

# LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1

## (LVHC #1 Standard Operating Guidelines)

IF YOU DON'T PLAN TO READ THESE GUIDELINES, THEN PLEASE

# READ THIS!

We are Ligonier Volunteer Hose Co. No. 1 and these are the rules we live by.

These are not our official by-laws. They are practical daily guidelines for our behavior whether we are in the fire station, answering emergency calls or performing any service as official members of this company.

These guidelines were not “thought up.” They are the result of long years of training and experience. Their purpose is to ensure that we react quickly and effectively in emergencies, avoid unnecessary mistakes and keep ourselves and our equipment in first-rate condition for whatever contingencies may arise. They serve as well to help us preserve our integrity and *esprit* as a company and strengthen our reputation in the community.

We are in a dangerous business with many physical and psychological challenges – a business in which the unexpected must be expected. Thus, the procedures set down here may have to be modified and adapted in certain possibly unforeseen situations. But even when such changes are necessary they should not depart from the spirit of the guidelines themselves, which are based on practical experience, proven training methods and, above all, *common sense*.

Ligonier Volunteer Hose Co. No. 1 was formed for one purpose: To protect the community. Its history and heritage is built on more than a century of selfless service by individuals with different backgrounds and different values who have joined together in a common cause. That heritage is ours to preserve and enhance by our continued service, or ours to damage and destroy by thoughtless or selfish acts. It is expected of all members that abiding by these guidelines will make our service more effective and our behavior a source of company pride.

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**Ligonier Volunteer Hose Company Number 1**

# **Administration**

**Standard Operating Guidelines**

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Daily Duties**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish that all members assist to insure equipment and personnel are ready for duty.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** Everyone is equally accountable for the general readiness and appearance of the fire station, apparatus and equipment.



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Member Transported to Hospital**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to insure that if a member is injured at an incident, training activity or has a medical event, they will not be taken to the hospital alone.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** If a member is injured or has a medical event at an emergency incident or at a training exercise and needs to be transported to the hospital by ambulance or department vehicle, a representative, a chief officer, if available, will accompany the member.

**2.2** Crews at the station will work with the incident commander to notify family and provide transport and/or childcare or any other assistance needed to get a family member to the hospital with the member.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Radio Usage for Volunteer Staff

#### 1.0 General

**1.1 Purpose.** This standard operating guideline is intended to establish radio usage guidelines for radios issued to volunteer staff.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### 2.0 Procedure

- All radio communications should be as brief and succinct as possible.
- All radio communications should follow the LVHC #1 unit identification convention and communication sequence model.

#### **2.1 Non-emergency Communications**

- Dispatch channels must be avoided for non-emergency communications.
- Radios should not be used to call in traffic signals burned out, disabled vehicles, etc., unless an immediate hazard of danger is involved.

**2.1.1 Emergency Communications.** Non-intrinsically safe radios must not be used in flammable environments. Use at normal structural fire incidents is acceptable but not at gas leaks or other hazardous material incidents unless the IC or his representative specifically authorizes it.

Initial crews that arrive prior to the first due apparatus should pass along only critical on-scene information and may choose to wait for a face-to-face if the first due unit is close. It is typically best for the first due unit to give a thorough on-scene report and establish command.

When assigned to a crew, only the crew leader should routinely communicate by radio to the assigned Sector or Command. If the crew is physically divided and geographically separated,

intra-crew radio communications are at the discretion of the crew leader but should be kept to a minimum.

**NOTE:** Whenever an emergency situation occurs at the incident, and imminent danger is identified, the firefighter should immediately radio that information to Command or the first due unit. If a firefighter is in trouble at any time, a MAYDAY should be initiated (See MAYDAY SOG 203.3)

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Police Crime Scene Operations**

### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to direct the fire department personnel how to manage a potential police crime scene.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

### **2.0 Procedure**

- If injury is a result of a suspected crime, all personnel are to remain outside or away from the area, until Police have secured the area and found it appropriate for personnel to enter.
- The first duty of the fire/rescue personnel is to attempt to render any medical attention that is warranted. However, if the victim is obviously dead and questionable circumstances exist, do not move the body for any reason.
- Once it has been determined that the victim is dead, and the case may be of a homicidal nature, the personnel should leave the scene if there is no other reason for them to be there.

- If in the process of determining whether or not the victim is dead, you must move something, the original position of the item that was moved should be noted to the investigating officer.
- At the scene of a homicide or suicide, it is very important not to disturb anything.
- Report all information that you have regarding the incident to the investigating officer.
- Upon returning from these types of calls, you must complete a department incident report documenting the call from start to finish.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Damage to Department Issued Equipment**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a method to identify and deter the negligent damage or loss to department issued equipment. This policy shall also promote and identify methods to limit such damage, in an attempt to provide the individual with the highest level of protection possible at all times.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** The Fire Chief, and/or his designee shall investigate damage or loss of equipment. At the inspector's discretion, damage/loss caused by negligence shall be repaired or replaced at the individual's expense.

**2.0 Procedure**

It shall be the individual's responsibility to take all necessary precautions within reason to prevent damage or loss of department issued equipment.

Examples:

- During high-temperature situations such as live-fire training, the individual shall remove non-essential items such as visors, goggles, voice amplifiers, etc., prior to the evolution. Precautions will also be observed to prevent damaging exposure to essential protective equipment at all times.
- Chinstraps shall be utilized to prevent the loss of the helmet.

- Equipment placed on a flat surface of an apparatus shall be removed prior to placing the vehicle in motion.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Public Relations and Information Release

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure regarding the release of departmental information to the public and media.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

Releasing information to the News Media or general public shall be the duty of the Chief/President or appropriate P.R.O. No information shall be released regarding names of patients or firefighters. The extent of injuries/illness or any other matter relating to the details of an incident or internal function of the Department shall not be released without proper authorization.

This includes, but is not limited to, written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices such as cell phones, PDA's, etc., and/or social media (Twitter, Facebook, MySpace, etc.). Any written, auditory, and/or visual messages communicated by a member that are relative to the LVHC #1 in any capacity are the sole property of the LVHC #1. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices and/or social media.

Should you receive such a request, simply state you are not authorized to give out that information and refer them to the respective person. Under no circumstances is an incident report to be copied or given out to anyone without the authorization of the Fire chief.



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Personnel Files**

**1.0 General**

**1.1 Purpose.** This procedure identifies the means by which Fire Department Personnel Files will be accessed. Fire Department files are confidential and all individuals accessing them will be expected to maintain that confidentiality.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The following Fire Department personnel shall have full access to the files: Fire Chief, President, Vice President and Secretary.

**2.2** All personnel shall have access to their own file. Arrangements must be made with the Fire Chief, President, Vice President or Secretary.

**2.3** Access of the files will be conducted only for official Fire Department business. Duplication or removal of document(s) from a file must verbally be authorized by the Fire Chief, President, Vice President or Secretary.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Ride Along Program**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for an appropriate level of participation for ride along firefighters.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** A well-developed procedure for ride along firefighters is necessary to protect the safety of the ride along, LVHC #1 firefighters and citizens. It must also protect the Municipality from liability. Therefore, ride-along fire fighters shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the officer-in-charge.

**2.2** Ride alongs may respond on LVHC #1 apparatus to incidents at the discretion of the Officer in Charge (OIC).

**2.3** LVHC #1 firefighters shall receive priority for riding positions on apparatus ahead of ride alongs.

**2.4** Ride alongs must provide their own NFPA compliant personal protective equipment to include turnout coat, turnout pants, helmet, gloves, boots and hood.

**2.5** At the OIC discretion, a ride along may be permitted to wear spare LVHC #1 personal protective equipment.

**2.6** Ride along fire fighters shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the OIC.

## **Ligonier Volunteer Hose Company Number 1**

### **Standard Operating Guideline**

#### **Critical Incident Stress Management**

### **1.0 General**

**1.1 Purpose.** The purpose of this Critical Incident Stress Management (CISM) procedure is to provide intervention by CISM trained members within twenty-four (24) hours of a critical incident to minimize stress-related injury to personnel. The procedure identifies application of “Critical Incident Defusing” and “Critical Incident Debriefing.” Research and experience demonstrate that immediate, focused professional intervention can, and does, significantly reduce the negative effects of exposure to traumatic events. An incident does not have to be a disaster of major proportions for personnel to experience the effects of a traumatic event. Proper intervention assists personnel in recognition of stress symptoms and enhances their ability to deal with distress. This should follow any situation which causes them to experience unusually strong emotional reactions having the potential to interfere with their ability to function either at the scene or at a later time.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department’s officers.

**2.0 Procedure** – Critical Incident Stress Debriefing – 24 hour answering at Latrobe Area Hospital.

**2.1 Initial Defusing.** Defusing’s are primarily informational and shall be conducted shortly after the incident by the OIC or designee. The purpose is to offer support and information, allow venting of reactions, establish a need for a formal debriefing, and stabilize members so they can go home or return to service. Defusing shall include an update and status report on the

incident and related injuries, as well as a brief review of stress-related symptoms and techniques for stress relief.

### **2.1.1 Objectives of the Defusing**

1. Allow participants to tell what happened.
2. Allow for freedom of discussion on the “worst part” for participants.
3. Allow for venting of reactions to the incident.
4. Offer information on possible signs and symptoms of stress that participant may or may not experience and information on what they can do about it.

**2.2 Notification:** The Fire Chief and/or his designee shall be immediately notified by the OIC if critical incident debriefing is needed.

**2.3 Debriefing:** Critical incident debriefing *is not a critique*. Performance issues will not be discussed during the debriefing. It is a confidential, non-judgmental discussion of the involvement, thoughts, reactions, and feelings resulting from the incident. It serves to mitigate the normal stress impacts resulting from exposure to a critical incident through venting of feelings and education. Several types of debriefings may be conducted depending upon the circumstances of a particular incident. They may be conducted on an individual basis or, more typically, in small groups of not more than twenty members.

### **2.4 Formal Debriefing Meetings:**

- a. Conducted within seventy-two (72) hours of incident.
- b. Confidential, non-evaluative discussion of involvement, thoughts and feelings resulting from incident.
- c. Discussion of possible stress-related symptoms.

#### **2.4.1 Follow-Up Debriefing:**

- a. Conducted weeks or months after incident.
- b. Concerned with delayed or prolonged stress symptoms.
- c. May be done informally.

### **2.4.2 Individual Confidential Consultation:**

Available at any time, as needed. Refer to CISM Team or EAP.

### **2.4.3 Objectives of the Debriefing:**

- a. Provide stress education.
- b. Provide a mechanism for venting of feelings before they can do harm.
- c. Provide reassurance that what participants are experiencing is normal.
- d. Forewarn those who have not been impacted that they may be impacted later and inform them of ways to deal with it.
- e. Reduce the fallacies of “uniqueness” and “abnormality.”
- f. Provide positive interaction between groups.
- g. Screen those who may not be ready to return to service.
- h. Refer those requesting or requiring additional services.

### **3.0 The Critical Incident:**

Emergency response to incidents that expose members to unusually strong emotional involvement, which has the potential to interfere with their ability to function either at the scene or later, may qualify for “Critical Incident Defusing” and/or “Critical Incident Debriefing.”

#### **A. The following are examples of incidents that *will* automatically trigger notification of the CISM Team Coordinator and a defusing or debriefing to be offered.**

1. Serious injury or unexpected death of a fire district member or other emergency personnel.
2. Mass casualty incidents.
3. Serious injury or death of a civilian resulting from fire district operations (i.e., auto accident).
4. Death or violence to a child.

#### **B. The following are examples of incidents that *may* need defusing and/or debriefing:**

1. Loss of life following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by fire district members.
2. An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.
3. Incidents that attract extremely unusual or critical news media coverage.
4. Incidents that are charged with profound emotion.
5. Personal identification with the victim or the circumstances.

#### **4.0 On-Site Management/Defusing**

Minimizing members' exposure to physical and visual contact results in fewer stress related problems. Command should reduce this exposure by limiting physical and visual contact to **only** those members necessary to mitigate the emergency. Company officers, command officers, CISM trained members, and base hospital coordinators are responsible for identifying/recognizing significant incidents that may qualify for defusing/debriefing.

#### **5.0 Activation of the Debriefing Process**

When an incident is identified as a "Critical Incident" that causes or has the potential to cause an adverse impact of personnel involved, a request for debriefing should be made as soon as possible. Any command officer may initiate the debriefing process. Company officers whose crew may have experienced a traumatic event may also initiate the debriefing process. Any personnel who recognize the need for activation may contact the Duty Officer. The Duty Officer will investigate and contact the debriefing team. Critical Incident Stress Debriefing 24 hour answering at Latrobe Area Hospital.

#### **6.0 Location**

Defusings/debriefings should be conducted in a location that provides ample space, privacy, and freedom from distractions.

#### **7.0 Confidentiality**

**In all cases, the content of interventions will be STRICTLY CONFIDENTIAL.**

## **Ligonier Volunteer Hose Company Number 1**

### **Standard Operating Guideline**

### **Cellular Phone & Camera Usage**

#### **1.0 General**

**1.1 Purpose.** To prevent distractions in the workplace and help ensure the safety and privacy of all personnel and customers we serve.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Cellular Phones**

**2.1 Usage:** Personal cellular telephones are permitted to be carried while on duty, but should be placed on silent mode and allow voice mail to answer a call. Cellular phones may be used for personal purposes only on a very limited basis and must never be cause for delay in responding, and should never be used between the dispatch of a call and the time the call is completed.

**2.2 Apparatus Operations:** While operating apparatus, personnel shall not, under any circumstances, respond to or make a cellular telephone call, send text message, or check electronic mail.

#### **3.0 Camera Use**

**3.1 Usage:** Under no circumstances shall any personnel be permitted to use the camera function of a personal cellular telephone while on duty. Personnel are only permitted to use cameras, videos, or other picture taking devices authorized by the LVHC #1 and approved by the Incident Commander. All on-scene photography shall be for documentation purposes and conducted only at the discretion of the Incident Commander.



**3.2 HIPPA:** Any photographs containing individually identifiable information covered by the HIPPA Privacy Rule must be protected in the same manner as personnel and medical information.

**3.3 Prohibited Images:** No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared or distributed in any manner without the approval of the fire department. This prohibition includes posting photos on personal websites, or e-mailing images to friends, colleagues or others.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

**OPERATIONS - FIRE**

**Standard Operating Guidelines**

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Command Procedures

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to effectively manage personnel and resources and to provide for the safety and welfare of personnel.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's Officers.

#### **2.0 Procedure**

**2.1 Establishing Command.** The first officer or unit to arrive on scene shall assume command of the incident. The Incident Commander shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated.

##### **2.1.1 Functions of Command**

- Assume and announce Command and establish effective operating position (front seat of engine, chief's vehicle, platoon chief personal vehicle, command vehicle).
- Rapidly evaluate (size-up) the situations, give an initial on-scene report, and identify operational mode.

- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop an incident management plan, and assign companies and personnel consistent with plans and standard operating guidelines.
- Develop an effective Command organization.
- Review, evaluate, and revise the incident management plan as necessary.
- Provide for the continuity, transfer and termination of Command.
- Establish and maintain a safety sector throughout the incident.

**2.2 Command Options.** The responsibility of the first arriving unit or member to assume Command of the incident has several options, depending on the situation.

- Investigative Mode – These situations generally require investigation by the initial arriving company while other units remain in staging. The officer should go with the company to investigate while utilizing a portable radio to command the incident.
- Fast Attack – Mobile Command Mode – Situations that require immediate action to stabilize, requires the Company Officer’s assistance, and direct involvement in the operation. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:
  - Offensive fire attacks (especially in marginal situations).
  - Critical life safety situations (i.e., rescue) must be achieved in a compressed time.
  - Any incident where the safety and welfare of fire fighters is a major concern.
  - Obvious working incidents that require further investigation.

Where fast intervention is critical, utilization of portable radio will permit the Company Officer’s assistance and direct involvement in the attack without neglecting Command responsibilities. This mode should not last more than a few minutes and will end when:

- Situation is stabilized.
- Situation is not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post.
- A senior officer arrives on scene and Command is transferred. When a Senior Officer is assuming Command, the senior officer may opt to return the Company Officer to his/her crew, utilize the Company Officer as Operations, or assign him/her as a Sector Officer.

#### Command Mode – Stationary Command Post

Certain incidents, by virtue of their size, complexity, or potential for rapid escalation, require immediate strong, direct, overall command. In such cases, the Company Officer will initially assume an exterior, safe and effective command position and maintain that position until relieved by a Senior Officer.

**2.3 Command Position.** A command position in a vehicle that provides appropriate communications and some isolation from outside distractions will make Command more effective. This position may be in the front seat of the first-due engine, a command or squad vehicle, or the chief’s personal vehicle, depending upon scene access and the Command Officer’s ability to assume an effective Command position.

**2.3.1** When an effective Command position is established in a vehicle, the Deployment Officer shall be assigned to coordinate activities and the deployment of resources. The Deployment Officer shall assume an exterior and central position, near Accountability, to coordinate activities with the Incident Commander.

**2.4 Operations.** On larger incidents or any incident going to a third alarm or greater, an Operations Section will be assigned. Operations shall be responsible for the tactical priorities, and the safety and welfare of the personnel working in the Operations Section.

On larger incidents (i.e., haz-mat incident, high-rise fire), tactical communications will be funneled through the Operations Section with the roles and responsibilities of Operations including:

- Coordinate activities with the Incident Commander.
- Implement the Incident Action Plan.
- Assign units to Sector/Branches based on tactical objectives and priorities.
- Build an effective organizational structure through the use of Branches and Sectors.
- Provide Branches and Sectors tactical objectives.
- Manage Operations Section activities.
- Provide for life safety.
- Determine needs and request additional resources.
- Consult with and inform other sections and the Incident Commander as needed.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Terrorism Events**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a procedure to protect personnel and establish standard initial response procedures for any suspected or confirmed terrorist event.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Tactical Priorities**

**2.1.1** Protect initial responders

**2.1.2** Coordinate with police early

**2.1.3** Upgrade/Call for technical assistance such as the FBI or Haz-Mat

**2.1.4** Evacuate immediate area and protect civilians

**2.1.5** Control and utilize media

**2.2 Initial Response.** In the event of a terrorist type incident or suspicion, the OIC shall stop normal response and coordinate in station with all members the initial dispatch and response.

The response plan should be developed prior to sending apparatus and consider level II staging and limiting initial responders.

**2.3 Responding Personnel.** All LVHC #1 responders should respond to the station or alternative staging area, if identified, and shall not respond directly to the scene.

**2.4** All personnel shall remain in staging within their cars or apparatus until directed otherwise.

**2.5** The initial engine crew and IC will remain within their vehicle if possible until a safe staging area can be identified.

**2.6** The fire IC will coordinate with the police supervisor as soon as possible on-scene and establish a unified command.

**2.7** Level II staging shall be identified and staffed with a staging officer.

### **3.0 Media**

- Set up remote media site early, off-site and out of hazard area
- Notify PIO through EM activation
- Provide safe video/media area
- Build press release to include safety actions for citizens
- Consider initiating a rumor control line through EOC
- No information release from anyone except Fire Chief or manager or through PIO in EOC

### **4.0 EOC**

- Request for partial activation immediately

### **5.0 Monitoring**

- Utilize all LVHC #1 meters at safe distance including county RAD meter
- Request Westmoreland County team 800 for additional assistance.

### **7.0 Special Equipment**

- Consider use of APR's vs. SCBA for long-term events.



- Refer to Hazardous Material SOG when dealing with chemicals.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Two-In/Two-Out**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to structure fire related incidents.

**1.2 Policy.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's Officers.

**2.0 Safety**

**2.1 Two-In/Two-Out.** Members shall comply with the OSHA respiratory protection standard which requires that members engaged in fighting interior structural fires work in a buddy system and at least two standby members must be outside the fire area prepared to rescue the inside firefighters should the need arise. One of the outside firefighters must actively monitor the status of the inside fighters.

**2.2 Two-In/Two-Out Exceptions.** This guideline does not require the "two-in/two-out" provision if the fire is still in the incipient stage and it does not prohibit firefighters from fighting the fire from outside before sufficient personnel have arrived. It also does not prohibit firefighters from entering a burning structure to perform rescue operations when there is a reasonable belief that victims may be inside.

**2.3 Command.** On occasions where there are less than four firefighters on scene, it is the incident commander's responsibility to judge whether a fire is an interior structural fire, whether rescue operations can be performed at a reasonable level of risk based on victim survivability profiles, and how the fire will be attacked.

**2.4 Member Responsibility.** No member is "required" to perform any interior operation prior to the assembly of four firefighters.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### High Rise Operations

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a means of combating fires in high rise buildings, gain control of the building early in the fire stages and insure the safety of all the building occupants.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** The First-In Company should enter the lobby and obtain whatever information is available and give a conditions report. Next, locate and relay information concerning the following:

- Reported location of fire (if known).
- Safety of elevators (Are they useable?)

Attempt to determine if rescue problem exists. Call for additional help if necessary.

**2.1.1 Command Structure.** Establish a Command Post including the following as needed:

- Resources Staging Area
- Lobby Control

- Operating Staging Area
- Stairwell Support

**2.2 Safety.** Establish lobby control early in the fire to control elevators, utilities and running list of personnel in and out of the building. The area below fire (exterior) should be kept clear for two hundred (200) feet in all directions due to the possibility of broken glass falling from above. The Command Post should be a minimum of two hundred (200) feet from the fire building. If elevators are judged safe to use, proceed two floors below fire floor and use stairwells the rest of the distance. For rescue purposes, there are generally approximately one hundred (100) occupants per floor in a high rise building. The Initial fire attack crew will need relief in twenty minutes (this includes the time it takes to ascend to the fire floor).

**2.4 Communications.** Communications are usually poor in a “steel skeleton” building utilizing portable hand radios. If the repeated channel does not work within the building, units should switch to a talk-around or tactical channel as directed through command. Sometimes, moving to open window or roof will improve communications. It may be possible to utilize building’s intercom or phone system. To minimize radio traffic over the emergency scene channel interior sector offices may make use of the building telephone system to contact the Fire Ground Command Post through the cellular telephone system.

**2.5 Operation.** Locate fire – leaving one member in lobby to establish lobby control. Prepare for standpipe operation. Pump to both standpipe and sprinkler system. If evacuation is necessary, you may be able to move the occupants to a safe area two or three floors above or below the fire, rather than evacuating everyone out by way of the lobby. A command post shall be established and other high rise operational positions shall be implemented as needed to insure an efficient operation. Ventilation is most effectively carried out by removing (if possible) or breaking out the windows on the fire floor (horizontal ventilation). If you must ventilate vertically using stairwells, make sure that escape is not cut off for anyone; also that only a smoke tower stairwell be used.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Operations at Structural Fires

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to structure fire related incidents.

**1.2 Policy.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** The Incident Commander shall establish what general type of fire attack shall be utilized on fire incidents. The fire plan shall be chosen in accordance with the general strategy set forth by the incident's priorities. The general fire conditions, hazards to personnel, and life safety of citizens must be taken into account to establish which type of fire attack to utilize at an incident.

**2.2 Offensive Attack.** This attack should be utilized where Department personnel can enter the fire building without undue danger or risk. During these operations, coordinated ventilation should be utilized to assist with interior operations. This type of attack is most effective when searches must be conducted and for limiting the spread and damage of the fire. An offensive attack can be used to supplement fire suppression by a sprinkler system.

**2.3 Defensive Attack.** This attack should be used when a building is too heavily involved in fire or there are other risks that make an offensive fire attack not possible. Exterior hose streams may be applied in order to control and cool the fire.

**2.3.1 Master Stream Attack.** Where there is too much danger to approach a fire building, a defensive attack utilizing master streams should be considered rather than having personnel approach the building with hand lines. A master stream attack generally provides the least danger to Fire Department personnel.

### **3. Fire Ground Priorities**

**3.1** The following functions shall be carried out on the fire ground as listed according to their priority. Many tactics may and should be utilized in order to assist with the various strategies that are set forth.

### **3.2 Life Safety**

**3.2.1 General Life Safety Tactics.** Numerous tactics can be utilized to assist in preventing the loss of life at a fire. This may include advancing an interior hose line to confine the fire to a specific area of the building, normally between the occupants and the fire, while evacuations or searches are ongoing. It may include ventilation that will allow for the release of smoke and heat from the building. It may also encompass providing water to a fixed fire protection system in order to check the fire at its earliest stages.

**3.2.2 Primary Search.** A primary search should be conducted at all working fire incidents where an interior attack can be made. A primary search shall be a quick and efficient examination throughout the living areas of the building. In an institutional or commercial setting, where there are multiple rooms or units, oriented search tactics will be utilized.

**3.2.3 Secondary Search.** A secondary search should be assigned as units become available from other assignments and following the completion of the primary search. A secondary search shall be a methodical examination of all segments of the building in order to locate any occupants that may not have been found during the primary search.

**3.2.4 Evacuation.** Evacuating residents from a building may be an important function of life safety. This should especially be utilized in large occupancy buildings where removing the people is the best tactic to protect life. Evacuated residents shall be gathered together and examined by EMS personnel. Depending on the situation, however, an evacuation may increase the life safety hazards and the Incident Commander may elect to have the occupants remain in their rooms or homes. This tactic is referred to as “protect-in-place.”

**3.2.5 General Life Safety Tactics.** Numerous tactics can be utilized to assist in preventing the loss of life at a fire. This may include advancing an interior hose line to confine the fire to a



specific area of the building, normally between the occupants and the fire, while evacuations or searches are ongoing. It may include ventilation that will allow for the release of smoke and heat from the building. It may also encompass providing water to a fixed fire protection system in order to check the fire at its earliest stages.

### **3.3 Incident Stabilization**

**3.3.1 Exposure Protection.** Protecting the exposures adjacent to or near the fire building is the second highest priority following life safety. The highest priority in general fire control should be to ensure that all buildings not already involved in fire upon arrival, do not become involved in fire. Effective plans to ensure that the exposures are not ignited should be implemented as soon as practical after life safety concerns have been addressed.

**3.3.2 Fire Confinement.** The fire should be confined to the smallest area in the building that is practical. If conditions permit, an offensive attack should be made which generally calls for entering the building at the lowest and least area of involvement and working towards the area of highest and heaviest involvement to confine the fire to areas already affected.

**3.3.3 Extinguishment.** The objective of extinguishing the fire should be addressed after life safety, exposure protection, and confinement have been addressed. If the immediate extinguishment of the fire addresses the preceding priority considerations, it is a tactic for those strategies, rather than a strategy within itself. The extinguishment of the fire should be completed with the least amount of property damage that is practical for the situation.

### **3.4 Property Conservation**

**3.4.0 Building Stabilization Check.** Once the incident is stabilized, and prior to major salvage and overhaul efforts, the building will be inspected for safety and stability by the interior officer.

**3.4.1 Salvage.** After all life safety and incident stabilization considerations have been addressed, conserving property should be addressed in the overall strategy of the incident. General salvage evolutions, fixed fire extinguishing system control, limited water usage, etc., should be addressed as tactics in property conservation. The securing of the property and covering breaches in the roofs and walls should be considered a portion of property conservation.

**3.4.2 Overhaul.** A complete overhaul must be conducted to ensure that the fire is totally extinguished to prevent rekindles of the fire. Overhaul procedures should be coordinated with the Fire Investigator.

**3.4.3 Investigation.** The Incident Commander is responsible for ensuring that a fire investigation is conducted by the Allegheny County fire Marshall's Office or other qualified individual or agency.

#### **4. Water Supply Considerations**

- Refer to SOG 206 (Operations – Fire) cross reference.

#### **5. Automatic Alarms**

**5.1** When an automatic fire alarm is received, the appropriate level of response shall be dispatched, according to the Dispatch Protocols.

**5.2** Upon arrival, there shall be an effort to ascertain the location of the alarm. The initial investigation should normally be conducted in the area the alarm is believed to have originated from.

**5.3** If a specific location or area cannot be determined, an entire building check shall be completed.

**5.4** All personnel conducting an interior investigation shall be in full protective clothing, including SCBA. The SCBA need not be in operation unless its use is mandated in accordance with other standard operating guidelines such as smoke or fire conditions or any IDLH atmosphere.

**5.5** If forcible entry would be required for an interior investigation, no entry shall be made and an exterior examination shall be conducted to determine if there are any indications of fire. If there are indications of fire, or if the ranking officer on the scene determines the need to force entry, entry can be forced into the building. If there are no exterior indications and the ranking officer does not feel the need to enter the building, the incident may be terminated.

#### **6. Operations at Buildings with Fixed Fire Protection Systems**

**6.1** Refer to SOG 206 (Operations – Fire) cross reference.

##### **6.2 Fire Alarm Systems**

**6.2.1** The primary guidelines for responding to automatic fire alarm systems are included in Section 6 of this Standard Operating Guideline.

**6.2.2** When responding to a facility with an automatic fire alarm, the first arriving unit should direct personnel to go to the alarm panel in order to determine the location or zone from which the alarm is being received.

**6.2.3** After the alarm has been controlled, every attempt should be made to fully restore the fire alarm system prior to leaving the scene. Whenever possible, a building representative shall operate the system to reset it.

### **6.3 Smoke Control and Ventilation Systems**

**6.3.1** In buildings where there is automatic smoke venting, positive pressure ventilation should be used at the exterior doors and windows to assist with the ventilation process.

**6.3.2** In building with smoke removal fans, the same units dispatched to the FDC can normally be assigned to the operation of the fans. The fans should be operated in the area of involvement only at the direction of the Incident Commander.

### **6.4 Elevators**

**6.4.1** If the building is equipped with “fire department control” elevators, they should be recalled to the ground or primary floor.

**6.4.2** Control of the elevators should be maintained throughout the incident. Under most circumstances, elevators should not be used unless the Incident Commander approves their use.

### **6.5 Fire and/or Smoke Barriers**

**6.5.1** In buildings that are equipped with automatic closing doors or other devices to contain fire and smoke, a unit should be directed to ascertain the status of automatic closing doors and other devices designed to confine the spread of fire or smoke.

**6.5.2** In locations where there is significant fire impingement at these doors, hose lines may have to be placed into operation to ensure that the fire barrier is effective in prohibiting fire spread into the uninvolved areas.

## **7. Reports**

**7.1 Reports.** A Fire Incident Report shall be completed for all requests for service.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Overhaul Operations

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to create a model for the proper use of SCBA during overhaul operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** Self-contained Breathing Apparatus (SCBA) shall be used during all overhaul operations unless otherwise directed by the Incident Commander (IC) or their designee.

##### **2.1.1 Additional**

- Premature removal of SCBA must be avoided at all times. This is extremely important during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products.
- The decision to remove SCBA in routine fire situations shall be made by the Incident Commander, based on an evaluation of conditions. Prior to removal, fire areas shall be thoroughly ventilated, monitored for safe levels of CO, HCN and, where necessary, continuous ventilation shall be provided.

- If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is tested and established as safe. Atmosphere testing devices shall be used when available.

\*Monitoring for Carbon Monoxide (CO) and Hydrogen Cyanide (HCN) shall continue through the entire overhaul operation. Our meters alarm at 35 ppm CO, and 4.7 PPM HCN.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Thermal Imaging Device**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to promote rapid deployment of the thermal imager.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** When the need for thermal imaging device exists, the first arriving unit should deploy a camera immediately upon arrival. If deployment of the thermal imager is not possible with the initial arriving unit, the incident commander should assign a "camera team" as soon as possible. A minimum of two personnel should be utilized when placing a camera in service.

**2.2 Prioritization** The camera(s) use during fire operations should follow the incident priorities of:

- **Life safety (civilian and emergency responder)**
- **Incident stabilization**
- **Property conservation**

Specific examples are not limited to:

- Search and rescue
- Rapid intervention
- Suppression activities
- Size-up
- Ventilation and roof work
- Salvage and overhaul

## **2.3 Storage and Maintenance**

**2.3.1** Cameras should be removed and verified for full charge on both batteries and for operational use during Monday night work night. If necessary, after usage, the exterior shell of the camera can be wiped clean with soapy water. Care must be taken not to use any cleaning solutions on the lens or display screen. Plain water applied with a soft cloth can be used gently on the lens and screen if necessary.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Mayday Procedures

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for personnel to declare a Mayday transmission if the situation requires.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

##### **2.1 Declaring a MAYDAY**

- When an emergency responder identifies that he or a member of his team is lost, trapped, injured, or in need of immediate assistance, he shall (if possible) transmit a verbal message on the fire ground channel to Command stating, "Mayday, Mayday, Mayday." Command, in return, shall answer immediately, "Go ahead with your Mayday."
  - The person transmitting the Mayday shall give a brief situational status report is possible (**LUNAR**)
  - LOCATION: floor, side, room, etc.
  - UNIT: in this instance 43.....
  - NAME: the fire fighter's call sign
  - ASSIGNMENT: search, fire attack



- o RESOURCES: what is necessary for rescue, SCBA
- o The emergency responder shall activate his pass device

The person(s) declaring the Mayday shall then attempt by all means to self-rescue.

**NOTE:** If there is no response to the Mayday transmission, the fire fighter should activate the distress alarm on the device.

## 2.2 Command Response to MAYDAY

- Immediately deploy R.I.T.
- After receipt of Mayday and immediate situational status, the Commander shall notify dispatch requesting the **MAYDAY TONE**.
- After the tone, Command shall announce the MAYDAY situation over the fire ground channel and identify an alternative channel for all Non-MAYDAY traffic to switch to.

**EX: (TONE)** Command to all units, we have a MAYDAY in progress, two firefighters lost on division two, side-A, running low on air. All non-Mayday units switch to channel \_\_\_\_\_.

### Command Response to MAYDAY

- Upon declaring a MAYDAY, the incident Commander should consider additional resources :
  - Additional R.I.T.
  - Additional alarms for equipment and manpower
  - Additional ambulances
  - Special rescue equipment, e.g., heavy rescue unit, collapse trailer, etc.
- Upon declaring a MAYDAY, the Incident Commander or a designee should initiate a PAR for the entire fire ground on the alternate channel.

\*NOTE: It is imperative that all units, upon hearing a MAYDAY, cease all radio transmissions immediately. An alternate channel for fire ground operations should be utilized.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Rule of Air Management (ROAM)**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to account for all personnel operating at the scene of an emergency.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Air Management Principal.** The basic concept of air management is to maintain adequate air reserves at all times to allow for a safe exit of a hazardous environment. In addition, firefighters must understand that all situations are different and the amount of reserve air needed for safe exit will vary greatly due to many factors.

**2.1** It shall be the responsibility of **EVERY MEMBER** to monitor their air consumption at all times and consider how much reserve air will be needed to exit safely.

**3.0 Basic Concepts and Guidelines**

- The last 25% of your tank is emergency air. This air is not operational and will not be used for exit unless an emergency mandates it. Put simply, we will no longer work in a hazardous environment until our low-air alarm goes off. Crews are expected to reach a safe area prior to their low-air alarms sounding.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Operations at Vehicle Fires

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to vehicle fires.

**1.2 Policy.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

##### **2.1 Passenger Vehicle Fires**

**2.1.1 Fires.** A charged hose line of at least one and three quarters inch (1-3/4) in size and not less than 150 feet in length shall be used at the scene of all vehicle fires. Personnel operating at the scene of a vehicle fire shall utilize full protective clothing, including SCBA. Apparatus operators should be prepared to institute foam operations as needed.

**2.1.2** Occupants will be removed from the vehicle as a first priority and the officer will be responsible for confirming that the vehicle is unoccupied.

**2.1.2** Prior to an offensive attack, the tires of the affected vehicle will be chocked.

**2.1.3** Firefighting crews will utilize angled attack approaches to the vehicle and avoid the front and rear bumpers which may have pneumatic struts which can explode during fire conditions.

**2.1.4** The OIC will check frequently for flammable liquid leaks and spills during vehicle fires. Class B foam or dry chemical agent may be required for larger leaks and spills during vehicle fire operations.

**2.1.5** While fighting vehicle fires involving class D materials, such as magnesium, a dry powder agent will be used to extinguish the flammable solid fire prior to water or class B foam application. Adjacent areas of the vehicle may be cooled with water, but the attack crews should not apply water on the flammable solid under any circumstances while it is burning. Officers should take note of the flame color prior to choosing the extinguishing agent. Magnesium fires typically present with a bright white flame.

**2.1.6** Efforts will be made to contain the run-off of contaminated water and hazardous liquids. If contaminants enter the sewer system, copious amounts of water will be used to flush the system and hazardous materials operational guides should be employed.

**2.1.7** Batteries shall be disconnected as soon as safely possible.

**2.1.8** Trunk and cargo areas will be searched for and hazards immediately after extinguishment.

**2.1.9** A thermal Imaging camera will be utilized during overhaul.

## **2.2 Cargo Vans and Large Trucks**

**2.2.1** All passenger vehicle rules apply.

**2.2.2** The vehicle will be checked for placards and markings to identify the possibility of hazardous materials on board. Use the DOT ERG from a distance to assist with product ID and tactical priorities.

**2.2.3** If hazardous materials are involved, haz-mat SOG's will apply.

**2.2.4** Larger wheel chocks will be needed to stabilize these vehicles.

**2.2.5** Water supply should be considered for large fires.

**2.2.6** Personnel will not enter cargo areas until all fire is extinguished from the exterior and visibility is clear.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Water Supply**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to define the expectations for the water supply apparatus and the utilization of the existing water supply during incidents.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Water Supply Considerations**

**2.1.1 Threaded Adapter vs. Humat Valve**

**2.1.3 – For single and two family residential fires the 4.5 inch threaded adapter will be used in lieu of the humat valve.**

**2.1.4 – For all other structures, or at officer discretion, the humat valve will be utilized.**

**2.1.2 Fixed Water Supplies. The availability of an adequate water supply is a top priority.** As a general guideline, whenever the incident is within adequate fire hydrant, a supply line should be established between the hydrant and the fire ground.

- Water supply to be established through the direction of the first arriving officer, by either (1) having the first-due engine secure its own water supply or (2) having the second-due engine secure a water supply and either forward or reverse lay to the first-due engine.
- A water supply officer should be established at all incidents that require a fire flow of greater than 1,500 GPM, at commercial fires where elevated and/or portable master streams are deployed, when there is a failure of the primary water supply, or at the discretion of the incident commander.

**2.1.3 Alternative Water Supplies.** An interruption in the fixed water supply or an area of low volume can hamper a fire suppression operation. Water tenders are available from other agencies. If there is a need for a water tender, the OIC should make the request through the County 911 Center.

**2.1.4 Fixed Fire Protection.** Fixed fire protection, such as sprinkler or standpipe systems, should be fully utilized as outlined in Section 3 of this Standard Operating Guideline. Care should be taken to avoid “robbing” needed water from the system by using a hydrant in the same loop as the fire protection system.

### **3. Operations at Buildings with Fixed Fire Protection Systems**

#### **3.1 Sprinkler Operations**

**3.1.1** Upon arrival at a facility where a sprinkler alarm is sounding, and there are obvious fire conditions, or when a responsible party reports an interior fire, the first arriving unit should direct a unit to supply supplemental water to the sprinkler system.

**3.1.2** Units directed to the fire department connection (FDC) during investigations of automatic alarms should prepare to supply the FDC, but should not lay hose or take other actions until directed to do so by the Incident Commander.

**3.1.3** All Siamese and standpipes will be supplied with a minimum of one 3” hose initially. When a reverse lay from the FDC is used, the manifold will be supplied with a 5” hose and the manifold to FDC line will be a minimum of one 3” hose.

**3.1.4** When an Incident Commander directs that the sprinkler system should be supplemented, the unit assigned should supply water to the FDC at a pressure of 150 psi at the FDC. If the hydrant is located nearby (100 feet or less), the apparatus can connect directly to the hydrant using a 5-inch supply line and connect into the Siamese using the 3-inch pre-connected hose from the step gun. If the FDC is greater than 100 feet from the hydrant, a reverse lay of 5-inch hose should be made from the engine at the FDC to the hydrant, this engine should pump from the hydrant. The Siamese will be supported from the 5” manifold with at least one section of 3” hose.

**3.1.5** The Incident Commander may direct a greater pressure than 150 psi if conditions indicate that numerous heads are opening or if a combination standpipe and sprinkler operations are in progress. The goal is to maintain a residual pressure of 100 psi in the system at all times.



**3.1.6** Standpipe only systems (**not tied into sprinklers**), will be pumped at 150 PSI + 5 additional pounds/floor. Example: fire on fifth floor of five story building (base 150 + 25 elevation = 175 PSI) at Siamese.

**3.1.7** After commencing pumping operations, the unit assigned to the FDC should check all sprinkler valves to ensure that they are in an open position. If the unit believes that they have information that the sprinkler is flowing or not flowing water, they shall report such information to the Incident Commander.

- Reference SOG 203 Operations at Structural Fires

## **5.0 Water Company**

**5.1.1 Authority.** The overall authority of the fixed water supply system shall be the Municipal Authority of Westmoreland County.

**5.1.2 Notification.** The fire department will contact the water company whenever a hydrant is used for suppression activities, if there is a problem with the water supply, or when training activities will have a greater than normal impact on the system.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Post Incident Critique**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish guidelines and a standard checklist for Initial Post Incident Critiques.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** It is the policy of the LVHC #1 that a short initial incident critique is done with all members involved with a significant incident prior to dismissing personnel from the station.

**2.2** After significant incidents, the OIC will gather all members for a brief initial critique after all equipment is back in service.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

## **OPERATIONS - RESPONSE**

### **Standard Operating Guidelines**

## **Ligonier Volunteer Hose Company Number 1**

### **Standard Operating Guideline**

#### **Apparatus Assignments at Events**

### **1.0 General**

**1.1 Purpose.** This standard operating guideline is to provide for the swift and efficient deployment of equipment and manpower to incidents at times when significant numbers of firefighters are available. \_

**1.2 Scope.** The OIC will assign crews to apparatus.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

### **2.0 Apparatus Assignments**

**2.1** The on duty OIC or their designee shall determine which units will respond to any call received. The intercom or radio will be used to alert a unit or crew of a response. If the OIC responds to a call, the ranking firefighter will assume the duties of assigning personnel for additional calls or assignments.

**2.2 Accountability Passports.** Where possible, the Command Board and accountability hardware should be used to make assignments and track deployments.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Apparatus Response to Emergencies**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish standard protocols for apparatus response to primary and secondary emergencies. In addition, to help ensure that Department apparatus are operated with due regard for the safety of the public and the Department's members.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**EQUIPMENT RESPONSE ASSIGNMENTS**

**STRUCTURAL RELATED ALARMS**

- **STRUCTURE FIRE**
- **AUTOMATIC FIRE ALARM**
- **SMOKE WITHIN THE STRUCTURE**
- **UNKNOWN TYPE ODOR IN THE STRUCTURE**
- **APPLIANCE FIRE**
- **CHIMNEY FIRE**

**1<sup>st</sup> OUT – TOWER 43**

**2<sup>nd</sup> OUT – ENGINE 43**

**3<sup>rd</sup> OUT – RESCUE 43**

**4<sup>th</sup> OUT – SERVICE 43**

**RESCUE RELATED ALARMS**

**MOTOR VEHICLE ACCIDENT**

**1<sup>st</sup> OUT – RESCUE 43**

**2<sup>nd</sup> OUT – ENGINE 43**

**3<sup>rd</sup> OUT – TOWER 43**

**4<sup>th</sup> OUT – SERVICE 43**

### PHYSICAL RESCUE

**1<sup>st</sup> OUT – RESCUE 43**

**2<sup>nd</sup> OUT – TOWER 43**

**3<sup>rd</sup> OUT – ENGINE 43**

**4<sup>th</sup> OUT – SERVICE 43**

### MISCELLANEOUS ALARMS

- **PASSENGER VEHICLE FIRE - ENGINE 43 AND RESCUE 43**
- **HEAVY TRUCK FIRE – ENGINE 43 AND RESCUE 43**
- **BUS FIRE – ENGINE 43 AND RESCUE 43**
- **WIRES DOWN/BURNING – ENGINE 43**
- **BRUSH FIRE – ENGINE 43 AND SERVICE 43**
- **FLOODING – ENGINE 43 AND SERVICE 43**
- **TRAFFIC CONTROL – SERVICE 43**
- **STAND-BY – ENGINE 43**
- **CO ALARM – ENGINE 43 AND RESCUE 43**

**THE ASSIGNMENTS LISTED ARE CONSIDERED STANDARD ASSIGNMENTS. THE OIC WILL NOTIFY THE STATION IF THE RESPONSE SHOULD BE ALTERED.**

**SECOND UNIT (AT MINIMUM) SHOULD BE MOVED AT ALL TIMES.**

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Response to Fire Alarms (Levels of Response)**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to reduce traffic and response hazards of secondary response vehicles, personnel and the public for fire alarms. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Response.** When a fire alarm is received with no confirming emergency information, the first-due unit will respond in an emergency response mode. All other equipment, including personal vehicles, will respond non-emergency unless situational information indicates an actual problem.

Exception: The OIC may upgrade the response of the apparatus at any time at his/her discretion.



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Response to Multiple Alarms**

**1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a process for safe operations when responding to multiple calls (more than 2) such as flooding and storm calls.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The Officer in Charge (OIC) will utilize all available on-duty personnel to respond to incidents. The first available off-duty career person shall assume the position of *Response Manager*.

**Exception:** When a large-scale event is anticipated, the OIC may choose to remain back at the station to coordinate and assume the role of *Response Manager*.

**2.2** When multiple calls are anticipated from severe weather, the OIC should activate the EOC and implement "Storm Mode" operations. (refer to SOG 304)

**Response Manager Initial Responsibilities:**

Begin tracking calls utilizing the multi-incident call log.

Secure the accountability board and track personnel.

Consider alarm upgrades and EMC activation (three levels of response available)

Assign and keep at least one fire crew and engine available for structural response.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Seat Belt Usage**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a policy that mandates the use of seatbelts to provide personnel safety while operating or riding in a municipal vehicle. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** Prior to vehicle motion, all occupants will fasten their seatbelt and leave them on while the vehicle is in motion. The operator and officer will also be responsible for double-checking that all passengers are seated and belted prior to movement.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Emergency Response – Warning Lights and Sirens**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a safe operating procedure for emergency vehicles when responding with red lights and sirens.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Response Modes**

**2.1** There are two acceptable methods of response for emergency vehicles responding to incidents, emergency and non-emergency.

**2.2 Emergency Response – This method includes the use of red lights and sirens.**

**2.2.1** The operator of the emergency vehicle is responsible for the safe operation of the vehicle at all times and will be able to stop the vehicle at any time during the response to avoid collisions regardless of weather conditions or traffic patterns.

**2.2.2** The determination of response mode is the responsibility of the highest ranking person of the vehicle based on experience.

**2.2.3** Emergency response will only be used when life or property is at risk.

**2.2.4** Emergency vehicles using red lights and sirens will stop at all red lights before proceeding safely through the intersection. **No Exceptions.**

**2.2.5** Emergency vehicles using red lights and sirens may proceed slowly and safely through stop signs under the following conditions:

1. After slowing down as may be necessary for safe operation.
2. All lanes of the intersection are visibly clear of on-coming traffic, or traffic has yielded to the vehicle and given the emergency vehicle right-of-way.
3. The incident presents a significant risk to life or property warranting an emergency response.

### **2.3 Non-Emergency Response.**

**2.3.1** Non-emergency response will be used for all incidents with no indication of risk to people or property at the discretion of the OIC.

**2.3.2** During non-emergency response, the operator will obey all posted signs and applicable vehicle laws for normal operation of a vehicle.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Secondary Braking Devices

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for using secondary braking devices while operating fire apparatus that are equipped with one.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Background**

**2.1** Secondary braking devices include engine brakes, exhaust brakes and transmission retarders. Some LVHC #1 apparatus are equipped with exhaust brakes or "Jacob (Jake) Brakes" only. Secondary or auxiliary braking systems are important braking devices for heavy vehicles. They can account for 50% or more of braking power. However, in conjunction with service brakes on slippery roads, the use of auxiliary brakes can cause the drive wheels to lock-up and cause a skid.

#### **3.0 Procedure**

**3.1** The Jake brake has an on/off switch and a Low, Medium and High position switch.

**3.2** The driver shall use his/her discretion as to use Low, Medium or High mode during normal driving conditions.

**3.3** Use of the Jake brake will aid in stopping and reduce brake wear.

**3.4** The Jake brake should be turned off or switched to Low on all wet road conditions. If the device is left on, skidding may occur on wet or slippery surfaces.

**3.5** The Jake brake will be turned off on all slippery road conditions, such as snow or ice covered roadways. If device is left on, skidding may occur on wet or slippery surfaces.

**3.6** Speeds will be reduced according to roadway conditions when driving with the Jake brake on the Low setting or when the device is turned off.

**3.7** Transmission retarders shall be turned off for slippery conditions.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Apparatus Movement

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a standard for safe exiting of emergency apparatus when responding to incidents from fire department quarters. Secondly, to signal personnel that an apparatus is about to exit the engine bay area and to avoid the vehicle involved. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** The apparatus operator shall beep the road horn twice and activate the vehicle's warning lights (order is not important) just prior to releasing the vehicles air brakes and exiting the station.

**2.2** All fire department personnel will avoid any apparatus that is preparing to depart the station once the horn/warning light notification is given.

**2.3** Under no circumstance will anyone attempt to board or even approach a moving vehicle.



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Accountability**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a procedure to account for all personnel operating at the scene of an emergency. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Accountability**

**2.1** It shall be the responsibility of **EVERY MEMBER** to have thorough knowledge of the LVFC #1 Accountability System. In addition, personnel are to follow its guidelines so that the appropriate steps are taken to ensure accountability of all personnel at all times during an emergency incident.

**2.2 Accountability Tags.** Every member shall be issued two Accountability Tags that shall be color coded and shall include the firefighter's identification number.

**2.3 Level I Accountability.** Level I Accountability shall be used by all personnel at all incidents.

**Accountability Tags**

### Use of Tag #1

Riding: The first accountability tag is to be left on the apparatus on which the firefighter rides when responding to the incident.

### Use of Tag #2

Entering: The second accountability tag is to be presented to the Safety Officer (or in his absence, the individual designated to maintain accountability at a scene) prior to the firefighter's entrance into the structure or other hazardous area.

Exiting: Immediately upon exiting the structure or hazardous zone, the firefighter will report back to the Safety Officer (or designee) and retrieve his/her accountability tag.

## Gloves

Appropriate hand protection shall be worn by all members. This may be fire gloves, rescue gloves or regular work gloves as appropriate for the situation.

## Personal Flotation Devices (PFD)

Personnel working in flooded areas or areas with flowing water are expected to wear an appropriately sized personal flotation device.

PPE (turnout gear, bunker pants, bunker coats, bunker boots) are ***NOT*** to be worn while wearing a PFD.

**2.4 Crew Leaders.** The crew leader shall be responsible for ensuring that personnel working under his/her direction are operating in teams of two or more in order to accomplish a tactical objective. If not deployed, or in rehab, the crew leader shall be responsible for ensuring the crew is held together in readiness until assigned/re-assigned. The crew leader shall be responsible for updating command for any changes in crew location, tactical function, upon splitting the crew, or in the event a crew member is missing and/or in distress. The crew leader shall be responsible for maintaining crew integrity throughout the operation by periodically checking for all crew members and by notifying Command upon exiting the hazard area and entering rehab and upon the crew being ready for reassignment.

**2.5 Communications.** Each crew being deployed shall have a minimum of one (1) portable radio, be given a tactical objective, and be assigned a crew designation, i.e., Search 1, Attack, Division 2, etc., and Team Number. Tactical designations should continue to be used for normal radio traffic.

## **2.6 Personal Accountability Report (PAR)**

- Events in which a PAR of the fire ground will be required shall include:
- A missing or trapped firefighter.
- An emergency evacuation of the building.
- A Mayday event.
- A crew exiting the hazard area.
- A change in operations from offensive to defensive.

## **2.7 CANAP REPORTS**

**2.7.1** When a PAR is required or requested, the reporting crew will respond back with a CANAP report that will include:

- Conditions
- Actions
- Needs
- Air Supply
- PAR

**2.7.2 PAR Additional.** In the event the Incident commander presumes a firefighter or crew may be missing or trapped, the Incident Commander shall initiate “Mayday” procedures thus directing operating crews to switch to an alternate fire ground frequency. At this time, a PAR of the emergency incident shall be initiated on the alternate frequency to confirm the status of the missing personnel.

PAR’s may also be taken at certain time intervals or benchmarks throughout the incident such as: completion of primary search, fire under control, during overhaul, etc., at the discretion of the Incident Commander. PAR’s may also be initiated utilizing the Tac III Evac Communicators, at which time the individuals receiving the PAR request shall be required to acknowledge.

**3.0 EVACUATION SIGNAL.** The standard evacuation signal shall be three (3) long blasts of the air horn in conjunction with a “PRIORITY” message from Command calling for an immediate evacuation of the building. Crews should report promptly to Command to ensure the accountability of all operating crews.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Mutual Aid Response**

**1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to respond to calls for assistance in a manner that provides the requested resources while maintaining an appropriate level of protection in Ligonier Borough. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Response.** Apparatus per request.

- LVHC #1 personnel on the mutual aid emergency scene must arrive on vehicles which were dispatched from or by LVHC #1. Exception: The Duty Officer who has reported his response by radio.
- If at any time, in the judgment of the ranking officer at Station 43, coverage for Ligonier Borough is deemed inadequate, a mutual aid company shall be called to fill the station.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

**RESOURCE**

**MANAGEMENT**

**Standard Operating Guidelines**

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Fire Operations**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to fire related incidents. These guidelines shall also provide a framework for handling incidents where fire, or the possibility of a fire, is a consideration.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Fire Attacks or Plans**

**2.1** The Incident Commander shall establish what general type of fire attack shall be utilized on fire incidents. The general fire conditions, hazards to personnel, and life safety of citizens must be taken into account to establish which type of fire attack to utilize at an incident.

**2.2 Offensive Attack.** This attack should be utilized where fire personnel can enter the fire building without undue danger or risk. During these operations, coordinated ventilation should be utilized to assist with interior operations. This type of attack is most effective when searches must be conducted and for limiting the spread and damage of the fire. An offensive attack can be used to supplement fire suppression by a sprinkler system.

**2.3 Defensive Attack.** This attack should be used when a building is too heavily involved in fire or there are other risks that make an offensive fire attack imprudent. Exterior hose streams may be applied in order to control and cool the fire.

**2.4 Master Stream Attack.** Where there is too much danger to approach a fire building, a defensive attack utilizing master streams should be considered rather than having personnel approach the building with hand lines. A master stream attack generally provides the least danger to fire personnel.



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**RIT Response**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide a Rapid Intervention Team response. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Response**

**2.1 Apparatus.** Station 71 & 114 will be used for all RIT responses.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Rehab Operations

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a process for safe operations. To provide a framework for the establishment and operation of a Rehab Sector to support the physiological needs of firefighters and other responders engaged in emergency operations extended duration incidents, and training exercises. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** This procedure shall be implemented at all working fires, greater alarm emergencies or during extended operations. The situations that generally produce the need for the Rehab Sector include, but are not limited to:

- Greater alarm structural fire operations (All Call or 2<sup>nd</sup> alarm)
- Hazardous materials incidents
- Technical Rescue Operations
- Training exercises or special events
- Any other situation deemed necessary by the IC

Murrysville Medic One and Ligonier Valley Ambulance are the lead Rehab agencies for LVHC #1 personnel working with Rehab personnel to establish Rehab operations.

Rehab resources will be dispatched per county readout. These resources shall include mobile rehab units at incidents involving large life loss, or extended rescue operations, the critical incident stress management (CISM) team should be contacted and assigned to the Rehab Sector.

The Rehab Sector and associated vehicles should be located close to the Command Post (CP) and personnel staging area whenever possible.

**2.1.1** Personnel shall report to the Rehab Area as follows:

- Following the use of **one** 45 or 60-minute cylinder (*dependent on environmental conditions*)
- After 40 minutes of intense physical labor (*dependent on environmental conditions*)
- After performing duties in hazardous materials encapsulating suits
- When directed by an officer to do so
- When feeling the need to do so

Supervisors shall be aware of the condition of each member of their crew at all times. Crew integrity shall be maintained throughout the rehab process and report back to the accountability officer when ready for duty.

**NOTE:** Reference the document “Rehab Detail” for further information concerning this topic.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Backing of Apparatus

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a procedure to protect personnel while apparatus is backing into the station at 115 North Fairfield Street. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1 Preliminary.** In an effort to provide a safe environment for backing apparatus into the station, personnel assisting with backing will use safety vests every time an apparatus backs into the station. Personnel will not enter into the roadway in front of the station to control traffic.

#### **2.2 General Guidelines**

- Driver and passengers shall take all possible precautions to avoid a backing accident.
- Driver shall position vehicle to avoid backing when possible.
- Driver shall use both vehicle mirrors.
- Driver shall use vehicle horn to alert others of vehicle movement or change in direction.

2 beeps = forward; 3 beeps = reverse

- When vehicle must be backed where other traffic exists, all warning lights shall be operated.

### **Backing operations away from station:**

#### **Driver with one or more passengers:**

At least one of the onboard personnel must get off and act as a spotter.

The officer riding position shall always disembark for backing and is responsible for spotting or appointing a spotter.

Spotter shall be responsible to guide the driver, making sure the area is clear (high and low).

Spotter shall maintain visual and, if possible, radio contact with the driver.

If driver loses sight of spotter, the vehicle will be stopped until contact is reestablished.

All personnel involved with backing operations, with the exception of the driver, will wear safety vests.

If spotter is not used and an accident occurs, driver and passenger(s) shall be held equally responsible and will be subject to disciplinary action.

#### **Driver Only in Vehicle:**

When backing is necessary, driver may use other personnel to act as a spotter. Driver shall exit vehicle and inspect area being backed into (360 degrees, high and low). When possible, a single operator shall position the vehicle in a manner to avoid backing.

**2.3** Personnel will follow the following procedures when assisting backing operations at Station 43:

- All personnel involved will wear a class 2 safety vest or coat during the entire operation.
- All personnel will remain on the apparatus during the entire backing procedure and will not disembark until the vehicle is completely stopped and parked with the brakes set.

**2.4** Hand Signals – The following page lists the standard backing hand signals to be used.

Hand signals page goes here

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Station Exhaust System Connection to Vehicles**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while apparatus is backing into the station at 115 North Fairfield Street. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The following guidelines will be used:

- All personnel involved will wear a class 2 safety vest or coat during the entire operation.
- No attempt will be made to secure the exhaust system connection while the apparatus is in motion or prior to the vehicle reaching its final resting position. Only after the spotter has signaled the operator that the apparatus is in the final position and the brakes have been applied will any attempt be made to attach the exhaust hose to the vehicle.
- The hose will be attached by the spotter only after the brakes have been set on the vehicle.
- If the air reservoirs on the apparatus are depleted by the backing operation, the operator will wait until notified by the spotter that the exhaust hose is in place before increasing rpm to build air pressure.



- It shall be the responsibility of the spotter to keep all personnel out of the aforementioned area until such time as the apparatus is stopped and the brakes are set.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Station Coverage**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for career station coverage during any emergency response that leaves the station void of personnel for any period of time. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Station Coverage.** The ranking off-duty career officer will determine additional staffing levels and equipment needs.

**2.2 Communications.** When a station is covered, personnel in the station will contact the IC in the field to advise, "station covered."

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Post Incident Critique

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish guidelines and a standard checklist for Initial Post Incident Critiques.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** It is the policy of the LVHC #1 that a short initial incident critique is done with all members involved with a significant incident prior to dismissing personnel from the station.

**2.2** After significant incidents, the OIC will gather all members for a brief initial critique after all equipment is back in service. The critique shall utilize the LVHC #1 Critique Form for Fire or Rescue incidents. This form is not to be filled out or discussed at length (**10 minutes or less**). The intent of the initial critique is to ensure all major areas of the incident were addressed by following a checklist. Further discussion, if necessary, will be done at a secondary critique.

**2.2.1** For consistency purposes and to collect information towards a secondary critique, a member from the training platoon, if available, will conduct the initial critique.

**2.2.2** The appropriate checklist shall be used for the critique process.

## Critique Checklist

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Arrow Stick Usage**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a procedure to provide incident scene safety by alerting motorists to the presence of emergency vehicles and personnel and directing them safely past the incident scene.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** Arrow sticks are not to be used while the vehicle is in motion.

**2.2** When the vehicle is parked on the street, the Arrow Stick shall be used to warn approaching traffic.

**2.3** The directional arrow feature shall be used whenever traffic can be routed past the parked vehicle without entering the on-coming traffic lane.

**2.4** The non-directional warning feature shall be used whenever approaching traffic cannot be routed past the parked vehicle without entering the on-coming traffic lane.

\*\*\***EXCEPTION**\*\*\* If traffic is being directed by police or fire personnel and on-coming traffic is being controlled, the directional arrow feature may be used.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Lock Out/Tag Out**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is to establish a procedure to protect personnel while working around mechanical or electrical equipment. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** Lockout/tagout is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or member exposure to live electrical parts or exposure to a stored energy source on any piece of machinery or equipment.

**2.2** Whenever a situation is encountered that meets the above criteria upon arrival at the scene, LVHC #1 personnel shall check to see if building maintenance personnel or company personnel have begun lockout/tagout procedures. If they have begun the procedure then LVHC #1 locks and tags shall be added to the ones already present.

If lockout/tagout procedures have not been initiated then the LVHC #1 department personnel will initiate this guideline. Notify all affected personnel that a lockout/tagout procedure is required and the reason why (i.e., emergency). With the assistance of the building maintenance



personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled won't be hurt any further.

Operate the disconnect switch, valve, circuit breaker or other energy isolating device (s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches **are not** isolating devices.

Dissipate and isolate all stored energy (if applicable) such as that found in springs, elevated machine members, rotating parts, hydraulic systems and air, gas, steam or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking/cribbing, bleeding down, etc.

**2.3** Lockout the energy isolation devices with energy lockout device(s) in each of the lockout/tagout kits. If one or more fire department is working at the same incident, then each department will put their individual lock(s) and or tag(s) on the energy lockout device.

**2.4** If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A Tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter at the controls to keep the machine/equipment from being activated shall be used.

**2.5** Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.

Once the disentanglement of the patient has been completed, the equipment shall remain locked/tagged out until proper notifications, investigations have been completed.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

**OPERATIONS - HAZMAT**

**Standard Operating Guidelines**

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Hazardous Materials Response**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish safe operations at potential or confirmed hazardous materials incidents. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Response Levels.** Responses to hazardous materials incidents shall be according to the following tiers:

**Tier 1 Response**

**Non-Emergency Response**

- Carbon monoxide alarm – No occupants with symptoms
- Natural gas leak – Outside
- Flammable/combustible liquid spill – Outside – Minor Quantity
- Investigation of possible chemical or gas odor

- A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment within an area immediately surrounding the point of release or potential release and where control of the incident is within the capabilities of the crew.

### Tier 2 Response

Emergency Response – Activate Team 800

- Carbon monoxide alarm – Occupants with symptoms
- Natural gas leak – Inside structure
- Flammable/combustible liquid spill – Inside structure
- Flammable/combustible liquid spill – Outside – Large quantity or significantly extending beyond the point of release
- A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment beyond the point of release and where control of the incident is within the capabilities of the crew.

### Tier 3 Response

All Call Activate Team 800

Requires Level B or above minimum Effective Response Force (ERF)

Emergency Response

- A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment where control of the incident requires the Level B or above minimum ERF
- A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment where control of the incident requires a full Allegheny County Hazardous Materials Team response.

**2.2 Effective Response Force.** Initial Critical Tasks & Effective Response Force for Level B Hazardous Materials/WMD Incidents: Activate Team 800.

**2.3 Scene Operations.** Hazardous materials operations shall be conducted in accordance with the following:

- Approach/position uphill and upwind, if possible and as applicable
- Isolate area/deny entry
- Identify material(s)

- Evaluate hazards and risks
- Select protective clothing/equipment
- Coordinate information resources
- Establish control zones (hot, warm, cold)
- Control and confine product/material
- Decontaminate
- Terminate (debrief/document/critique)

**2.4 Atmospheric Monitoring.** Self-contained breathing apparatus (SCBA) shall be utilized for continued operations in atmospheres where air monitoring indicates any of the following:

- 35 parts per million (ppm) or greater of carbon monoxide
- 4.7 parts per million (ppm) or greater of hydrogen cyanide
- Less than 19.5% of oxygen

## Ligonier Volunteer Hose Company Number 1

### Standard Operating Guideline

#### Flammable Gas Emergency Operations

### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish safe operations at flammable gas incidents. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

### **2.0 Procedure**

#### **2.1 Inside Structure**

- Insure all occupants are safe. Meter for LEL at the front door.
- If no LEL on the meter but natural gas smell, use TIFF to track down the leaking in the structure.
- If LEL at the front door, evacuate the structure and maintain a safe area. Shut off gas to the structure at an exterior valve (meter) if possible.
- Attempt to determine which company provides service and have county notify them if not already notified (Check nameplate on meter).
- If unable to shut off the gas, consider having county contact West Penn Power to shut off the power at the pole.

- Work with the gas company representative and offer fans, etc., as needed. If going to ventilate the structure, use electric fans powered from the apparatus or other outside power source. **Make all connections to fans prior to energizing them at the apparatus.**
- Work with the Gas Company to insure that the structure is clear of flammable gas prior to allowing anyone to re-enter the structure.

## **2.2 Outside Structure**

- Use caution when approaching the scene. Position apparatus upwind and a safe distance away from the leak (flammable gas entering the engine air intake can cause a runaway engine).
- If the leak has resulted in a fire from the gas line, protect exposures, do not attempt to extinguish the fire.
- If not on fire, eliminate ignition sources. Establish a safe area around the leak. Allow to free flow, clamping off the flow may cause other leaks and gas to flow under the ground into the structures.
- Attempt to determine which company provides service and have county notify them if not already notified.
- If the leak is between the curb box and a structure, an attempt may be made to shut off the line at the curb box. Do not turn any valves back on once they have been closed. Have gas company personnel restore service.
- If the leak is on any line other than a service line to a structure, do not attempt to shut off the curb boxes; establish a safe area and await gas company personnel.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

## **OPERATIONS - RESCUE**

### **Standard Operating Guidelines**



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Confined Space Rescue**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Confined Space Rescue Operations. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, will do a windshield survey of the scene. An initial report will be given, including the following: what type of incident, entrapment, hazards, and additional resources needed (Rescue Company, Police Department, Fire Department, etc.). This information shall be relayed to County Communication.

**2.1.1** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue Incident is requested, County Communications Hazmat Team 800 & County Rope Team should be notified.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>Command</b>	<b>1</b>
<b>Safety</b>	<b>1</b>

<b>Rigging Tripod/Haul</b>	<b>3</b>
<b>Entry + Attendant</b>	<b>3</b>
<b>Ventilation</b>	<b>1</b>
<b>Air Monitoring</b>	<b>1</b>
<b>Back-up Team &amp; Attendant</b>	<b>3</b>
<b>Air Supply</b>	<b>1</b>
<b>TOTAL</b>	<b>14</b>

**2.1.2** Addition resource City of Johnstown Technical Rope Rescue Team.

**2.1.3** An incident perimeter hot/warm/cold should be established to control scene access. Barrier tape should be used. Anyone involved with rescue services or EMS personnel not properly outfitted with protective gear and SCBA/SAR should not be allowed within the controlled area.

**2.1.4** The Incident Commander should question workers and company representative as to: type of injury, where patient(s) is located, type of entrapment, air quality, work being performed, and a copy of OSHA Permit-Required Entry form. The LVHC #1 Fire Department Confined Space entry permit should be started at this time.

**2.2** A fan and ductwork should be set up and fresh air put into the confined space, air monitoring should be done at all levels. LEL, CO, HS2, O2 will all be monitored. The best access and egress points should be noted and equipment placed for best access to patient(s).

**2.3** A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.4** If access to patient is being made, a team of two rescuers and two back-up rescuers will be secured. If rescuers are using the in-line respirators, an air supply officer will be appointed to assure air flow from the air manifold and/or the air truck to the rescuers and patient. Any one working around the access/egress hole should also be an SCBA if it is deemed a hazardous atmosphere and documented air monitor readings have been communicated to the IC.

**2.5** Patient packaging: Depending upon the situation, there are a number of different ways of patient removal. The tripod can be used for vertical lifting using the 4:1 Haul Safe System. The SKED is our primary means of patient packaging.

**2.6** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.7** The Incident Commander shall be notified when all patients have been extricated. The Incident Commander shall notify County Communications of patient status.

**2.8** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and the Technical Rescue Team Leader and proper action will be taken.

**2.9** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Industrial Rescue Operations**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Industrial Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, entrapment, hazards, and additional resources needed (EMS, PD, special units). This information shall be relayed to County Communications.

**2.1.1** The incident commanded should use the critical tasks to determine if there is adequate manpower to start a rescue/recovery. If a technical rescue incident, the County Rope Team should be notified. An additional resource is the City of Johnstown Technical Rope Rescue Team.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>

<b>STABILIZATION</b>	<b>1</b>
<b>PATIENT ACCESS/CARE</b>	<b>1</b>
<b>HAND TOOLS</b>	<b>1</b>
<b>POWER TOOLS</b>	<b>1</b>
<b>LOCK-OUT/TAG-OUT</b>	<b>1</b>
<b>SAFETY/FIRE PROTECTION</b>	<b>1</b>
<b>TOTAL</b>	<b>7</b>

**2.1.2** If possible, without compromising rescuer safety, triage of patients should begin.

**2.1.3** An incident perimeter of hot/warm/cold should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.1.4** Once the scene is determined to be safe, power should be shut off to the machinery causing the entrapment. Lock-out/tag-out equipment should be used. A shop mechanic or service personnel can make the extrication much easier through disassembly.

**2.2** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the Incident Commander and County dispatch as soon as possible. At all times, cover the patient(s) with a space blanket to avoid injury and place hard protection between the patient and the extrication tools to avoid injury.

**2.3** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.4** The Incident Commander shall be notified when all patients have been extricated.

**2.4.1** All equipment should be returned to the proper storage place on the apparatus and made ready to the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.4.2** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Large Vehicle Rescue**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Large Vehicle Rescue. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of crash, number of vehicles, entrapment, hazards, and additional rescue needed (EMS, PD, Special units). This information shall be relayed to County communications.

**2.1.1** The incident commander should use the critical tasks to determine if there is adequate manpower to start a rescue. Personnel at this scene should have Special Vehicle Rescue certification. Additional resources can be requested from the County relevant to the nature of the hazard.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>

<b>STABILIZATION</b>	<b>1</b>
<b>PATIENT ACCESS/CARE</b>	<b>1</b>
<b>HAND TOOLS</b>	<b>1</b>
<b>POWER TOOLS</b>	<b>1</b>
<b>SAFETY/FIRE PROTECTION</b>	<b>1</b>
<b>TOTAL</b>	<b>6</b>

**2.1.2** If possible, without compromising rescuer safety, triage of patients should begin.

**2.1.3** An incident perimeter of hot/warm/cold should be established to control scene access. Anyone not involved with Fire Department of EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.1.4** Once the scene is determined to be safe, the vehicle should be stabilized to prevent further movement. The position of cribbing, or other stabilization devices, should be placed strategically to avoid interference with other rescue operations to be performed. Mutual aid rescue services may need to be started for large vehicles to facilitate enough stabilization equipment on scene.

**2.1.5** Immediate medical assistance of the patient(s) should begin as soon as access is available. The number of patients in the vehicle and extent of injuries should be relayed to the Incident Commander as soon as possible. At all times, cover the patient(s) with an aluminized blanket to avoid injury from glass and place hard protection between the patient and the extrication tools to avoid injury.

**2.1.6** If a hazardous material or a Mass Casualty incident, County Communications should be notified to start the appropriate mutual aid.

**2.2** A safety officer should be appointed. The safety officer will perform a secondary survey and report findings to the Incident Commander. The safety officer has the authority to halt operations if rescue or patient safety is in jeopardy.

**2.3** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results.



Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.4** The Incident Commander shall be notified when all patients have been extricated.

**2.5** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.6** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

## Ligonier Volunteer Hose Company Number 1

### Standard Operating Guideline

#### Rope Rescue Operations

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Rope Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, or person, will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, high angle or low angle evolution, hazards, and additional resources needed (PD, EMS, additional rescue companies). This information shall be relayed to County Communications.

**2.1.1** The Incident Commander should use the critical tasks to determine if there is adequate manpower to start a rescue/recovery. Additional resources can be requested from the County relevant to the nature of the hazard.

#### **LOW ANGLE RESCUE**

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>
<b>SAFETY</b>	<b>1</b>
<b>RIGGING/HAUL SYSTEM</b>	<b>6</b>
<b>BELAY SYSTEM</b>	<b>1</b>
<b>PATIENT CARE/STOKES</b>	<b>5</b>
<b>HAZARD CONTROL</b>	<b>1</b>
<b>TOTAL</b>	<b>15</b>

## HIGH ANGLE RESCUE

CRITICAL TASKS	PERSONNEL REQUIRED
COMMAND	1
SAFETY	1
RIGGING/HAUL SYSTEM	6
BELAY SYSTEM	1
PATIENT CARE/STOKES	2
HAZARD CONTROL	1
TOTAL	12

**2.1.1** If possible, without compromising rescuer safety, triage of patients should begin. Distance patient assessment with binoculars may be necessary.

**2.1.2** An incident perimeter of hot/warm/cold should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with correct protective gear should not be allowed within the controlled area.

**2.1.3** Once the scene is determined to be safe, the scene should be assessed for best access and egress. A working line and a belay line should be set up using appropriate anchors.

**2.2** Equipment needed for patient care/packaging should be loaded into a stokes and crew and stokes lowered (or raised) at the same time, using an appropriate decent device or haul system and belay system.

**2.3** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and the extent of injuries should be relayed to the Incident Commander and County Communications as soon as possible.

**2.3.1** Patients should be packaged and the initial raising or lower system changed over to the opposite system for returning patient and crew to original staging area.

**2.4** A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.5** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.6** The Incident Commander shall be notified when all patients have been extricated. All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.6.1** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Elevator Rescue**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Elevator Rescue. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, will do a survey of the scene. An initial report will be given, including the additional resources needed (EMS, PD, Building Maintenance, Elevator Company Technician). This information shall be relayed to County Communications.

**2.1.1**The Incident Commander shall assess the scene. If a hoistway door needs to be accessed, the call should be upgraded for 2 additional ladder companies to assist with personnel and equipment.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>
<b>PATIENT ACCESS</b>	<b>1</b>

<b>PATIENT COMMUNICATIONS</b>	<b>1</b>
<b>TOOLS</b>	<b>1</b>
<b>LOCK-OUT/TAG-OUT</b>	<b>1</b>
<b>SAFETY</b>	<b>1</b>
<b>TOTAL</b>	<b>6</b>

**2.1.2 NON-EMERGENCY INCIDENTS.** An incident where a passenger(s) are only inconvenienced by the stalling of an elevator. A non-emergency elevator incident does not warrant use of forcible entry nor the removal of passengers by other than the normal elevator entranceway.

- **SIZE-UP:** Upon arrival, the crew should check to insure that the occupants are not in immediate danger and do not have a life threatening situation. Contact may be facilitated by the Lobby Phone, Elevator Intercom System or by direct method from the nearest floor. Contact County Communications for number to elevator phone for direct call back to occupant.
- Contact the elevator maintenance person, elevator company technicians or building manager for assistance.
- If non-forcing entry techniques are to no avail, rescue personnel should continue to maintain communication with and reassure the passenger(s) while awaiting arrival of a certified elevator mechanic.

**2.1.3 EMERGENCY INCIDENTS:** An emergency elevator incident is one in which a passenger or victim is sick, injured, pinned or endangered (i.e., by smoke or fire).

- If there is a medical emergency, determine the location of the elevator (i.e., what floor, in-between what floors, etc.).
- The number of patients in the elevator car and extent of injuries should be relayed to the Incident Commander and County Communications as soon as possible.
- Passengers involved in emergency incidents are removed from an elevator through one of two openings: normal entranceway and top emergency exit.
- The opening used will depend on the location of the elevator car, available exit and disposition of the passenger (i.e., inconvenienced, sick, injured, etc.)
- Hydraulic Elevators may be lowered to the bottom floor by a certified elevator technician to facilitate the safe removal of the occupants and not exposing them to a fall hazard.

**2.2 NORMAL ENTRANCEWAY.** Where possible and safe to do so, passengers should be removed through the normal entranceway. NOTE: When this cannot be done and a non-emergency exists, no attempt should be made to remove them through one of the emergency exits.

- After a certified elevator technician arrives, he can determine what course of action should be taken to effect safe removal of the passengers.
- NOTE: Rope Rescue/Fall Protection equipment and techniques shall be used at all times when working around any open hoist way door.
- If an elevator entrapment where patient is trapped between the car and wall or car and pit the incident will not be a technical issue. The County Rope Rescue Team and the City of Johnstown Technical Rope Team should be activated. A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
- The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
- The Incident Commander shall be notified when all patients have been extricated.
- All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and the Rescue Coordinator and proper action will be taken.
- The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify county dispatch of command termination and return all apparatus to ready status.



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Structural Collapse**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Structural Collapse. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, or person, will do a windshield survey of the scene. An initial report will be given, including the following: what type of building collapse, entrapment, hazards, and additional resources needed (PD, EMS, Additional Rescue, County Trench Rescue Team). This information should be relayed to County Communications.

**2.1.1** The Incident Commander should use the critical tasks to determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident, the County Trench Rescue Team should be notified and started to the scene. Additional resource of the Region 13 Task Force camera scope equipment.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>

<b>SAFETY</b>	<b>1</b>
<b>SHORING TEAM</b>	<b>4</b>
<b>SEARCH TEAM</b>	<b>2</b>
<b>RESCUE TEAM</b>	<b>2</b>
<b>BUILDING TRIAGE</b>	<b>1</b>
<b>CUTTING STATION</b>	<b>1</b>
<b>VENTILATION/MONITORING</b>	<b>1</b>
<b>HAZARD CONTROL</b>	<b>2</b>
<b>TOTAL</b>	<b>15</b>

**2.1.2** If possible, without compromising rescuer safety, triage and extrication of surface patients should begin.

**2.1.3** An incident perimeter should be established to control scene access. Anyone not involved with FD or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.2** The Incident Commander should question family and friends of the missing patients as to their last location and the color of the carpeting and wall coverings in the room. Initial stabilization should be done.

**2.3** Position Rescuers around the structure and shut off all machinery, have one person call out for the missing patient with a megaphone, when a noise is heard all rescuers should point to where they heard it. This will triangulate the possible position of the missing patient.

**2.3.1** Initial stabilization can begin from County Trench Rescue Team with 8' and 12' shores. Airshore pneumatic shores, Ellis screw jacks, Ellis clamps, matched wedges, pneumatic nailer, etc. The cutting station should be set up and the collapse box sent into the hot zone for measurements, etc.

**2.3.2** Notification of Utility Companies, County EOC should be done early into the incident by the Incident Commander.

**2.4** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the Incident Commander and County Communications as soon as possible.

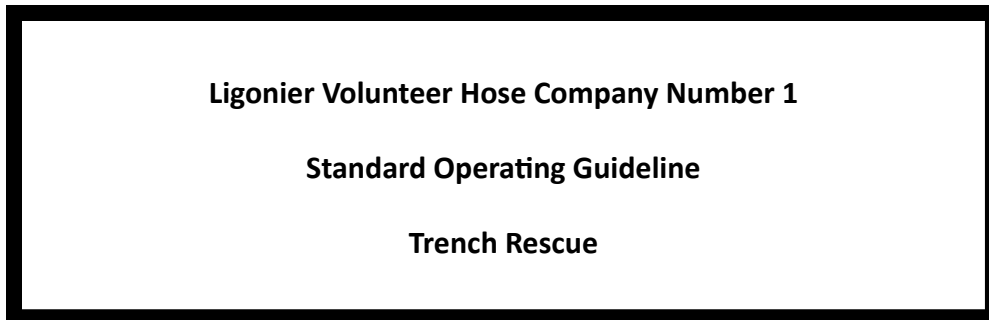
**2.5** A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.6** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.7** The Incident Commander shall be notified when all patients have been extricated.

**2.7.1** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.7.2** The Incident Commander shall dismiss all personnel after accountability has been command termination and return all apparatus to ready status.



**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Trench Rescue Operations. \_

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

## **2.0 Procedure**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish and follow the Incident Command System guidelines, and establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following: what type of incident, entrapment, hazards, and additional resources needed (County Trench Rescue Team, PD, EMS). This information shall be relayed to County Communications.

**2.1.1** The Incident Commander should use the critical tasks to determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident, the County Trench Rescue Team should be notified and started to the scene.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>
<b>SAFETY</b>	<b>1</b>
<b>SHORING</b>	<b>2</b>
<b>CUTTING STATION</b>	<b>1</b>
<b>RIGGINS</b>	<b>2</b>
<b>AIR MONITORING</b>	<b>1</b>
<b>ENTRY TEAM</b>	<b>2</b>
<b>WATER REMOVAL</b>	<b>1</b>
<b>HAZARD CONTROL</b>	<b>1</b>
<b>VENTILATION</b>	<b>1</b>
<b>TOTAL</b>	<b>13</b>

**2.1.2** An incident perimeter of 100 ft. and hot/warm/cold should be established to control scene access, barrier tape should be used. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the

controlled area. Personnel should not stand on the spoil pile and only technical rescue team members shall operate in the hot zone.

**2.1.3** The Incident Commander should question workers and bystanders as to where patient was last seen and type of work being done. All traffic should be stopped and all machinery shut off to stop vibrations in trench area, possibly causing a secondary collapse.

**2.2** Once the scene is determined to be safe, the trench edges should have ground pads and planking placed around edges to disperse the weight of the rescuers.

**2.2.1** A fan should be set up to supply fresh air into the trench and air quality monitoring should be done. (The fan should not create an additional hazard of CO atmosphere or electric shock).

**2.3** Access to patient should not be done until the trench has been properly stabilized. Stabilization can be stated with the Shore from panels, plywood, Airshore pneumatic struts, Ellis screw jacks, and 4 x 4 shoring from the Trench Rescue Team.

**2.3.1** The number of patients and extent of injuries should be relayed to the Incident Commander.

**2.4** A Safety Officer should be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.5** The IC and County Trench Rescue Team personnel should meet and decide what additional equipment is needed and actions should be taken. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.6** The Incident Commander shall be notified when all patients have been extricated.

**2.7** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.8** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Vehicle Rescue**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Passenger Vehicle Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department’s officers.

**2.0 Procedure**

**2.1** The first unit on the scene shall follow the Incident Command System Guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following: what type of crash, number of vehicles, entrapment, hazards and additional resources needed (EMS, PD, Special Units). This information shall be relayed to County Communications. Positioning of apparatus will be to protect the scene from moving traffic in lane of travel.

**2.1.1** The Incident Commander should use the critical tasks to determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident, the County Rope Rescue Team should be notified and started to the scene. Additional resource is the City of Johnstown Technical Rescue Rope Team. If vehicle is in water, the County Swift Water Rescue Team should be requested from County Communications.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
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<b>COMMAND</b>	<b>1</b>
<b>STABILIZATION</b>	<b>1</b>
<b>PATIENT ACCESS/CARE</b>	<b>1</b>
<b>HAND TOOLS</b>	<b>1</b>
<b>POWER TOOLS</b>	<b>1</b>
<b>SAFETY/FIRE PROTECTION</b>	<b>1</b>
<b>TOTAL</b>	<b>6</b>

**2.1.2** If possible, without compromising rescuer safety, triage of patients should begin.

**2.1.3** An incident perimeter of hot/warm/cold should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.1.4** Once the scene is determined to be safe, the vehicle should be stabilized to prevent further movement. The position of cribbing, or other stabilization devices, should be placed strategically to avoid interference with other rescue operations to be performed.

**2.1.5** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients in the vehicle and extent of injuries should be relayed to the Incident Commander as soon as possible. At all times, cover the patient(s) with an extrication blanket to avoid injury from glass and place hard protection between the patient and the extrication tools to avoid injury.

**2.2** A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.3** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.



**2.4** The Incident Commander shall be notified when all patients have been extricated.

**2.5** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.6** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communication of command termination and return all apparatus to ready status.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Water Rescue**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Water Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** The first unit on the scene shall follow the Incident Command System Guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following: what type of incident, number of vehicles, entrapment, hazards and additional resources needed (EMS, PD, County Swift Water Rescue Team). This information shall be relayed to County Communications.

**2.1.1** The Incident Commander should use the critical tasks to determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident, the County Swift Water Rescue Team should be notified and started to the scene.

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
<b>COMMAND</b>	<b>1</b>

<b>SAFETY</b>	<b>1</b>
<b>ROPE OR BOAT SYSTEMS</b>	<b>4</b>
<b>UPSTREAM SPOTTER</b>	<b>1</b>
<b>RESCUE TEAM</b>	<b>4</b>
<b>DEBRIS REMOVAL</b>	<b>1</b>
<b>PATIENT PACKAGING</b>	<b>2</b>
<b>HAZARD CONTROL</b>	<b>1</b>
<b>TOTAL</b>	<b>15</b>

**2.1.2** All personnel should be outfitted with Personal Flotation Devices (PFD) and helmets. NO BUNKER GEAR is to be worn within 10' of water or slope toward water.

**2.1.3** An incident perimeter of hot/warm/cold should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area. Set up a hot/warm/cold zone around the scene.

**2.2** The patient should be instructed what to do by megaphone, signage or unit PA system. A long pike pole or other long device shall be used to try and reach the patient using a water rescue throw bag. Water rescue rope should be thrown over the patient. The patient should be instructed to grab rope and wrap it around themselves, if possible. If more than one patient, prioritize life safety.

**2.2.1** The water rescue rope should be body belayed by a rescuer. DO NOT STATICALLY BELAY THE WATER RESCUERS ROPE. Static belays may cause the patient to be pulled under the water. The belayer should move down stream with patient working patient to side of water. Back up rescuers should be stationed downstream and the inside of corners with throw ropes. Deploying of rescue ring may be used by trained personnel.

**2.2.2** If an ice incident, cold weather suits shall be used to facilitate rescue safety in the rescue attempt. Personnel performing the rescue shall be trained in ice rescue. Deploying of rescue ring may be used by trained personnel.

**2.3** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the Incident Commander and County Communications as soon as possible.

**2.4** A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.5** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.6** The Incident Commander shall be notified when all patients have been extricated.

**2.7** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.8** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communication of command termination and return all apparatus to ready status.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

## **EMERGENCY MANAGEMENT**

### **Standard Operating Guidelines**

**Ligonier Volunteer Hose Company Number 1**  
**Standard Operating Guideline**  
**Emergency Management Center Activation**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to identify the three levels of Emergency Management Center (EMC) activation to be used in the situations outlined below.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** It is the responsibility of the OIC to anticipate the need for EMC activation in preparation for large-scale events or the potential for large-scale or significant events. The OIC may choose from three levels of activation depending on the potential or size of the incident.

**2.1.1 Initial Activation.** Notify the Emergency Management Coordinator to assess the situation and activate the EMC if necessary.

Examples:     Severe thunderstorm warnings  
                  Tornado watch  
                  Heavy snow forecast (greater than 6 inches in a 12-hour period)

Wide-spread utility outages

Serious Haz-Mat incidents

School Emergencies (other than fire alarms or small incidents that do not involve evacuation)

Significant target hazard emergencies

Any unusual event that may affect a significant portion of the community

Significant police events affecting facilities or neighborhoods

Tornado warnings

**Initiation:** The OIC shall request an all call for Station 43 for a partial activation of the EMC and also notify the municipal manager.

Examples: Severe storms affecting multiple locations

Significant flooding (involves more than several residences or multiple areas)

Any events in progress affecting a significant portion of the community

**2.1.4 Full Activation.** Fully staffs the EMC and recalls all members of the Municipal Emergency Management Team.

**Initiation:** Westmoreland County should be notified to activate EMC for a full activation.

Examples: Tornado touchdown

Terrorist event

Extended Haz-Mat incidents

Mass casualty events

Significant wide-spread utility outages

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Area Evacuations

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for area evacuations if situations dictate.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1** In a variety of possible situations, it may be necessary to evacuate an area of the Community. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will be necessary factors in the determination of evacuation limits.
- The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.
- Fire companies and units may be utilized for evacuation operations.



### **2.1.1 Responsibility.**

- The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation.
- The Fire Department Incident commander will be responsible for assessment of the degree of danger and the need for operating within the evacuation zone.

### 2.1.2 Evacuation Centers

- In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- The YMCA is designated as the evacuation center.
- The ultimate decision to open and man these shelters will rest with the OIC or, in his absence, EMC.

**2.1.3 Organization of Evacuation.** Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available (Fire, Police, other agencies) and the type situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

- Establish a command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command Posts together, liaison will have to be established.
- Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.,) and report completion. Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- Advise personnel if evacuees are to be directed to particular Evacuation Centers.
- Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.

**2.1.4 Additional Situations.** In a variety of possible situations, it may be necessary to evacuate an area of the Community. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.
- The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.

- Fire companies and units will not normally be utilized for evacuation operations.

#### **2.1.5 Responsibility**

- The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation.
- The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for operating within the evacuation zone.

#### **2.1.6 Evacuation Centers**

- In most situations, it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- The YMCA is designated as the evacuation center.
- The ultimate decision to open and man these shelters will rest with the EMC.

**2.1.7 Organization of Evacuation.** Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available (Fire, Police, other agencies) and the type situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

- Establish a Command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command posts together, liaison will have to be established.
- Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion.
- Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- Advise personnel if evacuees are to be directed to particular Evacuation Centers.
- Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.

**2.1.8 Additional Situations.** In addition to conventional evacuations, some situations may indicate different approaches.

- Atmospheric Hazard: Some hazardous materials situations may pose a problem to persons exposed to outside air only. This may be caused by a wind-carried irritant vapor or gas. In this case, the best alternative may be to advise people to stay indoors with windows closed and air conditioners shut down.

- **Advisory Notification:** In some situations, it may be necessary to notify citizens of potential risk and suggest that they relocate for their own convenience. As an example, this situation could occur when street flooding is expected, but no immediate threat to physical safety is indicated.

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Storm Operations Mode

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to manage non-emergency call taking, dispatching, field unit radio communication, and equipment and personnel resource deployment during multi-incident responses.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**Preliminary.** In an effort to effectively and efficiently manage multi-incident responses and to assist Westmoreland County 911 during high call demand time, LVHC #1 will take over call taking and dispatching or all non-emergency dispatches. Emergency dispatch call taking will be handled by Westmoreland County 911. Emergency call information will be transferred via radio for dispatching by LVHC #1.

**Demobilization.** The response manager will evaluate the number of events and when it is deemed the number of reports has been reduced to a "normal" load, normal call taking and dispatching will be restored.

Return call forwarding of all appropriate lines. These are posted in the emergency management annex.

Shut down all remote communications.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

## **TRAINING**

### **Standard Operating Guidelines**

## Ligonier Volunteer Hose Company Number 1

### Standard Operating Guideline

#### Live Fire Training Procedure

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish standard guidelines for conducting structural training fires while complying with NFPA Standard 1403. All other LVHC #1 procedures will also apply to training fires where applicable.

The objective of a training fire is to provide realistic fire ground training under actual fire conditions for firefighters while providing high levels of safety and minimizing risk.

Training fires will be designed to minimize the risk and to control the fire conditions so that firefighters are not unnecessarily exposed to hazards or injuries.

Training fires present the same hazards as those encountered at actual field incidents. The Incident Command System employed at actual fire incidents will be Standard Operating Procedure at **all** structural training fires.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**



It shall be the policy of the LVHC #1 that all live fire training will be conducted in accordance with the latest version of the Pennsylvania State Fire Academy (PSFA) document **“SBS Policy 2006-02 2008 Revision”**. The document is available for review at any time and can be found on the municipal fire department server at S:\FORMS\Training.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Supervision of Less Experienced Personnel**

**1.0 General**

**1.1 Purpose.** The purpose of this procedure is to describe the requirements necessary for supervising less experienced personnel at working incidents.

The integral part of safe operations at an incident site is that the fire company functions as a team, supervised by the company officer. The company officer is responsible for the supervision and welfare of all personnel in his/her company and other fire fighters assigned to his/her supervision.

It is important to recognize that fire fighters gain “experience” at different rates. Experience levels depend upon time on the job, number, type and intensity of past incidents, and the quality of supervision and training that the fire fighter has gained. It is also important to recognize that inexperienced personnel caught in a hot, smoke-filled environment with zero visibility, or other hazardous or unfamiliar environment, can easily take inappropriate action resulting in injury or death to themselves or others. With the arrival of a new or less experienced fire fighter to the company, the company officer – and all crew members assume responsibility for the new fire fighter. -

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department’s officers.

Direct supervision will be required at the moment the firefighter enters an area that exposes the firefighter to potential injury or death. Examples include:

- Entering a building involved with smoke or fire.
- Approaching a potential collapse area.
- Potential explosion of flash fire.
- Approaching a hazardous materials incident.
- Entering an area where hazard line tape is present.
- Any other area that could cause injury or death to the fire fighter.

The fact that a fire fighter has been a member of the department for greater than two years does not relieve the supervisor of his/her responsibilities. **All** personnel at an incident will be supervised by and accountable to a company officer or command officer.

The experienced fire fighter may be permitted, under appropriate and safe circumstances, to function at an incident without direct supervision of a company officer.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

**SAFETY**

**Standard Operating Guidelines**

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**PPE Traffic Safety Vest**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while operating in any roadway at all times.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1** All members shall don a Class 2 High Visibility Vest anytime they are in any roadway or right of way.

**2.2** Traffic safety vests shall be issued to all members of the department as part of their PPE.

**3.0 Exempt Personnel**

**3.1** Members shall be exempt from this guideline when they may be exposed to hazardous conditions where the use of such apparel may increase the risk of injury to personnel.

**3.2** Exempt conditions include but are not limited to the following:

- Attack firefighters at a car fire.

- Rescuers in the HOT or Warm Zones of an active hazmat incident
- Fire Fighters involved in structural fire fighting activities along a roadway.

**3.3** When personnel are operating in hazard areas near a roadway, attempts should be made by the incident commander to shut down the roadway or provide adequate safety blocking.

**3.4** As soon as the exempt members are finished working in a hazard area, they shall don a traffic safety vest.

#### **4.0 Station Backing**

**4.1** All members assisting with a backing operation at the station will wear a traffic safety vest or approved traffic safety coat. This includes all spotters and personnel controlling traffic.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Incident Safety Officer**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to define the use and role of an Incident Safety Officer (ISO).

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**The Principle of Safety**

Safety is the first concern of the fire company. From the moment a member begins to respond to a call until his safe return home, safety should be the first thing on his mind.

**Duties of the Safety Officer**

The Safety Officer is authorized to proceed directly to the scene of the incident. Upon his arrival at the scene, he will report to the OIC to receive instructions regarding his placement for maintaining personnel accountability during the incident. He shall post himself in a conspicuous location and accept accountability tags from individual firefighters prior to their entry into the structure or other hazardous zone. He shall be watchful of changing incident conditions and report such changes to the OIC. He shall be authorized to suspend operations in his immediate area should he see unsafe conditions and/or unsafe behavior on the part of firefighters. Should this situation occur, he shall immediately notify the OIC. He shall return accountability tags to firefighters exiting the structure or hazardous zone.

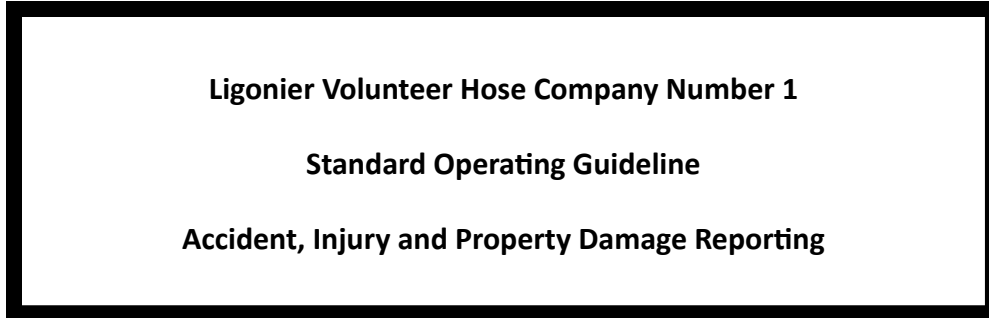


Special D-ring equipped clip boards (lime green in color) are used for accountability. One each is provided to the Chief, 1<sup>st</sup> Assistant Chief and Safety Officer. One each is also on board: Tower/Ladder 43, Engine 43 and Rescue 43.

Current rosters are maintained by the Safety Officer and 1<sup>st</sup> Lieutenant for the fire company's firefighters. The roster lists the firefighter's name, member number and status regarding use of SCBA:

- YES = Approved as an interior firefighter
- YES + S = Approved when accompanied by a senior member of the department
- (Blank) = Not currently approved as an interior firefighter

A copy of the current roster is maintained in each accountability clipboard.



**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for various types of accident reporting.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure:** In the event of an accident involving personal injury, municipal property or a personal vehicle related to a fire department activity, the appropriate form shall be completed.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Exposure Control Plan Exposure Reporting**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for Reporting and Exposure for LVHC #1 personnel.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**2.1 Exposure Definition** – Contact with eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood, other potentially infectious materials that result from the performance of an employee's duties or exposure to chemicals or carcinogenic products by inhalation, injection, absorption or injection.

**2.2 Reporting a Possible Bloodborne or Airborne Pathogen Exposure** – The MLFD Exposure Reporting Form will be filled out by the firefighter after the exposure along with the workman's compensation medical paperwork.

2.2.1 Immediately after an exposure, wash the skin injuries thoroughly with soap and water or use antimicrobial solution. Flush mucous membranes with running water for 10 minutes or use an Alcohol or cleaning agents if no water available.

2.2.2 Immediately inform the Paramedic Supervisor and the M.D. treating the patient of the exposure.

Exposure Form Page 1

Exposure Form Page 2

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Exposure Control Plan

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for Exposure Control for LVHC #1 personnel.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1 Exposure Control Plan** – The LVHC #1 has a comprehensive exposure control plan. All personnel should be familiar with the plan. The plan outlines the OSHA education guidelines. See Exposure Control Plan Section 3.

**2.2** LVHC #1 recognizes that many of its personnel are involved in job responsibilities that may place them at risk for direct contact with blood and other potentially infectious materials (OPIM). It is the goals of the MLFD Exposure Control Plan to reduce exposure to our personnel thus reduce the incidence of occupational health risk. See Exposure Control Plan Section 2.

**2.3 Documentation** – The LVHC #1 shall keep exposure documentation on all personnel for 30 years per OSHA 29CFR 1910.1030 and the OSHA medical record standard 29CFR 1910.1020.

**2.4 Hepatitis B Vaccination Program** – All members of the LVHC #1 must be offered the Hepatitis vaccination within 10 days of starting with the department. Personnel who decline to participate will be asked to sign a declination form.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Removing Apparatus from Service**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for removing apparatus from response capability.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

1. The member reporting the vehicle or apparatus deficiency shall immediately notify the Chief and/or Engineer providing a complete description of the issue as well as the steps that were taken to resolve it.
2. Attempt to resolve the issue utilizing the resources at his disposal, and temporarily place the vehicle out of service if unable to do so.
3. Any time an apparatus (excluding utility vehicles) is placed out of service, the FD Shift Commander will notify the Westmoreland County 9-1-1 center by phone to that effect.
4. All personnel will be advised when apparatus has been taken out of service and replaced back in service.



**Ligonier Volunteer Hose Company Number 1**  
**Standard Operating Guideline**  
**Personal Protective Clothing Care, Storage and Maintenance**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for the care, storage and maintenance of personal protective equipment (PPE).

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Storage**

2.1 All personal protective equipment shall be stored in a neat, orderly and ready fashion so as to allow for its immediate use in an emergency.

2.2 Members shall store one set of PPE in the station in their assigned rack.

**3.0 PPE Inspection**

3.1 PPE shall be inspected after each use in a fire situation, or at a minimum as specified in Section 3.2 .

3.2 Semi-annual visual inspections shall occur prior to the semi-annual washings.

3.3 A thorough annual inspection shall be conducted by each member in December of each year. This inspection shall include all PPE components. The PPE shall be disassembled and thoroughly inspected.

3.4 Any deficiencies shall be recorded and reported to the 1<sup>st</sup> Lieutenant.

3.5 Annual inspections shall be documented.

#### **4.0 Cleaning**

4.1 All PPE shall be properly cleaned and dried after each use in fire conditions. Cleaning may include decontamination, machine washing and/or rinsing at the scene.

4.2 **Routine cleaning** may be performed using a brush and hose to remove contaminants at the scene.

4.3 **Advanced cleaning.** All PPE shall be washed, at a minimum, semi-annually using the department washer and dryer.

4.4 Follow all posted instructions and approved cleaning agent list for advanced cleaning as provided by the manufacturer.

4.5 Chlorine bleach shall never be used on PPE.

4.6 All cleanings shall be recorded in the maintenance log.

#### **5.0 Repairs**

5.1 PPE needing repair shall be inspected.

5.2 If there is any question that a deficiency could cause injury to the firefighter, the item shall be immediately removed from service and repaired. Suitable replacement PPE will be issued by the 1<sup>st</sup> Lieutenant.

5.3 The 1<sup>st</sup> Lieutenant is responsible for all decisions regarding PPE repairs or taking gear in or out of service.

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Fueling Department Vehicles and Equipment**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to refuel fire department vehicles and acquire fuel for small engines.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure**

**\* 2.1 Fuel for Apparatus and Vehicles**

\* Gasoline and/or diesel fuel shall be obtained at Ligonier Borough Department of Public Works, 300 Bunger Street, Ligonier, PA 15658, whenever feasible.

\* Should travel, distance from the Municipality, and/or failure of the fueling facilities preclude the use of facility at Ligonier DPW. Personnel will purchase fuel as necessary and retain all receipts to be forwarded to the Ligonier Borough Secretary for reimbursement. Standard grade (87 octane) fuel should be used in gasoline powered vehicles whenever available. Ultra-low sulphur diesel fuel is required for all diesel engines.

**\*2.2 Frequency**

\* All department vehicles shall be filled to capacity when the vehicle is returned to the station at the completion of the user's shift or following an incident or detail, should either of the following conditions be applicable.

- For vehicles equipped with a single fuel tank, when the gauge indicates  $\leq \frac{3}{4}$  of a tank.
- For vehicles equipped with dual tanks, when either tank indicates  $\leq \frac{1}{2}$  of a tank. In addition, when the tank is filled, the operator shall switch to the opposite tank to help prevent fuel from becoming stale.

### **\*2.3 Fuel for Small Engines**

\* Gasoline for use in small engines is to be stored in the fuel cans located on various apparatus.

\* Fuel cans should be refilled when they are  $\leq \frac{1}{2}$  of the container capacity. Fuel should be rotated from containers in reserve apparatus to containers on front-line apparatus to help prevent fuel from becoming stale.

## Ligonier Volunteer Hose Company Number 1

### Standard Operating Guideline

### Apparatus Maintenance Program

#### **1.0 General**

**1.1 Purpose.** The primary purpose of this guideline is to provide requirements for inspection, maintenance, and testing that will ensure that fire apparatus are serviced and maintained to keep them in safe operating condition and ready for response at all times.

**1.2 Scope.** This standard operating guideline defines the minimum requirements for inspection, maintenance, and testing of fire apparatus.

**1.3 Application.** This guideline shall apply to all fire apparatus, and all permanently installed components on fire apparatus. This guideline shall not apply to portable equipment carried on fire apparatus.

**1.4 Authority.** The authority/responsibility for the inspection, maintenance, testing, and repair of fire apparatus and permanently installed components on fire apparatus shall be the Engineer. The Engineer may rely upon the municipal mechanic or a qualified third-party vendor to complete the inspection, maintenance, testing, and repair of fire apparatus and permanently installed components on fire apparatus.

#### **2.0 Inspections & Maintenance**

**2.1 Annual Inspection.** All fire apparatus shall be inspected annually per state law for motor vehicle inspection.

**2.2 Scheduled Maintenance.** Routine maintenance of all fire apparatus shall be performed per manufacturer's recommendations, either in the fire station via mobile service trucks or at a facility identified be either the resource management platoon or municipal mechanic as qualified to perform such maintenance. Routine maintenance of all permanently installed components on fire apparatus shall be performed per manufacturer's recommendations by qualified personnel.

### **3.0 Performance Testing**

**3.1 Pump Testing.** Performance testing of fire pumps shall be conducted annually by qualified personnel.

**3.2 Aerial Testing.** Performance testing of aerial devices shall be conducted annually by qualified personnel.

**4.0 Documentation.** Records shall be maintained on the results of all apparatus inspections, maintenance requests, preventive maintenance, repairs, and testing. Separate files shall be established and maintained for each individual fire apparatus.

**5.0 Removing Apparatus from Service.** At any time, if a member believes that a mechanical or operational problem exists with a vehicle or fire apparatus that compromises its proper or safe operation, the apparatus shall be removed from service in accordance with Standard Operating Guideline 603, Removing Apparatus from Service.

**6.0 Repairs.** Repairs shall be made in accordance with the manufacturer's recommendations. Parts or components used to maintain or repair the fire apparatus shall meet or exceed the original manufacturer's specifications.

# **LIGONIER VOLUNTEER HOSE COMPANY NUMBER 1**

**(LVHC #1)**

## **COMMUNITY SERVICE**

### **Standard Operating Guidelines**



**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Fire Station Tours**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to provide a means of public education and to promote positive public relations, to provide the general public with insight into the responsibilities and working routine of Fire Fighters and fire safety education and to give Ligonier citizens a historical perspective of their Fire Department as well as foster fire safety education, prevention and consciousness.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Procedure.** Non-scheduled fire station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to the approval of the Officer-in-Charge. If at all possible, every reasonable effort should be made to honor such citizen requests.

**2.1** While conducting fire station tours, members shall be guided by the following:

- \* Members shall always behave in a courteous, helpful and professional manner.
- \* Members shall remain with those persons on the tour and shall avoid taking them into possible areas of danger.
- \* Instructions should be given to those on the tour concerning what to do in case the fire company must leave on an emergency call.

\* Fire Station tours should cover the major points of interest, such as the following:

1. The fire apparatus
2. The firefighting equipment
3. Protective clothing
4. The Fire Fighters daily routine and duties
5. Education utilizing the "Fire Safety Zone"
6. Fire prevention safety materials for appropriate age groups will be given out after tour (stickers, coloring books, brochures, etc.)

**Ligonier Volunteer Hose Company Number 1**

**Standard Operating Guideline**

**Fire Extinguisher Education**

**1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for providing the public with education concerning basic fire chemistry and behavior as well as providing information on the types, limitations and proper usage of portable fire extinguishers.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

**2.0 Policy**

**2.1** The Fire Department shall actively pursue a program of public education in the area of fire extinguisher usage.

**2.2** The Fire Department shall provide extinguisher education to the industrial fire brigades, private company employees, school groups, medical personnel, city employees and other interested groups and organizations upon request.

**2.3** Students enrolled in schools under the age of eighteen (18) years will not be allowed to take part in live fire extinguishing activities unless permission is given by a parent or guardian and the Fire chief.

**2.4** The scheduling of fire extinguisher education sessions shall be handled by the Fire Prevention Division. In the absence of available fire prevention division personnel, shift suppression personnel will be asked to accommodate when possible.

**2.5 Responsibility**

**2.6** Members conducting fire extinguisher education are responsible for insuring that such demonstrations are conducted in a safe and efficient manner.

**2.7** Members conducting fire extinguisher education are responsible for informing the Fire Education Administrator and/or fire Prevention Division of those programs conducted.

## **2.8 Procedure**

**2.9** The following is the recommended outline to be used when conducting a Fire extinguisher education:

- A. Introduction of personnel and purpose of educational session.
- B. Type of extinguishers:
  - 1. The requestor will be asked what types of extinguisher(s) are to be utilized, so that personnel can prepare for the educational session and be specific to the requestors work environment or home environment.
- C. Classification of Fires
  - 1. Ordinary combustibile material "A"
    - a. Wood, paper, cloth, rubber, plastics
  - 2. Flammable liquids "B"
    - a. Gasoline, oil, grease, paint thinner, etc.
  - 3. Electrical "C"
    - a. Energized electrical equipment
  - 4. Combustible metals "D"
    - a. Magnesium, titanium, sodium potassium
- D. Selection and placement of extinguishers
  - 1. Selected on survey by Bureau of Fire Prevention
    - a. Hazard involved – type of fire potential
    - b. Amount of material
    - c. Type of building

2. Placement
  - a. Distance apart
  - b. Convenient location
  - c. Easily seen
  - d. Special extinguisher next to special hazard
- E. Maintenance and Care
  1. Temperature of room or installation
    - a. 40 degrees F to 120 degrees F
  2. Total weight
    - a. Light enough to pick up
  3. Corrosive atmosphere
    - a. Protect
  4. Require a yearly inspection
  5. Required to have a hydrostatic (pressure) inspection every Five (5) to ten (10) years
- F. Proper application of extinguisher
  1. Class "A" fires
    - a. First fire; pressurized water (remove heat)
    - b. Second fire; dry chemical (remove air, some cooling, cover fuel)
    - c. Third fire; CO2 remove air; some cooling
  2. Class "B" Fires
    - a. First fire; dry chemical (remove air, covering fuel)
    - b. Second fire; CO2(remove air; cooling)
    - c. Third fire; booster line, then dry chemical (air, cooling of fuel)

G. Miscellaneous information

1. Dictionary definition – “A portable or wheeled apparatus for putting Out small fires by ejecting fire extinguishing chemicals.”
2. 95% of fires (except for large liquid or gas accidents and spills and Explosions could be extinguished with an extinguisher at one time.
3. Proper term for extinguishers – “First Aid Fire Appliance”...Comparison- With a small cut, you use a band-aid; with a large cut, you see a doctor. The same applies here – “A small fire you use an extinguisher – a large fire, the Fire Department.
4. The Fire Department uses water because it is much cheaper than chemical agents.
5. Some hazardous operations have large bottles or cylinders of dry Chemical or CO2 with which they can fill the entire room at once.
6. Nearly all businesses and all manufacturing plants have one or more Extinguishers, some large plants have several hundred.
7. Fire Department recommends extinguishers for every home.

H. Material needed:

1. Educational hand-out
2. PASS training
3. Fire Extinguisher brochure

# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Complaints and Fire Code Violations

#### **1.0 General**

**1.1 Purpose.** Citizen complaints of potential fire code violations, referrals of suspected fire code violations by other agencies or departments, and referrals of fire code violations observed by fire department personnel during emergency responses and other activities, need investigated in a timely manner outside of the routine inspection schedule.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

**2.1 Timeframe.** Complaints and referrals of fire code violations shall be investigated as soon as possible after receipt. Reported violations that are considered significant fire and/or life risks shall be investigated no later than 24 hours following receipt:

**2.2 Procedure.** Fire department personnel noting or receiving a fire code violation complaint or referral shall record the following:

- Date
- Time
- Property address

- Name of complainant or referring party (Note: Complainants may be kept anonymous)
- Address of complainant or referring party (if not anonymous)
- Telephone number of complainant or referring party (if not anonymous)
- All pertinent information about the reported violation

**2.3** All complaints and referrals of fire code violations shall be forwarded to the Fire Chief. Complaints and referrals that do not require immediate attention can be routed through normal inter-office correspondence. For complaints or referrals that appear to be serious in nature and/or require immediate action, contact Fire Chief immediately.

**2.4** The Fire Chief or appropriate Officer will handle apartment building complaints and referrals that do not require immediate attention.

**2.5** If access for an inspection is needed, contact the property owner or representative to advise them of the complaint and need to investigate. Permission to enter the premises and conduct the inspection shall be obtained from the property owner or representative. If entry or permission to conduct an inspection is refused, consult the Magistrate.

**2.6** Inspections may be limited to the specific area(s) of the reported violation(s), as identified in the complaint or referral. If multiple violations throughout a building are reported, a full inspection may be warranted.

**2.7** Log any inspection. The type of activity shall be "Inspection – Special". Enter any violations noted, and corrective actions required. Mail the violation notice via regular mail. Contact the building owner or representative regarding any violations that require immediate attention.



# Ligonier Volunteer Hose Company Number 1

## Standard Operating Guideline

### Fire Cause Investigation

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for the investigation of fires to determine their origin and cause.

**1.2 Scope.** This standard operating guideline shall apply to all members of the LVHC #1.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers.

#### **2.0 Procedure**

##### **2.1 Investigation.**

**2.1.1** Investigate all fires to determine their origin and cause.

**2.1.2** Delay non-essential overhaul, salvage, and other incident operations that may damage evidence at the fire scene until clearance is given by the fire investigator.

**2.1.3** Maintain custody of the fire scene until the initial fire scene investigation is complete.

**2.1.4** Use the most current edition of the National Fire Protection Association (NFPA) 921 – Guide for Fire and Explosion Investigations as a reference during investigations.

**2.1.5** Document the fire investigation in the incident report.

**2.1.6** For fires of undetermined origin and cause following investigation, minimally, the scene and potential ignition sources shall be thoroughly documented in the incident report.

## **2.2 Outside Agency Assistance**

**2.2.1** The Pennsylvania State Police Fire Marshall shall be requested to assist with the fire investigation in the following situations.

- Fires involving fatalities or critical life-threatening injuries
- Fires with an estimated loss in excess of \$500,000
- Significant explosions or significant fires resulting from explosions
- Suspected incendiary structure fires

**2.2.2** Ligonier Borough Police Department shall be notified in the following situations:

- Fires involving fatalities
- Suspected incendiary fires