

Lower Macungie Fire Department

Standard Operating Guideline

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Lower Macungie Fire Department Standard Operating Guideline

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Lower Macungie Fire Department Standard Operating Guideline

Mission

To manage the emergency responses and non-emergency operations in which the Department participates, by applying accepted methods and guidelines, to achieve a safe and successful conclusion.

Vision

The Department will carry out its mission through both emergency (immediate response to an incident) responses, and non-emergency (preplanning, training, prevention, and public education) operations. The Department will be responsible for maintaining a level of personnel training and equipment that permits carrying out our mission efficiently and effectively, while minimizing the risk to both the public and to the members of the Department. The Department will endeavor to make the best use of each individual member's skills and talents in order to carry out this mission.

Purpose

The purpose of this Standard Operating Guideline is to establish behavioral guidelines for active firefighters, new and old. It is to be used as a reference for any questions concerning department guidelines, regulations, and expected behaviors as a member of the fire department. It must be pointed out that the most important rule of conduct is common sense. Because the situations and circumstances are so varied in the fire service, hard and fast rules, regulations, and guidelines of conduct cannot always be followed in the strictest sense. This guideline is available to inform members of the direction their decisions and actions should follow. Keep in mind that every member's personal behavior reflects on the fire department as a whole, and that it takes only one thoughtless act to destroy the fine image that has taken many years of hard work to establish.

Introduction

This Standard Operating Guideline (SOG) governs the operations of the Lower Macungie Fire Department (LMFD). They apply equally to all members of the Department. Use of the male gender throughout this guideline is for convenience and clarity only. All guidelines apply equally to male and female personnel.

This guideline shall be superseded by Special Instructions which are divided into two categories. General Special Instructions (GSIs) shall be made effective by a majority vote of the operational officers of the Department and may remain in effect until included as part of the Standard Operating Guidelines (SOG). Temporary Special Instructions (TSIs) shall be made effective by the Chief officer-in-charge and may govern while a temporary condition exists. GSIs and TSIs shall be numbered according to the corresponding SOG to which they refer.

This guideline can be amended or changed by a three (3) month system: 1. Recommend at any meeting the change or amendment, and send it to the SOG committee. 2. The committee then will come back with its recommendations. 3. Final approval of the changes will be made by a majority vote of the active members of this department.

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Section 10 – Administrative Officers

11 Administrative Officers: The Administrative Officers and their responsibilities shall be governed by the LMFD By-Laws.

Section 20 – Operational Officers / Positions

- 21 Operational Officers:** The Operational Officers are defined by the Department Bylaws.
- 22 Operational Positions:** The following positions represent Operational Staff Positions that shall not have Officer rank.
- 23 Assistant Fire Marshals:** A maximum of three (3) Assistant Fire Marshals may be appointed by the Fire Marshal as required.
- 24 Safety Officer:** There shall be one (1) Safety Officer. This office shall be appointed annually by the Chief. One (1) Assistant Safety Officer may be appointed as needed.
- 25 Chief Engineer:** There shall be one (1) Chief Engineer. This office shall be appointed annually by the Chief.
- 26 Engineers:** There shall be at least one (1) Engineer for each piece of apparatus. These offices shall be appointed annually by the Chief Engineer.
- 27 Training Coordinator:** There shall be one (1) Training Coordinator. This office shall be appointed annually by the Chief.
- 28 EMS Coordinator:** There shall be one (1) EMS Coordinator. This office shall be appointed annually by the Chief. One (1) Assistant EMS Coordinator may be appointed as needed.
- 29 Driver Training Coordinator:** There shall be one (1) Driver Training Coordinator. This office shall be appointed annually by the Chief.
- 30 Public Relations Coordinator:** There shall be one (1) Public Relations Coordinator. This office shall be appointed annually by the Chief.
- 31 Phantom Box Coordinator:** There shall be one (1) Phantom Box Coordinator. This office shall be appointed annually by the Chief.
- 32 Santa Run Coordinator:** There shall be one (1) Santa Run Coordinator. This office shall be appointed annually by the Chief.
- 33 SCBA Coordinator:** There shall be one (1) SCBA Coordinator. This office shall be appointed annually by the Chief.
- 34 Quartermaster:** There shall be one (1) Quartermaster. This office shall be appointed annually by the Chief.

35 Fire Police Lieutenant: One (1) Fire Police Lieutenant may be appointed by the Fire Police Captain as needed.

Section 50 – Responsibilities of Operational Officers

51 Chief: As specified in the Bylaws, the Chief is responsible for all aspects of the Department's firefighting-related operations. On the fire ground, the Chief is responsible to conduct and over-see all phases of emergency operations, including but not limited to, strategy, initial placement of apparatus, striking of additional alarms, establishing staging areas, etc.

52 Deputy Chief: The Deputy Chief is responsible to assist the Chief in his duties, and will assume the role of Chief in his absence. In addition, the Deputy Chief is responsible for pre-incident and disaster planning, suggested capital improvements, and upgrades of operational needs. On the fire ground, the Deputy Chief is responsible to aid in Incident Command and/or command the fire ground operations sector. The Deputy Chief reports directly to the Chief.

53 Assistant Chiefs: The Assistant Chiefs are responsible for over-all operations and maintenance of the firefighting equipment, apparatus, etc., training, and inventory control. On the fire ground, the Assistant Chiefs are responsible to over-see operations of assigned companies (i.e. interior, rear, roof, etc.), establishment and maintenance of continued water supply, and maintenance of the staging area. The Assistant Chiefs report directly to the Chief.

54 Captains: The Captains are responsible for assisting the Chief Officers in fulfilling their responsibilities, the over-sight of various committees, assisting in the delivery of the training program, etc. On the fire ground, the Captains are responsible to establish and maintain tactics, to carry out assigned tasks, report their status and assume additional assignments, as necessary. They also maintain accountability for personnel under their direction. The Captains report directly to the appropriate Chief Officer.

55 Fire Marshal: The Fire Marshal is responsible for keeping all department incident records and supplying copies to necessary agencies, working with township officials in the area of code enforcement, and coordinating all fire prevention and education programs. The Fire Marshall is responsible for investigating the cause and origin of all fires within the Township. He also maintains coordination with other local and state fire and law enforcement agencies with regard to fires of unknown, suspicious, or incendiary origin. In his absence, Assistant Fire Marshals shall assume the above responsibilities when necessary, but will not have operational rank on the fire ground. The Fire Marshal reports directly to the Chief.

56 Fire Police Captain: The Fire Police Captain is responsible for the day to day activities of the Special Fire Police Unit of the Lower Macungie Fire Department and is responsible to the Chief for carrying out these duties. He is responsible for the assignment of Special Fire Police officers during emergencies and shall monitor all requirements and training of all Special Fire Police members. He shall report directly to the Incident Commander at emergency scenes. The Fire Police Captain shall have no command authority at incidents beyond the scope of Fire Police operations. The Fire Police Lieutenant

will assume the on scene responsibilities of the Fire Police Captain in his absence.

- 57 Safety Officer:** The Safety Officer is responsible to assure that all operations are being conducted in a safe fashion, that Department procedure is being followed, and that the Department accountability system is in operation. They are also responsible to advise the Incident Commander of any unsafe operations or conditions and have the authority to halt an operation in severe cases. The Safety Officer reports directly to the Incident Commander.
- 58 Chief Engineer:** The Chief Engineer is responsible for the over-sight of all aspects of apparatus operations and maintenance. The Chief Engineer reports directly to the Assistant Chiefs.
- 59 Engineers:** The Engineers are responsible for maintaining the appearance, mechanical, and operational functions of their assigned apparatus and associated equipment. The Engineers report directly to the Chief Engineer.
- 60 Training Coordinator:** The Training Coordinator is responsible to inform members about and post upcoming schools, training sessions, and seminars available to LMF D personnel. He shall make available and check all applications for fire schools and seminars and give authorization to attend the same. He shall also keep record of certifications for all LMF D personnel and file. The Training Coordinator reports directly to the Chief Officers.
- 61 EMS Coordinator:** The EMS Coordinator is responsible for maintaining the function and supply of all EMS equipment, coordination of all EMS training and tabulation of CEUs, and maintenance of all personnel physical records. The EMS Coordinator reports directly to the Assistant Chiefs.
- 62 Driver Training Coordinator:** The Driver Training Coordinator is responsible for maintaining a current list of apparatus drivers and trainers, providing driver training classes, and maintenance of driver training records. He also has the authority to grant and/or revoke driver privileges if safety concerns exist. The Driver Training Coordinator reports directly to the Assistant Chiefs.
- 63 Public Relations Coordinator:** The Public Relations Coordinator is responsible for scheduling and coordinating all public relations events and requests. This includes, but is not limited to, station tours, birthday parties, fire prevention events, and parades. The Public Relations Coordinator reports directly to the Chief.
- 64 Phantom Box Coordinator:** The Phantom Box Coordinator is responsible for the management of the Township fire alarm responses. This person shall coordinate directly with County 911 staff in regards to updates, maintenance, and errors associated with the Township phantom boxes. The Phantom Box Coordinator shall report directly to the Chief.
- 65 Santa Run Coordinator:** The Santa Run Coordinator is responsible for scheduling and organizing the annual Department Santa Claus parade. Responsibilities include managing the parade routes, assigning staff and apparatus, and all coordinating any other necessary details. The Santa Run Coordinator shall report directly to the Chief.

66 SCBA Coordinator: The SCBA Coordinator is responsible for the maintenance and accountability of all Department Self-Contained Breathing Apparatus. The SCBA Coordinator shall report directly to the Assistant Chiefs.

67 Quartermaster: The Quartermaster is responsible for the maintenance and issue of all personal protective equipment, uniforms, and personal communications equipment. The Quartermaster reports directly to the Assistant Chiefs.

Section 70 Qualifications for Operational Officers / Positions

- 71 Operational Officers: The qualifications required to be an Operational Officer are defined by the Department Bylaws.
- 72 Operational Positions: The following qualifications shall be required for Operational Staff positions.
- 73 To be eligible for the position of Safety Officer, one should be a member of the Department for a minimum of three (3) years and become certified in Safety Officer within a year of holding office.
- 74 To be eligible for the position of EMS Coordinator, one should be a member of the Department for a minimum of three (3) years and must have a PA First Responder certification or higher.
- 75 To be eligible for the position of Driver Training Coordinator, one should be a member of the Department for a minimum of three (3) years, must possess a valid PA Class A or B driver's license, and must be a certified operator on all LMFDF apparatus.
- 76 To be eligible for the position of Chief Engineer or Engineer, one should be a member of the Department for a minimum of three (3) years, must possess a valid PA Class A or B license (except Engineers for non commercial vehicles), and must be a certified operator on the desired piece of apparatus.
- 77 To be eligible to run for and/or hold any Operational Office, one must maintain 33.0% participation.

Section 100 – Membership

100 New Members

- 101 Applicants shall report to the Recruitment & Retention Committee to fill out a personnel data sheet as well as a PA State Police Criminal Background and Driver's License check forms. They will also supply the applicant with a copy of the current SOG and Apparatus Boarding Qualifications form.
- 102 The Chief will also supply the applicant with the procedures to complete the annual LMFD Firefighter Physical.
- 103 Applicants shall report to the Training Coordinator for basic firefighter training.

120 Probationary Members

- 121 Upon acceptance as a probationary member, it is the obligation of each to read, learn, and practice the LMFD Standard Operating Guideline (SOG), become familiar with the Department chain-of-command, and learn personal responsibilities of a firefighter, such as conduct and attendance at drills and other functions.
- 122 Each probationary member must first complete the Apparatus Boarding Qualifications exam for each applicable piece of apparatus at their assigned station. After such time, members may respond to emergency calls. Probationary members should not respond on any piece of apparatus, until authorized to do so by the Company Officer. The probationary member's responsibility at an emergency call will be as an observer, as well as perform basic tasks as assigned by the Company Officer.

140 Junior Firefighter Regulations

- 141 All junior firefighters must obtain a work permit before performing any Department activities. A copy of this document must remain on file with the Chief.
- 142 The hours of service of each junior member is documented and monitored by the LMFD officers.
- 143 In addition to the Department SOG, Junior members shall be subject to PA Child Labor Laws and all other State laws pertaining to firefighting activities.

150 Junior Firefighter Hours of Service/Employment

- 151 Junior firefighters ages 16 and 17 shall adhere to the following hours of service:

During School Term: No activity while school is in session between 6AM and 2:30PM, including juniors who are not attending school during these hours.
No activity between 12AM and 6AM
No activity between 1AM and 6AM on weekends and holidays

During Summer Vacation: No restrictions

16 and 17 year olds who answer alarms before the midnight or 1AM deadline may continue to operate on that incident past the deadline, but **may not** answer any additional alarms that come in past the deadline.

- 152 Junior firefighters ages 16 and 17 shall adhere to the following weekly hours of employment:

During School Term: Only at times that do not interfere with school attendance.
Maximum of: 28 hours per school week (Monday through Friday)
8 hours each on Saturday and Sunday
Maximum daily hours cannot exceed 8 hours per day

During Summer Vacation:
Maximum of: 44 hours per week
8 hours per day

160 Junior Firefighter Activity Restrictions

- 161 Junior firefighters are specifically prohibited from the following:
- A. Operating an aerial ladder, or platform, or hydraulic jack.
 - B. Using rubber or insulated electrical gloves, wirecutters, lifenets, or acetylene cutting torches.
 - C. Operating the pumps of any fire vehicle at a fire scene.
 - D. Driving a fire apparatus, ambulance, or other official fire vehicle.
 - E. Entering a burning structure.
- 162 Junior firefighters engaged in training or on an emergency scene shall always be under the direct supervision of an LMFD officer.
- 163 Junior firefighters shall not board any LMFD apparatus without the consent of the apparatus officer.
- 164 Junior firefighters are prohibited from operating in the hot zone or collapse zone of any emergency or hazardous materials scene.
- 165 Junior firefighters may only operate at spills or hazardous materials incidents upon completion of the proper hazardous materials training.
- 166 Junior firefighters may not operate at any water, confined space, trench, or high angle rescues.
- 167 Violation of any of the above guidelines is considered a serious matter and may result in suspension or termination.

Section 200 – Participation/Disciplinary Procedures

200 Participation Requirements

- 201 The Department shall offer reward-benefits to those personnel who maintain a certain amount of participation each calendar year.
- 202 All personnel are required to attend 33.0% of all Department functions in order to qualify for the Department benefits.
- 203 Members who maintain the qualifying level of participation will be entitled to free admission for themselves and one guest to Department funded events. The qualifying level of participation must be met from the beginning of that calendar year until the end of the month prior to each event. Active members with twenty (20) or more years of service will be entitled to attend the annual Christmas banquet without meeting the participation requirement.
- 204 Members who maintain the qualifying level of participation for the entire calendar year will be entitled to their annual Retirement Fund vesting for that year only.
- 205 Probationary members will automatically be qualified for the reward-benefits for the remainder of the calendar year in which they joined.
- 206 Members who do not maintain the qualifying level of participation are welcome to attend any Department funded events, however at their own expense. These members will not be entitled to receive their annual Retirement Fund vesting for that calendar year only.

Section 300 - Fire Station Policies

310 Members' General Conduct and Appearance

- 311 Conduct and appearance must be fitting the occasion and at no time will unruly conduct be permitted. Enforcement of the above will be the responsibility of the officers of the Department.
- 312 Behavior involving sexual or discriminatory actions is prohibited.
- 313 Members are prohibited from possessing and/or consuming any alcoholic beverages or illegal substances while in the fire station.

320 Visitors

- 321 All members are encouraged to bring visitors to the fire station. Do your part to make visitors welcome.
- 322 Visitors are permitted in the fire station and in (or on) the apparatus when accompanied by a member. Members are responsible for the conduct and actions of their guests.
- 323 Visitors shall not respond to any alarms.
- 324 Visitors will not be permitted to ride on the fire apparatus without the approval of a Chief Officer.

330 Weather Emergencies

- 331 During severe weather emergencies, immediate family of LMF D members are permitted to seek shelter at the fire station.
- 332 Family members should not interfere with emergency operations at the fire station.

340 Fire Station Rules and Regulations

- 341 The fire station is available to all active, inactive, and life members.
- 342 Sleeping overnight in the fire station is prohibited, unless a special emergency standby is declared by a chief officer.
- 343 All members will maintain these areas in a neat condition at all times.
- 344 If the apparatus floor is used by any member, they will make sure that the area is clean when they are finished.
- 345 No fluid changes or major repairs shall be done in the station on personal vehicles at any time.
- 346 Any member, upon leaving the fire station, shall secure the building.
- 347 Personnel who have not been issued an alarm code, must not be left in the station unattended.
- 348 There shall be no smoking in the station at any time.
- 349 The President or the Chief may revoke any Department member's access to the station at their discretion.

Section 400 – Department Meetings/Training

410 Department Training Sessions

- 411 The LMFD will hold a scheduled weekly training session on every Wednesday evening, unless cancelled or scheduled for a different night. The last Wednesday of each month shall be Committee Night, unless otherwise scheduled.
- 412 The Training Coordinator will designate responsibility to set up training subjects for drill nights.
- 413 Dates of additional training shall be posted and announced.
- 414 Training sessions can consist of films, fire ground discussions, apparatus drills, practical evolutions, and/or joint training with neighboring departments, etc.
- 415 There should be one month per quarter primarily for engine company training, one for truck company training, and one for rescue company training. The training for each company will be done by the officers of the same.

430 Training Standards

- 431 All of the Department's training should be conducted in accordance with applicable standards, as outlined in NFPA 1001.
- 432 In addition to the required basic firefighter and hazardous materials training (as outlined in Section 120), all firefighting personnel are encouraged to become certified in DOH First Responder and CPR, DOH Basic Vehicle Rescue, and Hazardous Materials Operations Level.
- 433 Firefighters must complete a minimum of PA Hazardous Materials Awareness Level training prior to responding on any MVA or Hazardous Materials incidents.
- 434 Fire Police Members must complete a minimum of Basic Fire Police, NIMS, and Hazmat Awareness Level.

440 Qualifications for SCBA Personnel

441 In order to be SCBA qualified, active members must have the following:

- A. An annual physical stating that they are physically fit to perform SCBA operations
- B. No facial hair that interferes with the effective seal of the face piece
- C. Training on the proper use, care, and limitations of SCBA
- D. Training on properly donning and doffing the SCBA
- E. Fitting instructions for the face piece and for the SCBA
- F. Prior use of the SCBA in a non-hazardous environment such as a maze
- G. A corrective lens system supplied with the face piece (if required)
- H. Must pass an annual mask fit test performed by LMFD.

450 Qualifications for Interior Firefighters

451 In order to be qualified as an Interior Firefighter, active members must have the following:

- A. National Pro-Board Firefighter I Certification.
- B. SCBA qualification (as outlined in Section 440)

452 LMFD personnel may lose their Interior Firefighter status at any time if they demonstrate difficulty in performing interior operations. It is the responsibility of the operational officers to monitor the performance of all LMFD Interior Firefighters and report any problems to the Chief.

460 Firefighter Training Identification

461 Junior firefighters shall be identified by a fluorescent green vest labeled "Junior Firefighter", to be worn with PPE at all incidents.

462 Interior firefighters shall be identified by a blue stripe on the back of their helmet.

463 PA DOH Vehicle Rescue Technicians shall be identified by a green stripe on the back of their helmet.

Section 500 – Department Issued Property

500 Turnout Gear

- 501 All firefighters will be assigned necessary equipment from the Quartermaster.
- 502 All probationary members will be issued turnout gear after demonstrating consistent training attendance and participation.
- 503 The turnout gear shall remain in the station except when in use, unless an exception is granted by a LMFD officer. Turnout gear must be kept in an orderly condition at all times.
- 504 This gear is issued to active members on an individual basis. Distribution is the responsibility of the Quartermaster. Turnout gear will be distributed to personnel according to sizes as practical as possible.
- 505 Firefighters are responsible for their turnout gear. They must inspect it regularly and be sure it is ready for service at all times. If the turnout gear becomes worn out or soiled in the course of duty, it shall be returned to the Quartermaster for replacement. Turnout gear is to be worn only at LMFD activities.
- 506 An annual inspection of all fire equipment shall be done by the officers and Quartermaster at the first training session in January.
- 507 All fire department equipment released to LMFD personnel shall be signed for on a pre-printed form. If the individual ceases to be a member of the Department, then all equipment that belongs to the LMFD must be returned immediately. Failure to do so will result in the LMFD taking legal action against the former member to secure return of the equipment.
- 508 Every member shall don his turnout gear before apparatus leaves the station. Upon arrival at the scene, no one shall work on the fire ground or on drills unless properly suited in turnout gear.
- 509 It shall be the responsibility of the Quartermaster to insure that turnout gear is properly maintained.
- 510 All protective clothing issued to each member is to comply with NFPA Standard 1971 regarding clothing.
- 511 The helmet provided is to comply with NFPA Standard 1972.
- 512 Gloves issued to members for firefighting are to comply with NFPA Standard 1973.
- 513 Boots or footwear issued to members are to comply with NFPA Standard 1974.
- 514 PASS devices are to be incorporated with each SCBA and are to comply with NFPA Standard 1982.
- 515 All SCBA used by LMFD personnel shall be in compliance with NFPA Standard 1982.
- 516 Department issued water rescue gear shall consist of a dry suit and footwear, which will be issued upon completion of the currently approved water rescue certification.

520 Protective Clothing Requirements

- 521 All personnel are to wear full and complete turnout gear on all emergency calls with the following exceptions:
- A. Personnel entering high and/or moving water shall wear water rescue gear, helmet, and personal floatation device at all times. Personnel donning water rescue gear in the above situations should carry their turnout gear on the vehicle with them when possible.
 - B. Driver/operators who have difficulty driving apparatus with protective boots may don their gear immediately upon arriving on the scene.
 - C. Personnel may remove gear in excessive heat conditions upon attaining permission from their immediate officer.
 - D. Fire Police members shall wear Department issued ANSI Level 2 high visibility clothing and identification badge when performing in the capacity of a Special Fire Police officer.
- 522 Latex gloves are to be worn on all motor vehicle accidents with injuries and all EMS calls.
- 523 Personnel operating power tools or operating on any vehicle rescue scene shall have protective eyewear on at all times.
- 524 All personnel operating on any roadway, and not equipped with SCBA, shall wear a DOT approved reflective high-visibility vest over their PPE.

530 Dress Uniforms

- 531 The dress uniform shall consist of a uniform jacket, short and long sleeve shirts, pants, name tag, black shoes, tie, black belt, hat, white gloves, Department badge, and collar pins. Unauthorized patches, pins, and accessories are prohibited when wearing the dress uniform.
- 532 LMFD shall issue members a dress uniform at the discretion of the Chief.
- 533 Uniforms will not be worn at times other than official department functions or the when the member represents the Department in an official capacity. The extent of uniform worn shall be determined by the officer in charge of each event.

540 Alerting Receivers (Pagers)

- 541 Alerting receivers are assigned by the Quartermaster to firefighters to enable them to receive alarms. The Chief reserves the right to recall any receiver at his discretion.
- 542 Alerting receivers that become inoperative shall be returned to the Quartermaster for maintenance. Damage caused by negligence shall be the responsibility of the firefighter.
- 543 Any information received on the receiver shall not be used for the personal gains of any firefighter or member of their family.
- 544 All probationary members should be issued an alerting receiver after completing the Apparatus Boarding Qualifications for all associated apparatus at their assigned station, providing one is available. Fire Police members shall be issued an alerting pager upon completion of the necessary requirements to perform their duties.

Section 600 – Apparatus Maintenance and Operator Qualifications

600 Apparatus Routine Maintenance

- 601 Engineer: The duties of each engineer shall be:
- A. Supervise regular maintenance of apparatus.
 - B. Take the necessary steps that are needed to repair the apparatus and notify the Chief Engineer before and after the repairs are made.
 - C. Instruct new operators in the operation of apparatus and associated pumps, aerial ladders, etc.
- 602 All vehicles will be subject to a complete maintenance checklist on a monthly basis. The checklist will be signed by the person performing the inspection. All vehicle mileage reports will be maintained and any mechanical difficulties recorded and reported to the engineer of the vehicle. If the apparatus is inoperable, notify the Chief Engineer and an Assistant Chief as soon as possible.
- 603 Personnel shall adhere to the following when taking apparatus to the Township Maintenance Annex on Indian Creek Road for fuel:
1. Upon arrival at the security gate on the east side of the complex, both the electric gate and manual gate **MUST** be opened before proceeding into the complex. If the operator is not sure how much time is left before the electric gate is to close, then he shall depress the transmitter button again to reset the timer.
 2. Between dusk and dawn, a minimum of 2 personnel shall be on board the apparatus when taking the vehicle for fuel. One person shall dismount the apparatus, open the manual gate, and observe that the apparatus is safely clearing both gates while passing through. This person should be equipped with a flashlight and portable radio to warn the operator to stop if necessary.
 3. Upon leaving the complex, make sure both gates are closed and properly secured.
 4. If at any time access to the fuel pumps and/or within the complex is obstructed, notify a Chief Officer as soon as reasonable for further instructions.

610 Periodic Equipment Inspections

- 611 The following should be performed monthly:
- A. Complete vehicle and equipment inspection (checklist)
 - B. Complete building inspection (checklist)
 - C. Complete SCBA check (checklist)
- 612 The following should be performed quarterly:
- A. Check breathing air quality – compressor and cascade
- 613 The following should be performed annually:
- A. Test and service apparatus pumps
 - B. Test hose
 - C. Test ladders and aerial devices

- D. Test air bags
- E. Test and service hydraulic rescue tools
- F. Service apparatus generators

620 Qualification for Operators

- 621 To operate any commercial fire apparatus, operators must be at least twenty-one (21) years of age and possess a valid PA Class A or B driver's license. To operate any non-commercial vehicle, operators must be at least twenty-one (21) years of age and possess a valid PA Class C driver's license. Operators should also obtain their Emergency Vehicle Operator Certification (EVOC) within their first year of becoming a LMFD Driver/Operator.
- 622 Operators are required to complete the annual LMFD firefighter physical exam to maintain their driving qualification.
- 623 Operators of all apparatus must also be qualified to operate the associated pumps and aerial equipment.
- 624 The operator will be required to pass a practical driving test given by the Driver Training Officer or assistant.
- 625 It is encouraged that a qualified operator drive, pump, and/or operate the aerial device on each piece of apparatus, on which the operator is qualified, at least once every year. If any qualified operator demonstrates difficulty in proper apparatus operation, he may be subject to disqualification until refresher training is obtained.
- 626 A list of qualified operators will be posted in the fire station.
- 627 A list of qualified operators will be on file containing date of qualification, operator license number, expiration date, and person qualifying.

630 Command Vehicle Usage Guidelines

- 631 The Command Vehicle is for the use of the Chief or his designee.
- 632 The Command Vehicle may be used for LMFD functions or for personal use within a 25 mile radius of Station 30. Any trips further than this radius must be approved by the LMFD Administrative Officers.
- 633 The Command Vehicle may be used to travel to and from the Chief's workplace, but is not intended to be a work vehicle.
- 634 LMFD will pay for fuel and maintenance for the Command Vehicle.
- 635 LMFD will assure that appropriate insurance coverage for the Command Vehicle is provided.
- 636 The Chief or his designee is authorized to use the Command Vehicle up to 12,000 miles per year. Any mileage over this figure must be approved by the LMFD Administrative Officers.
- 637 The Chief or his designee will be responsible to keep the vehicle clean and report any problems to the Chief Engineer so they can be quickly resolved.

638 Anyone driving the Command Vehicle is representing the LMFD and must **ALWAYS** drive the vehicle in a safe and courteous manner. If the LMFD receives reports about improper driving of this vehicle, that member's privileges can be revoked by the Administrative Officers.

Section 700 – Members Duties on the Fire Ground

700 Fire Ground Chain of Command

701 The fire ground chain of command shall be as follows:

- A. Chief
- B. Deputy Chief
- C. Assistant Chiefs
- D. Captains

702 The Chief, Deputy Chief, and Assistant Chiefs shall also be referred to as Chief Officers. The Captains shall also be referred to as Company Officers.

703 Engineers will not have operational rank but will assume responsibility of their apparatus. All other office holders will not have operational rank.

710 Fire Ground Duties of Officers

711 The Company Officer shall be seated in the right-front seat of the apparatus. In absence of a Company Officer, the most qualified firefighter shall be seated in the right-front seat and assume the role of Company Officer for that company.

712 The first arriving Chief or Company Officer on scene shall assume the role of Incident Commander (IC).

713 The IC shall size up the nature of the emergency and notify responding apparatus of the situation by transmitting the size-up over the radio. The IC shall also select and announce the fire ground operations radio channel.

714 The IC shall issue orders to responding apparatus for required operations.

715 The IC shall direct overall operations. The Incident Command System (ICS) should be established on all incidents.

716 Company Officers will be directed by Chief Officers to execute certain operations such as getting streams into service, ventilation, laddering, etc.

717 Company Officers shall be accountable for each member of their company at all times.

717 The Fire Marshall, or his designee, shall conduct all investigation of fire.

718 The Safety Officer shall monitor all fire ground operations and shall report immediately to the officer in charge any violations of safety or standard operating guidelines.

730 Fire Ground Duties of Firefighters

- 731 The crew on a particular apparatus shall be also known as a company. The firefighters in each company shall assist the Company Officer in executing operations.
- 732 All personnel not responding on apparatus shall report to the Command Post for assignment.
- 733 All firefighters responding on apparatus shall stay on board the apparatus until directed by the Company Officer.
- 734 Each firefighter shall stay with his respective company at all times, unless assigned to another company by his Company Officer or a Sector Commander. In these cases, the firefighter shall assure that his Company Officer is aware that he is attaching himself to a different crew. Once this crew's assignment is completed, the firefighter will report back to his original company for further assignments.

750 Fire Ground Duties of Special Fire Police

- 751 Fire police members shall respond directly to the scene of all Department incidents within Lower Macungie Township, as well as any requests for traffic control in other municipalities.
- 752 Upon arrival at an emergency scene, Fire Police members shall take position at a safe distance away from the incident and provide crowd and traffic control at the nearest intersections and/or the scene perimeter as applicable. Fire police members shall coordinate their response with the Fire Police Captain, or the Incident Commander when the Fire Police Captain is not on scene. At hazardous materials incidents, fire police members shall obtain instructions from the Incident Commander before taking a position.
- 753 Once in position, Fire Police members shall protect the emergency responders from intervening vehicular traffic and restrict unauthorized persons from the emergency scene. Fire Police may also be responsible for preventing disorder and providing security for properties and buildings involved in the emergency.
- 754 Fire Police members must be vigilant towards responding apparatus and be sure not to block fire hydrants or access to the emergency scene with their private vehicles. When practical, Fire Police members should park their personal vehicles out of the way at least one (1) block away from the emergency scene. Fire Police should avoid blocking roadways with their vehicles unless they are highly visible to oncoming traffic utilizing all available warning devices.
- 755 Fire Police members shall follow any instructions given by the Incident Commander, fire department officers, and police officers on the scene, and render any assistance possible. Fire Police shall carry out their duties in a courteous and professional manner.
- 756 Fire Police shall maintain their post until properly relieved or released by the Incident Commander or Fire Police Captain.

Section 800 – Radio Communications/Procedures

800 Purpose of the Radio System and Frequencies

- 801 The purpose of these guidelines is to establish a format for clear and professional fire ground radio communications. These guidelines apply to all LMFD members.
- 802 The Lehigh County Fire Radio utilizes two frequencies (North and South) for reporting unit and incident status to the Lehigh County Communications Center and four frequencies (Fireground 1 through 4) for fire ground operations. Status communications shall commence on South unless otherwise instructed. All communications shall adhere to the current Lehigh County Fire Radio SOGs.
- 803 The LMFD Fire Radio utilizes one primary and one back-up frequency for non-emergency and miscellaneous fire ground communications. These frequencies shall be referred to as “Private 30” (154.145Mhz) and “Special Ops” (154.205Mhz). A third frequency, called “Admin,” accesses the mobile relay repeater on 154.145Mhz and shall only be used for non-emergency administrative functions.
- 804 In addition, LMFD apparatus may contain a VHF Low-band radio, which contains frequencies for communications with various agencies utilizing this band, including Emmaus Fire Department and Berks County.
- 805 Fire Police shall conduct traffic control operations on either the Lehigh County Fire Police Southern Zone frequency, or Lehigh County Fire Police frequency.

810 How the Radio System is to be Used

- 811 Personnel who may utilize radios:
- A. Incident Commander
 - B. Sector Officer or Company Officer in charge of a team or crew of personnel operating at any emergency (or other department operation).
 - C. Firefighters whose assignment requires them to transmit radio messages (i.e. hydrant man, pump operator, aerial operator)
 - D. Any LMFD firefighter or fire police member carrying out Department business, who is trained in the proper use of LMFD radios and radio procedures.
- 812 The Lehigh County Fire North and South channels shall be limited to the following communications:
- A. Units reporting **“Responding,” “On Scene,”** and **“Available.”**
 - B. Initial size-up from the Incident Commander to Lehigh County and responding units.
 - C. Communications from the Incident Commander to Lehigh County.
- 813 All other communications should be conducted using the designated fire ground or private frequency.
- 814 The Vehicle Repeater System (VRS) may be used to communicate on an assigned VHF Low-Band frequency. To utilize this function, the operator must select the proper frequency on the Low-Band radio, depress the VRS button, and select the VRS channel on VHF High-Band portable radios.

820 Procedure for Using Radio

- 821 All LMFD personnel shall be instructed as to the procedure for operating radios. All procedures shall conform to the latest instructions from the Lehigh County Communications Center.
- 822 The Incident Command System (ICS) shall be used during all responses within District 30.

830 Reporting Status

- 831 Upon receiving an alarm, all responding LMFD officers shall first report their response status on the LMFD Private 30 frequency. This can be accomplished in a single-message format (i.e. **“3001 responding to scene from home”**, **“3005 responding to the station from (location),”** etc.).
- 832 The designated Lehigh County status channel (North or South) is determined by the half of Lehigh County in which the incident is located. Status reporting for all incidents in Lower Macungie Township, Upper Macungie Township, and areas south will commence on the South channel unless otherwise directed by Lehigh County. Status reporting for incidents in South Whitehall Township and areas north will commence on the North channel, unless otherwise directed by Lehigh County.
- 833 Only the Chief Officer who is responding and expected to arrive first on scene shall report **“Responding”** to Lehigh County on the designated status channel (North or South). It is not necessary for every Chief Officer to report their status to Lehigh County. It is also not necessary for Chief officers to report **“Responding”** when responding to an incident in another fire district.
- 834 This Chief Officer, or first incoming company, shall also select and announce the fire ground operations channel, provided one has not already been established by the Lehigh County Communications Center.
- 835 All responding apparatus shall report **“Responding”** to Lehigh County on the designated status channel (North or South). All responding apparatus shall assure that their **“Responding”** message has been acknowledged by Lehigh County.
- 836 No apparatus shall report **“Responding”** to Lehigh County until a driver and sufficient crew have arrived at the station.
- 837 Upon responding, each Company Officer shall report their accountability (PAR) on the designated fire ground frequency. This shall be accomplished by using a two digit code, which denotes the number of qualified personnel on board the apparatus, followed by the number of personnel qualified in their positions to handle the specific type of incident (i.e. Structure Fire vs. Rescue vs. EMS etc.) For example, 3012 responding to a dwelling fire with a Driver, Officer, and 2 interior firefighters would announce **“PAR is four – four”**, meaning there are four souls on board, and all four are qualified for the incident type. 3041 responding to a vehicle rescue with a Driver, Officer, VRT, and a Junior Firefighter would announce **“PAR is four – three”**, meaning four souls on board, and three are qualified for the incident type.
- 838 The first arriving officer or company at an emergency scene (Incident Commander) shall report **“On Scene, in Command”** to Lehigh County on the status channel and promptly transmit a scene size up report. This report may include the location of the fire, type of fire, size of fire, life hazard, and any exposures. All responding units will acknowledge receipt of the scene report. It is not necessary for later arriving Chief Officers to report **“On Scene”** with Lehigh County. The only exception is if Incident Command is transferred to a later arriving officer. In these cases, this officer will report that he is now Incident Command.
- 839 Only the first arriving apparatus shall report **“On Scene”** to Lehigh County on the status channel. The company officer must assure that his **“On Scene”** message was acknowledged by Lehigh County. All other apparatus need only report **“On Scene”** to the IC on the designated fire ground channel.
- 840 At all fire scenes, the IC must promptly report the situation **“Under Control”** to Lehigh County when the fire has been contained.

- 841 At all rescue scenes, the IC must promptly report **“Extrication Complete”** to Lehigh County when all patients have been removed from the rescue situation.
- 842 Upon completion of the incident and apparatus returning to service, the IC shall report **“Assignment Complete, Station 30 (or unit #s) Available”** to Lehigh County. Upon reporting available, no further status reports to Lehigh County are required. Units will not report “At Station.”
- 843 When units are told to standby at station prior to responding, one LMFD apparatus must report **“Standing by at Station”** to Lehigh County, or a second alert will still be due.
- 844 Fire police and Traffic 3052 shall report their status to Lehigh County **ONLY** during traffic control request calls.

850 Contacting Units

- 851 While using the radio, LMFD units shall contact another unit using full unit numbers with the “you from me” method (i.e. **“3001 from 3012” / “3031 from 3002” / “2511 from 3012”**)
- 852 While on the fire ground, units in command positions shall identify themselves by their assignment title. (i.e. **“County from Brookside Command” / “Command from Interior” / “Ventilation from Operations”**)
- 853 Radio operators must utilize the above procedures to easily identify which radio system they are utilizing. This procedure will prevent cross-band communications.

860 Terms

861 The following list contains the basic terms which will be used on the Lehigh County fire radio:

<u>Term</u>	<u>Explanation</u>
Advise	Give message to
Available	In service and ready for response
Disregard	Cancel last message
E.T.A.	Estimated time of arrival
Expedite	Hurry up
Loud and clear	Transmission received well
(Unit #) OK/Received	Message received/understood
Proceed	Transmit your message
Radio check	How is reception of this radio?
Stand by	Wait for response/hold message

870 Radio Unit Designations

871 The following are radio designations for the LMFD units:

3001	Chief	3011	CAFS/Telesquirt 2000 gpm/500 gal
3002	Deputy Chief	3012	Engine 2000 gpm/1000 gal
3003	Assistant Chief	3031	Truck 100' Tower/Ladder
3004	Assistant Chief	3041	Rescue/Engine 1500 gpm/750 gal
3005	Truck Company Captain	3052	Traffic unit
3006	Engine Company Captain	3091	Special Response unit
3007	Rescue Company Captain	3092	Foam trailer
3008	Training Captain	3093	Utility truck
3009	Fire Police Captain		
3010	Fire Police Lieutenant		
FM30	Fire Marshal		
30 Safety	Safety Officer (fire ground use only)		

872 Fire Police members will be identified with 30 + a letter, as designated by the Fire Police Captain. These radio identifiers are only to be used on LMFD private frequencies and county fire police frequencies.

880 Basic Radio Principles

881 Always use the following basic radio communication principles:

- A. Keep non-essential communications to a minimum.
- B. Always think about what you are going to say before transmitting the message.
- C. Never shout or yell into the microphone. Use the same tone of voice as you would while using a telephone.
- D. Never use profane language. Keep use of personal names to a minimum.
- E. Always depress the microphone button at least one second before beginning your message. This will allow the signal to reach the recipient without "cutting out" the beginning of your message.

890 Emergency Transmissions

891 When attempting to transmit a message of emergent nature, use the term "Priority" when contacting Lehigh County or the IC. (i.e. **"County, 3001, Priority!"** / **"Command from Interior, Priority!"**) When this term is used, all other units should cease radio traffic at once.

892 Any important messages including evacuation alerts and **Mayday** messages shall be transmitted by the IC on both the Lehigh County Fire Radio and the LMFD Fire Radio.

Section 900 – Response to Alarms

900 Emergency Signal

- 901 The emergency signal of fire, rescue, etc. is transmitted by radio from the Lehigh County Communications Center. The alarm consists of an audio alert tone followed by an appropriate voice transmission giving the location and nature of the emergency.
- 902 A secondary means of alarm transmission is transmitted by alphanumeric message from the Lehigh County Communications Center.
- 903 The station siren shall only be sounded to alert the community during a severe emergency, such as during a tornado warning.

910 Members Response to Alarms

- 911 All members of the department shall respond to the fire station, excluding Chief Officers, Fire Marshal, and the Safety Officer who may respond to the scene. Upon responding, members will dial the Firefighter Response System (FFRS) once they are within a 5 minute ETA from arriving at their station.
- 912 If more than one member passes the emergency scene, one member may stop to render assistance, if appropriate. In these cases, the member stopping should not dial the FFRS system.
- 913 Firefighters reporting to the fire station shall don turnout gear before the apparatus leaves the station.
- 914 The operator of the apparatus shall be in charge of operating the apparatus, pump, and aerial device. The operator shall not leave the apparatus unless otherwise directed by a LMFD officer.
- 915 The responding apparatus shall not leave the fire station unless the apparatus officer knows the location of the emergency.
- 916 No personnel shall don air packs while the apparatus is moving unless they are seated and restrained.

920 Officers Authorized for Emergency Response to the Scene

- 921 The Fire Chief is authorized, and has the discretion to authorize the following Operational Officers to respond directly to an emergency scene in Department issued or private vehicles equipped with red lights and siren:
- A. Deputy Chief
 - B. Assistant Chiefs
 - C. Fire Marshal
 - D. Fire Police Captain
 - E. Fire Police Lieutenant
- 922 Operational officers authorized for emergency response shall register their private vehicles with the PA State Police if they wish to utilize them for emergency response.
- 923 Operational officers responding in emergency mode shall be responsible to adhere to all traffic laws regarding emergency vehicles. Discretion should be used as to which incidents an emergency response is appropriate.
- 924 The Fire Police Captain and/or Lieutenant is authorized to respond to the scene in emergency mode **ONLY** to the following types of incidents:
- A. Motor Vehicle Accidents
 - B. Rescue incidents
 - C. Dwelling/Structure fires
 - D. Vehicle fires
 - E. Hazardous Materials incidents
 - F. Aircraft or Railroad emergencies
 - G. Traffic control requests at motor vehicle accidents or wires down incidents only

930 Responsibilities Enroute to the Emergency Scene

- 931 The operator shall operate the vehicle in such a manner to effect the prompt, safe arrival on the emergency scene, obeying all applicable traffic laws.
- 932 Apparatus being driven with emergency lights and sirens activated shall obey all applicable traffic laws, and shall proceed through stop signs and signals **ONLY** after coming to a complete stop and assuring that it is safe to proceed.
- 933 When responding to an alarm, members shall operate their personal vehicles safely in accordance to all traffic laws. The use of blue lights is prohibited, except Fire Police members may use a blue light to identify their **stationary** vehicle while performing traffic control at an emergency scene. All members responding in personal vehicles shall park safely away from the emergency scene.
- 934 Unsafe operation of either responding apparatus or private vehicles shall be brought to the attention of a Chief Officer for appropriate disciplinary action.
- 935 All probationary members shall report to the fire station on all emergency calls, and shall only board apparatus upon the approval of the Company Officer.
- 936 The Company Officer shall direct all personnel on the apparatus.
- 937 Personnel shall not respond on the rear step of any vehicle under any circumstances.
- 938 All personnel shall be seated and secured with a seat belt or other safety belt.
- 939 When responding with warning lights, the siren should be used. Use of the siren shall be at the discretion of the Company Officer, based on time of day, traffic conditions, visibility, and severity of the call.
- 940 All responding apparatus shall respond to emergency calls with warning lights and siren activated until the situation is declared a non-emergency by an officer or unit on scene, and the "Proceed with Caution" command is given over the radio. At this time, responding units will respond with no lights or siren, proceeding at normal traffic flow.
- 941 No apparatus will be driven to the scene of an emergency by an operator without a person in the right front seat, unless specifically requested by an officer. If the apparatus responds with only the operator, the operator should not use any radio equipment, unless equipped with a headset which is set to transmit on the proper radio frequency.

950 Apparatus Staffing at the Station

- 951 The first due apparatus on each incident shall not respond until adequately staffed with the proper company of personnel.
- 952 If the red lights at the front of the engine room time out prior to a full company arriving at the station, or there are no other responders indicated on the FFRS screen, the first due apparatus may respond with the available personnel on hand, at the discretion of the Company Officer.

960 Apparatus Responses

961 Apparatus responses shall be in accordance with the recommended dispatch from Lehigh County. If no specific apparatus is dispatched, apparatus shall respond as per the chart in the front of the engine room. Additional apparatus shall only respond per IC request.

970 Apparatus Response Out of Fire District

971 During standby service, one engine will respond with a stand by company. The rest of the Department personnel will stand by at the fire station until released by a Chief Officer. If the standby is requested at the fire station, all available personnel shall respond to the station.

972 At no time shall all available LMFD officers respond to an emergency outside the fire district, except during a request of all apparatus.

973 If apparatus is committed outside of the fire district, the officer in charge may request stand by apparatus to cover the fire district.

980 Stand-by

981 All available personnel should respond to the station when a Stand-by/Cover call is received.

982 All Stand-by/cover assignments will be staffed with an Officer, Driver, and two Firefighters.

990 Fire Police Requests

991 LMFD personnel are prohibited from responding on fire police requests, unless they are sworn in Fire Police members.

992 If a traffic control request is received from another municipality, fire police members may respond. However good judgment should be used to assure that not all available LMFD fire police members are committed outside of Lower Macungie Township.

993 LMFD personnel may drive Traffic 3052 to an emergency scene only under the following conditions:

A. LMFD has been dispatched to the emergency scene.

B. The request for LMFD personnel to drive 3052 has been made by the IC, Fire Police Captain or officer-in-charge.

994 LMFD personnel are prohibited from participating in any traffic control activities on an emergency scene unless they have completed Basic Fire Police training.

995 LMFD personnel are prohibited from participating in any Fire Police special events unless they are sworn in Fire Police members.

Section 1000 – Fire Ground Operations

1000 Responsibilities on the Fire Ground

- 1001 Each Company Officer shall be responsible for the whereabouts of each of the firefighters in that company. A name tag shall be issued to each firefighter and that tag shall be left with the vehicle to identify responding personnel. A second name tag shall be issued to each firefighter and shall be left at an accountability station prior to entering a building or other confined space.
- 1002 Each Company Officer shall ensure that their firefighters' actions are in accordance with the operations being conducted.
- 1003 Firefighters shall keep in communication with their Company Officer. They shall report completion of an assignment when complete.
- 1004 Company Officers shall report to the IC when assignment is complete.
- 1005 Usually the IC will issue operating assignments through the Company Officer. However, circumstances may dictate the IC to command the service of the firefighter directly when emergency situations require immediate action.
- 1006 Firefighters shall use self-contained breathing apparatus (SCBA) whenever there is a toxic atmosphere present.
- 1007 Firefighters shall work in teams of two (2) unless extenuating circumstances dictate.
- 1008 Whenever a team of two (2) firefighters initiates an interior attack, a second crew of two (2) firefighters shall be placed into a backup position with an attack line of equal size or greater.

1010 Company Responsibilities

- 1011 Personnel responding on Engine 3011, Engine 3012, as well as Rescue 3041 as required, will assume the role of Engine Company. The following are the primary responsibilities of the Engine Company during emergency calls:
- | | |
|----------------------------------|-----------------------|
| A. Fire suppression | I. Relay pumping |
| B. Pump operation | J. Tanker operation |
| C. Apparatus positioning | K. Master streams |
| D. Water supply | L. EMS |
| E. Hose lay (forward or reverse) | M. Foam operation |
| F. Attack lines | N. Porta-tanks |
| G. Exposures | O. Spill control |
| H. In line pumping | P. Back-up for rescue |
- 1012 Personnel responding on Truck 3031, as well as Engine 3011 as required, will assume the role of Truck Company. The following are the primary responsibilities of the Truck Company during emergency calls:
- | | |
|----------------------|----------------------------|
| A. Aerial operations | E. Overhaul |
| B. Forcible entry | F. Salvage |
| C. Search and rescue | G. Ground ladder placement |
| D. Ventilation | |

1020 Engines 3011 and 3012 Responsibilities

- 1021 Engines 3011 and 3012 are the first due engines on all fire incidents in Lower Macungie Township.
- 1022 Normal manning of these engines is four (4) personnel including the operator. The Company Officer and firefighters must be SCBA certified.
- 1023 On fire incidents, these companies are responsible to initiate fire attack and to set up a water supply if required.
- 1024 On rescue scenes, these companies are responsible to provide additional manpower for the Rescue Company and assist with associated tasks.
- 1025 The operator is responsible to operate the pump, aerial device if equipped, and other equipment on the apparatus.
- 1026 The Company Officer is responsible to advance with the attack crew and report progress.
- 1027 One firefighter is responsible for forcible entry, fire floor ventilation, and/or hydrant connection as required.
- 1028 One firefighter is responsible for fire suppression as required.

1030 Truck 3031 Responsibilities

- 1031 Truck 3031 is the first due truck on all fire incidents in District 30.
- 1032 Normal manning is four (4) personnel including the operator. The Company Officer and firefighters must be SCBA certified.
- 1033 On fire incidents, this company is responsible to provide search and rescue, ventilation, salvage, and shall assist the Engine Company as required.
- 1034 The operator is responsible to set up and operate the aerial device at the turntable and to operate other equipment on the apparatus.
- 1035 The Company Officer is responsible to advance with the search and rescue or ventilation team and report progress.
- 1036 One firefighter shall be responsible for assisting the Engine Company with forcible entry and search and rescue.
- 1037 One firefighter shall be responsible for assisting the operator with aerial set up and ventilation.
- 1038 Two additional firefighters should respond for mutual aid calls outside of District 30, if available.

1040 Rescue 3041 Responsibilities

1041 Rescue 3041 is the first due rescue on all rescue/EMS incidents and the second due engine on all fire incidents in District 30.

1050 Rescue 3041 Responsibilities at Rescue Incidents (including MVA)

- 1051 On rescue incidents, normal manning is six (6) personnel, including the operator. The Company Officer and a minimum of two firefighters should be EMS certified and must be certified in DOH Basic Vehicle Rescue or higher.
- 1052 On rescue incidents, this company shall be known as the Rescue Company and is responsible for carrying out the rescue assignment. This includes all aspects of any MVA or EMS incident.
- 1053 On rescue incidents, the operator is responsible to operate the pump, Hurst pump, and other equipment on the apparatus. The operator may also assist with set up of the tool staging area.
- 1054 On rescue incidents, the Company Officer shall assume the position of Rescue Officer and is responsible to size-up the rescue problem, advance with the company, and report progress.
- 1055 On rescue incidents, one firefighter is responsible for fire suppression. This may be accomplished with an attack line or fire extinguisher, whichever appropriate.
- 1056 On rescue incidents, one firefighter is responsible for scene stabilization and hazard control. This may include, but is not limited to spill control, lighting, medical assistance, and assisting with stabilization of the vehicle or building.
- 1057 On rescue incidents, one firefighter is responsible for stabilization of the vehicle or building. Upon completion of stabilization, this firefighter will assist with disentanglement and extrication.
- 1058 On rescue incidents, one firefighter is responsible for gaining access, disentanglement, and extrication using heavy rescue tools. This firefighter shall first set up the tool staging area before commencing with the rescue operation.
- 1059 If the Rescue Company responds undermanned, the Company Officer shall divide the above responsibilities among the firefighters of the Rescue Company.

1060 Rescue 3041 Responsibilities at Fire Incidents

- 1061 On fire incidents, normal manning is four (4) personnel including the operator. The Company Officer and at least one firefighter must be SCBA certified.
- 1062 On fire incidents, this company is responsible for assuring a proper water supply to the scene and to assist with fire suppression.
- 1063 On fire incidents, the operator is responsible for operating the pump and other equipment on the apparatus.
- 1064 On fire incidents, the Company Officer is responsible to establish the required water supply, shall advance with the company, and report progress.
- 1065 On fire incidents, both firefighters are responsible to assist the Company Officer with water supply, fire suppression, and/or associated tasks.

1070 Traffic 3052 Responsibilities

- 1071 Traffic 3052 is the first due traffic control unit for all emergency incidents in Lower Macungie Township. Its primary function is to close roadways using cones and/or barricades.
- 1072 Traffic 3052 shall respond to all traffic control requests in Lower Macungie Township and any other municipality. For all other incidents or events, Traffic 3052 shall only respond when requested by the Incident Commander, Fire Police Captain, or Fire Police Lieutenant.
- 1073 Normal manning is one (1) driver, however a second person to assist is desirable.
- 1074 The operator is responsible to safely position the vehicle at emergency scenes to perform road closure or traffic control functions while remaining highly visible to oncoming traffic utilizing all available warning devices.

1080 Special Response Unit 3091 Responsibilities

- 1081 Special Response unit 3091 is the first due hazmat unit on all hazmat incidents in Lower Macungie Township.
- 1082 On hazmat incidents, this unit may be required to carry spill equipment or tow the foam trailer as necessary.
- 1083 Normal manning is four (4) personnel including the operator.
- 1084 The operator is responsible to safely transport the vehicle and trailer (if necessary) to the scene.
- 1085 The firefighters are responsible for deployment of supplies at the scene.

1090 Use and Operation of Apparatus and Equipment

- 1091 The first attack line off for any dwelling or structure fire shall be at least a 1 ¾" line.
- 1092 The first attack line off for any vehicle rescue shall be a 1 ¾" water and/or foam line.
- 1093 The first attack line off for any vehicle fire shall be at least a 1 ¾" water and/or foam line.
- 1094 The first attack line off for any other outside of structure fires shall be at the discretion of the officer in charge.
- 1095 A booster line can be operated by one (1) person. The maximum flow of a booster line is 25 GPM.
- 1096 A 1 ¾" and 2" line can be operated by two (2) personnel. If manpower is limited, one (1) person can operate the line at no greater than 125 GPM flow. The maximum flow is 200 GPM.
- 1097 The 2 ½", and 3" lines can be operated by three (3) personnel. If manpower is limited, two (2) personnel can operate the line at no greater than 250 GPM flow. The maximum flow is 400 GPM.

1100 Rehab procedures

- 1101 The IC shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. The rehabilitation shall include the provision of EMS at the BLS level or higher.
- 1102 All officers on the fire ground shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. All personnel shall advise their immediate officer when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are assigned. Personnel shall also remain aware of the health and safety of other members of their crew.
- 1103 The IC will establish a Rehab Sector when conditions indicate that rest and rehabilitation is needed for personnel operating at an emergency scene or training evolution. A person, designated as the "Rehab Officer," shall be placed in charge of this sector. Under most circumstances, this sector should be operated by EMS personnel on scene.
- 1104 All LMF D personnel shall report to the Rehab Area upon the exhaustion of one SCBA air cylinder.
- 1105 Members reporting to the Rehab Area shall enter and exit the Rehab area as a company. The company designation, number of members, and the times of entry to and exit from the Rehab Area shall be documented by the Rehab Officer or his designee.
- 1106 Personnel shall remain in the Rehab Area until released by the Rehab personnel. The Rehab personnel have the right to "ground" any LMF D member or officer in the Rehab Area at any emergency scene if their vital signs or symptoms are found to be at levels of concern. The vital signs of all crews reporting to the Rehab Area shall be documented on the Rehab Report.
- 1117 Upon successful evaluation and recuperation, fresh personnel will be released from the Rehab Area. These personnel shall report to the manpower staging area for reassignment.

1200 Evacuation procedure

- 1201 If during an operation, a condition is noted that calls for the immediate withdrawal of firefighting forces from a structure and/or surrounding area, the following signal will be issued:

One apparatus on each side of the fire building shall blast the air horn for 10 seconds!!

All interior crews shall acknowledge the evacuation order. If any personnel do not acknowledge, the air horn blast will be repeated until all personnel are out of the danger area and the IC orders this procedure to be halted.

- 1202 This procedure will also be instituted with the “Evacuation from an Emergency Scene” alert from Lehigh County.
- 1203 In addition, the IC will transmit the LMFDF evacuation tone from his radio.
- 1204 When an evacuation occurs, an accountability check will be made as expeditiously as possible and the IC shall be notified immediately that all personnel are, or are not accounted for. Any crews who were still inside the fire building at the time of the evacuation order shall notify the IC when they have safely exited the structure.

1210 Mayday Procedure

- 1211 The Mayday procedure has been established to assist in the event that a firefighter is lost/trapped or becomes missing during an operation of the LMFD. This procedure applies to all LMFD personnel during all operations.
- 1212 The signal for a missing/lost/trapped firefighter is a radio or verbal transmission of “**Mayday.**” The “**Mayday**” transmission shall continue until acknowledged by the Incident Commander.
- 1213 The “**Mayday**” signal shall be declared by fire personnel who may be lost/disoriented/trapped or in imminent danger and in need of immediate assistance. Any LMFD personnel that are aware of a missing firefighter or crew shall also declare a “**Mayday.**”
- 1214 Personnel who transmit a “**Mayday**” should, if possible, provide their approximate location by floor or last known location to assist in their rescue. Also, they should provide as much information as to their circumstances as possible.
- 1215 Personnel who become trapped or disoriented should execute all necessary self-rescue techniques to assist in their own rescue.
- 1216 Upon hearing a “**Mayday**” call, the Incident Commander shall advise all other radio traffic to stay clear of the channel or channels on which the “**Mayday**” was transmitted. He will then call in an attempt to identify the lost/disoriented/trapped firefighter or crew.
- 1217 Upon receipt of the “**Mayday**” and associated information, the Incident Commander shall immediately consult with the FAST/RIT leader and assign the rescue activities to the FAST/RIT team.
- 1218 All company officers shall immediately provide a personnel accountability roster to the Safety Officer or Incident Commander.
- 1219 All fire suppression activities shall continue unless an order to stop is given by the Incident Commander. All “**Mayday**” rescue activities will continue as directed by the FAST/RIT team.

1300 Return to Station Procedure

- 1301 When the Incident Commander of the emergency has determined the services of a unit are no longer needed, he shall direct the apparatus officer to return the unit to the station.
- 1302 Prior to departing the scene, the apparatus operator should perform a walk around inspection of the vehicle.
- 1303 Upon the arrival of each apparatus at the Wescosville station, the operator shall activate the warning lights and come to a complete stop in his lane of travel only. Once traffic has STOPPED in both directions, the operator may proceed to position the apparatus for a reverse move into the proper bay, using both travel lanes if necessary. The operator has the right to solicit assistance from company members with the reverse move into the bay whenever necessary (i.e. frozen mirrors, poor visibility, etc.). At NO TIME shall manpower be used to stop moving traffic, unless they are trained fire police in possession of proper flagging equipment.
- 1304 It is the apparatus officer and operator's responsibility to insure all appliances, equipment, etc. have been returned to the apparatus.
- 1305 Personnel who responded on a specific apparatus shall return with that unit unless instructed differently.
- 1306 Upon arrival at the station, the crew shall be responsible for cleaning, servicing, and returning to "in-service" order the apparatus, appliances, hose, and personal turnout gear.
- 1307 Personnel standing by at the station shall assist in the return to service of Department apparatus.
- 1308 When the apparatus officer is satisfied that the apparatus is clean and in service, he shall notify the officer in charge of the operation. On approval, the firefighters may be dismissed.
- 1309 In cases where a member's job or family responsibilities justify it, a member may be dismissed from the fire ground or the fire station upon approval of the officer in charge.

Section 1400 – Use of Compressed Air Foam (CAFS)

1400 CAFS Operations

- 1400 The use of CAFS is recommended for any offensive attack on structure and dwelling fires in Lower Macungie Township. If CAFS is not available, the use of class A foam is recommended when available. Defensive attack operations should be carried out with a straight water or class A foam attack.
- 1401 If a CAFS equipped Engine is first to arrive on scene, CAFS should be utilized for offensive fire attack unless otherwise instructed by the Incident Commander (IC). If a CAFS equipped engine arrives on scene after a water or class A foam attack has already been initiated, the IC may choose to continue the original attack method, or switch to a CAFS attack.
- 1402 CAFS should not be utilized in combination with a straight water offensive attack.
- 1401 Due to limitations of the CAFS air compressor, the following will be the maximum number of CAFS attack lines which may be in use at the same time:
- A. Three (3) 1 ¾ inch attack lines
 - B. Two (2) 1 ¾ inch attack lines and one (1) 2 inch attack line
 - C. One (1) 3 inch attack line to Blitzfire or other master stream device
 - D. One (1) 3 inch attack line to gated wye with two (2) 1 ¾ inch attack lines

1410 Company Officer Responsibilities

- 1411 When CAFS is going to be utilized, it is the responsibility of the Company Officer to have a briefing with all personnel on the apparatus to ensure clear understanding that CAFS will be in use. If the Company Officer, Operator, or nozzle man is unfamiliar with, or uncomfortable with the use of CAFS, then CAFS will NOT be utilized, and the IC must be notified immediately.
- 1412 The Company Officer should ensure that the maximum number of CAFS lines in service is not exceeded as per SOG 1404.
- 1413 If there are any problems encountered with the CAFS stream(s), the Company Officer must immediately notify the Operator. If the situation cannot be resolved quickly, the IC must be notified immediately, and the CAFS attack must be aborted.
- 1414 The Company Officer should be aware of mutual aid personnel relieving and/or going into service with a CAFS attack line. It is his responsibility to conduct a briefing with these personnel to make sure they have a basic understanding of how these lines will behave in the fire structure. If the Company Officer does not feel confident that the mutual aid crew has a proper understanding of or is not comfortable with its use, then he must order the Operator NOT to flow CAF through such attack line.

1420 Operator Responsibilities

- 1421 It is the responsibility of the Operator of a CAFS engine to know and understand the proper method of operating the CAFS prior to using at a fire scene. If the Operator is not familiar with, or is not comfortable with the use of CAFS, he must notify the Company Officer immediately.
- 1422 The Operator should follow all procedures for setting the Engine up for CAFS operation at a fire scene. These procedures are provided in the Pump Operators compartment next to the pump panel.
- 1423 The Operator should make sure that the incoming water supply line shall be connected to the right side steamer inlet, to allow the use of the Auto-Fill feature during CAFS operations.
- 1424 The Operator should monitor the pump panel for any failures or issues with the CAFS. Should a problem occur, he must immediately notify the Company Officer and/or all personnel operating a CAFS attack line.
- 1425 The Operator should know the proper procedures for safely switching from a CAFS operation to a water or foam operation, or vice-versa.
- 1426 The Operator should make sure that the CAFS lines are properly flushed, and the system is properly disengaged upon completion of the CAFS operation.

Attack Crew Responsibilities

- 1431 It is the responsibility of the attack crew to know and understand the proper techniques for fighting fire with a CAFS attack line. If the attack crew is not familiar with, or not comfortable with the use of CAFS, they must notify the Company Officer immediately.
- 1432 The attack crew, along with the Company Officer, should make the determination of whether they prefer to use the combination nozzle, or remove and use the straight bore ball valve for CAFS attack. This determination should be based on fire conditions present and comfort level of the nozzle man.
- 1433 Prior to entering the fire structure, the attack crew **MUST** flow the charged attack line until a proper foam stream is achieved. **EXCEPTION** – in cases where a leader line is deployed into the structure, the attack line must be flowed in a safe location inside (i.e. hallway, stairwell, out an open window, etc.) prior to entering the fire area.

Secton 1500 – Accident/Injury Investigation

- 1501 Any accident causing damage to fire department property or injury to fire department personnel must be reported to the person in-charge and an accident investigation report completed.
- 1502 If the accident meets any of the drug testing requirements of the Lower Macungie Fire Department Drug free Workplace Policy the officer in charge during the incident or the chief officer or his designee will take involved personnel to Health Works at 1243 South Cedar Crest Boulevard, Allentown for testing (M-F 7am to 7pm and Saturday 8am to 430pm). Sundays, holidays and off hours personnel can be taken to 2024 Lehigh Street Allentown or if employee cannot be taken to Healthworks, the officer in charge must call 610-402-8170 to request someone to be sent out to conduct drug screening.
- 1503 It will be the responsibility of the officer in charge at the time of the accident to complete the initial investigation report. If an accident occurs when the chief or other office is not present, the chief or one of his officers shall complete the initial investigation. The report will be filled out in conjunction with the involved employee if at all possible. For personal injury accidents the Lower Macungie Townships Injury Incident Report and the VFIS Personal Injury/Illness Investigation Reports shall be filled out. For a Vehicle accident the Lower Macungie Township Accident Report and the VFIS Vehicle Accident/Loss Investigation Report shall be filled out. Additional reports for Provident (Relief Association) or other agencies may be required in addition to the standard reports.
- 1504 The accident will be reported to a member of the Lower Macungie Fire Department Safety Committee. A copy of the initial investigation report will also be provided to the Safety Committee. The committee will conduct any further investigations they feel are necessary.
- 1505 The Safety Committee will report the results of any investigation to the general membership at the next business meeting.
- 1506 The Safety Committee will maintain two (2) accident logs per year. One log will list injuries to personnel and will include the name of injured personnel, date of incident, whether the injury involved days away from work or restricted work activity or deaths. It will also include the part of the body injured and where accident occurred (i.e. fire scene, station, etc.). A second log will be kept of accidents/incidents involving operation of department vehicles. This will list operator, vehicle involved, what was the operations at the time (ie emergency response, training, returning from call etc).
- 1507 The accident reports shall be maintained for 7 years as is consistent with departmental document retention policy. The accident reports will be maintained in the locked personnel file drawer. A copy of the report will be placed in the involved employees personnel file and in a separate Incident/accident file.

Section 2000 – Administration of Policies and Documentation

2000 – Required Documentation

- 2001 LMFD shall keep records of all fire and rescue incidents. These records will be kept on file for a minimum of seven (7) years and purged annually by the Chief.
- 2002 LMFD shall report all fire and rescue incidents to the Pennsylvania Fire Incident Reporting System (PennFIRS). These reports shall be sent monthly.
- 2003 LMFD shall report all rescue incidents as set forth by the Pennsylvania Department of Health.
- 2004 LMFD shall report all Department related injuries to personnel as set forth by the Commonwealth of Pennsylvania and the Township of Lower Macungie.

2020 – Current Policies in Effect

- 2021 Current LMFD policies in effect are located in the Department Policy book at each station.

GSI

Lower Macungie Fire Department

General Special Instruction

GSI 953-1 Effective 1900, Saturday January 2, 1999

SOG No. 1 is effective 0001, Friday January 1, 1999

All Personnel:

Effective immediately, all training will be conducted according to NFPA Standard 9999.

Chief

Sample

TSI

Lower Macungie Fire Department

Temporary Special Instruction

TSI 951-1 Effective 1900, Saturday January 2, 1999

SOG No. 1 is effective 0001, Friday January 1, 1999

All Personnel:

Engine 3012 will be out of service for an unknown period of time. The following response will be in effect until its return:

Structure/Dwelling fires 3011; 3031; 3041

All other fires 3041 will be first due

Chief

Sample