



**Smithton Volunteer Fire Department**

***Standard Operating Guidelines***

# Smithton Volunteer Fire Department Standard Operating Guidelines

## Section 1: Overview and Scope

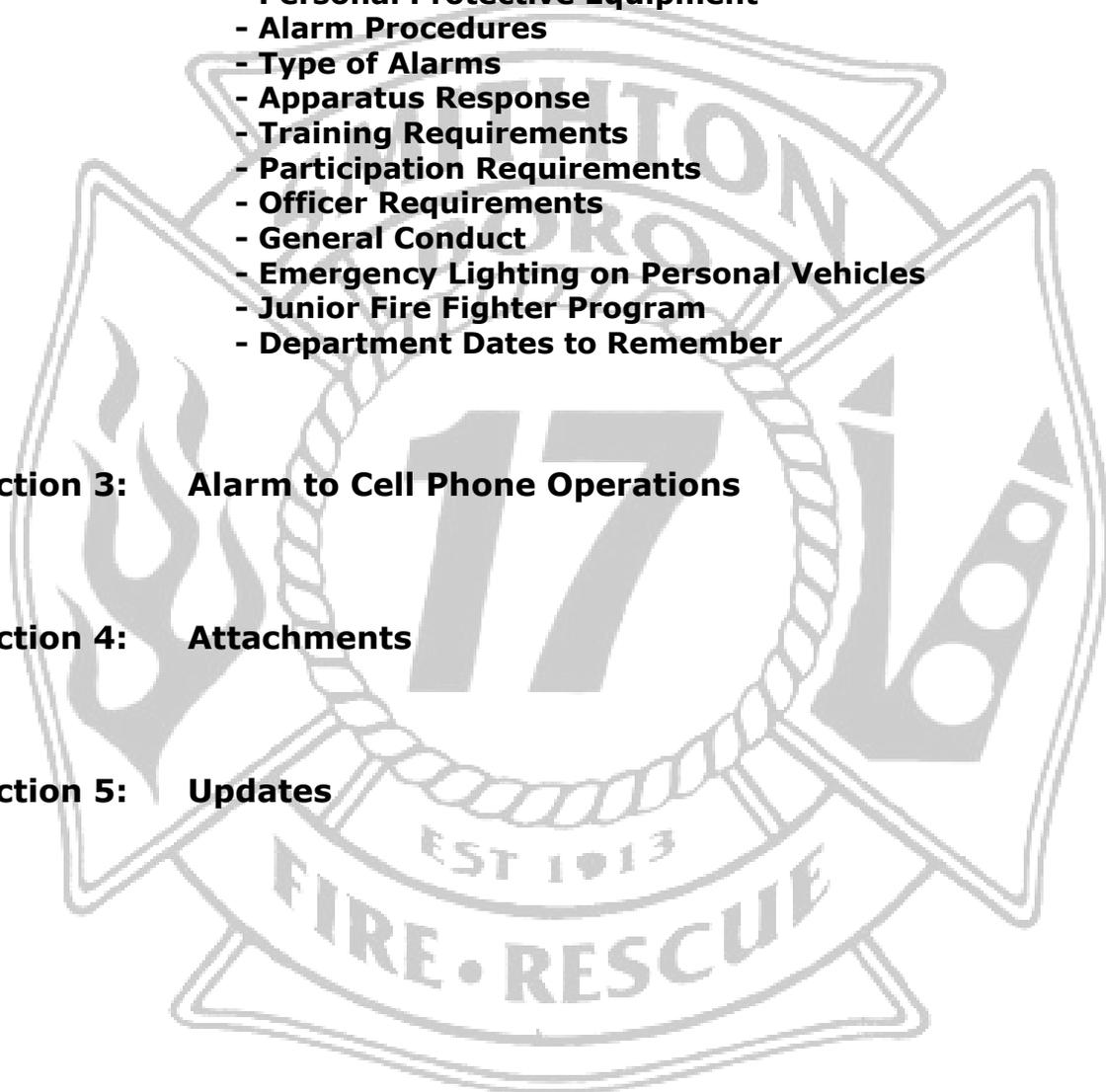
## Section 2: General Operations

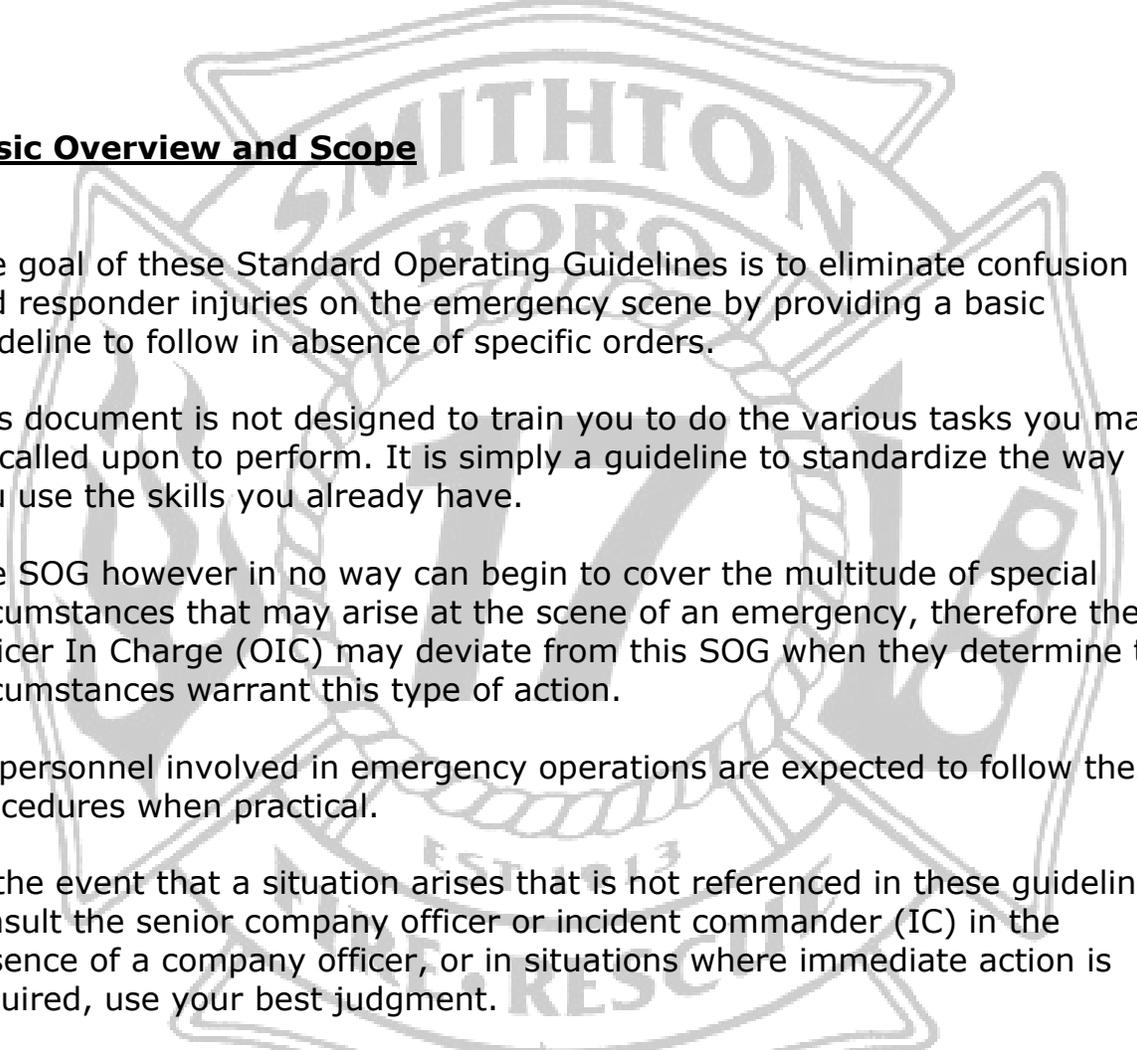
- Personal Protective Equipment
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The background of the page features a large, faint watermark of a fire station logo. The logo is a Maltese cross with a central circle. The word "SMITHTON" is written across the top of the cross, and "BORO" is written across the middle. Below the cross, the words "ESTABLISHED 1813" and "FIRE RESCUE" are visible. The logo is rendered in a light gray color.

## **Basic Overview and Scope**

The goal of these Standard Operating Guidelines is to eliminate confusion and responder injuries on the emergency scene by providing a basic guideline to follow in absence of specific orders.

This document is not designed to train you to do the various tasks you may be called upon to perform. It is simply a guideline to standardize the way you use the skills you already have.

The SOG however in no way can begin to cover the multitude of special circumstances that may arise at the scene of an emergency, therefore the Officer In Charge (OIC) may deviate from this SOG when they determine the circumstances warrant this type of action.

All personnel involved in emergency operations are expected to follow these procedures when practical.

In the event that a situation arises that is not referenced in these guidelines, consult the senior company officer or incident commander (IC) in the absence of a company officer, or in situations where immediate action is required, use your best judgment.



**Smithton Volunteer Fire Department**

***Standard Operating Guidelines***

**General Operations**

## Personal Protective Equipment

Personal protective equipment (PPE) varies based on the situation. Your training will help you determine what PPE is appropriate for the given situation. The proper use of PPE is essential to reduce the possibility/severity of injuries.

PPE may consist of any combination of the following:

Turnout gear: Helmet, hood, coat, pants, gloves, boots, SCBA

Complete turnout gear will be worn on:

- Fires and fire related calls: carbon monoxide, gas, wires with the SCBA as necessary
- Vehicle accidents: with the addition of a safety vest.

SCBA: Will be worn at all times while engaging in operations that may expose individuals to smoke, high heat, toxic gasses, oxygen deficient atmospheres, or when there is the potential for an unknown respiratory hazard. Exception: brush or wildland fires in which Forestry gear must be worn.

Safety goggles/glasses: Eye protection will be worn while engaged in vehicle rescue operations, exterior firefighting operations that involve the breaking of glass, extrication operations, or other incident where potential eye injury is deemed by the OIC.

Personal flotation devices: Will be worn by all personnel involved in any type of water rescue.

Latex/nitrile gloves: Disposable gloves will be worn by all personnel on vehicle accidents, or on any incident where an individual may come in contact with a biological hazard including flooding.

## **PPE maintenance and storage:**

Turnout gear: Will remain at the station in the appropriate lockers. All turnout gear will be inspected and maintained by the person it is assigned to. Any deficiencies will be noted and reported to the designated Equipment Officer immediately. Individuals are responsible for cleaning their turnout gear as needed. THIS IS YOUR GEAR, TAKE CARE OF IT!!

SCBA: Will be inspected and cleaned after each use. Face pieces are to be disinfected and dried. Cylinders are to be inspected, cleaned and filled to the appropriate capacity. All SCBA will be stored in the appropriate apparatus with the straps on the face piece and harness fully extended, with a full cylinder in place and ready for service.

PFD's: All PFD's will be cleaned, rinsed and dried prior to being placed back in the apparatus.

Special circumstances: In the event of a hazardous materials incident, additional or special PPE may be required. In this case consult the senior officer on scene or the OIC.

## **Department Issued Equipment**

- 1) Members are to complete and sign a contract with the department for each item issued to them by the department.
- 2) The Department is not responsible for personal affects kept in the fire station.
- 3) Damaged or lost equipment must be reported to a chief officer immediately.
- 4) Should a member's status be changed from Active Firefighter to Inactive Firefighter, the Department reserves the right to request any or all department issued equipment is returned.
- 5) Members are not to alter their department issued equipment in any way.

## **Alarm Procedures**

### Actions when the alarm is activated

1. When the alarm is activated. All available personnel are to report directly to the fire station. The ONLY exception is officers reporting directly to the scene. Personnel must respond in accordance with the traffic laws of the Commonwealth of Pennsylvania.
2. Upon arrival at the station all personnel will don appropriate protective clothing prior to mounting the apparatus. Exception for EMS response (AED, Ambulance Assist) personnel need not don full turnout gear, but must have it with them on the call.
3. The first person to arrive at the station will acknowledge the call (per county SOP) record the address and nature of the call along with the TAC channel. Record this information on the dry erase board and give it to the driver of the first apparatus to respond. In the event the information is unclear, contact ZONE 4 COMMAND to clarify, either by radio or telephone 724-600-7327
4. Those qualified members will mount the appropriate apparatus and fasten seat belts. Individuals not qualified to respond on the engine or Ladder will respond with the squad (if a qualified driver is present). Members missing the responding apparatus shall remain at the station to assist standby companies or in the event of a second alarm. Personal vehicles will not respond to the scene unless directed by the OIC.
5. Officer of the apparatus must ensure all personnel are qualified and safely seated before the apparatus leaves the station.
6. Ladder 17 should not leave the station with less than 4 firefighters (when available) or for at least 3 minutes after the siren has sounded. Engine 17 should not leave with less than 2 firefighters unless directed by the OIC.

### Action when enroute to the Scene

1. All company vehicles responding should be driven in a safe manner in accordance with the traffic laws of the Commonwealth of Pennsylvania.
2. All personnel riding an apparatus will be seated and belted. Seating capacity of the apparatus shall not be exceeded.
3. All radio transmissions will be made by the individual riding in the officers seat in the front of the apparatus.
4. Under no circumstance will a response be delayed or cancelled unless directed by the OIC.

### Actions once on Scene

Regardless of assignment the apparatus officer should make every attempt to obtain a 360 degree view of the incident scene and obtain a risk assessment prior to committing a crew.

1. As soon as possible all utilities into the involved scene will be assessed.
2. The OIC will establish a command post, equipment and personnel staging area, and assign appropriate personnel to those areas.
3. In the event of a structure fire in an area with a questionable water supply, the OIC will establish a secondary water supply and assign a water supply command to a qualified individual.
4. In the event a chief officer from our dept is not present, the senior company officer at his discretion may turn over command to the first chief officer to arrive on scene.
5. Under no circumstances will anyone be permitted to leave an emergency scene until dismissed by the OIC or one of our line officers.
6. The apparatus driver will stay with the apparatus until told otherwise by the OIC. The driver of the apparatus is responsible for the equipment on it. Any person removing equipment from an apparatus is responsible to return that equipment to the apparatus it was removed from.

### Actions to be taken after an incident

1. Prior to leaving the scene of an incident the driver will be responsible for making sure all equipment used on the scene has been returned to the apparatus and stored in the correct location. The driver will also ensure all personnel responding on the apparatus are accounted for and returning on the apparatus.
2. Upon arrival back at the station, company/apparatus officers will take charge of all available personnel and place all equipment back in service ASAP. All personnel regardless of rank or position are expected to help place equipment back in service.
3. No members shall leave until released by the OIC.

### Priorities of work will be:

1. All tools, hoses and equipment will be refilled, repaired, and stored as required.
2. Wet hose will be replaced with dry hose when possible.
3. SCBA face pieces will be cleaned and sanitized if used.
4. All SCBA cylinders will be cleaned and inspected as required and placed back on the apparatus.
5. Booster tank filled if not done on scene.
6. All vehicles will be refueled.
7. All broken or unusable equipment will be tagged and reported to the OIC.
8. Any and all injuries will be reported to the OIC and proper paper work filled out at the station.

## **Type of Alarms**

### Vehicle Accidents

1. The first officer or apparatus on scene will give an initial report. The report will include but not limited to:
  - a. **Number of Vehicles**
  - b. **Type of Collision:** rollover, head on, rear end, etc.
  - c. **Location of Vehicles:** off road, blocking road, over embankment, etc.
  - d. **Patients/Status:** number of patients, consciousness, bleeding, etc.
  - e. **Entrapment Status:** no entrapment, entrapment, entanglement, etc.
  - f. **Additional Info:** wires down, fuel leaking, hazardous road conditions, or any other info that may assist incoming units
2. On entrapment incidents an extinguisher or water can will be put in place to cover the extrication crew.
3. In any accident involving sheared or broken poles with wires the first apparatus should be stopped at the closest pole on either side of the damaged one. If this is not possible, a spotter will be placed to observe damaged poles and wires for hazards.
4. Full protective gear will be worn at all times while working on or around vehicles. This includes a minimum of boots, pants, coat, helmet, eye protection and gloves.

### Hazardous Materials Incidents

Due to the varying nature of HAZMAT incidents, they will be assessed on a case by case basis as to what actions will be taken by members of the dept.

### Fire Ground Control

1. Officers will be responsible for command/control and safety of their respective crews.
2. Officers will be responsible for the accountability of their crews.
3. Upon arrival at the scene, personnel will remain with the apparatus they responded on. The apparatus officer will report to the OIC for instructions.
4. At no time will any firefighter leave their assigned work area without reporting to the OIC to keep the integrity of PAR in order.
5. In the event of an incomplete PAR check or an individual is reported missing, every attempt to locate that individual will be made. This will be the foremost priority at that time.
6. All radio transmissions to the dispatch center will be made by the OIC or designated personnel.
7. No person will be removed from a crew by another officer unless that action is cleared by the crew leader at that point.

## Helicopter Landing Procedures

1. The EMS and County dispatch will determine the aircraft, ground contact channel and Landing Zone location .
2. Engine will respond first (with minimum of 3), followed by squad with additional personnel.
3. Upon arrival at the designated LZ, the area will be inspected for debris and obstructions.
4. The landing zone should be marked with a minimum of road cones, but preferably with "turbo flares." Standard road flares should only be used as a last resort if no fire danger is present.
5. All communications with the aircraft will be made by the designated ground contact only.
6. The landing zone should be an area at least 60ft x 60ft, free of overhead obstructions such as trees or wires, and as flat as possible.
7. An LZ description to the pilot should include:
  - a. **Type of surface:** ball field, uncut hay field, asphalt parking lot, etc.
  - b. **Perimeter hazards:** trees to the north, power lines to the west, if unsure of direction use references such as "parallel with railroad tracks"
  - c. **Patient information:** only if requested

Once the helicopter has landed, advise dispatch ("Dispatch, Medevac 2 is on the ground safely"). Once the helicopter has cleared and taken off, advise dispatch ("Dispatch, Medevac 2 is safely off the ground enroute to AGH").

## Actions to be Taken on an AED Alarm

1. Squad will leave with a minimum of 2 personnel.
2. Equipment to be taken with you once on scene will be AED, crash-bag from squad, and portable radio.
3. Eye protection and disposable latex gloves should be worn if patient contact is anticipated.
4. All members responding to an AED alarm must have first aid and AED certification.

## Apparatus Response

### 1. Structure Fire in the Borough

- Ladder
- Engine
- Squad
- Request stand by company that is not on our first or second alarm

### 2. Structure fire all other areas

- Ladder 17 (Engine – Rostraver Twp)
- Engine (once Engine Arrives on Scene, request Stand-by Company)
- Squad

### 3. Vehicle Accidents

- Engine
- Squad

### 4. Alarms for Boat 17

- Squad with boat in tow
- Brush

### 5. AED

- Squad
- Engine on stand by for possible LZ

### 6. Vehicle Fires

- Engine
- Squad

### 7. Brush Fires

- Brush
- Squad
- Engine for water

### 8. Wires/Trees Down, Pumping

- Squad (with Pump Trailer as needed)
- Brush
- Additional as situation deems necessary

### 9. Stand-By/Station Fill

- Engine
- OR
- Ladder (By Request)

**NOTE:** Under certain circumstances these alarm responses may be changed by a department requesting our assistance. If we are dispatched as "Station 17", all apparatus will respond. If a specific piece of equipment is requested, that apparatus will respond. Additional manpower may be added with other apparatus as seen necessary by the OIC or as manpower permits.

## **Training Requirements**

### Annual Proficiency

- Probationary - 12 Hours Minimum
- Active FF - 6 Hours Minimum
- Suppression FF - 25 Hours Minimum
- Vehicle Operation - 2 Hours Minimum

\*\* Must be Active FF to be Suppression or Apparatus Operator

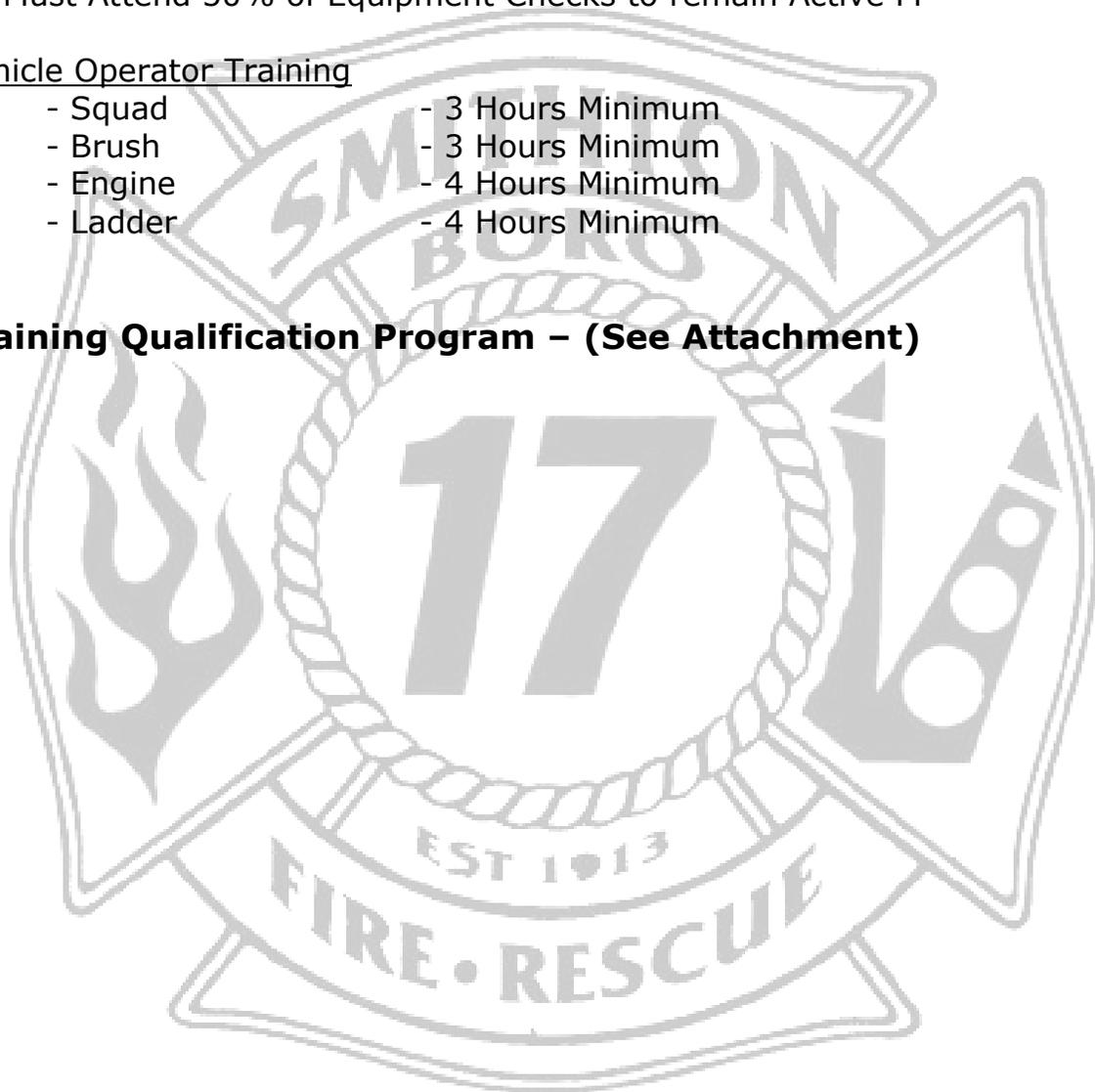
\*\* Must Qualify Every Year

\*\* Must Attend 50% of Equipment Checks to remain Active FF

### Vehicle Operator Training

- Squad - 3 Hours Minimum
- Brush - 3 Hours Minimum
- Engine - 4 Hours Minimum
- Ladder - 4 Hours Minimum

## **Training Qualification Program – (See Attachment)**



## **Participation Requirements**

### Annual participation

To remain an active firefighter the following is required:

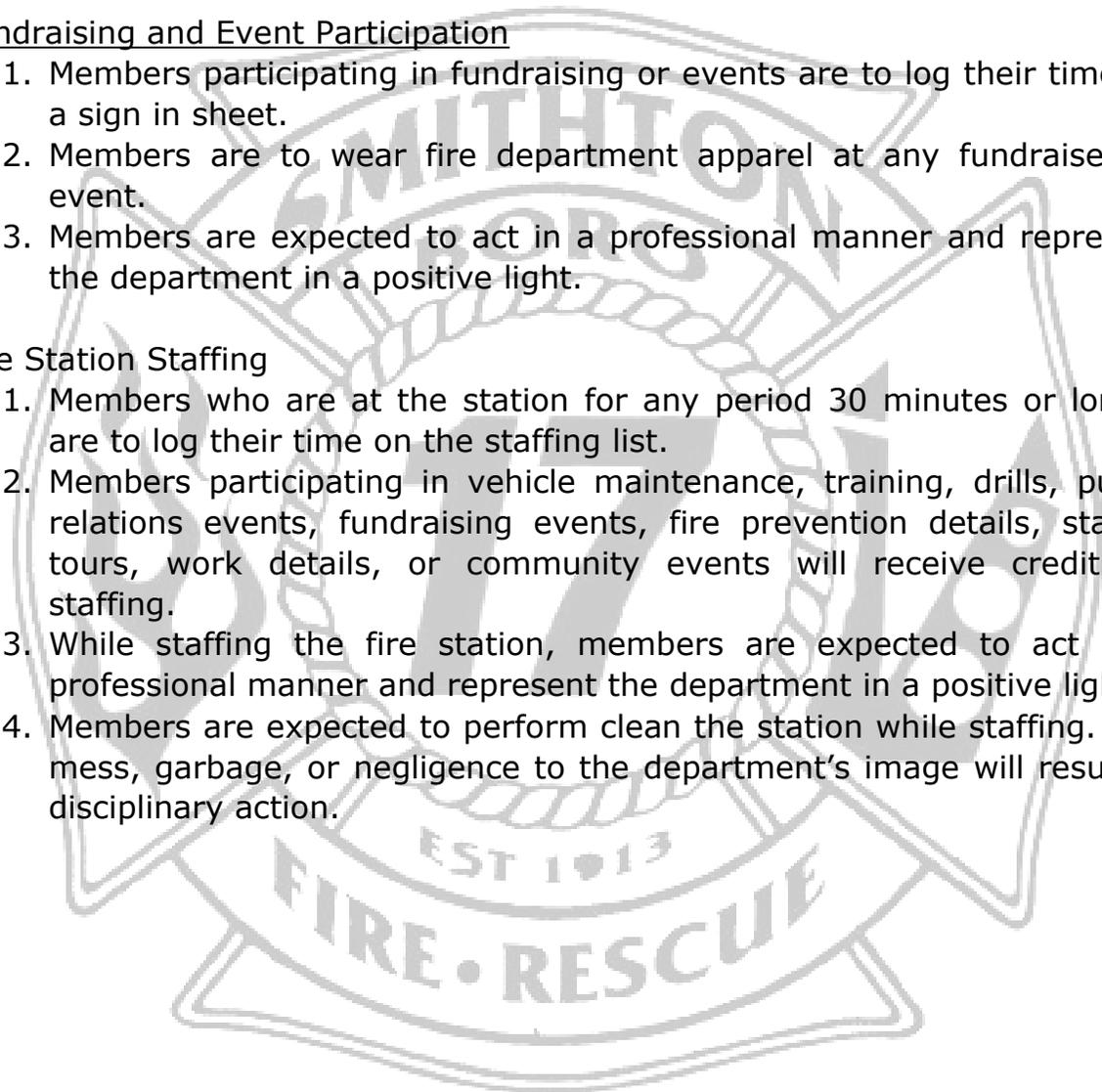
1. 4 other fundraisers (any combination of fish fry, community day, car washes, hoagie sales)
2. 20% of total alarms.

### Fundraising and Event Participation

1. Members participating in fundraising or events are to log their time on a sign in sheet.
2. Members are to wear fire department apparel at any fundraiser or event.
3. Members are expected to act in a professional manner and represent the department in a positive light.

### Fire Station Staffing

1. Members who are at the station for any period 30 minutes or longer are to log their time on the staffing list.
2. Members participating in vehicle maintenance, training, drills, public relations events, fundraising events, fire prevention details, station tours, work details, or community events will receive credit for staffing.
3. While staffing the fire station, members are expected to act in a professional manner and represent the department in a positive light.
4. Members are expected to perform clean the station while staffing. Any mess, garbage, or negligence to the department's image will result in disciplinary action.



## Officer Requirements

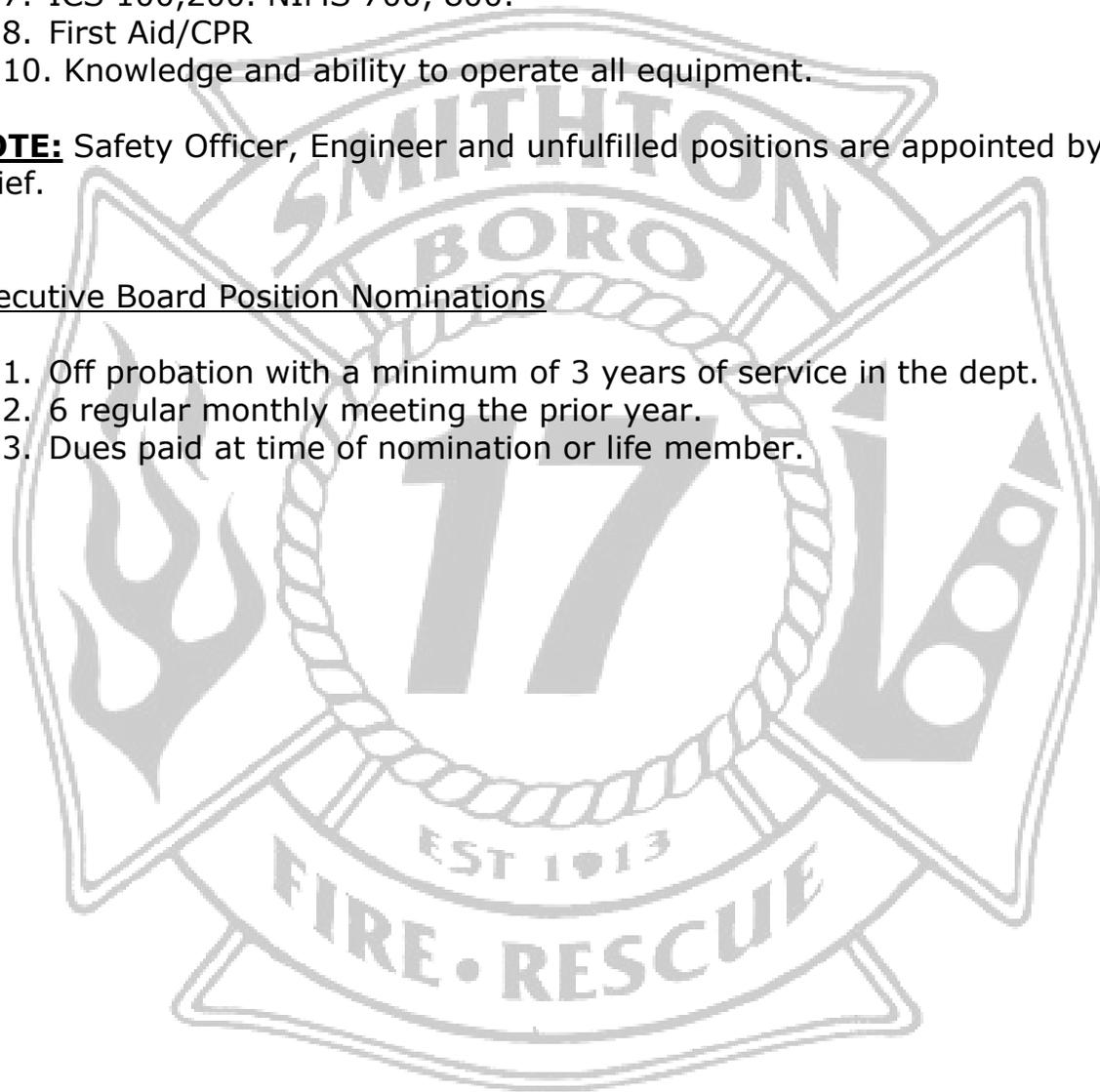
### Line Officer Position Nominations

1. Off probation with a minimum of 3 years service in the dept.
2. 6 regular monthly meetings the prior year.
3. Dues paid prior to nomination or life member.
4. 25% of alarms in the prior year.
5. 16 hours of annual training in the prior year.
6. Fundamentals or Essentials of Firefighting or 5 years experience.
7. ICS 100,200. NIMS 700, 800.
8. First Aid/CPR
10. Knowledge and ability to operate all equipment.

**NOTE:** Safety Officer, Engineer and unfulfilled positions are appointed by the Chief.

### Executive Board Position Nominations

1. Off probation with a minimum of 3 years of service in the dept.
2. 6 regular monthly meeting the prior year.
3. Dues paid at time of nomination or life member.



## **General Conduct**

### **1. General Conduct**

- A. Under investigation for a criminal activity (felony or misdemeanor) will be immediately suspended from the department pending results of the criminal allegations. Upon results of the investigation, if found guilty the actors membership will be terminated immediately. If found not guilty, suspension will be lifted and membership reinstated. Offenses include, but not limited to DUI, Assault, Battery, Fraud, Criminal Misconduct.
- B. Wishing to join the fire dept will be subject to a background check. The fee for the background check will be paid by the applicant, along with the annual \$3 dues submitted with the application.
- C. Wanting to be a driver will submit their PA drivers license to the president of the department to be recorded for insurance purposes. Must complete driver training with a department line officer upon the chief's approval. Once driver training is complete, including pump operations, a recommendation will be given by the officers to the chief. The chief has final say in the matter.
- D. Must adhere to zero tolerance on drugs and alcohol. If you are intoxicated.... Stay home! Intoxication begins with the first drink. Any member found in violation will be immediately suspended/terminated from the department.
- E. Must pay annual dues by the March regular monthly meeting. Failing to do so will be viewed as a resignation from the department.

### **2. Personnel Files**

- A. Personnel files are to be kept in the chief's office.
- B. Members are to provide updated contact information.
- C. Personnel files are to include members' mailing address, phone number, email, copy of a drivers' license (for apparatus operators), emergency contact information, qualifications, and training records.

### **3. Public Relations and Information Release**

- A. Members are not to release any information regarding an incident to the media or general public.
- B. Only an appointed Public Information Officer will be permitted to speak to the media.

#### 4. Social Media

- A. The Department's social media outlets are to be used to forward information to the public of fundraising events, community events, incidents, weather information, member accomplishments, and training.
- B. Incidents reported on the Department's social media outlets are not to include specific information. Addresses, names, patient conditions, patient destinations, and personal information are to be excluded.
- C. Identifying photos of vehicles or patients are prohibited. (HIPPA)
- D. Members are not to slander the Department, members of the Department, or members of other emergency agencies on their private social media accounts.
- E. Members are not to discuss sensitive Department information on social media.
- F. Members are not to question Department Operations or Department officers' decisions on social media.
- G. Members are not to use the Department's image or likeness for personal gain or to promote their personal agenda.

#### 5. Visitors to the Fire Station

- A. Visitor are non-members who have not officially been accepted into the Smithton Volunteer Fire Department by way of application process and board review.
- B. Non-members are to be accompanied by a Regular Member at all times.
- C. Non-members under the age of 18 are prohibited from the fire station after 11pm and before 7am.
- D. Non-members include family members.

#### 6. Parades

- A. The Chief must approve an apparatus attending a parade.
- B. The apparatus attending a parade will remain in service if the parade is located in an area that we typically are on a first alarm assignment for. (South Huntingdon Township, Rostraver Township, Perry Township, Perryopolis Borough, North Belle Vernon Borough, West Newton Borough, Sutersville Borough)
- C. In these areas, the apparatus is expected to have a crew that is prepared to and capable of responding to and handling emergency calls.
- D. The apparatus attending a parade will be considered Out of Service for parades outside of the above-mentioned areas. (Scottdale Borough, Mount Pleasant Borough, Elizabeth Township, City of Monessen, Charleroi Borough, and beyond)
- E. An apparatus must be washed by the crew prior to attending a parade to uphold the image of the department.

## 7. Sexual Harassment

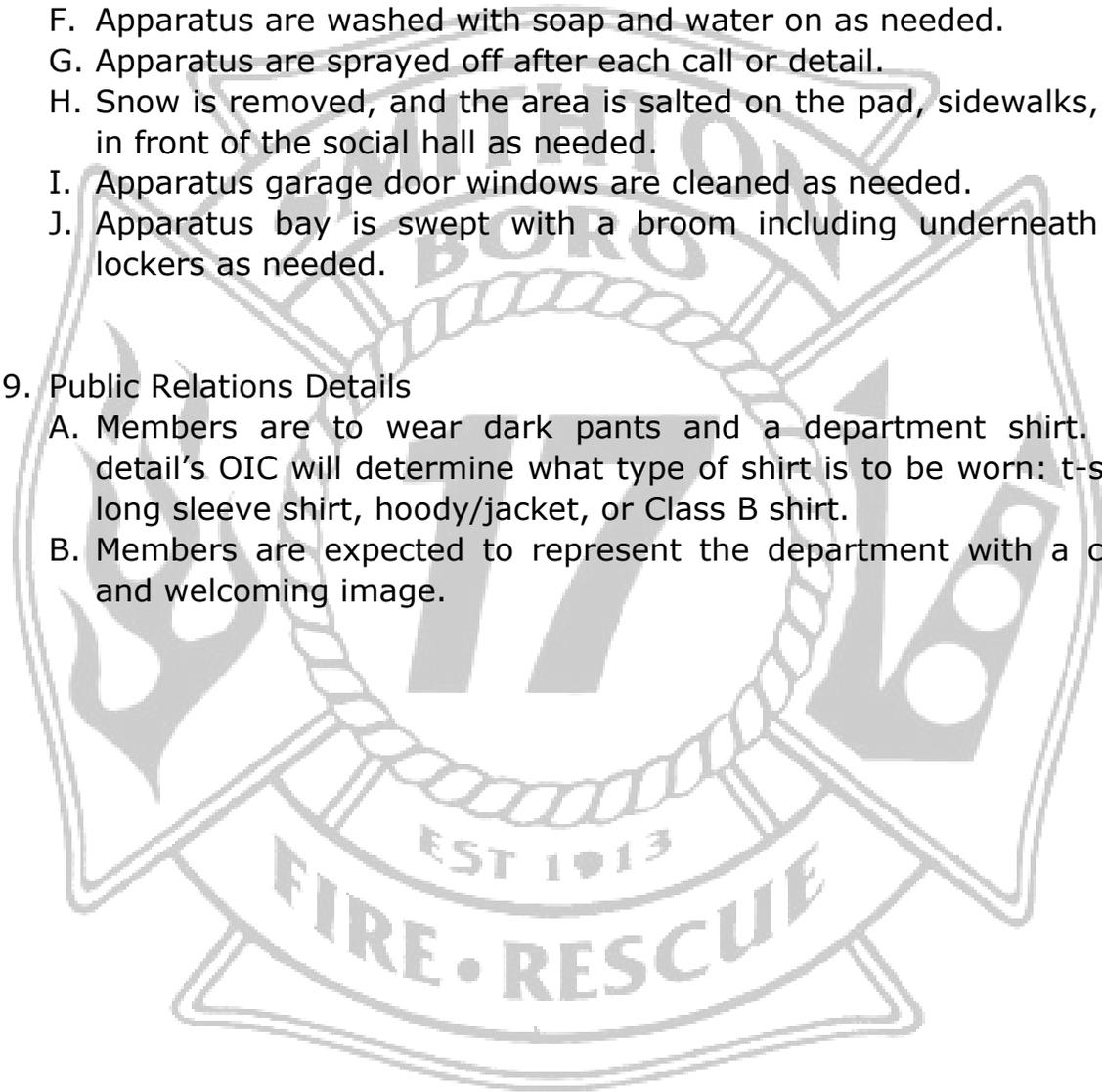
- A. There is a zero-tolerance policy regarding sexual harassment of any kind.
- B. Any incidents of sexual harassment are to be reported directly to the Chief.
- C. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.
- D. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:
  - a. Physical conduct
    - i. Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
    - ii. Physical violence, including sexual assault
    - iii. Physical contact, e.g. touching, pinching
    - iv. The use of job-related threats or rewards to solicit sexual favors
  - b. Verbal conduct
    - i. Comments on a worker's appearance, age, private life, etc.
    - ii. Sexual comments, stories and jokes
  - c. Sexual advances
    - i. Repeated and unwanted social invitations for dates or physical intimacy
    - ii. Insults based on the sex of the worker
    - iii. Condescending or paternalistic remarks
    - iv. Sending sexually explicit messages (by phone or by email)
    - v. Display of sexually explicit or suggestive material
    - vi. Sexually-suggestive gestures
    - vii. Whistling
    - viii. Leering
- E. Pending an investigation by the Chief and executive board the following actions can be taken:
  - a. 30 Day Suspension
  - b. 60 Day Suspension
  - c. Expulsion from the Department

## 8. General Duties

- A. Members are responsible for cleaning and maintaining the station, social hall, equipment, and apparatus.
- B. Members are to log when specific tasks are completed.
- C. Tasks include:
- D. Garbage in men's bathroom, women's bathroom, truck bay, lounge, social hall gets taken to the dumpster on Thursday nights or as needed.
- E. Men's bathroom and women's bathroom floors get mopped as needed.
- F. Apparatus are washed with soap and water on as needed.
- G. Apparatus are sprayed off after each call or detail.
- H. Snow is removed, and the area is salted on the pad, sidewalks, and in front of the social hall as needed.
- I. Apparatus garage door windows are cleaned as needed.
- J. Apparatus bay is swept with a broom including underneath the lockers as needed.

## 9. Public Relations Details

- A. Members are to wear dark pants and a department shirt. The detail's OIC will determine what type of shirt is to be worn: t-shirt, long sleeve shirt, hoody/jacket, or Class B shirt.
- B. Members are expected to represent the department with a clean and welcoming image.



## Emergency Lighting for Personal Vehicles

The purpose for emergency lighting on personal vehicles is for officer and APPROVED Members use only when responding directly to scene or station. The operator of the vehicle must abide to all Pennsylvania Vehicle Code – Title 75 and remember the light is only considered a “courtesy light”.

Any member wishing to run a Light MUST be off probation and MUST be granted APPROVAL from the Chief. The Member’s Name and other information must be turned in to the Chief at the beginning of each year and that information must be sent to the Pennsylvania State Police, Belle Vernon Barracks.

### Light Designation:

#### RED LIGHT

Chief  
Assistant Chief

#### BLUE LIGHT

Captain  
Lieutenant  
Safety Officer  
Engineer  
APPROVED Members

### Privileges Abused:

If the Light Privileges are abused while in use the following punishments will take effect.

- First Offense:
  - o Verbal warning by the chief officer of the department
- Second Offense:
  - o 30 day suspension from the department
  - o 6 month suspension of the light
- Third Offense
  - o 30 day suspension from the department
  - o 1 year suspension of the light
- Fourth Offense
  - o 60 day suspension from the department
  - o Lifetime suspension of the light

If the punishment comes to a second or third offense, the light is to be turned in to the chief officer of the department until the suspension time is served. At the time of a fourth offense, the light will not be returned or sold by the individual.

***\*Full PA State Vehicle Code Laws can be found at the back of this manual\****

## **New Member Program**

1. When a new member joins they are to complete the New Member Program during their probationary period.
2. A New Member Booklet will be attached to the back of this SOG.
3. A probationary member cannot be voted into regular membership without completing the New Member Program.
4. The New Member Program consists of basic competencies expected of Active Firefighters while operating on the scene of an emergency call or during a training evolution.
5. Each probationary member in the New Member Program will be assigned a department line officer to report to.
6. Probationary Members in the New Member Program can qualify for the following: Active Firefighter, Suppression Firefighter, Apparatus Operator, Squad Operator, Brush Operator, Engine Operator, and Ladder Operator.

### **Personal Protective Equipment and Accessories:**

1. The following gear will be issued to a new member based upon interest, activity and training:
  - Nomex firefighting coat
  - Nomex firefighting pants
  - Helmet with firefighter shield
  - Firefighting boots
  - Firefighting gloves
  - Firefighting hood
2. Pagers or cell phone pages may be issued to new members based upon interest, activity and training.
3. All New firefighters PPE must remain at the station at all times unless there is an emergency situation, or approved by an officer.

## **Junior Firefighter Program**

### **Membership Requirements:**

1. Must be at least 14 years of age.
2. Anyone under the age of 18 must have a general or vacation work permit, which is issued by school officials and can be obtained at the Jr./Sr. high school main office.
3. Must have application for membership completely filled out and approved by fire chief.
4. Must have confirmation form signed by parent or guardian, the Jr. firefighter, and the fire chief.
5. Must maintain a 70% (C) overall average in school and must be passing all educational subjects in order to participate in regular activities.
6. Reports to a designated Officer
7. Minimum 16 hours of training

### **Personal Protective Equipment and Accessories:**

4. The following gear will be issued to a junior member based upon interest, activity and training:
  - Nomex firefighting coat
  - Nomex firefighting pants
  - Helmet with junior firefighter shield
  - Firefighting boots
  - Firefighting gloves
  - Firefighting hood
5. Pagers or cell phone pagers may be issued to junior members based upon interest, activity and training. At no time will a pager be worn in school if issued to a junior firefighter. (See Alarm to Cell SOG)
6. All junior firefighters PPE must remain at the station at all times unless there is an emergency situation, or approved by an officer.

## **Hours of Participation Allowed by PA Child Labor Law**

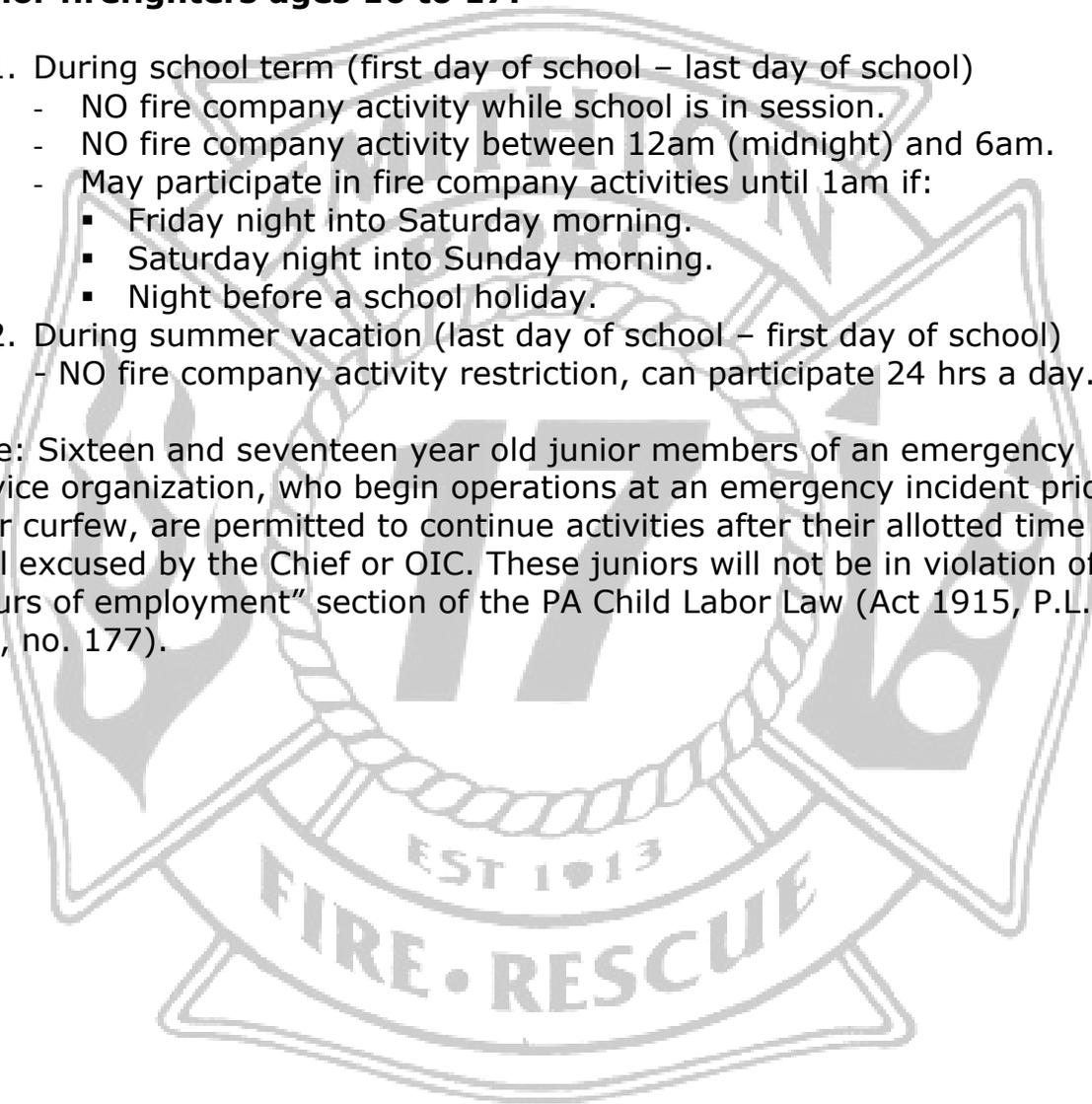
### **Junior firefighters ages 14 to15:**

1. During school term (first day of school – last day of school)
  - NO fire company activity while school is in session.
  - NO fire company activity between 9pm and 7am.
2. During summer vacation (last day of school – first day of school)
  - NO fire company activity between 10pm and 7am.

### **Junior firefighters ages 16 to 17:**

1. During school term (first day of school – last day of school)
  - NO fire company activity while school is in session.
  - NO fire company activity between 12am (midnight) and 6am.
  - May participate in fire company activities until 1am if:
    - Friday night into Saturday morning.
    - Saturday night into Sunday morning.
    - Night before a school holiday.
2. During summer vacation (last day of school – first day of school)
  - NO fire company activity restriction, can participate 24 hrs a day.

Note: Sixteen and seventeen year old junior members of an emergency service organization, who begin operations at an emergency incident prior to their curfew, are permitted to continue activities after their allotted time until excused by the Chief or OIC. These juniors will not be in violation of the "hours of employment" section of the PA Child Labor Law (Act 1915, P.L. 286, no. 177).



**In addition to the above laws the following rules will apply to ALL junior firefighters. Hereafter referred to as "juniors".**

1. Act like an adult, you will be treated like an adult.
2. Use or possession of drugs, alcohol, or pornography on fire dept property will be grounds for IMMEDIATE TERMINATION from the program.
3. No fighting on fire company property.
4. Intentional destruction or damage of fire company or personal property will be grounds for disciplinary action.
5. Disrespect or disobedience of department officers or members will be grounds for disciplinary action. Intentionally disobeying an order by an officer or senior member during an alarm will be grounds for immediate termination from the program.
6. Juniors MUST maintain an "AVERAGE" or above GPA in ALL subjects in each school grading period. Failure to maintain scholastic standards will result in suspension until deficiencies are corrected.
7. NO junior will be permitted in the fire station after 9pm during the school year (10pm during summer vacation) unless attending a scheduled company function or responding to an alarm.
8. Juniors ARE NOT permitted to respond on first due apparatus ahead of a regular member for any reason at any time. Juniors may respond on the second apparatus.
9. Juniors are not permitted to use fire company radios without permission from the Chief or officer or senior member in charge of the incident.

Failure to comply will result in the following penalties:

- |                           |                          |
|---------------------------|--------------------------|
| - 1 <sup>st</sup> offense | verbal warning           |
| - 2 <sup>nd</sup> offense | 30 day suspension        |
| - 3 <sup>rd</sup> offense | 90 day suspension        |
| - 4 <sup>th</sup> offense | termination from program |

Punishment may be administered by officers only. The fire chief alone has the final decision in ALL matters concerning junior members.

**Additional Information**

HARRISBURG 17120-0019  
1301 Labor and Industry building  
Seventh & Forster Streets  
Tel: 717-787-4671

PHILADELPHIA 191130-4064  
110 B State Office Building  
1400 Spring Garden Steet  
Tel: 215-560-1858



**Smithton Volunteer Fire Department**  
*Standard Operating Guidelines*

**Whistle Activation Guidelines**

**Purpose:**

The purpose is to provide a guideline in the event the Smithton Volunteer Fire Department Emergency Alert Whistle needs to be activated manually for public or personnel attention

**General Operations:**Activation Requirements:

The Smithton Volunteer Fire Department Emergency Alert whistle can be activated by any member of the department with the approval of the Chief or OIC at the time of activation.

In the event the Whistle does NOT automatically activate for an emergency call from the Westmoreland County System, any regular member is permitted to manually activate the whistle.

In the event there is a shortage of crew, any regular member can re-activate the alarm in the attempt to alert membership.

Type of Activations:**FIRE:**

- All activations for emergency alarms and alerts besides the following exceptions

**Flood Warning:**

- Flood warning for the Youghiogheny River that will effect Red Row Road, Center Street, First Street, and above. Follow Flood SOG's

**Tornado Warning:**

- Tornado Warning for Smithton Borough issued by the National Weather Service or County Dispatch
- Visual or confirmation of a tornado touchdown in Smithton Area

**Evacuation:**

- Any needed evacuation order or the entire Borough, given by the OIC.

## Activation Guidelines:

### FIRE:

- Push / Hold FIRE until whistle begins

### Flood Warning:

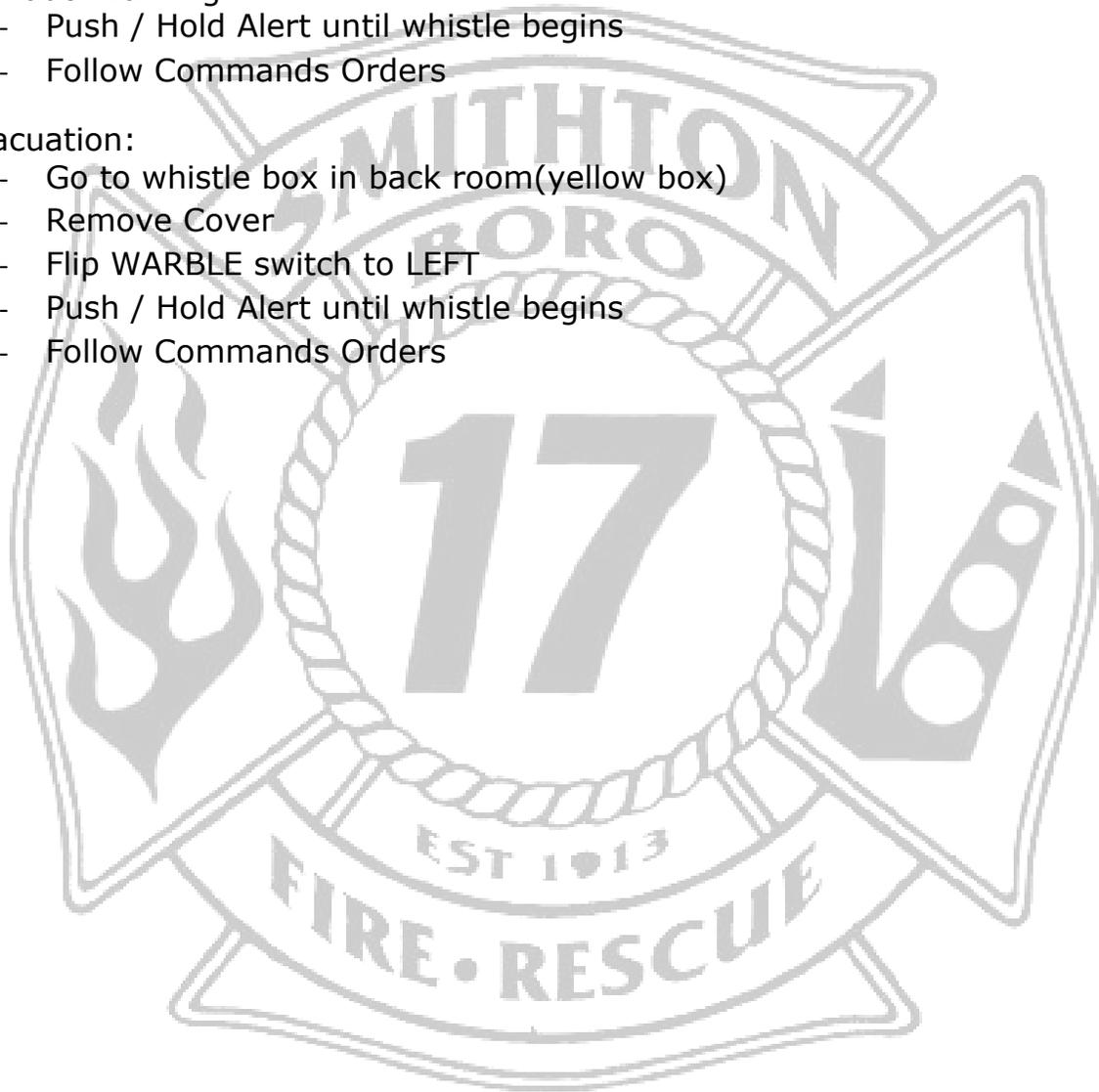
- Push / Hold ALERT until whistle begins
- After 30 Seconds, Push / Hold CANCEL
- Send Squad to possible affected areas

### Tornado Warning:

- Push / Hold Alert until whistle begins
- Follow Commands Orders

### Evacuation:

- Go to whistle box in back room(yellow box)
- Remove Cover
- Flip WARBLE switch to LEFT
- Push / Hold Alert until whistle begins
- Follow Commands Orders





**Smithton Volunteer Fire Department**

***Standard Operating Guidelines***

**Alarms Sent to Personal Cell Phones**

**Purpose:**

The purpose is to alert members of alarms, department events and department notices via text message to their personal cell phone.

**Current Vendor:**

The current vendor being used by the SVFD is called Spotted Dog Technologies.

**Administrators:**

Michael DeSimone  
Marty Ponebshek

**How the System Works:**

**911 Calls:** When the 9-1-1 Dispatch Center receives an emergency call that requires a unit from Station 17, the 9-1-1 CAD system sends a message to Spotted Dog. Their server then automatically creates a text message to the numbers listed on the SVFD account and members with the ROVER App. It will be received on your phone as a picture message or media message and subject will read "**SMITHTON FIRE**".

Message will contain the following Incident Information:

- **LOC** = Location (address, street, county, municipality)
- **X-sts** = Cross streets
- **Inc#** = Incident number
- **Nature** = Type of call (see pages 5-7 for descriptions)
- **Caller** = Person who called in the alarm
- **TOC** = Time of call
- **Comments** = Additional comments/updates as the call progresses

**Messages to Officers, Engineer & Members**

The Spotted Dog System allows users to notify other members of the department regarding urgent messages, issues that need resolved or event announcements. All members have the ability to send a message to any officer or engineer in the department. Only officers have the ability to send messages to the entire department.

***\* If you are caught sending non professional and non department messages, your ability to send messages will be revoked immediately\****

**Sign-Up for Service:**

Notify administrators or any officer of your request.

You will need to provide the following information

- 10 digit telephone number
- Your cell phone provider (Verizon, Sprint, T-Mobile, etc)

**Service Charges:**

The Smithton Volunteer Fire Department will pay for the monthly charges encountered from Spotted Dog Technologies.

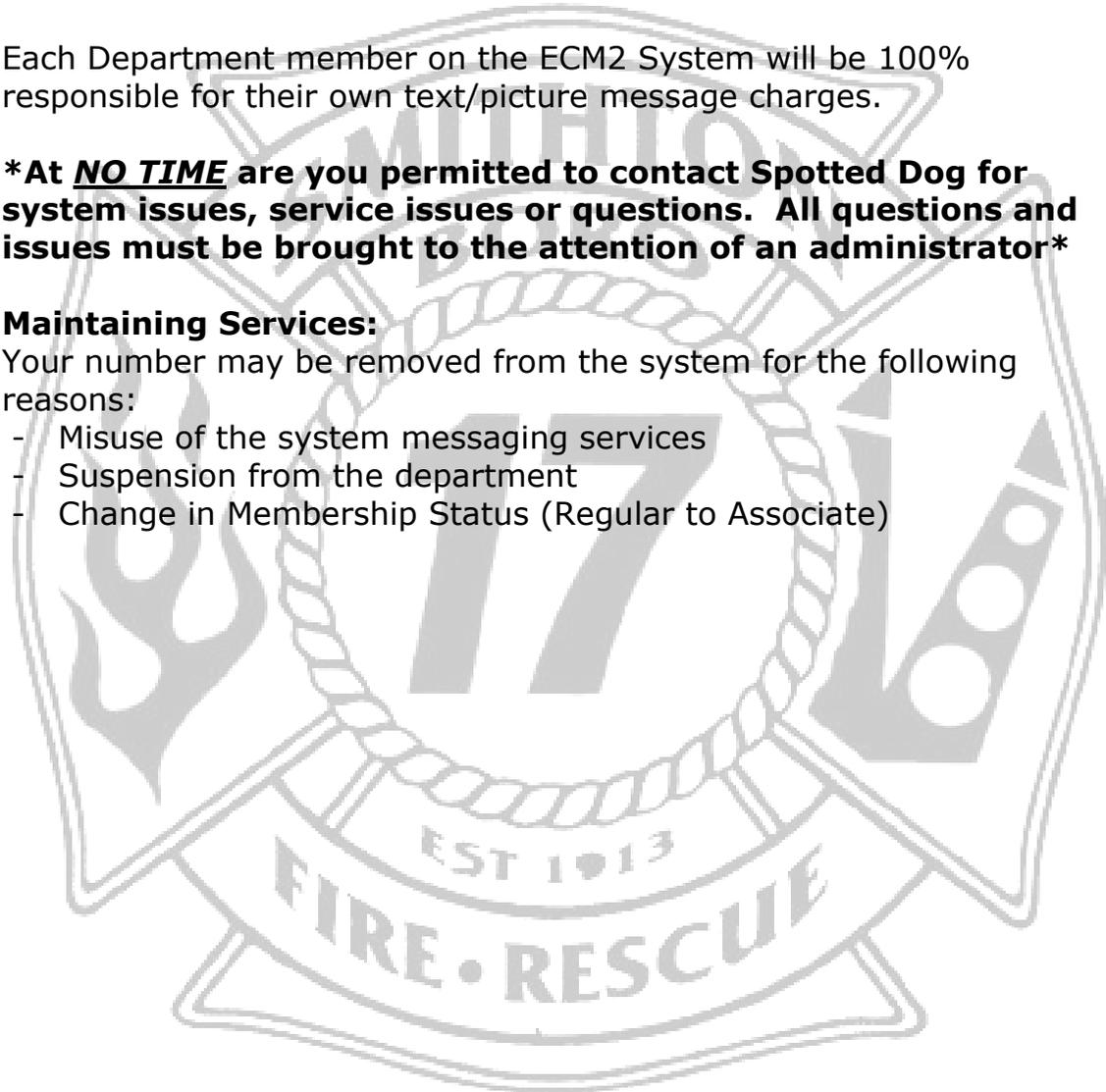
Each Department member on the ECM2 System will be 100% responsible for their own text/picture message charges.

**\*At NO TIME are you permitted to contact Spotted Dog for system issues, service issues or questions. All questions and issues must be brought to the attention of an administrator\***

**Maintaining Services:**

Your number may be removed from the system for the following reasons:

- Misuse of the system messaging services
- Suspension from the department
- Change in Membership Status (Regular to Associate)



### **Personal Account – ROVER App:**

Each member on the system has a personal account within the SVFD account and can download the Rover App to their phone

Currently you can only use this app to Place yourself:

- Unavailable
- Out of Service
- In Service
- In Station

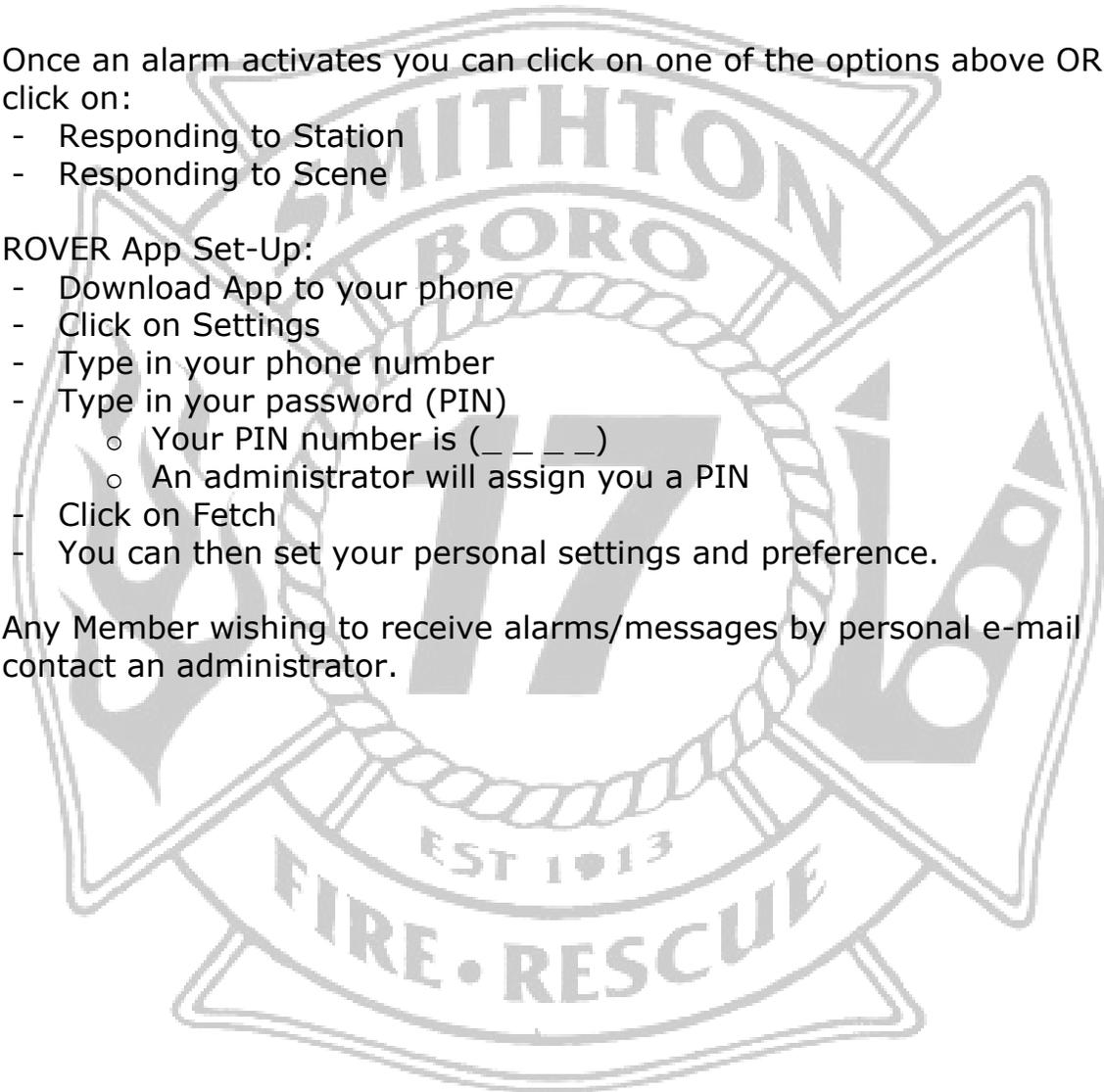
Once an alarm activates you can click on one of the options above OR click on:

- Responding to Station
- Responding to Scene

ROVER App Set-Up:

- Download App to your phone
- Click on Settings
- Type in your phone number
- Type in your password (PIN)
  - o Your PIN number is ( \_ \_ \_ \_ )
  - o An administrator will assign you a PIN
- Click on Fetch
- You can then set your personal settings and preference.

Any Member wishing to receive alarms/messages by personal e-mail contact an administrator.



## **Examples of what a call will look like on your cell phone**

**From:** smithtonfire@response.spotteddogtech.com

**Received:** Mar 8 at 12:27 AM

**Loc:** 480 I 70 E S\_HUNT\_T X-ST:RAMP RT51N TO I 70 E RAMP & RAMP I 70 E TO EXIT 49 RAMP\_S\_HUNT\_T LL:40.165406,-79.748857 Inc#:F18004266 NATURE:29D02 CALLER:STEVE COLEMAN TOC: 00:26:11 Fire TAC: FIRE TAC 7 EMS Tac: Comments: SOUTH HUNTINGDON -079.749520 +040.16185 -079.771986 +040.15617 Location Saved by LocateCall - LL(-79:44:58.2720,40:09:42.6600): EST 242 SKYLINE DR S\_HUNT\_T Problem: 3 VEH ACC INVOLVING TT Chief Complaint: Motor Vehicle Collision Dispatch CAD Code: 77D09M KQ: At loc (1st pty). KQ: Two veh. KQ: 2 vehs invol. KQ: Tractor-trailer (semi). KQ: No vehs on fire. KQ: Unk if any pinned. KQ: Unk if anyone thrown out. Disp: E17,E74-1,R107,R19

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**From:** smithtonfire@response.spotteddogtech.com

**Received:** Mar 3 at 3:40 PM

**Loc:** 331 PINE VALLEY LN ROST\_T X-ST:ROUTE 51 & DEAD END ROST\_T LL:40.139874,-79.778501 Inc#:F18004090 NATURE:BRUSH CALLER:ONEIL MARBALLIE TOC: 15:39:42 Fire TAC: EMS Tac: Comments: ROSTRAVER -079.814301 +040.15721 Problem: BRUSH FIRE Chief Complaint: Outside Fire Dispatch CAD Code: 67C01V KQ: At loc (1st pty). KQ: BRUSH/GRASS fire. KQ: SMALL area. KQ: Fire not extinguished. KQ: Threatening veh. TAC 8 KQ: N/A KQ: No one in immed danger. KQ: Fire spreading. KQ: Direction fire spreading: TOWARD THE FIELDS KQ: No inj. Disp: STAT0017,STAT01051,STAT01052

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**From:** smithtonfire@response.spotteddogtech.com

**Received:** Feb 16 at 10:11 PM

**Loc:** 701 PEER ST SMITHTON\_B X-ST:ROUTE 981 & CENTER ST SMITHTON\_B LL:40.155622,-79.741863 Inc#:F18003149 NATURE:FIRE CALLER:AMANDA SMITH TOC: 22:09:11 Fire TAC: EMS Tac: Comments: ROSTRAVER -079.741988 +040.15573 Problem: SMELLS BURNING COMING FROM THE BASEMENT FROM THE FURNACE Chief Complaint: Structure Fire Dispatch CAD Code: 69D06Q KQ: At loc (1st pty). KQ: Multi-story: 2 KQ: No flames/smoke but smoke odor. KQ: Unk if fire extinguished. KQ: Residential (single). KQ: No one trapped. KQ: Fire loc: POSS BASEMENT KQ: Floor: BASEMENT KQ: No inj. TAC 3 Disp: E105,E107,E19,L105,L17,R11

### - Nature of Call Descriptions

The following codes are used by the 9-1-1 CAD system identify what type of alarm you are being activated for.

EVENT TYPE	DESCRIPTION	EVENT TYPE	DESCRIPTION
08B01	CARBON MONOXIDE W/O DIFFICUTLY BREATHING	29D02S	VEH ACCIDENT HIGH MECHANISM SINKING VEHICLE
08C01	CARBON MONOXIDE DIFFICUTLY BREATHING	29D04	VEH ACC W/ ENTRAPMENT
08D01	CARBON MONOXIDE UNCONSCIOUS PERSON	AFA - COMM	AUTO FIRE ALARM COMMERCIAL BUILDING
08O01	CARBON MONOXIDE ALARM, NO PATIENTS	AFA - RESD	AUTO FIRE ALARM RESIDENTIAL BUILDING
22A01	INDUSTRIAL ACCIDENT NO LONGER ENTRAPPED	AFAC - COMM	AUTO FIRE ALARM COMM BUILDING CANCEL
22B01	INDUSTRIAL ACCIDENT NO LONGER ENTRAPPE UNKNOWN INJURIES	AFAC - RESD	AUTO FIRE ALARM RESD CANCEL
22D01	MACHINERY ENTRAPMENT	AMBAS	AMBULANCE ASSIST
22D02	TRENCH COLLAPSE	BOMB	BOMB THREAT
22D03	STRUCTURE COLLAPSE	BRUSH ENDG	BRUSH FIRE ENDANGERING A STRUCTURE
22D04	CONFINED SPACE ENTRAPMENT	BRUSH NOT ENDG	BRUSH FIRE
22D05	INACCESSIBLE TERRAIN SITUATION	CHIMN - COMM	CHIMNEY FIRE COMMERCIAL STRUCTURE
29A01	VEHICLE ACCIDENT W INJURIES	CHIMN - RESD	CHIMNEY FIRE RESIDENTIAL STRUCTURE
29B01	VEHICLE ACCIDENT W/O INJURIES	DUMPSTER - ENDG	DUMPSTER FIRE ENDANGER A STRUCTURE
29D01	VEH ACCIDENT MAJOR INCIDENT	DUMPSTER NOT ENDG	DUMPSTER FIRE NOT ENDANGERING
29D01A	VEH ACCIDENT MAJRO INCIDENT AIRCRAFT INVOLVED	FIRE - COMM	FIRE COMMERCIAL BUILDING
29D01B	VEH ACCIDENT W/INJURIES INVOLVING BUS	FIRE - RESD	FIRE RESIDENTIAL BUILDING
29D01D	VEH ACCIDET W/INJURIES INVOLVING TRAIN	FIRET - COMM	FIRE WITH ENTRAPMENT COMMERCIAL BUILDING
29D01E	VEH ACCIDENT W/INJURIES INVOLVING WATERCRAFT	FIRET - RESD	FIRE WITH ENTRAPMENT RESIDENTIAL BUILDING
29D02	VEH ACCIDENT HIGH MECHANISM	FLOOD - COMM	FLOOD COMMERCIAL BUILDING
29D02O	VEH ACCIDENT HIGH MECHANISIM PERSONAL WATERCRAFT	FLOOD - RESD	FLOOD RESIDENTIAL BUILDING





**Smithton Volunteer Fire Department**

***Standard Operating Guidelines***

**Updates and Attachments**





Attachments