

# EASTERN BERKS FIRE DEPARTMENT STANDARD OPERATING GUIDELINES



VERSION 1.1

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## INTRODUCTION

This Standard Operating Guideline (SOG) shall be used as a guide to the operations of the Eastern Berks Fire Department. These guidelines shall not in any way be used in place of the Bylaws set up by Eastern Berks Fire Department.

This document is a set of standard guidelines that should be followed whenever possible, by the members of the department. These guidelines may be deviated from, at any time, if deemed necessary by officers of the Eastern Berks Fire Department.

## ARTICLE 1 - PERSONNEL

### SEC. 1 INSTRUCTIONS FOR NEW FIREFIGHTERS

New Firefighters must:

- 1.1 Complete applicable forms (personnel data, medical history, etc)
- 1.2 Be an active member of the Eastern Berks Fire Department.
- 1.3 Report to the officer in charge for instructions.
- 1.4 Senior firefighters are defined as any person 18 years of age and older.
- 1.5 Junior firefighters are defined as any person between 14 and 18 years of age.
- 1.6 All new members are subject to a 3 month probationary period.

### SEC. 2 OBLIGATIONS OF NEW FIREFIGHTERS

It is a firefighter's obligation to:

- 2.1 Read, learn, and practice the Standard Operating Guidelines.
- 2.2 Become familiar with the company bylaws.
- 2.3 Know all officers by name and sight.
- 2.4 Recognize the chain of command.
- 2.5 Learn personal responsibilities of a firefighter such as:
  - A. Conduct
  - B. Attendance at practice and functions
  - C. Maintaining equipment
  - D. Location of equipment, etc.
- 2.6 Recognize the importance of responding to emergency calls, especially "routine" calls such as standbys, Automatic Fire Alarms, work details, etc.
- 2.7 Ask questions, it is the only way to learn.
- 2.8 New engine room personnel not having formal basic training must apply to attend a credited fire school or training session as soon as one becomes available, and is convenient for the member.
- 2.9 Minimum classes required within the 1<sup>st</sup> year of membership are:
  - a) Introduction to Firefighting
  - b) CPR/AED2<sup>nd</sup> year required classes:
  - a.) Fireground Operations

\*NOTE: If 1 or more of the classes are not offered locally within the required timeframe, the requirement time shall be extended until the classes are offered, as seen fit by the Officers of the Department.

### SEC. 3 JUNIOR FIREFIGHTERS

- 3.1 Junior members must adhere to the regulations set forth by the State of Pennsylvania Child Labor Act. These regulations are posted at the fire stations.
- 3.2 Junior members are to be supervised by a senior member who is appointed by the chief.
- 3.3 Junior members may not escort guests into any part of the fire station unless a senior member is present, or a chief officer grants him/her permission.
- 3.4 Junior members must be out of the engine room by 22:00 hours, unless on a call, training session, or work detail. Junior members are only allowed to respond to calls during the hours listed on School District Working Papers.
- 3.5 Junior members are not to drive to calls after 22:59 hours. This is in compliance with PENDOT regulations for Junior Driver licenses.
- 3.6 Junior members may not carry alerting devices to school.
- 3.7 Junior members may not respond to calls during normal school hours unless a request by the officer in charge is made through the high school office. Junior members who are illegally absent from school on such a day may not respond to the call. Junior members who are legally absent from school on such a day may respond to calls.
- 3.8 Suspension from school will automatically result in suspension from all fire company activities, including emergency calls, for a period of time not less than the length of the suspension. The fire chief, if deemed necessary, may impose an additional suspension from firefighting activities.
- 3.9 Junior members shall not have social privileges until the age of 21.
- 3.10 Junior members shall not have apparatus driving privileges until the age of 21.

### SEC. 4 FIRE POLICE

- 4.1 The Fire Police shall control traffic and protect property at all emergencies.
- 4.2 Fire Police, when coming upon an emergency scene, shall control traffic and protect property until relieved by State or Local police, or other Fire Police; until they are released by the Authority having Jurisdiction, or the incident is terminated by the Authority having Jurisdiction.
- 4.3 The Fire Police shall render service at any activities of the Fire Company when requested by the President or Chief.
- 4.4 The Fire Police shall protect the community in time of disaster.
- 4.5 General order of Operations for Fire Police:
  - a. First Ranking Fire Police Officer on-scene should establish Fire Police Command through OIC and switch ALL fire police operations to Lowband 33.50 Mhz or VHF Fire Police East 152.2775 Mhz.

- b. Shut down traffic into the incident scene at the designated traffic control points for the detour being utilized.
- c. Secure staffing/signage for all traffic control points along the detour route.
- d. Determine what to do with commercial truck traffic (stack, detour, etc.)
- e. After detour is up and running, clear backlogged traffic between incident scene and primary traffic control points.
- f. Determine estimated timeframe for detour, request additional resources as needed.
- g. Determine when/if single lane commercial traffic can be resumed through the emergency scene, and secure staffing for single lane traffic control at emergency scene.
- h. Clear stacked commercial traffic when able to, if needed.
- i. Once incident is terminated and roadway is open, terminate the detour route and clear any backlogged traffic in the detour route before leaving the traffic control points.

## **ARTICLE 2 - FIRE STATION RULES**

### SEC. 1 APPARATUS, EQUIPMENT AND TURNOUT GEAR

- 1.1 Apparatus and equipment shall remain available for service at all times. They will not be removed from service or the station without notifying a chief officer. The officer will notify the dispatch center when any equipment will be out of service.
- 1.2 Do not tamper with apparatus or equipment. If there are concerns or problems found, report them to an officer, who will in turn ensure that the proper people are notified to rectify the issue.
- 1.3 Turnout gear shall remain on assigned rack in orderly condition as outlined in Article 5 and should not be removed without the permission of a chief officer.

### SEC. 2 APPARATUS ROOM

- 2.1 This area is available to all members at all times with the exception of junior firefighters between 10:00 PM and 7:00 AM unless accompanied by a senior firefighter. Doors are to remain locked at all times. Keys will be issued by the Fire Chief.
- 2.2 All members shall maintain these areas in a neat condition at all times. All debris shall be removed by members using the facility.
- 2.3 The apparatus room is not to be used for personal work (i.e. work on personal car).
- 2.4 No equipment may be removed without the authorization of a chief officer.

- 2.5 The last person out of the station is responsible for assuring that all doors are locked, all lights and fans are off, and the thermostats are turned to a reasonable setting.

### SEC. 3 MEMBER CONDUCT AND APPEARANCE IN STATION

- 3.1 Conduct and appearance must befit the occasion, but at no time will unruly behavior or horseplay be permitted. Enforcement of the above will be the responsibility of the department.

### SEC. 4 VISITORS

- 4.1 This department prides itself on hospitality. Do your part to make all visitors welcome. Introduce yourself, offer information, and encourage the visitors to ask questions. If there are children, give them a coloring book or similar handout.
- 4.2 Visitors are permitted in the station when accompanied by a member of the Engine Crew. Members are responsible for the conduct and actions of their visitors. Visitors are not permitted to respond to any emergency with the apparatus.

### SEC. 5 SMOKING

- 5.1 Use your own discretion when smoking at the scene of any type of emergency. Any chief officer has the right to ban smoking at any emergency. If not sure, ask the officer in charge.

### SEC. 6 DRUG AND ALCOHOL USE

- 6.1 Anyone in possession of, or caught using illegal substances, is subject to disciplinary action as seen fit by the Officers of the respective companies. This includes reporting the incident to the proper local authorities.
- 6.2 All members shall use their discretion on alcohol use at company related functions. All operators of company owned vehicles shall refrain from using alcoholic beverages. Any chief officer has the right to dismiss any member or fellow chief officer from participating in any function or emergency call if the member or fellow officer is under the influence of alcohol.
- 6.3 Members may be subject to random drug testing.



## ARTICLE 3 - RESPONSE TO ALARMS

### SEC. 1 ALARM SIGNALS

- 1.1 The primary signal of any emergency is transmitted by radio on 151.220 MHz by the Berks County Communications Center. Signals are received by radio receivers issued to firefighters. The alarm will consist of an audio alert tone followed by the appropriate voice information as to the location and nature of the alarm.
- 1.2 A secondary alarm signal is sounded by the house siren located on the fire station roof.
- 1.3 There may be periodic testing of the alert pagers at the discretion of a fire officer or Berks County Communications Center.

### SEC. 2 PERSONNEL DRIVING REGULATIONS

- 2.1 Speeding or reckless driving to or from a call is strictly prohibited under all circumstances.
- 2.2 Obey all posted and non-posted traffic regulations. Failure to obey regulations will result in discipline to be decided on by the respective company officers. Neither the fire companies, nor their officers, will defend any member who shows reckless disregard in operating any personal or fire company vehicle while responding to call or any other fire company activity.
- 2.3 Do not operate 4-way flashers while responding to calls. This is against state motor vehicle regulations
- 2.4 Members wishing to display warning lights on their personal vehicles may do so in accordance with state motor vehicle regulations, and only upon receiving an authorization card from the fire chief. This card must be carried at all times.
- 2.5 A member in possession of an authorized blue light card may operate another member's vehicle and blue lights in route to a call. A member with a red light card may operate only his/her own vehicle with red lights in operation.
- 2.6 The chief is required at the beginning of each year, to submit a letter to the nearest State Police barracks in Berks County, with a list of all personnel authorized to operate red/blue lights.

### SEC. 3 MEMBERS RESPONSE TO ALARMS

- 3.1 Firefighters shall respond to the fire station where personal gear is located. Chief officers may respond directly to the scene. Firefighters SHALL NOT respond directly to the scene before going to station, to help ensure properly staffed apparatus.
- 3.2 Firefighters shall don their turnout gear and take a position on apparatus responding to the alarm.

- 3.3 Officers shall don turnout gear and take position in the cab of apparatus.
- 3.4 The first driver to appear in station qualified to drive shall take position at the steering wheel of apparatus.
- 3.5 Seat belts shall be worn in all vehicles at all times.
- 3.6 Any apparatus may respond with more than one driver or officer only if there is enough of each.
- 3.7 An Engine Crew member may respond to the scene in a personal vehicle if all responding apparatus has departed. The firefighter should bring his firefighting equipment with him. Members should make every effort to respond on a piece of apparatus before opting to respond in a POV. If multiple members are at station and no drivers are available, or all equipment had left, members should carpool to minimize congestion at the emergency scene.
- 3.8 Members responding to the scene in personal vehicles shall park a minimum of 500 feet from the active emergency incident. Members shall also leave their ignition keys available in the vehicle in case it needs to be moved. \*\*Driveway blocking/
- 3.9 No truck shall leave until sufficiently staffed, or a sufficient amount of time has passed. If the company has been second dispatched by Berks County Radio, this shall constitute sufficient time.
- 3.10 No member is to respond until requested or dispatched.
- 3.11 Parking at the station should be done in such a manner as to not congest parking lots for other functions that may be occurring on fire company property. Park in marked spaces only.
- 3.12 Do not park in front of apparatus bay doors.

SEC. 4 RESPONSIBILITIES ENROUTE TO FIRE GROUND

- 4.1 The driver shall drive the apparatus in such a manner as to effect the most prompt, but safe arrival to the scene.
  - A. All drivers shall be familiar with the state traffic regulations affecting emergency vehicle operation and all consequences that may arise due to his/her actions.
  - B. It is the officer's responsibility to report any deviation from the accepted procedure to the Chief.
- 4.2 Firefighters shall size up the type of call and prepare for the call before arriving. If the firefighters feel air packs are needed, they shall don them in route to, or immediately at the fire ground.
- 4.3 In the event there is a problem with a person or driver while responding to an emergency call, it should be reported to the officer in charge as soon as you return to the station.

## SEC. 5 ARRIVAL ON FIRE GROUND

- 5.1 Officers' responsibilities:
  - A. If apparatus under the command of an Assistant Chief is first on the scene, the Assistant Chief shall determine what action is best for his unit to take.
  - B. Any officer who is first on the scene shall do an initial size-up and radio a brief message to all in-coming units.
  - C. The first officer on the scene shall assume command until a senior officer arrives.
  - D. In the event no officer is on the scene, the driver of the first truck will assume command until an officer arrives.
- 5.2 Upon arrival, each firefighter shall place their assigned accountability tag in a designated location on the apparatus.
- 5.3 The firefighters comprising the crew of any apparatus shall stand in readiness to execute the operations as indicated by any officer, and not leave the apparatus for any reason without orders.
  - A. The firefighter should wait until an officer tells them what is needed before any unnecessary equipment is removed.

## SEC. 6 GENERAL CONDUCT ON THE FIRE GROUND

- 6.1 Each officer shall keep abreast of the whereabouts of each of his crew people. They will be responsible for ensuring that what each of their crew people are doing is proper in respect to the operations being conducted.
- 6.2 Firefighters shall keep in communication with their officer. After completing an assignment, a firefighter shall make themselves available to the officer for further assignments.
- 6.3 Firefighters should refrain from performing tasks that were not directly assigned to them, unless these tasks will directly impact the primary task assigned to them. "Freelancing" is strictly prohibited.
- 6.4 When any firefighter is given a task, they should carry out the task to the best of their ability. If a firefighter is given a task they feel they cannot perform, they should notify the officer immediately.
- 6.5 This company prides itself on its professionalism and everyone on the scene of an emergency shall conduct themselves in an orderly manner at all times.

## SEC. 7 RETURNING TO STATION

- 7.1 When the chief in charge of the emergency determines the services of a unit are no longer needed, He / She shall direct that unit to return to the station.
- 7.2 The officer in charge of returning unit shall determine that all equipment belonging to that unit is on the apparatus. Should it be necessary to leave

some equipment behind for further operations on fire ground, it should be explicitly established to whose care the equipment is left to.

- 7.3 The crews of a unit shall take positions on the apparatus and assume responsibilities for safety comparable to those observed during response.
- 7.4 Upon arrival at the station, the crew of an apparatus shall be responsible for cleaning and returning to service the apparatus equipment, and their personal gear. The driver of the apparatus is responsible to see that all cleanup and replenishment operations are complete on the apparatus.
- 7.5 Members dismissal:
  - A. When the driver in charge is satisfied the items in Section 7.4 have been tended to, he/she shall notify the chief in charge. On approval of the chief in charge the crew may be dismissed.
  - B. Members of a unit who have completed their return to service details may be required, in some circumstances, to assist in the return to service of other department units.
  - C. In some cases where a member's job or family responsibilities justify it, a firefighter may be dismissed from the fire ground or the station upon consent of the officer in charge.
  - D. All firefighters should check the response sheet to make sure that their attendance has been recorded, and retrieve any accountability tags from the apparatus and/or officer.

## SEC. 8 OTHER THAN FIRE EMERGENCIES

- 8.1 Calls for accidents, drownings, lost persons.
  - A. When department alarm is broadcast over the radio alerting system, firefighters shall respond in conformance with the directives established for fire alarm response. This applies to all the above with the exception of lost persons.
  - B. Response for lost persons shall be normal flow of traffic with no blue lights. Apparatus response for lost persons will be made at the station by the officer in charge.
- 8.2 Medical Helicopter Landings
  - A. Only personnel with MedEvac training are allowed inside the landing zone.
  - B. The landing zone should be 100ft X 100ft minimum, preferred size is 150ft x 150ft.
  - C. Choose an unobstructed area near incident site for the LZ.
  - D. Make sure area is clear of overhead wires.
  - E. Use orange cones or flares to mark the landing site.
  - F. Berks Radio will assign an LZ call sign and radio frequency. Usually this call sign reflects the home company's station number.
  - G. Landing officer will be designated by LZ (station #).
  - H. Landing officer will make helicopter pilot aware of any LZ obstructions, the general compass direction of the obstruction, and a general description of the LZ.

- I. All fire personal should stage behind the apparatus opposite the landing site.

SEC. 9 APPARATUS ALARM RESPONSE ASSIGNMENTS

- 9.1 The order by which apparatus shall respond to specific types of incidents will be posted in clear view at the respective fire stations.
- 9.2 In all instances, the officer in charge has the authority to deviate from this response order if necessary, due to available drivers, truck repairs, etc.

SEC. 10 STAND-BY

- 10.1 Alarm tones will be sounded for a stand-by, whether in-station or relocation to another station. Apparatus relocating shall have one driver, one officer, and a full crew of firefighters. The officer requesting the stand-by shall request the apparatus that will be relocating. For in-station standbys, if the company is requested to respond to any incident, the station tones will be sounded again by the dispatch center.

**ARTICLE 4 - USE OF APPARATUS AND EQUIPMENT**

SEC. 1 ON ALARMS

- 1.1 Engines are to respond with one driver, one officer, and four firefighters whenever possible.
- 1.2 Firefighters shall remain under the direction of the officer with whom they responded unless they are released by him / her to another officer or detail.
- 1.3 Drivers shall remain with their vehicles at all times, unless released by an officer. If a driver is needed to assist with fire ground operations, and his/her apparatus is not being utilized, he/she shall properly shut down, chock, and secure the apparatus before assisting with fire ground activities.
- 1.4 Each team consisting of no less than two firefighters shall not enter a fire-involved building without a hand-held radio, a charged line and a self-contained breathing apparatus on and working.
- 1.5 Radio communications for interior work will be done on frequency (33.68). Each team will be assigned a number upon entering a structure.
  - A. For radio communications inside a structure, teams will be designated as interior group 1, 2, 3, etc.
  - B. An exterior officer will be posted outside each entrance.
  - C. Immediate evacuation of a structure will be signaled by a long blast of apparatus air horns and alert tones from county dispatch center.
- 1.6 All department ladders should be carried butt end first toward the fire building.

- A. One or two firefighters may raise a roof or straight ladder.
  - B. Three firefighters are to raise two section ladders up to 35 feet in length, whenever possible.
  - C. All ladders are to be raised so that the butt end of the ladder is  $\frac{1}{4}$  the usable height of the ladder away from the building.
  - D. All ladders are to be heeled by a firefighter when in use, if possible.
  - E. All charged hose lines on ladders are to be secured by rope tools or hose straps.
  - F. Leg locks are to be used on all ground ladders when working off a ladder. Safety belts should also be worn if available.
  - G. The first firefighter up any ladder must check to be sure the dogs are properly seated.
  - H. Only a senior firefighter, 18 years or older, may enter a burning building or climb a ladder.
- 1.7 When setting up a portable pond or any water supply, two firefighters shall assist the driver until water flow has been established.

## SEC. 2 NON-EMERGENCY USE OF EQUIPMENT

- 2.1 Qualified operators only must operate vehicles.
- 2.2 Vehicles shall report status to dispatch center by radio upon leaving the station. If Berks does not answer you after 2 tries, contact OIC and make them aware of your response.
- 2.3 Vehicles are not to be used without the consent of a chief officer. If no chief officers are available, the operator shall use his own judgement whether to use the vehicle.
- 2.4 If any firefighter wishes to use any equipment from this station, he should contact a chief officer first. If no chief officers are available, he shall not use the equipment.

## SEC. 3 MAINTENANCE ROUTINES

- 3.1 All maintenance should be done only under knowledge of the officer in charge.
- 3.2 Any mechanical difficulties noted at any time should be reported to the chief at once.
  - A. If the difficulty is of serious nature and the vehicle must be removed from service, the officer in charge shall post notice in the vehicle, on the chalkboard, and notify the dispatch center.
- 3.3 All drivers that have found or discovered a problem with the apparatus or portable equipment should contact an engineer or record it on the clipboard provided in the engine room to the attention of the Engineers.

SEC. 4 QUALIFICATIONS FOR DRIVERS

- 4.1 Candidates for driver training must be approved by the fire chief and are subject to a training program as determined and directed by the company officers. Completion of EVOC (Emergency Vehicle Operations Course) shall be required of ALL drivers.
- 4.2 Only qualified personnel may operate apparatus. A driver's list will be posted in the engine room, with each driver's name and what apparatus he/she is qualified to operate.
- 4.3 The driver's list shall be maintained by the Chief, or a duly appointed officer.
- 4.4 It is highly recommended, but not necessary, that all drivers obtain at least a Class B Commercial Driver's License from the state of Pennsylvania. Recommended endorsements include air brakes and tank vehicles.
- 4.5 Suspension of driver's license must be reported to the Chief immediately, and will result in the revoking of all apparatus driving privileges.

**ARTICLE 5 - DEPARTMENT-PERSONAL PROPERTY**

SEC. 1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 1.1 PPE consists of the following items:
  - 1 helmet, 1 bunker coat, 1 pair of bunker pants, 1 pair of bunker boots, 1 nomex hood, gloves, ID tags.
- 1.2 PPE is issued to active firefighters on an individual basis. Distribution is the responsibility of the Chief. In order to provide adequate protection, turnout gear is distributed to firefighters according to size as far as practical.
- 1.3 PPE assigned to a particular firefighter shall be marked with his/her name in an approved manner.
- 1.4 Personally owned PPE must be inspected and approved by the Chief prior to wearing it to a call.
- 1.5 Firefighters are responsible for their PPE. They must inspect this gear regularly. It must be maintained in a clean condition and in good repair at all times. Gear will be cleaned after all drills and alarms only after apparatus is returned to service.
- 1.6 All PPE defects and damage must be reported to an officer as soon as discovered. Arrangements will be made to fix/replace the damaged PPE as soon as possible.
- 1.7 PPE must remain in station at the assigned rack position at all times.
- 1.8 PPE can be carried out of station if signed out with the Chief.
- 1.9 PPE must be worn by all personnel while riding on any apparatus to or from alarms.
- 1.10 When arriving at the station for response to alarms, all PPE must be worn as follows before getting on the apparatus:
  - A. Helmet on and chin strap down.

- B. Nomex hood on.
  - C. Turnout coat on and snapped up.
  - D. Gloves on hands.
  - E. Pants and boots on.
- 1.11 Appropriate PPE must be worn during all calls and training. Personnel not dressed in appropriate PPE may not operate at the scene of the incident. The officer in charge is responsible for assuring that all personnel are wearing appropriate PPE for the situation, and has the authority to remove personnel from the scene if proper PPE is not being worn.
- 1.12 Chief Officers will set an example by wearing their protective equipment.
- 1.13 Protective clothing for firefighters should meet or exceed the NFPA standards for protective clothing, as listed below:  
 NFPA STANDARD 1971, PROTECTIVE CLOTHING FOR STRUCTURAL FIREFIGHTING.  
 NFPA STANDARD 1972, STRUCTURAL FIREFIGHTER'S HELMETS.  
 NFPA STANDARD 1973, GLOVES FOR STRUCTURAL FIREFIGHTERS.

SEC. 2 STATION UNIFORM

- 2.1 The station uniform that is to be worn for official company functions will be decided by the Chief.
- 2.2 Uniforms must be maintained by the firefighter in a neat condition at all times.
- 2.3 Station uniforms shall not be worn at times other than official company functions. Badges are not to be worn at any time or in any fashion other than on the uniform shirt at company functions.
- 2.4 Upon termination of membership to the apparatus crew, all items that are company owned must be returned in good usable condition, including the key to the Engine Room.

SEC. 3 RADIO MONITORS-PAGERS

- 3.1 The purpose of monitors is to receive alarm signals in the firefighters' homes.
- 3.2 Monitors or pagers are assigned to active firefighters of the department.
- 3.3 Maintenance is to be performed by a qualified serviceman that is designated by the company. At no time should a firefighter attempt to repair pagers or monitors themselves.
- 3.4 Firefighters should return their receiver to the station if it no longer functions or is not needed by the member.
- 3.5 Any information received on a monitor is not to be used for the personal gain of any firefighter or member of his family.
- 3.6 Monitors/pagers will be distributed by the Chief.



## ARTICLE 6 – EQUIPMENT AND SUPPLIES

### SEC. 1 SELF-CONTAINED BREATHING APPARATUS (SCBA)

- 1.1 All personnel operating in any potentially hazardous atmosphere shall wear and breathe from SCBA's.
- 1.2 Only personnel who have been authorized by the chief will wear and conduct fire ground operations wearing SCBA.
- 1.3 Personnel wearing SCBA's must always work in groups of two or more. Personnel should always enter and exit work areas as a group.
- 1.4 Personal Alert Safety Systems (PASS) devices must be armed at all times when SCBA is in use. PASS alarms shall be armed before leaving the vicinity of the apparatus.
- 1.5 The main cylinder valve must be FULLY OPEN when wearing SCBA.
- 1.6 The bypass (red) valve on the facepiece regulator should only be used in emergencies, or to clear the facepiece of condensation.
- 1.7 Do not waste air while waiting to enter a hazardous area.
- 1.8 Qualified personnel riding apparatus should don SCBA in route to calls, if possible. Never leave the seat to do this. If unable to don SCBA while in route, SCBA must be donned before leaving the perimeter of the apparatus.
- 1.9 Personnel in SCBA must carry a flashlight or a tool with them upon leaving the apparatus.
- 1.10 After SCBA is no longer required at the scene of an emergency, it shall be returned to the designated staging area or apparatus.
- 1.11 Empty cylinders should be refilled at the scene if possible. If this is not possible, an officer should be notified of bottles that need filling, and he/she shall in turn make arrangements to have them filled in a timely manner. NXG2 cylinders with "Snap-Change" fittings are filled with the main cylinder valve closed. All other cylinders for PAK-50 and Scott 2.2 or 4.4 are filled with the main cylinder valve open.
- 1.12 Return all SCBA to ready condition after use. This includes making sure all straps and belts are at full length to allow for easy donning next time. SCBA shall be inspected for obvious defects and damage, and correct operation before returning them to service. Any findings shall be reported to an officer.
- 1.13 All SCBA face pieces must be washed or alcohol swabbed after each use, regardless of whether breathing air was used or not. Face pieces shall be inspected for damage or defects. Any findings shall be reported to an officer.
- 1.14 An officer shall supervise all readying of air packs for future calls.

SEC. 2            AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

- 2.1     Personnel must have a minimum of American Heart Association Heartsaver CPR with AED, or equivalent Red Cross CPR with AED, to operate the AED.
- 2.2     The AED will be inspected on a monthly basis, and any out-of-date or defective items shall be reported to an officer as soon as possible.
- 2.3     Any time the AED is used to shock a patient, the electronic record from the AED will be downloaded and transferred to the Medical Director as soon as possible.

SEC. 3            HYDRAULIC RESCUE TOOLS

- 3.1     Use of hydraulic rescue tools shall be restricted to only properly trained personnel. Minimum certification required to use these tools is PA DOH Vehicle Rescue Technician, or equivalent in-house training.
- 3.2     Hydraulic rescue tools shall be inspected on at least a monthly basis. Any defects found should be reported to an officer immediately.
- 3.3     Portable hydraulic power units which utilize gasoline engines shall be run for a minimum of 10-15 minutes per month to ensure proper operation and fuel condition.
- 3.4     Hydraulic rescue tools are to be put into service only after the vehicle has been properly stabilized, and medical attention is being given to victims. Tools can be readied (power units started, tool hook-up, operational checks, etc.) while stabilization and initial assessments are being completed.
- 3.5     Extrication from a vehicle is a coordinated effort between fire and EMS personnel. EMS should always be aware of what is going on.
- 3.6     After operation of hydraulic rescue tools, all tools shall be cleaned and lubricated according to manufacturer specifications. This includes, but is not limited to, cleaning and wiping the blades, inspecting the blades for damage, hydraulic hose inspection, and re-fueling of any gasoline powered units. A light coating of oil should be applied to the blades with a rag to ensure protection against rust. At NO time shall WD-40 be sprayed into the pivot point of any rescue tool, as it will wash away the lubricant grease in this area.

**ARTICLE 7 - DEPARTMENT RANKS AND DISCIPLINE**

SEC. 1            THE CHAIN OF COMMAND

- 1.1     The apparatus crew shall consist of the following ranks:
  - A.     Fire Chief
  - B.     Deputy Chief
  - C.     Assistant Chiefs
  - D.     Captains

- E. Lieutenants
- F. Engineers
- G. Drivers
- H. Firefighter
- I. Junior Firefighter

## SEC. 2 FIRE GROUND DUTIES OF OFFICERS

- 2.1 The ranking officer on the fire ground shall establish command utilizing ICS (Incident Command System). Command will be transferred to the first arriving Chief Officer of the incident's jurisdiction, if not already the case. Berks Radio shall be notified of the transfer of command on frequency 33.94. Transfer of command shall be done only once.
- 2.2 The command officer shall size-up the emergency. This initial size-up, as to the nature of emergency, degree of involvement, endangered exposures, and other pertinent information, shall be radioed to all responding apparatus.
- 2.3 The command officer shall issue orders to responding units for required operations.
- 2.4 Chief Officers shall direct the overall operations.
- 2.5 It is an important responsibility of all officers and firefighters who have received orders in the chain of command to execute those precisely. Keep the directing officer informed of progress and report its completion.
- 2.6 When assisting another company, the officer in charge shall immediately contact the command officer and relay orders.
- 2.7 Officer in charge shall make sure a status report is completed on all emergency calls.

## SEC. 3 FIRE GROUND DUTIES OF DRIVERS

- 3.1 The driver's main responsibility is to the apparatus which he drove.
- 3.2 He / She may leave the vehicle only if relieved by another qualified driver of the same company, or if ordered to assist with fire ground operations, and the piece of apparatus he/she is responsible for is not needed. In this case, the apparatus shall be properly shut down, chocked and secured before leaving the apparatus.
- 3.3 If more than one driver responded on a piece of apparatus, the extra driver may relieve an operator of his / her duties. If all units are being operated by qualified drivers, any extra drivers may perform the duties of a firefighter.

## SEC. 4 FIRE GROUND DUTIES OF FIRE POLICE

- 4.1 Fire police are required at any incident no matter how small. Wherever there is fire apparatus, there will be a problem with crowd control and traffic control.

- 4.2 Fire police are to respond to the scene in their personal vehicle. If at all possible, they should respond to the scene and get orders from the officer in charge (this means the officer in charge through the chain of command) or go directly to the intersection and perform traffic control duties.
- 4.3 If all intersections are covered, then any available fire police should go to the scene and perform crowd control.
- 4.4 Any fire police arriving on location can advise of the status of a situation but cannot recall any responding units.
- 4.5 Requests for additional fire police should be made through the OIC/Incident Commander on frequency 33.68. The reason for this is to maintain the chain-of-command, and ensure that all requests for additional resources are relayed to, acknowledged, and carried out by BCCC in a timely manner.

SEC. 5 ADMINISTRATION OF PENALTIES FOR INFRACTIONS

- 5.1 This “Standard Operating Guideline” (SOG) Handbook shall form the basics of general acts of conduct expected from all members of the engine crew.
- 5.2 Infractions of these acts during fire ground operations, if of a serious nature, may require a firefighter be ordered from the fire ground.
- 5.3 This order may only be made by a chief officer at his / her discretion.
- 5.4 Any firefighter so ordered shall report to the Chief for a discussion about the incident after the apparatus and company have returned to station.
- 5.5 Infractions of a less serious nature shall be reported to the Chief upon return to the station.
- 5.6 Any member who feels another member has made an infraction may report this infraction to the Chief.
- 5.7 Any infraction made by a firefighter(s) will be reviewed and a five-person committee consisting of two officers and three fire personnel will make a decision. The Chief will appoint the five-person committee. The person being disciplined has the right to appeal the infraction.

**ARTICLE 8 - RADIO COMMUNICATIONS SYSTEM**

SEC. 1 PURPOSE OF RADIO COMMUNICATIONS

- 1.1 Primary: To provide an essential communications link between the fire ground and other emergency sites to the dispatch center. To provide a communications link between mobile units and officers at any incident to keep operations running smoothly.
- 1.2 Secondary: To maintain communication contact with and between units and officers of the department during non-emergency periods for the purpose of keeping the department and personnel in an “at ready” state for

emergency operation, and for the general operational efficiency of the department.

## SEC. 2 RADIO USE

- 2.1 Who shall utilize radios:
  - A. Officers in command of fire ground or emergency operations.
  - B. Officer in charge at a department operation.
  - C. Driver of a department vehicle on the road without the presence of an officer.
  - D. Department member other than stated above who is acting on the instructions from one of the above identified parties.
- 2.2 What information is to be handled by radio communications:
  - A. Messages to or from a fire ground that have a bearing on the operations being conducted at that location.
  - B. Messages to or from a mobile unit which have a bearing on the operation of that vehicle or its personnel on emergency or non-emergency fire department business.
  - C. Messages to or from department officers that have a bearing on the department functions or department business.
- 2.3 What should not be handled by radio:
  - A. Messages between buildings where non-emergency business is being conducted which are serviced by telephone service.
  - B. Messages between mobile units or officers that involve personal business of those persons or persons at these locations.
- 2.4 Procedure for using a radio:
  - A. Think of what is being said. Try to make your message concise and to the point: example – Berks, Engine 97-1
  - B. Speak in normal tone of voice and talk slowly and distinctly.
  - C. Do not use proper names over the radio.
- 2.5 Response and On-scene radio communications:
  - A. Limit radio traffic to Chief Officers and apparatus.
  - B. Limit on-scene radio traffic to incident specific information.
  - C. Only highest ranking company officer and 1<sup>st</sup> responding apparatus are required to be answered by Berks County Communications. All other apparatus should place themselves responding on 33.94, but only do so ONE time if no reply is received from BCCC.

## SEC. 3 VERBAL CODES

- 3.1 Voice command will be the only system used by this department. This system is used to minimize radio transmissions and air time.
- 3.2 The voice commands used by this department are:
  - A. Available
  - B. At Station
  - C. Responding

- D. On Location
- E. Returning
- 3.3 All units are to radio the dispatch center that they are responding. Only one unit, usually the officer in charge, will put all units returning to and off radio at station.
- 3.4 Any apparatus released from the scene of an incident prior to the entire company being available will notify the BCCC of the availability of the released units.
- 3.5 Air priority situations or high radio traffic at the time of return to station shall warrant the officer in charge of the company/available unit to call the BCCC by phone to report the company/unit status.

#### SEC. 4 INCIDENT OPERATIONS

- 4.1 The following frequencies are to be utilized for the following specified functions:
  - A.) **33.94 - Communication with Berks County Communications Center**  
This frequency should only be utilized to communicate with Berks County Communications Center (Berks for short), for notification of apparatus response, resource requests, and general radio traffic to and from the communications center by the OIC/Incident Commander, or his/her immediate command staff. This frequency is monitored by BCCC.
  - B.) **33.68 - Incident Scene Operations**  
All responding units should switch to this frequency immediately after notifying BCCC of their response. This frequency should be utilized for general communication on the emergency scene. This includes, but is not limited to, incoming units requesting assignments, interior attack teams, search teams, RIT teams, and incident status reporting to the OIC/Incident Commander.
  - C.) **33.80 - Water Supply Operations**  
This frequency should be utilized by water supply operations (tanker shuttles, dump sites, relay pumping, etc.) for coordination of water supply operations. Apparatus functioning in an active fire attack capacity should monitor both 33.68 and 33.80 if possible. This frequency is not currently monitored by BCCC, but will be in the future.
  - D.) **33.54 - Reserve frequency**  
This frequency can be utilized and assigned for any function as deemed necessary by the OIC/Incident Commander. This frequency is not monitored by BCCC, and is designated as “Boyertown F2” by local departments.

E.) **33.50 - Fire Police Operations**

This frequency should be utilized for Fire Police operations during an incident. All requests for additional fire police should be made through the OIC/Incident Commander on frequency 33.68 MHz.

The reason for this is to maintain the chain-of-command, and ensure that all requests for additional resources are relayed to, acknowledged, and carried out by BCCC in a timely manner.

- 4.2 The command structure of any incident shall be ICS (the Incident Command System). This system is recognized as a universal command system in the fire service, and is the basis for NIMS (National Incident Management System). ICS will be implemented at every incident in some form or another, with the realization that in some instances, only the Incident Commander position may be filled, depending on scope of the incident and necessary personnel.

**ARTICLE 9 - TRAINING**

SEC. 1 DEPARTMENT DRILLS

- 1.1 Officers, or their delegates, are responsible to set up training subjects.  
1.2 There will be a weekly training session scheduled for Monday evenings beginning at 1900 hours.  
1.3 There will be occasions when the weekly training session must be rescheduled for another evening due to training with another fire department. Such changes will be posted in the station.  
1.4 Firefighters should make every effort to attend the Monday training sessions.

SEC. 2 ENROLLMENT IN REMOTE SCHOOLS

- 2.1 Occasionally there will be courses in firefighting and emergency care offered at recognized fire schools. Anyone wishing to attend these schools should contact a chief officer as soon as possible.  
2.2 Any classes available will be posted on the bulletin board in the station.  
2.3 Firemen's Relief will pay the enrollment fees.  
2.4 Anyone who does not attend or complete a class for which they signed up and the company has paid for, shall have two weeks to reimburse the company for the cost of the school.

## ARTICLE 10 – SEARCH AND RESCUE

### SEC. 1 SEARCH TEAMS

- 1.1 Teams will consist of the following personnel:
  - A.) FIRE OFFICER
  - B.) EMT or PARAMEDIC
  - C.) FIREFIGHTER TRAINED IN CPR/ FIRST AID
  - D.) HUNTER or FIREFIGHTER
  - E.) ANY COMBINATION OF ABOVE
  - F.) ANY COMBINATION OF ABOVE

### SEC. 2 SUPPLIES/EQUIPMENT

- 2.1 SEARCH BACKPACKS – located in R97
- 2.2 GPS UNITS – located in R97, B97-2, and E97-1
- 2.3 PORTABLE RADIOS – 1 for each team member, coordinate frequency with COMMAND, ensure FULL CHARGE!
- 2.4 CELL PHONES – prefer 2 different carriers for redundancy, check batteries and signal strength
- 2.5 FLASH LIGHTS – check batteries/charge
- 2.6 MEDICAL SUPPLIES – First-in bag, oxygen bag, C-collars, blankets, TIC, small chainsaw, hand tools, etc.

### SEC. 3 PERSONAL PROTECTIVE EQUIPEMNT

- 3.1 Personal Protective Equipment:
  - A.) LONG SLEEVES AND PANTS
  - B.) HELMET/HARD HAT
  - C.) EYE PROTECTION
  - D.) BOOTS (Waterproof, comfortable, warm)
  - E.) GLOVES
  - F.) APPROPRIATE WEATHER GEAR

### SEC. 4 MISC INFO

- 4.1 Use a Helicopter for searching, lighting, and thermal
- 4.2 Call in Dog Rescue/SAR teams early, you can easily recall them
  - A.) Greater Philadelphia Search and Rescue – Montco Station 2000
  - B.) Middle Creek SAR Dog Team – Lancaster Station 1-14
- 4.3 Accountability is a MUST
- 4.4 Consider RIT teams for lost/injured rescuers
- 4.5 Use offroad vehicles for search and to move people
  - A.) Macungie EMS Unit 6653
  - B.) Berks ATV6, ATV7 (6x6), and ATV25 (8x8)
- 4.6 Consider Forestry Crews as resource – Joe Sherman (610) 476-7091





## **Article 13 – RIT Operations**

### SEC.1 RIT OPERATIONS

- 1.1 The guidelines set forth by the Berks County RIT Consortium for RIT Team Operations are hereby adopted by the Eastern Berks Fire Department SOG's, as contained in the attachment to this document labeled “@@@@@”

## APPENDIX

### SECTION 1

#### **RECOMMENDATIONS ON BEARDS AND SIDEBURNS**

We have been concerned for some time with the problems created by beards and sideburns, whereby such facial hair makes it impossible to safely operate in breathing apparatus. The following is quoted from the American National Standards Institute Publication Z88.2-1969, "Practices for Respiratory Protection":

"7.5 Facepiece Fit Tests and Procedures. Every respirator wearer shall receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Respirators shall not be worn when conditions prevent a good seal. Such conditions may be a growth of beard, sideburns, a skull cap that projects under the facepiece, or temple pieces on glasses. Also the absence of one or both dentures can affect the fit of the facepiece."

It is the recommendation of this company that wearers of beards or sideburns which interfere with the complete seal of a breathing apparatus facepiece, not wear a breathing apparatus on the fire ground unless absolutely necessary. If proper seal is not obtainable due to facial hair, then the SCBA shall not be utilized by that member.

### SECTION 2

#### **QUALIFICATIONS FOR ACTIVE FIREFIGHTER**

In order to be an active firefighter in the fire department, it is recommended that the individual respond to a minimum of 25% of all fire calls during any year and attend 75% of all practices (unless excused for work, health, etc.). Exceptions may be made by the Chief Officer for extenuating circumstances.

### SECTION 3

#### **RED OR BLUE LIGHT REGULATIONS**

The Fire Chief, Assistant Chiefs, Fire Police Captain and Fire Police Lieutenant may use a red light while responding to emergency calls. All Officers should make themselves familiar with the laws of Pennsylvania regarding red light usage.

Active senior firefighters and fire police may use a blue light while responding to an emergency. A blue light is just a courtesy light and does not permit a driver to disobey any traffic regulations set by this state. Any member found disobeying the blue light regulations of

this state of Pennsylvania and this department, will lose their blue light privileges for one year from date of infraction. Active senior firefighters and fire police should become familiar with the laws of Pennsylvania regarding blue light usage. Copies of the Blue Light Law can be obtained from the Chief.

#### SECTION 4

#### **WORKMAN'S COMPENSATION**

Any active firefighter that has an active claim with Workman's Compensation or any other insurance that prohibits his ability to work should:

1. Inform the Chief of the problem.
2. Inform the Chief when he / she no longer has an active claim.
3. **MAY NOT** respond to any emergency call.
4. In the event a Firefighter is injured in the line of duty, he/she shall notify the officer in charge within 24 hours of the injury.

# **ATTACHMENT 1 – Berks DES Transmission of a MAYDAY STANDARD OPERATING GUIDELINE**

## **Subject: TRANSMISSION OF A MAYDAY**

**Adopted by: Eastern Berks Fire Department on 7/1/2011**

**PURPOSE:** To provide guidelines for the use of and response to the transmission of a “MAYDAY”.

**SCOPE:** The first section of these guidelines are designed to outline situations when a “MAYDAY” shall be transmitted by a member. The member maybe involved in the situation or may have observed the situation unfold. The second section will establish the format that will be used when transmitting emergency information. The third section will establish a list of tasks that need to be preformed once a “MAYDAY” has been transmitted. We will attempt to have some of these procedures activate automatically. This may not happen due to conditions beyond our control, I.e.: such as increased activity in communications center. However it is still the IC’s responsibility to perform the steps outlined in these guidelines, not necessarily in the order listed.

### **PROCEDURE:**

Members shall call for a “MAYDAY” when confronted by the following:

- 1) If you become tangled, pinned, or stuck and your low-air alarm is activated, CALL A “MAYDAY”
- 2) If you become tangled, pinned, or stuck and do not extricate yourself in the first try, CALL A “MAYDAY”
- 3) If you fall through the floor, CALL A “MAYDAY”
- 4) If you fall through the roof, CALL A “MAYDAY”
- 5) If you are caught in a flashover, CALL A “MAYDAY”
- 6) If there is zero visibility and no contact with the hose or lifeline and do not know in which direction the exit is , CALL A “MAYDAY”
- 7) If your primary exit is blocked by fire or collapse and you are not at or see a secondary exit, CALL A “MAYDAY”
- 8) If your low-air alarm is activated and you are not at or can not see an exit door or window, CALL A “MAYDAY”
- 9) If you can not find an exit door or window in 60 seconds, CALL A “MAYDAY”

## (MAYDAY GUIDELINES PAGE 2)

Simply put if you are involved in a Fall, Collapse, have an Activation of the Pass Device, are Caught, Lost or Trapped or have a Low Air Activation combined with any of the above, **YOU SHALL TRANSMIT A “MAYDAY”.**

### Process & Content of a “MAYDAY” Message;

When a Fire Fighter is faced with any of the parameters outlined above they shall transmit a “MAYDAY” in the following method;

“MAYDAY, MAYDAY, MAYDAY”

**L**ocation (where are you I.e. side A, division 2 bedroom)

**U**nit number (Engine 67 A)

**N**ame (who are you)

**A**ssignment (what were you doing)

**R**esources (what do you need)

Fire Fighter will listen for an acknowledgement of the MAYDAY. If acknowledgement is not immediate Fire Fighter will re-transmit “MAYDAY”.

Fire Fighter will than activate the pass device either after acknowledgement or after re-transmitting “MAYDAY”.

The following is a list of tasks to be completed by the I.C. upon the transmission of a “MAYDAY”:

- 1) Acknowledge the “MAYDAY”.
- 2) Move all fire ground radio traffic to an alternate frequency or give air priority to the MAYDAY and the RIT. This will allow for clear communications between R.I.T. and the “MAYDAY”.
- 3) Activate the Rapid Intervention Team. Assuring that they have all LUNAR information.
- 4) Order a Personnel Accountability Report (PAR). To determine if any other personnel are missing.

**(MAYDAY GUIDELINES PAGE 3)**

- 5) Request the next alarm & R.I.T. Company plus 2 additional E.M.S. units of which at least one should be A.L.S. The IC should also consider requesting a Critical Incident Stress Debriefing Team.

Step 1: is performed so the Fire Fighter calling for a “MAYDAY” knows they have been heard.

Step 2: is performed to allow uninterrupted communication between the Fire Fighter who made the “MAYDAY” and the R.I.T.

Step 3: is performed to get assistance to the Fire Fighter(s) in need as soon as possible.

Step 4: is performed to establish if any additional personnel are in need of assistance.

Step 5: is performed to bolster manpower levels for both fire suppression & the rescue effort, also to provide an increased level of emergency care for all personnel at the scene.

# ATTACHMENT 2- Berks DES Incident Command STANDARD OPERATING GUIDELINE

**Subject: Incident Command for Berks County Fire Service Organizations**

**Drafted: 10/12/07**

**Adopted by: Eastern Berks Fire Department on 7/1/2011**

**SCOPE:** As per all local emergency operation plans promulgated into law in all municipalities in Berks County, the NIMS compliant Berks County Incident Management System (BIMS) shall be utilized for emergency services operations at all pre-planned and emergency incidents within the geographic borders of the County. Where not expressly defined within BIMS, NIMS shall be the reference source for ICS. This guideline summarizes and proceduralizes the Command and Management portion of BIMS for fire service responders in Berks County to allow them to adopt a clear policy for use in training their personnel. It is also the intent that Berks County fire service agencies distribute this policy to mutual aid partners in neighboring counties so that they understand the expectations placed upon them when responding into Berks County. This policy cannot stand alone as the sole reference for incident management. It is to be utilized as a part of a comprehensive training program and reference library within each municipality and organization.

## **POLICY:**

All emergency service organizations within Berks County shall adopt a standard operating guideline dictating policies and procedures for personnel to follow when responding to, operating at, and returning from incidents. This guideline shall conform to the content of this document but may be administratively altered to suit agency requirements. Any policy adopted by an agency that differs from this document shall be filed with the BCCC and Berks County Emergency Management before the effective date of the policy. The content of such policies may not differ from content herein as it might impact operations on the Berks County public safety radio system.

## **PROCEDURE:**

### **Receipt of Alarm**

Alarms will generally be received by notification from the Berks County Communications Center (BCCC) through alpha-numeric text paging and/or alert notification paging.

The exception to this is alarms originating from a field user. (Eg. Station walk ins,

### **Acknowledgement of Receipt of Alarm**

Responding apparatus shall notify BCCC that they are affecting a response by stating:

*EXAMPLE - "Berks, Engine 1 is responding to 123 Main Street with a crew of three."*



BCCC will acknowledge the response and correct the stated address/location if necessary. BCCC will provide any additional information such as command instructions, special hazards, detours, etc. at that time.

There is no need to notify BCCC of the presence of individual officers on-board responding apparatus.

Chief Officers responding in privately owned vehicles (POV) **from the first-due company only** shall notify BCCC of their response using the same language above.

All responding apparatus shall assume Level 1 Staging unless otherwise directed by Command.

### **Initial Report and Size-Up**

The first individual/apparatus arriving on location, and possessing the ability to communicate with BCCC, shall provide an initial report stating:

***Berks, (UNIT ID and NUMBER) is on location at (ADDRESS/ LOCATION OF INCIDENT). We have (BRIEF DESCRIPTION OF INCIDENT INCLUDING SPECIAL HAZARDS). We are (BRIEF DESCRIPTION OF ACTIONS BEING TAKEN). I am (ESTABLISHING/PASSING) command at (LOCATION OF COMMAND POST). (INSTRUCTIONS FOR INCOMING UNITS).”***

***EXAMPLE – “Berks, Engine 1 is on location, the correct address of the incident is 121 Main Street. We have a 2 ½ story single family dwelling with fire showing from a second floor window on side B. There are two occupants trapped at a window on side D. Crew will be going into service with ladders to make the rescue. Advise incoming crews that power lines are down and arcing on the A/B corner. I am passing command. Have next due apparatus assume command. Best water supply will be the hydrant at Main and First Sts.”***

Berks will acknowledge the message by summarizing the content. Five short tones will be dropped, and special instructions provided to other responding apparatus. The content of the special instructions will become additional for any apparatus responding after that time.

## **Establishing Command**

During the initial report/size-up, the first arriving emergency unit at ANY incident shall establish command unless an immediate life safety concern requires the attention of the entire crew of this unit. This shall be accomplished by stating, as part of the initial report/size-up:

***“I am establishing (LOCATION) Command.”***

***EXAMPLE – “I am establishing Main Street Command”***

*NOTE – The (LOCATION) noted above will usually be the street, municipality, or roadway related to the incident. While no particular format is required in selecting how to name a Command, care should be taken to not duplicate a name already in use for an incident. BCCC will monitor and advise if a change is necessary on an as needed basis.*

In such cases where an immediate life safety concern prevents the immediate establishing of command, the first arriving unit shall, during the initial report/size-up, state:

***“I am passing command to the next arriving unit.”***

BCCC shall, as part of the announcements following the five tones, notify responding units that command has been passed.

Command may only be passed once. If passed, the next arriving unit **MUST** establish command as part of their on location transmission. If the 2<sup>nd</sup> arriving unit fails to establish command, BCCC shall notify the unit that it is Command.

Once Command is established, it shall become the only source of control and coordination on the incident scene unless Command assigns authority to other entities. Resource orders, downgrades of response, etc. shall only be made under the authority of Command. Any statements/requests originating from other sources to BCCC shall be referred back to Command for authorization.

## **Progress Reports**

Approximately every twenty (20) minutes (more frequently if the situation warrants) Command shall provide a status report to BCCC. This status report serves to document incident progress, ensure up-chain notifications are able to be made, and assist Command in maintaining awareness of the passage of time. The progress report shall include as a minimum:

**(IMPROVEMENT/DETERIORATION OF SITUATION SINCE LAST REPORT)**  
**(UNMET NEEDS)**  
**(IMPACTS TO SURROUNDING AREAS)**  
**(PERSONNEL ACCOUNTABILITY REVIEW)**

*EXAMPLE – Berks, Main Street Command reporting. Two civilians have been rescued by ladder and are being evaluated by EMS. Crews are advancing lines into the second floor making good progress. Notify Met Ed that we have lines down, and Red Cross that two adult occupants need shelter. At this time, it appears that we can hold this incident with resources on scene. Main Street will be closed for at least 4 hours. Have the Fire Police Group Supervisor establish a detour around the incident and make appropriate notifications of the road closure. All Supervisors report that they are PAR.*

If Command fails to make a report every 20 minutes, BCCC shall make a transmission to Command advising them that 20 minutes has passed and ask for a report.

## **Transfer of Command**

At times, it may be necessary to transfer command at an incident scene. This could be for reasons including:

1. Current IC requires relief due to physical/mental limitations.
2. A senior/more qualified individual arrives on-scene and will assume responsibility.
3. An incident moves from a single IC to a Unified Command.
4. An incident moves from a Unified Command to a single IC
5. The scope of the incident dictates that an official from a different discipline will assume responsibility.

Transfer of command shall take place at a face to face meeting among the individuals involved. At this meeting, the outgoing IC(s) shall brief the incoming IC(s) on the current status of the incident. A time at which Command will be transferred shall be established. Finally, the transfer of command shall be executed by notifying BCCC by stating:

***Outgoing IC - Berks (OUTGOING IC RADIO DESIGNATOR) is relinquishing (COMMAND NAME).***

***Incoming IC – Berks, (INCOMING IC RADIO DESIGNATOR) is assuming (COMMAND NAME).***

***EXAMPLE – Berks, Lieutenant 1 is relinquishing Main Street Command. Berks Chief 1 is assuming Main Street Command.***

BCCC shall drop five short tones and notify all units operating on scene of the incident of the change in Command.

## **Resource Requests**

All requests for additional resources shall be made by the IC. The IC can authorize another officer to make those requests on his behalf. Example, the Operations Chief would request resources that he/she has identified are needed to handle the incident, or the Staging Supervisor would maintain a certain amount of equipment in the staging area. Regardless of how requests for resources are made, resources must be managed so no resource is over or under utilized. Resources not being utilized should be made available.

## **Termination of Command**

When the incident is over & all units have been demobilized. The property made safe, & returned to the owner. The IC shall call BCCC & announce the termination of command. BCCC shall acknowledge this transmission with Command terminated.

***EXAMPLE – Command: Berks Main Street Command,  
BCCC: Main Street Command,  
Command: Main Street Command is terminate,  
BCCC: Main Street Command terminated at 2359.***

### **Returning to Quarters**

All apparatus when no longer needed should have its equipment placed back on it & return to quarters either in or out of service.

***In-service:*** would indicate to the BCCC that the unit is ready & capable of handling another incident.

***Out of Service:*** would indicate to the BCCC that the unit is not capable of handling another incident & should not be dispatched.

### **Placing Units Off Air and Other Station Keeping**

#### **ICS/EOC Interface & Area Command**

***ICS/EOC Interface:*** During a large scale emergency the AHJ may open an EOC. Once the EOC is open the IC or his/her designee would place all resource requests with the local EOC.

***Area Command:*** When there is one very large incident or multiple incidents, each requiring its own ICS & each requiring the same or similar resources. An Area Command can be established. Each Incident Commander will handle his/her own incident. Each Incident Commander will report & request resources through the Area Command. Area Command will set broad objectives for the entire area impacted by this or these incidents, & will coordinate the development of individual incident objectives & strategies. Additionally, Area Command will priorities for the use of critical resources allocated to the incidents assigned to the area.

### **Special Procedures**

#### **Mayday**

The transmission of a MAYDAY will be made as outlined in the “Transmission of a MAYDAY “ SOP.

#### **Air Priority**

When any unit has extremely important information to communicate they shall ask the BCCC for **Air Priority**. The BCCC will broadcast five (5) alert tones & announce the unit designation has Air Priority. Once Air Priority has been announced all other units will discontinue the use of the radio until Air Priority has been lifted.

***Example – Berks, Fire Fighter 51 Shaw requesting Air Priority,  
Five (5) alert tones Berks to all units, Fire Fighter 51  
Shaw has Air Priority.***

## **ATTACHMENTS**

**Glossary/Terminology**

**Resource Listing Sheet**

**Radio Procedures**

**Level One and Two Staging**

## GLOSSARY/TERMINOLOGY

**AHJ:** Authority Having Jurisdiction

**BCCC:** Berks County Communications Center

**BIMS:** Berks Incident Management System

**EOC:** Emergency Operations Center

**IC:** Incident Commander – The person in charge of an incident.

**ICS:** Incident Command System – A management system using organization & span of control used to bring organization to an incident & any incident to a successful conclusion.

**LEVEL ONE STAGING:** All Apparatus with the exception of the first engine & ladder will stage one block away from the incident scene. The first engine & ladder will proceed to the scene & provide an initial size-up. This will give the IC the ability to locate apparatus were it will best meet the needs of the incident.

**LEVEL TWO STAGING:** All apparatus not responding on the initial alarm will report to a designated staging area & the first arriving officer on location at the staging area will report to the IC. The IC can make that officer the Staging Supervisor.

**NIMS:** National Incident Management System – The Incident Management System developed by the Department of Homeland Security. This system is to be used by all Emergency Response Organization across the United States.

**PAR:** Personnel Accountability Report – An accounting of the physical presence of all personnel on the fire ground.

**RESOURCE LISTING SHEET**

(Consider regional resources, not just those in your own department)

Total Fire Services Resources

Number of Engines: \_\_\_\_\_

Number of Aerial Apparatus: \_\_\_\_\_

Numbers of Water Tenders: \_\_\_\_\_

Number of Crews: \_\_\_\_\_

Number of Command Officers (not assigned to a company): \_\_\_\_\_

Number of special resources (specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Emergency Medical Services Resources

Number of Basic Life Support Ambulances: \_\_\_\_\_

Number of Advanced Life Support (Paramedic) Resources: \_\_\_\_\_

Number of Special Resources (specify): \_\_\_\_\_

\_\_\_\_\_

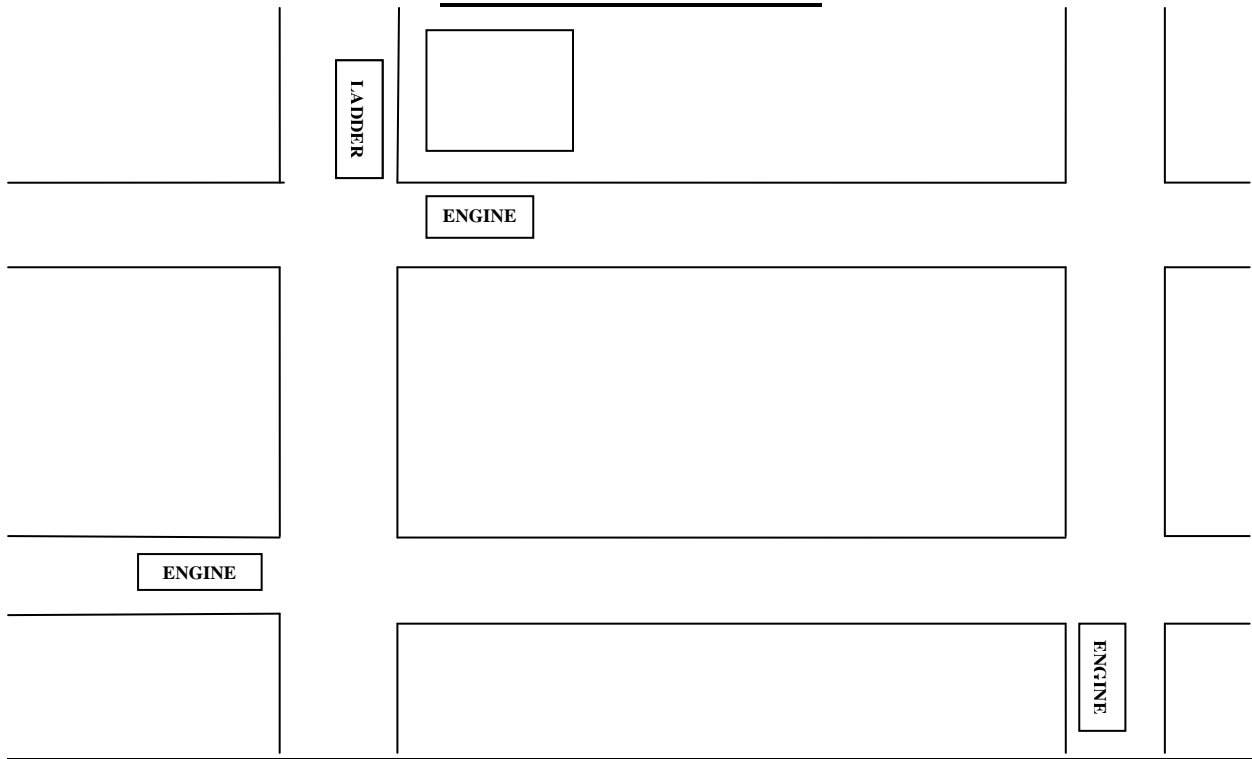
Total Nonfire Agencies

Indicate if this type or resource is available (yes or no):

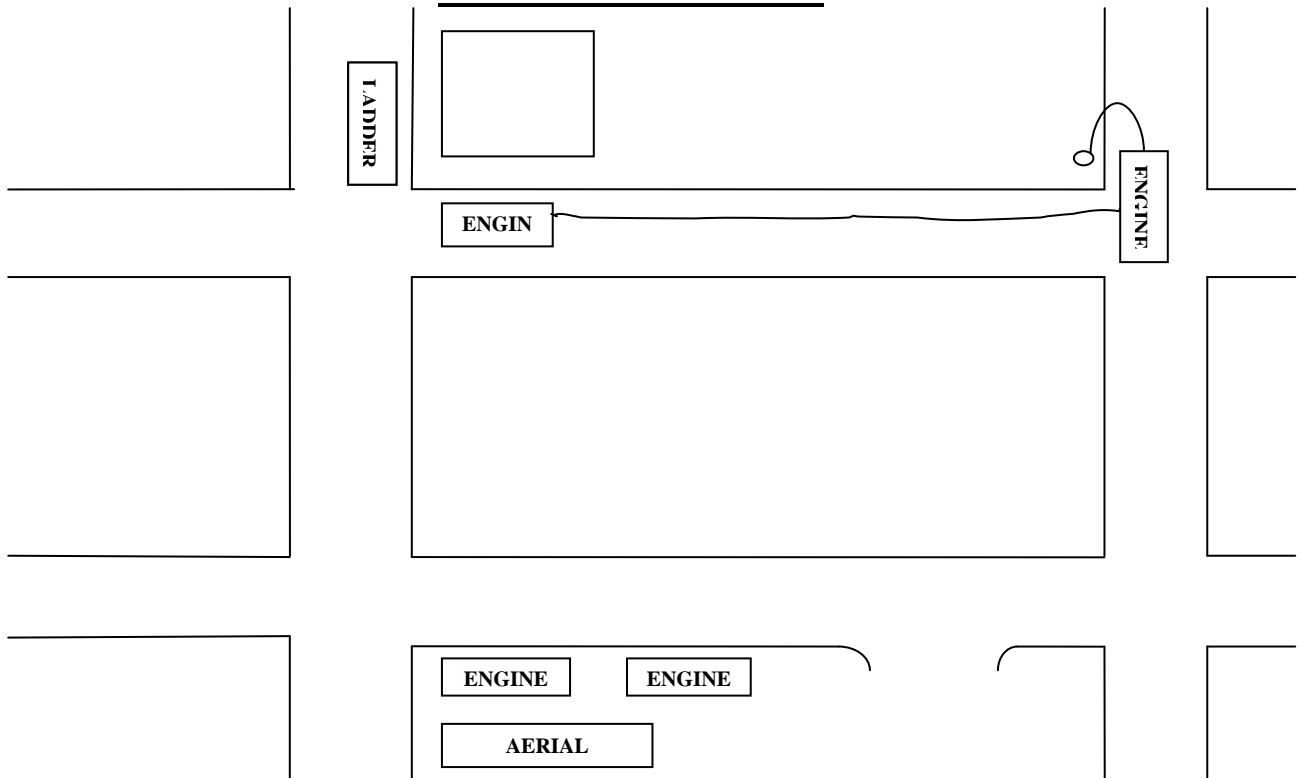
<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Other Resources (specify)
<input type="checkbox"/> Public Works	<input type="checkbox"/> _____
<input type="checkbox"/> Water Department	<input type="checkbox"/> _____



**LEVEL ONE STAGING**



**LEVEL TWO STAGING**



**ATTACHMENT 3- Berks RIT Consortium SOG's  
STANDARD OPERATING GUIDELINE**

**THIS PAGE RESERVED FOR  
RIT CONSORTIUM SOG's**

## Acknowledgement of SOG's

I hereby acknowledge that I have received a copy of the Eastern Berks Fire Department SOG's. I certify that I have read and understand these Standard Operating Guidelines, and I agree to abide by them. If I have any questions or concerns, I am aware that I can speak with an officer regarding my questions and/or concerns.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

(Please fill out the above information and return this sheet to your Chief Officer for record keeping purposes.)