RENNERDALE ENGINE CO. 126

RVFD Operating Guidelines (O.G.)

Every emergency scene is dynamic, unique and poses its own set of challenges. Remember to be logical and flexible. An Operating Guideline, no matter how detailed, cannot consider all circumstances. At no time should this or any O.G. take the place of common sense. If an O.G. will endanger the patient or fire/rescue personnel, or if for some reason the O.G. is determined not to be the best course of action, the O.G. should be forgone in favor of a safer or more productive alternative.

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1. Accountability

The purpose of this guideline is to provide the tracking and inventory of all members operating during an emergency incident. It is the responsibility of all fire Accountability, 2

ground supervisors to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness should serve as the basic means of accountability that shall be required for operational safety.

i. Each firefighter will have a total of two (2) accountability tags issued. The front side of the tag will have the following information, name of department, photo, station identification number, and last name.

a. Incident Commander

- **i.** The incident commander shall be responsible for overall personnel accountability for the incident and shall maintain an awareness of the location and function of all companies or units at the scene of an incident.
- **ii.** The incident commander shall initiate an accountability and inventory worksheet at the beginning of operations and shall maintain that system throughout operations (unless a fire ground safety officer and accountability officer has been appointed).
- **iii.** The incident commander shall provide for the appropriate control of access for all fire ground personnel and bystanders at the incident scene.

b. Safety Officer

- **i.** Where a safety officer has been appointed, it shall be the responsibility of the safety officer to ensure the safety of all fire ground personnel, and an accountability officer will initiate the accountability system.
- **ii.** The accountability officer shall be responsible for collecting the firefighter accountability tags and logging the appropriate names of personnel on the accountability and inventory worksheet.
- **iii.** Additional accountability officers shall be appointed at the discretion of the safety officer.
- **iv.** If appointed, additional accountability officers shall report to the safety officer and shall be appointed based on the size, complexity, or needs of the incident.

Officers assigned the responsibility of a specific tactical level management unit at an incident shall directly supervise and account for the companies operating in their specific area of responsibility. Company Officers shall maintain an ongoing awareness of the location and condition of all company members.

c. Firefighter

There shall be two levels of firefighter accountability, Level I and Level II. They shall consist of the following:

- **i. Level I**

1. Each firefighter shall be provided with a firefighter accountability tag.
2. Each apparatus shall be equipped with a firefighter accountability tag hook.
3. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and hang it on the appropriate hook inside of the responding apparatus.
4. A firefighter arriving at an incident scene in their personal vehicle shall report to a station officer.

This will be the primary means of accountability for a single company response unless responding to a mutual aid call. When on a mutual aid call a level two collection will take place.

ii. Level II

1. Each apparatus shall be equipped with a firefighter accountability tag collection point and each firefighter will place a tag on the apparatus collection hook.
2. Their second tag will be given to the firefighter riding in the officer's seat (this will be the most qualified person on the engine if no Line Officer is present).
3. This set of tags will become the "team" but can be divided further if the Incident Commander deems necessary.
4. Teams will never be made up of less than two firefighters. These team tags will then be placed on the team clip board and the team is given a numbered team tag. This number will remain the team's number for the entire incident.
5. As teams are given their assignments these assignments will then be written on a dry erased board as well as that team's location.
6. Personnel shall be responsible for following firefighter accountability system procedures.
7. Whereas assigned as a company, members shall be responsible for remaining under the supervision of their assigned Company Officer.

d. Personnel Accountability Report (P.A.R.)

A P.A.R. may be confirmed in person or through radio communication. A P.A.R. should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to ensure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory worksheet shall be made available to the Incident Commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags. P.A.R. should be verified by the company engineer on scene and then reported to I.C. or County, dependent on who is fulfilling the check.

2. Apparatus Accident Reporting

The intent of this Operating Guideline is to ensure that all potentially hazardous operation of department vehicles is reported so it can be tracked, and a plan of action can be developed to prevent recurrence. Anyone not reporting an incident will be subject to disciplinary action per Department Policies. Fire and ambulance equipment tends to be larger than other vehicles, more expensive, driven under strenuous conditions and often at a rate faster than the flow of traffic. In addition, this apparatus carries emergency personnel and patients to and from emergency scenes and to the hospital. The goal of the Rennerdale Volunteer Fire Department (R.V.F.D) is to have no incidents where our apparatus encounters any other vehicle or object. All operators must understand the seriousness of operating an emergency vehicle, and the responsibility of human life as well as equipment.

I. To adequately track incidents as well as a "near miss," we have instituted a policy that any time a fire department vehicle comes in physical contact with any other vehicle or object, a report will be filled with the local law enforcement and Chief of the department. This applies to situations where there is no apparent damage. These "near miss" incidents will be tracked as an accident so that they may be used to prevent future accidents.

II. In the event a department vehicle is in an accident, the following procedures will be followed: The vehicle will be stopped as quickly and safely as possible and the driver will assess the damage to both the vehicle and what it encountered.
    a. If the vehicle cannot be safely operated, it should be placed out of service by notifying the dispatcher.
    b. If it was on a call, a back up apparatus should be dispatched as replacement.
    c. Chief Officer should be requested to the scene as well as the local police.

In addition, the Chief Officer should be called and given a verbal notification. This is true even if no visible damage is evident. At his discretion he may come and witness the damage both to the Fire Department vehicle as well as to whatever was hit.

3. Basic Running Order

a.

i. **STRUCTURE FIRES AND AUTOMATIC ALARMS:** RESCUE ENGINE 126, ENGINE 126, SQUAD 126
ii. **CHIMNEY FIRES:** RESCUE ENGINE 126, ENGINE 126, SQUAD 126
iii. **STRUCTURE FIRES (PREMARKED ADRESSES)** ENGINE 126, RESCUE ENGINE 126
iv. **CAR OR TRUCK FIRE:** RESCUE ENGINE, ENGINE 126, SQUAD 126
v. **CAR ACCIDENT I-79 & I-376:** RESCUE ENGINE 126, ENGINE 126

vi. **CAR ACCIDENT (first due):** RESCUE ENGINE 126, ENGINE 126, SQUAD 126
vii. **CARBON MONOXIDE/GAS IN BUILDING:** RESCUE ENGINE 126, ENGINE 126, SQUAD 126
viii. **GRASS OR FOREST FIRE:** ENGINE 126, UTV 126, SQUAD126, RESCUE ENGINE 126
ix. **HAZARDOUS MATERIALS INCIDENTS:** RESCUE ENGINE 126, ENGINE 126 (County "green" team as needed)
x. **ICE OR WATER RESCUE:** RESCUE ENGINE 126, ENGINE 126, SQUAD126
xi. **NATURAL GAS LEAK:**
    1. Outside of a Structure: RESCUE ENGINE 126, ENGINE 126, SQUAD 126
    2. Inside of a Structure: RESCUE ENGINE 126, ENGINE 126, SQUAD 126
xii. **RIT TEAM:** RESCUE ENGINE 126
xiii. **MUTUAL AID:** Unless otherwise specified, RESCUE ENGINE 126 will be the first engine to all cities and towns for house or building fires. ENGINE 126 is to respond if directed by dispatch or company requesting mutual aid. SQUAD 126 can also respond if requested by a station 126 officer.
    1. All firefighters are to have full turnout gear.
    2. Juniors will only be allowed on a Mutual Aid call at the Officer's discretion and if there are not enough senior firefighters.
    3. Firefighters who do not respond to the cover apparatus should report to the station to stand by.
    4. All Officers and firefighters are not to respond directly to the other town's fire unless they are ordered to do so or are within a shorter distance than a station response.

b. If no qualified driver is available for the next due apparatus, the most senior driver present and qualified to operate an alternative apparatus shall assume responsibility for that apparatus.

4. Bomb Threat/Explosion

All members are to report to the station and stand by. Upon arrival at the station, assignments will be made and at a minimum, a Command Officer will contact the 911 emergency centers by phone and the engine will respond non-emergency to a predetermined staging area and await further orders. Responding crews will sign en route and shall not utilize the radio system beyond signing en route. (MDT will be utilized) The crew can keep time for the incident. The officer will report to the police officer in charge, a runner will be used to communicate between the command post and the staged apparatus. Cellular telephones shall be shut off. All communications with the dispatcher are to be made with an M.D.T. or land-based telephone. Members of the Rennerdale fire department will not assist in search operations of any building or area unless first cleared by police/bomb squad. At the discretion of the police or responsible party, the building should be evacuated for at least thirty (30) minutes after the reported detonation time. Consideration should be given to closing streets in the area as well as a safe location for evacuated employees. Fire department staff/equipment should stand by until the

employees have reported to the building. Fire department members are cautioned that a recent trend in terrorist bombings is to explode a device and await the arrival of the emergency services personnel and then set off a second device to injure the emergency services personnel. When arriving at a bombed site, information will probably not be available as to who is responsible. Extreme caution is to be exercised. If anything is found, call the Allegheny County bomb squad. (Coordinate with the police department)

5. <u>Carbon Monoxide (CO) Call</u>

i. Dispatch shall confirm that there is no fire or immediate medical emergency and instruct the occupants to leave the building. If there is no fire or immediate medical emergency, RECUE ENGINE 126 will be dispatched to investigate. Upon arrival, responders in full P.P.E. including S.C.B.A. shall evaluate the occupants for a suspected CO exposure and, if necessary, assist the ambulance crew with basic/advanced life support. If no medical intervention is required, the building occupants should be evacuated until the condition within is deemed to cause no immediate harm.

ii. If the atmosphere is greater than 25 ppm, personnel shall wear S.C.B.A. S.C.B.A. shall remain in place until the atmosphere has been determined to contain 25 ppm or less. This level is based on the THV/TWA as set by the American Conference of Governmental Industrial Hygienists.

iii. The Officer in Charge (O.I.C.) shall document as much information as possible about the hazard encountered.

Potential sources of CO to be examined include, but are not limited to, cellars, garages, heating appliances, space heating appliances, wood stoves, fireplaces, gas cooking appliances, gas water heaters, and any other combustion appliances. Activate the 4-gas meter in fresh air and comply with all startup procedures as recommended by the manufacturer. Initiate a survey of the premises to determine the amount of CO in the air.

A. Based on the findings of the investigation team, the O.I.C. shall recommend to the occupant the following:

1. **9 PPM or Less:** Inform the homeowner/occupant that our detection instrument did not register any elevated level of carbon monoxide. Recommend to the homeowner/occupant that they check their CO detector according to the manufacturer's recommendations. Inform the occupant that if the detector sounds again, they should notify the fire department.
2. **9-100 PPM:** Inform the homeowner/occupant that a potentially dangerous level of CO has been detected. Recommend that all people leave the premises. Advise the owner that anyone in the building at the time should be transported to a hospital for evaluation. Have the

ambulance personnel evaluate the occupants of the building. If you can determine that an appliance is possibly causing the elevated CO levels, shut the appliance off and advise the owner/occupant to contact the company that services the device. Ventilate the building. Once the CO level has been reduced to safe readings, the premises may be occupied. This shall be left to the owner/occupant's discretion. If the detector activates again, they should notify the fire department.

3. **100 PPM or Greater:** Notify the homeowner/occupant that a potentially lethal level of CO has been detected. Evacuate the premises. Advise owner/occupant that anyone in the building at the time should be transported to a hospital for evaluation. Have the ambulance personnel evaluate the occupants of the building. If you can determine that an appliance is possibly causing elevated CO levels, shut the appliance off and advise the owner/occupant to contact the company that services the device. Once the CO level has been reduced to safe readings, the premises may be occupied. This shall be left to the owner/occupant's discretion. If the detector activates again, they should notify the Fire Department. When the problem has been assessed or mitigated within the capabilities of the Fire Department, the Officer in Charge shall advise the occupant(s) of the dangers of carbon monoxide that may be present if the building is occupied before a complete safety check of all appliances is completed by the gas/fuel company, or other qualified person.

** If CO leak has not been located or levels have not dropped after ventilation notify the GAS company and remain on scene until the released by the GAS company**

6. **<u>Communication Procedures</u>**
   - **a. Authorized Use:** Radios are to be used only by authorized Fire Department personnel and shall be secured from any unauthorized use. Radios should not be used for personal use.
   - **b. Use of Mobile and Portable Radios:** A Senior officer may "sign on" for any type of call at their discretion. Firefighters/EMTs shall not routinely "sign on" for fire and MVA calls. Keep in mind that during a major incident, the dispatcher may be very busy and unnecessary people signing on may only create more confusion.
     - **i.** A firefighter/EMT may, of course, use his radio at any time to transmit important information about an incident or status of a fire if he/she is the first on the scene.

ii. Only officers or I.C. are to cancel apparatus responding to an incident. Radio communications at any emergency incident must be kept to a minimum. Radio transmission should be short and concise.

c. Good Radio Practices: All transmissions should use the "Hey you it's me" or the "from" method. This alerts the person you're calling to listen. Messages have three parts: The name of the station being called, the name of the station calling, and the information sent. Call the station the message is for, (HEY YOU), identify your station (IT'S ME). Give the repeater time to stop and start. Delay the start of message three seconds after keying PTT. Wait two seconds prior to answering. Messages should always be repeated back on acknowledged. Respond with acknowledgement: Repeat gist of message: "126 Command received, fire knocked down, overhauling."

Use of the military phonetic alphabet should be used for clear understanding of any transmission using letters as a key word. For example, "Command from 126 Captain, we have fire in the Alpha Bravo corner of the building." This is much clearer than using the "AB corner", which could easily be confused with "AC" or "AD."

7. <u>Confined Space</u>

a. The purpose of this procedure is to establish guidelines for conducting confined space rescue operations. Confined spaces include caverns, tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements or attics. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-insufficiency or fires occurring within space. Pre-incident planning is an important factor in dealing with these situations. When personnel are operating in a confined space air monitoring will be always mandatory. If oxygen levels are found to be below levels personnel operating in confined space will be wearing S.C.B.A. It is also recommended that at a minimum, the same number of personnel remain on standby outside of the confined space as they are operating in the confined space to act as an R.I.T. team. Furthermore, it is recommended that all personnel wear S.C.B.A. if the operating personnel wear them. Personnel should consider wearing Tyvek cover suits or other N.F.P.A. approved cover-all's.

8. <u>Critical Incident Stress Debrief (C.I.S.D.)</u>

a. One of the major goals of this department is to minimize the severity and duration of the emotional trauma to the personnel caused by a traumatic incident. This will be accomplished using a C.I.S.D. where personnel will receive help understanding and coping with their own and each other's feelings. It is the goal of the C.I.S.D. staff to help those who have been involved with the incident deal with their emotions by allowing expression of those emotions and helping personnel understand that having such feelings is not only normal but also part of the healing process. The

debriefing should be held within two (2) weeks of the end of the incident and preferably within 24-72 hours.

b. **The following incidents must require a C.I.S.D.:**

i. -death of an emergency services worker at a fire/rescue scene (also including extensive mutilation not resulting in death)

ii. -multiple fatalities at a motor vehicle accident or other mishap

c. -at the completion of an incident, the Chief or Deputy Chief shall contact C.I.S.D. personnel and schedule a session [412-647-2473]

d. **The following incidents may require a C.I.S.D.:**

i. -non-fatality rescue or individual fatalities

ii. -an officer may recommend that a member of their shift participate in an individual C.I.S.D. based on the reaction of that individual to a specific incident

iii. -C.I.S.D. personnel may be contacted to respond to the actual scene of a lengthy fire/rescue involving extensive injury, death, or tragic situation (i.e. commercial airline crash). The Incident Commander (I.C.) will call for C.I.S.D. personnel if required.

9. Dispatch Policy

a. In providing quality customer service, Rennerdale VFD will strive to have the first due unit in service in under five (5) minutes 80% of the time. In the unfortunate event that Rennerdale VFD is not able to respond to a dispatched incident in less than seven (7) minutes, mutual aid will be utilized per Allegheny County Dispatch Fire S.O.G. The fill station shall follow the run cards placed in service by the line officer team.

b. Direct calls into the station will be handled by advising the complainant to call 911, if the caller refuses to call 911, proper information will be recorded, and the call taker will notify 911 of the incidents by landline (non-emergent A.C.E.S. 911 line) at 412-473-7018.

10. Driver Training and Approval Procedure

a.

i. To drive any Rennerdale Volunteer Fire Department (R.V.F.D.) vehicle, the firefighter must complete the Emergency Vehicle Operations Class offered through many organizations.

ii. To drive any Fire Department apparatus, a firefighter must have a valid Pennsylvania driver's license.

iii. To be approved to operate any apparatus the firefighter must have demonstrated to the Officers of Rennerdale VFD a thorough knowledge of Engine Company Operations, and Rescue Operations.

b. Regular firefighters interested in becoming checked out to operate fire apparatus shall adhere to the following guidelines.

i. The Chief Engineer, Chief, or Assistant Chief must train each member in the following order:

1. SQUAD 126

2. Engine 126
3. UTV 126
4. Rescue Engine 126

c. The officer must qualify the member for all functions of the apparatus and driving skills. Then, when indicated, the Chief, Assistant Chief, or Chief Engineer will test the firefighter on the complete operations again. When either chief qualifies a member for a piece of equipment the officer needs to verbalize to the Fire Chief that the member is approved to operate that piece of equipment. (Chief should verify with officer team)

i. No one is allowed to go out for driving training without a Chief officer with them.
ii. When out on driving training, all members on the apparatus will take their P.P.E. with them.
iii. The Fire Chief and Chief Engineer must also maintain a drivers list showing member qualifications.
iv. All driver training hours will be logged by a Chief officer and signed by themselves and the driver under training.
v. Every member of the department is required to complete driver training day annually.

11. <u>Duties of Company Crews</u>

a.

i. It is the responsibility of each member of the fire department to perform certain duties en route to a scene and upon arrival at the scene.
ii. All personnel shall wear their seat belt whenever the vehicle is in motion.
iii. The apparatus operator should exercise good judgment, obeying all applicable traffic laws and considering the safety of the firefighters riding on the apparatus as well as citizens along the route to the scene.
iv. The first due Engine at a structural first response shall leave sufficient space to allow the aerial apparatus to set up and ladder the building.
v. The first due Truck or Engine will respond to the front entrance of the building unless otherwise instructed by the incident command or predetermined plan.

b. ***The Operator Duties:***

i. Be checked out to drive and operate the engine as well as pump and all ancillary equipment.
ii. Park the vehicle in a safe location with due consideration being given to overhead power lines, structural collapse zones, etc.
iii. Remain with the engine after arrival on scene unless otherwise directed by the O.I.C.
iv. Chock at least one of the engine's wheels to secure the vehicle.
v. Be responsible for L.D.H. hook up and F.D.C. connections

c. ***Company Officer Responsibilities*:**
   i. In the absence of a Chief or Deputy Chief the Company Officer shall assume the duties of Incident Commander.
   ii. Utilize the time en route to the scene to gain all available information about the incident to include reviewing preplans and assigning duties to his crew members.
   iii. Relay any applicable information to the firefighters under his command.
   iv. Ensure that his crew has all appropriate tools and equipment for fire attack and/or search operations (door chocks, door tags, axes, flashlights, thermal camera, etc).
   v. Perform all radio communications unless the Officer assigns this to another fire crew member.
   vi. Take his crew and report directly to the Incident Commander unless directed to do otherwise.
   vii. Be the immediate supervisor of the firefighters on his apparatus.
   viii. Keep his crew together and stay with them as their direct supervisor and safety monitor while inside the structure directed to do otherwise by the Incident Commander.
   ix. Keep the Incident Commander updated on the activities of his crew and any changes in their safety status.

d. ***Firefighter Responsibilities:***
   i. Don all applicable fire gear before the apparatus departs from the station.
   ii. Each firefighter shall hang their accountability tags on the hook in the truck.
   iii. Wear their seat belt whenever the vehicle is in motion.
   iv. Listen for orders from their Company Officer while en route to the scene.
   v. Grab hand lights and appropriate tools after exiting the engine unless otherwise commanded by the Incident Commander.
   vi. Stay with their Company Officer unless otherwise commanded by the Incident Commander.
   vii. Ensure that all protective equipment is in place before entering the structure.
   viii. The firefighters shall charge their S.C.B.A. and ensure operation of the PASS devices before entering the structure.
   ix. When a firefighter's low air alarm sounds, he and his crew shall immediately leave the structure or hazard area together. The crew shall notify the Incident Commander that they are leaving the structure or hazard area. (must remain together – two (2) in two (2) out)

12. Emergency Access to Buildings: "Knox-Box"

a. The policy of the Rennerdale Fire Department is to not carry keys for any building or property, either public or private. If emergency access is needed to a building, the owner must provide a “Knox-Box”. A “Knox-

Box" is a high security key control lock box on the building. The "Knox-Box" will contain keys to the building, diagrams, etc as agreed upon between the property owner and the department. Only the department apparatus will have keys to the "Knox-Box". It is the duty of the commanding officer to inform dispatch that a "Knox-Box" is being used and of its number to insure a log of the event through a third party. If a "Knox-Box" and keys have been provided, we will use the following procedure when answering an alarm for a building:

- **i.** Enter the building or areas of the building for which keys have been provided.
- **ii.** Determine the extent of the problem.
- **iii.** Take corrective action as necessary, and have the dispatcher notify the owner of our findings. If the owner does not arrive, we will secure the property before leaving the scene, if possible. The officer in charge of an incident should notify the dispatcher when a "Knox-Box" has been opened, keys used, keys re-secured, and the box locked.

b. If a "Knox-Box" and keys have not been provided, we will use the following procedure when answering an alarm for a building:

- **i.** If we find any indication of fire (smoke, odor, flame, heat, water gong sounding, sound of water running, etc) we will use forcible entry.
- **ii.** We will take corrective action as necessary, and have the dispatcher notify the owner.
- **iii.** If the owner does not arrive, we will secure the property as best we can. If we find none of the above indications of fire, we will have the dispatcher notify the owner that we have found nothing, and we will leave the premises. Any further consequences of this action will then be the owner's responsibility.

13. Fire Alarms

a. A false fire alarm is an alarm that is set off either maliciously, accidentally, activated by mechanical malfunction, or is activated due to improper operating procedures. The Rennerdale Fire Department will respond to all fire alarms, including those situations where someone calls the dispatcher to report that an alarm was accidentally activated. This is being done as a precautionary measure.

b. Fines for repeated false alarms shall be imposed according to Collier Township.

c. ***Resetting alarms***: If you know what set the alarm off (i.e. burnt food, dust, etc…) and can safely reset the alarm, do so. If you cannot determine what set the alarm off, or are unable to reset it, or must lock out of a zone, be sure to have a responsible party on scene.

14. Fire Ground Operations

a. The following standard operating guidelines are basic items to be used on the scene of a structure fire. At any time, these can be substituted for a safer and easier alternative. Broad aspects of any fire ground are covered in multiple sections of these standard operating guidelines because they

apply to many different incident scenes. The following are more specific rules that could apply to any fire or emergency scene:

- **i.** All personnel operating in a roadway not involved in fire suppression must wear a traffic safety vest.
- **ii.** All personnel must wear a P.F.D. when operating within 25 feet of a water source.
- **iii.** At all times, the two (2) in, two (2) out rules will be followed.
- **iv.** It is recommended for all fires, no attack line smaller than 1 ¾" be taken into the structure. However, for a commercial structure, consideration should be made to use at least a 2½" attack line or the 2.5 Leader Line then split two-1.5 lines for the fire attack.
- **v.** As soon as possible, primary search should be accomplished especially if there is a life safety issue.
- **vi.** Whenever the fire is under control, or while it is being controlled, a secondary search should be carried out.
- **vii.** When crews are operating in a multiple story structure, measures should be taken to allow two (2) points of egress. Example: setting up ground ladders at ALL windows.
- **viii.** As soon as possible, a backup line will be put into service to cover the initial attack line.
- **ix.** First and second in engines will leave room at the scene for placement of aerial devices.

15. <u>Fire Ground Safety</u>

- **a.** The number of personnel exposed to fire ground hazards shall be limited to only those necessary to successfully control the operation.
- **b.** Individuals or crews shall be restricted from wandering around the fire ground or congregating in non-functioning groups.
- **c.** Personnel shall **not** enter the fire building or the immediate fire ground without a specific assignment.
- **d.** If personnel have not been assigned to a job or do not have the necessary staff function to perform, they shall remain outside the immediate fire grounds, preferably in a holding area near the attack engine.
- **e.** When it is necessary to engage personnel in exceptionally hazardous circumstances (i.e. to perform a rescue), the Incident Commander will limit the number of personnel exposed to an absolute minimum and ensure that all feasible safety measures are taken. In extremely hazardous situations (flammable liquids, LP gas, hazardous materials, etc) the Incident Commander will only engage an absolute minimum number of personnel within the hazard zone.

16. <u>Hazmat</u>

- **a.** Hazardous materials incidents encompass a wide variety of potential hazardous situations including but not limited to fires, spills, transportation accidents, chemical reactions, and explosions. Hazards involved may include toxicity, flammability, radiological exposure, corrosives, explosives, health and chemical reactions, or a combination of factors. This plan provides a general framework for handling a hazardous

materials incident but does not address the specific tactics or control measures for incidents.

- **i.** R.V.F.D. will operate in the operations level of HAZMAT response.
- **ii.** In a large-scale HAZMAT incident, R.V.F.D. will engage in defensive practices unless the source of the HAZMAT can be contained quickly and safely using the equipment carried on the company apparatus.
- **iii.** R.V.F.D. will use county HAZMAT teams to control large incidents, whenever possible.
- **iv.** Weaverton Environmental Group will be called for scene cleanup if the need arises for such a service. Before this is done, however, a responsible party on scene must assume responsibility for the clean-up fees.

17. Helmets

- **a.** The following is a guideline for the significance of the color-coded helmets:
  - i. Chief- White
  - ii. Captain- Red
  - iii. Lieutenant-Red
  - iv. Firefighter- Black
  - v. Jr. Firefighter- Yellow
  - vi. Probation FF-Yellow
  - vii. Safety Officer- Black (Orange shield)

18. Hose Line Safety

- **a.** In situations where crews must operate from opposing or conflicting positions such as front vs. rear attack streams, roof crews vs. interior crew, etc, face-to-face communications or radios shall be utilized to coordinate your actions with those of the opposing crew to prevent needless injuries. The I.O.C. should notify operation officers of opposing or conflicting operations.
- **b.** Ground crews must be notified and evacuated from interior positions before elevated waterways go into operation.
- **c.** Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc, in an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke into interior crews.
- **d.** It is recommended that 1¾" and 2" lines be used with a minimum of two (2) firefighters while 2 ½" lines have a minimum of three (3) firefighters.

19. Ladder Safety

- **a.** Officers should allow two (2) firefighters per 24' ladder and three (3) firefighters per 35' ladder.

b. When laddering a roof, the ladder selected shall be one which will extend 2' to 3' above the roof line. This should be done to provide personnel operating on the roof with a visible means of egress.

c. When personnel are placing a roof ladder into service, the ladder hooks will be fully engaged before a firefighter uses the ladder.

d. Personnel working off ladders shall be secured to the ladders when working from a stationary position.

e. Personnel working off an aerial ladder shall be tied off with a ladder belt.

20. <u>Search and Rescue Safety</u>

Search and rescue should be performed according to an efficient, well-planned procedure which includes the safety of search crew personnel. The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search crew.

a. Prior to entering the search areas, all search team members should be familiar with a specific search plan including the overall objective, designation of the search area, individual assignments, etc. This may require a brief conference among crew members before entering the search area to develop and communicate the plan.

b. Individual search activities should be conducted by two (2) or more members where possible.

c. Company officers must maintain an awareness of the location and functions of all members within their crew during search operations.

d. Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor) the search team should be protected as soon as possible with a charged hose line, to ensure a safe escape route.

e. If search personnel are operating without a hose line, lifelines should be used when encountering conditions of severely limited visibility.

21. <u>Safety Zone</u>

An automatic safety zone will be established at all confirmed structure type fires. This distance will be at least the same distance as the height of a fire structure with a minimum safety zone distance to be 25 feet. For all other non-structured type fires (vehicle, electrical equipment or pole, etc) the minimum safety zone distance will be 25 feet. Only firefighters with a minimum of full P.P.E. will be allowed to operate within the safety zone. Protective clothing must be N.F.P.A. approved. Senior officers should wear P.P.E. as appropriate for the circumstances of the incident.

22. <u>Hose Testing PUMP Testing, SCBA flow testing</u>

All Hose, Pumps, and S.C.B.A. flow testing shall be tested yearly per N.F.P.A. guidelines.

23. <u>High Rise Operations</u>

The purpose of this section is to give general rules for crews conducting operations in high-rise buildings. In all cases it will be assumed that all crew members will be wearing full P.P.E. and S.C.B.A. If smoke is showing upon arrival, a second alarm should be activated.

- **a.** The first arriving engine will stage clear of the main entrance. Operator/Officer will give an on-scene report to dispatch.
    - i. If fire/smoke is confirmed the crew will gather the following items: (at a minimum) high rise pack, forcible entry tools, water can, thermal imaging camera.
    - ii. Crew will check fire alarm panel to get exact location. This location will then be given over the radio to dispatch.
    - iii. Crew will either take the elevator to the floor below the fire or the stairs depending on the building and fire location.
    - iv. Two (2) crew members will attach the 2 ½" x 50' lines to the standpipe on the floor below the fire floor and advance it up the stairwell to the fire floor. At this time one (1) ¾ "high rise pack will be attached to gated wye and the line will be charged.
    - v. The other two (2) crew members will proceed to the fire floor (with water can) and do a rapid search of the fire floor and report the exact fire location to the O.I.C. These crew members will then assist in stretching the line and fire attack.
    - vi. The first arriving rescue crew will report to the O.I.C. It is recommended that the entire crew be sent to the fire floor to perform a secondary search as well as assist the engine crew with forcible entry. This crew is also to perform ventilation, if possible, with the equipment carried on the first arriving truck.
- **b.** The second due engine crew shall establish water supply for itself and proceed to the F.D.C.
    - i. The operator and one crew member shall stretch at a minimum two (2) 2 ½" lines to the F.D.C. and standby to charge the system with orders from command.
    - ii. Once the lines have been connected only the operator will remain with the apparatus, the firefighters shall return to their assigned crew.
    - iii. All other crew members will report to command with the proper tools as well as a second high rise pack. It is recommended that half of the second arriving crew be used as fire attack on the floor of origin and the second half be used to stretch an additional line to the floor directly above the fire floor.

24. <u>Hydrant Hitting</u>

- **a.** Engine will stop four (4) to six (6) feet in front of the hydrant when making a forward lay.
- **b.** Firefighter will remove 5" supply line from the apparatus and make one (1) complete wrap around the hydrant base.

c. Firefighter will also remove hydrant bag from the apparatus. At this time the operator can be signaled to depart from the hydrant.
d. Firefighter at the hydrant shall attach the 5" supply line and gate to the steamer fitting on the hydrant using the screw on connect.
e. Firefighters will also attach a single gate to one side port of the fire hydrant. This gate needs to be used to purge the hydrant prior to opening the 5" L.D.H.
f. Open the hydrant when directed to do so by the Engine Operator.

25. <u>Interstate-79 Emergency Response Guideline</u>

a. The crossovers between the north and southbound lanes will not be used unless specifically instructed to do so by a Chief Officer.
b. Firefighters/E.M.T.'s should identify themselves by wearing turnout gear, E.M.T. jackets or traffic safety vests as determined by the circumstances of the incident.
c. The officer or firefighter in charge of the incident should contact the State Police trooper in charge.
d. R.V.F.D. will respond to all accidents including those reported with unknown injuries.
e. It is recommended that ENGINE 126 or mutual aid engine be used as a "blocker" for the emergency scene.

26. <u>Ice and Water Rescues RESCUE ENGINE 126 & ENGINE 126</u>

Rennerdale Volunteer Fire Department will respond to all requests for ice or water rescues as well as a report of a vehicle in the water. All personnel within 25 feet of water must be wearing a P.F.D.

a. ***Water Rescue*****:** At such an incident, any member of the department may use an ice rescue suit to perform a cold-water recovery type rescue if he/she is familiar with the use of such equipment and is a confident swimmer. Any personnel entering the water will wear P.F.D. provided by the department.
b. ***Ice Rescue*****:** Only those members who have been specifically trained in ice rescue will be allowed to perform such a rescue.
c. ***Domestic Animals*****:** In the event of a request for an animal rescue, the department will respond to assess the situation and will perform a rescue if such a rescue is possible without jeopardizing the life or safety of the rescuers.
d. ***Wild Animals*****:** In the event of a request for a wild animal rescue, the department will respond to assist other personnel such as animal control or local police. In no way should any rescuer's life be put in jeopardy for such a call. Department personnel are to survey the situation, help in controlling the scene, and assist where possible.

27. <u>Incident Commander (I.C.)</u>

a. At an emergency incident, it will be the responsibility of the Senior Firefighter/Officer present at the incident to assume the role of Incident Commander from the beginning of the emergency incident.

i. ***The Incident Commander will:***

1. be responsible for overall personnel accountability for the incident.
2. maintain an awareness of the location and function of all companies or units at the scene of an incident.
3. initiate an accountability and inventory worksheet at the very beginning of operations and will maintain that system throughout operations (unless a fire ground accountability officer has been appointed)
4. provide for the appropriate control of access for all fire ground personnel and bystanders at the incident scene.
5. transfer command and will specify to whom command will be transferred at his/her discretion. Transfer of command will always occur face to face.

b. It will be the responsibility of the Incident Commander to appoint a safety officer (if company safety officers are not present) at all fire-related incidents that have advanced beyond the incipient stage, and at all other incidents as deemed necessary by the Incident Commander. Additional Accountability Officers may be appointed based on the size, complexity, and/or needs of the incident.

28. Incident Reports

An "Incident Report" form is to be filled out for every incident. The person in charge of the incident is responsible for the report. All reports will be completed on "Firehouse type Software" by the O.I.C. and submitted to the state quarterly. The station will also maintain a hard copy of every report filed.

29. Large Scale Rescue Incident

It is recommended that for any rescue call of extreme difficulty additional resources be called to the scene. These incidents would include confined space, trench rescue or high angle rescue.

Fire equipment and personnel
-Rescue 125
-Rescue 124
-Rescue 256
-Rescue 245
-Rescue 209
-Rescue 267

-Allegheny County command vehicle

Heavy equipment
-Collier Public Works
-Bob cat
-Backhoe
-Dump trucks
-Vac truck
-Large quantities of sand or dirt

Collier Public Works	**Building Material and**
-Anderson Equipment	**equipment**
-Large front loaders	-Home Depot (Collier
-Track hoes	Township)
-Mobile cranes	-Wood framing material
	and sheet goods
	-Equipment rental (jack
	hammers, pneumatic
	tools, etc.)

All fire equipment and public works can be requested through the Allegheny County Dispatch Center. When items are needed from Home Depot, a manager must be notified after hours. The "Knox-Box" can then be used to enter the building and retrieve items needed. All acquired items must be documented for billing purposes. Contact information for Anderson Equipment is in the fire preplan binders and laptop computers.

30. MAYDAY Signal

The purpose of this procedure is to identify the roles and responsibilities of all the parties involved in an incident where a "MAYDAY" has been transmitted.

"MAYDAY" Radio message

The radio message "MAYDAY" will be ONLY used by a lost or trapped firefighter to report their status as being in trouble and needing rescue. Any report of "MAYDAY" will receive priority radio traffic followed by an emergency traffic tone. The term "emergency traffic" will be used to report other emergencies.

Lost firefighters should give the following information to command in this order:
Location, unit, name, air supply, resources needed

Long blast from apparatus air horns will indicate building evacuation

1. Command responsibilities

Command will maintain an awareness of the location of firefighters on the fire ground primarily through assignments and the accountability system. If a firefighter cannot be located through a PAR, or any other time a firefighter is missing, the officer or any member should announce a "MAYDAY." The term "MAYDAY" will indicate a lost, trapped, or injured firefighter. Command shall respond to a "MAYDAY" by implementing a rescue plan for the firefighter(s). It is highly recommended that if a confirmed "MAYDAY" is called that an additional alarm be displaced due to the potential for additional manpower needed for the rescue effort.

2. Firefighter responsibility

Any firefighter who becomes lost, disoriented or trapped must immediately issue a "MAYDAY" on his portable radio, if he has one. If he does not have a radio, he must

immediately activate his "PASS" device. Any firefighter hearing a "PASS" device must declare an emergency and report to his command.

3. Missing firefighter

Company Officers and individual firefighters who suspect a firefighter is missing must notify the Incident Commander immediately. The Incident Commander MUST ALWAYS assume that the missing firefighter is lost in the building until the member is accounted for. The accountability system must include the ability to identify when a firefighter is going to be delayed beyond his/her S.C.B.A. airtime.

4. Use emergency traffic tones to announce the report of a missing firefighter

All personnel operating at the scene need to be alerted that a firefighter is lost, trapped, or injured. The dispatcher will be directed to use the fire tones to alert all companies of a missing firefighter. All fire ground communications should switch to the assigned channel.

5. Change the strategy and plan to a high priority rescue effort

The Incident Commander must restructure his/her strategy and action plan to include a firefighter rescue effort. Accurate information must be quickly obtained and acted upon. Additional resources must be immediately obtained. Rapid commitment of the RIT/Rescue Sector must expand. The strategy, plan, and objectives must be quickly communicated to Command Staff and Sector Officers. The plan and rescue activities must be continually monitored and revised as necessary. Conditions and updated information cause changes in the plan and objectives. The Incident Commander must communicate any changes to the Command Staff and Sector Officers.

6. Immediately request additional alarms

Additional alarms may be requested based on circumstances and potential. There should be no hesitation in requesting additional resources.

7. Include a medical component when requesting additional resources

The Incident Commander must ensure that an adequate number of paramedics are responding as well as an adequate number of transport units to transport injured firefighters.

8. Utilize a centralized staging area

All additional resources will be sent to a centralized staging area.

9. Commit the Rapid Intervention Crew (R.I.C.)/Rescue Sector

All significant firefighting operations will have a rapid intervention crew (R.I.C.)/Rescue Sector assigned. This team will be fully outfitted with protective clothing, S.C.B.A., etc, and monitoring all tactical radio traffic. Upon report of a missing firefighter, the Incident Commander has a fresh crew fully outfitted, available for commitment to an immediate search and rescue of the last known area of the missing firefighter(s). The R.I.T. team, or any fresh crew(s) in staging, must be immediately sent to the rescue area.

10. Withdraw companies from the affected area, if appropriate, to obtain a roll call and reconnaissance information

In some situations, such as collapse or explosion, crew members may get separated. The only practical method to obtain an accurate PAR or affected crews, may be to withdraw them to the exterior. Once the roll call and reconnaissance information are quickly obtained, crews can be reassembled into a more organized rescue effort. Withdrawal is a judgment call based on circumstances at the time, information available, and resources.

11. Do not abandon firefighting positions – hold positions and prevent fire spread

If a missing firefighter(s) is to survive, the Incident Commander must keep the fire out of the rescue area. Any rescue effort will be significantly delayed without the fire suppression teams in place.

12. Assign a Chief Officer to the rescue sector

The Incident Commander is faced with a time critical crisis. Critical decisions and strong management of rescue operations is essential. The Chief Officer must be assigned to direct the rescue sector and rescue operations if not already assigned.

13. Assign a safety sector to the rescue operation

The officer will be able to assess the hazards, allowing time for the Rescue Sector Officer to concentrate on the critical rescue effort. These Sector Officers must work hand in hand to ensure that a safe and effective rescue operation is conducted.

14. Dispatch center responsibilities

When a firefighter is declared lost, trapped or injured, the alarm room will sound emergency traffic tones on ALL tactical channels being used on the fire ground, personnel will be advised that a "MAYDAY" exists for a lost, trapped, or injured firefighter. The dispatcher will be directed to use the fire tones to alert all companies of a missing firefighter.

31. Mass Causality Incident (M.C.I.)

In the event of a mass causality incident, RESCUE ENGINE 126 will be the primary response vehicle. Once on scene, all M.C.I. supplies and back boards should be removed from RESCUE ENGINE 126 and placed in equipment staging. Any additional responding personnel must respond in a fire department vehicle. No direct response to the scene is permitted. It is highly encouraged that all members be wearing some sort of identification (TOG or uniform). If E.M.S. command has not done so, a fire department officer may request the Allegheny County M.C.I. response plan, if needed. Fire department operations should follow the lead of E.M.S. command.

32. Motor Vehicle Accident Response

a.

i. Safety of patients and rescue personnel shall be imperative. Accident scenes are dynamic situations, the Incident Commander and Safety Officer (if established) are critical to the safety of personnel operating on the scene.
   1. The Incident Commander and Safety Officer shall not participate in the actual rescue evolutions. The Incident Commander and Safety Officer must be the eyes and ears of their personnel and shall constantly monitor safety conditions at the scene.
   2. The scene shall be assessed for any immediate safety hazards such as electrical wires down, vehicle fires, flammable gas leakage, hazardous chemicals, battery acid, hot engine coolant, gasoline oil on the roadway, etc. These factors should be neutralized as much as practical to ensure that the scene is as safe as possible for the patients and rescue personnel.
   3. Rescue vehicles should be used when necessary to block or reroute traffic to ensure patient and rescue personnel's safety.

ii. The apparatus must always be located where its rescue tools are readily available for extrication or other rescue work, as necessary. If possible, fire apparatus should be parked behind the accident with their warning lights in operation blocking each lane as necessary to ensure that a civilian vehicle approaching the scene from the rear cannot hit the accident vehicles.
   1. After coming to a stop at the scene, the front wheels of the apparatus should be turned away from the scene. If the apparatus is hit, it won't be pushed into other vehicles.
   2. Before rescue personnel are allowed to operate inside an accident vehicle:
      a. each vehicle will be physically stabilized so that it cannot rock back and forth/sideways, roll away, slide away, fall over or roll over.
      b. The ignition key will be turned off, if possible, and will be given to the Incident Commander, to ensure that it is not reinserted into the ignition without prior approval of the Incident Commander or Law Enforcement Officer.
      c. The gear shift will be placed in PARK for automatic transmissions, or in a forward gear for manual transmissions.
      d. The vehicle's battery cables (positive and negative) will be disconnected or cut to secure the vehicles when deemed necessary by the Incident Commander.

3. Rescue personnel will wear turnout gear or equivalent E.M.S. clothing, Personal Protective Equipment, (P.P.E.) when working in or around the accident scene.
4. Rescue personnel working directly with the patients should wear appropriate P.P.E.
5. A fire or E.M.S. helmet will be worn by all rescue personnel operating inside an accident vehicle.
6. All personnel involved in or around the area where extrication equipment is being operated will wear safety glasses.
7. If the vehicle is equipped with airbags, rescue personnel should exercise extreme caution when working in and around the vehicle.

b. Extrication Procedures

i. All rescue personnel involved in the physical extrication process must wear full turnout gear including helmet or approved department rescue suits, safety glasses and gloves (extrication gloves may be substituted for fire gloves).
ii. Equipment for extrication should be laid out in a tool staging area close to the vehicles, but out of the way of the rescue personnel (this makes the rescue equipment readily accessible).
iii. Patients must be protected from the extrication process. This protection will be a minimum of a blanket placed between the area of the extrication and the patient. Preferred protection would be a hard surface such as a pediatric backboard inserted between the patient and the extrication area.
iv. If a door is forced open or forced beyond its normal forward limit, it must be tied to the vehicle to prevent it from swinging closed and injuring rescue personnel.
v. Any vehicle in which a patient is being extricated including those cases that do not involve cutting the vehicle will be cribbed using the best means available.
vi. It is highly recommended that on new model vehicles that all plastic panels be removed from posts before a roof removal is started to check for hidden hazards.

33. <u>Mutual Aid</u>

a. ***Providing Mutual Aid***

i. The senior person responding with a crew to mutual aid calls shall be responsible for the overall safety of the crew.
ii. All members shall respond to the station and take a fire department apparatus to all mutual aid calls. All officers must staff the apparatus before responding to scenes.
iii. The senior person shall work at the direction of the local Incident Commander.

iv. This person shall ensure all orders issued for Station 126 personnel involve a safe operation.

v. If, in the opinion of the senior person, the operation is not safe or feasible, the senior person shall respectfully decline the order, stating the reason.

vi. If necessary, the senior person may order the crew to leave the scene of a mutual aid call and return to Station 126. This action shall be taken when it is deemed in the best interest of the crew

vii. An officer should respond on the first apparatus out the door to the incident if possible.

b. ***Receiving Mutual Aid***

i. All companies providing mutual aid to Station 126 shall operate at the direction of the Incident Commander.

ii. If the Incident Commander has a problem with a mutual aid company, he should relieve them of their duties.

iii. When mutual aid stations respond jointly to an incident they should switch to the primary channel for the incident as assigned by County dispatch.

iv. If other command is established on a particular channel, all units involved with the incident will switch to the established channel.

34. Natural Gas Emergencies

The first engine will approach the area with caution. All other apparatus will be staged approximately 1,000 feet away from the area to await assignments.

a. ***Escaping gas outside a structure***

i. Determine the nature of escaping gas. Ordinarily this will be done by sensing obvious odor and the sound of escaping gas.

ii. Ensure the gas company is notified by contacting the communications center.

iii. Restrict access to the area.

iv. Eliminate ignition sources.

v. Secure flow, if possible, by shutting the master shut cock near the meter.

b. ***Escaping gas inside a structure***

i. Remove all occupants from the building.

ii. Determine the nature of the escape gas. Ordinarily this will be done by sensing the obvious odor and the sound of escaping gas.

iii. Ensure the gas company is notified by contacting the communications center.

iv. Shut off the flow of gas to the structure by shutting off the master shut cock at the meter.

v. Ensure personnel do not operate any electrical switches.

vi. Ensure personnel are in full protective clothing and S.C.B.A.

vii. Use the gas meter to determine the level of gas.

c. ***Burning gas outside a structure***

i. Protect exposures and recognize the high radiant heat hazard.
ii. Secure the supply of gas by shutting the master shutoff cock.

d. ***Burning gas inside a structure***

i. Shut off the flow of gas and extinguish the fire. (Gas must be shut off FIRST)
ii. Protect exposure.
iii. Shut off the gas to any meters that were exposed to high heat.
iv. Shut off gas to appliance, if only appliance is involved.
v. No attempt will be made by Fire Department personnel to relight appliances, furnaces or any other natural gas-supplied device. The O.I.C. will advise the owner/occupant to contact a certified repairman or the gas company to ensure the system/appliance is suitable to return to service.

35. Off Road Operations

Any time Engine 126 must go off road we will have a spotter in front and behind walking the Engine into place. Spotters will look for all hazards on the ground and overhead. The driver and spotters should use a non-repeated radio channel to communicate.

36. Personnel Protective Equipment (P.P.E.)

Full protective clothing shall be defined as: helmet with face shield, hood, turnout coat, turnout pants, boots, and gloves. The use of turnout pants is mandatory, except for the apparatus operator.

a. ***Care and Washing***

All protective clothing shall be kept clean using only the department issued protective clothing soaps. Shells shall be washed with the liners removed. Both shells should be turned inside out to prevent damage to the washing machine. Liners shall be washed on the gentle cycle.

b. ***Drying***: Both outer shell and liners must be air dried ONLY. This will help prolong the life of protective clothing.

i. Full protective clothing shall be always worn when operating on the fire ground or scene of other emergencies. Exception: E.M.S personnel treating patients outside the danger zone.
ii. When protective clothing is required, it should be worn in the correct, intended manner.
iii. While operating at E.M.S. incidents, all members should wear whatever protective clothing is required to afford complete personnel protection.
iv. When operating forcible entry equipment and tools, including Hurst tools, full protective clothing shall be worn.
v. The face shield shall be utilized at any time when the need for eye protection seems apparent, such as during overhaul, when

operating hand or power tools, and when fighting grass fires, and any other fires where the S.C.B.A. face piece is not being worn.

vi. Gloves shall be worn when engaged in firefighting, overhaul, training with hose and ladders, using hand or power tools, and any other situation where injuries to the hands are likely to occur.

vii. All protective clothing shall be of a type and kind issued by the Rennerdale Volunteer Fire Department. Items not issued by the department shall not be worn unless they meet all N.F.P.A. and OSHA guidelines and are approved by the Fire Chief.

viii. P.P.E. shall be inspected twice a year by an officer. The inspection shall note; fit, wear, and damage. The report shall be forwarded to the Fire Chief and President.

c. ***Responsibility of Personnel***

i. Company Officers are responsible for ensuring that all personnel under their command wear full protective clothing when required.

ii. While operating at a brush/forest fire, personnel may wear basic forest fire P.P.E. which includes hard hat, gloves, work boots, and wildfire gear instead of full protective clothing.

iii. Each member of the fire department is responsible for the cleaning, care, and maintenance of all issued protective clothing. The individual member is responsible for obtaining repairs or replacement items through the Fire Chief or Asst. Fire Chief.

iv. The Incident Commander may use their best discretion to regulate the use of protective clothing where exceptions to the above policy appear necessary.

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

37. Public Service Calls

Examples of public service calls: basement pumping, water problems, animal problems

a. All public service calls will be considered as non-emergency or code 1. Warning devices such as red lights, sirens and air horns will not be used.

b. This includes personnel responding to the station.

c. While the call is non-emergency in nature, it is possible that while on the public service an emergency call may be received, and protective gear will be essential.

d. A minimum of two (2) personnel should be used to complete the call. If enough members are unavailable, mutual aid will be requested at the discretion of the senior officer/member.

38. Rehabilitation

At any working incident in which firefighters are performing strenuous activities, mandatory rehabilitation will be put into effect. In general, with S.C.B.A. use, a

firefighter will report to a designated rehab area after they have used two (2) complete S.C.B.A. bottles. In other activities, rehabilitation will generally take place after a one (1) hour work cycle. These general rules can be lengthened or shortened based on the situation at hand by the Incident Commander at any time.

39. <u>Release of Property</u>

- **a.** The Lead Fire Investigator, in consultation with O.I.C., shall be responsible for determining when the property will be released back into the custody of the owner or responsible party. Except for salvage materials, all tools and other equipment shall be removed from the premises prior to releasing the property.
- **b.** If the fire is of suspicious origin, all necessary investigation procedures shall be completed before releasing the property. This may require a fire watch until the investigation is complete. The Fire Department must be able to demonstrate "continuity of control" during the investigation. If an investigation continues following release of the property, at no time shall fire personnel re-enter the premises without a signed release from the owner, or, if to remove salvage materials, with the assistance and guidance of a Police Department representative.
- **c.** ***Items to be completed before release***
  - i. All overhaul procedures shall be completed, including removal of damaged items, water removal, securing holes in roofs, and removal of burned debris. The property owner or responsible person shall be informed of all details of the fire or incident in a courteous and professional manner. If the fire is of suspicious origin, the property owner or responsible person shall be given only those details that will not compromise an investigation and shall be told that the fire remains under investigation.
  - ii. If the fire is not of suspicious origin, the property owner or responsible person shall be given the cause of the fire and explain whatever additional elements are necessary. The property owner or responsible person shall have explained to him/her what needs to be done to secure the property and/or return it to a habitable condition.
  - iii. If a sprinkler system or fire alarm system was activated during the incident, it shall be determined that these are again in operative condition or provisions made for them to be returned to such.
  - iv. The building inspector and Board of Health Department shall be notified of any structural problems, health issues, or serious code deficiencies if warranted. The owner or responsible person shall be given a contact name and may contact the Fire Department officials later, if necessary.

40. <u>Responding to an incident</u>

a.

- **i.** Apart from Senior Officers, firefighters responding to a call shall respond to the fire station to respond with apparatus.
- **ii.** If a firefighter is in the vicinity, one (1) firefighter may respond to the scene to give an update.
- **iii.** In the event of a one (1) or two (2) truck type call, personnel shall remain in the station to man other apparatus should it be needed.
- **iv.** In the event of a full response type call, (such as a structure fire) and the first alarm apparatus (truck, engines, squad and, ambulance) have already left the station, arriving personnel shall remain in the station to man the rest of the apparatus should they be needed. This will allow spare manpower and apparatus to be available in the event they are needed at the scene or fire for an additional call.
- **v.** Firefighters are urged to make sure that responding apparatus are as fully staffed as possible.

b. ***Safety en route to the incident***

- **i.** Firefighters must wear seat belts.
- **ii.** Personal vehicles and fire apparatus are to obey the rules of the road while en route to an incident.
- **iii.** Fire apparatus must stop at red lights but may then proceed with caution through the red light if the intersection is clear provided that appropriate warning lights and siren are in use.
- **iv.** Fire apparatus proceeding with an incident must stop for a school bus and may only proceed if signaled by the school bus driver to do so and if the bus's red-light lights are off
- **v.** It is the responsibility of the driver of the apparatus to make sure all firefighters are safely seated and the number of firefighters on board does not exceed the seating capacity.
- **vi.** The person in the officer's seat is to check this for the driver before proceeding with the call.
- **vii.** Firefighters shall be always seated while riding fire apparatuses going to and returning from incidents and shall wear seat belts.
- **viii.** Firefighters shall not ride on the rear step.
    1. The following exceptions are allowed providing the driver is notified and agrees:
        - **a.** packing hose
        - **b.** parades
        - **c.** musters

41. Returning Apparatus

a. It shall be the responsibility of the officer or firefighter in charge of a particular piece of fire apparatus to make sure that it is returned completely to service after an incident.
   i. This includes rinsing and cleaning after every response, cleaning all tools used at the incident scene, and restocking materials used.
   ii. The senior officer at the station will release members from the station once all equipment is back in service.
   iii. Personnel should not leave before being dismissed without permission.

42. Riding Policy

The purpose of this operating guideline is to ensure that all responding apparatus have a sufficient crew that can perform all tasks assigned to it for that incident. Additional training for drivers is outlined in the driver training and approval section. Please follow the riding position chart according to response type.

Riding Assignments 4 (four) and 6 (six) man crew

Driver- pump operations, water supply
Officer O.I.C. - command, 360 walk around, utilities, accountability
Nozzle man- hose deployment, suppress fire
Door man- forcible entry, back up nozzle man
Outside vent crew- throw ladders, vent per command

Follow officer provided assignments on all calls

43. Safety Officer

Officers assigned the responsibility of a specific tactical level management unit at an incident shall directly supervise and account for the companies operating in the specific area of responsibility. Company Officers shall maintain an ongoing awareness of the location and condition of all company members.

The Safety Officer shall have the authority to immediately correct situations that create an imminent hazard to personnel. At an emergency incident where activities are judged by a Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities. The Safety Officer shall immediately inform the Incident Commander of any action taken to correct imminent hazards at an emergency scene. At an emergency incident where a Safety Officer identified unsafe conditions, operations, or hazards that do not present an imminent danger, the safety officer shall take appropriate action, through the Incident Commander, to mitigate or eliminate the unsafe conditions, operations, or hazards.

Where a Safety Officer has been appointed, it shall be the responsibility of the safety officer to ensure the accountability of all fire ground personnel and to initiate the accountability system. The Safety Officer shall be responsible for collecting the firefighter accountability tags and logging the appropriate names of personnel on the accountability and inventory worksheet. Additional accountability officers shall be appointed at the discretion of the Safety Officer. If appointed, additional accountability officers shall report to the Safety Officer. They shall be appointed based on the size, complexity, or needs of the incident.

44. <u>Self-Contained Breathing Apparatus (S.C.B.A)</u>

a. It is the policy of the Rennerdale Volunteer Fire Department that all personnel expected to respond and function in areas of atmospheric containment should wear self-contained breathing apparatus (S.C.B.A.). S.C.B.A. will be donned while apparatus en route to any reported fire or alarm. Companies arriving at any fire call should be fully geared up and ready to work. The use of breathing apparatus means that all personnel have face pieces in place, breathing air from supply provided.

b. ***S.C.B.A. shall be worn by all personnel operating:***

- **i.** in a contaminated atmosphere
- **ii.** in an atmosphere which may suddenly become contaminated
- **iii.** in an atmosphere which is oxygen deficient
- **iv.** in an atmosphere which is suspected of being contaminated or oxygen deficient

c. ***This should include all personnel operating:***

- **i.** in an active fire area
- **ii.** directly above an active fire area
- **iii.** in a potential explosion or fire area, including gas leaks and fuel spills
- **iv.** where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires
- **v.** where invisible contaminants are suspected to be present such as carbon monoxide during overhaul
- ***vi.*** where toxic products are present, suspected to be present, or may be released without warning

d. Removal of S.C.B.A.

Premature removal of S.C.B.A. must be always avoided. This is particularly significant during overhaul when smoldering may produce increased quantities of carbon monoxide and other toxic products. In these cases, S.C.B.A. must be used or the atmosphere must be changed. In routine fire situations, the decision to remove S.C.B.A. shall be made by company officers, with the approval of the Incident Commander, based on an evaluation of conditions. Prior to removal, fire floors shall be thoroughly ventilated and where necessary, continuous ventilation shall be provided. If there is any doubt about respiratory safety, S.C.B.A. use shall be maintained until the atmosphere is established to be safe by testing. Safety sector personnel shall be responsible for this

determination. This is required in complex situations, particularly when toxic materials may be involved.

e. ***Returning S.C.B.A. to service after use***

i. -pack and face piece are thoroughly cleaned
ii. cylinder is full
iii. gauges work
iv. low air alarm works
v. face piece and hose are in good operating condition
vi. shoulder harness is free from defects
vii. bypass and main valves are in working order
viii. check PASS device for proper operation
ix. shut off tank valve
x. shut off bypass valve
xi. put pack on apparatus in a neat and orderly fashion
xii. shoulder and waist straps are to be fully extended

***Warning*:**

In addition to the above, S.C.B.A. should be worn by all personnel operating at fire incidents above ground, below ground, or in any other area which is not, but may become contaminated by products of combustion or other hazardous substances. In the mentioned circumstances only, the S.C.B.A. will be immediately available for use if conditions change or if personnel are to enter an area where the use of an S.C.B.A. is required. If an S.C.B.A. is found to be functioning improperly it shall be taken out of service, red tagged, reported and replaced immediately.

NOTE: After replacing a tank, all components need to be retested.