

EASTERN BERKS FIRE DEPARTMENT STANDARD OPERATING GUIDELINES



VERSION 3.1

REVISED SEPTEMBER 29, 2020

Eastern Berks Fire Department Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

INTRODUCTION:

This Standard Operating Guideline (SOG) shall be used as a guide to the operations and general practices 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 for reasons of personnel safety or operational effectiveness, by officers of the Eastern Berks Fire Department. Circumstances in which these SOG's are deviated from shall be thoroughly documented by the Officer in Charge, and the SOG in question shall be reviewed by the Officers to determine if changes need to be implemented to the SOG's.

TABLE OF CONTENTS

Article 1 – Personnel	Pg. 5-7
Article 2 – Fire Station Rules	Pg. 8-9
Article 3 – Response to Alarms	Pg. 9-13
Article 4 – Use of Apparatus & Equipment	Pg. 14-16
Article 5 – Department Personal Property	Pg. 16-17
Article 6 – Equipment and Supplies	Pg. 17-19
Article 7 – Department Ranks and Discipline	Pg. 19-21
Article 8 – Radio Communications Systems	Pg. 21-24
Article 9 – Training	Pg. 24
Article 10 – Incident Command	Pg. 24-25
Article 11 – EBA’s and Transmission of a MAYDAY	Pg. 25
Article 12 – RIT Operations	Pg. 26-27
Specific Operations Response Guidelines	Pg. 28-29
Glossary	Pg. 30
Resource Listing Sheet	Pg. 31-32
Acknowledgement of SOG	Pg. 33

ARTICLE 1 - PERSONNEL

SEC. 1 INSTRUCTIONS FOR NEW FIREFIGHTERS

New Firefighters must:

- 1.1 Complete applicable forms (personnel data, medical history, background checks, and child clearances)
- 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 who is not actively enrolled in High School.
- 1.5 Junior firefighters are defined as any person between 14 and 17 years of age or still in high school.
- 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 1st year of membership are: *
 - a. Fire Essentials – MODS: 1-4
 - b. CPR/AED
 - c. NIMS 100, 200, 700, & 800
 - d. Hazmat Awareness2nd year required classes:
 - a. Hazmat OPS
 - b. Firefighter 1
 - c. Basic Vehicle Rescue Technician

*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

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 10% of all fire calls during any year and attend 10% of all practices, 10% Fundraising Events (unless excused for work, health, etc.). Exceptions may be made by the Chief Officer for extenuating circumstances.

SEC. 4 JUNIOR FIREFIGHTERS

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.
2. Junior members are to be supervised by a senior member who is appointed by the chief.
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.
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.
5. Junior members are not to drive to calls after 22:59 hours. This is in compliance with PENDOT regulations for Junior Driver licenses.
6. Junior members may not carry alerting pager devices in school.
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.
8. Junior members who are illegally absent or absent due to illness 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.
9. 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.

SEC. 5 FIRE POLICE

1. The Fire Police are responsible for traffic control and property protection at all emergencies.
2. Fire Police, when coming upon an emergency scene, should 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.

3. The Fire Police are responsible for rendering service at any activities of the Fire Company when requested by the President or Chief.
4. The Fire Police are responsible for protecting the community in time of disaster.
5. General order of Operations for Fire Police:
 - a. First ranking Fire Police Officer on-scene should establish Fire Police Command through the OIC, and request the County to assign ALL fire police operations to a Fire Police Talkgroup (FP Ops N1/N2 or FP Ops S1/S2), based on the location of the incident and available communication resources. The talkgroup “Fire Pol CW” should not be used for on-scene incident communications, as it is the primary county-wide Fire Police talkgroup used for direct communication with Berks DES. For more information on Fire Police radio operations, see **Section 6** of the Berks County DES Radio SOG document, subheading ***“Fire Police Hailing Talkgroup”***.
 - 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 22:00 and 07:00 unless accompanied by a senior firefighter. Doors are to remain locked at all times. Keys and access codes will be issued by the Fire Chief, or his designees.
- 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. All applies if there are no restrictions in place.
- 4.2 Visitors are permitted in the station when accompanied by a senior 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 ON SCENE AND AT STATION

- 5.1 Use your own discretion when smoking at the scene of any type of emergency or at station. Any chief officer has the right to ban smoking at any emergency.
- 5.2 Smoking is prohibited in all Apparatus, Stations, and emergency scenes that occur inside.

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 not respond to any emergency incidents or fire company training within 8 hours of consuming any alcoholic beverage. Any chief officer has the right to dismiss any member from participating in any function or any call if the member is under the influence of alcohol or illegal drugs.
- 6.3 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.
- 6.4 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 Berks Fire B, by the Berks County Communications Center. Alerts are received by assigned personal pager devices. 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 alert will be received via Active 911 or text page.
- 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 company officers. Neither the fire company, nor its 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 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 SHOULD NOT respond directly to the scene before going to station, to help ensure properly staffed apparatus.
- 3.2 Firefighters must don turnout gear appropriate for the type of call dispatched and take a position on apparatus responding to the alarm.
- 3.3 Officers must don turnout gear appropriate for the type of call dispatched 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 must 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 apparatus that has been requested by the dispatch 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.
- 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 or apparatus should respond until requested or dispatched. It is allowable to call a chief officer by radio and ask if additional apparatus/manpower is needed, if all dispatched apparatus have already left the station.

- 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 affect 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 Establishing Command:
 - A. Command should be established by the first arriving unit, whether that be an Officer or a piece of apparatus.
 - B. Command shall do an initial size-up and radio a brief message to all in-coming units.
 - C. Command may be transferred to a higher-ranking officer once one arrives on-scene.
 - D. In the event no officer is on the scene, the member in the passenger front seat of the first arriving apparatus will assume command until an officer arrives.
- 5.2 Upon arrival, each firefighter/Officer shall place their assigned accountability tag in a designated location on the apparatus or accountability board.
- 5.3 The firefighters comprising the crew of any apparatus shall stand in readiness to execute the operations as indicated by the apparatus officer, and must not leave the apparatus for any reason without orders.

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 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 additional 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 and respectful manner at all times.

SEC. 7 RETURNING TO STATION

- 7.1 When the OIC (Officer 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.
- 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 officer in charge. On approval of the officer 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 respond appropriately on Active 911 to make sure that their attendance has been recorded and to retrieve any accountability tags from the apparatus and/or safety officer.

SEC 8. WORKMEN 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.

Fill out Workman Compensation Forms

SEC. 9 APPARATUS ALARM RESPONSE ASSIGNMENTS

- 9.1 The order by which apparatus shall respond to specific types of incidents is from the RUN CARDS that are stored in the CAD System from BCCC.
- 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, additional situational reports, 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.

SEC. 11 RED AND 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. 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.

ARTICLE 4 - USE OF APPARATUS AND EQUIPMENT

SEC. 1 ON ALARMS

- 1.1 Engines are to respond with one driver, one officer, and at least 2 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 in good working order.
- 1.5 Radio communications for on-scene operations will be conducted on an Operations talk group (BrksFirOps1 thru 6), or in some cases, a tactical channel (Berks7TAC1D thru 12D), assigned by Berks at the request of the Incident Commander.
 - a. For radio communications inside a structure, teams will be designated based on either their tactical objective (Fire Attack Group, Ventilation Group, Search Group), or their geographic location within the structure (Division 1,2,3, Basement, etc.).
 - b. An exterior officer will be posted outside each entrance.
 - c. Immediate evacuation of a structure and/or operations area 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 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 deficiency is of serious nature and the vehicle must be removed from service, the officer in charge shall post notice on the apparatus steering wheel and send a notice via Active 911. The appropriate officer should advise BCCC if the apparatus needs to get placed out of service for an extended period of time.
- 3.3 All drivers that have found or discovered a problem with the apparatus or portable equipment should contact an officer immediately.

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 It is required of all drivers to obtain and maintain a current CDL Physical/Medical Card in order to drive fire department apparatus.

- 4.6 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 protective hood, gloves, ID tags.
- 1.2 PPE is issued to active firefighters on an individual basis. Distribution is the responsibility of the Chief or his designees. 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 use and is subject to inspection by chief officers at any time.
- 1.5 Firefighters are responsible for their PPE. They must inspect their gear regularly. It must be maintained in a clean condition and in good repair at all times. Gear must be washed yearly and after any hazardous environments.
- 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 unless approved by a chief officer to move the PPE to another designation.
- 1.8 PPE can be carried out of station if approved by the Chief.
- 1.9 PPE must be worn by all personnel while riding on any apparatus to or from alarms.
- 1.10 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.
- 1.11 Chief Officers will set an example by wearing their protective equipment.
- 1.12 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. Fire police has exceptions to this policy. (SEE FIRE POLICE SECTION FOR MORE INFO)
- 2.4 Upon termination of membership to the apparatus crew, all items that are company owned must be returned in good usable condition, including access 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 or his designee.

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 completed essentials of firefighting training may wear and conduct fire ground operations wearing an 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 face piece regulator should only be used in emergencies, or to clear the face piece 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 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.
- 1.12 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.
- 1.13 An officer shall supervise all readying of air packs for future calls.

SEC 2. 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":

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.

SEC. 4 AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

- 2.1 Personnel are encouraged to obtain 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. 5 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 and a minimum of 18 years of age.
- 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 or WD-40 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. Drivers
 - g. Firefighters
 - h. 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. Transfer of command should be done only once in the first operational period of the incident.
- 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 in their entirety. 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 The Officer in charge (OIC) shall make sure a call report is completed on all emergency calls, and all appropriate information is contained and recorded on the report.

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 or apparatus specifically designated for fire police response. 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. 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 Berks DES 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/a firefighter(s) will be reviewed and dealt with by disciplinary committee per the company By-Laws.

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. 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 before you speak. Try to make your message concise and to the point.
 - 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 1st responding apparatus are required to be answered by Berks County Communications. All other apparatus should place themselves responding on Berks Fire B, but only do so up to 2 times 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 airtime.
- 3.2 The voice commands used by this department are:
- a. Responding
 - b. On Location
 - c. Returning
 - d. Available
- 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 available and off radio.

- 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 Emergency 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 talk groups/frequencies are to be utilized for the following functions:
 - a. ***Berks Fire B or A - Communication with Berks County Communications Center***

This talk group 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.
 - b. ***Berks Fire Ops 1-8 - Incident Scene Operations***

All responding units should switch to the assigned Operations talk group immediately after being notified by Berks of the assignment. These talk groups 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, water supply operations, and incident status reporting to the OIC/Incident Commander.
 - c. ***Reserve Frequency – Berks 7TAC1D – 7TAC12D, Fire Admin South (STORM RELATED EVENTS CHANNEL)***

Tactical frequencies are meant for communication where digital system coverage is spotty or insufficient for reliable communications on the fire ground. This may include inside buildings where the digital system is unable to gain access. They can also be utilized for line of sight communications for specific operations if desired.
 - d. ***Fire Police County Wide***

These talk groups should be utilized for Fire Police operations during an incident. All requests for additional fire police should be made through the OIC/Incident Commander. The reasoning 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 Berks 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 30 days to reimburse the company for the cost of the school.

Article 10 – Incident Command

SEC. 1 INCIDENT COMMAND

- 1.1 The guidelines set forth by the Berks County DES for Incident Command are hereby adopted by the Eastern Berks Fire Department SOG's, as contained in the attachment to this document labeled "Incident Command for Berks County Fire Service Organizations".
- 1.2 Incident Command shall be formally established at all major incidents as indicated in the attached "Incident Command for Berks County Fire Service Organizations" Standard Operating Guideline.

- 1.3 On small incidents, formal command need not be established with the County, but the OIC, by default, is still the Incident Commander. All radio communications, requests for resources, and information requests back to the County should be handled by the OIC to minimize radio traffic and confusion, and to maintain span of control. If the OIC requests another officer to call Berks on their behalf, the officer shall notify Berks that they are doing so at the request of the OIC.

Example: Asst. 97: Berks, Assistant 97
 Berks: Assistant 97
 Asst. 97: Per the OIC, can you obtain an ETA from
 PSP?
 Berks: Assistant 97, standby

Article 11 – EBA’s and Transmission of a MAYDAY

SEC. 1 Emergency Button Activations (EBA’s)

- 1.1 The “Emergency Button” is defined as the orange button on the top of the portable radio or microphone, or on the face/remote head of a mobile radio unit. To activate the EBA, press the orange button for at least ½ second, at which time the radio will go into “Emergency Mode”, which consists of an open mic condition for a pre-determined amount of time.
- 1.2 EBAs shall only be initiated by a System User that is in a situation that would be defined as unanticipated and immediate threat to THE SYSTEM USER’S personal safety. Please reference **Section 3** of the Berks County DES Field User Operations and Procedures Manual, under the heading **“Emergency Button Activations – Trunked Talkgroups”** for additional important information, policies and procedures on EBA activation.
- 1.3 Accidental EBA’s are inevitable on the system. If a user initiates an accidental EBA, they shall wait for Berks DES to reply to their EBA, and simply state: **“Berks, (your unit ID), ACCIDENTAL.”** Any other wording or variation of this message will be considered by Berks DES as a unit under duress, and the appropriate law enforcement agencies will be dispatched. To clear an accidental EBA after replying to Berks DES, press and hold the EBA button for at least 1.5 seconds until an audible tone is heard, which confirms the reset of the EBA.

SEC. 2 TRANSMISSION OF A MAYDAY

- 1.1 The guidelines set forth by the Berks County DES for MAYDAY are hereby adopted by the Eastern Berks Fire Department SOG’s, as contained in the attachment to this document labeled “TRANSMISSION OF A MAYDAY”.
- 1.2 See Attachment 1 down below for more info on Transmission of a Mayday through BCCC

Article 12 – RIT Operations

1. The purpose of Eastern Berks Fire Department when dispatched as the Rapid Intervention Team (RIT), is to provide a minimum crew of 4 interior-qualified personnel on the emergency scene whose primary purpose is being readily available to initiate rescue in any incidents involving injured, trapped, lost, missing or disoriented firefighters.
2. The objective of the RIT is to operate in the safest manner possible to rescue, remove and resolve the firefighter(s) hazardous situation. This applies to any situation where a firefighter or group of firefighters find themselves in an environment that is Immediately Dangerous to Life and Health (IDLH) (collapse, structure fires, major incidents, hazardous materials incidents, etc.) while operating on the emergency scene.
3. The first piece of apparatus should not leave with less than 5 personnel, including the driver. These personnel must be firefighters who are SCBA and interior qualified.
4. After arriving on the scene of the incident the RIT should have SCBA in place and assemble their equipment. It is highly recommended that the RIT do not take too much equipment that their operations will be slowed down or less efficient. Recommended equipment should include, but is not limited to:
 - a. Stokes Basket
 - b. SCBA RIT Bag
 - c. Flashlight / Hand light for each member if possible
 - d. Thermal Imaging Camera (max use)
 - e. Multi-Gas Meter
 - f. Forcible Entry Tools
 - g. Chain Saw(s)
 - h. Cut-off / K-12 Saw(s)
 - i. Large-Area Search Rope
 - j. Life-Safety Rope
 - k. Pulley System Bag
 - l. Roof Hooks / Pike Poles
5. The RIT should assemble near, but not directly at the Command Post (CP) or Incident Commander (IC) so that a visual contact with the IC can be maintained during the incident unless directed otherwise. The RIT leader shall make a face-to-face contact with the IC and obtain as much information as possible on the incident. The crew should stage where they can see at least two (2) sides of the structure or incident.
6. Two (2) members of the RIT should do a complete exterior size-up (360 degrees) and report back to the rest of the team and fill them in on their findings. This size-up and report should continue every 15-20 minutes by two (2) firefighters.
7. A member of the RIT should take the teams accountability tags to the Accountability Officer as soon as they stage.

8. The RIT team must constantly monitor the emergency scene for any deterioration in conditions. This should be done by but not limited to monitoring the radio traffic of the scene, exterior size-ups, and communication with the IC.
9. The RIT may assist in exterior tasks (securing utilities, horizontal ventilation, throw ground ladders, unblock areas of egress, widen openings, etc.) only if the tasks do not take them away from their primary purpose and as long as these tasks support the strategy for the incident. Task assignments should take into account that the RIT shall not be fatigued at any time and they should be able to stop the task immediately if they are to be deployed.
10. If the RIT is deployed, the RIT leader should notify the IC and the Accountability Officer when they enter and exit the structure or area that is IDLH. The leader should also notify the IC of their status and/or progress throughout their deployment.
11. Should the downed firefighter(s) be located, the leader should notify the IC of their location, the condition of the downed firefighter(s), any other equipment or personnel that they may need to execute the rescue and when they are beginning the rescue process.
12. When the RIT exits the structure or area that is IDLH, they should perform a PAR of the team and report back to the CP or IC and advise them of the outcome and any other pertinent information.
13. The IC will relieve the RIT of their duties.

BERKS SOG LINK

Where applicable, references are made to the Berks County Department of Emergency Services Field User Operations and Procedures manual. This document can be accessed through the Berks DES website, at the following URL:

http://www.co.berks.pa.us/Dept/DES/Documents/New%20Radio%20System/Operations/DES_COMMUNICATIONS_RADIO_SYSTEM_STANDARD_OPERATING_GUIDE_October_15_2014.pdf

Questions or concerns about the Berks DES SOG's shall be made directly to Berks DES.

Specific Operations Response Guidelines:

SEC 1. Medical Helicopter Landings

1. Only personnel with helicopter safety class are allowed inside the landing zone.
 - a. The landing zone should be 100ft X 100ft minimum, preferred size is 150ft x 150ft.
 - b. Choose an unobstructed area near incident site for the LZ.
 - c. Make sure area is clear of overhead wires.
 - d. Use orange cones or flares to mark the landing site.
 - e. Berks Radio will assign an LZ call sign and radio talk group/frequency. Usually this call sign reflects the home company's station number. (155.295) Landing officer will be designated as LZ (station 97).
 - f. 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.
 - g. All fire personal should stage behind the apparatus opposite the landing site.

SEC 2. SEARCH AND RESCUE PROTOCOLS

First Two Search Teams Consist of Crews of 4 to 6 People

1. Fire Officer
2. EMT and/ or Paramedic
3. Firefighter with first aid/ CPR
4. Public/ Firefighter who knows the area well
5. Any Combination from above

Supplies/ Equipment Needed by each search crew

1. Search Backpacks – Found in R97
2. Compass & GPS Units (Set Way Points)
3. Portable Radios/ Walkie Talkies, one for each searcher (On the same frequency channel)
4. Cell Phones (Prefer two different carriers) check batteries and signal strength
5. Flashlights (Check Batteries & Charged)
6. Medical Supplies: First in bag, oxygen, c-collars, blankets, backboards, stokes basket
7. Thermal imaging camera (“TIC” Charged w/ extra batteries)
8. Chain Saw, Shovels, Rakes, AX, and Hand Tools
9. Water/ Gatorade
10. Topographic Maps

PPE

1. Long Sleeve Shirts and Pants
2. Helmet / Hard Hat
3. Eye Protection

4. Boots (Good Walking Shoes, Waterproof and Warm)
5. Gloves (Appropriate Weather and Time of Day Gear)

Other Important Notes:

1. PSP Needs to be on scene and in charge (Command Post W/ Fire & EMS)
2. Use a Helicopter for Searching, Lights & Thermal Imaging or local civil air team
3. Get a Dog Rescue/Search Team on the road ASAP (MONT STA. 2000, LANC. STA 1-14, & POCONO S&R)
4. Accountability is very important
5. RIT Team is a good idea if a rescuer gets hurt or lost
6. Use off road vehicles to search and move people and equipment (Berks County ATVS, & Macungie)
7. Forestry Crews and Warden (Joe S. 610-476-7091)
8. Know the weather conditions and forecast
9. Green Lights show up better then red or white lights when in the woods to show your location to others.
10. Beware of all your Hazards while searching: Plants, Trees, Animals, Weather, and Terrain
11. REMEMBER TO ALWAYS LOOK BACK!
12. "LAST"
 - a. Location
 - b. Access
 - c. Stabilize
 - d. Transport

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: _____

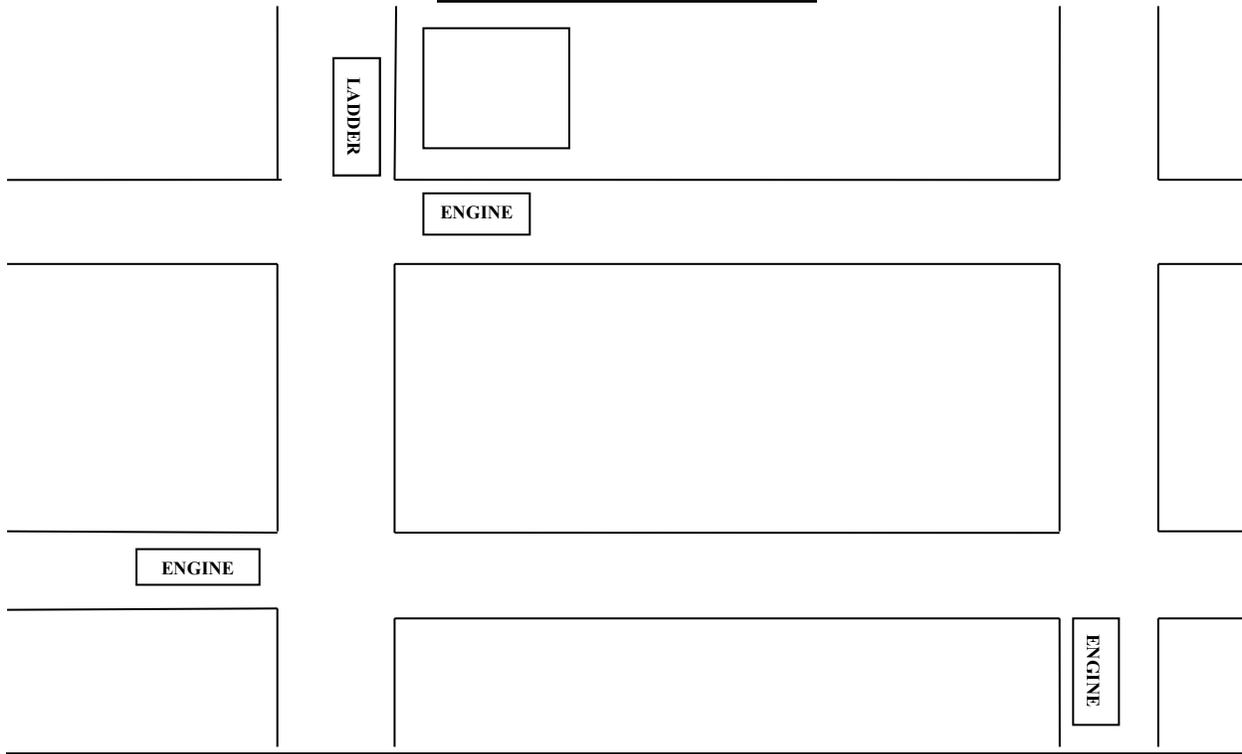
Number of Special Resources (specify): _____

Total Non-fire Agencies

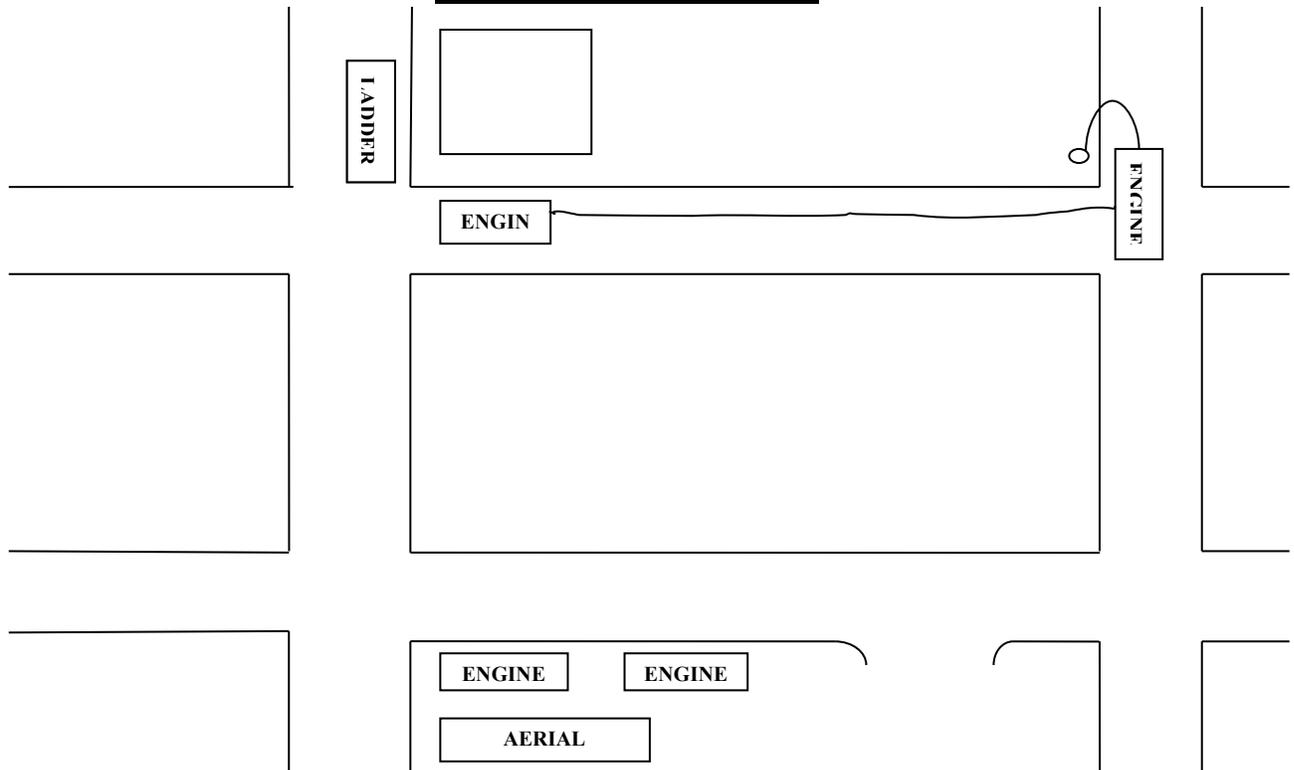
Indicate if this type or resource is available (yes or no):

<input type="checkbox"/> Law Enforcement	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



Acknowledgement of EBFD 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 entire sheet to the Chief Officer, or his designee, for record keeping purposes.)