

**PERRY HI-WAY HOSE CO.
OPERATING GUIDELINES**

TABLE OF CONTENTS

1 – ADMINISTRATION

1.1 Organization

1-1:1 Chain of Command

1.2 Personnel

1-2:1 Active Membership

1-2:2 Fundraisers

1-2:3 Crew Nights

1-2:4 Disciplinary Action

1-2:5 Length of Hair and Facial Hair

1-2:6 Worker's Compensation

1-2:7 Leave of Absence

Medical Leave of Absence

Extended Leave of Absence

1-2:8 Junior Firefighters

1-2:9 Officer's Conduct

1-2:10 Injury Report Forms

1.3 Facilities

1-3:1 General House Rules

2 – OPERATIONS

2.1 Training

2-1:1 Training Requirements

2-1:2 Fire Schools

2.2 Communications

2-2:1 EMT Radios

2-2:2 Mayday Radio Transmission

2.3 Fire Operations

2-3:1 Brush/Grass Fires

2-3:2 Vehicle Fires

2-3:3 Mobile Home Fires

2-3:4 High Rise Fires

2.4 EMS

2-4:1 DNR

2.5 Fire Police

2-5:1 Fire Police

2.6 Special Operations

- 2-6:1 Motor Vehicle Accidents
 - Personnel Protective Equipment for Motor Vehicle Accidents
- 2-6:2 Mutual Aid Responses
- 2-6:3 Responses Involving Bomb / Incendiary Device Threats
- 2-6:4 Responses Involving Domestic Violence

2-7 Equipment

- 2-7:1 Operation Requirements for Squad 76 & 79
- 2-7:2 Operation Requirements for Brush Truck 78
- 2-7:3 Operation Requirements for Engines 71, 72, & 73
- 2-7:4 Operation Requirements for Rescue 74
- 2-7:5 Operation Requirements for Tanker 77
- 2-7:6 Operation Requirements for Ladder 70
- 2-7:7 SCBA
- 2-7:8 Training Requirements for Riding the Apparatus

2.8 General

- 2-8:1 Incident Command System
- 2-8:2 Procedure for Answering Calls
- 2-8:3 Fire Department Equipment, Clothing and Uniform
- 2-8:4 Blue Lights
- 2-8:5 Vehicle Safety and Operation
- 2-8:6 Stand-by Response / Non-Emergency Response
- 2-8:7 Emergency Response
- 2-8:8 Securing Personal Property of Victims
- 2-8:9 Lock Out / Tag Out
- 2-8:10 Emergency Evacuation Signal
- 2-8:11 Dress Code for Emergency Calls

PERRY HI-WAY HOSE CO. OPERATING GUIDELINES

These Operating Guidelines (O.G.s) are for the use of all personnel, and are intended to cover in a general way the duties and operations of the Perry Hi-Way Hose Company Inc. These guidelines have been approved by the Chief and reviewed by the Deputy Chiefs in an effort to develop the most effective and efficient department operations.

Fireground commanders shall exercise their best judgment consistent with the mission and values in extraordinary situations not covered by the O.G.s.

These guidelines apply to all members of the department, and all operations within Summit Township. These guidelines are designed to be the basis of control at all incidents and situations to which the department responds. Tactics and strategies used during an incident or situation are dependent on consistent application of these guidelines. Therefore, these guidelines shall be utilized unless there is a specific and justifiable reason to deviate the established practices detailed herein.

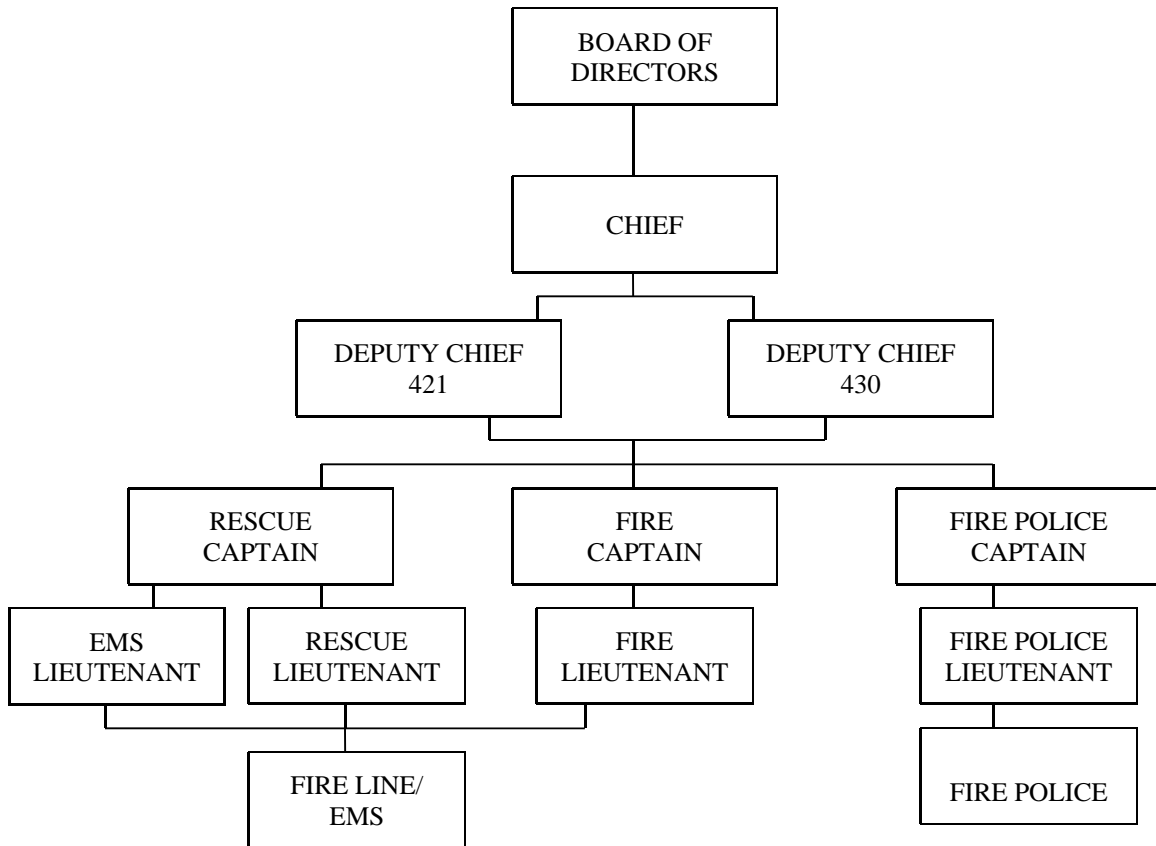
Members may in good faith override a guideline to expedite or expand services. This may be done if it does not compromise safety, property, the environment or produce an action contrary to the principles of the department's mission statement. Members are expected to use good judgment and be ready to justify and document his/her initiative. Members are encouraged to remember that our collective goal is to provide better and more efficient services to the people of Summit Township.

Guidelines may be overridden by a direct order from the Chief, Incident Commander or the person in charge of a group or division or task. When a guideline is overridden the permission of the officer in charge shall be obtained. If this is not possible he/she shall be notified as soon as possible. Documentation of the override shall be provided to the officer in charge, the Incident Commander of the Chief.

Guidelines should be overridden if the standard action compromises safety, does damage or does not conserve property and the environment. Within the scope of the organizations missions and values, the Incident Commander can adjust guidelines to meet the needs of specialized or unusual situations.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

**GUIDELINE # 1-1:1
SUBJECT: CHAIN OF COMMAND**



**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:1

SUBJECT: ACTIVE MEMBERSHIP

All Fire/EMS personnel will be expected to maintain a minimum call volume of 10% of all calls per month. (example – 60 calls = 6 calls minimum)

All Fire Police personnel will be expected to maintain a minimum call volume of 10% of the fire police related calls per month. (example – 60 calls = 6 calls minimum)

Any member who does not maintain the required monthly percentage of calls, will be notified in the form of a written warning, a copy of this will be placed in the member's personnel file.

Should any member fail to maintain the required call volume the month following a written warning, a three-month probationary period will be given. During this period, the member's call volume will be monitored, should the minimum percentage not be maintained during any of these three months, dismissal from the Hose Co. will result and the member must re-apply if they choose. If during this probationary period, the minimum call volume is maintained, the case will be closed and the outcome will be recorded in the member's personnel file.

This will apply to all members who are required to answer emergency calls.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:2

SUBJECT: FUNDRAISERS

Each member is expected to work a minimum of 50% of all fundraisers in one fashion or another in order to maintain active status in the Hose Co.

Excused absences may be granted providing the member, or a member of his/her immediate family notifies a Chief Officer prior to the time the function begins. The excused absence, if granted, shall be valid for one function. Excused absences will only be granted for the following reasons: sick, work at regular job, or death in the immediate family. Special exceptions will be the discretion of the Chief, or Deputy Chief on a case-by-case basis.

Missed fundraisers, for which an excused absence has been granted, may be made up by working in the kitchen during bingo or other Auxiliary functions when help is needed.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:3

SUBJECT: CREW NIGHTS

All members, who are qualified to answer emergency calls, will be required to be on call one night per week. Any member, who is working a steady third shift job, will be expected to sign up for a crew day, which will consist of six straight hours.

Crew night/days will be assigned at each general meeting for the following month.

Crew nights will run between the hours of 11 p.m. and 5 a.m. however may be altered to 10 p.m. to 4 a.m. in order to accommodate some work schedules. During these hours the on-call crew will be responsible for answering any alarms. Although the on-call crew will be mainly for the purpose of answering EMS calls, they will also be expected to answer fire and m.v.a calls along with all other personnel.

Crew members have the option of sleeping in the firehouse in order to answer alarms in a timely fashion. Anyone who sleeps at the station will be responsible for cleaning the sleeping quarters after use. This includes washing and putting away any linen used. As directed by the Ladies Auxiliary, the couches in the lounge will not to be used for sleeping on.

Penalty for missing your assigned crew night/day will result in a written warning. Should this happen a second time within a six-month period, disciplinary action shall result.

On occasion it may be necessary to find a replacement for your assigned night/day. It will be the responsibility of the on-call member to find a suitable replacement. When doing so, it may be important to keep training in mind to insure that the ambulance is staffed with an adequate crew. When a substitute is found, the on call member must notify the Chief or Deputy Chief, who will keep a log and record this change.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:4

SUBJECT: DISCIPLINARY ACTION

The Chief and Deputy Chief(s) reserve the right to issue disciplinary action when deemed necessary. This action may be taken in the form of a verbal or written warning or by suspension.

Any type of disciplinary action must be agreed upon by at least two of the three chiefs and shall be recorded in the member's personnel file.

If a suspension is given, *all* Perry Hi-Way issued equipment will be turned over to the Quarter Master within 24 hours of the time of suspension. If for any reason, all equipment is not turned in within this time, an additional 15-day suspension will be added. It will be the member's responsibility to arrange this exchange with the Quarter Master or Chief (in the absence of the Quarter Master). The Quarter Master to sign for all equipment received and notify the Chief of such.

NOTE – Suspension will not begin until *all* equipment is turned in.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:5

SUBJECT: LENGTH OF HAIR AND FACIAL HAIR

This regulation shall establish the acceptable standards regarding length of hair and facial hair of all active firefighters.

Hair shall be neat and well groomed. The overall length or amount of hair shall not in any way interfere with the proper wearing of any protective clothing or equipment. Any hair longer than collar length must be tied up so hair is not exposed or movement prohibited.

Facial hair, with the exception of mustaches, is strictly prohibited for all fire/EMS personnel. This includes, but is not limited to beards, goatees, "mutton chop", side burns, etc. Mustaches must be kept neatly groomed and may not extend past the bottom of the lower lip while the mouth is closed.

Any active firefighter electing to retain facial hair that is in violation of the regulation shall not drive or operate any fire fighting apparatus unless specifically directed to do so by an officer of this department. Nor shall said firefighter at any time wear or attempt to wear self-contained breathing apparatus.

The Chief of this department or his designated representative(s) shall have final authority in the interpretation and enforcement of this regulation. Any firefighter found to be in violation of the provisions contained herein should be subject to such disciplinary action, as the Chief deems necessary and appropriate.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:6

SUBJECT: WORKER'S COMPENSATION

Any member of this department temporarily off of work and collecting Worker's Compensation, either from Summit Township or any other employer, will be immediately assigned to an inactive status. While so assigned, said member shall not respond to emergency calls, operate any department equipment or apparatus; participate in training or work details, or any other department function. Furthermore, the said member will not be permitted to be on P.H.H.C. property unless attending a non-member function held in the social hall. It should be noted that during this time, they are acting in the capacity of a normal citizen and *not* a P.H.H.C. member.

While assigned to inactive status, all P.H.H.C. issued equipment is to be turned in to the Quarter Master and any emergency lighting shall be removed from the personal vehicle.

It shall be the duty and responsibility of any member collecting Worker's Compensation to inform the Chief and Training Officer. Failure to comply with the provisions of this regulation will result in the disciplinary action as may be deemed necessary and appropriate by the Chief or his representative.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:7

**SUBJECT: LEAVE OF ABSENCE
MEDICAL LEAVE OF ABSENCE
EXTENDED LEAVE OF ABSENCE**

Any member who for any reason chooses to take a leave of absence must submit a written request to the Chief of the Department. Upon approval of the General Membership, said member will be required to turn in all PHHC issued equipment. During this time any membership privileges will be surrendered.

It should be noted that during this time any unfulfilled membership requirements such as minimum call volume, drills and functions will not jeopardize one's membership status, however these obligations may be counted against the member when determining eligibility for elected positions.

Any member who has an injury which prevents him/her from performing their duty may be placed on a medical leave of absence.

Unlike a standard leave of absence, members who are assigned to medical leave may participate in functions and Board of Director's duties (so long as the injury does not prevent this).

Prior to returning to full active duty; a release, signed by the treating physician, must be provided.

Members who are on a leave of absence greater than six months in duration, but less than five years, will be placed on an "Extended" Leave of Absence. During this time, said member will be removed from the Department roster and Relief Association benefits.

Prior to returning from an Extended Leave of Absence, member will be required to fulfill all current training requirements for active members of the chosen division. This includes valid EMS and Haz Mat cards.

Members who are inactive longer than five years must re-apply as a new member.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:8

SUBJECT: JUNIOR FIREFIGHTERS

PAGE 1 OF 2

Junior members are prohibited from entering a burning, or smoke filled building for any reason. This excludes atmospheres created with a smoke machine.

Junior Firefighters are not permitted behind the wheel of any P.H.H.C. equipment.

All juniors will be issued a black helmet with orange tetrahedrons and clearly marked "JUNIOR FIREFIGHTER" to be worn while on scene.

Junior firefighters are not permitted in the firehouse unless accompanied by a senior member. In addition, they must leave the station by 10:00 p.m. unless on Department time such as training classes.

Juniors are permitted to answer calls between the time school dismisses and 12:00 p.m. on school nights, and from 7:00 a.m. and 1:00 a.m. on weekends.

This restriction does not apply to summer vacations unless written notice from the parent(s) is given to the Chief.

Junior members who possess a current EMS certification are permitted to ride on the ambulance under the direct supervision of a senior EMT age 18 or older.

Any member currently attending high school must meet the following requirements:

1. Turn in each report card to the Chief within one week of receipt.
2. Current grading period must not contain any failing grades.
3. Current grading period must not contain any more than one "D".
4. All subjects in current grading period must average to a total grade point average of 2.0 or greater.

Point values will be given as follows:

A = 4 B = 3 C = 2 D = 1 F = 0

All points will be added together and divided by total number of classes.

Example: Science – B, English – C, Math – D, Gym/P.E. – B, Health - C
11 divided by 5 = 2.2 GPA.

Should any of the above criteria not be met, the individual will be placed on inactive status until the next grading period. At the end of the next grading period, new grades will be evaluated to determine active or inactive status.

Junior firefighters are not permitted to smoke, or use any tobacco products while on P.H.H.C. time or property. This is in accordance with the state law.

Juniors are not permitted to use blue lights or any other type of visual/audible warning device on their personal vehicle.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:8

SUBJECT: JUNIOR FIREFIGHTERS

PAGE 2 OF 2

Juniors will not be issued a Department key or pager while school is in session. While school is in recess, junior members who are able to answer calls will be issued a department pager. Prior to returning to school, all pagers must be turned in.

A Parent/Guardian will be ultimately responsible for all P.H.H.C. issued equipment and will be required to sign the Quarter Master's Log.

Once successfully passing Basic Essentials, junior members will be permitted to respond on fire fighting apparatus, however only when a line officer or Chief is present. Priority will be given to senior firefighters when responding.

Note: The Junior MUST remain within eye and verbal contact with the designated officer at all times.

Juniors will not be permitted to operate any hydraulic or power tool or cascade system.

The Pennsylvania Child Labor Law will supersede this guideline in the event of any contradiction.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:9

SUBJECT: OFFICER'S CONDUCT

Each officer is to treat every member with respect; any problems should be handled through the chain-of-command.

At no time will arguing or verbal confrontations be done at the scene of an emergency call. Such occurrences will result in reprimand.

All officers will participate/assist in all training exercises when present.

The highest-ranking officer reserves the right to assume command if in their opinion things are not being handled to the best ability. When possible it may be better to assist the IC with advice rather than take over.

An Officer's meeting will be held on a monthly basis to insure proper function of the Department.

The general membership shall be notified of any changes or change in protocol.

All officers will be expected to respond to the station on any emergency call unless passing the scene on their normal route to the station. Once on scene, they shall notify Fire Control of such.

Officers are reminded that they have a responsibility to the membership as well as the community and should actively participate as much as possible. This includes answering calls.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-2:10

SUBJECT: INJURY REPORT FORMS

ADOPTED: 3/13/06

It is the policy of Perry Hi-Way Hose Company for all members to fill out an Injury Report Form for any and all injuries sustained while performing the duties of volunteer fire / EMS / fire police personnel. This form will be filled out even for minor injuries that do not require immediate medical attention and will protect the member should an initially minor injury take a sudden turn and become more serious.

For safe keeping, these reports will be included as part of the personnel records and will be utilized to support any workers' compensation issues that may arise should future care be needed.

Failure to complete an injury report form may result in lack of insurance and/or workers' compensation coverage should the injury further progress.

No matter how minor you think this injury may be, the report form is to be filled out to protect yourself should it develop into something more.

MEMBERSHIP CHECK SHEET

MEMBER NAME _____

PHASE ONE COMPLETION _____ (TARGET DATE)

PHASE TWO COMPLETION _____ (TARGET DATE)

BLUE LIGHT APPROVAL _____

- CRIMINAL BACKGROUND CHECK
- COPY OF CURRENT PA DRIVER'S LICENSE
- GENERAL KNOWLEDGE OF OPERATIONS

**** REQUIRED FOR EMS RESPONSES ****

- BLOOD BORNE PATHOGENS
- HEPTITUS B VACCINATION OR DECLINATION
- CPR LEVEL C
- MEDICAL TRAINING (ADVANCED FIRST AID OR HIGHER)
- HAZ MAT R & I (MINIMIM REQUIREMENT)
- EVOC (DRIVER REQUIREMENT)

**** REQUIRED FOR FIRE/RESCUE RESPONSES ****

- BLOOD BORNE PATHOGENS (RESCUE)
- HAZ MAT OPERATIONS
- WORKING KNOWLEDGE OF EQUIPMENT
- EVOC (DRIVER REQUIREMENT)
- ESSENTIALS OF FIREFIGHTING

**** REQUIRED WITHIN ONE YEAR OF MEMBERSHIP ****

- ESSENTIALS OF FIREFIGHTING
- CPR LEVEL C
- EVOC (DRIVER REQUIREMENT)
- HAZ MAT OPERATIONS
- ADVANCED FIRST AID OR HIGHER MEDICAL TRAINING

**** REQUIRED FOR FIRE POLICE DIVISION ****

- 16 HOUR BASIC FIRE POLICE COURSE
 - HAZ MAT R & I
 - GENERAL KNOWLEDGE OF POLICIES AND PROCEDURES
- **MUST BE VOTED IN AND SWORN INTO OFFICE BEFORE TAKING ROAD DUTY**

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-3:1

SUBJECT: GENERAL HOUSE RULES

PAGE 1 OF 2

1. Members are welcome in the station at any time.
2. Members are permitted to wash their vehicle in the station. This privilege should not be abused and members are expected to clean up after themselves. Any vacuum cleaners or cleaning supplies which belong to Perry Hi-Way, are not for personal use.
3. Members are responsible for cleaning the truck bay area every Monday night or as needed.
4. The last member to leave the station will shut off all lights and lock all doors.
5. Members may use the garage area to make minor repairs, using their own tools, to their personal vehicles. Vehicles must be able to be moved immediately, fluid changes will not be permitted.
6. Guests are permitted in the firehouse between the hours of 6 a.m. and midnight so long as an active senior member accompanies them at all times. You are responsible for your guest's conduct. This guideline does not apply to social members.
7. Smoking is permitted in the truck area only.
8. Bunker gear is not permitted on the second floor of the firehouse.
9. There will be no eating or drinking on the second floor or in any offices including the radio room.
10. When backing rigs into the station, spotters must be used.
11. Hoses are to be used for washing floors or equipment only, NO WATER BATTLES.
12. Problems are to be dealt with in house only. If one-on-one discussions fail the chain of command is to be followed.
13. Tampering with, or theft of P.H.H.C. / personal equipment is grounds for disciplinary action / termination & possible legal action. This includes practical jokes.
14. Pagers are not to be taken to practical training sessions.
15. Any members using the sleeping quarters must keep the area clean at all times.
16. All members are to refrain from using profanity (swearing) on emergency calls, department functions, drills, while attending schools, or whenever representing Perry Hi-Way in any aspect. This issue will be monitored by the officers of Perry Hi-Way, excessive use of profanity, in the opinion of the officer, will result in disciplinary action.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 1-3:1

SUBJECT: GENERAL HOUSE RULES

PAGE 2 OF 2

17. Any member found to be making religious, sexual or racial remarks while on Perry Hi-Way property, drills, emergency calls, schools, or while representing Perry Hi-Way Hose Company in any aspect, will be reprimanded by the Board of Directors in the most severe manner. This type of behavior will not be tolerated nor condoned.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-1:1

SUBJECT: TRAINING REQUIREMENTS

All active fire members are required to attend training sessions on a weekly basis. Anyone who is unable to attend on Monday night shall attend the Sunday day drill either immediately preceding or immediately following the Monday night in which the absence occurred.

Weekly drills start at 18:00 hours on Monday nights. Between the hours of 18:00 and 19:00, all vehicles will be checked and cleaned. At 19:00 hours training will begin, any unfinished duties will be done at the end of the training. The traveling station will depart their respective station by 18:45 hours.

Sunday morning sessions will begin at 08:00 hours. Any member not reporting prior to the time specified shall be considered absent for that training session. Accordingly, the officer in charge of a particular training session shall have the discretion to designate any firefighter absent if he/she does not participate in or remain the full duration of the training session.

In order to secure an excused absence, the member, or a member of his/her immediate family must notify a Chief prior to the time training is to begin. The excused absence, if granted, shall be valid for only one training session. Excused absences will only be granted for the following reasons: Sick, Work at regular job, or death in the immediate family.

Members are permitted only 8 excusals per year as defined in the bylaws.

Failure to call prior to an absence will preclude the granting of an excused absence and result in an unexcused absence. The Chief shall contact any member accumulating three unexcused absences in succession or in any one month. Should the member continue to accumulate unexcused absences, the Chief shall take whatever disciplinary action is deemed necessary and appropriate.

The Chief or his designated representative(s) shall have the sole and unfettered discretion to determine whether an absence shall be deemed excused or unexcused.

NOTE: All equipment will be cleaned and properly stored at the end of each drill. Drills will be a minimum of 2 ½ hours of training. At the close of drill, all members present and have participated will sign the logbook to receive credit for the drill.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-1:2

SUBJECT: FIRE SCHOOLS

AMENDED: 3/13/06

Perry Hi-Way Hose Co. encourages training both on the local level, as well as at county, regional and state level schools. When possible and within budgetary guidelines, the department will pay the expense of training, as well as travel to and from sites outside of Erie County, (limited to two per year unless otherwise approved by the Board of Directors). Priority will be given to personnel who are active and answer calls when scheduling out of town training.

Any firefighter desiring to attend training must present a written request, to the Training Officer(s), at least two weeks in advance. The request should state the full name of the school, course description, location where it will be held, and cost of course. No reimbursement will be made for training attended without prior approval of the Training Committee. The Training Committee will consist of the Chief & the Training Officer.

The Training Committee will have full and ultimate authority to determine who shall attend the various training and seminars for which requests are received. Training may be denied to anyone who has an outstanding debt to P.H.H.C. Travel expenses will be approved by the Chief.

Any firefighter registered for training for which the department has paid, and fails to attend or successfully complete for a reason not considered excusable by the Chief or his designated representative(s), shall reimburse the department for all expenses paid. Reimbursement must be made before additional training will be approved.

All course prerequisites must be met or request will be denied.

If any equipment, other than turn out gear is required for a class, the officer of the rig & the Chief shall be notified and note posted on the dry erase board at the proper station.

Fire and EMS personnel are required to answer a minimum of 10% of the monthly emergency calls in order to attend local level training. In order to attend out of town training, a minimum average of 25% must be maintained for three consecutive months prior to the start of class. ie: if the class is held in July, a minimum average of 25% must be maintained for April, May and June.

Fire Police personnel are required to answer a minimum of 10% of the monthly emergency calls in order to attend local level training. In order to attend out of town training, a minimum average of 25% must be maintained for three consecutive months prior to the start of class. ie: if the class is held in July, a minimum average of 25% must be maintained for April, May and June.

Any member who is attending a PHHC sponsored class, held on PHHC property, will receive "stand by" credit for emergency calls which take place during that time. Should the class move off-premises, credit will not be given until such time class resumes on PHHC property.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-2:1

SUBJECT: EMT RADIOS

The following guidelines will be used for any EMT with a department issued mobile or portable radio.

*Note: Radios will be issued at the sole discretion of the Chief.

Radios will be used for EMS or motor vehicle accidents only.

Daytime calls (5:00 – 17:00)

EMT will announce that he/she is enroute to the station immediately following dispatch.

Night time calls (17:00 – 5:00)

EMT will announce that he/she is enroute to the station after reaching the five-minute mark and only when either of the stations has answered with only 1 or 2 personnel.

The EMT should always report directly to the station, unless specifically instructed otherwise by the responding ambulance or Incident commander. In the case of mutual aid calls, only the requesting department can direct the EMT to report to the scene.

Use of these radios for any purpose other than as designated, will automatically result in relinquishment of the radio.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-2:2

SUBJECT: MAYDAY RADIO TRANSMISSION

The intent of this guideline is to set forth a standardized approach for radio communications pertaining to “mayday” radio transmissions. In the event an emergency responder finds themselves in an urgent/grave situation, a “mayday” radio transmission will be transmitted to the incident commander.

The transmission will be initiated by the sender starting the message by repeating the word “mayday” twice. Once this is done the following information shall be sent:

- ** Identification of sender and/or crew
- ** Nature of emergency
- ** Location

Example:

“Mayday, Mayday. . . This is firefighter Jones. . . Firefighter Smith and I are trapped on the second floor of the structure; fire has taken possession of the stair shaft cutting off our escape. We are located in sector three of the structure in what appears to be a bedroom”

Once command receives the sender’s message, the message will be “echoed” from command to the sender to verify content of the transmission. Command shall then initiate their transmission by repeating “Command to all units standby” twice. This transmission is an indication to all units and responders that all radio traffic will be halted. In doing so, this will enable command to communicate with the distressed responders without interference. It will also give command a clear frequency to summon resources to the distressed responder(s).

The aforementioned examples are of a situation involving a fire response. These procedures are not limited to fire ground scenarios, any situation that finds a responder in an urgent/grave situation would warrant the use of these procedures.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-3:1

SUBJECT: BRUSH/GRASS FIRES

RIG RESPONSE

Station 42: T-78, E-73, Squad by request

Station 43: E-71, T-77

GEAR

Minimum of bunker boots, gloves and helmet.

No bunker coats to be worn for grass/brush fires unless so determined by the I.C.

Bunker boots with coveralls is preferred, as this will provide coverage for the arms and legs.

No sweat pants or shorts to be worn, however blue jeans are acceptable.

FIRE ATTACK

Indian cans, booster line, or rakes/brooms as the I.C. deems appropriate. Initial attack will be to protect any exposures. Extinguishment will be obtained by working from the flank to head or from the burned out section. For safety reasons, the head of the fire should not be directly attacked, unless attacking from the burned out section.

Initial attack may require larger hand lines to provide appropriate protection of exposure.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-3:2

SUBJECT: VEHICLE FIRES

RIG RESPONSE

Station 42: E-73, Squad by request
*Place apparatus no closer than 75' from the vehicle
Station 43: E-71, T-77 by request

GEAR

Full turn out gear including hood, gloves and S.C.B.A are MANDATORY for all personnel on the hose line. In the event a passer-by has extinguished the fire and no fire/smoke exists, the S.C.B.A. may be removed however, full turn out gear is to be used for investigation.

FIRE ATTACK

A minimum of 1½-inch hand line will be used on any working fire. Pre-connected or trash line will be used with a fog nozzle.

The officer (I.C.) will determine if foam application is necessary. Any evidence of flammable liquid will require foam application. Initial attack will be from the side of the vehicle in a manner to protect exposures.

In the event no fire is evident or a bystander has extinguished the fire, a water can will be pulled for mop up and protection while investigating.

A second 1½-inch hand line minimum will be used for large fires or fires involving a tractor-trailer, RV, van, etc.

WATER SUPPLY

Second engine will establish a water supply.

This will usually be by transferring tank water to attack engine. I.C. may order supply line laid if needed

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-3:3

SUBJECT: MOBILE HOME FIRES

RIG RESPONSE

HYDRANTED AREA

Station 42: E-72, E-73, R-74, Squad

Station 43: E-71, Squad, and Tanker to stand-by

NON-HYDRANTED AREA

Station 42: E-72, E-73, R-74, Squad, T-78 to water supply

Station 43: E-71, T-77, Squad

FIRE ATTACK

Minimum of 1¾-inch hose line for any fire/smoke showing.

First line fire attack and support rescue operations. Second line of equal size or larger is to be used for any working fire.

FIRST ENGINE - Proceed directly to the scene and start rescue/fire suppression act.

SECOND ENGINE - Lay a supply line to set up water supply.

THIRD ENGINE - Stage and send manpower to the scene or assist with water supply.

Any additional equipment as ordered by the I.C. - level two staging.

When no fire or smoke is showing, a water can should be taken in to investigate as well as an S.C.B.A.

Personnel should also take the necessary equipment for forcible entry/egress. Example - irons, hand light.

VENTILATION

Horizontal ventilation is to be used via. mechanical or PPV fans.

No one is permitted to go to the roof.

Care should be taken not to break all windows unless absolutely necessary.

UTILITIES

All utilities are to be disconnected. Example - gas shut off, electrical box should have all breakers turned off.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-3:4

SUBJECT: HIGH RISE FIRES

PAGE 1 OF 6

PURPOSE

The purpose of this guideline is to provide personnel with a guide to follow in the event of a fire involving a high rise structure.

HIGH RISE DEFINED

For the purpose of this guideline, a high rise structure will be defined as “any structure whose roof line is beyond the reach of aerial ladders.” In these structures, normal firefighting efforts utilizing ground ladders or aerial ladders will be ineffective. To place a specific height or floor number requirement would be too restrictive due to the fact that some structures are inaccessible due to their distance from the street.

COMMAND

Command structure at high rise fires will follow the Incident Command System as described in this manual. The command post will be located outside of the affected building. It shall be positioned as outlined in the I.C.S. manual.

The following is a list of the radio designations for command and “special” sector officers at a high rise incident, also included is a brief description of their primary function.

*Any sector denoted with an asterisk is mandatory.

***COMMAND** – The fire department officer in charge of, and who is ultimately responsible for the incident. Command shall operate at the command post.

COMMAND AID – This officer (or firefighter) will work directly under command and be responsible for keeping track of the location of staged and committed crews, sector officers, and the completion of the Incident Command worksheet.

OPERATIONS – If the incident escalates to a point where Command becomes overtaxed, Command can designate an Operations (chief) Officer. The Operations Officer will work at the command post and be responsible for any operation directly applicable to the primary function.

***SAFETY** – This officer will be responsible for safe operations at the fire. He/she shall operate wherever it is deemed necessary to effectively create the safest possible environment to work in. He/she shall report directly to Command.

E.M.S. – This officer shall be in charge of all E.M.S. operations at the incident. He/she shall operate at the command post directly under Command or Operations. He/she will be responsible for triage for civilians and for the medical needs of emergency personnel.

***BASE** – In the event of a working fire, the area two (2) floors below the fire will be designated as “base.” This area will serve as the departure area for all crews sent above the base area. The “base officer” will keep a record of all personnel and equipment traveling above this area. If at all possible, the Base Officer will be a Lieutenant or above in rank.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-3:4

SUBJECT: HIGH RISE FIRES

PAGE 2 OF 6

STAGING – This shall be the *outside* staging area as defined in the I.C.S. manual.

*ALPHA – The company officer responsible for a particular area of fire attack. This officer's radio designation will be *Alpha*. Geographical sectoring will be used at high rise incidents. Attack sectors will be divided up by floors, (ie. Alpha 1, Alpha 2, Alpha 3, etc.)

HUMAN RESOURCES – This sector shall work under Lobby sector. The Human Resources Officer can be a firefighter in rank. He/she shall be responsible for keeping track of all personnel and equipment entering the fire building. It is recommended that only one area of entry into the building be established and maintained by this officer. He/she shall operate at this entrance/exit area. He/she shall compare lists of personnel with the Command Aid frequently.

*LOBBY – This officer shall operate at or near the lobby, normally at the elevator bank. He/she will oversee elevator operations, stairwell access, and as liaison with building engineers and air handling systems experts.

COMMUNICATIONS - It shall be the duty of the Communications Officer to find alternate methods of communications between on and off scene units.

Other sectors shall be established as the situation and Command or Operations deems necessary. These include but not limited to Ventilation, Salvage, Search, Public Information Officer, Police Liaison, etc.

OPERATIONS

This section will deal with guidelines to follow concerning a fire in a high rise structure. It will define the responsibilities of the first alarm companies. It will also give guidelines to follow for specific strategic and tactical operations.

NOTHING VISIBLE (FIRE ALARM)

The first unit on the scene will give a condition report upon arrival. If the first unit on scene observes nothing showing, the officer and his crew will enter the building and determine the nature of the incident. Due to the size and complexity of the building, it may be advisable that another company aid in determining the nature of the incident. This is especially true if an alarm is ringing. One company should go to the area where the alarm was initiated and another company to the alarm panel. This decision will rest with Command.

The highest ranking officer will assume command upon his/her arrival even in the nothing visible mode.

Any uncommitted unit shall stage.

SMOKE OR FIRE SHOWING

The first unit on scene: If any visible sign of fire is present or civilians at the scene report a fire, the command mode shall be used. After command is established by the first arriving officer, the following actions and/or assignments shall be made in order:

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-3:4

SUBJECT: HIGH RISE FIRES

PAGE 3 OF 6

- a) Turn in a second alarm.
- b) Have the next due company locate and supply the sprinkler and standpipe connection in that order.
- c) Next arriving officer establishes the “lobby” sector.
- d) Assemble an “Alpha” sector consisting of two companies with two officers. One officer shall remain as “Alpha.” The other can be assigned as Base.

The second unit on scene: The officer of this unit shall report to the lobby and assume the “Lobby” sector. He/she shall be responsible for elevator safety and use, use of the stairwells, and work with building engineers and maintenance persons concerning ventilation. This officer should take a firefighter with him to fill the sector of “Human Resources.” The other members of his crew can be assigned by Command.

The first chief on scene shall assume command from the company officer. After doing so, that company officer can return to his crew or be reassigned by Command.

It should be noted that the other mandatory sectors at a high rise fire shall be assigned when manpower becomes available. These sectors should be prioritized by command to the incident.

SEARCHING THE BUILDING:

This operation should be conducted under the direction of a “Search” officer. Companies assigned to search should obtain pass keys if they are available. Strict documentation of the search will be necessary to ensure that every floor and room have been searched and to avoid duplication of effort. Every elevator car must be searched and “Search” should check with “Lobby” to determine the location and status of every elevator. Elevators located on the fire floor or above must be searched to verify that they are empty because of the significant danger of occupants who may be in the cars.

As a search company enters a floor, a large single diagonal crayon line will be drawn on the bottom center of the stairwell door accessing the floor. As each office, suite, or dwelling unit is entered, a similar crayon mark shall be made on the entry door. When the unit has been searched a second line is placed across the first diagonal line, making a large X. This door is left closed to minimize smoke and fire spread. When all rooms on the floor have been searched and marked, the search company shall complete the “X” on the stairwell door of the floor just searched. Give Command or Operations the benchmark *ALL CLEAR as well as a personnel count* at each floor and await orders.

FIREFIGHTING:

Firefighters entering a high rise building for the purpose of extinguishing a fire must remember to concentrate on taking exactly what is needed into the structure.

The equipment listed below is to serve as a guide in the selection of equipment to be taken to the fire when fighting a high rise fire.

- 1) Portable radio
- 2) Pry bar (preferably a halligan bar)
- 3) Axe

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-3:4

SUBJECT: HIGH RISE FIRES

PAGE 4 OF 6

A) INITIAL ATTACK COMPANY:

- 4) High rise pack (or a minimum of 100 ft. 1 ¾" hose with a fog nozzle)
- 5) S.C.B.A. with an extra bottle from the rig

- 6) Hydroram
- 7) Hand lights

B) INITIAL TRUCK COMPANY

- 1) S.C.B.A. with an extra bottle from the rig
- 2) Forcible entry tools (axes, halligan bar, and pike poles)
- 3) Portable lighting (with wall plug adapter)
- 4) Portable radio

C) OTHER USEFUL EQUIPMENT

- 1) "A" frame ladder
- 2) As many extra S.C.B.A. and bottles as possible. These can be loaded into an elevator and sent to the staging area.
- 3) Chalk and/or crayons

Sector officer will be responsible for determining the resources needed in their sectors. These requests should be relayed to Command so they can be filled in a coordinated manor.

GOING UP

Alpha should set the pace for climbing the stairs. As necessary, stop and take short rests. Often the fire cannot be seen from the outside of the building, continuous size-ups must be given in order to keep Command informed. Alpha shall give Command a condition report at every four or five floor intervals.

CHECKING FOR BASE

Two floors below the reported fire floor, Alpha should assess that floors suitability for a base area. It should be clear of smoke and an area large enough for tools, equipment and personnel that will soon occupy it. After this assessment, notify Command and proceed to the fire floor.

FIRE FLOOR

If you encounter smoke and heat in the stairwell, you must determine where it is entering the stairwell. Once you have identified the fire floor, you must check the floor above and report your findings to Command.

If the door is hot to the touch, or if fire is suspected, connect to the standpipe and charge the line. Conditions will dictate whether you connect to the standpipe on the fire floor, the floor above, or below. It must be remembered that if you hook up to the connection on the fire floor, you may eliminate an area for retreat. This fact should be weighted against the extra hose required if you connect to the floor below the fire. The decision will rest with Alpha unless otherwise directed by Command or Operations.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-3:4

SUBJECT: HIGH RISE FIRES

PAGE 5 OF 6

VENTILATION

Listed below are some guidelines to follow concerning ventilation as it relates to high rise fires. The ultimate decision on the best method to employ at a particular incident will rest with Command.

Lobby control will attempt to contact an engineer from the building to determine if the ventilation systems in place are going to aid or be counterproductive to our firefighting efforts.

All of these systems should be shut down as soon as possible until it can be determined how they will affect the fire and ventilation. If Lobby, after consultation with a building engineer, determines that the system can be beneficial to our efforts, Command shall be notified. After his approval, these systems will be activated.

Horizontal Ventilation as a means of choice in High Rise fires can be accomplished by opening the windows. This should be done on the leeward side (side the wind is not coming from) first and then the windows on the windward (the side the wind is coming from) side. If windows have to be broken, use an axe to glaze the window and then a pike pole to pull the glass into the building as much as possible. Prior to breaking the window, personnel and bystanders must be cleared from the area below. Coordination between Command and ventilation is a must and a "Ventilation" sector must be designated. The O.K. to commence will come from Command. It must be remembered that pressurized stairways do not remove smoke from the floors or hallways. The principle behind their use is that all doors leading to the stairwells are closed and that fans at the bottom of the stairs blows air up and out of the building through openings at the top of the stairwell.

Don't overlook positive pressure ventilation in a high rise fire. The only time heat and smoke should be channeled intentionally into stairs, is if the fire is on the uppermost floors and the amount of heat and smoke does not warrant breaking windows.

SALVAGE

In the event of a fire in a high rise building, salvage operations will begin on the fire floor (unless the intensity of the fire prohibits this). The next area will be the floor below the fire floor. Water run off from the fire floor can be removed down an unused stairwell or possibly down elevator shafts.

OVERHAUL

It is important that extensive overhaul not begin until investigation is made to determine the cause of the fire. The following guidelines pertain to overhauling high rise fires:

- 1) Begin overhaul only after approval from Command.
- 2) It is normally advised that overhaul begins at the furthest point of involvement and work back towards the area of origin. This will ensure that hidden fire does not gain substantial headway unnoticed.

- 3) Elevators will probably be safe to operate at this stage of the fire. It should be remembered that no material that could rekindle be put in an elevator for transport outside. Any smoldering material shall be completely extinguished in the area where it lays.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-3:4

SUBJECT: HIGH RISE FIRES

PAGE 6 OF 6

- 4) Stairwells should not be used to move partially burned materials either. This is because they could burst into flames some distance from the nearest hose line.
- 5) Check concealed spaces for hot spots. Pay particular attention to the ceiling tiles.

ELEVATOR USE

The use of elevators at a high rise is surely the quickest means available to move to the upper floors of a high rise structure. This does not mean that they are the safest means available.

ELEVATOR OPERATION

Elevators are constructed to normally operate under two sets of conditions, “*normal operations*” and “*emergency operations.*” The determination to use the elevators will rest with Command.

- A) If elevators are to be used, they will be operated as stated earlier. Any personnel entering the elevators shall have S.C.B.A. in the stand-by position. There will also be a portable extinguisher (dry chemical), handlight, and pry bar in every elevator. A firefighter riding the elevator will be assigned to keep the dry chemical extinguisher in readiness with the pin removed.
- B) Upon determination of an actual fire, every effort will be made to have a representative of the company that services the elevator respond for his expertise.
- C) A firefighter will be assigned to operate every elevator that we use. He should have a portable radio
- D) The elevator shaft should be checked prior to the initial use and prior to each subsequent trip. Top hatches are available and can be removed in most elevators. If there is the slightest amount of smoke in the shaft, the elevator should not be used.

Elevators are a definite asset in a high rise fire. However, they are a piece of machinery and as such can malfunction. As stated earlier, firefighters have been killed in elevators even though the firefighters operated in approved manners. Members must be familiar with the operation of elevators and the associated precautions.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-4:1

SUBJECT: OUT OF HOSPITAL DO NOT RESUSCITATE ORDERS

PAGE 1 OF 2

This operating guideline reflects the passage of Pennsylvania Act 59 of July 19, 2002 pertaining to Emergency Medical Services and Out-of-Hospital Do Not Resuscitate orders.

According to Act 59, an out-of-hospital do not resuscitate order may be issued by the patient's primary care physician for a patient who is 18 years of age or an emancipated minor, and has been diagnosed as suffering from a terminal condition.

Members of the Department, in the performance of their duties, may encounter individuals or their representatives who express wishes not to be resuscitated in instances of respiratory and/or cardiac arrest.

Act 59 outlines the circumstances under which members of the department may withhold life saving treatment without contacting medical command for confirmation.

A valid out-of-hospital do not resuscitate order consists only in the form prescribed as follows:

1. A Pennsylvania out-of-hospital DNR arm band (may be worn around ankle)
2. A Pennsylvania out-of-hospital DNR necklace
3. A valid Pennsylvania out-of-hospital DNR order signed by the patient's physician and the patient or their surrogate.
4. These OOH DNR orders are valid in all settings for pre-hospital providers and **MUST** be honored.

If a valid OOH DNR is discovered after resuscitation is begun, resuscitative efforts will cease unless those efforts were begun by bystanders or family.

If resuscitative efforts were begun by bystanders or family prior to discovering a valid OOH DNR, resuscitation will cease only under direction by Medical Command.

The OOH DNR must be presented to pre-hospital providers upon their arrival or worn by the patient and must bear the primary care physician's name in both printed and signature form.

In cases in which the patient is pregnant, an OOH DNR order must be signed by the primary care physician as well as the patient's OB/GYN, and the patient or his/her surrogate. Orders not signed by both physicians can not be honored.

The OOH DNR will bear a date of issue. These do not expire.

The OOH DNR can be revoked verbally at any time by the **patient only** irregardless of the patient's mental status.

Should a question arise regarding an OOH DNR, the responders may contact Medical Command for direction.

This operating guideline does not pertain to any other DNR orders, advanced directives or other documentation issued for the patient by a physician regarding in-hospital care or a skilled – or long-term care facility.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-4:1

SUBJECT: OUT OF HOSPITAL DO NOT RESUSCITATE ORDERS

PAGE 2 OF 2

Act 59 allows for EMS providers to follow OOH DNR orders from other states or provinces providing they meet the requirements outlined above.

All members must include the following in their documentation for patients in cardiac or respiratory arrest:

1. Whether an OOH DNR was presented during the response.
2. Whether that OOH DNR was valid (how and why it was or was not valid)
3. The name of the physician on the OOH DNR.
4. That resuscitative efforts were or were not initiated because of the OOH DNR.
5. Any contact with Medical Command regarding an OOH DNR.

This operating guideline pertains to the withholding of resuscitative measures only.

Procedures necessary for patient comfort such as the administration of oxygen, suctioning of the airway, or any other appropriate medical care should be administered as necessary

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-5:1

SUBJECT: FIRE POLICE

PAGE 1 OF 4

Definition of Special Fire Police: Special Fire Police is that person (1) nominated from a volunteer fire department or company, (2) confirmed by the local government (Township Supervisors) and (3) sworn to duty by one who is empowered to take an oath. Who in an **emergency** situation, through crowd and traffic control, provides the fire fighters and their equipment with perimeter security, freedom of apparatus movement and a space within which to work upon the fire ground or accident scene without external interference.

Note: For the remainder of these O.G.'s, Special Fire Police will be referred to as Fire Police or Fire Police personnel. Line officers in the Fire Police will be both specifically mentioned as Fire Police Officers and covered as Fire Police personnel.

BECOMING A FIRE POLICE

In keeping with the requirements of Pennsylvania Act 122 all first line personnel must be nominated from the P.H.H.C. membership, and then submitted to the Township Supervisors for their consideration and appointment. The Township Supervisors must then swear in these members.

The Fire Police Captain will be responsible for coordinating the swearing-in ceremony and as well as records on all training by Fire Police. Record keeping may be coordinated with the Department Training officer.

CHAIN OF COMMAND

All Fire Police personnel will follow instructions and directions of those superiors in the following chain-of-command **while at an emergency scene:**

1. Police authority at scene (Municipal, State Police, etc.)
2. Fire Police Captain
3. Fire Police Lieutenant
4. Senior Fire Police officer
5. O.I.C.

Fire Police personnel should not question lawful orders given by any superior officer at the scene of an emergency or any other fire company function. If you feel there is a problem with a lawful order discuss it with the superior officer involved and the Fire Police Captain upon return to the fire station. If the Fire Police Captain cannot resolve the problem, the complaint should be submitted to the Fire Chief in writing.

If additional Fire Police are required at a scene, either from P.H.H.C. or from mutual aid companies, the procedure to follow is as follows. The Fire Police person in charge should contact the O.I.C. to determine if he/she wants to contact the dispatch center or if the Fire Police are to make the contact directly.

When responding to a call outside of Summit Township, all Fire Police personnel should report for further instruction to the Fire Police Captain or Lieutenant of that territory, or in their absence the O.I.C., upon arrival at the scene.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-5:1

SUBJECT: FIRE POLICE

PAGE 2 OF 4

CONDUCT AND PROFESSIONALISM

While working at the scene of an emergency or public service call, Fire Police personnel will conduct themselves in a professional and courteous manner. Never use foul language when communicating with anyone, especially the public. Never strike or throw anything at any vehicles. Report any problems to the Fire Police Captain or Lieutenant.

ATTIRE AND EQUIPMENT

While directing traffic at the scene of an emergency call, Fire Police personnel must wear at least the following three (3) items of attire while in civilian clothing, regardless of time of day. P.H.H.C. issued orange/lime green protective vest (worn over all upper-body clothing), official hat, and official Fire Police badge.

Snow suits and rain suits will be provided for inclement weather.

(NOTE: Baseball-type hats are NOT official hats.)

Personnel will also carry flashlights, with attached luminaries, to any call which may last until or later than one-half (1/2) hour after sunset and on any call during weather which hinders clear vision (fog, rain, heavy cloud-cover, etc.). After dusk, or in obscured-vision conditions, the flashlight must be ON. You should NEVER direct traffic using a fusee (flare).

Note: All P.H.H.C.-issued equipment belongs to the fire department. It is to be returned to P.H.H.C. when any member is no longer actively running calls.

Note: Any notes, documents, or plans developed by or for P.H.H.C. by any person while a member of P.H.H.C., are the property of the fire department and must be returned when any member is no longer active or when requested by an officer of the fire department.

DRIVING POV'S TO EMERGENCIES AND/OR EVENTS

While responding to an emergency call or other fire company function, Fire Police personnel must drive in a safe manner and must obey all traffic laws. Any Fire Police personnel who break these laws will be subject to the guidelines specified in the fire department code of conduct as well as penalties from police authorities. Please avoid endangering yourself and others.

A fire department license plate must be on the front of the member's vehicle in order to run a blue light(s) (or red light(s), for officers). You must also sign the blue light list annually. The blue or red light(s) must be visible for 360 degrees when in use.

Fire Police personnel should not use their personal vehicles to block traffic.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-5:1

SUBJECT: FIRE POLICE

PAGE 3 OF 4

TRAINING AND EVALUATION

All Fire Police personnel must complete a minimum of sixteen (16) hours of state-certified or local Fire Police training before they will be permitted to respond to an emergency. If personnel have only local training, they may respond to an emergency without being allowed to direct traffic or act independently. To be allowed to direct traffic and act independently, personnel must have a state-certified 16 hour fire Police class (either Basic or Advanced) and must show the Fire

Police Captain that they possess the necessary skills and knowledge to perform independently. All new first-line Fire Police are required to take a Basic or Advanced state certified Fire Police class before they will be voted in and sworn in by the Township.

Fire Police personnel must have all state-mandated training, such as Hazardous Materials Operations. In addition, all Fire Police personnel must take the Lifestar Landing Zone (Ground Safety) course.

SAFETY

A prime responsibility of all Fire Police personnel is safety; that of themselves, of other fire department members and of the public.

RADIO AND COMMUNICATION PROTOCOLS

Fire Police are to be in constant communication among themselves and with others; verbally, through use of hand signals and body language and via their radios.

Verbal communication should be polite and to the point. Fire Police personnel should not allow themselves to become angered when talking to the public. It is our responsibility to represent the fire department professionally since we are normally the first, last and sometimes only contact the public has with the fire department. We should also be considerate of the feelings of other fire department members.

All Fire Police are to conduct operations on channel 4. It should be the duty of the commander only, to contact the I.C. and request additional resources.

Hand signals and body language need to be able to be clearly understood by the public. There are clearly defined hand signals presented in Fire Police training classes and these are the hand signals we are expected to use. Body Language is easily and quickly interpreted by the public so be sure to look attentive, be neat in your appearance, and interested when on duty.

Radios are commonly our main means of communication when on duty. The following procedures are to be used during radio communications:

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-5:1

SUBJECT: FIRE POLICE

PAGE 4 OF 4

PROCEDURES (WITH EXAMPLE):

- To initiate a transmission, first state the call sign of the person to be contacted, followed by your call sign, such as, "FP1 this is FP2."

- To respond to a transmission, first state the call sign of the transmitter then state your call sign, such as, "Go ahead FP1 this FP2."

- Transmit your message clearly and distinctly, such as, "We need additional flares at the intersection of RT. 97 and I-90"

- The recipient of the message should then repeat the message content (to confirm he heard what was transmitted) and give an appropriate response, such as, "I understand you need flares at 97 and I-90. FP3 will deliver them in a couple of minutes."

GENERAL RESPONSIBILITY OF ALL FIRE POLICE

When responding to a scene, Fire Police must attempt to contact FP1, FP2 or the first Fire Police on-scene, using your radio as you approach the scene. If no Fire Police are on-scene, go to the incident and institute traffic control and placement of the other Fire Police, until relieved by a Fire Police Officer. If there are any problems or questions prior to other Fire Police being on-scene, contact the I.C. If additional Fire Police are needed and no Fire Police Officers are present, contact the I.C.

All Fire Police personnel must return to the fire hall after an incident in order to receive credit for the call.

EMS CALL RESPONSES

Fire Police may respond directly to the scene of an EMS call under the conditions and stipulations as follows:

- ◆ Calls on a street, road or highway, including I-79 and I-90
- ◆ Calls at any schools
- ◆ Calls at bars/lounges
- ◆ Suicide, shooting or any violence calls

MUTUAL AID RESPONSES

Fire Police may respond directly to the scene of mutual aid calls when requested to assist with incidents such as fires, MVA, mass casualties, natural disasters, hazardous materials incidents and other calls along these lines. Ordinarily, fire police do not respond on routine EMS calls.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-6:1

SUBJECT: MOTOR VEHICLE ACCIDENTS

RIG RESPONSE

Station 42: Squad, Rescue

*It may be necessary to respond with the rescue first,
in cases with known entrapment.

Station 43: Squad, Engine

The first arriving officer on the unit will report a primary size-up and assume command.

PRIMARY SIZE-UP

1. Number of vehicles

2. Damage and special circumstances
 - A. Minor damage
 - B. Moderate damage
 - C. Heavy damage
 - D. Roll over

SECONDARY SIZE-UP

1. Class and number of patients
2. Entrapment or no entrapment
3. Any other relevant information: fire, fuel leak, wires down etc.
4. Any additional equipment needed. Mutual aid must be called if our equipment is tied up
5. If an additional medic unit is needed, the on scene medic must be notified, as well as the dispatch center.
6. If medical helicopters are needed, notification will be made to the dispatch center.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-6:1

**SUBJECT: PERSONNEL PROTECTIVE EQUIPMENT FOR
MOTOR VEHICLE ACCIDENTS**

ADOPTED: 10/8/07

Emergency personnel shall utilize the following equipment, at a minimum, while operating at any motor vehicle accident.

Fire and EMS personnel:

Extrication pants
Extrication coat
Rescue helmet
Rescue gloves
Eye protection
Lime green vest

*Note – if conducting suppression efforts, this ensemble will be replaced with structural fire gear.

Fire Police personnel:

Blaze orange coveralls or snow suit
Lime green vest with light tracker device
Lime green 8 point or winter hat as appropriate
Flashlight
Stop / Go sign
Portable radio
Cones / Turbo flares

Chief Officers are advised to keep gear in their personal vehicle for use when responding directly to the scene.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-6:2

SUBJECT: MUTUAL AID RESPONSES

NOTE: When responding to mutual aid calls, members with the greatest amount of experience will be given preference to respond.

SQUAD ASSIST

Squad with crew and nearest to the incident should respond.

All other members stand-by at respective stations.

In the event that the squad furthest from the incident starts to the scene and the nearer squad has a full crew (3 people/2 of which are EMT's), the other squad may be returned to service.

Squad crew will take orders from the I.C. on scene.

RESCUE ASSIST

Rescue 74 will respond with the minimum crew, however, maximum crew is preferred. Those with the most experience and knowledge of the rescue will be given priority on assist calls.

A squad from station 43 will also respond to the scene to provide additional manpower. The squad will stage back from the scene and await orders to assist rescue crew.

In the event no personnel is available at Station 43, the squad from Station 42 may respond in its place.

TANKER ASSIST

Tanker 77 will respond with crew (3 preferred if available).

After water supply is established, all members shall remain with their rig awaiting further assignment.

Members will return to help break down water supply at conclusion of the incident and cleared by the I.C.

ENGINE ASSIST

Engine with crew and closest to the incident should respond. Same guidelines are to be followed as for squad assist in regards to the distant station starting first and return when nearer station is responding.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-6:3

**SUBJECT: RESPONSES INVOLVING BOMB/INCENDIARY
DEVISE THREATS**

Standard structural fire response shall take place for response calls of this nature. All incoming units shall use Level 2 staging at a safe and practical location from the structure and/or area. Pre-planned structures shall receive the alarm assignment resources as defined. Again, all incoming resources shall use Level 2 staging at a safe and practical location. Fire service personnel SHALL NOT be used as “search” personnel for the device. Scene security/control, along with firefighter and civilian safety, are the strategies that will be carried out, along with the tactical objectives necessary to achieve them. There will be no entry into the suspect structure and/or area until it is deemed safe by a representative of the law enforcement entity on scene.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-6:4

SUBJECT: RESPONSES INVOLVING DOMESTIC VIOLENCE

ADOPTED: 3/13/06

It will be the policy of Perry Hi-Way Hose Company to stage a minimum of 1 block away from any scene that involves domestic violence. The apparatus that are moving to staging area will proceed in a priority 2 response (no lights or sirens). All units shall remain staged until the scene can be secured by the local police department that has jurisdiction of the scene (PSP or other).

After the scene is secure, caution is to be used so not to be trapped in an area / building and emergency apparatus should be positioned for rapid escape from the scene should this become necessary. If more than 1 apparatus responded to the scene only the first arriving apparatus crew should exit their vehicle and confirm the scene has been secured.

If crews encounter a domestic violence situation that was not determined by the dispatch center, immediately call for police backup and if in any danger retreat back to the emergency apparatus and drive away to a safe area to stage until police can secure the scene.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:1

SUBJECT: OPERATION REQUIREMENTS FOR SQUAD 76 & 79

DRIVING REQUIREMENTS

1. Log a minimum of 30 miles of driving on major roads (I-90, I-79, Rt. 97, Rt. 19)
2. Log a minimum of 30 miles of driving on secondary roads (Robison, Townhall, Township Roads)
3. Be proficient at 1,000-ft. straight-line backup.
4. Be proficient at 1,000-ft. curved backup.
5. Perform the serpentine both forward and reverse without striking any cones or curbs.
6. Parallel park the vehicle without striking curb and a distance of no more than 8 inches from the curb.
7. Show proficiency at 3 point turns both with driveway or intersection and without.
8. Demonstrate proper braking and stopping techniques including proper downshifting for hills.
9. Know vehicle height limits as well as width and length to ensure proper placement at scenes and overhangs.
10. Know where portable equipment is stored and its uses.
11. Proper fuel requirements and location of fuel card.
12. Demonstrate proper documentation of mileage, i.e. calls, drills.
13. Know routes to hospitals and their locations.
14. Demonstrate proper radio communications with dispatch centers, i.e. Millcreek, Erie Fire
15. Know how to use the relco switch, and proper direction of lights. i.e., Peach St. uses east-west
16. Show proficiency in backing into driveway/alley way.
17. Be up to date on vehicle code for ambulance drivers.

MISC. OPERATION REQUIREMENTS

1. Perform proper lifting techniques for stair chair, stretcher, reeves, and long boards.
2. Have completed P.H.H.C. Blood Borne Pathogens training.
3. Have a current CPR level C card and a minimum of Basic First Aid according to state guidelines.
4. Have E.V.O.C. certification
5. Have Hepatitis B vaccination or signed declination form on file.

FINAL TESTING WILL BE WITH THE CHIEF FOR DRIVING CLEARANCE

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:2

SUBJECT: OPERATION REQUIREMENTS FOR BRUSH TRUCK 78

(For fire response not snow plowing)

DRIVING REQUIREMENTS

1. Log a minimum of 20 miles of driving on major roads (I-90, I-79, Rt. 97, Rt. 19)
2. Log a minimum of 20 miles of driving on secondary roads (Robison, Townhall, Township Roads)
3. Be proficient at 1,000-ft. straight-line backup.
4. Be proficient at 1,000-ft. curved backup.
5. Perform the serpentine both forward and reverse without striking any cones or curbs.
6. Parallel park the vehicle without striking curb and a distance of no more than 8 inches from the curb.
7. Show proficiency at 3 point turns both with driveway or intersection and without.
8. Demonstrate proper braking and stopping techniques including proper downshifting for hills.
9. Be familiar with the 4x4 system and how it operates.
10. Know the rules of off road use; walk area first to be sure it is solid. If you get stuck DO NOT try to horse it out, you will only get stuck deeper and may damage the truck. If you need to be towed, contact Mike Wokulich or Sam Dunlap for assistance. If in doubt, do not drive the truck into the area.

MISC. OPERATION REQUIREMENTS

1. Be able to operate the pump and circulate water.
2. Be able to operate the booster line at the proper pressure for the truck.
3. Be able to operate the 1.5" pre-connect at the proper pressure for the truck.
4. Be able to obtain a draft from a static source (pond, port-a-tank, creek, etc...)
5. Demonstrate proper filling technique from hydrant, portable pump, engine, etc...
6. Know what equipment is carried on the truck and its uses.
7. Demonstrate how to engage and disengage the 4-wheel drive system.

FINAL TESTING WILL BE WITH THE CHIEF FOR DRIVING CLEARANCE

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:3

SUBJECT: OPERATION REQUIREMENTS FOR ENGINES 71, 72 & 73

DRIVING REQUIREMENTS

1. Log a minimum of 30 miles of driving on major roads (I-90, I-79, Rt. 97, Rt. 19)
2. Log a minimum of 30 miles of driving on secondary roads (Robison, Townhall, Township Roads)
3. Be proficient at 1,000-ft. straight-line backup.
4. Be proficient at 1,000-ft. curved backup.
5. Perform the serpentine both forward and reverse without striking any cones or curbs.
6. Parallel park the vehicle without striking curb and a distance of no more than 8 inches from the curb.
7. Show proficiency at 3 point turns both with driveway or intersection and without.
8. Demonstrate proper braking and stopping techniques including proper downshifting for hills.

MISC. OPERATION REQUIREMENTS

1. Be able to place the pump in pump gear and circulate water.
2. Be able to pump from the booster tank to the fire at the proper pressure and flow rate for the hose used.
3. Show proper knowledge of relief valve operation and what the standard pressure setting is. (140 psi.)
4. Be able to set up and establish a draft from a static source. (pond, port-a-tank, creek, etc...)
5. Be able to properly establish a draft from a dry hydrant. (any dry hydrant in areas we are called to)
6. Be able to establish a water supply from a fire hydrant using 2 different hose sizes and the needed adapters. (reminder – P.H.H.C. and Millcreek hydrants are different)
7. Be able to flow water from a fire hydrant, into the truck, out the hose and to the fire at the proper incoming and outgoing pressures. (leave 20 lb. residual on hydrants)
8. Be able to set up for foam use and operate at the proper pressures to allow for good foam production. (remember to match the nozzle gpm. with the inductor gpm.)
9. Be able to perform a reverse lay and know what equipment is needed if any.
10. Be able to perform a blind alley lay with equipment. (similar to laying hose up a long driveway)
11. Be able to properly hook up to a sprinkler and/or standpipe connection and operate at the proper pressure.
12. Be proficient at operating the generator and foam system (Engine 73 only).

FINAL TESTING WILL BE WITH THE CHIEF FOR DRIVING CLEARANCE

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:4

SUBJECT: OPERATION REQUIREMENTS FOR RESCUE 74

DRIVING REQUIREMENTS

1. Log a minimum of 30 miles of driving on major roads (I-90, I-79, Rt. 97, Rt. 19)
2. Log a minimum of 30 miles of driving on secondary roads (Robison, Townhall, Township Roads)
3. Be proficient at 1,000-ft. straight-line backup.
4. Be proficient at 1,000-ft. curved backup.
5. Perform the serpentine both forward and reverse without striking any cones or curbs.
6. Parallel park the vehicle without striking curb and a distance of no more than 8 inches from the curb.
7. Show proficiency at 3 point turns both with driveway or intersection and without.
8. Demonstrate proper braking and stopping techniques including proper downshifting for hills.

MISC. OPERATION REQUIREMENTS

1. Know where the portable equipment is located and it's uses.
2. Demonstrate what to do when pulling up to a scene at night (lights, generator, etc.)
3. Demonstrate how to start and shut off the generator from inside the cab, and on the generator itself.
4. Know where all outlets are on the truck and the location of the electrical cords.
5. Demonstrate the proper use of the cascade system. This includes filling bottles from the truck and filling the cascade system from the compressor.
6. Know the proper procedure on setting up a cascade fill station (tarps and signs) as well as show proper documentation in cascade logbook.
7. Demonstrate the proper use of haz mat supplies and specific types spill contamination.
8. Operate all equipment.

FINAL TESTING WILL BE WITH THE CHIEF FOR DRIVING CLEARANCE

FINAL TESTING FOR CASCADE OPERATIONS WILL BE WITH THE FIRE/RESCUE
CAPTAIN OR THE DEPUTY CHIEF IN CHARGE OF AIRPACKS AND CASCADE
SYSTEM.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:5

SUBJECT: OPERATION REQUIREMENTS FOR TANKER 77

DRIVING REQUIREMENTS

1. Log a minimum of 30 miles of driving on major roads (I-90, I-79, Rt. 97, Rt. 19)
2. Log a minimum of 30 miles of driving on secondary roads (Robison, Townhall, Township Roads)
3. Be proficient at 1,500-ft. straight-line backup.
4. Be proficient at 1,500-ft. curved backup.
5. Perform the serpentine both forward and reverse without striking any cones or curbs.
6. Parallel park the vehicle without striking curb and a distance of no more than 8 inches from the curb.
7. Show proficiency at 3 point turns both with driveway or intersection and without.
8. Demonstrate proper braking and stopping techniques including proper downshifting for hills.
9. Properly back up to dump into port-a-tank without striking tank.
10. Properly position truck to dump into the port-a-tank using the side dumps and not hit the tank.

MISC. OPERATION REQUIREMENTS

1. Properly operate the portable pumps.
2. Properly set-up the port-a-tank. (drain goes on the low side)
3. Properly fill tanker using portable pumps only.
4. Properly fill tanker from hydrant
5. Properly fill tanker from engines at fill site. (may need different adapters)
6. Have knowledge of where the primary fill site and secondary fill sites are in reference to the fire location. (try to have 2 fill sites, one on each side of the fire.)
7. Operate the dump valves both from the cab and from the rear of the truck.
8. Know how to manually operate dumps should the electrical system fail. (use manual handle after unhooking electrical dump system)

FINAL TESTING WILL BE WITH THE CHIEF FOR DRIVING CLEARANCE

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:7

SUBJECT: SCBA

All personnel will don and use SCBA as appropriate on all fires.

Removal of above equipment will be at the discretion of the incident commander.

All SCBAs used shall be properly cleaned, serviced, and inspected before being put back in service.

All air cylinders emptied or partially used but not refilled at the scene will be returned to the brackets and placed upside down, (valve up) and the operator of that rig notified of such.

After using one 4500 psi. cylinder or two of a smaller pressure, you must report to rehab. Each additional cylinder requires you to report to rehab.

The Rehab Officer shall have the authority to restrict further entry.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-7:8

**SUBJECT: MINIMUM TRAINING REQUIREMENTS FOR RIDING THE
APPARATUS**

ADOPTED: 10/8/07

Ambulance

CPR

Haz Mat Awareness

Blood Borne Pathogens

General knowledge of equipment and its proper use

Rescue

CPR

Blood Borne Pathogens

Haz Mat Operations Level

Basic Vehicle Rescue Operations Level or State equivalent

General knowledge of equipment and its proper use

Engine

CPR Haz Mat Operations

Blood Borne Pathogens

Exterior Firefighting (Delmar Module 3) or Essentials of Firefighting

General knowledge of equipment and its proper use

Tanker

CPR

HazMat Operations

Fire ground Support (Delmar Module 2) or Essentials of Firefighting

General knowledge of equipment and its proper use

Ladder

CPR

Haz Mat Operations

Blood Borne Pathogens

Interior Firefighting (Delmar Module 4) or Essentials of Firefighting

Trucks 1

General knowledge of equipment and its proper use

Brush Truck

CPR

Haz Mat Operations

Blood Borne Pathogens

Fire ground Support (Delmar Module 2) or Essentials of Firefighting

General knowledge of equipment and its proper use

*Note – preference will be given to personnel with higher levels of training or pro board certification

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:1

SUBJECT: INCIDENT COMMAND SYSTEM

INTRODUCTION

The first arriving officer will accept command of the incident.

Communication of good quality is a must for all incidents. The report on conditions must be brief, intelligent, and clear and must rely on relevant information.

Examples...

Squad 76 on location, reporting 3 car MVA at Robison and Peach Street investigating the status of the patients.

Communications this is command, reporting 2 class three and one class 2 patient.

Rescue 74 this is command. Set up stabilization of all vehicles and assist squad 76's crew.

Command this is squad 76, two more squads will be needed.

Communications this is command dispatch two more squads to this MVA.

NOTE: ALL transmissions will go through the COMMANDER.

The Incident Commander will be the person to notify Fire Communications when the incident will switch to another channel.

Those in command must take control quickly and guide the total effort to untangle the emergency scene efficiently. Failure to do so will result in an unqualified individual assuming informal control, causing fragmented efforts, and will result in the general inefficiency and time consuming mistakes. Remember that someone's life and/or property are at risk and most importantly our personnel, your action or lack of action greatly influences that person's prospects for surviving a traumatic injury. A formal procedure should be followed to establish command of an auto extrication scene.

PERRY HI-WAY HOSE COMPANY OPERATING GUIDELINES

GUIDELINE # 2-8:2

SUBJECT: PROCEDURE FOR ANSWERING CALLS

PAGE 1 OF 2

1. The alarm is sounded from Fire Control
 - a. When minimum crew in station - answer radio (e.g. Station 42 10-4 and repeat call)

2. After the procedure in answering the radio is completed,
 - a. The responding units will report to fire control (e.g. squad 76 responding with a crew of four, 3 EMTs)
 - b. Responding units on the scene will report on location (e.g. squad 76 on location)

*Once responding to the call, only an officer has the authority to return a rig, medic rigs do not have control over responding equipment.

GENERAL NOTES:

Firefighters assigned to an Engine or Rescue Co. will stay together in their crew under a Lieutenant if possible.

No one is to ride the fire equipment without being in proper fire gear, helmet, coat, boots and gloves.

After the call, personnel will clean the equipment and be released by the Office in Charge.

Under no circumstance are personnel permitted to ride on tailboards.

SQUAD CALLS:

When en route to the hospital, you will notify Fire Control which hospital you are going to and if the medic is on board, as well as number of patients.

When you arrive at the hospital, Fire Control shall be notified.

When the squad call is completed you will fill out the proper form so that the squad can be restocked, fill out the run sheet then clean the squad inside and out.

EMS trip sheets are to be filled out and a copy faxed to the receiving hospital within two hours of the call. This is in accordance to our state licensure.

When using relco, you will notify the appropriate Fire Control of destination & route of travel and notify when complete.

Putting rigs back into service between the hours of 22:00 hours and 06:00 hours shall be done by telephone and not over the radio.

After returning to the station, equipment is to be cleaned and restocked by the crew and personnel at the station. No one is to leave until the job is completed unless late for their regular job.

The O.I.C. is responsible to fill out the necessary fire reports and log sheets.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:2

SUBJECT: PROCEDURE FOR ANSWERING CALLS

PAGE 2 OF 2

When responding to the hospital with a Medic rig, seat belts shall be worn. The Medic rig will be driven non-emergency at all times, unless specifically ordered otherwise by EmeryCare operations.

Seat belts are to be worn at all times while riding the squads unless performing patient care.

EQUIPMENT STAFFING:

<u>Equipment</u>	<u>Minimum</u>	<u>Maximum</u>
Squads	2	4
Engines	2	5
Rescue	2	5
Tanker	1	3
Brush Truck	1	3

Squads: Minimum of 1 EMT and 1 Ambulance Attendant.

Optimal staffing of 3 qualified persons. A time allowance of 4 - 5 minutes should be followed to attain optimal staffing.

Ambulance Attendant has CPR level C certification, Hepatitis B vaccination, Blood Borne Pathogen training and Basic First Aid, Haz Mat R & I.

Preference is given to EMT's then first Responders, than Ambulance Attendants.

Fire Equipment: Persons on apparatus should be familiar with the equipment on the trucks in which they ride, where it is stored, and how it operates. No one will wear S.C.B.A. if facial hair is evident. Facial hair includes beard, goatee, long side burns, etc. where the mask seals to facial skin. Likewise, no one will wear S.C.B.A. on an emergency call unless trained through the state level Basic Firefighting class or Respiratory Protection class and has shown proficiency in the proper use and cleaning procedures. Full protective gear must be worn when responding. Priority will be given to experienced firefighters in the event of a fire call.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:3

SUBJECT: FIRE DEPARTMENT EQUIPMENT, CLOTHING AND UNIFORM

It shall be the duty and responsibility of each member of this department to care for the equipment, clothing and uniform issued to them. Each member shall see that equipment is kept clean and serviceable at all times. Any replacement or repair of the protective equipment shall be discussed with the Quarter Master.

Upon satisfactorily completing the prescribed probationary period and necessary functions worked, the Chief will direct a new member to order a dress uniform consisting of a dress shirt, pants and tie. It shall be the member's responsibility to see that these items are kept neat and clean at all times. Any repairs or alterations, unless service corrected, will be borne by the member and not the department. At no time other than duly designated, shall the dress uniform be worn. Members are only permitted to wear the insignia of their current office.

At no time shall fire department clothing or equipment be worn on the fire ground or at the scene of an accident when said member is acting merely as an onlooker or in any capacity other than their official duties.

In order to maintain uniformity, the Perry Hi-Way Hose Co. patch will always be worn on the left sleeve; the American flag patch on the right sleeve, it shall be centered thereon and positioned exactly 2 ½ inches from the top of the sleeve. This shall pertain to emblems worn on the shirts, dress blouse, and coveralls. Coveralls provided by P.H.H.C. shall have only the Hurst Tool patch over the left breast and the E.M.T. patch over the right breast. Members with the proper qualifications will be the only ones permitted to display these patches. Miscellaneous pins, patches or emblems other than those described are not permitted. The use of the Perry Hi-Way emblem for any other purpose will only be permitted with the Chief's approval.

The department shall issue one badge to be worn on the uniform shirt. This badge is not to be worn on any other item of clothing or in any other way other than prescribed herein. Officer brass shall also be worn on the collar of the dress shirt.

For various duties and details, the Chief shall have the ultimate authority to determine what uniform shall be worn.

It should be noted that during local business tours, the dress uniform should be worn. During which time all members are encouraged to pay attention and uphold a positive reflection on the department. Any member not actively participating will be assigned back to his/her rig.

All turn out gear is to be kept in the firehouse unless the Chief grants other permission.

Personal modifications are not permitted on any turn out gear.

Members are responsible for damage/loss of any issued equipment.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:4

SUBJECT: BLUE LIGHTS

The Pennsylvania Motor Vehicle Code authorizes volunteer firefighters to operate blue lights on their privately owned vehicles when responding to an emergency call. Any firefighter having successfully completed his/her probationary period, and has been voted in as an active senior member may use a blue light complying with the requirements of the vehicle code.

No light prohibited by the code shall be used by any member of this department. The Chief and Deputy Chiefs as well as fire police officers are the only ones permitted to use wigwags, if they desire. These are not to be used during night time hours.

At no time shall a firefighter responding to a call activate his/her blue light while outside the district protected by Perry Hi-Way Hose Co.

Blue lights are to be turned off when the appropriate equipment has responded. i.e. Squad en route with a full crew, all equipment out of the station on fire responses.

The Chief shall have the authority to authorize or restrict the use of blue lights, as well as to enforce and interpret the provisions of this regulation.

Firefighters must operate their vehicles in a safe manner and in accordance with the Pennsylvania Vehicle Code.

Vehicles are to have headlights on at all times while the blue light is in use.

Perry Hi-Way Hose Co. assumes no liability for any traffic citations that may be invoked for your driving.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:5

SUBJECT: VEHICLE SAFETY AND OPERATION

PAGE 1 OF 2

All operations of the vehicles of this department shall comply with each and every position of the motor vehicle code.

Each operator of emergency equipment of this department shall complete the emergency vehicle operator's course (EVOC) before driving qualification is given.

To be on either the squad or the rescue truck, members must have started the Hepatitis B series or have a signed waiver on record.

The officer in charge shall make all decisions regarding the vehicle's operation, route, placement, etc. Once the vehicle is positioned (parked), the operator shall not leave the vehicle unless instructed so by the officer in charge or a qualified replacement is secured. In any event, the officer in charge should be contacted and notified of the change in personnel. (Exception: squad calls when the driver is needed to assist with patient care)

Upon arrival at the hospital, the driver is responsible for reading oxygen levels and shutting the oxygen supply off, this also includes returning the squad back to usable condition.

The operator shall be responsible for accounting for all portable equipment used from the vehicle he/she is operating and for the re-fueling of equipment that is below $\frac{3}{4}$ of a tank.

Members shall not operate any vehicles that he/she has not been formally qualified to operate. All drivers who are cleared by the Chief will be given a card for the rigs they are qualified to drive. Driver's training can be done by a senior member with proper approval by the Chief.

When backing a rig up, spotters are to be used.

Upon arrival at the scene, brakes are to be set and wheel chocks are to be used with the exception of the squads.

Traffic cones are to be used appropriately as needed. Example: on street parking.

Members removing any equipment from a rig at a scene will notify the operator, and also notify upon return of such equipment.

No rig will respond on a call without a crew*, unless the operator has knowledge of personnel meeting at the scene (daytime calls mostly for this exception), or by order of an officer.

<u>* CREW STANDARDS</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Squad	2	4
Rescue	2	5
Engine	2	5
Brush Truck	1	3
Tanker	1	3

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:5

SUBJECT: VEHICLE SAFETY AND OPERATION

PAGE 2 OF 2

Under no circumstance will any member respond to any emergency call after having consumed *any* amount of drugs or alcohol. The penalty for such an act will be a *minimum* of 30-day suspension for the first offense.

Second offenses will result in immediate dismissal.

P.H.H.C. equipment is not to cross railroad tracks without first coming to a stop to look and listen for any on-coming trains.

The operator of any P.H.H.C. equipment involved in an accident shall file an incident report in accordance with the Department By-Laws and have driving privileges suspended until reviewed by both the Accident Review Committee and the Board of Directors. Any accident involving another vehicle **MUST** have a police report filed.

In the event damage is caused to a vehicle, not resulting from an accident, an incident report must be filed by the operator within seven days. Driving privileges will not be suspended unless so dictated by the Chief.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:6

SUBJECT: STAND-BY RESPONSE / NON-EMERGENCY RESPONSE

Perry Hi-Way Hose Co. equipment responding to stand-by for another agency or department will not use emergency lights or siren. Responding equipment will proceed non-emergency, unless dispatched to the scene of an emergency.

Perry Hi-Way Hose Co. equipment responding to wash downs and pump outs will not use red lights and siren. If the apparatus has to sit on the road, the use of red lights is permitted. This will ensure that traffic can visually see the equipment.

On mutual aid calls only the equipment requested will respond. The only exception is when the HURST TOOL is called for. One squad is to respond to ensure our personnel have relief people to back them up. The responding squad must stage one block from the incident, not to interfere with traffic flow.

When placed in staging area or stand-by personnel ARE TO STAY WITH DESIGNATED RIG unless other orders are given.

Minimum of helmet, boots & gloves to be worn on wash downs. At no time is the street to be washed down in the following situations:

- ◆ Freezing Temperatures
- ◆ Any type of hazardous material

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:7

SUBJECT: EMERGENCY RESPONSE

It shall be the policy of this department to deter firefighters/EMTs from responding to the scene of an emergency call in their private vehicles. ONLY in the case where a firefighter/EMT, while traveling his/her normal route to the firehouse, will pass the immediate scene of an emergency call should he/she even consider stopping. If the scene of the call is on his/her way and there is already another firefighter/EMT on the scene, he/she should avoid stopping and proceed to the station to man the equipment or standby for subsequent calls.

ONLY the Chief or one of the Assistant Chiefs shall have the unlimited discretion to answer all calls by responding directly to the scene. In particular situations when manpower is somewhat limited, and/or mutual aid calls only the Senior Officer should respond to the scene, thereby providing as many personnel as possible to operate the equipment that will be required.

The Chief shall have unlimited authority to enforce and interpret this regulation and any violation thereof shall result in disciplinary action as deemed necessary and appropriate by the Chief, or Disciplinary Committee.

In order to respond to MVA's / fires / haz-mat, personnel MUST have haz mat operations level training as deemed necessary by the Board of Directors. This includes active probationary members.

Upon arrival at a scene the INCIDENT COMMAND SYSTEM shall be used.

During vehicle extrication, full turn out gear is to be worn including eye protection. This includes training sessions. Turn out gear is also to be worn while at the scene of an MVA in the event this is not worn, that member will only be used in the capacity of a "runner" and will not be permitted close to the vehicles involved.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:8

SUBJECT: SECURING PERSONAL PROPERTY OF VICTIMS

At any time when it becomes necessary for members of this department to secure personal property of a fire or accident victim, every endeavor should be made to convey said property immediately to the State Police on the scene. If none is present, the appropriate agency should be contacted and an officer requested.

The retention of a victim's personal property by a member of this department is discouraged and should be avoided. If no alternative remains, that is, any police officer or member of the victim's family is available; the victim's personal property should be turned over to the officer in charge. He/she will then be responsible for its custody and safekeeping until it can be turned over to the victim, the police, or a member of the victim's family. An appropriate notation should be made on the call card regarding the full description of the property taken into custody, where it was found, by whom, and in whose custody it will be held. If the property is in the custody of anyone other than the chief officer, every endeavor will be made to turn it over to a chief officer so that it may be locked and secured in the Chief's office. When the property changes hands within the department, appropriate notations should be made on the call card. In addition, when property is returned to the victim, the police, or a member of the victim's family (designated representative), a receipt will be obtained from the person receiving such property.

Failure to comply with the provisions of this regulation may result in disciplinary action as deemed necessary and appropriate by the Chief or his designated representative. Only the Chief may authorize a variance in any respect of this regulation.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:9

SUBJECT: LOCK OUT/TAG OUT

This Guideline applies to machines and equipment in which the unexpected energization, start up, or release of stored energy could cause injury to firefighters or rescue personnel.

- The machine or equipment space shall be shut down using normal operating procedures.
- Lockout or tagout appliances will be attached so that the energy isolating devices will secure the machine or equipment space in a “safe” or “off” position.
- In situations where energy isolating devices cannot be locked because of design; tagouts will be used. Tagouts will be attached in a manner or location that interferes with the operation of energy isolating devices.
- Where a tag cannot be attached directly to the energy isolating device, the tag shall be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.
- Following the application of lockout or tagout devices, stored or residual energy must be relieved, disconnected, restrained, or otherwise made safe.
- Prior to beginning operations, verify the machine, equipment, or space has been de-energized or isolated by operating controls. Reset controls to the neutral or off position once energy isolation is verified.

Restoring machines and equipment to normal operations

- Notify *Command* that the operation is complete, all personnel are accounted for, and that the area is safe.
- Request approval from *Command* to remove lockout or tagout devices. Replace all lockout or tagout equipment back in the carrying case on the proper apparatus.
- Personnel who normally operate the machines, equipment, or spaces or a qualified craftsman is responsible for restoring energy to the machines or equipment.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:10

SUBJECT: EMERGENCY EVACUATION SIGNAL

ADOPTED: 3/13/06

At any time during an emergency incident or training evolution activities are judged by the Incident Commander and/or Safety Officer to be unsafe and/or involve an impending hazard making it necessary for personnel to be evacuated from the hot zone, an emergency evacuation will be initiated.

Upon the order to evacuate, all apparatus will sound a long single blast of their air horn for 1 minute or long enough to deplete the apparatus air tanks to a point the horn will no longer sound.

The Incident Commander shall also advise the dispatch center to announce an evacuation notice over the operational channel of the incident and via alpha pagers of all companies working on scene.

All personnel within the hot zone, upon hearing the evacuation signal, will exit the building/area (Hot Zone), gather in a safe area and report location and PAR to the Incident Commander or Accountability officer.

Although the Safety Officer has the authority to order an evacuation on his/her own, they should try to discuss the situation with the Incident Commander, providing the delay will not result in a hazard to personnel.

**PERRY HI-WAY HOSE COMPANY
OPERATING GUIDELINES**

GUIDELINE # 2-8:11

SUBJECT: DRESS CODE FOR EMERGENCY CALLS

ADOPTED: 10/8/07

The following dress code applies to all personnel operating on any emergency call.

Shirts – Shirt must have a sleeve covering the underarm area and long enough to hide the mid-drift. Tank tops, halters, half shirts or clothing that is low cut revealing the chest area is not acceptable.

Pants – Must cover entire leg. Shorts, Capri's or cut-off's will not be permitted.

Shoes – Shoes must have a closed toe and secure around the foot. Flip flops and sandals are not permitted.

Clothing with suggestive or inappropriate words will not be permitted.

All clothing is to be clean and convey a positive image.