Interior Firefighter:** Those members above the age of 18. These members shall have attended an Essentials of firefighting class (or equivalent), a state certified structural burn session, proficient in the functions and use of SCBA's, and are approved by the fire chief to provide interior operations. These members can provide all functions described above as well as: primary or secondary search and rescue, advancement and operations of attack lines, climbing and descending both ground and aerial ladders, horizontal and vertical ventilation, Rapid Intervention Team (RIT) duties, salvage, and overhaul. Interior firefighters must act under the direction of a company officer or the Incident Commander (IC). All Exterior firefighters must have NIMS 100 and 700 training.
- 4.6. **Line officers:** Those members above the age of 18. These members shall meet the same requirements of Interior Firefighters and Rescue Personnel. They shall act as team leaders of the crews assigned to perform said tasks. Officers shall be knowledgeable in various aspects of both rescue and firefighting and are appointed by the elected chiefs. Line officers shall be aware of changing conditions and track the progress of their efforts by keeping the company officer or incident commander (IC) updated via radio or direct communications. Line officers on the interior of the buildings should act as an interior command by directing, tracking, and monitoring the attack crews. All line officers must have NIMS 100, 200, and 700 training
- 4.7. **Chief Officers:** Those members above the age of 18. These members shall meet the same requirements of Line Officer. They shall act as the Incident Commander (IC), Sector Officer, Staging Officer, Division Leader, or Team Leaders. Chief Officers shall be knowledgeable in various aspects of both rescue and firefighting and are elected by the department according to the by-laws. Chief Officers shall be aware of changing conditions and track the progress of their efforts by keeping the 911 center informed via radio or direct communications. Chief Officers should track interior progress by keeping in constant communications with interior divisions, groups, or sectors. All Chief Officers must have NIMS 100, 200, 300, 400, 700, and 800 training.

5. GENERAL POLICIES:

- 5.1. The first member to the station shall open the apparatus bay doors, obtain the address of the incident and the TAC channel assignment, and write the information onto the white board in the radio room.
- 5.2. Each other member responding shall don the appropriate gear for the type of incident and board the apparatus responding to the incident. Members shall be in full protective gear prior to boarding apparatus and shall not attempt to dress on the apparatus. The only exception is for the driver/ operators. They are permitted to respond without gear donned but shall don it at their earliest convenience upon arrival of the scene.
- 5.3. The ranking line officer shall designate which members shall respond on which apparatus.
- 5.4. Only department certified operators should operate apparatus during incidents.
- 5.5. No member shall don any apparatus after the driver has released the parking brake and signaled so by using two short blasts of the on the air horns.
- 5.6. All members shall remain seated with their seatbelt fastened while apparatus are in motion.
- 5.7. No member shall exit the apparatus until the parking brake is engaged.

- 5.8. Responding units shall report enroute with their staffing level on **Zone 2 Fire Command** and then switch to the TAC channel (*example: Ladder 51 enroute with 5, switching to TAC 6*)
- 5.9. Members who do not make the apparatus for the incident may respond to the scene in their personal vehicle, however, they shall respond non emergency and follow all traffic rules and regulations governed by the Commonwealth.

6. **APPARATUS DESIGNATIONS:**

- 6.1. **Utility 51-** Utility 51 is a 1986 Ford F-350 with a seating capacity of two (2), landing zone equipment, portable sump pumps and hose, EMS Jump kit and AED, Thermal Imaging Camera (TIC), extinguishers, Safety officer equipment, initial Rapid Intervention Team (RIT) equipment, and variety of small hand tools. Designated as the Incident Commander's vehicle.
- 6.2. **Ladder 51-** Ladder 51 is a 1988 Peter Pirsch 110' Rear mount ladder truck equipped with a seating capacity of six (6), single stage 1250 GPM pump, 200 gallons of water, 575' of supply line, four (4) SCBA's, various handlines and portable master streams, 6.3kw generator, and various tools associated with truck company operations.
- 6.3. **Engine 51-** Engine 51 is a 1996 Four Guys engine equipped with a seating capacity of five (5), single stage 1250 GPM pump, 750 gallons of water, 1475' of 5" supply line, six (6) SCBA's, various handlines and portable master streams, 6.5kw generator, and various tools associated with engine company operations.
- 6.4. **Engine51-2-** Engine 51-2 is a 1985 Gruman engine with a seating capacity of two (2), 1000 GPM 2-stage pump, 500 gallons of water, 675' of 5" supply line, two (2) SCBA's, various handlines, and a small assortment of tools associated with engine company operations. Engine 51-2 is a reserve engine and is housed in station 2.
- 6.5. **Rescue 151-** Rescue 51 is a 1978 Mack/Pierce 20' walk-in rescue with a seating capacity of eight (8), 10Kw diesel generator, eight (8) bottle cascade system with booster pump, four (4) SCBA's, hydraulic rescue system, air bag system, shoring system, patient care equipment, rope rescue equipment, water rescue equipment, confined space equipment, thermal imaging camera (TIC), heat gun, gas monitoring equipment, and a large variety of hand tools and lighting equipment for all fire and rescue incidents.
- 6.6. **Squad 51-** Squad 51 is a 1990 Ford F-350 with a seating capacity of five (5) that carries Rapid Intervention Team (RIT) equipment, Traffic safety equipment, 5kw generator, lighting equipment, extinguishers, absorbent material, and a small selection of hand tools.

Article V: Courtesy Lights and Use

PURPOSE: The purpose of this article is to define the general requirements to be eligible to use a courtesy light (blue light) while responding as a member of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1. It shall also cover the guidelines and local laws governing the use of these lights.

DEFINITION: The Pennsylvania Crimes Code and Vehicle Law Handbook section 75 Pa.C.S., sub-section 4572 defines a courtesy light as a flashing or revolving blue light consisting of no more than two lights for ONE vehicle for each emergency fire and rescue personnel.

SCOPE: All personnel who are requesting to use a courtesy light as well as those who are currently using one shall follow this guideline. All members that sign the consent to use a courtesy light and whom operate one are subject to all disciplinary actions concerning violations. In addition, this guideline is meant to abide by and reflect the laws governing such lights under the Pennsylvania State Motor Vehicle Codes. However, the law of the state will always supercede departmental rules in the event of changes to the codes.

REQUESTING USE: Should a member wish to operate a courtesy light (blue light) for emergency responses; they must submit a request for use form to a chief officer for approval. If approved, the operator must sign a written consent that outlines the terms of the use, the reasons for violations, and the disciplinary actions for violations. These forms are included in this article. The signed consent forms shall be copied for the user and the original kept in the member's personnel file.

OPERATING A COURTESY LIGHT: Courtesy lights are not emergency response lights. In no way should they be used to break any traffic law. Examples include running stop signs or traffic lights, illegal passing, exceeding the posted speed limit, erratic or wreck less driving, etc. Courtesy lights can be used to warn the public that you are responding to an emergency incident. By no means does this mean that they are required by law to pull off the side of the road for you, they are simply meant as a signal and if the driver so wishes, they may yield to you to allow you to proceed to the emergency. All personnel who operate a courtesy light shall adhere to the policies enacted in this section and to the Pennsylvania Crimes Code and Vehicle Law Handbook. This light, as defined by the code, shall be visible in a 360-degree view and shall be limited to (2) two lights in one unit. Dash lights cannot be used alone; they must be used in conjunction with a 360-degree visible light. The driver shall not operate more than two courtesy lights. An on/off switch must be used with the light(s) and must be in the cab of the vehicle. The lights shall only be operated during responses to emergencies or while on-scene at one; they shall not be operated for non-emergency response. The guidelines that define emergency and non-emergency responses are listed in the response sections of these guidelines.

OBLIGATION OF THE DEPARTMENT: An annual list of the names of the personnel who operate a courtesy light along with the make, model, color of the vehicle, and license plate number will be submitted to the nearest local Pennsylvania State Police Department station. This list will be on company letterhead and shall be signed by the Chief. A copy of the list shall be kept on file.

OBLIGATION OF THE USER: The users of courtesy lights shall annually provide the information needed to be submitted to the State Police and shall notify the Chief in the event that their vehicle information changes within that year's time.

CONDUCT: No members shall operate a courtesy light in any manner that would jeopardize the professional image and integrity of the department. Moreover, members shall conduct themselves professionally at all times while driving with or without the courtesy light in operation to any departmental incident or activity. They shall also abide by all rules and regulations of the department concerning the use of courtesy lights and also to the Pennsylvania Vehicle Codes.

DISCIPLINE: Failure to comply with this standard shall result in suspension of privileges, revocation of privileges, or disciplinary actions by the department. Also, members are subject to fines, citations, and criminal charges from any police agencies that find them in violation. The department will not defend any person who willingly disregards the law and they shall also be subject to further discipline by the department.

Article VI: Safety and Accountability Guidelines

1. **PURPOSE:** This section of the guidelines is to identify the duties of the Safety Officer, duties of the Accountability Officer, types of accountability checks and their procedures, types of distress signals and their procedures, and general safety rules to follow throughout any incident.
2. **SCOPE:** These guidelines for the Safety and Accountability Officers are to be familiarized by all members in case they are appointed to fill the position at an incident. All members shall also be comfortable with all the evacuation and distress signals in the event they are used. All members shall also be familiar with all of the general safety rules.
3. **DUTIES OF THE SAFETY OFFICER:**
 - 3.1. The safety officer shall be responsible for the overall safety of any incident, training exercise, or drill conducted.
 - 3.2. In the event of his/her absence, the ranking company officer shall appoint a safety officer.
 - 3.3. Shall address any and all safety issues that occur in the station house, drill location, or incident location.
 - 3.4. The safety officer shall oversee the accountability of all the personnel at the incident, training exercise, or drill.
 - 3.5. He/she may choose to appoint an accountability officer depending on the complexity of the incident.
 - 3.6. Shall monitor team locations and progress throughout the incident.
 - 3.7. The safety officer shall have a general knowledge of the operations of all apparatus and tools associated with the task(s).
 - 3.8. Shall assure that all apparatus positioned at the scene be in a manner that is safe
 - 3.9. Shall assure that all vehicle wheel-chocks are in place.
 - 3.10. Shall monitor the incident scene and constantly monitor conditions for change.
 - 3.11. Shall assure that utilities have been controlled to the incident (i.e. electric, gas, water)
 - 3.12. Shall assure that any hazard identified is mitigated
 - 3.13. Shall report any unsafe condition to the Incident Commander (IC).
 - 3.14. Shall monitor the fire load and be alert for possible backdrafts or flashovers.
 - 3.15. Shall monitor the structure involved for integrity and signs of collapse.
 - 3.16. Shall establish a fire line to control the flow of bystanders into unsafe locations.
 - 3.17. Shall coordinate with the EMS at the incident to set-up a rehabilitation area for the personnel working at the incident.
 - 3.18. Shall send all people involved in the incident to rehab after completion of their task(s).
 - 3.19. Shall ensure that all personnel remain hydrated throughout the incident.
 - 3.20. Shall summon assistance from the ladies auxiliary or local food vendors, in the event the incident is over an extended period of time, to provide food to the personnel.
 - 3.21. Shall assure that EMS crews obtain baseline vital signs on all people sent to the rehab area and document any abnormal findings.
 - 3.22. Shall report any injuries or illness of personnel to the incident commander.
 - 3.23. Shall assist in creating an accident form to document any injury or illness.
 - 3.24. If at any time the Safety Officer feels that a condition creates an immediate threat of serious injury or threat to life, he may exercise his right to suspend such action and immediately report to the incident commander to report his actions.
 - 3.25. The safety officer may also exercise his right to override a decision made by an officer or Incident Commander (IC) if he feels that the orders given could create a serious injury

or loss of life. He cannot, however, use this authority if he disagrees with the tactical decision.

3.26. Shall periodically call for an incident PAR (Personal Accountability Report) at which point all personnel working at the incident shall report their status.

3.27. Shall complete a full accountability check in the event of an evacuation order.

3.28. Shall at the completion of the incident, return all accountability tags to personnel.

4. ACCOUNTABILITY SYSTEM:

4.1. Each member shall have two (2) accountability tags with their name on it

4.2. All apparatus shall contain two (2) team tags with the apparatus designation inscribed on it

4.3. The team tags are located in the following locations:

4.3.1. Ladder 51 – officer side visor

4.3.2. Engine 51 – officer side visor

4.3.3. Rescue 151 – walk in above doors

4.3.4. Squad 51 – officer side visor

4.3.5. Utility 51 – officer side visor

4.3.6. Engine 51-2 – officer side visor

4.4. Each officer shall assume the role as the team leader on each piece of apparatus

4.5. Each team leader shall assure that all tags are collected onto the appropriate team tags

4.6. Upon boarding a piece of apparatus, each person shall hand their tags to the officer, who shall affix their accountability tags to the crew tags according to response

4.6.1. **Apparatus operators** – one tag to one team tag, the second tag shall remain with them

4.6.2. **All fire calls except McMurtry Towers** – both tags on both team tags

4.6.3. **All vehicle rescues** – one tag on one team tag

4.6.4. **All other rescue** – one tag on one teams tag, second tag to accountability officer after assignment

4.6.5. **RIT** – One tag on one team tag, second tag to accountability officer after assignment

4.6.6. **McMurtry Towers** – both tags to staging area, then to accountability officer after assignment

4.7. Members responding to an incident in a personal vehicle shall report to the accountability officer

4.8. When assignment is completed, the team shall exit the area and report to the accountability officer

4.9. After checking in with the accountability officer, all members of the crew shall report to the rehab area.

4.10. After rehab is completed, the team shall report to the staging area and check in with the accountability officer

4.11. If the team is re-assigned a task, they shall report it to the accountability officer

4.12. In the event that one of your team members are reassigned, the change shall be reported to the accountability officer

4.13. After completion of the incident, all members must report to the accountability officer for the return of their tags

4.14. No members shall gather any tags other than their own

4.15. In the event that you need to leave the scene of an incident, you must report to the team leader, safety officer, or Incident Commander (IC) then report to the accountability officer for your tags

- 4.16. If requested a PAR accountability check will be initiated, if so all team members must report their PAR status to the Accountability officer
- 4.17. In the event that a crew does not have PAR, it shall be assumed that the missing person(s) are either downed or trapped.
- 4.18. If it suspected that a firefighter is downed or trapped, all personnel shall report to the staging area for an emergency accountability check.
- 4.19. If a person is indeed unaccounted for, rescue operations shall be initiated and RIT team shall be deployed.

5. PAR (Personnel Accountability Report) ACCOUNTABILITY CHECK:

- 5.1. The PAR system is used to account for all personnel. The PAR system is a quick method to expand the range of control of the Safety Officer or Accountability Officer and account for everyone on the scene.
- 5.2. When a PAR check is requested, the Team leaders shall do a check of all their crewmembers ensuring they are accounted for. A confirmation of accountability shall be reported via radio (*i.e. Division 2 attack crew has PAR*)
- 5.3. The frequency of "PAR" is to be determined by the Safety Officer or Incident Commander, but should be no longer than 30 minutes for a complete scene review and more often as needed for interior or remotely located teams.

6. EMERGENCY ACCOUNTABILITY CHECK:

- 6.1. The emergency accountability check is completed when a PAR check reveals someone is unaccounted for, an evacuation order is given, or in the event a "mayday" is transmitted.
- 6.2. An emergency accountability check will be initiated by a radio transmission and a blast of air horns lasting one minute
- 6.3. After the check is initiated, all crews shall report to the staging area for accountability.
- 6.4. No personnel shall leave the staging area unless granted permission by the Safety Officer, Accountability Officer, or Incident Commander.
- 6.5. If personnel are unaccounted for, search efforts shall be initiated and RIT deployed.
- 6.6. The completion of the check will be signified with three short blasts of the air horns and a transmission over the radio. At this point, all duties may be resumed.

7. FULL ACCOUNTABILITY CHECK:

- 7.1. A full accountability check will be used after the completion of the incident and is intended to assure full accountability of all personnel prior to leaving the scene.
- 7.2. After the completion of the incident, all personnel shall report to the staging area where their accountability tags will be issued back to them.
- 7.3. After all personnel are accounted for, the Safety Officer or Accountability Officer shall report a full accountability of all personnel.
- 7.4. If personnel are unaccounted for, search efforts shall be initiated and RIT deployed.
- 7.5. If and only if all personnel are accounted for, command of the incident shall be terminated and all equipment and personnel will return to quarters.

8. GENERAL SAFETY RULES:

- 8.1. Seatbelts are to be worn by all occupants at all times while any apparatus is in motion
- 8.2. At no time shall any member be on the top of any apparatus when it is in the garage bays
- 8.3. A spotter shall be used at all times when backing up unless it is being backed into the apparatus bays

- 8.4. Firefighters are limited to one (1) 4500-PSI cylinder during a structural fire or other emergency requiring its use unless otherwise directed by the Incident Commander (IC) or Safety Officer.
- 8.5. Team leaders shall maintain accountability for their crew and assure that the team stays together.
- 8.6. At the completion of a strenuous work task, members shall report to the rehab area
- 8.7. Members should continually hydrate over the period of the incident avoiding carbonated drinks and products containing caffeine
- 8.8. Members shall replenish their energy during the incident by eating fruits, vegetables, and warm soup in cold weather.

Article VII: Bloodborne Pathogens and Infectious Disease Control

1. **PURPOSE:** The purpose of this exposure control plan is to eliminate or minimize the occupational exposure to blood or certain other body fluids; and to comply with the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, NFPA 1581 and other applicable standards.
2. **SCOPE:** All members shall have and understanding of this guideline, know how to report a possible or confirmed exposure, and report the incident to the Designated Officer (DO). All members who have questions about exposure should refer to this guideline or contact the DO.
3. **DESIGNATED OFFICER:**
 - 3.1. Pursuant to the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act, 59 CFR 13418, the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 names the Department Safety Officer as the designated officer responsible for interaction with medical facilities as required. The designated officer is responsible for the following duties as required by law:
 - 3.2. D.O. is responsible for assuring that all members receive appropriate exposure evaluation and information about the exposure;
 - 3.3. D.O. is the point of contact for receiving reports of possible exposure events from members and from medical facilities that identify that a member was involved in the care of a patient with an airborne or other high-risk communicable disease;
 - 3.4. D.O. must assess available information to determine whether a possible exposure has occurred.
 - 3.5. D.O. must initiate a request for evaluation with the medical facility receiving the patient and communicate directly with the facility and with the member to assure appropriate follow-up;
 - 3.6. D.O. may contact designated health professionals as necessary to obtain expert counsel when information may be insufficient to determine whether exposure has occurred;
 - 3.7. D.O. must communicate the findings received from a medical facility resulting from a request for information and advise the member on appropriate medical follow-up; and
 - 3.8. D.O. must maintain the confidentiality of all information acquired directly or incidentally in the course of fulfilling their responsibility for occupational exposure management.
4. **EXPOSURE DETERMINATION:**
 - 4.1. OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (PPE) (i.e. employees are considered to be exposed even if they wear PPE). This exposure determination is required to list all of the job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. In the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1, all active members, due to the nature of the fire service, have the potential to be exposed to bloodborne and airborne pathogens.
5. **IMPLEMENTATION SCHEDULE AND METHODOLOGY:**
 - 5.1. OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard.

5.2. **Compliance Methods-** Body substance isolation precautions will be observed by all members of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Work practice controls will be utilized to eliminate or minimize exposure to members of the George G. McMurtry Volunteer Fire Department, Vandergrift No. #1. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

Hand washing facilities are available at the fire station to members who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure; however, due to the nature of the fire service, this is not always possible. As an alternative, waterless hand cleaner and antiseptic towelettes have been placed in all of the first aid kits on the apparatus. Hand washing should be done immediately upon returning to the fire station. Hand washing shall be done after each emergency incident, after cleaning protective clothing or equipment, and before and after handling clean or contaminated equipment. Hand washing shall be accomplished with soap and water by lathering the skin vigorously for at least 10 seconds followed by a thorough rinsing.

5.3. **Contaminated Equipment-** Any reusable equipment such as backboards, cervical collars, blood pressure cuffs, etc., which have become contaminated with blood or other potentially infectious materials shall be decontaminated prior to being re-placed on the apparatus. If the equipment cannot be decontaminated immediately, it shall be marked contaminated equipment cabinet and placed out of service until it can be decontaminated. Any reusable equipment that cannot be fully decontaminated shall be discarded in an approved manner.

Any disposable equipment such as bandages, airways, oxygen delivery devices, etc., which have become contaminated with blood or other potentially infectious materials shall be placed in a red bag at the emergency scene and disposed of in the responding ambulance as per their current policy.

6. **PERSONAL PROTECTIVE EQUIPMENT:**

6.1. **PPE Provision-** Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials (see Appendix A). The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration or time which the protective equipment will be used. Latex gloves, goggles, face shields and gowns will be stored in all of the first aid kits on the apparatus. Additionally, firefighters turnout gear can also serve as protective equipment when worn in conjunction with gloves and face shields. When it can be reasonably anticipated that sharp or rough surfaces will be encountered, firefighting or work gloves shall be worn over latex gloves.

6.2. **PPE Cleaning, Laundering and Disposal-** To avoid the possibility of spreading infectious diseases, all personal protective equipment will be cleaned, laundered and/or disposed of by the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1. The Department will also do all repairs and replacements. All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the emergency incident and returned to the fire station.

When PPE is removed, it shall be placed in a red bag and placed in the responding ambulance for disposal. If the contaminated PPE is reusable, such as turnout gear, it shall be red bagged and returned to the fire station for proper decontamination.

- 6.3. **Gloves-** Gloves shall be worn where it is reasonably anticipated that there will be hand contact with blood, other potentially infectious materials, non-intact skin, mucous membranes or when handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Gloves shall also be replaced prior to attending to another patient.

Heavy-duty disposable gloves shall be worn while cleaning and disinfecting contaminated equipment. These gloves are more resistant to abrasions, cuts, snags, and punctures.

- 6.4. **Eye, Face, and Respiratory Protection-** Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. It is also required that a respiratory mask be worn for the duration of contact with any patient who may be potentially infected with tuberculosis.

- 6.5. **Additional Protection-** Additional protective clothing such as gowns or turnout gear shall be worn in instances when gross contamination may be anticipated. This is done to protect the firefighters personal garments from exposure to blood or other potentially infectious materials.

- 6.6. **Housekeeping-** Decontamination of reusable supplies and equipment shall be accomplished by utilizing a hypochlorite solution (10% bleach in water) or other approved EPA registered germicide.

- 6.7. **Laundry Procedures-** Personal garments or turnout gear that has become contaminated with blood or other potentially infectious materials shall be handled as little as possible. Such garments or gear shall be placed in a red bag and marked with the owners name and shall be left at the fire station for proper decontamination or disposal. The contaminated garments shall be sent out for laundering at the expense of the department.

7. VACCINES AND POST-EXPOSURE EVALUATIONS:

- 7.1. **General-** The George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 shall make available a post-exposure follow-up to members who have had an exposure incident. They also shall ensure that all medical evaluations and procedures including post-exposure follow-up are:

- 7.1.1. Made available at no cost to the member;
- 7.1.2. Made available to the member at a reasonable time and place;
- 7.1.3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- 7.1.4. Provided according to the recommendations of the US Public Health Service.
- 7.1.5. An accredited laboratory, at no cost to the member, shall conduct all laboratory tests.

8. POST EXPOSURE EVALUATION AND FOLLOW-UP:

- 8.1. Post Exposure Evaluation and Follow-up- All exposure incidents shall be reported, investigated and documented. When the employee incurs an exposure incident, it shall be reported to the officer in charge of the incident at which the exposure occurred who shall fill out and exposure report form and forward it immediately to the designated officer.
- 8.2. Following a report of an exposure incident, the exposed member shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:
 - 8.2.1. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
 - 8.2.2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by law;
 - 8.2.3. If a bloodborne pathogen exposure is suspected, the source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, it shall establish and document that legally required consent cannot be obtained. When law does not require the source individual's consent, the source individual's blood, if available, shall be tested and the results documented;
 - 8.2.4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - 8.2.5. Results of the source individual's testing shall be made available to the exposed member, and the member shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- 8.3. Collection and testing of blood for HBV or HIV serological status will comply with the following:
 - 8.3.1. The exposed member's blood shall be collected as soon as feasible and tested after consent is obtained; and
 - 8.3.2. The member will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the member to decide if the blood should be tested for HIV serological status.
- 8.4. All members who incur an exposure incident will be offered post-exposure and follow-up in accordance with the OSHA standard.

9. INFORMATION PROVIDED TO THE HEALTHCARE PROFESSIONAL:

- 9.1. The George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 shall ensure that the healthcare professional responsible for the member's post-exposure follow-up has or is provided with the following:
 - 9.1.1. **A copy of 29 CFR 1910.1030-** The written incident exposure form (See Appendix B); results of the source individual's blood testing, if available; and all medical records required by this standard including vaccination status.
 - 9.1.2. **Healthcare Professional's Written Opinion-** The George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 shall obtain and provide the exposed member with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation. The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

- 9.1.2.1. A statement that the member has been informed of the results of the evaluation; and
- 9.1.2.2. A statement that the member has been told about any medical conditions resulting from exposure to blood or any potentially infectious materials which require further evaluation or treatment.
- 9.1.2.3. Note: All other findings or diagnosis must remain confidential and shall not be included in the written report.

10. INFORMATION AND TRAINING:

- 10.1. The George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 shall ensure that training is provided at the time of acceptance into the department, and that it shall be repeated within one year of the previous training.
- 10.2. The training shall cover the following:
 - 10.2.1. A copy of the standard and an explanation of its contents
 - 10.2.2. A discussion of the epidemiology and symptoms of bloodborne diseases
 - 10.2.3. An explanation of the modes of transmission of bloodborne pathogens
 - 10.2.4. An explanation of the Departments Bloodborne Pathogens Exposure Control Plan, and a method for obtaining a copy
 - 10.2.5. The recognition of tasks that may involve exposure
 - 10.2.6. An explanation of the use and limitations of methods to reduce exposure
 - 10.2.7. Information on the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment
 - 10.2.8. An explanation of the basis of selection of PPE
 - 10.2.9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
 - 10.2.10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
 - 10.2.11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
 - 10.2.12. Information on the evaluation and follow-up required after a member exposure incident.

11. RECORDKEEPING:

- 11.1. **Medical Records-** The George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 will be responsible for maintaining medical records as indicated below. These records will be locked in the records room in the fire station. Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of membership plus thirty (30) years. The records shall include the following:
 - 11.1.1. The name and social security number of the member;
 - 11.1.2. A copy of all results of examinations, medical testing, and follow-up procedures
 - 11.1.3. A copy of the information provided to the healthcare professional, including a copy of the exposure report form.
- 11.2. **Training Records-** The George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 is responsible for maintaining the following training records. These records will be kept in the training file in a separate file for bloodborne pathogens training. Training records shall be maintained for three (3) years from the date of the training. The following information shall be documented:
 - 11.2.1. The dates of the training sessions;

- 11.2.2. An outline describing the material presented;
- 11.2.3. The names and qualifications of persons conducting the training; and
- 11.2.4. The names of all persons attending the training sessions.

11.3. **Availability-** All records shall be made available to the member in accordance with 29 CFR 1910.20. All member records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

11.4. **Evaluation and Review-** The members of George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 and it's elected officers are responsible for reviewing this plan and its effectiveness annually, and for updating it as necessary.

11.5. **Dates-** The George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 will implement all provisions required by this standard immediately following the acceptance.

Appendix A

Examples of Recommended Personal Protection for Protection Against HIV and HBV Transmission in Prehospital Setting

Task or Activity	Disposable Gloves	Gown	Mask	Protective Eyewear
Bleeding Control with spurting blood.	YES	YES	YES	YES
Bleeding control with minimal bleeding.	YES	NO	NO	NO
Emergency childbirth	YES	YES	YES	YES
Oral/Nasal suctioning, manually clearing airway.	YES	NO	YES	YES
Handling and cleaning of contaminated equipment.	YES	NO	NO	NO
Measuring blood pressure	NO	NO	NO	NO

Appendix B
George G. McMurtry Volunteer Fire Department, Vandergrift No #1
INFECTIOUS EXPOSURE FORM

Date: _____

Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Social Security # _____ FD Incident # _____

Date/Time of Exposure: _____

Patient transported by: _____ Transported to: _____

Suspected or Confirmed Disease: _____

TYPE OF PPE USED

____ Gloves ____ Mask ____ Gown ____ Goggles

TYPE OF FLUID EXPOSED TO

____ Blood ____ Urine ____ Sputum ____ Sweat
____ Saliva ____ Vomitus ____ Feces ____

ROUTE OF EXPOSURE

____ Open wound ____ Respiratory ____ Needle Stick ____ Mucous membrane

Did you seek medical attention? _____ Where? _____

How did exposure occur? _____

Exposure reported to: _____ Date: _____

Member's Signature: _____ Date: _____

Safety committee report

Medical facility notified? _____ Date: _____ By whom? _____

Name of Facility: _____

Address of Facility: _____

Name of Person Contacted: _____ Phone # _____

Confirmed Exposure? _____ To: _____

Member Notified? _____ Date: _____

Member's Signature: _____ Date: _____

MEDICAL FOLLOW-UP ACTION:

REMARKS:

Designated Officer's Signature: _____ Date: _____

Article VIII: IDLH Atmospheres and Two-in, Two-out

1. **PURPOSE:** This guideline will outline the procedures for the George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 to attempt to comply with NFPA, OSHA, and NIOSH regulations concerning IDLH atmospheres and the Two-in, Two-out rule. Responders should maintain the safety of themselves and their crew as a priority. The safety of all patients and bystanders will be the second priority. Examples of IDLH atmospheres are: fires, smoky conditions, hazardous gas atmospheres, or chemical exposures. These conditions may not be present, but must be treated as such if it is unknown.
2. **SCOPE:** These guidelines are to be used as a reference to identify IDLH atmospheres and practice the Two-in, Two-out rule. All members shall be able to identify an IDLH atmosphere and properly protect themselves and their crew against them. Therefore, in accordance with the laws of the NFPA, NIOSH, and OSHA; the two-in, two-out rule must be adhered to anytime an IDLH condition exists.
3. **DEFINITIONS:**
 - 3.1. IDLH: Immediate Danger to Life or Health
 - 3.2. NIOSH definition: "that poses a threat of exposure to airborne contaminants when that exposure is likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment."
 - 3.3. OSHA definition: " an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere."
4. **TWO-IN, TWO-OUT RULE**
 - 4.1. The two-in two-out rule mandates that firefighters never go into an IDLH incident alone. There should always be at least two firefighters together when they enter a location and one of them cannot come out of the situation or building unless both do.
 - 4.2. It also requires that interior structural fire fighting procedures provide for at least two fire fighters outside the structure to initiate a rescue in the event the interior personnel need assistance.
 - 4.3. The two fire fighters inside the structure must have direct visual or voice contact between each other and direct, voice or radio contact with fire fighters outside the structure.
 - 4.4. The law will be interpreted that the Incident Commander (IC) provides adequate rescue personnel for the interior crew(s) by providing, at a minimum, a team of two ready rescuers.
 - 4.5. RIT teams and outside agencies may fill this role at the discretion of the Incident Commander (IC).

Article IX: Missing or downed firefighters

1. **PURPOSE:** The following guidelines are used in the event an accountability check reveals a missing or presumed downed firefighter. It shall also cover a report of a missing or downed firefighter. This guideline shall outline the duties of personnel and how to mitigate the emergency.
2. **SCOPE:** This guideline should be familiar to all members of the department and should be referenced in the case of a missing or downed firefighter.
3. **GENERAL:**
 - 3.1. In the event that an accountability check finds a person unaccounted for or in the event that any officer or firefighter suspects that a firefighter is missing they must:
 - 3.1.1. Notify any Officer or the Incident Commander (IC) immediately
 - 3.1.2. Transmit an “Urgent Message” or “Priority Message” to said person at which time radio silence shall be issued.
 - 3.2. The Incident Commander should then determine:
 - 3.2.1. If personnel are missing:
 - 3.2.1.1. Number of personnel missing
 - 3.2.1.2. Who is missing?
 - 3.2.1.3. Their last known location
 - 3.2.1.4. What task they were performing
 - 3.2.1.5. How long they have been missing or last time they were heard from
 - 3.2.2. If personnel are down:
 - 3.2.2.1. Number of personnel down
 - 3.2.2.2. What personnel are down?
 - 3.2.2.3. Where they are located
 - 3.2.2.4. The reason they are down (i.e. collapse, explosion, medical condition)
 - 3.2.2.5. Are crewmembers together or separated?
 - 3.2.2.6. What equipment is needed for rescue?
 - 3.3. The Incident Commander (IC) shall assume missing personnel are inside the building until they are accounted for.
 - 3.4. An emergency accountability check shall be performed.
 - 3.5. The RIT team shall be briefed and deployed if necessary.
 - 3.6. The Incident Commander (IC) will restructure his strategy and action plan(s)
 - 3.7. The Incident Commander (IC) shall request additional resources if needed.
 - 3.8. A patient retrieval sector shall be established to give the RIT team a corridor free of non-essential personnel, bystanders, and the media.
 - 3.9. EMS crews shall be summoned to the patient retrieval sector.
 - 3.10. Crewmembers must maintain strict self-discipline and integrity by following orders.
 - 3.11. Officers must exercise and close supervision of their crewmembers
 - 3.12. If necessary, crews will be evacuated from the scene leaving another department to complete the incident.
 - 3.13. The Incident Commander (IC) must not let fire attack falter in order to aid and support the rescue operations.

Article X: Evacuation and Distress Signals

1. **PURPOSE:** This guideline outlines the steps to follow in the event an evacuation from a structure is sounded. An evacuation signal shall be sounded in the event of an emergency. Reasons for activating the evacuation signal can include: collapse, suspected collapse, explosion, deteriorating conditions, heavy fire load, weakening of floors or walls, suspected flashover or backdraft, unaccounted persons, loss of water, or any other condition that could jeopardize the interior crews safety. The details of this guideline also outline the procedures for initiating a distress signal in the event that interior personnel need to make an urgent message or report a mayday. Remember that a urgent message or mayday transmission may only get announced one time, all radio transmissions should be monitored closely.
2. **SCOPE:** All members should be familiar with the procedures for evacuation in the event it is sounded. All personnel should also know the transmissions for “Urgent or Priority messages” and “Mayday messages” and know what to say in the event that they discover or become a distressed firefighter.
3. **EVACUATION SIGNALS AND GUIDELINES:**
 - 3.1. The Incident Commander (IC) or Safety Officer may order an evacuation of the building.
 - 3.1.1. One (1) steady long blast of the air horns will signal the evacuation.
 - 3.2. In the event an evacuation signal is sounded, all personnel working in, on, or nearby the fire buildings must immediately gather their equipment, evacuate the area quickly and safely, and report to the designated staging area for an emergency accountability check.
 - 3.3. All other personnel must stop their task(s) and report to the staging area for an emergency accountability. In the event you become trapped, transmit a distress signal.
 - 3.4. Once an accountability check has been completed only the IC and the Safety officer can order units return to the building. Should they deem the building be unsuitable for offensive operations, orders will be given to start defensive operations.
4. **MAYDAY TRANSMISSIONS:**
 - 4.1. In the event a member were to become trapped, run low on supplied breathing air, disoriented, lost, have a sudden medical condition, or other event that would inhibit their means of exiting a fire building, they shall transmit a distress signal by following the guidelines below:
 - 4.1.1. Activate the panic button on their portable radio
 - 4.1.2. Transmit the word “Mayday” three times followed by name and reason for distress
 - 4.1.3. Transmit their location or their last known location
 - 4.1.4. Go to a nearby window or doorway if possible
 - 4.1.5. Activate P.A.S.S. alarm
 - 4.1.6. Listen for help and call out/ pound on walls or floors
 - 4.2. Should a distress signal be transmitted, the IC shall activate request a full accountability check of all personnel working at the incident.
 - 4.3. While the accountability check is being performed, the IC shall activate the Rapid Intervention Team to search, locate, and extricate the distressed firefighter(s).
 - 4.4. After the accountability check is completed, the IC may deploy additional resources to assist the RIT team.
 - 4.5. Efforts to locate missing emergency personnel will be given **FIRST PRIORITY**, however, fire attack cannot falter.

4.6. Should the building become too dangerous for RIT and fire attack to remain, the IC shall initiate an evacuation order.

5. URGENT OR PRIORITY MESSAGES:

5.1. In the event that personnel come across a distressed firefighter, they should follow these guidelines:

- 5.1.1. Activate the panic button on their portable radio
- 5.1.2. Transmit the word “Urgent Message” or “Priority Message” three times
- 5.1.3. Await confirmation of the message receipt from the Incident Commander
- 5.1.4. Transmit your name, location, and what you have found
- 5.1.5. Give any other information valuable to the ensuing rescue efforts (means of entrapment, equipment needed, etc.)
- 5.1.6. Remain with the victim and initiate rescue efforts if possible

6. EXAMPLES:

An example of a transmission that would be made in an emergency:

“MAYDAY, MAYDAY, MAYDAY!!! This is Firefighter Jones, I am trapped on the second floor of the building in the Charlie-Delta corner bedroom, the ceiling collapsed and I am unable to get out!”

An example of a transmission that would be made in the event you find a downed firefighter:

“COMMAND FROM DIVISION TWO, URGENT MESSAGE, URGENT MESSAGE, URGENT MESSAGE!!!”

Wait for acknowledgment...

“This is firefighter Jones, I have just found a downed firefighter at the top of the stairs on division 2. The firefighter is unresponsive and not trapped, we are attempting to rescue him, please send additional help”

Article XI: Response to Structural Fires (Station 51 coverage area)

1. **PURPOSE:** This article is designed to guide personnel on responses to structural fire incidents. The following breakdowns denote minimum PPE requirements and basic tactical responsibilities of the responding crews. All structural fire incidents will be categorized as an Immediate Danger to Life or Health (IDLH) until otherwise downgraded. Therefore all members should initially protect themselves with the highest level of protection.
2. **SCOPE:** These guidelines shall apply to all members responding to all structural fire incidents in our primary coverage area with the exception of the Driver/operator.
3. **DEFINITION:** A Structural fire incident involves any fire or threat of fire in or endangering a structure. These incidents shall include but may not be limited to: house fires, building fires, fires endangering a structure, fire alarms, smoke detector activations, odor of burning in a residence, or odor of natural gas in a residence.
4. **INCIDENT RESPONSE:** **EMERGENCY**
 - 4.1. ***In Vandergrift, Station 51 coverage areas***
 - 4.1.1. Utility 51
 - 4.1.2. Ladder 51
 - 4.1.3. Engine 51
 - 4.1.4. Rescue 151
 - 4.1.5. Squad 51
 - 4.2. ***In East Vandergrift***
 - 4.2.1. Utility 51
 - 4.2.2. Engine 51
 - 4.2.3. Ladder 51 (stage at Chambers street at the bottom of the lane)
 - 4.2.4. Rescue 151
 - 4.2.5. Squad 51
5. **PPE REQUIREMENTS:** **Full firefighting turnout gear, gloves, helmet, and SCBA**
6. **GENERAL:** The primary goals in handling structural fires are to protect both life and property. It shall be the responsibility of the Incident Commander (IC) to size-up the emergency and determine if a life hazard (i.e. entrapment) exists. The IC shall then develop a plan to mitigate the emergency. The plan should be passed along to the responders and crews formed to perform various tasks associated. If there is a life hazard, the IC shall order the first arriving crews to mitigate the hazard. If there is no life hazard, the IC shall direct crews to initiate a fire attack and protect nearby exposures. The crew shall then deploy the appropriate attack line(s) and advance on the fire. Additional personnel may be deployed to assist with these tasks or handle others tasks such as: utility control, ventilation, laddering the building, salvage, and overhaul. Crews should be ready to handle all of these situations upon arrival of the scene and shall have the equipment ready to support their actions. Protective equipment must be worn at all times during the incident unless otherwise directed by the IC or the Safety Officer. Any member working near the fire, in a smoked area, or inside of a fire building shall be protected with the use of an SCBA, *no exceptions*. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.

7. CREW RESPONSIBILITIES:

7.1. Officer:

- 7.1.1. Obtain orders from the Incident Commander (IC) on approach
- 7.1.2. Start generator and scene lighting on approach if applicable
- 7.1.3. Don SCBA and prepare to follow given orders
- 7.1.4. Have a working portable radio

7.2. Hydrant Person:

- 7.2.1. Exit the truck with portable radio (No SCBA required)
- 7.2.2. Grab hydrant connection and webbing
- 7.2.3. Throw webbing over hydrant
- 7.2.4. Order Driver to proceed to lay line
- 7.2.5. Hook up hydrant and inform Operator that you are ready to supply water
- 7.2.6. If ordered, open the hydrant slowly and completely
- 7.2.7. Await relief or further orders

7.3. Attack Crew (Jumpseats):

- 7.3.1. Each member shall carry the following:
 - 7.3.1.1. SCBA with facepiece
 - 7.3.1.2. Hand light
 - 7.3.1.3. A fire tool (Irons, pike pole, axe, etc.)
 - 7.3.1.4. Portable Radio
- 7.3.2. Be prepared to:
 - 7.3.2.1. Initiate a rescue in the event a life safety hazard exists
 - 7.3.2.2. Stretch an attack line to the fire building and prepare for use
 - 7.3.2.3. Ladder the building
 - 7.3.2.4. Perform horizontal and/or vertical ventilation
 - 7.3.2.5. Follow out the orders of the officer

Article XII: Response to Structural Fires (Station 50 coverage area)

8. **PURPOSE:** This article is designed to guide personnel on responses to structural fire incidents in Station 50's coverage area. The following breakdowns denote minimum PPE requirements and basic tactical responsibilities of the responding crews. All structural fire incidents will be categorized as an Immediate Danger to Life or Health (IDLH) until otherwise downgraded. Therefore all members should initially protect themselves with the highest level of protection.
9. **SCOPE:** These guidelines shall apply to all members responding to all structural fire incidents with the exception of the Driver/operator.
10. **DEFINITION:** A Structural fire incident involves any fire or threat of fire in or endangering a structure. These incidents shall include but may not be limited to: house fires, building fires, fires endangering a structure, fire alarms, smoke detector activations, odor of burning in a residence, or odor of natural gas in a residence.
11. **INCIDENT RESPONSE: EMERGENCY**
 - 11.1. ***In Station 50's coverage area***
 - 11.1.1. Utility 51 (to the scene)
 - 11.1.2. Engine 51 (to designated staging area)
 - 11.1.3. Ladder 51 (stage at station 51)
 - 11.1.4. Rescue 151 (Stage at station 51)
 - 11.1.5. Squad 51 (Stage at Station 51)
 - 11.2. ***Utility 51 shall report directly to the scene***
 - 11.3. ***ALL units responding shall report to the designated staging area unless otherwise ordered.***
 - 11.4. ***Staging areas:***
 - 11.4.1. Magistrate McCutcheon's officer (Walnut at Hancock)
 - 11.4.2. Entrance to Upper or Lower West Vandergrift (off the by pass)
12. **PPE REQUIREMENTS: Full firefighting turnout gear, gloves, helmet, and SCBA**
13. **GENERAL:** The primary goals in assisting station 50 to a reported structure fire is to report to the designated staging area and await further orders from the Incident Commander (IC) or the officer in Utility 51. The only deviation from this rule is if no units from station 50 have reported enroute. If this were to occur, the responding units shall report directly to the scene. Personnel shall obey the orders of the IC or the company officer. Protective equipment must be worn at all times during the incident unless otherwise directed by the IC or the Safety Officer. Any member working near the fire, in a smoked area, or inside of a fire building shall be protected with the use of an SCBA, *no exceptions*. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.
14. **CREW RESPONSIBILITIES:**
 - 14.1. **Officer:**
 - 14.1.1. Obtain orders from the Incident Commander (IC) on approach
 - 14.1.2. Start generator and scene lighting on approach if applicable

14.1.3. Don SCBA and prepare to follow given orders

14.1.4. Have a working portable radio

14.2. Hydrant Person:

14.2.1. Exit the truck with portable radio (No SCBA required)

14.2.2. Grab hydrant connection and webbing

14.2.3. Throw webbing over hydrant

14.2.4. Order Driver to proceed to lay line

14.2.5. Hook up hydrant and inform Operator that you are ready to supply water

14.2.6. If ordered, open the hydrant slowly and completely

14.2.7. Await relief or further orders

14.3. Attack Crew (Jumpseats):

14.3.1. Each member shall carry the following:

14.3.1.1. SCBA with facepiece

14.3.1.2. Hand light

14.3.1.3. A fire tool (Irons, pike pole, axe, etc.)

14.3.1.4. Portable Radio

14.3.2. Be prepared to:

14.3.2.1. Initiate a rescue in the event a life safety hazard exists

14.3.2.2. Stretch an attack line to the fire building and prepare for use

14.3.2.3. Ladder the building

14.3.2.4. Perform horizontal and/or vertical ventilation

14.3.2.5. Follow out the orders of the officer

Article XIII: 24-hour Dual Alarm Response, Vandergrift Borough

1. **PURPOSE:** This article is designed to guide personnel when responding to a dual alarm incident in the borough of Vandergrift. This policy was enacted January 1, 2001 by both departments of the borough of Vandergrift in an attempt to alleviate confusion on incidents.
2. **SCOPE:** These guidelines shall apply to all personnel responding to any of the dual alarm responses in the Borough of Vandergrift 24 hours a day. The incident types are listed below.
3. **DEFINITION:** The following incidents are included in the 24-hour dual alarm response:
 - 3.1. Structure fires
 - 3.2. Brush Fires
 - 3.3. Vehicle Fires
 - 3.4. Chimney Fires
 - 3.5. Automatic Fire Alarms
 - 3.6. Smoke Investigations
 - 3.7. Hazardous Materials Incidents
 - 3.8. Train Derailments
4. **INCIDENT RESPONSE:** **EMERGENCY**
 - 4.1. Vehicle Staging orders:
 - 4.2. Utility 51 to the scene
 - 4.3. Engine 51 to staging area
 - 4.4. All other 51 units stage at station 51
5. **PPE REQUIREMENTS:** *Specific to the guidelines for the incident type.*
6. **GENERAL:** The company officer in Utility 51 shall report directly to the Incident Commander and have a face-to-face in order to minimize radio traffic. Utility 51 shall be parked out of the way of other responding units. When the responding units reach the designated staging area, they shall report on scene at staging. Example: "Engine 51 on scene at staging". These are all automatic responses. Await further orders from the company officer or the IC. This guideline does not apply to any structure fire pre plan that exists and requires a different automatic response. I.E. McMurtry Towers, Vandergrift Elementary, Casino Theater, St. Gertrude's, and Station 50.

Article XIV: Response to Vehicle Fires

1. **PURPOSE:** This article is designed to guide personnel to handle responses to vehicle fire incidents. The following breakdowns denote minimum PPE requirements and basic tactical responsibilities of the responding crews. All vehicle fire incidents will be categorized as an Immediate Danger to Life or Health (IDLH) until otherwise downgraded. Therefore all members should initially protect themselves with the highest level of protection.
2. **SCOPE:** These guidelines shall apply to all members responding to all vehicle fire incidents with the exception of the Driver/operator.
3. **DEFINITION:** A vehicle fire incident involves any fire or threat of fire to a vehicle. A vehicle is defined as a car, pick-up truck, van, cargo truck, tractor-trailer, bus, RV, or other motorized vehicle.
4. **INCIDENT RESPONSE:** **EMERGENCY**
 - 4.1. Utility 51
 - 4.2. Engine 51
 - 4.3. Rescue 151
 - 4.4. Squad 51
5. **PPE REQUIREMENTS:** **Full firefighting turnout gear, gloves, helmet, and SCBA**
6. **GENERAL:** The primary goal with vehicle fires is to protect both life and property. It shall be the responsibility of the Incident Commander (IC) to size-up the emergency and determine if a life hazard (i.e. entrapment) exists. The IC shall then develop a plan to mitigate the emergency. The plan should be passed along to the responders and crews formed to perform various tasks associated. If there is a life hazard, the IC shall order the first arriving crews to mitigate the hazard. If there is no life hazard, the IC shall direct crews to initiate a fire attack and protect nearby exposures. The crew shall then deploy the appropriate attack line(s) and advance on the fire. Additional personnel may be deployed to assist with these tasks or handle others tasks such as: hazard control, salvage, and overhaul. Crews should be ready to handle all of these situations upon arrival of the scene and shall have the equipment ready to support their actions. Protective equipment must be worn at all times during the incident unless otherwise directed by the IC or the Safety Officer. Any member working near the fire or in a smoked area shall be protected with the use of an SCBA, no exceptions. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.
7. **CREW RESPONSIBILITIES:**
 - 7.1. Officer:**
 - 7.1.1. Obtain orders from the Incident Commander (IC) on approach
 - 7.1.2. Start generator and scene lighting on approach if applicable
 - 7.1.3. Don SCBA and prepare to follow given orders
 - 7.1.4. Have a working portable radio
 - 7.2. Hydrant Person (only if requested to lay supply line)**
 - 7.2.1. Exit the truck with portable radio (No SCBA required)

- 7.2.2. Grab hydrant connection and webbing
- 7.2.3. Throw webbing over hydrant
- 7.2.4. Order Driver to proceed to lay line
- 7.2.5. Hook up hydrant and inform Operator that you are ready to supply water
- 7.2.6. If ordered, open the hydrant slowly and completely
- 7.2.7. Await relief or further orders

7.3. Attack Crew (Jumpseats):

- 7.3.1. Each member shall carry the following:
 - 7.3.1.1. SCBA with facepiece
 - 7.3.1.2. Hand light
 - 7.3.1.3. A fire tool (Irons, pike pole, axe, etc.)
 - 7.3.1.4. Portable Radio
- 7.3.2. Be prepared to:
 - 7.3.2.1. Initiate a rescue in the event a life safety hazard exists
 - 7.3.2.2. Stretch an attack line to the fire and prepare for use
 - 7.3.2.3. Follow out the orders of the officer

Article XV: Response to Trash or Rubbish Fires

1. **PURPOSE:** This article is designed to guide personnel to handle responses to trash or rubbish fire incidents. The following breakdowns denote minimum PPE requirements and basic tactical responsibilities of the responding crews. Due to the unknown components of the fire, all trash fire incidents will be categorized as an Immediate Danger to Life or Health (IDLH) until otherwise downgraded. Therefore all members should initially protect themselves with the highest level of protection.
2. **SCOPE:** These guidelines shall apply to all members responding to all vehicle fire incidents with the exception of the Driver/operator.
3. **DEFINITION:** A trash or rubbish fire is defined as any incident involving trash or rubbish that is free burning. Examples include but are not limited to Dumpsters, trash bins, trash heaps, salvage piles, trash dumps, and yard boxes
4. **INCIDENT RESPONSE:** **EMERGENCY**
 - 4.1. Utility 51
 - 4.2. Engine 51
 - 4.3. Rescue 151
 - 4.4. Squad 51
5. **PPE REQUIRMENTS:** **Full firefighting turnout gear, gloves, helmet, and SCBA**
6. **GENERAL:** The primary goal with trash or rubbish fires is to protect both life and property. It shall be the responsibility of the Incident Commander (IC) to size-up the emergency and determine if a life hazard (i.e. entrapment) exists. The IC shall then develop a plan to mitigate the emergency. The plan should be passed along to the responders and crews formed to perform various tasks associated. If there is a life hazard, the IC shall order the first arriving crews to mitigate the hazard. If there is no life hazard, the IC shall direct crews to initiate a fire attack and protect nearby exposures. The crew shall then deploy the appropriate attack line(s) and advance on the fire. Additional personnel may be deployed to assist with these tasks or handle others tasks such as: hazard control, salvage, and overhaul. Crews should be ready to handle all of these situations upon arrival of the scene and shall have the equipment ready to support their actions. Protective equipment must be worn at all times during the incident unless otherwise directed by the IC or the Safety Officer. Any member working near the fire or in a smoked area shall be protected with the use of an SCBA, no exceptions. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.
7. **CREW RESPONSIBILITIES:**
 - 7.1. **Officer:**
 - 7.1.1. Obtain orders from the Incident Commander (IC) on approach
 - 7.1.2. Start generator and scene lighting on approach if applicable
 - 7.1.3. Don SCBA and prepare to follow given orders
 - 7.1.4. Have a working portable radio

7.2. Hydrant Person (only if requested to lay supply line)

- 7.2.1. Exit the truck with portable radio (No SCBA required)
- 7.2.2. Grab hydrant connection and webbing
- 7.2.3. Throw webbing over hydrant
- 7.2.4. Order Driver to proceed to lay line
- 7.2.5. Hook up hydrant and inform Operator that you are ready to supply water
- 7.2.6. If ordered, open the hydrant slowly and completely
- 7.2.7. Await relief or further orders

7.3. Attack Crew (Jumpseats):

- 7.3.1. Each member shall carry the following:
 - 7.3.1.1. SCBA with facepiece
 - 7.3.1.2. Hand light
 - 7.3.1.3. A fire tool (Irons, pike pole, axe, etc.)
 - 7.3.1.4. Portable Radio
- 7.3.2. Be prepared to:
 - 7.3.2.1. Initiate a rescue in the event a life safety hazard exists
 - 7.3.2.2. Stretch an attack line to the fire and prepare for use
 - 7.3.2.3. Follow out the orders of the officer

Article XVI: Response to Brush or Miscellaneous Fires

1. **PURPOSE:** This article is designed to guide personnel to handle responses to brush or miscellaneous fire incidents. The following breakdowns denote minimum PPE requirements and basic tactical responsibilities of the responding crews. Protection should be adequate, however, no SCBA is required provided that you remain clear of the smoke conditions.
2. **SCOPE:** These guidelines shall apply to all members responding to all brush or miscellaneous fire incidents with the exception of the Driver/operator.
3. **DEFINITION:** A brush or miscellaneous fire is defined as any incident involving brush or foliage that is free burning. Examples include but are not limited to leave piles, grass fires, woods fires, brush fires, and forest fires.
4. **INCIDENT RESPONSE:** **EMERGENCY**
 - 4.1. Utility 51
 - 4.2. Engine 51
 - 4.3. Rescue 151
 - 4.4. Squad 51
5. **PPE REQUIREMENTS:** *Fire retardant pants, long sleeved shirt, helmet, gloves, steel toed boots, and eye protection*
6. **GENERAL:** The primary goal with brush or miscellaneous fires is to protect both life and property. It shall be the responsibility of the Incident Commander (IC) to size-up the scene and determine if there are any life hazards. The IC shall then develop a plan to mitigate the emergency. The plan should be passed along to the responders and crews formed to perform various tasks associated. If there is a life hazard, the IC shall order the first arriving crews to mitigate the hazard. If there is no life hazard, the IC shall direct crews to initiate a fire attack and protect nearby exposures. The crew shall then deploy the appropriate attack line(s) and advance on the fire. Additional personnel may be deployed to assist with these tasks or handle others tasks such as: creating fire breaks, salvage, containment, and overhaul. Crews should be ready to handle all of these situations upon arrival of the scene and shall have the equipment ready to support their actions. Protective equipment must be worn at all times during the incident unless otherwise directed by the IC or the Safety Officer. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.
7. **CREW RESPONSIBILITIES:**
 - 7.1. Officer:**
 - 7.1.1. Obtain orders from the Incident Commander (IC) on approach
 - 7.1.2. Start generator and scene lighting on approach if applicable
 - 7.1.3. Have a working portable radio
 - 7.2. Hydrant Person (only if requested to lay supply line)**
 - 7.2.1. Exit the truck with portable radio (No SCBA required)
 - 7.2.2. Grab hydrant connection and webbing
 - 7.2.3. Throw webbing over hydrant
 - 7.2.4. Order Driver to proceed to lay line

- 7.2.5. Hook up hydrant and inform Operator that you are ready to supply water
- 7.2.6. If ordered, open the hydrant slowly and completely
- 7.2.7. Await relief or further orders

7.3. Attack Crew (Jumpseats):

- 7.3.1. Each member shall carry the following:
 - 7.3.1.1. Hand light
 - 7.3.1.2. Brush fire equipment (Rakes, swatters, shovels, saws, etc.)
 - 7.3.1.3. Portable Radio
- 7.3.2. Be prepared to:
 - 7.3.2.1. Initiate a rescue in the event a life safety hazard exists
 - 7.3.2.2. Stretch an attack line to the fire and prepare for use
 - 7.3.2.3. Create fire breaks to reduce the chance of spreading
 - 7.3.2.4. Protect exposures
 - 7.3.2.5. Follow out the orders of the officer

Article XVII: Response to Landing Zones

1. **PURPOSE:** This article is designed to guide personnel to handle responses to set up Landing Zones for medical helicopters. The following breakdowns denote minimum PPE requirements and basic tactical responsibilities of the responding crews. These incidents shall be treated as IDLH's due to the fire hazard and chances of a crash. The primary goals in handling medical helicopter landing zones is to set up a safe and hazard free area for the helicopter to land, personnel safety, protection of bystanders, and assisting the EMS and helicopter personnel with loading the patient into the helicopter. These guidelines were created with recommendations from LifeFlight and Stat Medevac for landing zones.
2. **SCOPE:** These guidelines shall apply to all members responding to all Landing Zone incidents with the exception of the Driver/operator.
3. **DEFINITION:** A Landing Zone is defined as a set up of safety equipment and barriers, and to provide fire protection for medical helicopters for scene landing purposes.
4. **INCIDENT RESPONSE:** **EMERGENCY**
 - 4.1. Utility 51
 - 4.2. Engine 51
 - 4.3. Squad 51
5. **PPE REQUIREMENTS:**
 - 5.1. ***General: full firefighting turnout gear, gloves, helmet, and eye protection***
 - 5.2. ***Attack Crew: Full turnout gear, gloves, helmet, and SCBA***
6. **GENERAL:**
 - 6.1. Apparatus should be staged well away from the incoming helicopter and should direct traffic away from the scene.
 - 6.2. Clear or white emergency lights and headlights shall be shut off for the safety of the pilot.
 - 6.3. The engine shall be placed into pump gear and in re-circulating mode in the event it is needed.
 - 6.4. Four (4) traffic cones with flashlights to illuminate them shall be used to mark the designated landing zone. The area should be at least 60' x 60'.
 - 6.5. The incident commander, upon request, shall give a brief description of the landing zone to the helicopter crew that includes hazards, nearby trees, light standards, utility poles and wires, and other pertinent information.
 - 6.6. Upon the final approach of the helicopter, all personnel involved shall retreat behind a vehicle as to create a barrier from flying debris and in case of a crash.
 - 6.7. All personnel and bystanders should be at least 100' from the landing zone.
 - 6.8. Unless directed to do so by the crew, approach the helicopter from the pilot's point of view.
 - 6.9. Avoid the landing zone area until the blades have come to a complete stop.
 - 6.10. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.

7. **CREW RESPONSIBILITIES:**

7.1. Officer:

- 7.1.1. Obtain orders from the Incident Commander (IC) on approach
- 7.1.2. Don SCBA and prepare to follow given orders
- 7.1.3. Have a working portable radio

7.2. Hydrant Person (only if requested to lay supply line)

- 7.2.1. Exit the truck with portable radio (No SCBA required)
- 7.2.2. Grab hydrant connection and webbing
- 7.2.3. Throw webbing over hydrant
- 7.2.4. Order Driver to proceed to lay line
- 7.2.5. Hook up hydrant and inform Operator that you are ready to supply water
- 7.2.6. If ordered, open the hydrant slowly and completely
- 7.2.7. Await relief or further orders

7.3. Attack Crew (Jumpseats):

- 7.3.1. Each member shall carry the following:
 - 7.3.1.1. SCBA with facepiece
 - 7.3.1.2. Portable Radio
- 7.3.2. Be prepared to:
 - 7.3.2.1. Initiate a rescue in the event a life safety hazard exists
 - 7.3.2.2. Stretch an attack line to the fire and prepare for use
 - 7.3.2.3. Follow out the orders of the officer

Article XVIII: Response to Air and Light Assists

1. **PURPOSE:** This Standard Operating Guideline shall serve as a overview of responding to Air and Light Assists under mutual aid agreements. The priority in providing this service to the surrounding departments is to do as they request. Our primary goal is to assist by refilling SCBA cylinders and returning them to the designated area. Secondary goals would include setting up scene lighting and hazard controls. Personnel shall staff these functions first. If, at the Incident Commander's request, personnel are summoned for firefighting assistance they shall do so provided that staffing is adequate to provide the primary functions
2. **SCOPE:** All personnel responding to Air and Light Assists shall follow this guideline.
3. **INCIDENT RESPONSE:** **EMERGENCY**
 - 3.1.1. Rescue 151
 - 3.1.2. Squad 51
 - 3.1.3. Utility 51 (only for manpower)
4. **PPE REQUIRMENTS:**
 - 4.1.1. ***Filling air or lighting – Extrication jumpsuit, steel toed boots, gloves, and helmet***
 - 4.1.2. ***Providing manpower– Full turnout gear, gloves, helmet, and SCBA***
5. **GENERAL:**
 - 5.1. The primary goal for responding to air and light assists is to provide the incident commander with the support services that where requested.
 - 5.2. While assisting with ground lighting, members should be aware of the conditions of the building and protect themselves against hazards (power lines, collapse, etc.)
 - 5.2.1. Members shall also exercise caution with the handling of electrical connections around standing water.
 - 5.2.2. If requested by the Incident Commander, extra personnel may assist in other activities during the incident such as firefighting, ventilation, salvage, and overhaul.
 - 5.3. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.
6. **SCBA REFILLING:**
 - 6.1. At a minimum, one person shall remain at Rescue 151 to fill SCBA cylinders.
 - 6.2. Check the cylinder for rated capacity (2216, 3000, 4500 PSI) before filling
 - 6.3. Do not overfill the cylinder past the rated capacity
 - 6.4. Set the pressure regulator for the rated capacity
 - 6.5. Group cylinders into similar capacities and fill each type at one time
 - 6.6. All connections should be tight, and fragmentation tubes shall be used
 - 6.7. Each cylinder shall be checked to ensure that the hydrostatic testing date is current.
 - 6.7.1. Aluminum Cylinders – 3 years, 15-year service life
 - 6.7.2. Carbon fiber Cylinders – 5 years, 15-year service life
 - 6.8. At no time should any cylinder be filled if the hydrostatic testing is out of date.
 - 6.9. Cylinders should not be filled if there is extensive damage to the cylinder or valve assembly.
 - 6.10. Use common sense when assessing damage and air on the side of caution.

Article XIX: Response to Natural Gas Incidents

1. **PURPOSE:** The purpose of the following Standard Operating Guideline is to provide an outline to handle incidents involving natural gas. The response will cover both incidents involving natural gas in a residence and incidents involving natural gas on the exterior. Each of these situations must be handled carefully and separately. The primary goal is to keep the concentration of gas outside of its explosive range and to isolate the source of the leak safely. Special considerations must be taken into consideration when dealing with these incidents. Many times the gas will travel to a nearby, unseen, ignition source and create a flash fire. Therefore, all incidents involving natural gas should be treated as IDLH's until otherwise downgraded.
2. **SCOPE:** All personnel responding to these types of incidents shall follow this guideline.
3. **RESPONSE:** **EMERGENCY**
 - 3.1. Utility 51
 - 3.2. Engine 51
 - 3.3. Rescue 151
 - 3.4. Squad 51
4. **PPE REQUIREMENTS:** **Full firefighting turnout gear, gloves, helmet, and SCBA**
5. **GENERAL:**
 - 5.1. The primary goal in handling hazardous gas atmospheres is to protect both life and property.
 - 5.2. Units should, if possible, approach from the upwind side of the incident and from a safe distance.
 - 5.3. Apparatus shall stage 100' (3 houses) upwind of the incident location and approach the incident slowly while testing the atmosphere for explosive levels for any known ruptures in gas lines.
 - 5.4. An additional Engine shall stage one block upwind of the incident and connect to a hydrant in case of explosion. The supply line shall not be laid unless directed by the incident commander.
 - 5.5. It shall be the responsibility of the Incident Commander (IC) to size-up the emergency and determine if a life hazard (i.e. gas leak, entrapment) exists.
 - 5.6. The IC shall then develop a plan to mitigate the hazard(s).
 - 5.6.1. The plan should be passed along to the responders and crews formed to perform various tasks associated.
 - 5.7. If there is a life hazard, the IC shall order the first arriving crews to mitigate the hazard.
 - 5.8. If there is no life hazard, the IC shall direct crews to initiate an investigation into the cause of the incident.
 - 5.9. The crew shall then deploy with a four-gas meter, SCBA's, flashlights, and portable radio into the area.
 - 5.10. Additional personnel may be deployed to assist with these tasks or handle others tasks such as: hazard control, utility control, or evacuating nearby residences.
 - 5.11. Crews should be ready to handle all of these situations upon arrival of the scene and shall have the equipment ready to support their actions.
 - 5.12. Protective equipment must be worn at all times during the incident unless otherwise directed by the IC or the Safety Officer.

- 5.13. Any member working hazardous atmosphere shall be protected with the use of an SCBA, no exceptions. Even if it is believed that there is no hazard; no one shall enter the area without breathing protection until it is verified that no life hazard exists.
- 5.14. All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader.

6. CONCENTRATION LEVELS:

6.1. If levels exceed 10% on the LEL sensor of the four gas meter:

- 6.1.1. Evacuate the area immediately
- 6.1.2. Isolate all nearby ignition sources
- 6.1.3. Ventilate that area for 10-15 minutes
- 6.1.4. Notify the gas company
- 6.1.5. Re-evaluated the area
- 6.1.6. Repeat the following steps above if concentration has not dropped
- 6.1.7. If concentration drops to below 10%, follow those guidelines

6.2. If levels are below 10% on the LEL Sensor of the four gas meter:

- 6.2.1. Investigate the area and try to determine the source
- 6.2.2. Notify the gas company
- 6.2.3. If possible, isolate the leak
- 6.2.4. If it is not possible to isolate the leak, shut off the gas at the meter
- 6.2.5. If the source cannot be isolated, continuously ventilate the area
- 6.2.6. Keep all personnel clear of the area
- 6.2.7. Isolate any nearby ignition sources
- 6.2.8. Await the arrival of the gas company

Article XX: Response to Carbon Monoxide Incidents

1. **PURPOSE:** The following guideline shall be used for a point of reference when responding to incidents involving Carbon Monoxide alarms or suspected Carbon Monoxide poisoning. Carbon Monoxide emergencies shall be handled carefully due to the dangers of exposure. Carbon Monoxide is a toxic gas that displaces the oxygen your body needs in order to survive. All Carbon Monoxide incidents shall be treated as an IDLH until otherwise downgraded. Therefore, all personnel working in the atmosphere shall initially protect themselves to the highest level.
2. **SCOPE:** All personnel responding to Carbon Monoxide incidents shall follow this guideline.
3. **DEFINITIONS:**
 - 3.1. **Carbon Monoxide (CO):** An odorless, colorless, tasteless gas that is formed as a byproduct of incomplete combustion of a carbon based material. Most commonly found in exhaust systems of appliances that use natural gas (stoves, furnaces, hot water tanks, etc.)
 - 3.2. **Parts Per Million (PPM):** A system to measure the concentration of a gas in an atmosphere. Generally the concentration is so low it cannot be measure in percentage of air, therefore, this measuring system is most common in all household and portable monitoring systems. (*Ex. 1% of CO in the air is measured as 1000 PPM*)
4. **SYMPTOMS:**
 - 4.1. Symptoms of CO exposure and poisoning can include:

<i>Nausea</i>	<i>Achy muscles</i>	<i>Vomiting</i>	<i>Shortness of breath</i>
<i>Fatigue</i>	<i>Headaches</i>	<i>Weakness</i>	<i>Inability to concentrate</i>
5. **RESPONSE:** **EMERGENCY**
 - 5.1. In Vandergrift:
 - 5.1.1. Utility 51
 - 5.1.2. Squad 51
 - 5.1.3. Rescue 151
6. **PPE REQUIREMENTS:**
 - 6.1.1. ***Interior crews: Full turnout gear, helmets, gloves, and SCBA***
 - 6.1.2. ***All other crews: Full turnout gear, helmets, and gloves***
7. **GENERAL:**
 - 7.1. Upon arrival, the Incident Commander shall assess the scene and determine if there are any patients or persons trapped in the structure.
 - 7.2. If persons are unaccounted for or trapped inside, a rescue shall be made
 - 7.3. Patients shall be transferred to the EMS agency
 - 7.4. Once all patients have been removed from the building and transferred to EMS, a crew shall enter and investigate the cause.
 - 7.5. The interior crew shall gather readings as described on the CO checklist and determine the cause of the leak
 - 7.6. Interior crews shall also check the household Carbon Monoxide detector to see if it may be faulty

- 7.7. Crews should attempt to get all appliances that may produce carbon monoxide to activate and check the levels of PPM
- 7.8. If levels are elevated, the gas company shall be notified
- 7.9. Once the investigation is completed, the crew shall exit the building and report findings to the Incident Commander.
- 7.10. The incident commander shall then complete the notice of findings form and speak with the homeowner concerning the findings

8. **INVESTIGATION FINDINGS:**

- 8.1. **Findings of 0-9 Parts Per Million (PPM):** **Our instruments did not detect elevated levels at this time.** However, this does not mean that higher levels did not exist prior to our arrival or that higher levels will not accumulate after our departure. Check your carbon monoxide detector per the manufacturer's recommendations. Call the manufacturer for additional information (number may be on the back of the unit). Replace or reset detector as directed by the manufacturer's specifications. If the alarm activates again, evacuate your residence and call 911 immediately.
- 8.2. **Findings of 10-99 PPM:** **Our instruments have detected potentially dangerous levels of carbon monoxide.** We recommend that you leave this building immediately. We feel that it is unsafe to re-occupy this building until repairs are made and your detector is replaced or reset according to the manufacturer's specifications. Should you chose to re-enter the building, you should evacuate your residence and call 911 immediately if the alarm activates again.
- 8.3. **Findings of 100 PPM or greater:** **We have detected a potentially lethal level of carbon monoxide in your home.** Leave your building immediately. It is not safe until repairs are made or the source is found and corrected. Have your sources of carbon monoxide examined and if necessary, repaired by a qualified repair technician. Replace or reset your detector according to manufacturer's specifications. Carbon Monoxide affects individuals differently depending on size, age, and medical history of the occupants. Therefore, families with young children or members with medical conditions, or aged individuals should take extra precautions in the event that Carbon Monoxide is detected. Should you chose to re-enter the building, you should evacuate your residence and call 911 immediately if the alarm activates again.

George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1
CHECKLIST FOR CARBON MONOXIDE

LOCATION OF INCIDENT: _____

DATE: _____

QUICK CHECKLIST

- | | | | | | |
|-----------------------------------|-----|----|---------------------------------------|-----|----|
| <input type="checkbox"/> Headache | Yes | No | <input type="checkbox"/> Dizziness | Yes | No |
| <input type="checkbox"/> Fatigue | Yes | No | <input type="checkbox"/> Confusion | Yes | No |
| <input type="checkbox"/> Nausea | Yes | No | <input type="checkbox"/> Achy Muscles | Yes | No |

Are any members of the household feeling ill? Yes No

Do they feel better when away from the house? Yes No

Since the detector's alarm went off, what have you done?

Shut-off carbon monoxide sources Yes No

If yes, which ones? _____

Let in fresh air Yes No

If yes, how and for how long? _____

PPM ACCEPTABLE:

YES _____ NO _____ Peak PPM Reading _____

CHECKLIST LOCATION PPM

- | | |
|--|--|
| <input type="checkbox"/> Chimney: _____ | <input type="checkbox"/> Water Heater: _____ |
| <input type="checkbox"/> Fireplace: _____ | <input type="checkbox"/> Furnace: _____ |
| <input type="checkbox"/> Portable Heater _____ | <input type="checkbox"/> Barbecue Grill: _____ |
| <input type="checkbox"/> Gas Refrigerator: _____ | <input type="checkbox"/> Car Garage: _____ |
| <input type="checkbox"/> Kitchen Stove: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Cook Top Vent: _____ | _____ |
| <input type="checkbox"/> Gas Dryer: _____ | _____ |

Carbon Monoxide Detector: Make: Model: Serial#: _____

Officer Completing Checklist: _____

Article XXI: Response to Miscellaneous Incidents

1. **PURPOSE:** This Article is designed to identify basic guidelines set fourth to handle miscellaneous calls such as flooding calls, public service details, spills, traffic control, ambulance assists, and transfers. Unless otherwise ordered by 911 or the Incident Commander (IC) all units shall respond to these incidents non-emergency (no lights no sirens). Utility 51 shall respond first out on all of these incidents unless requested otherwise by 911, the incident commander, or the ranking company officer. All other units will respond at the direction of the ranking company officer.
2. **SCOPE:** All members shall refer to this section for guidance in handling miscellaneous calls. They shall also have a good knowledge of the requirements for each of the described incidents as well as the various tasks that should be completed for each.
3. **RESPONSE:** **NON-EMERGENCY**
 - 3.1. Utility 51 except ambulance assists, then Squad 51
 - 3.2. All other units at the request of the IC or company officer
4. **PPE REQUIREMENTS:** **SEE EACH CALL TYPE FOR REQUIREMENTS**
5. **GENERAL:** All personnel working shall be responsible for the safety of themselves and their crew and shall have a portable radio or keep in constant communication with their crew/group/division leader. The following guidelines are set as reference to the initial tasks that should be performed by the responding crewmembers.
6. **FLOODING CALLS:**
 - 6.1. ***PPE requirements: Extrication jumpsuit, steel-toed boots, gloves, helmets, and eye protection***
 - 6.1.1. Determine if utilities (gas, electricity, etc.) are a hazard. If so notify said agency
 - 6.1.2. If possible, isolate the utilities that present a hazard.
 - 6.1.3. Set up appropriate pump (submersible, trash, etc.)
 - 6.1.4. Run drainage hose out to nearby street or sewer
 - 6.1.5. Remove water from area
7. **SPILLS OR FLUIDS ON THE ROADWAY:**
 - 7.1. ***PPE requirements: Extrication jumpsuit, steel-toed boots, gloves, helmets, and eye protection***
 - 7.1.1. Identify the material spilled, notify EMA and DEP if needed
 - 7.1.2. Refer to the DOT Emergency Response Guide for recommendations
 - 7.1.3. Identify any nearby drain exposures
 - 7.1.4. Isolate spilled material by using absorbent material
 - 7.1.5. Clean-up materials into approved containers
 - 7.1.6. Dispose of cleaned up materials
 - 7.1.7. Clean up/ decontaminate used tools

8. TRAFFIC CONTROL:

8.1. PPE requirements: Extrication jumpsuit, steel-toed boots, gloves, helmets, eye protection, and an approved safety vest

- 8.1.1. Strategically place apparatus in a manner that will protect the responders
- 8.1.2. Wear safety vests
- 8.1.3. Use illuminated control device if at night
- 8.1.4. Use good communications if diverting traffic into oncoming lanes
- 8.1.5. Pay attention to moving traffic and keep a safe distance from them
- 8.1.6. Members not assisting with the detail should remain in the apparatus or out of harms way

9. AMBULANCE ASSISTS

9.1. PPE requirements: Extrication jumpsuit, steel-toed boots, gloves, eye protection, and barrier devices if applicable (gloves, mask, etc.)

- 9.1.1. Follow directions of trained EMS personnel
- 9.1.2. Lift with your legs, not your back
- 9.1.3. Avoid awkward angles or positions to prevent injury
- 9.1.4. Upon completion of the incident, discard of all non-reusable equipment properly.
- 9.1.5. Upon completion of the incident, decontaminate all reusable equipment.
- 9.1.6. Upon completion of the incident, thoroughly wash hands and any other affected areas.

Article XXII: Response to Transfers

1. **PURPOSE:** The purpose of this guideline is to set fourth the responsibilities of personnel responding to transfers. Transfers are needed to cover fire protection in another jurisdiction if their units are committed to another incident. All personnel need to adhere to the safety guidelines and keep alert to radio traffic in case of a change in assignment.
2. **SCOPE:** All members shall refer to this section for guidance in responding to transfers.
3. **RESPONSE:** **NON-EMERGENCY**
 - 3.1. Unless otherwise directed by 911, the Incident Commander, or Company Officer the following units will respond to all transfers.
 - 3.1.1. Engine 51
 - 3.1.2. Squad 51
 - 3.1.3. Utility 51 (Manpower only)
4. **PPE REQUIRMENTS:** **Full firefighting turnout gear, gloves, and helmet**
5. **GENERAL:**
 - 5.1. Don apparatus requested to respond
 - 5.2. Report to 911 that you are enroute and when you arrive at the location.
 - 5.3. Monitor the appropriate fire ground frequencies for the incident.
 - 5.4. Monitor the appropriate dispatch channel(s) for additional incidents.
 - 5.5. Follow orders of ranking company officer
 - 5.6. Be courteous, polite, and professional at the station you are transferred to.
 - 5.7. Keep the area clean and make sure you leave the place the way you found it

Article XXIII: Responses to Aerial Assists

1. **PURPOSE:** The purpose of this guideline is to set fourth the responses to aerial assists. The purpose for aerial assists is to support fire ground support with the use of an aerial device for rescue, operations, or an elevated master stream. Crews shall appoint a group leader who shall transfer any needed information to the incident commander and to obtain orders. When possible, Engine 51 shall respond along with Ladder 51 to establish a water supply and assist with personnel. All orders coming from the Incident Commander shall be followed unless the group leader or crews feel that it jeopardizes their safety. In that case, the group leader shall confer with the Incident Commander and a resolution shall be made.
2. **SCOPE:** All members shall refer to this section for guidance in responding to aerial assists.
3. **RESPONSE:** **EMERGENCY**
 - 3.1. Ladder 51
 - 3.2. Engine 51
4. **PPE REQUIREMENTS:** *Full turnout gear, helmet, and gloves at a minimum. Additional protective equipment should be donned that is required for any assigned tasks.*
5. **GENERAL:**
 - 5.1. Don apparatus requested to respond
 - 5.2. Report to 911 that you are enroute and when you arrive at the location.
 - 5.3. Request your orders upon approach and directions if needed.
 - 5.4. Monitor the appropriate fire ground frequencies for the incident.
 - 5.5. If needed, establish a water supply and prepare the ladder for master stream operations.
 - 5.6. Maintain teams of two and remain in constant communications with your group leader.
 - 5.7. Follow orders of ranking company officer (Group Leader)
 - 5.8. Follow out given orders and report back to the Group Leader upon completion

Article XXIV: Driver/Operator Guidelines

1. **PURPOSE:** This set of guidelines will describe the classifications of driver/operators for company fire apparatus. It shall also describe the general rules for operating the department apparatus at the scene of an emergency incident. Safety is stressed to each operator as are ways to ensure the safety of all crewmembers responding in the apparatus enroute to, at the scene of, and returning from incidents.
2. **SCOPE:** All driver/operators and prospective operators (those who are in training) shall have a good knowledge of the general rules and responsibilities of driver/operators and take steps to maximize the safety of their crews at all times while operating any company apparatus.
3. **PPE REQUIREMENTS:** *For safety reasons, the driver/operator has the option of driving with or without personal protective gear but shall don protective gear at the earliest convenience upon arrival to the scene.*
4. **DESIGNATIONS:**
 - 4.1. **Operator trainee:** These members are over the age of 18 and possess a valid driver's license and who wish to become operators of the apparatus. The trainee must be granted permission to start training by either the fire or rescue chief. These members shall be given one year from the start of their training to attend a state accredited Emergency Vehicle Operator Course (EVOC). Trainees are not permitted to drive apparatus without an approved trainer or to emergency incidents.
 - 4.2. **Secondary Apparatus Operator:** These members are over the age of 18, possess a valid driver's license, are EVOC certified, and have successfully completed a department training program on Utility 51 and Squad 51-2. These operators must complete a yearly competency and skill review sheet on one (1) of the three (3) apparatus by the training officer or authorized evaluator in order to maintain their operator status.
 - 4.3. **Primary Apparatus Operator:** These members are over the age of 21, possess a valid driver's license, are EVOC certified, and have successfully completed a department training program any/all of the following apparatus: Engine 51, Engine 51-2, Ladder 51, or Rescue 151. In order to be approved operators on both engines or the ladder, a member must have attended a 16 hour Pump Operations I class or equivalent as well as be proficient in using the vehicle's fire pump. These operators must complete a yearly competency and skill review sheet on each of the apparatus in which they operate by the training officer or authorized evaluator in order to maintain their operator status.
5. **GENERAL GUIDELINES:**
 - 5.1. Prior to putting the apparatus into motion, two short blasts of the air horns will be sounded to signal no one can board the apparatus.
 - 5.2. The operator shall assure that all passengers are seated and seatbelts are on prior to disengaging the parking brake and putting the apparatus into motion.
 - 5.3. Once the vehicle is in motion, it shall not stop unless it is for an emergency.
 - 5.4. Operators shall proceed through uncontrolled intersections, stop signs, or red lights only after stopping and making sure traffic has yielded to the apparatus.
 - 5.5. Operators shall proceed through a controlled intersection (by police or fire police) only after yielding and checking to be sure traffic is stopped.

- 5.6. At no time shall the operator exceed the posted speed limit
- 5.7. The operator shall be responsible for using all warning devices including sirens
- 5.8. Air horns cannot be used as a primary warning device alone; it must be used in conjunction with a mechanical or electronic siren.
- 5.9. In the event of a response being down-graded to “Non-emergency” all warning devices shall be shut off.
- 5.10. The operator shall obey any posted “school zone” speed limitations should the lights be flashing
- 5.11. Upon arrival, the operator shall engage the parking brake before anyone exits the vehicle
- 5.12. Two short blasts of the airhorns shall designate that it is safe to exit the vehicle.
- 5.13. The driver shall engage the PTO and fire pump if needed and prepare for operations
- 5.14. All vehicle wheel chocks shall be used at all times.
- 5.15. The operator shall ready the truck for operations by placing the water into circulation.
- 5.16. The slide out tray shall be used by the operator any time that the aerial is out of the cradle
- 5.17. Outgoing pressures should be set to the preset pressures located on the pump panel.
- 5.18. Tank water shall be used until a water supply is established.
- 5.19. Shall attach the supply line to the intake and call for the hydrant to be opened.
- 5.20. Shall top of the tank water, to serve as a back-up supply, after flow has been established through the supply line
- 5.21. The operator will keep constant watch over the flow pressures and adjust them accordingly.
- 5.22. The operator shall remain at the pump panel during the entire incident.
- 5.23. Shall operate all generators, lights, and associated equipment if directed.
- 5.24. When backing up at anytime other than into the apparatus bays, the operator shall have a spotter
- 5.25. The operator shall complete the operator’s log after returning to the station and notify an officer in the event any defects are found

Article XXV: Aerial Operations

1. **PURPOSE:** This set of guidelines is to outline general safety concerns and operations of the aerial ladder on Ladder 51. It describes basic operations that need to be implemented in the event that the aerial is needed. It also outlines and describes general safety concerns and actions of the person climbing the device. Those who are operating the device and those who may have to climb the device should always air on the side of caution and protect the safety of themselves and their crew. These aerial guidelines reflect the recommendations of the aerial device manufacturer, Peter Pirsch Inc., and should not be deviated from.
2. **SCOPE:** All members who are aerial operators and those who will be called upon to operate on the aerial device should have a good knowledge of these guidelines and how to safely operate. The persons climbing the aerial shall also know how to properly fit themselves with a pompier belt and understand how to lock into the aerial using the belt.
3. **PPE REQUIREMENTS:**
 - 3.1. **Aerial Operator – The level of protection shall meet or exceed that required for the particular incident.**
 - 3.2. **Person(s) on aerial – Shall meet the level of protection required for the incident type and shall also wear a pompier belt at all times.**
4. **MANUFACTURER SAFETY PRECAUTIONS:**
 - 4.1. The Pirsch Skytop 110' Aerial Ladder was designed with firefighters' safety in mind. The safety precautions and operating instructions stated should be used as a stringent guideline for the safe and efficient operation of the Skytop 110.
 - 4.2. Procedures not stated in this manual should always be evaluated from the point of view of safety before being implemented.
 - 4.3. Should a situation arise where these guidelines are not suitable, strict awareness, common sense, and sound judgment should render a solution, which is safe and reasonable.
 - 4.4. Only authorized and trained personnel should be allowed to service the Skytop 110 and its hydraulic system.
 - 4.5. INSPECT ladder, outriggers, cable, and hydraulic system daily, and especially after each use.
 - 4.6. ADJUST ladder properly
 - 4.7. DO NOT MODIFY the ladder or weld or drill holes in any part of the ladder, sub frame and related equipment without prior written consent of the Peter Pirsch Engineering Department.
 - 4.8. Trained personnel should always operate the ladder
 - 4.9. SET OUTRIGGERS properly, on stable ground, before operating the Skytop 110. Vehicle should be leveled side to side within 5 degrees.
 - 4.10. SLOWLY AND SMOOTHLY OPERATE ladder controls to avoid jerky and erratic ladder movement. Sudden stops of rotation will cause whipping of the aerial in a sideways motion. This is extremely dangerous.
 - 4.11. BE CONSCIENCE of all surrounding area and truck and ladder dimensions. Allow for adequate clearances between building structures, other vehicles, etc. for all conditions of operations, travel, and service.
 - 4.12. CLIMB aerial only after the operator indicates it is safe.
 - 4.13. AVOID MOVING ladder with men on it, except in extreme emergencies.
 - 4.14. TURNABLE should be clear of all extraneous gear and equipment.

- 4.15. NEVER use the aerial as a battering ram or crane.
- 4.16. OERATE the ladder within the safe load conditions chart.
- 4.17. DO NOT MOVE the vehicle with the outriggers down. Always retract the before moving.
- 4.18. USE EXTREME CAUTION when operating near power lines. The power company should be notified to de energize the power lines under dangerous operating conditions. The ladder assembly is not insulated. All personnel should stand clear of the vehicle when operating the aerial near live power lines. Should the aerial contact a live power line, personnel on the truck should remain there until power is cut off or they may jump clear of the vehicle. Do not step down or allow any person on the ground to touch the vehicle or personnel for assistance.
- 4.19. DO NOT operate the aerial in lightning storms, as the extended aerial can act as a lightning rod.

5. GENERAL RULES FOR THE OPERATOR:

- 5.1. The driver/operator or officer shall spot the ladder truck into an appropriate location at the incident.
- 5.2. The location must be chosen as to avoid the collapse zone and other hazards (i.e. wire, trees, etc.)
- 5.3. Once the Location is chosen, the driver/operator shall engage the PTO.
- 5.4. Only trained and approved operators shall operate the aerial during incidents.
- 5.5. The designated aerial operator shall position the outrigger pads on the ground. At no time shall the aerial be used without the outriggers set!
- 5.6. In the event the land is uneven, cribbing will be used to level the outrigger pads.
- 5.7. Setting outriggers should not be attempted with slopes exceeding 14% grade (8 degrees) front to rear and/or 6% grade (3.4 degrees) side to side.
- 5.8. The outrigger on the downhill side shall be placed first if on an uneven surface.
- 5.9. The aerial operator shall set the outriggers into place and level the truck out.
- 5.10. Never raise the vehicle's tires off of the ground.
- 5.11. Once the apparatus is leveled, the outrigger pins shall be set into place.
- 5.12. After setting the pins, the operator shall switch the PTO over from the outriggers to the turntable controls
- 5.13. If requested to do so, the aerial will be un-cradled and placed into use.
- 5.14. The operator shall check, prior to moving the aerial, for overhead obstacles and hazards being sure to avoid them.
- 5.15. The aerial shall never be within 10' of a high voltage electric transmission line at anytime
- 5.16. In the event that conditions such as high wind, humidity, or precipitation are present, that 10' safety zone shall be doubled.
- 5.17. If working off an uneven surface, the uphill side is the preferred side to work off of. If you must work off of the down hill side, adaptations for reduced loads and extension of the aerial to compensate for the increased overturning forces should be considered.
- 5.18. Be alert to possible ice build up and freezing conditions on the aerial. Do not attempt to move the aerial if it is frozen, allow it to thaw naturally. Ice build up will also add weight and reduce the load capacity.
- 5.19. Anytime the aerial is out of the cradle, the turntable shall be manned
- 5.20. Anytime the aerial is out of the cradle, the driver operator shall use the slide out tray at the pump panel
- 5.21. Anytime the aerial is out of the cradle, no one shall touch the apparatus without gaining consent from the aerial operator. **An electric shock hazard may exist!**

- 5.22. The master stream nozzle shall be affixed to the upper rungs and the 3" supply line shall be laid out before raising the aerial if being used as a master stream.
- 5.23. If being used as a master stream device, the tip on the aerial shall be manned during the operation
- 5.24. Aerial operators shall adhere to the manufacturer's guidelines of aerial operations at all times. This information is located at the control panel on the turntable. **See Table 1**
- 5.25. Constantly observe the inclinometer to ensure safe angles of operation.
- 5.26. The ladder rung alignment light should be illuminated before allowing anyone to climb.
- 5.27. At no time should the aerial be used as a lifting device
- 5.28. The aerial can be used as a high point or change of direction for hauling systems for rescue operations.

6. OPERATING ON THE AERIAL DEVICE:

- 6.1. Anyone ascending/descending the aerial shall wear a pompier belt at all times
- 6.2. The pompier belt shall be locked into only the rungs of the aerial
- 6.3. Three points of contact shall be maintained while ascending/ descending the aerial
- 6.4. Unless it is necessary, tools should not be carried while ascending/descending the aerial
- 6.5. In the event a tool is carried, it should have a sling and be carried on the shoulder.
- 6.6. All power tools shall be off while ascending/descending the aerial
- 6.7. The person at the tip shall use the locking footrests.
- 6.8. The person at the tip of the aerial shall be in SCBA protection at all times during any IDLH condition.
- 6.9. The person at the tip of the aerial shall have a portable radio and remain in constant communication with the operator.

TABLE I: Aerial Load Charts

STANDARD LOAD CHART

<u>Operating Condition</u>	<u>Elevation in Degrees</u>	<u>Maximum Safe Extension of Ladder In Feet</u>								
		0-9	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-83
Ladder Only	One man at tip	101	102	107	110	110	110	110	110	110
	Two men at tip	81	82	86	92	103	110	110	110	110
	Three men distributed	87	88	92	99	110	110	110	110	110
	Six men distributed	74	75	78	84	94	110	110	110	110
Ladder with uncharged waterway	One man at tip	87	88	92	99	110	110	110	110	110
	Two men at tip	81	82	86	92	103	110	110	110	110
	Three men distributed	81	82	86	92	103	110	110	110	110
	Six men distributed	67	68	71	76	85	100	110	110	110
Charged waterway, 750 GPM flow	Unmanned tip	81	82	86	92	103	110	110	110	110
	One man at monitor	81	82	86	92	103	110	110	110	110
Charged waterway, 1000 GPM Flow	Unmanned tip	80	80	80	80	80	80	80	80	80
	One man at monitor	80	80	80	80	80	80	80	80	80

3:1 SAFETY FACTOR LOAD CHART

<u>Operating Condition</u>	<u>Elevation in Degrees</u>	<u>Maximum Safe Extension of Ladder In Feet</u>								
		0-9	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-83
Ladder Only	One man at tip	67	68	71	76	85	100	110	110	110
	Two men at tip	52	53	55	59	65	76	95	110	110
	Three men distributed	60	61	63	68	75	88	110	110	110
	Six men distributed	52	53	55	59	65	76	95	110	110
Ladder with uncharged waterway	One man at tip	60	61	63	68	75	88	110	110	110
	Two men at tip	52	53	55	59	65	76	95	110	110
	Three men distributed	52	53	55	59	65	76	95	110	110
	Six men distributed	44	44	46	49	54	63	78	110	110
Charged waterway, 750 GPM flow	Unmanned tip	67	68	71	76	85	100	110	110	110
	One man at monitor	60	61	63	68	75	88	110	110	110
Charged waterway, 1000 GPM Flow	Unmanned tip	67	68	71	76	85	85	85	85	85
	One man at monitor	67	68	71	76	85	85	85	85	85

Article XXVI: Rapid Intervention Team (RIT) requests

1. **PURPOSE:** The mission of the Rapid Intervention Team (R.I.T.) is to provide the most highly trained personnel to be readily available to initiate and affect a rescue of downed, trapped, lost, or disoriented rescue personnel in the event of any emergency. The Team understands that it will be exposed to an extremely hazardous environment at that instant and shall use all equipment and manpower necessary to rapidly access, medically evaluate, stabilize, treat, and safely remove said firefighter(s) to a safe location and rendezvous with Emergency Medical Services (EMS). A crew of 6-10 rescuers (10 being optimal) should respond to a RIT response. In the event that there are insufficient personnel at the station, the RIT Coordinator or ranking company officer shall request Hyde Park/ West Leechburg (Station 53) to respond with mask men. In the event that they are unavailable, the ranking officer shall have the next closest RIT team dispatched.
2. **SCOPE:** All members responding to RIT assignment shall follow these guidelines.
3. **PPE REQUIREMENTS:**
 - 3.1. *Assigned crews - Full firefighting turnout gear, gloves, helmet, and SCBA*
 - 3.2. *All other personnel – Full firefighting turnout gear, gloves, and helmet*
4. **RESPONSE:** **EMERGENCY**
 - 4.1. Utility 51
 - 4.2. Rescue 151
 - 4.3. Squad 51
 - 4.4. Engine 51 (for SCBA and Manpower only)
5. **CREW DESIGNATIONS:** The RIT crew shall be separated into the following crews.
 - 5.1. Team Leader
 - 5.2. Safety and Accountability Officer
 - 5.3. Primary Search Crew
 - 5.4. Fire Suppression Crew
 - 5.5. Primary Rescue Crew
 - 5.6. Secondary Rescue Crew
 - 5.7. Exterior support Crew(s)
6. **Rescue 151 Personnel are to perform the following duties:**
 - 6.1. Driver**
 - 6.1.1. Assist with moving designated equipment to the staging area
 - 6.2. Officer**
 - 6.2.1. Designate two crewmembers to don SCBA and act as Primary Search Crew
 - 6.2.2. Instruct remaining crewmembers to move RIT equipment to staging
 - 6.2.3. Assist with staging equipment
 - 6.3. Primary Search Crew**
 - 6.3.1. Don SCBA with facepiece
 - 6.3.2. Obtain needed equipment
 - 6.3.3. Report to staging area
 - 6.4. Crewmembers**
 - 6.4.1. Obtain orders from officer
 - 6.4.2. Gather RIT equipment off of Rescue 151 and move to staging area
 - 6.4.3. Report to staging area for further orders

7. All other responding units and crews are to perform the following duties:

- 7.1. Move all RIT equipment on their apparatus to the staging area
- 7.2. Report to the staging area for orders

8. Crew Responsibilities:

8.1. Team Leader:

8.1.1. Upon arrival of the scene, the commanding rescue officer shall establish himself as the R.I.T. Group Team Leader.

8.1.2. Responsible for all communications with the Incident Commander (IC).

8.1.3. Shall choose the spot of the Primary Staging area.

8.1.3.1. This location should be within in close proximity of the building

8.1.3.2. Be in a place where at least 2 sides of the building are visible (optimal conditions)

8.1.3.3. Be out of the collapse zone

8.2. Shall notify all RIT personnel of the location of the staging area.

8.3. Shall assign crews and delegate authority to said crews to rapidly deploy all required equipment to staging.

8.4. The Team Leader, Safety and Accountability Officer, and the Search Crew shall be responsible for completing the initial walk-around of the building and filling out the Pre-Plan Sheet.

8.5. Shall obtain the type(s) of evacuation signal(s) used by the home company and pass said information on to all crews.

8.6. The Team Leader shall address all crews and brief them on the findings of the inspection.

8.7. The Team Leader is responsible for obtaining a 2 ½” attack line to protect the RIT crew(s) in the event they are deployed. If a line is unavailable to sit idle due to equipment placement, etc., it shall be the Team Leader’s responsibility to ensure a working line is available for the Fire Suppression Crew at the time of emergency.

9. Duties of the Safety and Accountability Officer:

9.1. The Department Safety Officer(s) shall handle the Safety and Accountability Officer position. If unavailable, the Team Leader shall appoint one.

9.2. The Safety and Accountability Officer shall be responsible for the accountability of all members of the R.I.T. Team.

9.3. Shall assist the Team Leader and Search and Interior Size-Up crew with a complete walk-around of the structure.

9.4. Locate and inform the R.I.T. Team of the closest available EMS unit.

9.5. Responsible for constant scene size-up, and reporting updated hazards and their location(s) to the R.I.T. Team.

9.6. Keep a time log from the call for deployment to the completion of the rescue. This shall include the length of the crew(s) on-air time(s).

9.7. Summon EMS to staging after victim has been found.

9.8. Shall send teams to EMS for evaluation after completion of the rescue.

10. Duties of the Primary Search Crew (assigned from Rescue 151):

10.1. Place one of their two accountability tags

10.1.1.1. One on the vehicle in which they responded

10.1.1.2. One on the Team tag, located at the staging area

- 10.2. Don SCBA's with face pieces in hand upon assignment in Rescue 151
 - 10.2.1.1. Turn air supply on
- 10.3. Crew shall report to the staging area with the following tools:
 - 10.3.1.1. Portable Radio
 - 10.3.1.2. Flashlights
 - 10.3.1.3. RIT tool bag
 - 10.3.1.4. Denver (TNT) tool
 - 10.3.1.5. Thermal Imaging Camera and spare battery
 - 10.3.1.6. RIT Kit
- 10.4. Shall place their second accountability tag on the TEAM # 1 Tag, located on the cone at the staging area.
- 10.5. Shall assist in completing exterior walk-around(s) of the building.
- 10.6. Be ready and remain at the staging area until deployed by the Team Leader.
- 10.7. Enter the structure and search for the victim when deployed.
- 10.8. Report to the Team Leader, via radio, with a size-up after locating the victim.
- 10.9. Perform an initial victim size-up, ensure an air supply, and identify injuries.
- 10.10. Devise a strategy/plan to remove the victim safely without further injury and report said plan with a list of tools needed to the Team Leader.
- 10.11. Remove the victim if possible.
- 10.12. Render first aid care to victim and transport to staging area for EMS evaluation and treatment after safe removal.
- 10.13. Return all equipment to staging area.
- 10.14. Post-Incident medical evaluation by EMS crews.

11. Duties of the Fire Suppression Crew:

- 11.1. After being assigned by the Team Leader, members shall place their accountability tags with the correct crew.
- 11.2. Crew shall obtain the 2 ½" attack line provided and move it close to staging tarp.
- 11.3. Crew should have a back-up for fire suppression in case of water loss (i.e. water cans, extinguishers, Indian tanks)
- 11.4. Shall don SCBA's and have face pieces on. Airflow is not required.
- 11.5. Be ready and remain at the staging area until deployed by the Team Leader.
- 11.6. Will provide all fire suppression to all R.I.T. crews entering the building to search and/or extricate a victim.
- 11.7. Will protect means of entry and egress and be aware of rapidly deteriorating conditions and report such to the Team Leader.
- 11.8. Remain in the building for protection until all search and rescue personnel are accounted for and clear of the area.
- 11.9. Return all equipment to staging area.
- 11.10. Post-Incident medical evaluation by EMS crews.

12. Duties of the Primary Rescue Crew:

- 12.1. After being assigned by the Team Leader, members shall place their accountability tags with the correct crew.
- 12.2. Crew shall obtain equipment listed for their duties in the R.I.T. Response Manual and move them to the staging tarp.
- 12.3. Shall perform a pre-use inspection of all primary rescue tools to ensure they are properly functioning.
- 12.4. Shall don SCBA's. Face pieces do not have to be put on until Search and Interior Size-up Crew is deployed.
- 12.5. Be ready and remain at the staging area until deployed by the Team Leader.
- 12.6. Summon the equipment needed from the staging area after the report from the Search Crew is given.
- 12.7. One member from the crew shall go to the entrance point of the Search Crew and feed search rope to crew.
- 12.8. Enter the structure and assist the Search Crew when deployed.
- 12.9. Relieve and/or assist the Search Crew after meeting at the victim.
- 12.10. Establish an air supply to the victim using a R.I.T. Pack or extra SCBA's.
- 12.11. Attempt to free and remove the victim from their location using the tools available.
- 12.12. Report any change in conditions and summon additional help and/or tools through the Team Leader.
- 12.13. Render first aid care to victim and transport to staging area for EMS evaluation and treatment after safe removal.
- 12.14. Return all equipment to staging area.
- 12.15. Post Incident medical evaluation by EMS crews.

13. Duties of the Secondary Rescue Crew:

- 13.1. After being assigned by the Team Leader, members shall place their accountability tags with the correct crew.
- 13.2. Crew shall obtain equipment listed for their duties in the R.I.T. Response Manual and move them to secondary staging tarp.
- 13.3. Shall perform a pre-use inspection of all secondary rescue tools to ensure they are properly functioning.
- 13.4. Shall don SCBA's after Search Crew is deployed. Face pieces do not have to be put on until Primary Rescue Crew is deployed.
- 13.5. Be ready and remain at the secondary staging area until the Primary Crew is deployed.
- 13.6. Summon the equipment needed from the staging area after the report from the search crew is given.
- 13.7. Move secondary equipment to primary staging area after Primary Crew is deployed.
- 13.8. Enter the structure to assist the Primary Rescue Crew when deployed.
- 13.9. Relieve or assist the Primary Rescue Crew after meeting at the victim.
- 13.10. Attempt to free and remove the victim from their location using the tools available.
- 13.11. Report any change in conditions and summon additional help and/or tools through the Team Leader.
- 13.12. Remove the victim if possible.
- 13.13. Render first aid care to victim and transport to staging area for EMS evaluation and treatment after safe removal.
- 13.14. Return all equipment to staging area.
- 13.15. Post Incident medical evaluation by EMS crews.

14. Duties of the Exterior Support Crew:

- 14.1. After being assigned by the Team Leader, members shall place their accountability tags with the correct crew.
- 14.2. Shall assist the crew that they are assigned to with moving equipment to designated staging area.
- 14.3. Shall perform an inspection of all rescue tools to ensure they are properly functioning.
- 14.4. Shall stand-by at selected staging area and provide assistance in retrieving any specialty equipment requested by the Team Leader.
- 14.5. One person shall stand-by and monitor interior operations, via transmitted signal, to the TV receiver in Utility 51. That person will report all pertinent information to appropriate person(s).
- 14.6. Shall work with the Safety and Accountability Officer. Will assist in keeping crewmembers hydrated and protected from the weather.
- 14.7. Return all equipment to staging area.

15. Radio Communications:

15.1. Radios

- 15.1.1. All crews shall have at least 1 portable per crew with 2 being optimal.
- 15.1.2. The Team Leader and Safety and Accountability Officer shall have portables.
- 15.1.3. The person designated to stand-by at the TV receiver in Utility 51 shall have a portable.
- 15.1.4. All other members of the exterior support crew do not require radios, they shall report directly to the crews they are assisting.

15.2. Frequencies

- 15.2.1. All portables assigned to the R.I.T. Team shall be set on the designated fire ground frequency.

15.3. Non- Emergency Traffic

- 15.3.1. The Team Leader shall broadcast the location of the Primary Staging Area to all units.
- 15.3.2. Only pertinent information shall be passed along during non-emergency times.
- 15.3.3. Transmissions shall be kept to a minimum to save on battery power in the event of an emergency.

15.4. Emergency Traffic

- 15.4.1. If a downed firefighter(s) reports a "Mayday" call over the fire ground frequency, the Team Leader shall request radio silence from all other units by contacting the Dispatch Center.
- 15.4.2. The Team Leader shall keep constant contact with the downed firefighter(s) gathering information such as last known location, air supply, means of entanglement/entrapment, etc.
- 15.4.3. At no time should the downed firefighter(s) change frequency.
- 15.4.4. Only communications from interior crews, Team Leader, and the person monitoring the TV at Utility 51 are needed; all other information should be passed on face to face with to the Team Leader.
- 15.4.5. The Team Leader shall call for status reports on interior crews on a 5-minute basis. At this time, a PAR of each crew shall be given along with the remaining air pressures on all SCBA's, including the victim's. The Safety and Accountability Officer shall document all information passed on.

16. **Equipment:** *At NO time shall any tool be removed from the RIT staging tarp to support any operation other than RIT. The tools are staged there to prevent having to go back for them. Outside agencies requesting tools from the staging tarp shall be denied their use and explained as to why.*

16.1. Primary Search Crew

- 16.1.1. Portable radio(s)
- 16.1.2. SCBA's and face pieces
- 16.1.3. Flash lights
- 16.1.4. TNT Combination Tool x 1
- 16.1.5. Lit search rope
- 16.1.6. Thermal Imaging Camera with spare battery
- 16.1.7. Small bag of hand tools
- 16.1.8. 20' webbing with carabiners x 2

16.2. Fire Suppression Crew

- 16.2.1. Portable Radio(s)
- 16.2.2. SCBA's and face pieces
- 16.2.3. Hand lights
- 16.2.4. 2 ½" Attack Line
- 16.2.5. Secondary suppression equipment (i.e. water cans, extinguishers, etc.)
- 16.2.6. Set of married irons

16.3. Primary Rescue Crew

- 16.3.1. Portable Radio(s)
- 16.3.2. SCBA's and face pieces, do not don until Primary Search Crew is deployed
- 16.3.3. Hand lights
- 16.3.4. R.I.T. Pack and/or mutual aid company's spare SCBA(s).
- 16.3.5. Specialty tools requested by Team Leader.
- 16.3.6. Thermal Imaging Camera with spare battery
- 16.3.7. Small bag of hand tools

16.4. Secondary Rescue Crew

- 16.4.1. Portable Radio(s)
- 16.4.2. SCBA's and face pieces, do not don until Primary Rescue Crew is deployed
- 16.4.3. Hand lights

16.5. WHEN CREWS REQUESTS FOR SPECIALTY TOOLS:

Move specialty tools requested by Primary Rescue Crew to Primary Staging area, with the assistance of the Exterior Support Crew.

17. Scene Safety:

- 17.1. It shall be each member's responsibility to inform the Team Leader in the event that they feel they cannot perform the duties that they are assigned, i.e. illness, fatigue, etc. At that time, the Team Leader shall re-assign said person and is responsible for filling their vacancy.
- 17.2. In the event that the R.I.T. Team is deployed, it shall be all members' responsibility to constantly monitor the safety of the rescue and of the structure.

- 17.3. Should at any time an order to vacate the structure come from the Team Leader or Safety and Accountability Officer, all members of the interior crew(s) are to immediately stop their assignment and do as directed and under no circumstances deviate from this rule.
- 17.4. Should at any time an evacuation signal be sounded, all members of the interior crew(s) are to immediately stop their assignment and do as directed and under no circumstances deviate from this rule.
- 17.5. All safety concerns noted should be directed to the Team Leader or the Safety and Accountability Officer immediately.

18. Assistance:

18.1. Emergency Medical Services

- 18.1.1. Once a radio transmission confirms the number of victims involved in the Rescue, the Team Leader shall advise the appropriate dispatch center to send one (1) ALS Ambulance for every one (1) victim and have them stage at the Primary Staging Area.

18.2. Additional R.I.T. Teams

- 18.2.1. Should at any time the Team Leader feel the need for additional R.I.T. resources, he may dispatch the appropriate team after speaking with the Incident Commander.
- 18.2.2. The primary back-up for RIT is Hyde Park/ West Leechburg (Station 53)
- 18.2.3. If Station 53 is unavailable, backup shall be chosen by the RIT Team Leader
- 18.2.4. A list of surrounding R.I.T. Teams is provided in the R.I.T. Response Manual.

18.3. Specialty Equipment

- 18.3.1. Should at any time the Team Leader feel the need for special resources (i.e. additional heavy rescues, heavy machinery, hardware, etc.), he may dispatch the appropriate resource after speaking with the Incident Commander.
- 18.3.2. A general resource guide is available in the R.I.T. Response Manual.

18.4. Scene Safety

- 18.4.1. In the event that the crew(s) completing the size up(s) finds a safety concern during the walk-around, a recommendation shall be made to the incident commander to fix the situation, i.e. insufficient ladders on the building, a need to enlarge an opening, natural ventilation, etc.
- 18.4.2. Should the incident commander request the R.I.T. Team to perform the duty, the Team Leader shall designate a crew to complete the task.
- 18.4.3. If the team should have limited manpower, the Team Leader shall ask the Incident Commander to supply the Fire Suppression Crew.

Article XXVII: Responses to Auto Extractions

1. **PURPOSE:** The goal of the responders at vehicle extractions is to ensure safety of the scene to themselves, their crew, the victims, and the bystanders. Hazards should be quickly identified and mitigated appropriately. After hazards are eliminated and/or controlled, the vehicle shall be stabilized. Access to the patient should be gained quickly to find the extent of injuries, the mechanism and severity of entrapment/ entanglement, and to identify an extrication pathway. A plan shall then be devised and then implemented to remove the patient(s) from the wreckage. Constant assessment and monitoring of the scene shall be a priority to identify changing conditions in the patient, exposed hazards, and conditional changes. These problems should be addressed quickly. The incident shall not be completed until the post incident phase is completed. Meaning that all patients are removed from the wreckage, all tools are brought back to the staging area, cleaned and returned, all supplies are restocked, all personnel are accounted for, and a post incident evaluation has been completed.
2. **SCOPE:** In order to ensure both proper and safe vehicle extractions, the following guidelines will be used. These guidelines shall include needs assessment, distribution of manpower, hazard mitigation, and scene safety.
3. **RESPONSE:** **EMERGENCY**
 - 3.1. **In Vandergrift:**
 - 3.1.1. Utility 51
 - 3.1.2. Rescue 51
 - 3.1.3. Engine 51
 - 3.1.4. Squad 51
 - 3.2. **Mutual Aid:**
 - 3.2.1. Rescue 51
 - 3.2.2. Squad 51
 - 3.2.3. Utility 51 (manpower only)
4. **PPE REQUIREMENTS:** *Extrication suit, steel toed boots, helmet, safety glasses, and rescue gloves.*
5. **BACK UP:**
 - 5.1. In the event that six (6) qualified personnel are not available, mutual aid backup shall be requested based on the location of the incident.
 - 5.2. Agreements for such backup coverage are a part of Westmoreland County 911's mutual aid agreements.
 - 5.3. Primary back-ups are Gilpin Twp (Arm. R100, West. R176) and Washington Twp (West. R102)
6. **STAFFING:**
 - 6.1. For all rescue related incidents, Rescue 151 shall respond with a minimum of six (6) qualified personnel.
 - 6.2. In the case of insufficient manpower, the officer of Rescue 151 shall summon for an additional Rescue Squad.
 - 6.3. For incidents in Vandergrift Borough, Engine 51 (a class A pumper) will respond on all rescue-related calls.
 - 6.4. There shall be a minimum of three (3) qualified personnel on Engine 51.

- 6.5. Should there be insufficient personnel for Engine 51, Engine 50 shall be requested.
- 6.6. An Engine from the assisting mutual aid department shall respond for other municipalities under mutual aid. These agreements are a part of Westmoreland County 911's mutual aid agreements.

7. DUTIES OF THE DRIVER/OPERATOR:

- 7.1. Rescue 151 shall be staged in a suitable location, free of hazards.
- 7.2. In the event that traffic is not controlled, Rescue 151 shall be positioned up from the accident and be used as a barrier between flowing traffic and the accident scene.
- 7.3. The vehicle headlights will be turned off and all warning lights shall remain on.
- 7.4. The operator of Rescue 151 shall remain at the vehicle at all times to operate hydraulic motors, valves, air and electric cord reels, light tower, and equipment distribution.

8. DUTIES OF THE OFFICER:

- 8.1. Prior to departing the station, the officer of Rescue 151 will confirm the location of the accident with Westmoreland County 911 Fire Dispatch, the EMS unit already on-scene, or a George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1 rescue officer on the scene.
- 8.2. Prior to the arrival on the scene, the officer shall pre-heat the generator and start it upon approach.
- 8.3. On approach, the officer shall activate all needed scene lighting. This is a priority on nighttime incidents. Additional lighting such as portable tripods and light tower will be immediately placed into service.
- 8.4. Upon arrival, the ranking rescue officer will establish command or in the event the command structure has already been implemented, shall be the Rescue Group Leader.
- 8.5. The Incident Commander or Group Leader shall appoint the highest ranking officer or crewmember of the walk-in to approach the scene and confer with EMS on the level of entrapment, hazards, needed equipment, and other pertinent information.
- 8.6. It shall be the primary task of the Incident Commander/ Group Leader to develop an extrication route to facilitate a safe and effective extrication of the patient(s).
- 8.7. Primary and secondary tools systems should be considered prior to use and back up systems should be in place in case of primary tool failure.
- 8.8. Hazard identification and control, vehicle stabilization, access to the vehicle, patient access and assessment, and patient removal tactics should be developed.
- 8.9. These tactics should be directed to other officers and crewmembers and addressed as needed.
- 8.10. Standard methods of patient removal should be used according to the practices of the Pennsylvania Department of Health Basic Vehicle Rescue Program.
- 8.11. All non-essential personnel and bystanders at the accident scene shall remain outside the safety zone (50 feet or behind the equipment staging area) at all times. This may include non-essential EMS personnel, police officers, mutual aid firefighters, and media personnel.
- 8.12. The Incident Commander/ Group Leader shall provide for fire protection by assigning the responding engine (whether it be from George G. McMurtry Volunteer Fire Department, Vandergrift No. #1 or that of mutual aid) to pull and charge a 1 ¾" attack line.
- 8.13. The Incident Commander/ Group leader shall assess the need of the rescue company after the completion of the rescue activities at the scene.
- 8.14. If there is no further need for the rescue company, the Incident Commander or Group Leader may release the rescue company.

9. DUTIES OF THE INTIAL ASSESSMENT PERSON:

- 9.1. Shall complete a full 360-degree walk around of the scene to identify hazards.
- 9.2. Shall make contact with either the patient or EMS personnel on-scene to assess injuries, means of entrapment or entanglement, and needed equipment to complete the extrication.
- 9.3. Shall report back to the staging area and report his findings to the Incident Commander and/or Rescue Group Leader.

10. DUTIES OF THE CREWMEMBERS:

- 10.1. In order to protect themselves from transmission of diseases, all members on Rescue 151 shall don latex or vinyl gloves underneath their issued rescue gloves and comply with the Blood borne Pathogens and Infectious Disease Policy.
- 10.2. Crewmembers shall place one of their accountability tags onto the designated team tags.
- 10.3. Upon arrival, crewmembers shall begin staging rescue equipment on the equipment tarp.
- 10.4. At not time shall any person advance on the hazard zone or accident scene unless directed by the incident commander/ group leader
- 10.5. All rescue tools including hand tool jump kits, crash boxes, hydraulic tools, air tools, and other needed equipment will be staged at the equipment tarp.
- 10.6. No one shall advance upon the accident scene or hazard zone until the initial crewmember returns and gives a size-up and plan for action.
- 10.7. All members will be given directions from the tool staging area.
- 10.8. In the event that no entrapment or entanglement exists and all hazards are controlled, members who are Pennsylvania State Certified first responders, EMT's, or Paramedics may aid with patient care under the direction of the Incident Commander or Group Leader.
- 10.9. Patient care shall be continued until care can be transferred to another agency with equal or higher levels of training.
- 10.10. Tasks shall then be completed by the designated crewmembers, keeping in account their safety, the safety of their crew, and the safety of the victims.
- 10.11. Once an assignment is completed, the crewmembers shall return to the equipment staging area with their tools and await further orders.
- 10.12. All personnel arriving on-scene during the incident shall respond to the staging area and await further orders.
- 10.13. At the request of the Incident Commander or Group Leader, a crew will be assigned to provide fire protection. PPE requirements shall consist of full firefighting gear, SCBA (air flow not required) and a charged 1 ¾" attack line.
- 10.14. No members shall relinquish their duties or return into service until properly relieved or released by the Incident Commander or Group Leader.

11. EQUIPMENT:

- 11.1. Equipment contained on or in Rescue 151 shall be tagged, sealed and numbered, or locked at all times.
- 11.2. Equipment contained on Rescue 151 shall not be used for station repairs or personal use; they are intended for rescue purposes only.
- 11.3. After the completion of any rescue activity, all equipment will be returned to the equipment staging area.
- 11.4. All equipment should then be cleaned and returned to service

- 11.5. All equipment exposed to biohazards will be either discarded or isolated in a biohazard bag and properly decontaminated upon returning to the station.
- 11.6. All fluid levels, blades, and other devices shall be serviced and maintenance performed accordingly.
- 11.7. All seals, tags, or locking devices shall be restored upon the completion of maintenance.

ARTICLE XXVIII: Response to Water Emergencies

1. **PURPOSE:** The purpose of this Standard Operating Guideline is to provide an outline for conducting operations near water. Operations around a body of water can be extremely dangerous and safety of all personnel is a priority. Conditions such as terrain, slope, and weather can have adverse effects with water rescues. These hazards should be identified and quickly mitigated if possible. All water rescues shall be assigned one of two categories; rescue or recovery. Adequate safety personnel shall also be staged downriver from the scene to protect both the rescuers and the victims. Water Emergencies often occur because victims either knowingly enter the water, or otherwise find themselves in the water and are unable to remove themselves from the dangers associated with the water. There is always a possibility of multiple victims at a water emergency due to the good intentions of caring citizens, and /or untrained rescue personnel trying to help.
2. **SCOPE:** This Standard Operating Guideline shall apply to all members of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1. Enforcement of this Standard Operating Guideline is the responsibility of the Department's officers. No member shall participate in any water emergency incident without the proper safety equipment.
3. **DEFINITIONS:**
 - 3.1. **Water Incidents-** Water is any body of water, other than a swimming pool, more than three (3) feet deep such as, lakes, ponds, rivers, streams, creeks, low head dams, and water treatment facilities.
 - 3.2. **Rescue-** A rescue is a situation where a victim is stranded, thrashing, or has been submerged in water for a short period of time (usually less than thirty (30) minutes).
 - 3.3. **Recovery-** A recovery is a situation where a victim has been submerged for such a long period of time that chance for survival is slim, and the goal of the operation is recovery.
 - 3.4. **Personal Flotation Device (PFD)-** A vest-like jacket that is secured to the rescuers working in or nearby water. All PFDs must meet Coast Guard Standards as a Class III or Class V for water rescue purposes.
 - 3.5. **Safety line-** Rope dedicated solely for the purpose of supporting people during rescue, firefighting, or other emergency operations.
 - 3.6. **Throw Bag-** a weighted floating bag containing seventy-five (75) feet of static rope.
4. **RESPONSE:** **EMERGENCY**
 - 4.1. Rescue 151
 - 4.2. Boat 151
 - 4.3. Squad 51
 - 4.4. Utility 51 (manpower only)
5. **PPE REQUIREMENTS:**
 - 5.1. **AT NO TIME SHALL TURNOUT GEAR BE WORN ON, IN, OR NEAR A BODY OF WATER!**
 - 5.2. **When working within 10' of any waterway -Extrication suit or wet/dry suit, steel toed boots or water boots, rescue style helmet, gloves, safety glasses, a throw bag, and PFD.**
 - 5.3. **Outside of 10' from water- Extrication suit, steel toed boots, helmet, safety glasses, and gloves.**

6. BACK UP:

6.1. Adequate back up should be considered while enroute to the incident. Additional water rescue teams, dive teams, or other specialty teams should be dispatched early into the incident.

6.2. Back up water rescue teams:

6.2.1. Braeview, Lower Burrell (West 118)

6.2.2. Gilpin Twp. (West 176, Arm. 100)

6.2.3. Saltsburg (Ind. Or West. 131)

6.2.4. Kittanning (Arm. 130)

6.2.5. Eureka (Tarentum 12)

6.3. Dive Teams:

6.3.1. Braeview, Lower Burrell (West 118)

6.3.2. Kittanning (Arm 130)

7. TYPES OF WATER INCIDENTS:

8. **Ice Incidents-** Ice incidents involve partially or completely frozen bodies of water. These incidents require different protection such as ice suits.

9. **Swift Water-** Incidents that involve water that is flowing rapidly such as a river, stream, or creek.

10. GENERAL SAEFTY:

10.1. Personnel shall not approach within ten (10) feet of the water without proper PPE

10.2. Personnel shall work in teams of two.

10.3. The Incident Commander shall appoint a Safety Officer.

10.4. All personnel shall be briefed on any special hazards upon arrival to the incident.

10.5. All personnel operating within ten (10) feet of the water shall remain in visual and audible contact with their partner and group leader.

11. INCIDENT RESPONSE:

11.1. Initial Arriving Company or Officer

11.1.1. The initial actions of the first arriving company are essential to an effective rescue effort.

11.1.2. The first arriving company or officer to a water emergency shall:

11.1.2.1. Position apparatus to mark scene and utilize any lights or generators needed.

11.1.2.2. Assign a staging officer to establish a level two staging area and direct incoming units to staging.

11.1.2.3. Evacuate all persons near the shore or in the water attempting to help the victim, as they too can quickly become victims.

11.1.3. Determine if a water emergency situation is present:

11.1.3.1. Identify witnesses to the incident.

11.1.3.2. Approach the site wearing the appropriate personnel protective equipment.

11.1.3.3. Identify victim location and number of victims.

11.1.3.4. Determine if a rescue or recovery operation is needed

11.2. Rescue Operations

11.2.1. The following methods can be used to rescue a victim:

11.2.2. Reach- Extend a long handled tool to the victim

11.2.3. Throw- Throw the throw bag to the victim

11.2.4. Support- Assist qualified rescue technicians in a support role

11.3. Recovery Operations

11.3.1. Recovery operations shall be performed by qualified rescue technicians

11.3.2. Personnel may assist qualified rescue technicians in the recovery process in a support role.

ARTICLE XXIX: Responses to Trench Rescues

1. **PURPOSE:** The purpose of this Standard Operating Guideline is to provide an outline for conducting operations at the scene of a trench rescue. All trench rescues shall be assigned one of two categories; rescue or recovery. Safety of all personnel, victims, and bystanders are a major priority in assessing the incident. Precautions must be made to avoid secondary collapses and to avoid hazards entering the open trench. A major part of safety is staging machinery well away from the scene. Vibrations from motors and generators can create enough vibration to cause the trench to further collapse. In addition, no persons should work around the edge of the trenches until floor plates are in place. Constant air monitoring of the trench needs to be performed. The following guidelines will outline the immediate steps that need taken upon the arrival of the first responders. These rescues can be very time consuming and will require massive support. Consideration of immediate mutual aid should be considered while enroute to the incident.
2. **SCOPE:** This Standard Operating Guideline shall apply to all members of the George G. McMurtry Volunteer Fire Department, Vandergrift No. # 1. Enforcement of this standard operating guideline is the responsibility of the Department's officers.
3. **DEFINITIONS:**
 - 3.1. **Trench-** A trench is defined as an excavation in which the depth is greater than the width of the excavation.
 - 3.2. **Excavation-** An excavation is defined as an opening in the ground in which the depth is less than the width.
 - 3.3. **Rescue Mode-** The rescue mode shall be used in all operations where the victim is believed to be alive, or is known to be alive. Safety shall be maintained. If it is unknown if a victim is alive, personnel shall operate in the rescue mode until time, conditions, or other elements make the chance for survival of the victim minimal.
 - 3.4. **Recovery Mode-** The recovery mode shall be used when the victim(s) have obviously expired or after a period of time during the rescue operation where time, conditions, and other factors have reduced the chance for the victim's survival to minimal. Safety remains the primary consideration. The trench may be excavated further for bench operations, heavy machinery recovery, or for better weather. Time is not a factor while operating in this mode.
4. **RESPONSE:** **EMERGENCY**
 - 4.1. Rescue 151
 - 4.2. Squad 51
 - 4.3. Utility 51 (Manpower)
5. **BACK UP:**
 - 5.1. Adequate back up should be considered while enroute to the incident. Additional trench rescue teams, shoring teams, or other specialty teams should be dispatched early into the incident.
 - 5.2. Back up rescue support:
 - 5.2.1. Sarver (Butler R36)
 - 5.2.2. Eureka (Tarentum R12)
 - 5.2.3. Sardis, Murrysville (West. SO78)
 - 5.2.4. PA Region 13 Response Team

6. **PPE REQUIREMENTS:** *A minimum of Long pants, steel-toed boots, sleeved shirt, safety glasses, helmet, and work gloves. Additional protection may be utilized if needed.*
7. **INITIAL ARRIVING OFFICER:**
 - 7.1. The initial actions of the first arriving company are essential to an effective rescue effort.
 - 7.2. The first arriving company or officer to a collapsed trench incident shall:
 - 7.2.1. Position not closer than 250 feet from the incident and walk into the incident site.
 - 7.3. All other responding units shall report to the Level Two staging area.
 - 7.3.1. Level Two staging areas are at least 500 feet from the incident
 - 7.4. Assign a Staging Officer to handle Level II staging
 - 7.5. Perform an outer circle check utilizing two persons from the first arriving unit.
 - 7.6. Eliminate all sources of vibration for 500 feet
 - 7.6.1. Stopping all traffic
 - 7.6.2. Shutting off all construction equipment.
 - 7.7. Identify witnesses to the incident.
 - 7.8. Identify the site foreman and gather information on the operations taking place prior to the collapse, as well as known hazards.
 - 7.9. Establish a hot zone perimeter of at least 100 feet from the incident.
 - 7.10. Perform an inner circle check utilizing at least two persons:
 - 7.10.1. Approach the site from the ends of the trench.
 - 7.10.2. Identify the victim location and number of victims.
 - 7.10.3. Establish the victim(s) conditions if possible.
 - 7.10.4. Remove all non-trapped persons from the trench
 - 7.10.5. Notify any affected utilities.
 - 7.11. Use personnel from staging or on-site construction workers to begin clearing spoil piles and other debris for ground pad placement and other resources.
8. **INCIDENT ZONES:**
 - 8.1. **Cold Zone-** The boundary for the cold zone shall be at least 500 feet from the rescue site. The cold zone may contain Staging, Staging Officer, Rehabilitation Group, Media area, and an area for victim's families.
 - 8.2. **Warm Zone-** The boundary for the warm zone shall be from 100 feet to 500 feet from the incident. The warm zone may contain the Resources/Equipment Area, and the Command Post.
 - 8.3. **Hot Zone-** The hot zone boundary shall be 100 feet from the incident and may contain the Rescue Group Officer, Operations Officer, Safety Officer, EMS for patient care, and necessary rescuers.
9. **GENERAL SAFETY:**
 - 9.1. Personnel shall not approach within 4 feet of the trench without ground pads in place.
 - 9.2. Any trench over four feet deep shall be shored.
 - 9.3. All trenches shall be monitored for hazardous atmospheres prior to entry. Additional monitoring may be done as deemed necessary during the operation.
 - 9.4. The trench shall be ventilated as necessary and as determined by the results of the air monitoring. Care should be taken not to dry the trench walls to the point they become subject to additional collapse.
 - 9.5. The maximum number of personnel on any single ground pad is two.
 - 9.6. The spoil pile shall be kept at least two feet from the edge of the trench.
 - 9.7. All machinery with hydraulics shall be stabilized prior to entering the trench.

ARTICLE XXX: Responses to Confined Space Rescues

1. **PURPOSE:** The purpose of this Standard Operating Guideline is to set forth safe and proper guidelines pertaining to the planning, opening, entry and emergency fire and rescue operations within a confined space, as defined by the Occupational Safety and Health Administration (OSHA). All Confined space rescues are considered IDLH 's and the maximum amount of protection to the respiratory tract should be used. Continuous air monitoring needs to be performed throughout the incident as well as scene safety. Only trained and qualified personnel should enter a confined space.
2. **SCOPE:** This Standard Operating Guideline shall apply to all members of the Department.
3. **DEFINITIONS:**
 - 3.1. **Confined Space-** A confined space is any space that: is large enough and so configured that a person can enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous human occupancy.
 - 3.2. Examples- tanks, vessels, silos, storage bins, hoppers, vaults, and pits.
4. **RESPONSE:** **EMERGENCY**
 - 4.1. Rescue 151
 - 4.2. Squad 51
 - 4.3. Utility 51
5. **BACK UP:**
 - 5.1. Adequate back up should be considered while enroute to the incident. Additional confined space rescue teams or other specialty teams should be dispatched early into the incident.
 - 5.2. Back up rescue support:
 - 5.2.1. Sarver (Butler R36)
 - 5.2.2. Eureka (Tarentum R12)
 - 5.2.3. Sardis, Murrysville (West. SO78)
 - 5.2.4. PA Region 13 Response Team
6. **PPE REQUIREMENTS:**
 - 6.1. *Extrication jumpsuit, Steel toed boots, rescue helmet, eye protection, and work gloves.*
 - 6.2. *All persons entering the confined space shall don breathing air protection.*
7. **GENERAL:**
 - 7.1. Upon the confirmation of a confined space in which a person is trapped, or believed to be trapped, the Incident Commander or Company Officer will request back up. Special rescue teams shall be requested to respond to a designated staging area
 - 7.2. In the event that a hazardous material is suspected within the confined space, Team 800 and the EPA shall be requested to respond.
8. **PROCEDURES FOR ENTRY:**
 - 8.1. In order to operate safely in confined space situations, special precautions must be taken and rigidly enforced.
 - 8.2. Operations within confined spaces shall be approached with extreme caution.

- 8.3. Direct supervision is required and all safety precautions shall be rigidly enforced. Operations shall be conducted in a manner that avoids premature commitment to unknown risks
- 8.4. Before allowing personnel to enter a confined space, the Incident Commander must attempt to gather any available information about the nature of the situation or hazards, particularly as it pertains to the atmosphere inside the space.
- 8.5. The Incident Commander must assume that an unsafe atmosphere exists within the confined space until and unless testing establishes the atmosphere is safe.
- 8.6. Once test instruments arrive, readings of oxygen concentration, explosive gas or vapor concentrations, and carbon monoxide shall be made.
- 8.7. Test instruments already on site may be used as circumstances dictate.
- 8.8. All personnel entering a confined space shall use breathing apparatus, either self-contained or supplied air systems.
- 8.9. Personnel shall not remove face pieces or take any action that may compromise the effectiveness of their breathing apparatus while inside the confined space atmosphere.
- 8.10. Protective clothing shall be worn as required by the situation, depending on an evaluation of the hazards and the products that may be inside the confined space.
- 8.11. Any equipment taken inside the confined space, including lighting equipment shall be “explosion proof”, when any flammable hazard is present or suspected.
- 8.12. Once feasible, the Incident Commander should establish a Ventilation Group to begin operations directed at providing fresh air and/or exhausting contaminated air from the confined space.
- 8.13. When ventilating a confined space containing flammable vapors or gases, ventilation must consider the concentration in relation to flammable limits.
- 8.14. Care must be taken when using gasoline driven fans during positive pressure ventilation applications due to the introduction of carbon monoxide from the exhaust into the confined space. Electric exhaust fans are the preferred method of ventilation.

9. GENERAL RULES:

- 9.1. The Incident Commander shall assign a Safety Officer who shall evaluate the risks and enforce all safety requirements associated with the particular situation.
- 9.2. If the Safety Officer judges that an operation is unsafe, the operation shall be suspended. Close communication must be maintained between the Safety Officer and the Incident Commander.
- 9.3. The Incident Commander shall appoint an Entry Team Group Officer who shall control access to the entrance/exit to the confined space.
- 9.4. The Entry Team Officer shall record the names, assignments, entry times, and SCBA cylinder pressures of all personnel entering the confined space.
- 9.5. The Entry Team Officer shall maintain an awareness of the expected exit time for each individual based on the air supply at the time of entry and provide a warning at the predetermined time to begin exit procedures.
- 9.6. This warning will be given via radio or voice and be treated as an order to “evacuate”.
- 9.7. The primary function of the Entry Team Officer is to maintain control of the number of personnel and prevent crowding at the entrance to the confined space and to maintain constant visual or radio contact with the entry team.
- 9.8. The Incident Commander, through the Entry Team Officer, shall ensure that personnel entering a confined space do not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return safely and exit, with at least a five-minute safety margin.

- 9.9. When working in a confined space personnel shall wear a class 3 full body harness or wrist straps attached to a safety line to a tripod or other mechanical advantage hauling system to provide for the extrication of personnel by rope. Powered mechanical advantage systems (i.e. vehicle winch, or an electric hand winch) shall never be used to remove persons from a confined space.

10. PROCEDURES FOR ATMOSPHERIC TESTING:

- 10.1. Atmospheric testing is required for two distinct purposes;
 - 10.1.1. To evaluate the hazards of the confined space
 - 10.1.2. To verify that conditions are acceptable for entry into the confined space.
- 10.2. Atmospheric testing shall be performed in the following order:
 - 10.2.1. Oxygen
 - 10.2.2. Flammability
 - 10.2.3. Toxins (Carbon monoxide, Hydrogen Sulfide, etc.)
- 10.3. The atmosphere of a confined space shall be analyzed using appropriate equipment.
- 10.4. A multi-gas detector from on-site workers or the Rescue Team may be used.
- 10.5. The Safety Officer and the Incident Commander shall evaluate Readings.
- 10.6. At no time shall entry be made into a space that contains 10% or more flammability.
- 10.7. In the event the flammability level exceeds 10% while rescuers are in the space, they shall be ordered to evacuate.
- 10.8. Once levels of flammability drop below 10% (using ventilation, etc.) re-entry is permissible.
- 10.9. The data will be provided for tactical procedures and recommendations.
- 10.10. Atmospheric testing shall be maintained throughout the incident.
- 10.11. All sections of the space should be monitored for hazardous levels due to the characteristics of gases and their relation to the atmosphere.

ARTICLE XXXI: Responses to High Angle Rescues

1. **PURPOSE:** The purpose of this Standard Operating Guideline is to provide guidelines and procedures for high angle and rope rescue operations. During high angle and rope rescue operations, judgment, experience, training and coordination are a necessity. High angle and rope rescue operations are a last chance solution to a rescue problem. They are a high-risk undertaking that places the victim and the rescuers in jeopardy. Therefore, when a decision has been made to perform a rope rescue, only qualified personnel shall perform it.
2. **SCOPE:** This Standard Operating Guideline shall apply to all department members.
3. **RESPONSE:** **EMERGENCY**
 - 3.1. Rescue 151
 - 3.2. Squad 51
 - 3.3. Utility 51 (manpower only)
4. **PPE REQUIREMENTS:**
 - 4.1. *All Rescuers: Long pants, sleeved shirt, steel toed boots, safety glasses, rescue style helmet, and approved rope rescue gloves.*
 - 4.2. *Rescuers on line (belay): All equipment in the previous plus a rope rescue harness.*
5. **OPERATIONS:**
 - 5.1. Prior to initiating a rope or high angle rescue, the first arriving unit's size up should answer the following questions:
 - 5.1.1. Can the victim(s) be safely removed by other means (i.e. aerial ladder, ground ladder, etc.)?
 - 5.1.2. What is the victim(s)' location?
 - 5.1.3. What injuries have the victim(s) suffered?
 - 5.1.4. Is the victim(s) suspended or supported?
 - 5.2. The Incident Commander shall appoint a Rescue Group Officer.
 - 5.3. The Rescue Group Officer shall be a member proficient in rope/high angle rescue.
 - 5.4. This individual shall select the means and techniques to be used during the rescue attempt, after conferring with the Incident Commander.
 - 5.5. After conferring with the Incident Commander, the Rescue Officer shall determine the number of personnel needed to attempt a given rescue or extrication.
 - 5.6. Each rescuer shall be on a separate rappel line, with a separate belay line (safety line) for each rappel line.
 - 5.7. All non-essential personnel shall remain outside the rigging and operations area.
 - 5.8. The Incident Commander may assign a Support Group to assist with equipment movement.
6. **SAFETY:**
 - 6.1. Responsibility for incident safety rests with the Incident Commander. The Incident Commander shall appoint a Safety Officer as conditions dictate.
 - 6.2. Each member of the high angle or rope rescue team is responsible for maintaining a high level of knowledge and training to enable them to make an informed assessment of the involved risks in any high angle or rope rescue situation.
 - 6.3. Each member of the high angle or rope rescue team shall exercise every safety precaution to afford the highest degree of safety to themselves and/or victims that is commensurate with the hazards of the situation in which they are operating.

- 6.4. The Rescue Officer is responsible to insure that no maneuver is attempted that would place a member of the high angle or rope rescue team in unusual jeopardy or peril, or that would exceed the capabilities of the equipment.

ARTICLE XXXII: Radio Communications

1. **PURPOSE:** This section of the Standard Operating Guidelines is to provide guidance in Fire Department Communication Procedures. The use of clear text style communications is strongly encouraged to facilitate a better understanding by both parties of what is being communicated. While it has been a long-standing tradition to utilize a ten-code system in the fire service, a code system serves little purpose except to complicate effective communications.

2. **SCOPE:** These guidelines are intended to be referenced by all members. These common terminology examples should be used to avoid confusion at the incident and ease the operations. This section shall also serve as a training tool to promote better communications for incidents.

3. **DEFINITIONS:**
 - 3.1. Building sides – The building sides shall be identified in alphabetical and proceed around the structure in a clockwise fashion starting with the address side. The phonetic alphabet shall be used to avoid confusion.

A- Alpha	J- Juliet	S- Sierra
B- Beta	K- Kilo	T- Tango
C- Charlie	L- Lima	U- Uniform
D- Delta	M- Michael	V- Victor
E- Echo	N- November	W- Whiskey
F- Foxtrot	O- Oscar	X- X-ray
G- Gulf	P- Papa	Y- Yankee
H- Hotel	Q- Quebec	Z- Zulu
I- Indigo	R- Romeo	

 - 3.2. Building floors – The building floors will be divided into numerical divisions and move upward from the ground level on the address side i.e. division 1, division 2, division 3, etc. Sub floors will uphold the same system starting with the first level under the address side i.e. subdivision 1, subdivision 2, etc.

 - 3.3. Sectors – Sectors are groups of personnel assigned to a specific location to perform tasks i.e. Roof sector, basement sector, etc. The ranking officer shall designate himself as the sector leader.

 - 3.4. Groups – Groups are teams comprised of personnel who are assigned to specific tasks i.e. RIT group, Vent group, attack group, etc.

4. **MAYDAYS:**
 - 4.1. Should an emergency such as an injury, entrapment, lost, out of air, etc. arise concerning any member of a crew operating within the hazard area, that crew member should transmit a "MAYDAY" as described in Article X: Evacuation and Distress Signals.

 - 4.2. Once a "MAY-DAY" is transmitted command should have dispatch clear all traffic with an alert tone.

 - 4.3. Command should have all other units move to another radio frequency and appoint someone else over these units in order to keep the current operations going.

 - 4.4. An attempt should now be made to identify the member more thoroughly and if possible his/her location or general location should be established.

 - 4.5. The accountability officer and board should be utilized at this time to pin point the location and assignment of the missing firefighter at the time of the last PAR.

4.6. As soon as possible, the RIT team should be deployed.

5. EFFECTIVE COMMUNICATIONS:

5.1. Effective communications involves two parties, the sender expresses the communication in some form, and the receiver understands the communication.

5.2. In order to make sure that the idea being communicated is understood, the receiver of the message should acknowledge the message and concisely repeat the meaning.

5.3. Example:

“Hancock Command, Engine 51 is approaching with 5, requesting orders”

“Engine 51 from Hancock command, lay a supply line from Emerson St. into the scene and pull an attack line to the Alpha Side of the building”

“Command, Engine 51 copies to lay a line from Emerson St and then to pull an attack line to the Alpha side”

6. COMMUNICATIONS: PERSONNEL RADIO DESIGNATIONS:

6.1. The designation of fire apparatus shall correspond with the identifier it is given in Article I; Section 6

6.2. Unit Radio Designations are as follows:

Ladder 51	Rescue 151
Engine 51	Boat 151
Squad 51	Engine 51-2
Utility 51	

7. ONSCENE REPORTING:

7.1. The onscene report of the first arriving company officer provides vital information to the additional companies, which are responding. It provides documentation of times and conditions found, and to generate other actions of the dispatcher. The first arriving company officer to all incidents should utilize the following on scene reporting guidelines:

7.1.1. WHAT DO I HAVE?

7.1.2. Occupancy Type

7.1.2.1. Residential

7.1.2.2. One Story

7.1.2.3. Two Story

7.1.2.4. Mobile Home

7.1.2.5. Garage

7.1.2.6. Apartment

7.1.2.7. Commercial

7.1.2.8. Warehouse

7.1.2.9. Office

7.1.3. Size of the structure

7.1.4. Type of construction

7.1.5. Amount and color of smoke and flame

7.1.6. Evacuation or rescue needs

7.2. WHAT AM I DOING?

7.2.1. Interior or Exterior Attack

7.2.2. Size of Lines

7.2.3. From What Access Point

7.2.4. Search and Rescue

7.2.5. Ventilation

7.2.6. Protecting Exposures

7.2.7. Laying Own Supply Lines

7.2.8. Meeting Informant

7.3. WHAT DO I NEED?

7.3.1. Supply Line

7.3.2. Back-up Line

7.3.3. Primary/Secondary Search

7.3.4. Ventilation

7.3.5. Forcible Entry

7.3.6. Buildings Laddered

7.3.7. Utilities

7.3.8. Staging of Additional Units

7.4. WHO IS IN COMMAND?

7.4.1. It is imperative that an incident commander be designated

7.4.2. Relay who is IC to all responding units

7.4.3. When possible, pass command when making an interior attack

Example:

"Engine 1 is on the scene, we have a two story brick residence, heavy smoke and fire showing from the rear of the house. We are pulling a preconnect for interior attack. Engine 2; bring in a supply line, Rescue 1 conduct primary search. Engine 1A is making and interior attack, Engine 2A assume command on your arrival."

"Engine 2 is on the scene Engine 2A is assuming command. Supply lines established, then transmit any additional orders to incoming units."

7.5. The first arriving company officer is the Incident Commander unless command is passed.

7.6. A ranking officer may assume command when he/she arrives on the scene.

7.7. When command is passed all units should be notified by radio, who is in command.

7.8. If the initial company commander makes an interior attack and chooses to pass command, he/she is still responsible for all command functions until the second company commander arrives on the scene to actually assume command.

7.9. To reduce confusion when more than one incident is taking place at the same time, the command designation should include a command name. As a general rule the street name or occupancy name should be utilized.

Example: *Evergreen Command or Canal Street Command*

8. PROGRESS REPORTING:

8.1. The use of progress reporting assists in documenting the events of the fire as they take place.

8.2. The purpose is to establish the time in which the three tactical priorities have been completed (Life Safety, Incident Stabilization, Property Conservation).

8.3. The Incident Commander should utilize and document through radio communications the following benchmarks of the fire:

8.3.1. "FIRE UNDER CONTROL": indicates that progress of the fire has been stopped.

8.3.2. "FIRE OUT": indicates that the fire is out and that salvage and overhaul has started.

8.4. During the incident, other requests or needs may arise such as the need for the utility companies, investigators, Police, EMS, or other Fire Department apparatus.

8.5. All requests should be directed to the Incident Commander.

9. CHANGING TACTICAL CHANNELS:

- 9.1. At certain times during an incident the IC may choose to move some or all units to another channel to relieve radio congestion or to establish a tactical channel separate from the command channel.
- 9.2. Should the IC feel this necessary he should contact dispatch and request an alert tone followed by information to alert units to make the switch.
- 9.3. Once the switch has been made a roll call of all units now operating on the new channel should be done to ensure that all units received the message.
- 9.4. Only the Incident Commander shall communicate the need for additional resources.
- 9.5. On-scene units should communicate resource needs to the incident commander, preferably through face-to-face communications; however, the incident may dictate that radio communications be utilized.
- 9.6. The company officer or the incident commander shall communicate with 911 when units or all units are available, even though the unit may be in a standby mode on the scene.
- 9.7. The release from the emergency scene must come from the Incident Commander.

STANDARD OPERATING GUIDELINES



Receipt of SOG Manual

Date: _____

I _____ hereby acknowledge that I have received a copy of the George G. McMurtry Volunteer Fire Department, Vandergrift No. 1 Standard Operating Guidelines. I understand that it is my responsibility to be familiar with the guidelines and with changes as they are put in effect.

Signature _____

Witness Signature _____

Signed this ____ day of _____ in the year of 20____

Detach this form and submit it to the Fire Chief