

Han-Le-Co Fire/Rescue

Standing Operating Guidelines

And

General Policies



Effective 01/01/2011

Retyped & Updated

May 2017



**STANDING OPERATING GUIDELINES
&
GENERAL POLICIES
DOCUMENT NOTICE**

This document represents a compilation of best practices or standing guidelines. It is intended only for the use of the Han-Le-Co Volunteer Fire-Rescue Co No. 1 and not for any other agency nor is it intended to be relied on by any other individual or public/private agency. This document may not be used in court or in any other forum against the Company or against any individual member(s) (other than as used by the Company). The imposition of discipline by the Company against any of its members is not proof of the failure to comply with a standard of conduct/care, but only with Company practices.

In many cases, these standing guidelines strive to exceed the standard practice. Adoption of the NFPA standard, when done, is not recognition of the standard but an attempt to achieve the best practice. Failure to adopt the NFPA standard is not the failure to meet a standard of conduct/care but a conscious choice of which practices are the best for the Company.

This document is not intended to nor does it cover every situation a responder may encounter. Responses to situations not addressed in and/or deviations from the guidelines contained in this document should be based on an on-scene, real time determination of the appropriate guideline to handle the particular situation. Where practicable, these responses/deviations should be carried out after receiving applicable command approval. The response/deviation could be subject to retrospective command review to determine if (1) this SOG should be amended, (2) appropriate Company disciplinary action should be imposed or (3) no further action should be taken.

The equipment issued to members (including this copy of the SOG's) is the property of the Company and shall be returned within five (5) calendar days of a request by a Company official or upon termination of membership. The member agrees to use the equipment only for the purposes for which it was intended and authorized by applicable Commonwealth statutes, this and other Company practices, by-laws and verbal instructions from Company officials.

This is not a static document but one designed to adapt to our changing environment. Recommendations for updates from anyone who has a better, SAFER way of doing the job or has knowledge of legislative and training changes are encouraged and appreciated.



Han-Le-Co Fire/Rescue

GENERAL POLICY LIST

Revised 05/14/2011

<u>Policy #</u>	<u>Title</u>
33-P01	Policy Development and Description
33-P02	Conduct Policy
33-P03	Injury Policy
33-P04	Drug and Alcohol Policy
33-P05	Weapons Policy
33-P06	Facial Hair Policy
33-P07	Warning Device Policy
33-P08	Health Physical Policy
33-P09	Infectious Control Policy / BSI Procedures
33-P10	Social Media Policy
33-P11	Property Damage / Accident Reporting Policy
33-P12	Privacy Policy



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P01

01/01/2011

The Development of a General Policy

Purpose: This document is designed to set forth an outline in which a policy shall be laid out for Han-Le-Co Fire/Rescue. This document will also set forth the manner in which these policies will be adopted and followed. A policy is defined as a guiding principle or course of action adopted toward an objective or objectives. Policy describes the general principle that will guide behavior or a definite course or method of action to direct and determine present and future decisions.

Development: Policies shall be developed to help all fire department personnel understand the manner in which to operate while acting as a member of Han-Le-Co Fire/Rescue. These policies will include subject areas such as, but not limited to; Personnel, Weapons, Drugs and Alcohol, Facial Hair, and any actions that may have an effect on Emergency and Non-emergency operations, Etc... These policies shall be developed by Han-Le-Co Fire Line Officers. Fire department personnel may also bring a topic to the Fire Line Officers to be considered for addition to the policy list.

Acceptance: All policies shall be decided and approved upon by the Fire Line Officers. When a policy is to be added, removed, or revised the policy must be agreed on by a majority of the Fire Line Officers. The policy must then be brought to all Han-Le-Co personnel to make sure all personnel are aware of the change. All personnel must sign a form that will be kept in their personnel file that states the acceptance and understanding of all Han-Le-Co Fire/Rescue policies.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P02

01/01/2011

Conduct Policy

Purpose: This policy is designed to set forth the manner in which individuals are to conduct themselves while acting as a member of Han-Le-Co Fire/Rescue.

Standard of Conduct:

Members covered by this policy are looked upon to fulfill certain duties and expectations that support the mission and values of Han-Le-Co Fire/Rescue and are expected to conduct themselves in a manner deserving of public trust. The following list is not all-inclusive but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities while acting as a member.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for coworkers, supervisors, managers, subordinates, residential clients, students, and customers.
- Use company equipment, time, and resources judiciously and as authorized.

- Support efforts that ensure a safe and healthy work environment.
- Resolve issues and disputes in a professional manner and through the established chain of command.
- Meet or exceed established job performance expectations.
- Make decisions and/or take actions that are in the best interest of the company.
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other members.
- Work cooperatively to achieve departmental goals and objectives.

Members may be brought before the Fire Line Officers or Fire Company Board for punishment to be determined for inappropriate conduct.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P03

01/01/2011

Personnel Injury Policy

Purpose: This document shall provide Han-Le-Co Fire/Rescue personnel with information pertaining to injuries sustained both while acting as a member of Han-Le-Co Fire/Rescue (On the Job Injury) and on personal time (Off Time Injury).

On the Job Injuries: Any personnel sustaining an injury on a fire scene, at training, or on company property must immediately report to the OIC or Safety Officer. The OIC or Safety Officer shall complete a firefighter injury report at this time. If the injury requires care beyond first aid at the scene, the injured party must immediately have the issue checked by a physician. The physician or medical facility must be on the list approved by Hanover Township. This list is available both in the fire station and at the Hanover Township municipal building.

Hanover Township must also be made aware of any injury requiring treatment beyond first aid administered at the scene. This notification shall be made within 24 hours of the injury occurring or on the next business day if the injury occurred on a weekend or holiday.

The injured party will then be required to present a medical release form to the Fire Chief or an Assistant Chief to report back to active duty.

Off Time Injury: An Off Time Injury shall be any personnel sustaining an injury or having a medical issue while not acting as a member of Han-Le-Co Fire/Rescue. If this injury or medical issue requires the member to refrain from active duty, the member must present a medical release form to the Fire Chief or an Assistant Chief to return to active duty.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P04

Updated 02/12/2017

Drug and Alcohol Policy

Purpose: This policy shall describe to all members the rules and regulations regarding drug and alcohol use while acting as a member of Han-Le-Co Fire Rescue.

Description: Any member under the influence of alcohol or illegal drugs shall **NOT** respond to any call, participate in any training session, or special assignment. Alcohol and/or illegal drugs are not permitted on fire department property or apparatus.

Smoking, Vapeing, and Chewing Tobacco is **NOT** permitted in the fire station, on any of the fire apparatus, during an active training session, or on any emergency scene. Only the dedicated smoking area shall be used.

Punishment: Any violator will be severely reprimanded and/or brought up on charges. It will be up to the Officer in Charge to handle immediate reprimand and contact the Fire Chief and/or President.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P05

01/01/2011

Weapons Policy

Purpose: To outline Han-Le-Co Fire/Rescue's stance on weapons.

Policy: Members or guests may not, at any time while on any property controlled by Han-Le-Co Fire/Rescue, on any incident, or training site possess or use any weapon. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Regardless of whether the individual possesses a concealed weapons permit or is allowed by law to possess a weapon, weapons are prohibited on any company property or in any location in which the individual represents the company.

Law enforcement personnel that are on duty, shall be the only exception to this policy.

Individuals who violate this policy will be subject to disciplinary actions, up to or including termination.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P06

01/01/2011

Facial Hair Policy

Purpose: The purpose of this policy is to ensure the safety of all personnel who utilize respiratory protection in accordance with NFPA 1500 section 7.11.8.

Description:

7.11.8 Members who have a beard or facial hair at any point where the facepiece is designed to seal with the face or whose hair could interfere with the operation of the unit shall not be permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P07

01/01/2011

Installation/Use of Warning Lights and Other Devices on POV's

Purpose:

This policy is designed to outline the rules and regulations to be followed while operating warning devices on a personal vehicle. This policy does not cover the installation and use of every warning device regulated by applicable Commonwealth of Pennsylvania (COPA) statutes. Ultimately, it is YOUR responsibility to determine if the device(s) you install and manner in which you use it complies with these statutes.

Policy:

Citations for installing and/or using devices not authorized or that are expressly prohibited by COPA statutes could result in fines of not less than \$500 not more than \$1,000. Unauthorized possession of some devices (ie traffic signal preemption units) could be deemed contraband and seized by law enforcement officers. If you are cited for installing and/or using an unauthorized or prohibited warning device(s) on your POV, the legal and financial consequences are solely YOUR responsibility. The fact that the device you installed may not have been specifically covered in this policy and/or the Fire Chief may have approved the installation and use of the device is NO defense for a violation of COPA vehicle statutes. The Company assumes NO financial or legal responsibility for any citation and/or fines you may receive nor will it reimburse you for those fines.

The installation, use and type of red or blue warning lights and related equipment on a privately owned vehicle (POV) is governed by applicable COPA/local statutes and this policy. It is a privilege (not a right) which can be revoked by the Company. The installation of prohibited/unauthorized equipment on a responder's POV, or red/blue lights on a POV, is as illegal and subject to sanctions as the use of that equipment.

The Fire Chief must authorize the installation and use of all warning devices on a member's POV and approve the type of device BEFORE it is installed.

Members may only install warning devices on one vehicle unless otherwise approved by the Fire Chief.

Chief Officers, Fire Police Captain & Lieutenant:

When on duty, the POV's of the Fire Chief, Assistant Fire Chief's, Fire Police Captain, and Fire Police Lieutenant are considered "Emergency Vehicles". Their POV may, with the Chief's permission, be equipped with red, amber and white lights, siren, traffic directional device (ie Arrow Stick"), wig-wag headlights and a traffic signal preemptive device.

Fire Fighters & Fire Police:

A. The POV of a Firefighter or Fire Police is an authorized, NOT an emergency, vehicle; the driver has NO special operating privileges; therefore, an emergency responder, responding in a POV shall NOT:

- 1) exceed posted speed limits;
- 2) proceed through red traffic signals even if other drivers yield the right of way
- 3) proceed through red traffic signals behind a red light POV or emergency vehicle even if instructed to do so by the driver of the emergency vehicle
- 4) proceed in the wrong direction on a roadway unless instructed to do so by a Company Officer or the IC
- 5) violate any traffic laws, rules, or regulations applicable to the general driving public
- 6) blow the horn or flash the headlights of his/her POV in an attempt to get other motorists to pullover or yield the right of way. The law does NOT require motorists to do either for blue light POVs.
- 7) install the following equipment on the emergency responder's POV:
 - i) strobe lights/LEDs in tail / back up lights, rear center light, front parking lights, side mirrors;
 - ii) wig-wag headlights, flashing back up lights or strobe lights/LEDs in headlights/tail lights, marker lights, backup lights or any other existing light assemblies;

- iii) siren or air horn(mechanical or electronic);
- iv) traffic direction device such as an "Arrow Stick";
- v) a warning light/light-bar with any color, other than blue, if visible whether activated or not
- vi) any other device restricted for use in or on an emergency vehicle.

B. A responder may equip his/her POV with (1) one Company issued single revolving blue light, placed on the roof of the vehicle with 360° visibility or (2) at his/her expense, with no more than two revolving blue lights or one light-bar assembly placed on the roof of the vehicle with 360° visibility.

C. ONLY blue lens/filters shall be visible (whether activated or not). ALL lens/filters, other than blue, must be replaced with blue before installation. If the light-bar is equipped with clear lens, the lights must be surrounded on ALL sides with blue filters so that no other color is visible whether activated or not. (Use of tape such as duct tape shall not be used to cover non compliant lens). A light bar with individual lights or pods, such as a Vector, may to be used provided ALL pods have blue lens.

D. A flashing strobe/LED light bar is permissible provided all visible lights/lenses are BLUE or CLEAR when not activated and only BLUE when activated and MUST have 360° visibility. The flash patterns and intensity must be approved by the Chief before use.

E. Alley and takedown lights must be removed or covered with blue lens/filters and not activated.

F. A member who came from another company and has an existing installed blue light/light-bar, may not use the light, UNTIL approved by the Chief, and then ONLY if it complies with the applicable provisions of the COPA Vehicle Code and this Policy. If any excluded device noted above has been installed, it shall NOT be used on Station 33 calls and if visible inside or outside the vehicle, whether or not activated, must be removed before a Station 33 license plate can be issued and displayed on the vehicle.

G. A member who is also a member of or subsequently joins another fire company and wants to retain active duty status in this Company, shall comply with this policy,

including the installation/us of blue warning light(s)/light bar and equipment, regardless of what the other company allows.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P08

01/01/2011

Health Physical Policy

Purpose: The purpose of this policy is to outline the responsibilities of Han-Le-Co personnel when it comes to health physicals and the procedures involved. This is designed for the well being of all individuals involved in emergency response (fire line and fire police) and to give a base line of vitals and health that can be referred to if necessary.

The Fire Chief and Health and Safety Officer appointed by the Chief will be responsible to see that these physicals are carried out.

Policy:

Each individual will be required to receive a baseline health physical every two years.

A physical may also be requested if an individual is showing signs of decreased health.

The physicals will be provided free of charge to Han-Le-Co personnel.

The physicals must be conducted at a facility approved by the Fire Chief and Health and Safety Officer.

Each individual required to receive a physical will receive a letter from the Health and Safety Officer when they are due.

If an individual fails to obtain the health physical in the prescribed amount of time, the individual will be removed from active fire line or fire police status until the physical is obtained.

All information received from the physical will only be seen by the Health and Safety Officer and will be filled in the members personnel file.

*Han-Le-Co Fire/Rescue also encourages all members to maintain a healthy life style through a healthy food diet and a physical exercise program.



Han-Le-Co Fire/Rescue

General Policies

Policy #33-P09

Revised 11/23/2011

INFECTION CONTROL POLICY / BODY SUBSTANCE ISOLATION PROCEDURES

Criteria:

- A.** The following procedures shall be used whenever contact with a patient's bodily substances is anticipated and/or when cleaning areas or equipment contaminated with blood or other body fluids.
- B.** Your patients may have communicable diseases without you knowing it; therefore, these procedures shall be followed for care of all patients.
- C.** These procedures provide general information related to body substance isolation and the use of universal precautions.

Universal Precautions can be defined as the precautions that are to be taken when there is any patient contact, or chance of cross contamination (blood and bodily fluid exchange). The purpose of universal precautions is to limit/prevent exposure of blood and bodily fluids to the rescuer. The precautions include, but not limited to the use of; medical exam gloves, high filtration masks, and eye shield.

Procedure:

A. All patients:

- 1. Use universal precautions on all calls where contact with blood or body fluid (including wound drainage, urine, vomit, feces, diarrhea, saliva, nasal discharge, etc.) is anticipated or when handling items or equipment that may be contaminated with blood or other body fluids.

8. Place all disposable equipment and contaminated trash in a clearly marked plastic red Biohazard bag and dispose of appropriately.
 - a. Contaminated uniforms and clothing should be removed, placed in an appropriately marked red Biohazard bag and laundered / decontaminated.
9. If any personnel has had an exposure to blood or body fluids, the incident must be **immediately** reported to the infection control officer (See officer assignment SOG). Personnel who have had an exposure should be evaluated as soon as possible, since antiviral prophylactic treatment that decreases the chance of HIV infection must be initiated within hours to be most effective. In most cases, it is best to be evaluated at a medical facility, preferably the facility that treated the patient (donor of the blood or body fluids), as soon as possible after the exposure.

Disposal:

All contaminated or possibly contaminated items (Gloves, Gowns, Bandages, Etc.) shall be disposed of **ONLY** in Red Biohazard Bags. The Bags should then be given to the transporting EMS unit for proper disposal. If the EMS unit has already left the scene or there is no EMS unit involved, the bags should be taken to the Northampton Regional EMS Station for proper disposal.



Han-Le-Co Fire/Rescue

General Policies

Policy #33-P10

01/01/2011

Electronic Messages / Social Media Policy

Purpose: The following policy is designed to guide members in the appropriate conduct involving electronic media and social media.

Policy: Members of the Han-Le-Co Fire and Rescue Company hereafter referred to as the Company shall not criticize or ridicule the Company, its policies, its officers or other members by speech, writing or other expressions, when such, writing or expressions:

1. Is defamatory, obscene, slanderous or unlawful; and/or
2. tends to interfere with the maintenance of proper discipline; and/or
3. damages or impairs the reputation and/or efficiency of the company or members

This includes, but is not limited to, written, auditory and/or visual messages communicated via or on company resources or via personal devices, such as cell phones, PDAs etc., and/or social media such as Twitter, Face book, My space, etc.

Any written, auditory and/or visual messages communicated by a member that are relative to the Company in any capacity are the **sole property of the Company**. This includes, but is not limited to, any written, auditory, and/or visual message communicated via or on Company resources or via or on personal devices and/or social media.

By doing so without proper authorization from the Fire Chief, Assistant Chief or the President/Vice president of the Company, the members of this Company acknowledge that by doing so will impair the public service that

they are sworn to provide. And that disciplinary action may be enforced up to and including termination from the Company.



Han-Le-Co Fire/Rescue

General Policies

Policy # 33-P11

03/07/2011

Property Damage / Accident Reporting Policy

Purpose: This document shall outline the procedures to be taken when an accident occurs or damage is done to any Han-Le-Co Property or other property including but not limited to; vehicles, apparatus, tools and equipment, fire station and associated property, etc... This includes ALL property that is owned by Hanover Township Lehigh County, Han-Le-Co Vol. Fire/Rescue Co. No. 1, Han-Le-Co Vol. Firemen's Relief Association or any other parties. This document will discuss the reporting procedures and proper paperwork that must be filled out by both parties involved and supervising officer (OIC).

Procedure: If the incident involves a motor vehicle accident with department apparatus start at guideline #1. If incident is other than a motor vehicle accident start at #2.

1.
 - A. Call for assistance and render care to injured parties.
 - B. Notify LCR via appropriate frequency.
 - C. Contact Local Police Department
 - D. Gather All drivers' information including; driver's license information, vehicle license plate, vehicle make and model, vehicle VIN #, vehicle color, insurance information.
 - E. Gather Information for ALL involved vehicles.
2. Inform the officer in charge immediately; if no fire line officer is present contact the Fire Chief or an Assistant Chief. If fire company property is involved the Company President Shall also be notified.
3. Take Photographs of the incident.
4. Document pertinent information.

5. Officer in Charge is to fill out an Incident Report Form with the individual(s) involved.
 - a. Be sure to include all pertinent information on the Incident Form.
 - b. Forms can be found in the Fire Line Officer's Office.
6. Officer in charge shall notify the Fire Chief as soon as possible if extensive damage has occurred or a piece of apparatus or equipment is to be placed out of service. If fire company property is damaged the President shall also be notified.
7. Three (3) copies of the incident report shall be made.
 - a. One for the OIC/Fire Chief.
 - b. One for the Individual's personnel file.
 - c. One for the Individual involved.
8. An internal accident investigation may be conducted by the Fire Chief an Assistant Chief and two Fire Line Officers if deemed necessary. Any individuals involved in the incident shall not be part of the investigation.
 - a. Results in such investigations shall be documented appropriately.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG LIST (Numerical)

Revised 06/12/2011

<u>SOG #</u>	<u>Title</u>
33-2011	2011 Fire Officer Assignments
33-001	The Development of Standing Operating Guidelines
33-002	Fire Line Chain of Command
33-003	Command Structure and Responsibilities
33-004	General Safety Guidelines
33-005	Accountability System
33-006	Fire Fighter Qualifications
33-007	Junior Firefighters
33-008	Apparatus Driver/Operator Guidelines
33-009	Apparatus Operation Guidelines
33-010	Response Guidelines
33-011	Communications Guideline
33-012	EMS/QRS Operating Guidelines
33-013	Self-Contained Breathing Apparatus (SCBA)
33-014	Fire Attack Guidelines
33-015	Mayday / Firefighter Down Procedures
33-016	Rapid Intervention Teams
33-017	Technical Rescue Responses
33-018	Hazardous Materials Responses

33-018.1	Doffing Considerations for PPE at Haz-Mat Incidents
33-019	Vehicle Accidents / Rescues
33-020	Elevator Emergencies
33-021	Gas Leak / Odor Responses
33-022	Carbon Monoxide Responses
33-023	Wire Fires / Wires Down
33-024	Bomb / WMD Responses
33-025	Lock-Out / Tag-Out Procedures
33-026	Incident Report Writing / NFIRS
33-027	Air Quality/Monitoring During and After Fires
33-028	Turn-Out Gear/PPE Maintenance
33-029	Aerial Operations
33-030	Rope Care and Maintenance
33-031	_____
33-032	_____

Appendix A	Hazardous Materials Site Safety Plan
Appendix B	NIMS ICS Forms
Appendix C	PSFA Gear Inspection Form
Appendix D	PA Junior Emergency Responder Guidebook
Appendix E	General Constitution & Bylaws (HanLeCo)
Appendix F	Relief Constitution & Bylaws (HanLeCo)



Han-Le-Co Fire/Rescue
STANDING OPERATING GUIDELINES
SOG LIST (Alphabetical)

Revised 06/12/2011

2011 Fire Officer Assignments	33-2011
Accountability System	33-005
Aerial Operations	33-029
Air Quality/Monitoring During and After Fires	33-027
Apparatus Driver/Operator Guidelines	33-008
Apparatus Operation Guidelines	33-009
Bomb / WMD Responses	33-024
Carbon Monoxide Responses	33-022
Command Structure and Responsibilities	33-003
Communications Guideline	33-011
Doffing Considerations for PPE at Haz-Mat Incidents	33-018.1
Elevator Emergencies	33-020
EMS/QRS Operating Guidelines	33-012
Fire Attack Guidelines	33-014
Fire Fighter Qualifications	33-006
Fire Line Chain of Command	33-002
Gas Leak / Odor Responses	33-021
General Safety Guidelines	33-004
Hazardous Materials Responses	33-018

Incident Report Writing / NFIRS	33-026
Junior Firefighters	33-007
Lock-Out / Tag-Out Procedures	33-025
Mayday / Firefighter Down Procedures	33-015
Rapid Intervention Teams	33-016
Rope Care and Maintenance	33-030
Response Guidelines	33-010
Self-Contained Breathing Apparatus (SCBA)	33-013
Technical Rescue Responses	33-017
The Development of Standing Operating Guidelines	33-001
Turn-Out Gear/PPE Maintenance	33-028
Vehicle Accidents / Rescues	33-019
Wire Fires / Wires Down	33-023
_____	33-
_____	33-

Hazardous Materials Site Safety Plan NIMS	Appendix A
ICS Forms	Appendix B
PSFA PPE Inspection Form	Appendix C
PA Junior Emergency Responder Guidebook	Appendix D
General Constitution & Bylaws (HanLeCo)	Appendix E
Relief Constitution & Bylaws (HanLeCo)	Appendix F



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-2011

Revised 01/08/2019

2019 Fire Officer Assignments

Fire Chief 33-01- Garren Knoll

Overall Fire Company Operations
Mutual Aid, Community and Township Relations
Fire Equipment and Supply Purchasing
Fire Apparatus and Equipment Routine Maintenance
Discipline and Dispute Resolution

Assistant Chief 33-02 - Rick Naradko

Safety and Training Operations
Driver Training and Qualifications
Incident Reporting Quality Assurance
Discipline and Dispute Resolution

Assistant Chief 33-03 – Kevin Harwick

Occupational Health and Safety Operations
Incident Reporting Administrator and Quality Assurance
Discipline and Dispute Resolution

Assistant Chief 33-04 - Nick Marlowe

QRS Operations (Candy Dannenhower)
Vehicle and Equipment Preparedness: Rescue 33-41
Fire Extinguisher, SCBA and Air Cylinder Maintenance
Incident Reporting Quality Assurance
Discipline and Dispute Resolution

Captain 33-05 – Keith DeAngelis

Vehicle and Equipment Preparedness: Rescue 33-31
Fire Equipment, Apparatus and Property Maintenance
Radio Communications Systems

Captain 33-06 – Dominic Kertsmar

Vehicle and Equipment Preparedness: Engine 33-11
Air Monitoring Equipment Maintenance

Lieutenant 33-07 – Chris Spadaccia

Vehicle and Equipment Preparedness: Squad 33-51

New Member Orientation and Documentation

Personal Equipment Inventory, Maintenance and Assignment

Probation and Junior Firefighter Program

Lieutenant 33-08 – VACANT

Fire Police Captain 33-09 – Mike Steitz

Fire Police Operations

Vehicle and Equipment Preparedness: Squad 33-51

Fire Police Lieutenant 33-10 – Candy Dannenhower

Emergency Reporting System: Maintenance and Incident Report Tracking

2019 Fire Chief Appointments

Driver/Engineer - Robin Yoder

Team Leader – Will Hummell

Team Leader – Austin Wilburn

(Vehicle and Equipment Preparedness: Utility 33-91)



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-001

01/01/2011

The Development of Standing Operating Guidelines

Purpose: The purpose of this document is to set forth an outline of how each Standing Operating Guideline shall be laid out for Han-Le-Co Fire/Rescue. This document shall also set forth the manner in which these guidelines should be adopted and followed.

Development: Standing Operating Guidelines should be developed to help all fire department personnel understand the manner in which to operate while acting as a member of Han-Le-Co Fire/Rescue. These guidelines will include subject areas such as, but not limited to; Personnel, Command and Control, Emergency Scene Operations, Response, Etc... The Standing Operating Guidelines may also be referred to as SOG's. The SOG's shall be developed by Han-Le-Co Fire Line Officers. Fire department personnel may also bring a topic to the Fire Line Officers to be considered for addition to the SOG's.

Acceptance: All SOG's shall be decided and approved upon by the Fire Line Officers. When a SOG is to be added, removed, or revised the SOG must be agreed on by a majority of the Fire Line Officers. The SOG must then be brought to all Han-Le-Co personnel to make sure all personnel are aware of the change. All personnel must sign a form that will be kept in their personnel file that states the acceptance and understanding of all Han-Le-Co Fire/Rescue SOG's.

* It is also brought to attention that Standing Operating Guidelines are Guidelines. These guidelines may be changed under reasonable circumstances by the officer in charge.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-002

01/01/2011

Fire Line Chain of Command

Purpose: The purpose of this guideline is to inform all personnel of the appropriate chain of command to be followed within Han-Le-Co Fire/Rescue.

Chain of Command:

Chief	3301
Assistant Chief	3302
Assistant Chief	3303
Assistant Chief	3304
Captain	3305
Captain	3306
Lieutenant	3307
Lieutenant	3308

The chain of command should be followed in both emergency and non-emergency situations. The individual having command of the scene will be known as the "Officer in Charge" or OIC. If no fire officer is present the apparatus operator shall have command of the scene until a fire officer arrives.

A higher ranking fire officer may take command from a lower ranking officer or allow the lower ranking officer to maintain command of the scene. The higher ranking officer may then fulfill another position.

If the Officer in Charge enters the structure or hazard zone, command shall be transferred to another officer on the scene. All command transfers shall be clear, as to allow all personnel operating on the scene to know of the change.

Officer Assignments: Fire Officers shall be assigned duties on a yearly basis or as needs arise. The officer assignments are assigned by both rank and personal knowledge. The assignments can be found in the SOG marked 33-current year. Example: The assignments for 2010 are marked 33-2010. If personnel have an issue with a certain topic that is addressed under these assignments, they may contact that officer directly.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-003

01/01/2011

Command Structure & Responsibilities

Purpose: It will be the purpose of this guideline to outline the basic command structure to be utilized and the responsibilities of the command staff.

Command Structure: It will be the responsibility of all personnel to insure that they are following a command structure in accordance with the National Incident Management System (NIMS).

All personnel taking command of an incident must have the appropriate NIMS training as well as some form of fire ground strategic and tactical training. This training will be approved by the Fire Chief.

The following is a list of command staff positions to be filled at an incident. Not every position must be filled at every incident, this will be left to the discretion of the Officer in Charge. This list is not limited to other positions that may be required.

- Incident Commander
- Operations Officer
- Accountability Officer
- Safety Officer
- Staging Officer

Staff Responsibilities: Incident Command shall be established by the first arriving unit. This may be the first fire line officer or piece of apparatus to reach the scene. The OIC should be established as 33 Command. In the event of multiple incidents occurring within Hanover Township other command structures shall be established utilizing the location as the command title.

The fire ground channel to be utilized should also be established and relayed to Lehigh County Radio. See Communications SOG #33-015.

At this time a scene size-up shall be conducted. This size-up should include a minimum of building type, height, and what is visible.

-Incident Commander

- Responsible for overall incident management
- Responsible for assigning incident command staff positions
- Responsible for assuring all appropriate ICS forms are completed*
- Conducts critique of incident as needed to address issues
- Request critical incident stress management team as needed

-Operations Officer

- Responsible for on scene incident operations
- Responsible for establishing operations branch command structure

-Accountability Officer

- Responsible for accountability of all personnel on the incident scene
- Utilizes 2-tag system
- Records the firefighter ID, Radio ID, Location, Assignment, Time-In and Time-Out

-Safety Officer

- Responsible for overall incident safety
- Responsible for verifying that appropriate safety equipment is being utilized
- The Safety Officer shall act as an advisor to the Officer in Charge unless personnel are in imminent danger
- A Safety Officer shall be appointed at all hazardous materials incidents, working fires, and technical rescue incidents.

** For more information on Incident Safety Officers see NFPA 1521(Standard for Fire Department Safety Officer).

-Staging Officer

- Responsible for managing available resources (personnel, equipment, & apparatus).

*ICS Forms Located in Appendix B.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-004

01/01/2011

General Safety Guidelines

Purpose: The following guideline shall state safety protocols to be adhered to while acting as a member of Han-Le-Co Fire/Rescue. Safety is not limited to this list and is every member's responsibility.

General Safety Guidelines:

- There shall be no rough play, running, or inappropriate behavior tolerated on fire department property, emergency scenes, at training, or any time an individual is acting as a representative of Han-Le-Co Fire/Rescue.
- No open-toed shoes will be allowed on the engine bay floors, at any emergency scene, or training.
- Appropriate PPE shall be utilized whenever using tools or working on equipment or apparatus.
 - Minimum of Eye, Hand, Foot, & Hearing protection
- Refuel all gas powered equipment outdoors.
- Floors shall be kept clean of slip, trip, and fall hazards.
- A wet floor sign shall be utilized where necessary.
- Do not leave any children or non-members unattended on the engine bay floor or on or near apparatus
- Do not block any exit. Keep all exits clear of clutter and snow.
- For the safety of all persons working on a roadway, personnel shall be wearing a reflective safety vest when operating on any roadway, unless operating as fire suppression.
- Responders should also try to exit emergency apparatus on the curb side whenever possible.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-005

01/01/2011

Accountability System

Purpose: The following guideline describes the purpose of the accountability system and how it is to be utilized.

Description: Han-Le-Co Fire/Rescue shall utilize a 2-tag accountability system. This system shall be used to keep track of personnel operating at an incident. Every personnel is issued two accountability tags. Each tag contains the individuals name and ID number. One tag is yellow and the other red. The yellow tag shall be placed on the pump panel of the apparatus that they are responding on. The red tag is held until the individual is ready to enter the structure or hazardous area. The red tag is then handed to the Accountability Officer who will record the appropriate information. The red tag is handed back to the individual upon exit from the structure or hazard zone. This cycle shall repeat as necessary.

All personnel should also operate utilizing a 2-IN / 2-OUT rule. No individual shall enter a structure or hazardous area alone and when available two more individuals should remain outside the hazardous area.

Any personnel without an assignment shall remain in the staging area. If no area has been assigned by the OIC, the first arriving unit shall be used as the staging area. Personnel shall remain in this area until given an assignment to insure accountability and eliminate freelancing.

Accountability Officer: The first arriving apparatus operator shall be utilized as the accountability officer until one is assigned by the OIC. The Accountability Officer is responsible for all personnel on the scene. He / She shall record firefighter ID, Radio ID, location, assignment, Time-In and Time-Out. This officer should utilize one of the accountability boards located on the apparatus.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-006

01/01/2011

Fire Fighter Qualifications

Purpose: This document shall serve as the minimum requirements for a firefighter with Han-Le-Co Fire/Rescue. This document is divided into three sections: Junior Fire Fighters, Probationary Fire Fighters, and Interior Fire Fighters.

Junior Fire Fighter: A Junior Fire Fighter shall be anyone between the ages of 14 and 17. All Junior Fire Fighters shall follow the Junior Fire Fighter Guidelines. (SOG #33-007)

Probationary Fire Fighter: Any person ages 18 or older and already may have training or not. If the individual has training and meets the requirements of an interior firefighter, they will have a probationary period of six months. If they do not have training after the six month probationary period they shall remain a probationary firefighter until the requirements of an interior firefighter are met. All Probationary Fire Fighters who do not already have previous training should strive to attain their First Aid, CPR, AED, Haz-Mat Awareness and Essentials of Firefighting within their six month probationary period.

Interior Fire Fighter: All Interior Fire Fighters **MUST** have the following training at a minimum: First Aid, CPR, AED, Haz-Mat Operations, and Essentials of Fire Fighting or equivalent. Other encouraged courses include but are not limited to: Basic Vehicle Rescue and Fire Fighter 1 & 2 Certification.

Interior Fire Fighters shall also undergo Self Contained Breathing Apparatus (SCBA) testing given by one of the Assistant Fire Chiefs in order to be qualified as an Interior Fire Fighter.

Active Status: In order for Firefighters to maintain active status, the individual must regularly attend in house fire department training and emergency calls. Any exceptions must be pre-approved by the Fire Chief.

Inactive Firefighter Status: Any Firefighter failing to maintain Active Firefighter requirements will become an Inactive Firefighter until requirements are met.

**** For more information on Fire Fighter Qualifications see NFPA 1001 (Standard for Fire Fighter Professional Qualifications) and NFPA 1006 (Standard for Rescue Technician Professional Qualifications).**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-007

01/01/2011

JUNIOR FIREFIGHTER RULES AND REGULATIONS

1. Prior to acceptance into the Department, he/she shall submit a completed formal work permit and shall have an application signed by a parent or legal guardian.
2. Junior Firefighters **MUST** maintain an overall "C" average in school. Parents or legal guardians shall be required to notify the Junior Officer if the overall average drops below an overall "C" average. Those who have their grade average drop below a "C" average **or** has an "F", regardless of the overall average, shall be suspended from **ALL** fire department activities*. The junior firefighter shall remain on suspension until the next grading period. A list of all junior firefighters and their current status will be posted in the fire station. The report card shall be presented to the Junior Officer. A copy shall be kept on file in the respective junior firefighter's personnel file.
3. A Junior firefighter may be reinstated before the next grading period expires if he/she receives a note from the instructor or guidance counselor, in writing and signed, on **school district letterhead**, stating that the grade average has risen to a "C" average.
4. All Junior firefighters will be governed in accordance with Section 7.3(g) of the Child Labor Law, Bureau of Labor Law Compliance and Commonwealth of Pennsylvania.
5. All Junior firefighters shall be between 14 and 18 years of age, unless they have graduated or received a General Education Diploma (G.E.D.).
6. Probation for junior firefighters shall be from the date of acceptance until he/she has reached their 18th birthday; **or have graduated** or received a General Education Diploma (G.E.D.) when he/she is 17 years of age. At that time, he/she shall become an active firefighter as long as all requirements of an active firefighter are met.
7. Fire Department shall process review all applications for junior membership and vote on acceptance or rejection. Upon acceptance as a junior firefighter, he/she shall swear an oath to the Department at a regular Department meeting.
8. Fire Department shall have jurisdiction over junior firefighters and ultimately be overseen by the Junior Officer.

9. No Junior firefighter may enroll in any courses offered through the fire Department without the Chief or Junior Officer's approval.
10. Junior firefighters may attend Fire Department meetings, but shall not be permitted to make or second any motions, nor shall they be able to vote on any issues. With approval, they may attend all drills and fire schools scheduled by operative officers.
11. Junior firefighters the age of 14 and 15 shall not answer fire alarms. This period of time is considered to be an early learning period. The junior firefighter is to attend all weekly training sessions as long as special permission is obtain in writing from the parent or guardian.
12. Junior firefighters, the age of 16 and 17, shall not answer fire alarms until given approval by the Junior Officer. When permitted to answer alarms, he/she shall proceed to the fire station in a safe manner without undue speed. Junior firefighters who possess a learner's permit or driver's license shall not be permitted to respond with a blue light.
13. Upon responding to an alarm, junior firefighters will be instructed by the officer or senior member in charge where they may ride on responding fire vehicles. If all positions are taken on the responding unit, the junior firefighter must wait to respond on the next responding unit, if there is sufficient room to do so. The junior may not respond to the scene in a personal vehicle.
14. Junior firefighters are prohibited from responding to bomb threats, acts of terrorism, plane crashes, body recovery, or calls involving Hazardous Materials.
15. Junior firefighters are prohibited from using any tobacco products on Fire Department properties, fire ground operations, or any fire related public service activities. Junior firefighters who are under the influence of alcohol, or has the smell of alcohol or any alcoholic beverages or controlled substances in his/her possession and are on Fire Department property, fire ground, or any function held by the Fire Department may be immediately expelled from the Department. Any junior firefighter who is involved in illegal activity outside of the Fire Department shall be subject to expulsion from the Department.
16. Any equipment issued to a junior firefighter shall be kept in good repair and maintained to Fire Department specifications. He/she may use equipment that was personally purchased as long as the Fire Chief approves it.
17. Junior firefighters shall not be permitted to take any Fire Department issued firefighting equipment to school.
18. Junior firefighters shall not be permitted to drive Fire Department vehicles at any time.
19. Junior firefighters are not permitted to possess a key to the quarters. Junior Firefighters, that are of the age 14 and 15, not permitted to be in the quarters without a parent, guardian or if expressly permitted by the Fire Chief or Junior Officer.
20. Junior firefighters should make every attempt to attend fire school nights, all fundraising functions, and special assignments.

21. Junior firefighters shall learn and use the Fire Department chain of command.
22. Junior firefighters will be covered by the Fire Department's insurance policies at all Fire Department functions.
23. Junior firefighters **MUST** attend school in order to be involved with fire department functions included but not limited to: Fire schools, Fire calls, and fundraising events.
24. **Curfew-14 and 15 year olds:** Junior firefighters under age 16 are prohibited from engaging in fire department activities while school is in session and between the hours of 7:00 pm and 7:00 am (10:00 pm and 7:00 am during summer vacation) and cannot interfere with school attendance. However, they may attend training classes as part of a training program after 7:00 pm during the school year.

EXCEPTION: With Written Parental Consent the 7pm time is extended to 10pm, turned in to the junior officer and a phone call to the guardian to confirm letter.

During School Term Junior firefighters ages 14 & 15 years old are only allowed a total of 4 hours at the station on school days & 8 hours any other day.
25. **Curfew- 16 and 17 year olds:** School nights: not to exceed 12:00 AM (Midnight) unless involved in a Department function. Non-school nights: not to exceed 1:00 am, Friday night into Saturday, Saturday night into Sunday, or Night proceeding into a school holiday. No restrictions during summer recess.
26. All Junior firefighters will sign in and out when entering and leaving the stations.
27. All Junior firefighters shall be under suspension if enrolled in summer school program for failure to pass subjects during the normal school year for the duration of the summer program.
28. Where Junior firefighter rules do not prevail, Fire Department rules will prevail.
29. This version of the Junior Firefighters Rules and Regulations shall immediately supercede any and all versions prior.
30. All rules and regulations governing junior firefighters are subject to change at any time.
31. In some circumstances, the Chief or Junior Officer may have a junior firefighter participate in a Department function as a form of disciplinary action and shall be on a case-by-case basis.

HAN-LE-CO FIRE COMPANY
JUNIOR FIREFIGHTER RULES AND REGULATIONS

The Han-Le-Co Fire Company provided a copy of the Pennsylvania Junior Emergency Service Compliance Manual to me. I have read, understand and received a copy of the rules & regulations set forth by Han-Le-Co Fire Company regarding Junior Firefighters.

		/ /
Print Junior Firefighter Name	Junior Firefighter Signature	Date

		/ /
Print Parent or Guardian Name	Parent or Guardian Signature	Date

		/ /
Print Junior Officer Name	Junior Officer Signature	Date

		/ /
Print Fire Chief Name	Fire Chief Signature	Date

PERMISSION FOR EXTENDED TRAINING HOURS

If the Junior Firefighter is of the age 14 or 15, I grant special permission for him/her to attend fire-training sessions between 7 PM and 10 PM during the school year.

Print Junior Firefighter Name

		/ /
Print Parent or Guardian Name	Parent or Guardian Signature	Date



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINE

SOG # 33-008

01/01/2011

Apparatus Driver/Operator Guidelines

Purpose: The purpose of this guideline is to outline the requirements and duties of a driver/operator with Han-Le-Co Fire/Rescue.

Requirements: The following is a minimum list of requirements to become qualified as a driver/operator:

All drivers must possess a valid PA Driver's License.

All drivers shall be able to operate all equipment carried on the piece of apparatus with the exception of fire police for 3351. Fire police must be able to operate all fire police equipment on 3351.

All drivers must have an approved Emergency Vehicle Operations Course (EVOC) or Emergency Vehicle Driver Course (EVDC)

Drivers for 3311, 3331, & 3341 must have a minimum of a Pump Operations Class approved by the Fire Chief

An aerial operations class is also highly recommended for operators of 3331 and should be obtained within one year of learning to drive the apparatus.

Drivers must complete a driving and/or pump qualification test with the Fire Chief or Driver Training Officer

Responsibilities: The driver/operator is responsible for the safe operation of the vehicle en route to the scene, at the scene, and en route back from the scene. Dependant on the piece of apparatus and situation the operator may be responsible for pumping operations, ladder operations, lighting, and supplying power.

The operator is responsible for the refueling of the apparatus when found at or below $\frac{3}{4}$ of a tank of fuel.

The operator is also responsible to be sure that all equipment is returned to the apparatus after an incident and is in working condition.

Responsible to report any problems found with the apparatus or equipment to the Officer in Charge.

The driver/operator may be responsible to establish incident command if no fire officer is on the scene.

The driver/operator may also be responsible for the initial set-up of the accountability system.

The driver/operator shall obey all traffic laws in accordance with state and local government.

**** For more information on Driving/Operating see NFPA 1002 (Standard for Fire Apparatus Driver/Operator Professional Qualifications) and NFPA 1451 (Standard for a Fire Service Vehicle Operations Training Program).**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-009

01/01/2011

Apparatus Operation Guidelines

Purpose: This document shall serve as a guideline on the operation of Han-Le-Co Fire/Rescue apparatus.

Guidelines:

- I. On non-emergencies, no one is authorized to remove the apparatus from the apron area or use the apparatus without permission from the Fire Chief or the highest ranking fire line officer.
- II. No member is authorized to remove any apparatus or equipment from the boundaries of Hanover Township, Lehigh County without the direct permission of the Fire Chief or Asst. Fire Chiefs.
- III. No vehicle shall travel off the roadway, unless directed by an officer, and then only if the driver feels it is safe to do so.
- IV. All apparatus shall be driven with the headlights on at all times.
- V. Before pulling any apparatus out of the station, for the safety of other personnel, blow the horn twice, and then pull out.
- VI. Wheels shall be chocked whenever the apparatus is not parked in the fire station.
- VII. An apparatus shall not be abandoned or turned off at an emergency scene unless ordered to do so.

- VIII. The arrow stick shall be activated and road cones shall be set-up around the apparatus at every scene where the apparatus is on an open roadway.
- IX. Whenever an apparatus' pump is engaged, the pump shall be circulating water.
- X. In freezing weather, water shall be circulated through the pump to prevent freezing. If the apparatus is exposed to freezing temperatures for an extended period of time, water is to be circulated through the pump via the booster line.
- XI. All occupants of an apparatus must be seated and have their seat belts on and the apparatus doors closed before the apparatus can be put into motion.
- XII. No one shall be permitted to ride on the outside of any apparatus while in motion.
- XIII. A spotter must be utilized when any apparatus is backing up. The spotter, standing on the driver's side of the, apparatus, must remain in the unobstructed view of the apparatus operator. If the apparatus operator can not see the spotter, the vehicle must immediately come to a stop.
- XIV. The apparatus operator will respond in emergency or non-emergency mode according to the Han-Le-Co Response Guideline SOG.
- XV. No fire apparatus shall be parked in the fire station without having a minimum of a 3/4 tank of fuel. It is recommended that all fire apparatus fuel tanks be kept full at all times.
- XVI. The Driver's Log must be completed each time the fire apparatus is driven from the fire station.
- XVII. Before returning from an incident scene or training location, the apparatus operator should make sure that all equipment is secured, all doors are properly latched and wheel chocks are picked up.

XVIII. The apparatus operator must check for overhead obstructions when utilizing the light towers or aerial ladder.

**** For more information on Driving/Operating see NFPA 1002 (Standard for Fire Apparatus Driver/Operator Professional Qualifications) and NFPA 1451 (Standard for a Fire Service Vehicle Operations Training Program).**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-010

01/01/2011

Response Guidelines

Purpose: The purpose of this guideline is to give Han-Le-Co Fire/Rescue personnel a basic guideline in which to follow when responding to emergency incidents.

Responses: Apparatus responses shall follow the attached responses guideline matrix. The Officer in Charge has the option to change responses dependant on circumstances.

The first responding apparatus shall go responding and on scene with Lehigh County Radio. All other units shall go responding with Lehigh County Radio but on scene with the OIC on the fire ground channel being utilized. (See also SOG # 33-011 for communications guidelines)

Responses shall be classified into two modes: Emergency and Non-Emergency.

Refer to the response guideline matrix sheet for proper response mode. The response mode may be changed by the Officer in Charge.

Emergency Response: Apparatus responds at a safe rate of speed, with emergency lights and siren activated.

Non-Emergency Response: Apparatus responds under normal traffic conditions with no emergency devices activated . Emergency lighting may be activated upon arrival on scene for safety purposes.

Emergency vehicles do not have the right of way unless yielded to.

No private vehicles will be permitted to respond to a call on Route 22. Only the Fire Chief or Officer in Charge will be permitted on Route 22, unless otherwise requested.

Personnel: When personnel are boarding 3311, 3331, or 3341 personnel shall board from the driver's side and move to the passenger side to make room for additional personnel.

The individual riding in the front passenger seat (preferably an officer) shall be responsible for radio communications. He / She shall verify addresses and hydrant information in the map book while en route to the scene.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-011

01/01/2011

Communications

Purpose: This Communications Guideline shall provide responders with a basic knowledge of how radio communications work within Han-Le-Co Fire/Rescue.

Radio Etiquette: When using a mobile, portable, or base station radio all transmissions should be clear and concise. No foul language or slang terms should be used. Remember to talk slowly with the mic about 1 to 2 inches from the mouth.

Response in Lehigh County: When responding to an incident in Hanover Township or when needing to talk with Lehigh County Radio the primary channel shall be **Fire North**. If you are responding on a mutual aid call in Lehigh County respond on the primary channel of the mutual aid department. This will be either **Fire North, Fire South, or Whitehall Fire**.

Once on scene all operations shall be switched to a fire ground channel. The primary channel for Han-Le-Co shall be either 33 Repeater or 33 Talkaround unless otherwise stated by the Officer in Charge.

The first responding apparatus shall go responding and on scene with Lehigh County Radio. All other units shall go responding with Lehigh County Radio but on scene with the OIC on the fire ground channel being utilized.

Response in Northampton County: When responding mutual aid into Northampton County, units shall go responding with Lehigh County Radio on Fire North and Northampton County Radio on the appropriate channel assigned by

Northampton County. If no channel is assigned upon dispatch utilize Northampton County OPS 1.

Knox Box: When the Knox box key needs to be accessed the appropriately labeled radio must be put on the Dispatch Frequency. Contact Lehigh County Radio on Fire North using the another radio and ask for the Knox Box Tones. For 3311 you must request the Knox Box tones for 3311. For all other units, request the tones for station 33. Once you are complete return the key and notify LCR that the Knox Box Key is secure.

- ❖ **Whenever possible all personnel shall be equipped with a portable radio for safety purposes. The Officer or Team Leader shall be the only individual on the radio unless there is an emergency.**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-012

01/01/2011

EMS Operating Guidelines

Purpose: To provide the members of Han-Le-Co Fire/Rescue with operating guidelines for response to incidents which involve providing emergency medical care.

Training Requirements: All personnel shall maintain minimum current certification in first aid, cardiopulmonary resuscitation (CPR), and AED use. Any individual holding a certification at a higher level is responsible to ensure that their certification is kept current.

Safety: Upon arrival on scene, it should be determined that the scene is safe and no hazards are present which will prevent responding personnel from providing emergency medical care to the patient.

Proper personal protective equipment (PPE) shall be utilized to protect responding personnel dependant on the hazards present. Universal precautions should be followed when providing emergency medical care. Medical exam gloves as a minimum shall be utilized with every patient. Other PPE that may be required could include eye protection, a gown, structural fire fighting gear, or respiratory protection. See Policy #33-P09 (Infectious Control Policy/ Body Substance Isolation Procedures) for further information.

All precautions shall be taken to protect the patient from further injury or hazards.

Response: Personnel shall respond only on emergencies that are dispatched by Lehigh County Radio. For incidents that **do not** involve fire, rescue, or hazardous materials the primary response vehicle shall be 3351. For incidents that **do** involve fire, rescue, or hazardous materials the appropriate apparatus shall respond as identified in the General Response SOG #33-010.

When responding on an EMS assist the unit shall not respond without a minimum of one PA DOH First Responder on board. Other medical responders may respond to the scene if directed to do so by the OIC or 3351.

Patient Care: Patient care shall be conducted in accordance with the provider's appropriate level of training or certification. All patient contact should be conducted in an appropriate and professional manner.

The highest ranking available EMS provider at the incident should be assigned the responsibility for the patient's emergency medical care as outlined in the following hierarchy:

- PA Dept. of Health Healthcare Professional
- PA Dept. of Health Paramedic
- PA Dept. of Health Emergency Medical Technician
- PA Dept. of Health First Responder
- American Red Cross Emergency Responder

The EMS provider responsible for patient care should transfer care and provide a report to the highest ranking EMS provider on the responding EMS unit.

Junior Firefighters shall not respond on Emergency Medical Calls.

Junior Firefighters shall not be directly involved with providing patient care.

Report: When patient care is performed prior to the arrival of the responding EMS unit, a NFIRS EMS report shall also be filled out along with the BASIC incident report.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-013

01/01/2011

Self-Contained Breathing Apparatus & Supplied Air Breathing Apparatus

Purpose: The following guideline is designed to give the members of Han-Le-Co Fire/Rescue an understanding of the use, qualifications, cleaning, maintenance, and re-filling of the Self-Contained Breathing Apparatus (SCBA) and Supplied Air Breathing Apparatus (SABA) used by Han-Le-Co.

Definitions:

Self-Contained Breathing Apparatus (SCBA) – A breathing apparatus designed to be portable with a limited amount of air supply.

Supplied Air Breathing Apparatus (SABA) – A breathing apparatus designed to be supplied by an air hose with a limited reach, however allows the rescuer to work for a longer period of time. The apparatus also contains an emergency escape cylinder.

The SCBA and SABA may also be referred to as breathing apparatus or air-pack.

Use: SCBA and SABA are to be utilized whenever a responder may enter an already IDLH atmosphere or an atmosphere that has the potential of becoming an IDLH.

Qualifications: All personnel that will utilize one or both of these devices must have met the following requirements.

- Minimum requirements of the Essentials of Fire Fighting (Interior Fire Fighter) program or Fire Fighter 1 (NFPA 1001).
- Health Physical requirements for use of Breathing Apparatus.
- Facial Hair Policy #33-P06

- An SCBA operational check given by one of the Assistant Fire Chiefs and filed in the individual's personnel file.

Cleaning: All breathing apparatus and face pieces should be cleaned after each use. The back pack or harness assembly should be cleaned with a mild detergent and warm water and towel dried. The face piece should be cleaned using the three bucket method. This includes a warm water rinse, a mild detergent cleaning and a 1:10 bleach to water rinse for sanitation. The face pieces should be left to air dry on the seat of the air pack they belong with.

Maintenance:

All of the SCBA's and SABA's should go through an operational check once a week and after each use. This check should be recorded in the station SCBA log book.

Only general maintenance should be done by Han-Le-Co personnel. This includes the replacement of batteries on the air pack and face piece straps. All other repairs should be left to a qualified repair technician.

All air cylinders should be kept hydrostatically tested within their designated time frame. Air cylinders should be sent out to a certified testing agency for this work.

If any issues are found, the problem should be reported to a Fire Line Officer. The problem should then be corrected if possible or the unit be put Out of Service and sent out for repair.

Air Cylinder Re-Fill: Air cylinders should be re-filled whenever they are found to be below **FULL**. Cylinders should be filled slowly as to prevent heating the cylinders to the point of getting a false full reading. The hydrostatic test date should be checked before filling any cylinder. If a cylinder is found to be out of test date, the cylinder should be placed out of service and reported to a Fire Line Officer. Cylinders should only be filled by trained personnel that have been approved by a fire line officer.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-014

01/01/2011

Fire Attack Guidelines

Purpose: This guideline is to provide only a basic outline into fire attack procedures carried out by Han-Le-Co Fire/Rescue Personnel. Structure Fires, Vehicle Fires, Dumpster / Trash Fires, Brush Fires and Other will be discussed.

Safety Points:

All attack crews shall work in teams of a minimum two.

When dealing with structural type fires or when deemed necessary a Rapid Intervention Team shall be present. See SOG 33-016(Rapid Intervention Teams).

Working Fire: The term “Working Fire” is utilized when the fire results in the need for an aggressive interior or exterior fire attack.

Attack Modes: There are two main attack modes that can be utilized when attacking any type of fire. The two modes are OFFENSIVE and DEFENSIVE. An Offensive attack includes aggressive interior or up close firefighting which increases risk to firefighters. A Defensive attack includes exterior attacks and master stream operations.

There are several factors in which to consider when deciding on an attack mode. These factors include, but are not limited to: Building Construction, Fire Spread, Burn Time, Personnel, Water Supply, Equipment, Time of Day, Weather, Hazardous Materials, Electrical Hazards, Etc... The correct attack mode is crucial to firefighter and public safety.

The attack mode may be changed once firefighting operations have started, HOWEVER it is very important that ALL PERSONNEL on the fire ground are aware of the change in strategy. At NO time should exterior firefighting

operations (Defensive) be utilized while there are firefighters in the same structure performing an interior attack (Offensive).

Structure Fires: When dealing with a structure fire in the OFFENSIVE mode it is important to make sure ventilation is coordinated with interior firefighting crews. The minimum size hose line to be utilized shall be an 1 ¾" hand line with a minimum of two personnel on the line. A back up line shall be put into place as soon as possible.

When dealing with defensive exterior attacks, large diameter hose lines, 3" or larger shall be utilized.

Vehicle Fires: Vehicle fires should be considered just as dangerous as structural fires and attacked with a minimum of an 1 ¾" hose line and a back up line in place. Full protective gear including SCBA shall be utilized. Vehicle fires should be approached from the sides when possible. Also be aware of running flammable liquids and unknown cargo.

Dumpster/Trash Fires: Dumpster and trash fires shall also include full PPE including SCBA and be attacked with a minimum of a 1 ¾" hose line. Unknown contents shall always be considered and approached with extreme caution.

Brush Fires: When operating at a brush fire, always consider the possibility of weather change, especially wind. Try to attack the fire from the up wind side as to not get over run by the fire. If needed call in special trained fire fighters with the appropriate gear for this type of operation. Structural fire fighting gear is not the appropriate PPE for LONG duration brush and wildland fire fighting.

Smaller hose lines may be utilized for this type of fire suppression including booster line and 1" forestry hose.

Exposure Protection: When operating at any type of fire, exposure protection shall always be considered. Proper exposure protection shall utilize direct water application with a minimum of a 1 3/4" hose line or larger.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-015

01/01/2011

Mayday / Firefighter Down Procedures

PURPOSE:

The purpose of this procedure is to identify the actions that should be taken in the event a firefighter is endangered beyond normal firefighting operations.

GENERAL INFORMATION:

A. The term **Mayday** will be used *only* when personnel are in immediate life-threatening situations. Personnel should use the terms "Emergency Traffic" to report other emergencies.

B. A firefighter reporting *Mayday* will have priority over all other radio traffic. All firefighters operating on scene will use radios for immediately critical information only. Command should move all personnel that are *not* directly involved in rescue operations to a different fireground radio channel to keep the victim's radio channel clear.

C. In the event of a Mayday emergency, the following action should be taken by the firefighter(s) that is endangered:

1. Rectify any immediately life-threatening situations.
2. Notify Command using "Mayday, Mayday"
3. Activate the P.A.S.S. Device
4. Take actions to self-evacuate and/or merge with RIT
5. Take actions to conserve air supply.

D. The firefighter reporting *Mayday* will contact the Incident Commander if a portable radio is available. The acronym *E.S.C.A.P.E.* provides the critical information that should be reported:

Engine Assignment and Name

Situation – injuries, cause of entrapment (i.e., structure collapse, wire entanglement, lost, etc)

Conditions

Air supply remaining

Position - rescue crew access routes (i.e., following hose line, stairwell, etc.)

Escape Plan

E. During Mayday Operations, firefighters will continue with assignments as given by Command. They will *not* redirect their activities without the knowledge and consent of the Incident Commander.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-016

0/01/2011

Rapid Intervention Team (RIT)

PURPOSE:

Han-Le-Co Fire/Rescue will utilize Rapid Intervention Teams (RIT) to provide immediate rescue to missing, lost, trapped, or injured firefighters.

GENERAL PROVISIONS:

1. A RIT shall be established at all offensive attack structure fires and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health.
2. A RIT will be established based on the 2-in/2-out Guideline for Structural Firefighting.
3. A RIT is a fully equipped crew (minimum of two firefighters) with appropriate protective clothing, SCBAs, portable radio, and equipment based on the conditions and hazards of the incident.
4. The RIT will assume a ready state to immediately react and respond to rescue endangered firefighters. The RIT will be positioned by Command to maximize their effectiveness.
5. Multiple RIT's may be required for an incident depending on the size and complexity of the incident.

RIT ASSIGNMENT:

When a dedicated RIT has been assigned, they have the following responsibilities.

1. Refraining from other tactical functions. RIT's should be reserved for immediate deployment when firefighters become endangered.

2. Receive a briefing of incident conditions and locations of operating crews and continually monitor tactical radio channels.
3. Complete a survey of the involved structure or area to:
 - a. Determine access and egress points. Ladders may be required for elevated access or egress from the structure.
 - b. Determine specialized equipment that may be required for rescue operations
 - c. Determine fire and structural conditions that would hinder rescue operations
 - d. Identify protection systems and other factors that will aide rescue operations
4. Establish a dedicated tool drop area with appropriate equipment such as:
 - a. Air Supply for victim (RIT bag or SCBA)
 - Air supply should be operationally checked prior to RIT Deployment.
 - b. Portable radio
 - c. Thermal Imager
 - d. Forcible entry tools
 - e. Portable hand lights
 - f. Guide rope
 - g. Specialized rescue equipment (i.e. power saws, hydraulic tools, webbing)
5. Identify and deploy a dedicated hoseline (with a separate water supply if practicable).
6. The RIT shall remain in readiness until the Incident Commander declares the incident under control and there is no longer an IDLH atmosphere.

RIT ACTIVATION:

The following guidelines will be used when the RIT is activated:

1. The RIT should be assigned a new designation, i.e. Rescue Sector.
2. Command will deploy the RIT to the last reported location of the lost or trapped firefighter or the most effective access point.
3. Command will upgrade the incident to the next greater alarm.
4. Command will establish a new RIT to back up crews involved in the rescue operation.
5. Command will redirect other operating sectors to support RIT operations as necessary. Sector Officers will continue with previously assigned functions until reassigned by Command.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-017

01/01/2011

Technical Rescue Responses

Purpose: The following guideline shall define Technical Rescue incidents and serve as a general outline in which to follow when responding to and operating at technical rescue incidents. This document will break down into each of the technical rescue disciplines.

Definition: Technical Rescue is defined as aspects of saving life that exceeds the use of tools and knowledge of firefighting, medical response, and rescue. The disciplines of technical rescue that shall be covered in this guideline include: Rope/High Angle Rescue, Trench Rescue, Confined Space Rescue, Structural Collapse, Rough Terrain Rescue, and Water Rescue. Vehicle accidents involving trapped persons may also be considered a type of technical rescue depending on extent of entrapment. For the purpose of this document, vehicle accidents involving rescue shall be discussed under a different SOG (SOG #33-019 Vehicle Accidents / Rescue).

General: Every rescue incident shall be approached with caution. Mutual aid either from other local rescue companies or Lehigh County Special Operations / Technical Rescue Team shall always be considered. Any member **directly** involved in the rescue operation shall be trained to a minimum of the operations level of the appropriate discipline.

* A safety officer shall be appointed immediately at every technical rescue incident. The safety officer when available should be a person whom holds certification at a minimum of the operations level of the discipline involved. If such an individual is not available a fire officer shall be appointed to the safety officer position.

Response: Follow SOG # 33-013 for the appropriate apparatus in which to respond on a particular type of rescue incident.

Personal Protective Equipment (PPE): When operating at a technical rescue incident all personnel should be in the proper personal protective equipment. This should include but not limited to a work type boot, jump suit or long pants, eye protection, hand protection, and head protection. Depending on the rescue scenario structural fire fighting gear is not always the best option.

Rope/High Angle Rescue: Rope Rescues can be divided into two types: Low Angle (<45 degree slope) and High Angle (>45 degree slope). Rescue 3341 and Truck 3331 carry a large supply of rope rescue equipment to cover each type of rope rescue incident, however a rope rescue shall only be initiated by station 33 personnel if a minimum of three rope rescue trained personnel are on location. In a true high angle scenario a mutual aid company shall always be requested to act as a back-up team to the rope rescuers.

Trench Rescue: A trench rescue shall not be carried out by Han-Le-Co Fire/Rescue personnel without the assistance of a technical rescue team. When approaching the scene remember to stage a minimum of 100 feet away to reduce possible further collapse caused by the vibrations of the emergency vehicles. Have all machinery in the vicinity shut off and start air monitoring **ONLY** if it is safe to do so and the surrounding ground, around the trench is secured with some type of ground pad.

*Be aware of the possibility of secondary collapse, dangerous gases, and an oxygen deficient atmosphere.

Confined Space Rescue: A confined space rescue shall not be carried out by Han-Le-Co Fire/Rescue personnel without the assistance of a technical rescue team. Han-Le-Co personnel may start air monitoring and fresh air input into the space **ONLY** if safe to do so.

*Be aware of the possibility of secondary collapse, dangerous gases, and an oxygen deficient atmosphere.

Structural Collapse: A structural collapse rescue shall not be carried out by Han-Le-Co Fire/Rescue personnel without the assistance of a technical rescue team.

*Be aware of the possibility of secondary collapse, dangerous gases, and an oxygen deficient atmosphere.

Rough Terrain Rescue: A terrain rescue should be approached cautiously and with enough personnel to appropriately carry out sick or injured persons from less than ideal walking conditions. Slip, trip, and fall hazards should be monitored at all times.

Water Rescue: A water rescue situation should only be carried out **is** deemed absolutely safe to do so. All water rescue conducted by Han-Le-Co personnel shall be done shore based or in the “Reach” or “Throw” modes. No Han-Le-Co personnel shall enter the water under any circumstance. If further rescue capabilities are required, mutual aid water rescue companies shall be requested.

*Any person within 10 feet of the water shall be wearing a Personal Flotation Device (PFD). **NO** personnel shall be wearing structural fire fighting gear when operating at a water rescue incident.

DO NOT TRY TO AFFECT ANY RESCUE BEYOND YOUR PERSONNAL OR EQUIPMENT CAPABILITIES

****For More Information on Technical Rescue See NFPA 1006 (Standard for Rescue Technician Professional Qualifications), NFPA 1670 (Standard Operations and Training for Technical Rescue Incidents), NFPA 1983 (Standard for Fire Service Life Safety Rope and System Components), and NFPA 1951 (Standard on Protective Ensemble for USAR Operations).**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-018

Revised 03/07/2011

Hazardous Materials Responses

Purpose: This document will define a Hazardous Materials Incident and act as a basic guideline into the training requirements and operational requirements of Han-Le-Co personnel operating on a Hazardous Materials Incident within Hanover Township, Lehigh County, PA.

Definition: A hazardous substance or material is any solid, liquid, or gas that can harm people, other living organisms, property, or the environment. Hazardous materials may be radioactive, flammable, explosive, toxic, corrosive, carcinogenic, mutagenic, biohazardous, an oxidizer, an asphyxiant, a pathogen, an allergen, or may have other characteristics that render it hazardous in specific circumstances.

Training: All Han-Le-Co Fire/Rescue personnel shall be trained to a minimum of the Hazardous Materials Awareness level. Any persons involved in defensive operations shall be trained to the Hazardous Materials Operations Level.

Safety: A Safety Officer shall be appointed at every incident involving hazardous materials. The safety officer shall be a minimum of Hazardous Materials Operations Level certified.

Utilize the current edition of the North American Emergency Response Guide Book (ERG) for safe staging / evacuation distances, and hazard priorities.

Operations: Research shall be conducted as soon as possible as to ascertain safe distances, set up operational zones, determine health and fire hazards, and get an overall impression of the material involved.

The available resources carried on each piece of Han-Le-Co apparatus include an ERG Book, NFPA Haz Guide Book, and NIOSH Pocket Guide. Paperwork for the SARA Title III facilities is carried on 3351. If possible the Material Safety Data Sheets (MSDS), Bill of Lading, Way Bill, or Air Bill should be located.

A minimum of a site safety plan should be filled out upon realizing that there is a Haz-Mat Incident. Appropriate NIMS ICS forms should also be started if the Level or Type of incident requires such paperwork. The site safety plan and ICS forms are located in Appendix A and Appendix B, as well as carried on units 3341 and 3351.

Hazardous Materials incidents can be broken down into two types of actions that can be taken: Defensive and Offensive. Defensive actions include: the damming, diking, and diverting of materials without coming into direct contact with the material. Offensive actions include: plugging, patching, sampling, over packing, and transfer of materials. Contact with material is kept to a minimum but has a high potential of occurring.

Defensive actions are the **ONLY** operations that Han-Le-Co personnel should conduct unless working under the guidance of a state certified Hazardous Materials Team. Lehigh County Special Operations/Hazardous Materials Team is the primary Haz-Mat Team for Hanover Township. The City of Allentown and City of Bethlehem are also available.

EMERGENCY DECONTAMINATION:

Anytime personnel have the potential for becoming exposed to a hazardous material while operating at an emergency scene, an Emergency Decontamination corridor and team should be put into place. This should include a minimum of two firefighters trained to the Haz Mat 472 Operations level, in TOG or Level B chemical protective clothing with SCBA, a charged 1 3/4" hoseline and "A" Frame ladder.

Precautions to contain any contaminated runoff should be taken if the situation allows.

Responders should follow guideline 33-018.1 for Doffing Procedures after going through decontamination in structural firefighting gear.

****See also OSHA 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response) and NFPA 472 (Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents).**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-018.1

03/07/2011

Doffing Considerations for PPE at Hazardous Materials Incidents

Purpose: The following guideline shall outline the expectations for Doffing structural firefighting gear after going through Emergency Decontamination at a Hazardous Materials Incident.

1. Move to a location that is large enough to move freely
2. Begin by removing your outer gloves (Note: always wear inner gloves when working at any incident that has a potential for contamination through direct skin contact)
3. Remove your helmet
4. Loosen SCBA shoulder and waist straps. Move hands inward and under the shoulder straps and slowly swing the cylinder assembly to the front of you without dislodging the face-piece. Place the cylinder bottom (valve assembly) on a flat surface while bending over. Avoid compromising the face-piece seal.
5. Complete the following steps based on the garment closures provided:
 - a. Velcro closures – pull open the Velcro and unzip the coat while still having the inner gloves in place.
 - b. D-ring closures – un-snap the d-ring closures to expose the interior snaps or zipper. Perform the same method by releasing the closures with the inner gloves in-place.
6. Remove the bunker coat by pulling your arms inward one at a time until the coat is free, allowing it to fall in front of you with the inner liner facing up.
7. To remove your bunker pants and with the inner-gloves still on, guide your hands under the suspenders and moving them outward and unfasten the waist closure. Ensure that your hands do not touch any area inside the pants.
8. Once the pants drop below the knees, pull one foot at a time out and step forward; stand on the bunker coat inner liner.

9. With the face-piece still in place, pinch the top of the flash-hood and pull the hood forward over the face-piece allowing it to slide towards the air cylinder.
10. To remove the face-piece, grab the mask in the chin area and pull the face-mounted regulator up and over your head. Place the face piece and SCBA on the ground and step away from the gear.
11. Lastly, remove your inner gloves by pinching the palm and slide the glove to your fingers, however not removing them. Use the glove that was just pulled down and perform the same motion on the remaining glove. Without touching the outside of the gloves with your bare hands raise your arms and snap them downwards allowing the gloves to fall to the ground.

****See also OSHA 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response) and NFPA 472 (Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents).**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-019

01/01/2011

Vehicle Accidents / Rescues

Purpose: The purpose of this guideline is to cover the training requirements and basic operations to be carried out by personnel operating at a motor vehicle accident.

Training: All personnel should meet the requirements of their appropriate level for Fire Fighter as covered in SOG #33-006. If directly involved in a vehicle rescue operation the individual must be trained to the PA SFA Basic Vehicle Rescue Operations or Technician Level or PA Department of Health Basic or Advanced Vehicle Rescue, or NFPA 1006 Vehicle & Machinery Rescue Technician.

Safety: For the safety of all persons working on a roadway, personnel shall be wearing a reflective safety vest when operating on any roadway, unless operating as fire suppression. Responders should also try to exit emergency apparatus on the curb side whenever possible.

A Safety Officer should also be appointed at all vehicle accidents requiring extrication or if deemed necessary by the Officer in Charge.

Operations: When operating at a motor vehicle accident the following objectives should be carried out:

Not all objectives will be needed at every incident.

- Scene Size-Up

- Number of Vehicles
 - Number of Patients
 - Hazard Identification
 - Extent of Damage / Entrapment
-
- Hazard Control
 - Vehicle Stabilization
 - Patient Access
 - Patient Assessment / Triage
 - Patient Treatment
 - Disentanglement
 - Extrication

At every accident scene a minimum of a 20 lb. ABC fire extinguisher shall be manned for fire protection.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-020

01/01/2011

Elevator Emergencies

Purpose: This document is intended to give responders a general guideline when responding to elevator emergencies.

Safety Concerns: There are several safety concerns involved in trying to free individuals from a stuck elevator. Safety concerns shall not be limited to the following list:

- Moving Mechanical Parts
- Working at Height (Fall Hazard)
- Working Near Open Hoist Ways
- Working Near Energized Electrical Equipment
- Crush Hazards
- Hydraulic Fluid under Pressure
- Individuals suffering a possible physical or psychological emergency

Response: The primary response unit for these incidents shall be RESCUE 3341 followed by TRUCK 3331.

Equipment: The following is a list of equipment that may be required to safely conduct an elevator rescue:

- Elevator Key Set
- Lock-Out/Tag-Out Kit
- Rope Rescue Equipment
- Folding Ladder (Attic Ladder)
- Little Giant Ladder
- Pike Pole
- Hand Tools
- Cribbing/Stabilization Equipment

- Hydraulic Rescue Tools

Procedure:

- Be sure elevator repair company is en route to the scene
- Locate Elevator Control Room
- Locate Floor(s) that the Elevator is stuck at
- Make voice contact with trapped individuals
- Check the individuals status as far as health
- Have the trapped individual try the control buttons
- Turn off power to the elevator (be sure it is the correct elevator)
 - Utilize Lock-Out/Tag-Out Kit
- Open outer door using appropriate elevator key
 - If door does not open try door on floor above
 - Forced entry shall be used as a last resort or if a serious medical emergency is occurring
- If doors open successfully and the elevator is level with a floor, remove the individual(s)
- If doors open successfully and the elevator is between floors, crib the elevator from moving, and tie off any rescuers or victims that may be near openings leading to the hoist way.
- If doors do not open and access must be made from the floor above, through the top hatch of the elevator car, tie off all personnel near the open hoist way or that need to make entry via a ladder to the top of the car. Tie off the victims and remove them via ladder to the floor above.
- Once all individuals have been removed from the elevator, close doors so that no one enters the broken elevator or can fall into the hoist way.
- Leave the Lock-Out/Tag-Out in place until removed by elevator repair personnel.
- Retrieve all equipment used and restore it into service.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-021

01/01/2011

Gas Leak / Odor Responses

Purpose: The following guideline is provided to give responders a basic outline when responding on a gas leak or odor of gas.

Response: Refer to the response guideline (SOG # 33-010) for the appropriate apparatus for the incident type. When approaching an incident with the possibility of a flammable or explosive gas leak stage all apparatus at least 100 meters (330 ft.) from the area with the possible leak. If on a residential street, be sure to block off the street at the nearest intersection on either side of the problem area. **DO NOT PARK DIRECTLY IN FRONT OF THE STRUCTURE INVOLVED.**

Operations: Have UGI Gas Company notified via Lehigh County Radio.

Air Monitoring: Only if safe to do so, start air monitoring utilizing **TWO** multi-gas meters. The meters must contain explosive gas sensors. If an unsafe level of gas is found, evacuate the area. Document the reading and where it was found. While monitoring or investigating it is important that responders do NOT turn on any item that may produce an electric spark (ex. Light Switches).

Evacuation: If an actual leak or a strong odor is detected evacuate the immediate structure involved and each exposure. Refer to the Emergency Response Guidebook (ERG) for evacuation distances. Utilize the Hazardous Materials SOG # 33-018 for more information concerning Hazardous Materials including gases.

Shut Off: If safe to do so, gas may be shut off by fire department personnel at the main shutoff point before the gas meter. Follow appropriate Lock-Out/Tag-Out Procedures (SOG # 33-025).

***Han-Le-Co personnel shall never re-energize the gas once shut off, this shall be left up to the gas company for re-activation.**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-022

01/01/2011

Carbon Monoxide Responses

Purpose: This guideline is designed to outline a basic procedure when operating at a carbon monoxide (CO) incident.

Response: Refer to SOG # 33-010 for the appropriate apparatus response.

Safety:

When operating at a carbon monoxide incident all personnel shall be utilizing full PPE including SCBA.

Carbon Monoxide poisoning can be fatal at high concentrations.

Carbon Monoxide can be flammable at high concentrations.

Reminder that Carbon Monoxide (CO) is a colorless & odorless gas.

IDLH – 1200ppm

Affects of CO on the body:

Concentration vs. Time

35 ppm	@ 8 Hrs.	Allowed by OSHA in workplace over 8 Hr. period
200 ppm	@ 2-3 Hrs.	Mild headache, dizziness, nausea
400 ppm	@ 1-2 Hrs.	Serious Headache, symptoms intensify. Death 3 Hrs.
800 ppm	@ 45 min.	Convulsions, unconscious within 2 hrs. Death 2-3 Hrs.
1600 ppm	@ 20 min.	Headache, dizziness, nausea. Death within 1 Hr.
3200 ppm	@ 5-10 min.	Headache, dizziness, nausea. Death within 1 Hr.
12,800 ppm	@ 1 min.	DEATH

Operations:

- Evacuate the initial area of complaint.
- Assist individuals suffering from medical emergencies.
- Conduct air monitoring

When conducting air monitoring for carbon monoxide, two CO meters should be utilized to ensure proper readings are taken. At least one of the two meters should be a four gas meter to check for any other air quality issues such as Oxygen levels, the presence of flammable or explosive gases (LFL's, LEL's), or the presence of hydrogen sulfide (H₂S).
- Be sure to monitor all attached exposures.
- If a problem exists and you are able to find the source, if possible and safe to do so, the source should be shut down. The system that has been shut down should not be re-energized by fire department personnel.
- Ventilate the areas affected using natural or mechanical ventilation as needed.
- Re-monitor air quality

Documentation: Appropriate documentation should be done utilizing the CO incident sheet located in each truck's clipboard. This carbon copy report sheet should be filled out appropriately and the yellow copy given to the person involved in the incident or the individual in charge of the property. The usual incident report should also be completed.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-023

01/01/2011

Wire/Transformer Fires & Wires Down

Purpose: This guideline is designed to help responders with operations and safety at a wire/transformer fire or wires down incident.

Safety:

- Park apparatus at least two poles back from the hazard or at least 200 ft.
- Always consider all lines or wires as hot, even if told they are dead.
- Remember that electricity can travel through Ground, Water, and Air.

Operations:

- Park apparatus at a safe distance.
- Mitigate any serious hazard only if safe to do so.
- Retrieve pole numbers from the safest, nearest pole to the incident.
- Relay pole numbers to LCR, to notify the utility company
- Do not attempt to extinguish pole fire unless deemed safe by the utility company or an immediate life danger is present.
- If fire suppression must occur, use an approved fire extinguisher for Class C fires.
- Double Check all equipment that is said to be De-energized with an A/C Hot Stick.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-024

01/01/2011

Bomb / WMD Responses

Purpose: This guideline is designed to give Han-Le-Co responders a basic guide for responding to bomb (explosive device) and WMD incidents. This guide will cover response, safety concerns, staging, etc...

Response: When requested to respond to a bomb (10-33) call, the pager will announce; "Station 33 respond to your station for an emergency detail, officer in charge contact communications." At this point all personnel shall respond to the fire station in a non-emergency mode (NO LIGHTS OR SIREN) unless informed otherwise. Once at the station, the OIC shall contact Lehigh County Radio via telephone for further instructions. The primary response vehicle should be Engine 3311 unless a different unit is requested.

Safety/Operations: The following list does not cover all safety and operational concerns when responding to these types of incidents and further training should be acquired.

- If notified to assist another agency, follow the directions of the Bomb Squad (EOD) or AHJ on location.
- If Han-Le-Co personnel discover the situation, evacuate the area and notify the appropriate authorities; Police, Bomb Squad (EOD), FBI, Haz-Mat Team etc.... via telephone.
- Keep radio communications to a minimum, this helps to reduce information heard by the general public over radio frequencies, may help to avoid any public panic, reduces divulging of information to unwanted individuals, and avoidance of accidental triggering of devices by radio frequencies.
- When requested to respond to a certain location to assist, be sure to stage apparatus a safe distance from the incident and help to close off roadways if asked to do so.

- Safety Zones should be established based on information of the type of device(s) involved from the EOD Technicians or AHJ.
- When responding to any type of incident especially those involving explosions or unknown situations always consider the possibility of secondary devices.
- HAN-LE-CO Personnel should be prepared to set up emergency decon if needed.
- **AT NO TIME SHOULD HAN-LE-CO PERSONNEL ASSIST IN THE SEARCHING FOR EXPLOSIVE DEVICES OR WMD.**
- **AT NO TIME SHOULD HAN-LE-CO PERSONNEL ASSIST IN THE MOVEMENT, TRANSPORTATION, OR DISPOSAL OF ANY TYPE EXPLOSIVE DEVICE OR WMD.**



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-025

01/01/2011

Lock Out / Tag Out Procedures

Purpose: This guideline is designed to set forth a basic outline of how to lock out and tag utilities (electrical, water, gas, etc...) and mechanical equipment.

Operations:

- Lock Out / Tag Out procedures should be carried out whenever a utility or mechanical system needs to be shut off or turned on by emergency personnel for an extended period of time.
- The system being locked out should also be tagged with the name of the individual locking out the system.
- The key should be held by the individual locking out the system or the incident commander.
- The system shall not be turned on unless the individual locking it out and all personnel are clear of the operation and it is safe to do so.
- The system may stay locked out after fire department personnel leave the scene if the situation could not be rectified by emergency personnel.
- If a system requires to remain locked out, the information may need to be turned over to the appropriate entities (Fire Marshall or Building Inspector).
- If a lock out/tag out kit is utilized, be sure to document this in the report.
- If the items utilized for the lock out could not be put back into service be sure that a chief officer is aware, in the event that a new one needs to be purchased.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-026

01/01/2011

Incident Report Writing / NFIRS

Purpose: This document serves as a basic guide on how incident reports are to be written and entered for Han-Le-Co Fire/Rescue, as well as general attendance records.

General Information: A report should be written and entered into the NFIRS program for every emergency or non-emergency incident that Han-Le-Co Fire/Rescue is dispatched on through Lehigh County Radio (LCR). These reports should be written by the first arriving fire officer or individual who assumes command.

An attendance roster should also be filled out and logged. All other operations that do not go through LCR should be logged in the attendance book under their appropriate category (ie: Training or Special Assignment).

Every report should contain a minimum of the following information:

1. Name and Address of Incident
2. Type of Incident
3. Type of location where incident occurred
4. Incident Times
5. Actions Taken
6. Name(s) of Individual(s) involved
7. Address for Individual(s) involved
8. Phone Number for Individual(s) involved
9. Assisting Agency Information
10. Narrative explaining the incident
11. Personnel Attendance Roster

Other information may also be required dependent on the type of incident. Information on the report is not limited to the following lists.

1. Vehicle Information
 - a. Make and Model
 - b. License Plate Number
 - c. VIN
 - d. Extent of Damage
 - e. Insurance Information
2. Fire Information
 - a. Conditions Upon arrival
 - b. Building Construction
 - c. Number of Stories
 - d. Exposures
 - e. Fire Cause (Fire Marshall)
 - f. Fire Origin (Fire Marshall)
 - g. Loss Value (Fire Marshall)
3. Emergency Medical
 - a. Patient Information
 - b. EMS unit being assisted
4. Other Information
 - a. PSP Incident Number
 - b. Site Safety Plan (See Appendix A)
 - c. NIMS ICS Forms (See Appendix B)



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-027

01/01/2011

Air Quality/Monitoring During and After Fires

Purpose: This guideline is designed to help protect responders while operating in areas that may have a less than ideal air quality during and after firefighting activities. These activities may include but are not limited to: interior operations including; attack, overhaul, salvage, ventilation, etc... and exterior operations including; incident command roles, ventilation, exterior attack, etc...

Guideline: Any time responders are operating in an area with an IDLH atmosphere or where a possible IDLH atmosphere may exist or has existed, all responders should be wearing full PPE including SCBA until the air quality is deemed safe. The OIC shall determine when SCBA may be removed. A filter mask should be utilized once air quality is deemed safe to help filter out large particulates.

Han-Le-Co has the availability to measure for the following gasses, however this list does not include all hazards that may be present and should be considered when deeming any area safe to remove SCBA.

O₂ - Oxygen

CO – Carbon Monoxide (See also SOG#33-022)

Flammable and Explosive Gases (LEL) (See also SOG#33-021)

H₂S – Hydrogen Sulfide

HCN – Hydrogen Cyanide

Ventilation should be performed until the air quality is within normal ranges.

21% Oxygen (O₂)

<5 ppm Carbon Monoxide (CO)

0% LEL

0 ppm Hydrogen Sulfide (H₂S)

0 ppm Hydrogen Cyanide (HCN)



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG #33-028

01/01/2011

Turn-Out Gear/PPE Maintenance

Purpose: The following guideline is designed to set forth a basis for the maintenance and cleaning of structural firefighting gear. The structural firefighting gear may also be known as Turn-Out Gear (TOG) or Personal Protective Equipment (PPE). This guideline is designed only as a basic guide and **the Manufacturer's recommendations for the care and maintenance of all types of PPE should be followed.**

Maintenance: All turn-out gear worn by members of Han-Le-Co Fire/Rescue should be inspected annually and after each use. The Inspection should include the Helmet, Coat, Pants, Boots, Gloves, and Hood. The annual inspection will include the use of the PSFA PPE inspection form. This form is located in Appendix C. Once filled out, the form should be placed in the individuals personnel file.

If at any time a problem is found with any part of the TOG it needs to be taken out of service and reported to a fire officer immediately. The officer should either fix the problem if able to do so, or issue a new item to the individual. This problem is then relayed to the Fire Chief for repair or replacement.

Cleaning: All TOG worn by members of Han-Le-Co Fire/Rescue should be cleaned semi-annually and after each fire or exposure to any type of contaminants. TOG should be washed in the washer at the fire station and NOT at home. The inner liner and outer shell of the turn-out gear should be washed separately. All PPE should be left to air dry and NOT dried in a clothes dryer.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-029

03/07/2011

Guidelines for Safety and Operations of Aerial Apparatus

Purpose: The following document will outline procedures and safety guidelines for aerial operators and firefighters acting as a part of a truck (ladder) company when it comes to the set up and use of the aerial device. Including rescue operations and elevated master streams. This is **NOT** intended to be a guideline on other truck company functions such as forcible entry, ventilation, ground ladders, overhaul, salvage etc...

Guideline:

Driver/Operators:

The Driver/Operator is tasked with the placement, set up and safety of the aerial apparatus. Driver/Operators of the Aerial should also conform with guidelines 33-008 (Driver/Operator Guidelines) and 33-009 (Apparatus Operation Guidelines).

The following steps should be taken when setting up the aerial ladder.

1. Proper placement should be chosen for the apparatus depending on the following variables.
 - a. Structure Location and Set Back (Collapse Zones)
 - b. Intended Use (ie: Rescue, Fire Attack)
 - c. Fire Conditions
 - d. Roadway Conditions (Slope, Ground Support)
 - e. Weather Conditions
 - f. OVERHEAD OBSTRUCTIONS
 - g. Appropriate clearance for outriggers
2. Driver engages parking brake and turns on Aerial Master Switch and Aerial PTO switch.

3. Both front wheels are chalked front and back.
4. Both Jack Plates are placed on solid surface.
 - a. Do not place on soft ground, man hole covers, etc...
5. Operator makes sure apparatus is clear of personnel.
6. Operator switches power to outriggers.
7. Operator engages High Idle and extends then lowers outriggers
 - a. Outriggers are adjusted until the apparatus has been lifted enough to take the bubble out of the rear tires and apparatus is level.
8. Operator disengages high idle and switches power to aerial device.
9. Outriggers are pinned.
10. Aerial ladder is pinned in proper setting. Rescue or Fire.
 - a. The Aerial shall be stowed in rescue mode at ALL times. The mode may be changed once on scene and the aerial is determined to be utilized as an elevated master stream.
 - b. Rescue Mode: Water way stays fixed to first fly section.
Fire Mode: Water way is fixed to the tip of last fly section.
11. Aerial Operator has control over who is touching and mounts the aerial apparatus.
12. Check for OVERHEAD OBSTRUCTIONS again, prior to raising aerial ladder and throughout operation.
13. Rungs on aerial should be aligned prior to climbing when at all possible.
14. To stow, Reverse Process.
15. **NOTE *****If the aerial's water way was utilized, be sure to open the aerial water way drain prior to the stowing of the aerial ladder. Failure to do so may result in damage to the waterway. *******

Fire Fighters/Aerial Crew Members

The following are safety guidelines to be followed by firefighters acting as aerial apparatus crew members.

1. No one shall touch the aerial apparatus while in set up mode or without the direct permission of the operator while the aerial is in use.
2. Any Individual tasked with climbing or operating on the aerial ladder shall wear a ladder belt or approved harness with tie off device.
3. Once the fire fighter is in place to do work, they must be tied off to the ladder with the ladder belt or harness and tie off device.
 - a. NOTE* A leg lock is **NOT** an approved method for locking off while operating on an aerial device.
4. If operating at the tip of the ladder, the foot rests should be put into place to achieve proper footing.

5. If operating in an IDLH atmosphere while on the ladder, the firefighter, wearing SCBA should be tied into the breathing air system of the apparatus.
6. Firefighters should attain proper training prior to pinning or operating the aerial device and/or water way from the tip.
7. ALL members should check for OVERHEAD OBSTRUCTINS or other hazards prior to climbing or operating on the aerial ladder.



Han-Le-Co Fire/Rescue

STANDING OPERATING GUIDELINES

SOG # 33-030

06/12/2011

Guidelines for the Care and Maintenance of Rope and Associated Equipment

Purpose: The following guideline will describe the procedures to be taken when maintaining, inspecting, cleaning, and storing all life safety rope, utility rope and associated rope rescue equipment used by HAN-LE-CO Fire/Rescue. This document also describes the criteria for removing a piece of equipment from service and the procedures for proper documentation. The document is not intended to take the place of the manufacturers' recommendations.

Definitions:

LIFE SAFETY ROPE - The term "life safety rope" shall apply to all ropes utilized in rescue operations, including those utilized as haul and rigging lines, main lines, belay lines, and ropes utilized as anchor systems or tie-backs. Essentially any and all ropes that may in the course of duty support the weight of a rescuer(s) and/or patients shall meet this definition.

ROPE HARDWARE - Rope Hardware will include but is not limited to; Carabiners, Pulleys, Screw Links, Cams, Swivels, Edge Rollers, Rigging Plates, Decent Control Devices, Rings, etc....

ROPE SOFTWARE- Rope Software will include but is not limited to; Accessory Cord, Prusik Loops, Webbing, Anchor Straps, Pick-Off Straps, and Edge Protection in the form of Pads and Sleeves.

UTILITY ROPE- Utility rope or **NON LIFE SAFETY** Rope is defined as rope that is **NOT INTENDED TO SUPPORT A HUMAN LOAD AT ANY TIME**. Such rope is to be utilized for securing and hoisting objects or any other miscellaneous use.

Inspection Procedures: All rope and equipment shall be inspected after each use and bi-annually. The procedures for inspection of all equipment shall follow the manufacturers' recommendations.

- Rope and Rope Software should be inspected for physical damage such as cuts, abrasions, soft or hard spots, burns, melting, and discoloration. The rope and software should also be inspected for general wear and tear as well as cleanliness.

- Rope Hardware should be inspected for operability, physical damage, and cleanliness.
- These inspections should be conducted visually and physically using an un-gloved hand only if safe to do so.

Maintenance & Cleaning procedures: The maintenance and cleaning of all Rope, Rope Software and Hardware shall follow the manufacturer's recommendations.

- All equipment should be cleaned after each use, using water and mild soap.
- Rope and Rope Software should be dried in a warm place out of direct sunlight.
- Hardware should be dried using a clean cloth.

Storage:

- Rope and Software shall be stored in a warm, dry place, out of direct sun light.
- Rope and Software shall be stored in a bag or other approved container.
- Rope and Software shall not be stored in any compartment with fuels or oils.
- Hardware shall be stored in an approved container as to protect from damage during transportation.
- NO equipment will be stored wet or dirty.

Removal from Service: The following is a list of criteria for the removal of a piece of equipment from service. The list is not all inclusive and proper judgment should always be utilized.

Rope and Rope Software: Cuts, Fraying, Burns, Chemical Damage, Soft or Hard Spots, Shock Loading, Excessive Loading, Excessive Non-washable dirt...

Rope Hardware: Inoperability, Bent or Broken Parts, Rusting, Pitting, Formation of sharp edges, Hard Impacts, Shock Loading...

Once a piece of equipment is removed by a HAN-LE-CO Fire/Rescue member, it shall be reported to and reviewed by a Fire Line Officer for final decision as soon as possible. After a piece of equipment has been deemed Out of Service, it shall be properly documented. An out of service tag should be placed on the piece of equipment. The Fire Chief shall be notified of any equipment removed from service.

Documentation:

The use of all LIFE SAFETY Ropes shall be documented in the rope log books located on the appropriate apparatus. Documentation should be done on the In-service date, on any rescue, recovery, or training operation, bi-annual inspections, and when put out of service. Each log entry should include the date, locations, use of rope, and any other pertinent information.

Any equipment that has been taken Out of Service on an incident should also be documented in the incident report.