

# **Greensburg Volunteer Fire Department**



## **Standard Operating Guidelines**

**(First Established September 1996)**

**(Latest Revision February 2022)**

# **Greensburg Volunteer Fire Companies**

## **Hose Company #1**

**6 McLaughlin Drive**

**Engine/Rescue**

**(724) 834 – 3901**

## **Truck Company #2**

**137 N. Pennsylvania Avenue**

**Ladder Truck, Air Truck, & Foam Truck**

**(724) 834 – 3902**

## **Hose Company #3**

**304 Alexander Avenue**

**Engine/Rescue**

**(724) 834 – 3903**

## **Hose Company #4**

**Greensburg Fire Department Museum**

**Pat Lyon/Goodwill**

**S. Main St. behind city hall**

## **Hose Company #6**

**542 W. Otterman St.**

**Engine**

**(724) 834 – 3906**

## **Hose Company #7**

**625 East Pittsburgh Street**

**Engine/Rescue**

**(724) 834 – 3907**

## **Hose Company #8**

**900 Highland Ave.**

**Engine/Salvage**

**(724) 834 – 3908**

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## **DISCLAIMER**

These Standard Operating Guidelines (referred to as SOG's) were developed for the Greensburg Volunteer Fire Department, Greensburg, Pennsylvania. The Greensburg Volunteer Fire Department cannot guarantee that adherence to the SOG's alone will result in a reduction of occupational injuries, illnesses, or exposures. However, the SOG's can help provide part of the needed framework for a more organized response, improved firefighting results, a more cohesive response, a fire service occupational safety and health program, of which can be achieved by following these goals. This 2022 Edition of the Standard Operating Guidelines supersedes all previous editions, by-laws, and company policies.

## **PREFACE**

These Standard Operating Guidelines (SOG's) establish a process that should be known and followed by all Greensburg Volunteer Firefighters. SOG's help reinforce operational expectations for each firefighter and Officer. They improve the "TEAM" concept of deviations from SOGs should not occur except for cause, and must be communicated to all responding. Officers and Firefighters are encouraged to use these SOGs as a resource at every topic-related matter. These SOGs are flexible for command directives, particular factors, and tactical directions because fire scenes and emergencies have a magnitude of variables and factors, all changing at different rates. Command must rely on its knowledge, experiences, skills, training, and abilities, in addition to those possessed by the Firefighter. SOGs are part of a continuing evolutionary process. The objectives of these Guidelines should remain our foundation for operations until a written thoughtful change is suggested by anyone, then approved, and released. Violations of SOGs may be handled as a training, educational, and/or discipline process as maybe appropriate.

## **MISSION**

The mission of the Greensburg Volunteer Fire Department is to provide the highest level of public safety services, fire prevention education, and enhance community development for all residents and visitors of the city of Greensburg.

## **INTRODUCTION & PURPOSE**

Presented in the following pages is the Greensburg Volunteer Fire Department's Standard Operating Guidelines have been developed to provide uniformity and cohesion in the operations and rank within the Greensburg Volunteer Fire Department. The purpose of this text is to establish behavioral guidelines and rules for safe operations. This document has been designed to replace any and all existing written policy or procedure. It shall be a living document that should be updated regularly. Any changes must be approved formally by the Command Staff of the Greensburg Volunteer Fire Department. This document should be used as the reference for questions concerning departmental procedures and expected behavior by members of the fire department.

## **UPDATING SOG'S**

- I. Revisions, deletions or additions of SOG may be drafted periodically due to changes in operational procedure. The Chief may designate someone with knowledge of the particular subject to consider these revisions, deletions, or additions and, if indicated, to draft the SOG.
- II. Firefighters who see a need for the establishment, revision, or modification of a current guideline, policy, or procedure may submit the suggested policy or procedure to any Department Command Officer, who will review the draft for intended practical effects. If necessary, the draft shall be revised and returned to the initiator for review or further work. A final SOG proposal shall be presented to the Chief for approval.

- III. Once the draft has been reviewed and revised, the Chief will decide if the SOG is to be issued and if any further modifications are needed. No SOG will be issued without the Chief's approval.
- IV. When a new or updated SOG is developed and approved, a copy of the SOG and an updated Table of Contents will be sent to each Company Captain and will also be updated on the Department website.

#### **DUTY TO KNOW**

- I. All Firefighters designated 'operational' are responsible for:
  - A. Familiarizing themselves with and maintaining a constant awareness of the SOG documents contained herein;
  - B. Familiarization with their Company's operations parameters at any response;
  - C. Maintaining their Company's Department SOGs and training manuals and updating them as new documents are issued;
  - D. Making suggestions for new and/or revised policies as necessary.
- II. All Department and Company Officers are responsible:
  - A. To ensure that all subordinate personnel review and comply with applicable policies and procedures
  - B. To ensure that procedures affecting personnel are brought to their attention by education, drills, counseling, training, or tests.

#### **LIMITATIONS OF THIS MANUAL**

- I. The SOG Manual is a dynamic document that provides guidelines for the operation of the Greensburg Volunteer Fire Department. It is being issued initially with a limited number of SOGs. Additional SOGs will be issued with a priority placed on developing SOGs that are central to the Department's administration and services. Existing SOGs will be reviewed periodically and updated as necessary to meet changing administrative and service demands.
- II. Because the Manual will never be able to address every situation that may be encountered, personnel will need to use good judgment in applying the guidelines, coupled with training and experience. Just because a guideline does not exist for a particular situation, does not mean that actions should not be taken to address an administrative or operational problem.
- III. This Manual is not intended to take the place of federal, state or local laws.



# Administrative - 100



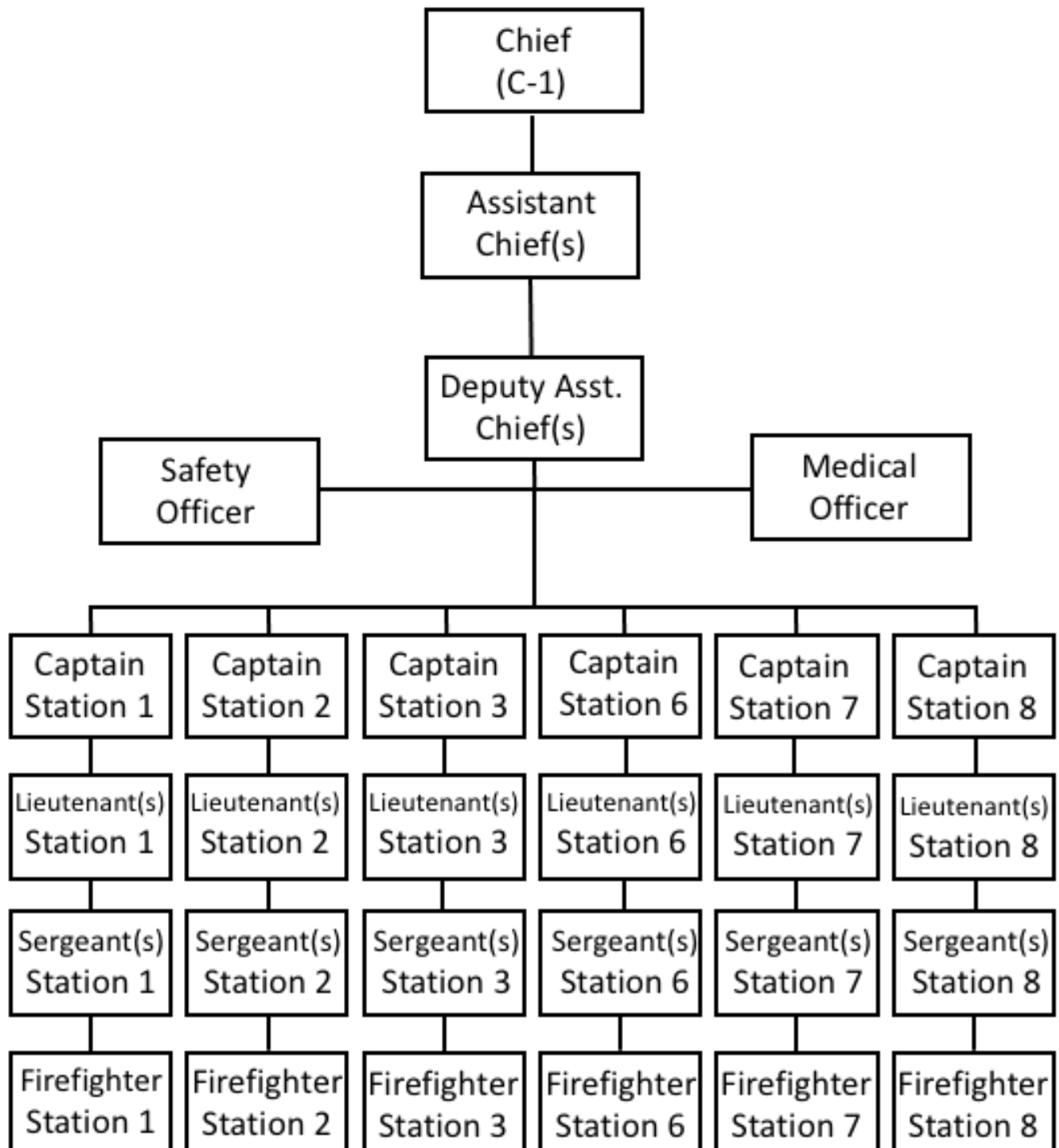
# Greensburg Volunteer Fire Department Standard Operating Guidelines


## 101 - Department Organizational Chart

Effective: 6/1996

Revised: 2/2022

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	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	102 – Officer Positions & Responsibilities		
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## 101 - PURPOSE

The Greensburg Volunteer Fire Department Officer positions require respect for all, with honor, duty, and support for Departmental programs. If a Firefighter accepts any Command or Line Officer position, they shall be held responsible to be qualified and willing to perform professionally as required by the Officer position. This section outlines the functional roles, responsibilities, authority, and objectives of each Fire Officer's position. Those who are unable, for any reason, to accomplish these functions, or are not qualified (or not motivated) shall advise the Chief. This conduct is most honorable, ethical, and a professional expectation of our Officers.

## 101 – POLICY & PROCEDURE

- I. **CHIEF** - The Chief shall be responsible for the following:
  - A. Develop and direct appropriate and effective fire, rescue, or other emergency operations, operational support, and administrative activities of the fire department.
  - B. Ensure that an effective command management structure is in place for deployments, emergency responses, and effective strategic operations.
  - C. Ensure that the appropriate delegation of authority occurs for the completion of effective strategic operations.
  - D. Coordinate and develop effective Department fiscal budgetary plans, accountability programs, and/or grant applications.
  - E. Oversee the effective development and implementation of effective training and operational support programs created and in place to facilitate effective strategic and tactical fire, rescue, or emergency operations for the fire department and all of its fire companies.
  - F. Shall make general orders/rules and regulations as may be necessary for the protection of all firefighters and affected citizens of the City of Greensburg.
  - G. Supervise and appoint Assistant Chiefs, Deputy Assistant Chiefs, Safety Officer(s), and Medical Officer(s) to assist the Chief in execution of one's responsibilities of the fire department.
  - H. Be responsible for the acquisition, maintenance, repair, and readiness of Greensburg Volunteer Fire Department vehicles and equipment.
  - I. Conduct investigations in cooperation with any other Local, State, or Federal agency into fires or other suspected crimes, searches, or other events that are within the Mission of the Greensburg Volunteer Fire Department or as required by Law.
  - J. Identify, remove, and control all life safety hazards, whether an emergency, an event, fire, or rescue, within the city, and in conjunction with the city building and Fire Code Enforcement Department.

- K. Develop and conduct public community relations, and fire prevention and safety educational programs to improve community fire safety or life safety programs in cooperation with city, county, or school agencies.
  - L. Work with the appropriate and cooperative city and state agencies that respond as may be necessary.
- II. **ASSISTANT CHIEF** - Assistant Chief(s) shall be responsible for the following:
- A. Act in the Chief's place when the Chief has not assumed command, to ensure an Incident Command System is in place at all responses.
  - B. Address the following issues and notify the Chief of:
    - 1. major safety problems;
    - 2. significant incidents or events on scene;
    - 3. any incident or fact which may seriously affect any firefighter, the general public, the fire department, or any fire company;
    - 4. any event of death, serious injury, or emergency medical treatment of any Member of the Department.
  - C. Assist the Chief with projects or strategic operations/programs assigned by the Chief.
  - D. Perform operational or administrative tasks/duties assigned by the Chief.
  - E. Facilitate/assist the operations and/or administrative duties of the Incident Command System established (whether assigned or in a support role).
  - F. Ensure other department and company officers are properly completing their assigned responsibilities and following established regulations and SOGs.
  - G. Ensure and facilitate strategic operations of water supply, fire suppression, rescue, ventilation, rehabilitation, decontamination, and staging operations (even if not assigned by Incident Command Officer or Chief).
  - H. Ensure that the disciplinary system works fairly, and is understood by all firefighters and officers.
  - I. Appropriately relieve firefighter(s) of duty for incapacity, major disciplinary cause, or safety reasons.
  - J. Ensure informational data and reports are made for critical operational information (i.e. pre-plans created by Company Captains and/or Assistant Chiefs).
  - K. Ensure a programmed review of all department equipment programs and resources to ensure a department-tested state of readiness and related company needs.
  - L. Ensure company drill objectives correspond with department training standards, objectives, and programs, and to coordinate and implement the same for a better and safe departmental response.
  - M. Act as or be an Incident Safety Officer.
- III. **DEPUTY ASSISTANT CHIEF** - Deputy Assistant Chief(s) shall be responsible for the following:
- A. Act in the Chief's or the Assistant Chief's place when either has not assumed command, to ensure an Incident Command System is established at any response.
  - B. Notify Chief and Assistant Chief(s) of:
    - 1. major safety problems;
    - 2. significant incident changes, conditions, or events on scene;
    - 3. any major or minor safety hazards or dangerous situations;
    - 4. any violations of established regulations, general orders, and/or SOGs.
  - C. Perform primarily administrative tasks/duties assigned by the Chief or the Incident Command Officer(s).



- D. Support the Incident Command System and any response.
- E. Facilitate the Incident Commander's assigned tactical operations (whether assigned or in a supportive role).
- F. Ensure tactical assignments and responsibilities are followed and adequately supported by required or assigned Company equipment and manpower.
- G. Assist all Company Captains in implementing a program to pre-inspect the company's primary response area buildings for fire/rescue operations for the following information:
  - 1. fire safety equipment or construction of fire safety systems unique to each building;
  - 2. utility entrances and lockout sites;
  - 3. Fire department connections;
  - 4. facility response expectations and occupant reactions at any alarm;
  - 5. particular site hazards;
  - 6. unique water supply and fire supervision techniques required;
  - 7. documenting the pre-plan for use by Department and Company Officers;
- H. Responsible for maintaining discipline on all responses and alarms. Assist Company Captains with Company operational efficiency/readiness training and drills as developed by Company Captains and their staff.
- I. Ensure the Department receives the appropriate reports, equipment inventories, and other documentation as specifically outlined in these SOGs from appropriate Department and Company Officers.
- J. Recommend Departmental response improvements through training, program development, and operational experience for Firefighters.
- K. To act as Safety Officer when necessary, at all responses.

IV. **SAFETY OFFICER** - Safety Officer(s) shall be responsible for the following:

- A. Notify the Chief, Deputy, and Assistant Chief(s) of:
  - 1. major safety problems;
  - 2. significant incident changes, conditions, or events on scene;
  - 3. any major or minor safety hazards or dangerous situations;
  - 4. observe, review, and document any violations of safety practices and of established regulations and SOGs.
- B. Perform primarily administrative, but also operational supportive projects assigned by the Chief.
- C. Assist Incident Command Officer(s) and Departmental Officers by providing administrative support at any incident.
- D. Perform monitoring or support roles of overall incident operations for Department Officers and provide informational input to the Incident Command System established.
- E. Accumulate information and data to be provided to all Companies and Department Officers for operational, training, or administrative improvements.
- F. Coordinate large projects, specialty operational groups, or programs assigned or developed by the Department as assigned by the Chief.
- G. Assist Command Officers in ensuring or acting as a Safety Officer(s).

V. **MEDICAL OFFICER** - Medical Officer(s) shall be responsible for the following:

- A. Notify the Chief, Deputy, and Assistant Chief(s) of:
  - 1. major safety problems;

2. significant incident changes, conditions, or events on scene;
  3. any major or minor safety hazards or dangerous situations;
  4. observe, review, and document any violations of safety practices and of established regulations and SOGs.
- B. Perform primarily administrative but operational first responder response projects assigned by the Chief.
  - C. Coordinate large projects or programs assigned or developed by the Department as assigned by the Chief.
  - D. Assist Command Officers in ensuring there are sufficient scene safety practices occurring.
  - E. Shall oversee all fire department first responder post-emergency medical monitoring, medical rehab, medical health monitoring, and scene wellness of fire department first responders.
  - F. Shall develop appropriate training required of company and department responders, and, with Chief's approval, appropriate fire department first responder responses.
  - G. Shall ensure Fire Department first responder practices are taught, drilled, and trained by all Department responders by delivering, certifying, and addressing:
    1. AED and CPR practices
    2. Universal precautions
    3. First responder skill set
    4. Required inoculations for all department first responders
    5. Coordinate infectious disease reporting
    6. Coordinate Critical stress program
    7. NARCAN® (Naloxone HCl) practices and policies

VI. **COMPANY CAPTAINS** - Company Captains shall be responsible for the following:

- A. Organize, coordinate, and prepare the Company for all Company tactical operations.
- B. Establish a program or project to pre-inspect buildings within the Company's primary response areas, and to relay the information accumulated in writing to Company Firefighters and the Department.
- C. Institute initial incident operations and establish the initial Incident Command System, information, communications, and resource capability with responding/higher Command Officers, other Companies, and other responding resources.
- D. Ensure Department Regulations, general orders, and SOGs are reviewed, understood, and followed by Company Firefighters.
- E. Ensure all Company fire and rescue equipment and/or vehicles are serviced (maintained and repaired) and ready for immediate operation with sufficient mission materials and/or fuel for any assigned operations.
- F. Ensure all responding Company personnel are sufficiently trained, qualified, and physically capable for the tasks and assignments of the incident.
- G. Initiate and sustain Company skill training and drill programs to maintain operational readiness of Company operations for strategic and tactical missions assigned.
- H. Institute Department or Relief Association equipment and vehicle audits/inventory for all equipment/vehicles, indicating whether the equipment/vehicle is operational, non-operational, or irreparable.

- I. Ensure each Company Firefighter responding to each incident is fully equipped with task-required safety clothing or equipment necessary to complete the assigned tactical or strategic missions.
- J. Ensure that each Company Firefighter responding to an emergency incident is also mentally and physically unimpaired.
- K. Assist Department Officers in developing and prescribing necessary training exercises, Department policy, Department SOGs, and programs to improve fire and rescue operations.
- L. Ensure all trip sheets and incident reports are completed, accurate, and entered into the database as established Department methods [Section. Any smoke, fire, fumes, body fluid, or chemical exposures by Firefighters shall be documented. Upon any exposures, a copy of that trip sheet shall be provided to each exposed Firefighter, then retained for thirty (30) years by the Company.

**VII. COMPANY LIEUTENANTS and SERGEANT** - Company Lieutenants and Sergeants shall be responsible for the following:


- A. The Lieutenant shall act in the Captain's place when the Captain is not on scene.
- B. The particular job responsibilities and limited authority subject to the Captain's direction shall be developed by Company Captains. These positions shall be responsible in:
  - 1. Assisting Company Captains in providing Firefighter instruction and training in fire and rescue operations and in Department protocols and Company vehicle/equipment repair and maintenance.
  - 2. Ensuring that Company tactical operations are properly executed by Company Firefighters.
  - 3. Observing, instructing, and documenting violations of safety practices and Department regulations/objectives.
  - 4. In knowing the elements and functions of the manual, "Crew Response Management."
- C. Shall perform Company assignments required under the Company Captain's direction, or in his/her place when not present.
- D. Shall assume Department assignments when directed to do so. If a Department Officer directive conflicts with Company assigned tasks, the Company Line Officer shall immediately advise the requesting Department Officer. The Company Line Officer shall be held to his/her first assignment, unless the Department Officer states they, "understand and assume responsibility for changed assignment." The Company Line Officer shall then quickly attempt to advise the Company Officer of the task change, if possible.

**VIII. DEPARTMENT/COMPANY OFFICERS' GENERAL RESPONSIBILITIES** - ALL Officers shall be responsible for the following:

- A. Standing Orders - All Department and Company Operations Officers' duties shall always be:
  - 1. To physically respond to any possible alarm, response, emergency, likely rescue event, or scenario that has or appears to have occurred within the City of Greensburg.
  - 2. To initiate Officer 'self-respond' by Department and Company Officers for the purpose of an immediate and quick recon of the circumstance and to

report the event by radio or cell phone to either activate other emergency resources, or, to hold the resources in station.

3. This quick response capability is:
  - a) The best interest and safety of the City's citizens or any victim involved in the event; and
  - b) Reducing any risk to citizens and responders within the City when said responding resources are not necessary.
- B. Upon an Officer resigning, taking temporary leave, or being removed from an Officer position, all Department and Company Members are obligated to continue and shall support the Department mission. Any Officer that serves in an Officer position is mandated to assist any new or replacement Officers to know their job function, and for a period of forty-five (45) days to work with the replacing Officers for safety and continuity.
- C. All departing Officers must transfer any and all documents, forms, databases, and any other important information needed or necessary for the new Officer to perform their duty. Failure to deliver any and all documents, databases, forms, information, etc., shall be a breach of one's fiduciary duty (Officer's duty) and shall subject said Officer to any and all costs of reproduction, re-accessing, photocopying, microfiche retrieval, database retrieval, computer program retrieval, transfer of administrative equipment, and any and all consultant costs and/or litigation costs, including attorney's fees relating thereto.
- D. All Officers have a fiduciary duty to the Fire Department.
- E. Every Firefighter is responsible for their own behavior.
- F. All Officers and Firefighters are Safety Officers.
- G. If the Department initiates a review, hearing, or investigation, every Officer is obligated to appear and testify truthfully.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	103 – Membership Requirements		
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### 103 – PURPOSE

Fire fighting requires skill in combating and extinguishing fires, performing rescues, preventing unnecessary damage, operating and maintaining Fire Department equipment, apparatus, and facilities. The position involves extensive training in the operation of apparatus, tools and equipment, performance of hazardous tasks under emergency conditions. This may require strenuous exertion under such handicaps as smoke and cramped surroundings.

### 103 – POLICY & PROCEDURE

#### I. QUALIFICATIONS

##### A. Minimum Education, Experience, and Certification

##### (Appendix - Application for Membership)

1. Cannot belong to another fire company or department.
2. Must be 18 years of age in good standing in the community.
3. Must have a High School diploma or equivalent.
4. Possession of a valid Pennsylvania Motor Vehicle Operator's License.
5. Must obtain clearance from GVFD Physician (physical and bloodwork).
6. Must obtain Clearance – PA State Police Criminal Record Check (Form SP4-164A or apply online at <http://epatch.state.pa.us/Home.jsp> .
7. Must obtain Clearance – PA Child Abuse History Clearance (Form CY113 (attached) or apply online at <http://www.compass.state.pa.us/CWIS>.
8. Must not have been convicted of a major crime or felony.
9. Must not have been convicted of any crime dealing with fire (Arson).
10. Must sign and agree to Anti-Discrimination/Harassment Policy.
11. Must sign and agree to Drug-Free Workplace Policy.

##### B. Essential Knowledge, Skills and Abilities:

1. Ability to establish and maintain effective working relationships with other members of the Department, community officials, and the general public.
2. Ability to learn the location of streets, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment and fire hydrant or other water source locations.
3. Ability to climb ladders and work at considerable heights.
4. Ability to learn a wide variety of firefighting duties and skills within a reasonable working period.
5. Ability to understand and follow oral and written instructions.
6. Skill in operating large, heavy fire apparatus and fire pumps under emergency conditions.
7. Knowledge and appropriate application of Department Standard Operating Guidelines.

C. New Fire Ground Support Member

1. New Members will have ONE (1) YEAR from company acceptance date to complete the following courses **(Appendix - Fire Ground Support & Interior Firefighter Classes)**:

2. Introduction to the Fire Service (ELIS) –	16 hours
HAZMAT Awareness Level (HMAJB) –	4 hours
Fire Ground Support (ELFG) –	<u>32 hours</u>
TOTAL HOURS	52 hours

3. Based on course availability, ANY firefighter may advance to INTERIOR FIREFIGHTER status at any time.

D. New Interior Firefighter

1. New Members will have ONE (1) YEAR from company acceptance date to obtain Fire Ground Support Status; however, cannot become an Interior Firefighter until the following criteria has been met. **(Appendix - Fire Ground Support & Interior Firefighter Classes)**:

Introduction to the Fire Service (ELIS) –	16 hours
HAZMAT Awareness Level (HMAJB) –	4 hours
Fire Ground Support (ELFG) –	32 hours
Exterior Firefighter (ELEF) –	72 hours
HAZMAT Operations Level (HMOJB) –	24 hours
Interior Firefighter (ELIF) –	<u>48 hours</u>
TOTAL HOURS	196 hours

2. Any Member who is a Fire Ground Support Member can train to become an Interior Firefighter at any time during their firefighting career.
3. Once a firefighter completes the requirements to become an interior firefighter, it is then up to the Company Captain to determine if the firefighter will be granted interior firefighter status in the GVFD.


II. **FUNDAMENTAL DUTIES & ANCILLARY RESPONSIBILITIES**

A. Fundamental Job Duties:

1. Attend training courses, read and study assigned materials related to fire prevention, suppression, and rescue.
2. Respond to alarms according to the Department Standard Operating Guidelines, lay and connect hose, maneuver nozzles, and direct fire streams, raise and climb ladders, use extinguishers, protective clothing, breathing apparatus, and forcible entry tools.
3. Ventilate buildings by opening windows and skylights or by cutting holes in roofs and floors.
4. Perform rescue operations in a team setting.
5. Perform salvage operations by placing salvage covers, controlling water damage, and removing debris.
6. Participate in department drills and attend outside courses in fire prevention, suppression, and rescue techniques.
7. Relay instructions, orders, and information; know response routes and location of major structures.
8. Perform general maintenance work in the upkeep of Fire Department apparatus, equipment, and property.
9. Perform related work as required or directed to do so by a department officer.

- B. Ancillary Job Responsibilities:
  - 1. Perform assigned inspection duties
  - 2. Drive and operate fire apparatus under special instructions and qualifying conditions.
  - 3. Perform assigned public relations and education duties
  - 4. Learn new skills as necessary to perform additional duties or new services when implemented by the fire department.
- C. Annual Training Requirements:
  - 1. Attend a minimum of 50% of the department training drills along with approved training outside of the regular department training program.
- D. Non-Discrimination:
  - 1. All positions and promotions within the rank of the Greensburg Volunteer Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	104 – Junior Members		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 5

#### **104 – PURPOSE**

Junior members of the Greensburg Volunteer Fire Department are between 14 and 17 years of age. Must be on the GVFD Roster and is a Member of the Greensburg Volunteer Fire Department. Junior's do not have to be a member of a company per se unless permitted by Company By-Laws. If a Junior is not issued a Company Number he/she will still use the issued 420/Junior number until they turn an age to be voted in the Company. A Junior Member will be Covered by Worker's Compensation. A Junior member must have on "Working Papers" on file with the City of Greensburg this is for Worker's Compensation purposes. A Junior member of the GVFD is entitled to the benefits provided by the GVFD Relief Association. Junior members are permitted to ride on GVFD vehicles when proceeding EMERGENCY to calls. Junior members will wear a blue helmet. Participation, Rules and Regulations for Juniors must be in compliance with the Pennsylvania Junior Emergency Service Program Compliance Manual. The Junior Firefighter Program of the Greensburg Volunteer Fire Department has been established to increase the firefighting capabilities of this department by: rebuilding the volunteer ranks, enhancing departmental training, improving public relations, and providing valuable training and experiences for Junior firefighters to be successful in their future.

#### **104 – POLICY & PROCEDURE**

The Greensburg Volunteer Fire Department has a category of Junior Firefighter for young men and women aged 14 -17 years. These young firefighters are a valuable asset to the fire service providing support functions and activities to active firefighters while learning on the job. The Greensburg Volunteer Fire Department has adopted these rules and regulations to govern our Junior Emergency Services Program. Our goal is to prepare young people to be the safest and best trained responders. These rules and regulations are to be strictly adhered to by all members of the Greensburg Volunteer Fire Department.

##### **I. EXPECTATIONS**

All Junior firefighters shall be required to read these guidelines, subscribe to them and acknowledge they are aware of all aspects of Junior firefighting. Each junior member shall be required to learn, understand, and follow all applicable policies of the Greensburg Volunteer Fire Department as well as the individual company policies. Junior firefighters will also learn, understand and abide by all applicable child labor laws as established by the Commonwealth of Pennsylvania. Junior firefighters shall assist all regular senior firefighters and participate in performing appropriate duties at permitted responses, training sessions, work details, and fundraising events.

##### **II. HOURS ALLOWED**

Junior firefighters shall be permitted to gather at the stations in approved areas as follows:

- A. Child labor laws state: 14-15 year old cannot be “employed” before 7am and after 7pm during school days (not after 9pm on non-school days).
- B. Child labor law states: 16-17 year old cannot be “employed” before 6am and after Midnight during school days (not after 1am on non-school days).
- C. No Junior member shall be at a station for any reason during regular school hours.

III. **APPLICATION, CLEARANCES, & MEETINGS (Appendix - 420 / Junior Application for**

**Membership)** All Junior Firefighter Applicants must fill out the Greensburg Volunteer Fire Department 420 / Junior application and be approved by the GVFD Board of Control. Juniors (ages 14 – 17) may/will be voted on at his/her company’s regular monthly meeting (This is dependent upon Company By-Laws). All Junior Members, upon reaching your 17<sup>th</sup> birthday, are required to apply for his/her clearances. Junior firefighters are allowed to attend both department and company level meetings (per Company By-Laws), but shall NOT have voting rights. Junior firefighters may sit and listen, but can be asked to remove themselves at any time by the President, the Fire Chief, or any other senior member during discussions that may not be appropriate for Junior members.

IV. **EMERGENCY RESPONSE**

Junior firefighters may respond to emergency calls to the extent permitted by these policies and the Commonwealth of Pennsylvania child labor laws listed in your JUNIOR EMERGENCY SERVICES PROGRAM COMPLIANCE MANUAL. Junior firefighters must ride at all times within the closed cab of any fire apparatus. All junior members must be seated and belted at all times. All juniors are permitted to ride on apparatus during emergency/non-emergency response only if there are open belted seats on the apparatus. SENIOR MEMBERS have priority seating even if they are from another company. SENIOR MEMBERS will instruct juniors where they may sit on a responding fire apparatus. Preferably in a seat without an SCBA. Junior members 14-15 shall only respond from their assigned station. Juniors are highly discouraged to respond to alarms in their POV. Junior members must report and receive permission to leave the fire scene by the company line officer, officer in charge, and/or the fire chief.

V. **PERSONAL PROTECTIVE EQUIPMENT**

Junior firefighters will be issued turnout gear. All junior members must wear a BLUE colored helmet at all emergency calls and training sessions and are to NEVER wear any other colored helmet. The BLUE helmet color is universal to most Fire Companies and Departments around us indicating junior firefighter status. Proper protective equipment/gear is required to be used for all calls at all times and during training sessions. All junior firefighters MUST don full protective bunker gear BEFORE boarding any piece of fire apparatus. Anytime a junior firefighter is operating on or near a public roadway, they MUST also be required to wear a fluorescent traffic safety vest in addition to their turnout gear – NO EXCEPTIONS. All junior firefighters shall be responsible for keeping their issued gear in good repair and properly laundered. Alerting monitors and pagers may be issued as available, but may be recalled if a senior firefighter is in need of such equipment. All protective gear and equipment issued to members remains the property of The Greensburg Fire Department and/or its Relief Association and must be returned in good repair and clean if membership is terminated for any reason or upon demand. No fire fighting equipment is allowed to be taken into the schools for any reason without proper permission.

## **VI. RULES & REGULATIONS**

- A. Junior Firefighters shall follow and abide by all Federal, State, and Local Laws
- B. Junior Firefighters shall follow and abide by all statutes as written under the Child Labor Law, Section A-177 of the PA Department of Labor and Industry.
- C. Junior Firefighters shall follow and abide by all Standard Operating Guidelines and By-Laws of the Greensburg Volunteer Fire Department and their requested/assigned company.
- D. Usage and possession of alcoholic beverages or drugs on Greensburg Fire Department or Company grounds or at any Greensburg Fire Company sanctioned function shall result in discipline.
- E. All Greensburg Fire Company Officers and Members shall recognize the rules and regulations that govern minors and their safety.
- F. Junior Members are not permitted to participate in activities that are prohibited. Junior Firefighters must recognize when they have been asked to perform something not appropriate, they shall respectfully decline and report this to the Company or Commanding Officer.
- G. Junior Firefighters shall be under the Company Officer's direction of the "Company 420 / Junior Advisory Group."
- H. All applicants to the Junior Firefighter Program shall meet the minimum standards set forth in the Greensburg Volunteer Fire Department and Company By-Laws.
- I. Junior Firefighters do not have voting privileges nor are Junior Firefighters able to hold office within the Fire Company. Juniors may attend meetings, but may be asked to leave the room while certain Company issues are discussed.
- J. Applicants to the Junior Firefighter program must successfully complete the "420 / Junior Orientation Program". This program includes Greensburg Fire Company Policies and Procedures, Specific Building Rules and Policies, Apparatus Orientation, Command Structure, and a copy of the 420 / Junior Firefighter's Laws.
- K. Only Greensburg Fire Company Officers may speak with the Media on Company Business. All Junior Firefighters will refer questions regarding all Greensburg Fire Company or Department inquiries to the most senior Officer present. Junior Firefighters are expected to represent the Greensburg Fire Company in the most professional and positive manner. It is always inappropriate to discuss internal matters of a Greensburg Fire Company or talk negatively about another Fire Department or another Fire Company.
- L. Any injuries occurring during training and at an emergency call scene that are immediately reported to the Fire Company Captain as soon as possible for treatment and documentation.
- M. Junior Firefighters must respond only to his/her station at any time of an emergency call, never directly to the scene as per Fire Company and Fire Department SOGs and Rules.
- N. Junior Firefighters of the Greensburg Volunteer Fire Company possessing a valid PA Driver's license are NOT permitted to use any warning or emergency device or colored lights on his/her vehicle; this includes vehicle's horn, when responding to the station.
- O. All speed limits and traffic laws are to be strictly followed when responding to the station.
- P. At no time will a Junior Firefighter respond with a mutual aid company or non-GVFD or Greensburg Fire Companies.

- Q. The Greensburg Volunteer Fire Company or Department is not responsible or liable for any moving violations or vehicle accidents/insurance by Firefighters while en route to the Station for an emergency call or training.
- R. Failure to abide by these Junior Firefighter's Rules and Regulations, Greensburg Volunteer Fire Company By-Laws, or Greensburg Volunteer Fire Department Standard Operating Guidelines shall result in discipline that may include suspension and possibly termination from the Greensburg Fire Company, and Junior Firefighter Program.
- S. All Junior Firefighters shall maintain a minimum "C" average and NO "F's" and shall NOT QUIT SCHOOL. Otherwise, the Junior Firefighter shall be suspended until this paragraph is complied with. Junior Firefighters shall produce their grades to the "420 / Junior Advisor" at each report card period.
- T. Junior Firefighters must wear issued BLUE HELMETS and full PPE at any permitted drill or call.....

## **VII. OPERATING GUIDELINES**

- A. Juniors will have gear, boots, and BLUE junior helmets provided by the GVFD.
- B. It shall be the discretion of each individual Company and/or Captain to make rules for Junior members when at their respective station.
- C. Junior Firefighters who become 16 years old may be given the privilege to be at station unsupervised and/or be given a key as may be approved by Company/Captain.
- D. Juniors will be able to attend city and company drills.
- E. If all fire apparatus have responded to an emergency call, the Junior Firefighter will wait at the station until the apparatus returns.

## **VIII. FORBIDDEN**


- A. Pilot or operate a water rescue vessel.
- B. Operate an aerial device mounted on a fire apparatus.
- C. Operate an elevator or participate in elevator rescue.
- D. Perform rescue operations in a tunnel, shaft, or trench.
- E. Participate in emergencies at fireworks plants, retailers, or in support of public safety for a public display.
- F. Perform emergency operations in or around mines, strip mines, or quarries.
- G. Participate in the response to incidents involving paint products.
- H. Participate in the response to incidents involving radioactive substances.
- I. Perform rooftop ventilation or any other work on any roof.
- J. Operate acetylene torches, cutting or crushing equipment, or respond to structural collapse incidents.
- K. Operate circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive discs.
- L. Use of rubber electrical gloves, insulated wire gloves, insulated wire cutters, or life nets.
- M. Operate pumps of any fire vehicle at the scene of a fire.
- N. Drive a truck, ambulance, or other official fire vehicle.
- O. Enter a burning structure.
- P. To leave school to answer an alarm or attend a training session or detail without written permission.
- Q. To take any fire company issued firefighting equipment to school.
- R. Shall not be assigned to lock/out tag/out assignments.

**IX. 14 - 15 YEAR OLDS FORBIDDEN**

- A. Operate non-sections of highway open to the public for vehicular travel such as automobile accidents on or next to public roads.
- B. Participate in any firefighting/rescue (emergency) activities.
- C. Permitted to work requiring the use of ladders, scaffolds, or other substitutes.
- D. Permitted on trucks, railcars, and conveyors for the loading or unloading of goods.
- E. Operate high pressure hose lines other than at a drill with pressure greater than 150 PSI for water, 100 PSI for air, and 1000 PSI for hydraulic.
- F. Ascend ladders except for training activities.
- G. To sleep in the station bunk room without permission of the Company/Department Officer.

**X. DUTIES**

- A. Junior members should make every effort to attend training sessions, work/service details and responses when permitted by child labor law and fire department/company guidelines.
- B. Junior members shall follow the established chain of command and work with their designated liaison and department advisor.
- C. Junior members can attend company meetings and department meetings, but will have no voting privileges or Officer duties.
- D. Junior members shall only respond from their assigned station.
- E. All Juniors shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call unless otherwise instructed by company captain.
- F. All Junior members must be seated and seat belted in an enclosed vehicle.
- G. Junior members must report and receive permission to leave the fire scene by the officer in charge/ company captain/ fire chief.
- H. Junior members shall be respectful to all members and the public. Officers should be addressed by their titles.
- I. Junior members will be on their best behavior and be respectful while representing this department.
- J. Where junior firefighter rules do not prevail, fire department rules will prevail. This version of the Junior rules and regulations shall immediately supersede any and all versions prior.
- K. Failure by any member of the junior program to abide by these rules listed above will result in suspension and possible expulsion from the Junior program.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	105 – 420 Members		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

## **105 – PURPOSE**

The Greensburg Volunteer Fire Department will recognize 12 and 13 year old's as 420 Members. 420 Members can do drills, walk-thrus, help in functions, etc. They are not covered under Workman's Compensation, they are on the Department roster under a special 4 digit number, but are NOT members of the Relief Association. 420's are covered by the Provident Insurance Policy providing supplemental insurance to anyone who helps in fundraisers or company/departments events. 420 members are only permitted to ride on GVFD Vehicles when proceeding NON-EMERGENCY. Note: There are a lot of restrictions for 420's. They are basically observers. 420's may participate in training, but on a very limited basis, i.e. no ladders, no power tools or saws – Nothing that would put them into harm's way. 420 Members will be issued and wear a blue helmet. The 420 Firefighter Program of the Greensburg Volunteer Fire Department has been established to increase the firefighting capabilities of this department by: rebuilding the volunteer ranks, enhancing departmental training, improving public relations, and providing valuable training and experiences for 420 firefighters to be successful in their future.

## **105 – POLICY & PROCEDURE**

The Greensburg Volunteer Fire Department has a category of 420 Firefighters for boys and girls who are 12 & 13 years of age. These young firefighters are a valuable asset to the fire service providing some support functions and activities to active firefighters while learning on the job. The Greensburg Volunteer Fire Department has adopted these rules and regulations to govern our 420 Emergency Services Program. Our goal is to prepare young people to be the safest and best trained responders. These rules and regulations are to be strictly adhered to by all members of the Greensburg Volunteer Fire Department.

### **I. EXPECTATIONS**

All 420 firefighters shall be required to read these guidelines, subscribe to them and acknowledge they are aware of all aspects of 420 firefighting. Each 420 member shall be required to learn, understand, and follow all applicable policies of the Greensburg Volunteer Fire Department as well as the individual company policies. 420 firefighters will also learn, understand and abide by all applicable child labor laws as established by the Commonwealth of Pennsylvania. 420 firefighters shall assist all regular senior firefighters and participate in performing appropriate duties at permitted responses, training sessions, work details, and fundraising events.

### **II. HOURS ALLOWED**

420 firefighters shall be permitted to gather at the stations in approved areas as follows: never before school and after 9 pm during school days (not after 10 pm on non-school days). No 420 member shall be at a station for any reason during regular school hours.

- III. **APPLICATION, CLEARANCES, & MEETINGS (Appendix - 420 / Junior Application for Membership)** - All 420 Firefighter Applicants must fill out the Greensburg Volunteer Fire Department Junior application and be approved by the city. 420 members will then be part of the Department. 420 members will NOT be voted into the Company.
- IV. **EMERGENCY RESPONSE**  
AT NO TIME ARE 420 FIREFIGHTERS PERMITTED TO RESPOND TO ANY EMERGENCY RESPONSE!
- V. **RULES & REGULATIONS**
- A. 420 Firefighters shall follow and abide by all Federal, State, and Local Laws
  - B. 420 Firefighters shall follow and abide by all Standard Operating Guidelines and By-Laws of the Greensburg Volunteer Fire Department and their requested/assigned company.
  - C. Usage and possession of alcoholic beverages or drugs on Greensburg Fire Department or Company grounds or at any Greensburg Fire Department sanctioned function shall result in discipline.
  - D. All Greensburg Fire Company Officers and Members shall recognize the rules and regulations that govern minors and their safety.
  - E. 420 Members are not permitted to participate in activities that are prohibited. 420 Firefighters must recognize when they have been asked to perform something not appropriate, they shall respectfully decline and report this to the Company or Commanding Officer.
  - F. 420 Firefighters shall be under the Company Officer's direction of the "Company 420 / Junior Advisory Group."
  - G. All applicants to the 420 Firefighter Program shall meet the minimum standards set forth in the Greensburg Volunteer Fire Department and Company By-Laws.
  - H. 420 Firefighters do not have voting privileges nor are 420 Firefighters able to hold office within the Fire Company.
  - I. Only Greensburg Fire Company Officers may speak with the Media on Company Business. All 420 Firefighters will refer questions regarding all Greensburg Fire Company or Department inquiries to the most senior Officer present. 420 Firefighters are expected to represent the Greensburg Fire Company in the most professional and positive manner. It is always inappropriate to discuss internal matters of a Greensburg Fire Company or talk negatively about another Fire Department or another Fire Company.
  - J. Any injuries occurring during training and at an emergency call scene that are immediately reported to the Fire Company Captain as soon as possible for treatment and documentation.
  - K. 420 Firefighters must respond only to his/her station at any time of an emergency call, never directly to the scene as per Fire Company and Fire Department SOGs and Rules.
  - L. At no time will a 420 Firefighter respond with a mutual aid company or non-GVFD or Greensburg Fire Companies.
  - M. Failure to abide by these 420 Firefighter's Rules and Regulations, Greensburg Volunteer Fire Company By-Laws, or Greensburg Volunteer Fire Department Standard Operating Guidelines shall result in discipline that may include suspension and possibly termination from the Greensburg Fire Company, and 420 Firefighter Program.
  - N. All 420 Firefighters shall maintain a minimum "C" average and NO "F's" and shall NOT QUIT SCHOOL. Otherwise, the 420 Firefighter shall be suspended until this paragraph is



complied with. 420 Firefighters shall produce their grades to the “420 / Junior Advisor” at each report card period.

- O. 420 Firefighters must wear issued BLUE HELMETS and at any permitted drill

## **VI. OPERATING GUIDELINES**

- A. All kids ages 12-13 can be part of the 420 program.
- B. 420's will be issued BLUE HELMETS but not have or be issued full bunker gear.
- C. It shall be the discretion of each individual Company and/or Captain to make rules for 420 members at the station.
- D. 420's cannot be at the station before 7am and after 9pm during school days (not after 10 pm on non-school days).
- E. 420 will be able to attend Department and Company drills.
- F. All 420's are permitted to ride on apparatus during **non-emergency** responses only if there is room on the apparatus. SENIOR MEMBERS have priority seating even if they are from another company. At no time is a 420 Firefighter guaranteed a seat on any apparatus. A 420 Firefighter will relinquish his/her seat on any apparatus at the request of any Senior member.
- G. If all fire apparatus have responded to an emergency call, the 420 Firefighter will wait at the station until the apparatus returns.


## **VII. FORBIDDEN ACTS**

- A. Pilot or operate a water rescue vessel.
- B. Operate an aerial device mounted on a fire apparatus.
- C. Operate an elevator or participate in elevator rescue.
- D. Perform rescue operations in a tunnel, shaft, or trench.
- E. Participate in emergencies at fireworks plants, retailers, or in support of public safety for a public display.
- F. Perform emergency operations in or around mines, strip mines, or quarries.
- G. Participate in the response to incidents involving paint products.
- H. Participate in the response to incidents involving radioactive substances.
- I. Perform rooftop ventilation or any other work on any roof.
- J. Operate acetylene torches, cutting or crushing equipment, or respond to structural collapse incidents.
- K. Operate circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive discs.
- L. Use of rubber electrical gloves, insulated wire gloves, insulated wire cutters, or life nets.
- M. Operate pumps of any fire vehicle at the scene of a fire.
- N. Drive a truck, ambulance, or other official fire vehicle.
- O. Enter a burning structure.
- P. To leave school to answer an alarm or attend a training session or detail without written permission.
- Q. To take any fire company issued firefighting equipment to school.
- R. Shall not be assigned to lock/out tag/out assignments.

## **VIII. DUTIES**

- A. 420 members should make every effort to attend training sessions, work/service details and responses when permitted by child labor law and fire department/company guidelines.

- B. 420 members shall follow the established chain of command and work with their designated liaison and department advisor.
- C. 420 members can attend department meetings, but will have no voting privileges or Officer duties.
- D. All 420 members must be seated and seat belted in an enclosed vehicle.
- E. 420 members shall be respectful to all members and the public. Officers should be addressed by their titles.
- F. 420 members will be on their best behavior and be respectful while representing this department.
- G. Where 420 firefighter rules do not prevail, fire department rules will prevail. This version of the 420 rules and regulations shall immediately supersede any and all versions prior.
- H. Failure by any member of the 420 program to abide by these rules listed above will result in suspension and possible expulsion from the program.
- I. All rules and regulations governing 420 members are subject to change at any time.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	106 – Code of Ethics		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 106 – PURPOSE

As a basic condition of membership, all personnel have an obligation to conduct their official duties in a manner that serves the public's interest, upholds the public's trust, and protects the Greensburg Volunteer Fire Department's resources.

### 106 – POLICY & PROCEDURE


Always conduct yourself in a manner that reflects positively on yourself, your family, the city of Greensburg and the Greensburg Volunteer Fire Department.

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...

- I. Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- II. Accept responsibility for my actions and for the consequences of my actions.
- III. Support the concept of fairness and the value of diverse thoughts and opinions.
- IV. Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- V. Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- VI. Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- VII. Be respectful and conscious of each member's safety and welfare.
- VIII. 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.
- IX. 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.
- X. 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.
- XI. Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- XII. 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.

- XIII. Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- XIV. 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.
- XV. 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.

*Developed by the National Society of Executive Fire Officers.*

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	107 – Fire Station Conduct		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2


### 107 – PURPOSE

The Greensburg Volunteer Fire Department establishes guidelines for conduct, duties, and responsibilities for the care of the Station and apparatus. All members shall strictly adhere to these regulations. Officers shall be responsible for maintaining their stations in a safe and healthy manner and shall promptly correct any deficiencies. Any member who violates any of these regulations shall be promptly reprimanded by a Company Officer and if the violation continues, be reported to the Fire Chief.

### 107 - POLICY & PROCEDURE

- I. It shall be the responsibility of each Firefighter to conduct himself/herself properly, with respect, and in such a manner so as not to bring discredit upon himself/herself, his/her Company, or the Department.
- II. Indecent, threatening, harassing, profane, harsh, or uncivil language or behavior (including, but not limited to, gestures, pictures and/or videos) will not be permitted:
  - A. Within view or hearing by the public;
  - B. During Fire Company or Fire Department functions; and/or
  - C. While on Fire Company, Fire Department, or City property.
- III. The general public shall not be permitted in areas of the Station, unless there is a public function or they are escorted by a Member of the Department.
- IV. Children under the age of 14, including children of Firefighters/ employees, shall not be permitted upon apparatus, unless escorted by a Member.
- V. Only authorized personnel shall be permitted in any approved sleeping quarter(s).
- VI. Whenever a Chief Officer and/or official from another Department visits a Station, the Fire Chief or Command Officers shall be notified. This does not necessarily apply to Local Fire Chiefs.
- VII. In the event an alarm occurs while visitors are in the Station, it shall be the responsibility of the Captain or his/her Line Officer to make certain that all visitors are out of danger before moving the apparatus. One Company Member must remain with the visitors at the Station.
- VIII. Cigars, cigarette butts, ashes, or tobacco shall not be used or dropped on the floor, in toilets, or in the urinals on property.
- IX. Expectorating (spitting) on the floor, in drains, urinals, or trash cans is inappropriate in the presence of others (visitors). Persons shall carry with them their own container for this purpose.
- X. Garbage shall be placed in the appropriate garbage containers provided for that use.
- XI. Personnel should avoid lying on the couch in the television room, or sleeping in or around the office area or any area which is in view of any public or visitors.
- XII. Personal belongings, clothing, and assigned equipment remaining at the Station, or stored in one's vehicle/home shall be properly stored and used at all times.

- XIII. Parking lots are restricted to official business and parking personal vehicles in such a manner so as not to restrict movement of apparatus. No private vehicle shall be permitted to park in front of any fire vehicle, either inside or on the ramp. Private vehicles shall not be parked inside the Station, unless authorized by the Company Captain, Chief or Assistant Chief.
- XIV. Care shall be exercised by all personnel that City, Fire Department, and Fire Company property is not damaged or neglected. Firefighters who damage said property through neglect, lack of care, or unauthorized activity shall be held responsible.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	108 – Facial Hair & Personal Appearance		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **108 – PURPOSE**

The purpose of this policy is to provide the provisions for the personal grooming and appearance of all Greensburg Volunteer Fire Department members. This policy is to be followed by all members of this department. Authority to deviate from this policy/procedure rests with the Chief or designee who will be responsible for the results of any deviation. While this policy does not cover all potential appearance and grooming issues, any extreme clothes, hairstyles, facial hair or jewelry are not permitted. Personnel are encouraged to use discretion in maintaining the professional image of the Department.

### **108 – POLICY & PROCEDURE**

It shall be the policy of the Greensburg Volunteer Fire Department personnel to be aware of personal grooming and perform their job in the safest manner possible. All department members shall exercise reasonable judgment in adhering to this policy.

#### **I. FIRE FIGHTING**


- A. Hair - Both male and female department members must conceal all hair within a protective hood and still maintain a proper fit of headgear and self-contained breathing apparatus face piece. Additionally, hair length must not interfere with providing emergency medical services. Caution must be taken to prevent member's hair from becoming contaminated by patient's bodily fluids or from contaminating patient's injuries
- B. Facial Hair - No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an individuals' ability to maintain a safe SCBA facepiece seal with/while wearing a self-contained breathing apparatus. Beards and goatees are not permitted if they extend below the jaw line and interfere with the proper fitting of protective gear. Mustaches must not interfere with the wearing of any fire equipment or SCBA facepiece seal and shall not expose the wearer to undue risk.
- C. Jewelry - Jewelry may be worn as long as it does not expose the wearer to undue risk or hazard. Jewelry in the nose, eyebrow, lip or any place other than in the ear lobes are not permitted. Ear jewelry is limited to no more than two post style earrings worn in the earlobe. Post style earrings shall be simple without any dangles. Necklaces or chains worn about the neck are permitted as long as they are concealed beneath so they do not pose any hazard. Hand jewelry (rings) which are loose or protruding and may catch in machinery or equipment shall not be worn while performing any duties.

#### **II. PARADE UNIFORMS**

- A. Hair must not cover any part of the parade uniform shirt collar when the head is held in a natural upright position.



- B. Hair on the sides of the head shall be groomed at all times so that it does not exceed downward more than one-half the length of the ear.
- C. The parade uniform dress cap must be able to be worn on the head in a straight, uniform fashion. Hair must be neat and not protrude from beneath the hat.
- D. No sunglasses while marching, unauthorized patches, or non-approved uniform items.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	109 – Firefighter Injury		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## 109 – PURPOSE

To establish the procedures to be followed for reporting and processing personal injuries. If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the Department, his/her medical expenses may be covered by the provisions of the city's worker's compensation policy. An injured or ill member must immediately notify his/her Captain, the Medical Officer, or the Fire Chief of the injury/illness and incident and complete appropriate paperwork.


## 109 – POLICY & PROCEDURE

### I. INJURED IN THE LINE OF DUTY

- A. Notify your Company Captain.
  1. After notifying your Captain, you or your Captain MUST immediately notify the Chief and Medical Officer.
- B. Complete "*City Employee of GVFD Member Incident Report*"
  1. This MUST be completed by the injured individual ONLY!
  2. ALL sections of the Member Incident Report MUST be completed
- Appendix - Firefighter Injury Documents**
- C. Submit "*City Employee of GVFD Member Incident Report*" to the City Administrator's office within 24 hours of the incident.
  1. If the Incident occurs from 4:00 pm on Friday through Sunday, the Incident report must be submitted before the close of business the following Monday. If the incident occurs and the following day(s) is a holiday, the incident report must be submitted before the close of business on the next regularly scheduled business day.
- D. Designated Health Care Providers List.
  1. Injuries NOT requiring immediate emergency medical treatment MUST utilize a physician on this list.
- E. OPTUM Prescription Card
  1. If a doctor prescribes you ANY medication, you must provide this card to your pharmacy so that they can bill the worker's compensation insurance directly.
- F. While Under the Care of a Physician
  1. If you have NOT been released from the care of your physician you should NOT ATTEND any fire company/department related activities.
- G. Return to Work
  1. Once the injured firefighter has been released from the care of the physician (for the injury that has been reported), you must provide written documentation of the release to the City Administrator, Company Captain, and Department Medical Officer.

## **II. INJURIES RECEIVED IN THE FIREFIGHTERS PERSONAL LIFE**

- A. All personal injuries, surgeries, or medical conditions which occur in your personal life (outside of the GVFD) must be promptly reported to your Company Captain. The Company Captain will then notify the Department Medical Officer.
- B. Injured Firefighters shall not be allowed to engage in any Department or Company operations or responses as long as:
  - 1. The treating physician has not released the Firefighter in writing to resume his/her Company / Department operation responsibilities or duties; and
  - 2. The treating physician has not released the Firefighter in writing to resume his/her civilian employment duties without restrictions.
- C. Non-work released Firefighters shall be permitted to attend social functions and Meetings if they are physically/emotionally capable.
- D. Return to work:
  - 1. You MUST provide a copy of a written release from the treating Physician to your Company Captain upon returning to duty – Captain shall notify the Department Medical Officer. The Captain will then place a release letter in your personnel file at Station.
  - 2. If a Firefighter is experiencing a recurrence or an aggravation of an injury, Firefighter must file a new personal injury form;


	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	110 – False Teeth, Eyeglasses, & Hearing Aids		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### **110 – PURPOSE**

To establish the guidelines for requesting reimbursement for replacement and/or repair of false teeth, prescription eyeglasses, and/or hearing aids.

### **110 – POLICY & PROCEDURE**

- A. A notation must appear on the incident report that damage or loss occurred, and the Chief or the Assigned Assistant Chief must also be notified, in writing, as to the circumstances surrounding the damage or loss.
- B. The Company Captain shall forward the report to the Company Relief Representative and the Chief's Office, who will then process the request for reimbursement when the paid doctor's statement has been submitted with other proof of costs.
- C. Reimbursement shall be made to the individual for the actual cost of reasonable repair or replacement of like-valued hearing aids, eyeglasses, and/or false teeth, less any costs covered by the Firefighter, the Firefighter's employer(s), or any other insurance or eligible benefits.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	111 – Firefighter Psychological Services		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


### **111 – PURPOSE**

The Greensburg Volunteer Fire Department takes the mental health of its fire fighters very seriously. Interventions are strictly confidential unless the person being helped is a danger to themselves or to others. Emphasis will be placed on keeping all parties involved safe.

### **111 – POLICY & PROCEDURE**

Critical Incident Stress Management (CISM) is designed to help people deal with their trauma one incident at a time, by allowing them to talk about the incident and its impact when it happens, without judgment or criticism. It is peer driven and the people giving consultation/treatment come from all walks of life

- A. One of the Greensburg Volunteer Fire Department's highest priorities is the well-being of its members.
- B. All members are hereby instructed to inform his/her Company Captain, Medical Officer, or Chief immediately if at any time after an incident, they feel the need to discuss the same. All officers will be available for such discussions and will maintain an open door, and confidential policy.
- C. All members shall notify Company Captain, Medical Officer, or Chief when they feel another member is suffering from stress as a result of an incident
- D. The Department will utilize the Excelsior Health Behavioral Health Services Critical Stress Teams for debriefs and consultations with members who have suffered from effects of an incident.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	112 – Drug & Alcohol Policy		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## **112 – PURPOSE**

The Greensburg Volunteer Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

## **112 – POLICY & PROCEDURE**

The Greensburg Volunteer Fire Department maintains a zero tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance or alcohol.

### **I. FIREGROUND FUNCTIONS**

- A. For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:
  1. Driving and/or operating Department apparatus, vehicles, or equipment
  2. Responding to or performing fireground, training, or roof operations
  3. Traffic control operations
  4. Incident command or fireground sector command
  5. Participation in fire department training activities
  6. Participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

### **II. PROHIBITED CONDUCT**


- A. No member shall participate in or perform any functions for or on behalf of the Fire Department after having consumed any alcoholic beverage within the previous eight hour period or while under the influence of alcohol.
- B. No member shall participate in or perform any functions for or on behalf of the Fire Department when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.
- C. Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.
- D. Testing Requirements: In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department.

### **III. TESTING**

- A. The Fire Department may require the collection and testing of samples for the following purposes:
  - 1. Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call.
  - 2. Investigation of a fireground or training accident.
  - 3. When there is a reasonable suspicion of alcohol and/or controlled substance use.

### **IV. DISCIPLINARY ACTION**

- A. Class I discipline (use or under the influence of drugs or alcohol while on duty) firefighter may be terminated immediately.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	113 – Harassment		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **113 – PURPOSE**

To ensure and improve the human and team environment of the Greensburg Volunteer Fire Department to support its mission. To set forth behaviors, actions, or inactions that violate the basic human dignity of respect owed to each Fire Department Member. Fire Company, Fire Department, City, State, and Federal Laws that must not be violated while being a Member of the Greensburg Volunteer Fire Department.

### **113 – POLICY & PROCEDURE**

Harassment illegal discriminatory practices or prohibited behaviors applies to all G.V.F.D. Members relating to fellow Firefighters, visitors, Social Members, volunteers, supervisors, Officers, and by anyone of our organization shall not be tolerated. All Officers are fiduciaries of the Fire Department. All reports of such prohibited behaviors shall be addressed as per the Fire Department procedures. Failure to report circumstances shall be a disciplinary event for the Officer. Failure to appear and state witnessed facts at any hearing or investigation shall be a disciplining event for the Officer.

#### **I. PROHIBITED BEHAVIORS**

- A. Any harassment or discrimination by a Member, a visitor, or a vendor, on the basis of race, religion, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age is explicitly a violation of State and/or Federal Law; and, such conduct will not be tolerated by the Greensburg Volunteer Fire Department or its Companies. Violations shall be subject to investigation and appropriate disciplinary action, including, but not limited to, discipline or termination from membership.
- B. It is the responsibility of all Greensburg Volunteer Fire Department's Administrative and Fire Operations Officers to enforce this policy.
- C. Complaints shall be brought directly to the Department Chief, and his designated Administrative Officer(s).
- D. It is the responsibility of each and every Fire Department Member/Volunteer/Worker to know this Policy and to follow this Policy.
- E. Failure to advise of any observed or reported inappropriate or offensive interaction/relationship is in violation of this Policy. The Department/Company Officer (s) receiving such information shall immediately contact the President and Captain of said Company and/or the Department Chief and inform them of this incident/relationship.
- F. False reports shall result in discipline.

#### **II. TYPES of PROHIBITED BEHAVIORS:**

- A. Verbal harassment (offensive and derogatory language)
- B. Non-verbal harassment




- C. Physical harassment
- D. Hazing
- E. Visual displays
- F. Quid pro quo harassment
- G. Assault or threatening assault
- H. When conduct is presented, one must confront it by saying:
  - 1. "Stop it"
  - 2. "You are offending me"
  - 3. "Leave me alone"
  - 4. "Don't do that"

**III. UPON REPORT MADE -**

- A. The Fire Department Chief shall perform an informal inquiry to determine the scope and degree of the improper conduct. The Chief shall:
  - 1. Review the Complaint
  - 2. Discuss with complainant (specific details)
  - 3. If the scope or degree of improper conduct requires greater resources or is not an event that the chief is able to address, the issue will be referred to the Board of Control for proper response, investigation and/or hearings.
  - 4. The Board of Control shall follow an action plan based upon facts and degree of offense by:
    - a) Investigate
    - b) Interview
    - c) Consider the totality of circumstances
    - d) Conciliate or mediate
    - e) Make findings
    - f) And if cause is found..... discipline

**IV. PROCESS OF REVIEW:**

- A. Complaints will be handled fairly, timely, and thoroughly.
- B. Complaints will be taken seriously and handled with sensitivity.
- C. Findings of Cause shall be acted upon with the appropriate discipline.
- D. If other problems are uncovered, these will be addressed also.
- E. All Firefighters and Fire Department officers shall not tolerate retaliation for a complaint.
- F. The Fire Department will discipline for false reports.
- G. Complaints involving your supervisor must be made to his/her supervisor.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	114 – Social Media		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

#### **114 – PURPOSE**

The purpose of this policy is to define the Greensburg Volunteer Fire Department's position on the use, administration, and management of social media. This policy is not meant to address one particular form of social media, rather social media in general terms. The GVFD recognizes technology will outpace our ability to determine emerging technology and create policies governing its use. This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge who will be responsible for the results of any deviation

#### **114 – POLICY & PROCEDURE**

Social media provides a valuable means of assisting the Greensburg Volunteer Fire Department and its members in meeting community education, community information, fire prevention, and other related organizational and community objectives.

The Greensburg Volunteer Fire Department also recognizes the role that social media tools may play in the personal lives of department members. The personal use of social media can have an effect on department members in their official capacity as firefighters. Improper usage can have instant and long term damage to the public perception of the GVFD and the individual user.

The Greensburg Volunteer Fire Department endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its members.

This policy provides guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by department members. This policy also identifies potential uses that may be evaluated and utilized as deemed appropriate and necessary by the Chief of Department or designee.

- I. **PERSONAL USE** - Precautions and Prohibitions – Greensburg Volunteer Fire Department members shall abide by the following when using social media:
  - A. Department members are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of duties, impair discipline and harmony among fellow firefighters, or negatively affect the public perception of the department.
  - B. As “public employees”, fire department members are cautioned that their speech, either “on or off” duty, and in the course of their official duties that has a connection to the members’ professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
  - C. This may form the basis for discipline if deemed detrimental to the department.

- D. Department members should assume that their speech and related activity on social media sites would reflect upon their position within the department.
- E. Department members shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their membership to the GVFD without written permission from the Fire Chief.
- F. Use of social media is not allowed when responding to and/or during an active incident. It is specifically forbidden to take any photographs and/or video of any person receiving medical care at an incident. In addition, it is specifically forbidden to take photographs and/or video at any fatal or possibly fatal incident.

**II. DEPARTMENT MEMBERS SHALL NOT DO ANY OF THE FOLLOWING:**

- A. Post profane language or content.
- B. Post content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- C. Post sexual content or links to sexual content.
- D. Conduct or encourage illegal activity.
- E. Display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.
- F. Post images and/or video from incidents, which have not been approved by the Fire Chief or designee. When using social media, department members should be mindful that their speech becomes part of the World Wide Web.
- G. Use a cell phone while driving a fire apparatus.
- H. Text while driving department vehicles.
- I. Use cell phones or text while responding to a call or while on the scene unless it is necessary in the performance of your duties.
- J. Tamper with Departmental video or audio devices.
- K. Use unauthorized video and/or audio recording devices.

**III. ADHERENCE**

Adherence to the department's code of conduct is required in the personal use of social media. In particular, department members are prohibited from the following:

- A. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
- B. Divulging information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

**IV. PENALTIES**


Department members should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:

- A. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.
- B. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose.

- V. **PUBLIC INFORMATION DISSEMINATION** - It is the role of the Public Information Officer (PIO) to disseminate information to the press and public. No member shall be allowed to disseminate information to the press or public without express consent by the Chief.

A. RESPONSIBILITIES OF THE PUBLIC INFORMATION OFFICER (PIO)

1. The PIO is responsible for coordinating the flow of information concerning departmental policies and operations and on specific statements concerning issues that could arise concerning the department.
2. The PIO will act as the main source for media contacts. The Incident Commander may be responsible for the release of news information at the scene of an emergency. At no time will the emergency operation be compromised for the release of news information.
3. In the event of an extremely newsworthy incident, the IC will determine the need for the PIO. When a PIO is needed, the IC will appoint PIO at the scene. The IC will notify the PIO and advise him/her of the situation.
4. A PIO will be used at the scene of all major incidents to coordinate media information.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	115 – Fire Arms		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

## **115 – PURPOSE**

It is the goal of the Greensburg Volunteer Fire Department to provide a safe environment for civilians and members of the fire department. It is also a goal that no member of the department ever causes an injury to self or others or causes property damage due to the use or handling of weapons. Finally it is a goal of this policy that no member ever cause harm to the professional image of the fire department in the eyes of the public prior to the performance of any job related duties.

## **115 – POLICY & PROCEDURE**


It is the intent of this operating procedure to provide guidance for the safety of firefighters, and restrictions on firefighters, carrying weapons during meetings, training, alarms, and other fire department functions.

### **I. AUTHORIZATION**

- A. Only authorized personnel with valid gun permits are allowed to carry a weapon while “On Duty” with the Fire Department. A firefighter is considered to be “On Duty” any time they are performing or attending any fire department function, either in or out of the station, or representing the fire department in any other manner.
- B. All weapons must be secured at all times when not on the firefighter’s body.
- C. The department shall not be liable for the security of any weapons nor shall the department be liable for any damage or loss of any weapons.
- D. All weapons will be holstered at all times in a state approved holster and will remain concealed from the public view.
- E. Any firefighter who fails to maintain his/ her weapon in a safe manner shall be subject to immediate discipline by the Fire Chief.

### **II. DISCHARGE OF FIREARM**

- A. All Departmental Personnel shall immediately contact the Chief and report all facts pertaining to the discharge of the firearm.
- B. In cases where the discharging firearm results in the wounding or death of any person, the Greensburg Police Department and other overlapping jurisdictional authorities shall conduct the investigation.
- C. Upon completion of the investigation, the full report shall be made to the Mayor and the Fire Chief.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	116 – Disciplinary Actions		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## **116 – PURPOSE**

Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying the Greensburg Volunteer Fire Department Rules and Policies, and Departmental Standard Operating Procedures. In situations where members do not adhere to these expectations, supervisors will take the necessary action to correct the problem.

## **116 – POLICY & PROCEDURE**

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors. This procedure will guide the leaders of the Greensburg Volunteer Fire Department in dealing with disciplinary problems with which they encounter.

There will be three (3) classes of discipline. They are as follows:

1. Class I: Immediate discharge.
2. Class II: Written warning, suspension, termination
3. Class III: Oral warning, written warning, suspension, termination

### **I. Examples of Class I causes:**

- A. Use or under the influence of drugs or alcohol while on duty
- B. Theft of department property or another firefighter's property
- C. Intentional destruction of department property
- D. Falsifying reports
- E. Gross insubordination such as refusal to work, threatening, abusing or striking a superior
- F. Striking or assaulting a firefighter or bystander
- G. Lying or willfully omitting critical information on a report

### **II. Examples of Class II causes:**

- A. Reckless driving of department vehicles
- B. Disobeying traffic laws when responding to a call
- C. Negligent or careless use of department equipment
- D. Failure to comply with departmental rules or regulations
- E. Fighting


### **III. Examples of Class III causes:**

- A. Foul and/or abusive language
- B. Inefficient, incompetent or negligent performance of work
- C. Failure to follow departmental procedures

- D. Inability or failure to maintain satisfactory working relations with fellow firefighters and/or citizens.
  - E. Failure to comply with Company By-Laws.
- IV. All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in their personnel file.**
- A. Violations requiring correction of behavior must be fairly and timely addressed to eliminate unsafe or disruptive behaviors and its consequences.
  - B. Persons subject to a hearing process, disciplinary or review processes shall be advised in writing of the violations and breaches of duty, facts alleging violation, together with the date and place for the Review Board or Hearing.
  - C. The process shall retain respect for the 'alleged violator,' any victims (if any), and the reporting person(s) without retaliation.
  - D. These Regulations and Objectives must be considered and applied using common sense, credible evidence, and an eye on delivery of quality services and focus on the mission of the Department.
  - E. Officers are placed in positions of responsibility and are sworn to know, appear, and testify honestly in any review or hearing as a duty owed by (having or have had) accepted a Greensburg Volunteer Fire Department Officer position.
  - F. There shall be no retaliation upon any reporting person(s).
  - G. The Chief shall reserve the unilateral authority to suspend any Member for any reason that is for the benefit of the Greensburg Fire Department or its Companies. Such a Chief suspension may be appealed to the Board of Control.
  - H. Any Fire Department Member given Notice to appear at any investigation or hearing shall be required to appear, to testify truthfully, and cooperate with the investigation. Failure to do so shall subject the Firefighter or Officer to discipline or termination.
- V. INVESTIGATION AND HEARINGS PROCESS**
- A. Shall be documented in writing and shall provide the following information:
    - 1. Name of person committing the offense;
    - 2. Date of the offense;
    - 3. List of names and telephone numbers of each witness (if any) to the offense;
    - 4. A clear and objective description of the act on duties breached that are considered to be the offense; and
    - 5. The particular section of the Company/Department Rules, Regulations, Standard Operating Objectives, By-Laws, Rules, Orders, Prohibited Behavior, or other standards recognized as being applicable to the circumstances thought to have been violated.
  - B. INTERNIM DETERMINATIONS:
    - 1. During any Fire Department rescue operation, or any response, the Chiefs, an Assistant Chief, or Incident Officer may immediately relieve the Firefighter of his/her duty (sending them home or to station) pending an informal meeting between the Firefighter and specific Command Officer.
    - 2. There shall be an informal meeting between the Firefighter and specific Command Officer to attempt a resolution.
  - C. If the issue is not resolved informally, the issue may be referred to the Board of Control, the Department Commander, or the Chief for a review. The review may be appealed by the suspended Firefighter by requesting a Review Board or a Hearing Board appointed by the Board of Control (non-Ops issue) or Chief (Ops issue).

1. Any witnesses shall be provided notice of a review or hearing whereupon they shall be obligated (as Department Firefighter/Member) to appear and testify.
2. The Group's deliberations cannot be discussed with any persons until after the written findings and/or recommendations are made to the Chief.
3. A final decision by any Board of Review or the Chief shall be made in writing within ten (10) days after the last witness was heard. The Chief may:
  - a) Implement recommendations;
  - b) Not act on the recommendations within thirty (30) day, wherein the recommendations shall be implemented automatically; or
  - c) Reduce or increase any punitive aspects of the recommendations.
  - d) After a Board of Review decision, the affected Firefighter(s) may, within ten (10) days, request a full Board of Control hearing and final determination. Otherwise, there shall be no other appeals.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	117 – Resignation & Termination		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## **117 – PURPOSE**

The purpose of this policy is to provide the necessary steps for resignation (in good standing) from the Greensburg Volunteer Fire Department. It will also provide the details of the process of when a member is terminated.

## **117 – POLICY & PROCEDURE**

### **I. RESIGNATION**

- A. A formal notice of resignation shall be submitted in writing and delivered to the member's Company Captain or Company President.
- B. A resigning member shall turn in all uniforms, pagers, keys, and any other property issued by the Greensburg Volunteer Fire Department or Company. All equipment shall be turned into the Company Captain or his/her designee. A member will be assessed a replacement cost for any item that is not returned, or is returned damaged. This replacement cost shall include any fees incurred during the collection of said equipment; such as attorney fees, legal fees, restocking fees, repair fees, etc. A resigning member will not be listed as good standing until equipment has been received.
- C. The Company President or Secretary, upon the previous step being completed, shall forward a letter to the Board of Control stating the member has resigned in good standing. The Company President or Secretary must also submit a change of status form to the Coordinator of Emergency Reporting and the Relief Association Membership Secretary.

### **II. TERMINATION AT DEPARTMENT LEVEL**

- A. The grounds and procedures for involuntary termination of a member may vary depending on various reasons (for example, poor performance, misconduct, absenteeism, fraud, etc.). In those cases, members for whom discharge is being considered will receive written notice (email) of the grounds for discharge, the underlying basis, and the proposed discipline. The member will have an opportunity to respond, assisted by a representative of the employee's choosing, prior to the final decision.
- B. There are some offenses that are so serious in nature that a member may be placed on administrative leave pending an investigation into such misconduct. Such offenses include, but are not limited to, conduct involving misappropriation of public funds or property, misuse or destruction of public property, mistreatment of persons, and acts which present an immediate danger to the public health and safety.
- C. If it is determined that a member of the Greensburg Volunteer Fire Department has joined another fire company or department, without officially resigning from the GVFD, that member may be terminated. This termination can be changed to a

resignation (potentially in good standing) if the criteria for the resignation policy has been met.

\*\*\*Termination at the company level may differ depending on Company By-Laws.

III. **GOOD STANDING**


- A. When a member chooses to resign from the GVFD, he/she shall be considered in good standing unless he/she meets any of the criteria in the BAD STANDING or FAILURE TO PARTICIPATE sections.

IV. **BAD STANDING**

- A. The following are examples of why a member would be terminated from the GVFD in BAD STANDING. These are some, but not all reasons a member may be dismissed.
1. Theft of company / departmental funds.
  2. Theft of company / departmental property.
  3. Destruction of company / departmental property.
  4. Use or under the influence of drugs or alcohol while on duty.
  5. Theft of another firefighter's property.
  6. Gross insubordination such as refusal to work, threatening, abusing a superior.
  7. Striking or assaulting a firefighter or bystander.
  8. Lying or willfully omitting critical information on a report.

V. **FAILURE TO PARTICIPATE**

- A. When a member resigns or is terminated from the company or department for lack of participation he/she shall be labeled as the designation failure to participate. These are some, but not all reasons a member may be dismissed.
1. Not making a quota of alarms.
  2. Not making a quota of meetings.
  3. Not attending company / department functions.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	118 – Reports & Reporting Procedures		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## 118 – PURPOSE

To describe the procedures to ensure accountability for Company and Department that absolutely needs to document all ISO and NFIRS required data, and to compile mission and planning data that assists in all other Department strategic planning.

## 118 – POLICY & PROCEDURE

### I. REPORT ACCOUNTABILITY

- A. The accountability, timely completion, and accuracy for all form completion are under the control of the Company Captains.
- B. Forms may be requested from the assigned Assistant Chief.
- C. Forms to be maintained in the Companies by the Captains shall be:
  1. Trip Sheets (for each response);
  2. Hose and ladder NFPA inspections (Annual Report) [not the Certified Testing];
  3. Vehicle/Equipment Repair Forms
  4. Driver Training Clearance forms
  5. Equipment Inventory Sheets
  6. Carbon Monoxide Response Forms
  7. Infectious Exposure and Accident Report Forms
  8. Carbon Monoxide Information Sheets for Citizens; and
  9. Personal Injury Forms
- D. All Incident Reports are legal documents recording events. The Reports shall be neat, accurate, and legible. All Stations shall maintain Reports and computer data entries.
  1. One must preserve the integrity of each document by striking a single line through any mistakes. **Do not erase, block out, or 'white out' any entries.**
  2. Initial all supplemental entries, supplemental statements, and corrections.
  3. After computer entries are made of each Report, the Company Captains shall be responsible for the permanent storage of the paper documents. Response Reports must be kept for six (6) years. [All Firefighter exposure and contamination Reports must be provided to the exposed Firefighter and retained by the Fire Company for **thirty (30) years**.
  4. All injury, smoke exposures, or infectious reports shall be kept **permanently**. Any exposure or injury report shall be provided to the:
    - a) Firefighter
    - b) Company Captain


- c) Department Training Officer
- d) Relief Secretary
- 5. [Trip sheet] documentation and City database information required:
  - a) Date, alarm box number, incident number, and type of call;
  - b) Times in service, times arrived, out of service;
  - c) Vehicles moved, miles traveled, and drivers' names;
  - d) Names of persons responding to scene and those standing by at the Station;
  - e) Equipment used, equipment failures, and equipment lost;
  - f) Firefighters injured or exposed: describe name and injury (including exposures to smoke, chemicals, blood, or blood products);
  - g) State nature of call, type of injuries (property damaged and actions taken);
  - h) Pump and equipment run times;
  - i) Reports signed by a Firefighter attending to report accuracy;
  - j) Must complete all required fields of the trip report computer form;
  - k) Any injury or infectious exposures must be documented - special report.
- 6. [Supplemental Narrative Reports]: Company Captains may, upon the Chief's request, provide the Chief with a copy of a Narrative Supplemental Report for any one of the following:
  - a) A reasonable narrative including a general description of the situation, action taken by personnel, and any unusual circumstances/tactics for:
    - (1) Larger incidents;
    - (2) Injury or death of any Firefighters or civilian as a result of any response or Department operation requiring hospital treatment;
    - (3) Each structure fire occurring on two different floor levels;
    - (4) Entrapment, entanglement, rescues, or extractions/extrications;
    - (5) Special attention must be given to those situations in which the Department did not and could not provide full/normal services.
- 7. These reports shall be stapled to the original trip sheets, and copies given directly to the Chief. These comments may also be included in the space provided on the front or reverse of the fire Trip Sheet

**II. CHANGE OF STATUS FORM (Appendix - Membership Status Update Form)**

- A. Must be filled out by a Company Officer and submitted to the President of the Board of Control, Relief Association Membership Secretary, and Emergency Reporting Administrator.
- B. Must be filled out for:
  - 1. New Member
  - 2. New 420 or Junior Member
  - 3. Change in Rank or Position
  - 4. Membership Information Update
  - 5. Resignation

6. Termination

- C. Should be submitted within 24 hours of the update/change taking place.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	119 – Training Complex		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

## 119 – PURPOSE

The Greensburg Volunteer Fire Department establishes these guidelines to be used when using the Training Complex facility or requesting the use of training equipment owned by the department. This standard applies to all training conducted by or for the department. It was promulgated to help prevent occupational accidents, deaths, injuries, and illnesses and to ensure that all members are able to properly perform their assigned duties in a safe manner. All department level training activities shall be conducted by and coordinated through the Assistant Chief assigned as the Training Officer. A yearly training schedule will be published by the department and distributed to each fire station.

## 119 – POLICY & PROCEDURE

All requests for borrowing Fire Department training equipment and facilities will be handled on a first come, first served basis by the assigned Department Training Officer in charge of facilities and equipment. As to training aids equipment, the borrowing Officer shall make an entry in a Log Book as to the name of the person borrowing, the type of equipment, and return date. If it becomes necessary to extend the usage beyond the return date, notify the Training Officer or assigned Assistant Chief. Upon return, attach a note to the equipment describing any problem(s) detected and notify the Training Officer or Assistant Chief.

- I. **SMOKE TRAINING CONTAINER – RULES FOR OPERATION:** It is to be understood that this facility is intended to create smoke conditions with low heat, and is not in any way a “Burn Building.” It is to afford Fire Department members the opportunity to gain knowledge and experience when working with Self-Contained Breathing Apparatus (SCBA). To ensure the safety of all members who participate in this training, the following **Rules for Operation** are to be followed:
  - A. Only bales of straw, or hay, are to be used to generate smoke. Absolutely **NO** building materials of any kind, or yard waste, are to be used.
  - B. The use of “igniting fluids”, such as gasoline, kerosene, diesel fuel, or anything similar is strictly prohibited.
  - C. Prior to the start of any training, inspect the Container by doing a walk-through, making sure that there are no foreign materials inside, that all door openings are unlocked and operable, and that the manual roof vent is functional.
  - D. Have a charged hose line at-the-ready outside the man-door opposite the burn basket, (at the A/D corner), prior to igniting the material.
  - E. After the material has been lit, and to create a draft to quickly fill the container with smoke, the roof vent along with the damper door can be opened. (Damper door is located on the D side).
  - F. Once the Container is ready for members to enter, the following safety positions are to be staffed;

1. Nozzleman – to continually man the charged hose-line and apply water as needed to “check” the fire, and be in SCBA.
  2. A/D Doorman – to monitor the burn basket and to call for water as may be necessary, and be in SCBA.
  3. Roof Vent Operator – to manually operate the roof vent chains as it may be necessary to regulate the temperature inside the container.
  4. TIC Operator – be in SCBA, and using a Thermal Imaging Camera (TIC) to continually monitor the temperature inside the Container, and where the temperature exceeds 300° F at the ceiling, call for the Roof Vent to be opened.
  5. A/B Doorman – to have accountability for the number of members entering/exiting at this opening, and be in SCBA.
- G. There should always be at least two (2) firefighters together when entering the Container after it has been charged with smoke and training has begun. They are to operate in the “buddy system.”
- H. When a team enters the Container, at least two (2) firefighters must be standing-by outside, properly equipped and ready to respond immediately should an emergency rescue be needed.
- I. At the completion of training conduct the following:
1. Safeguard that all burnt materials have been extinguished by applying copious amounts of water to the burn basket and surrounding area.
  2. Open the cargo doors on the D-side.
  3. Wash out the Container starting from the A/B door through to the cargo doors on the D-side.
  4. Once ventilation has been satisfied, lock and secure the Roof Vent in the “closed” position.
  5. After all the residual water has drained out, close and lock all the doors, which are;
    - a) Damper door.
    - b) D-side cargo doors.
    - c) A/B door.
    - d) B/C door.
    - e) A/D door.
- II. **ROOF SIMULATOR – RULES FOR OPERATION:** The adjustable pitch simulated roof is for training firefighters in roof ventilation procedures from flat roof to various pitches. This includes a vertical support structure and a pitched roof portion adjustably connected to the vertical support structure. The pitched roof portion includes an outer frame defining an interior region, rafter brackets disposed on the outer frame, rafters placed the interior region, and a plurality of roofing sheets covering the rafters so-as-to form a roof field. A mechanical winch is provided for rapidly and easily changing the roof pitch, and a locking mechanism locks the roof portion in the selected position. *Note the wind direction and flow path prior to performing ventilation and continuously remain aware of the fire location and conditions during ventilation.*
- A. When using a power saw to cut:

1. Ensure that the saw is operating properly before climbing to the roof.
2. Position and secure the roof ladder upwind of the planned opening.
3. Use an awe or pike pole to sound the roof for integrity before placing weight on the roof.
4. Locate the rafters/ supports.
5. Select the location for ventilation.
6. Remove material that may interfere with the cutting of the ventilation opening.
7. Set the guard depth gauge control.
8. Start the saw.
9. When creating ventilation openings, cuts should be made working toward the escape. route. Cut completely through the roof decking, leaving the supports intact.
10. Cut a triangular inspection opening in the roof.
11. 1<sup>st</sup> cut: Cut the roof deck perpendicular to a roof truss or support. Incorporate the inspection opening. Finished cut should be a minimum of 4' X 4'. *(Cut from furthest away towards the ladder).*
12. 2<sup>nd</sup> cut: Cut the roof deck on one side of the opening parallel to the supports and intersecting cut #1 *(Furthest away from ladder).*
13. 3<sup>rd</sup> cut: Cut the roof deck on the opposite side of cut #2 perpendicular to and intersecting cut #1.
14. 4<sup>th</sup> cut: Complete the ventilation opening by joining cut #2 and #3.
15. Remove the decking from the ventilation opening with an axe or pike pole.
16. Plunge through the interior ceiling using a pike pole, working from the upwind side of the ventilation.
17. Inspect the ventilation site and SIMULATE communication with interior crews to ensure the effectiveness of ventilation.

B. At the completion of the training conduct the following:

1. Remove all wood or metal debris from training and put it in the dumpster.
2. Replace all wood or metal roofing that was removed during training.
3. Put the roof simulator back in its home, vertical position and insert locking pins.


III. **FORCIBLE ENTRY DOOR – RULES FOR OPERATION:** This door allows any number of pushing, prying, and bending opportunities that provide a host of options in teaching and practicing various forcible entry skills. This patented door system provides the ability to force left or right-handed, opening in or opening outdoors, metal or wood jambs. All on the same door system. This door allows you to use the gapping method and conventional forcible entry methods on opening-in metal jams (like on apartment doors). Opening-out forcible entry on metal jambs can also be used (like on commercial buildings or bulkhead doors). Also, you can use the spiking method on the wood jamb simulator (like on private dwelling doors). The props use common ¾" dowels and 2x2's which make them easy and inexpensive to reset.

A. The forcible entry door can be used for the following:

1. Forcing an inward swinging door
2. Forcing an outward swinging door
3. Simulated lock pulling
4. Through the lock work



5. Cutting drop bars
  6. Cutting steel skins to operate panic hardware
  7. Cutting chain or padlocks
  8. Hinge Pull
- B. At the completion of training conduct the following:
1. Remove all wood or metal debris from training and put in dumpster
  2. Replace all materials to get the door back to its original condition
  3. Return the door simulator to the storage area.
- IV. **DRILL TOWER – RULES FOR OPERATION:** The five-story training tower incorporates several unique features including a staged furnished apartment, three mock electrical panels, a mock gas meter, a first floor sprinkler system, two different fire department connects, standpipe system to the first three floors and a self-contained breathing apparatus (SCBA) competency maze on the fifth floor. **ABSOLUTELY NO LIVE FIRE TRAINING IN THIS BUILDING!**
- A. The training tower can be used for the following:
1. Hose laying and advancement
  2. Ladder evolutions
  3. Salvage operations
  4. Ventilation Simulations (No Cutting)
  5. Rapid Intervention Team Deployment
  6. Radio Protocol
  7. First aid and rescue
  8. Pump operation
  9. Rope/ Tool management
  10. SCBA competency
- B. At the completion of training conduct the following:
1. Return the training tower to its original state
  2. Inside and outside areas should be cleaned
  3. All electrical lights should be turned off
  4. All doors locked

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	120 – Out of Town Training		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## 120 – PURPOSE

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve. Official Department travel to meetings, workshops, conferences, etc., must be pre-authorized by the Board of Control, the Chief, and the Greensburg Volunteer Fire Department Relief Association.


## 120 – POLICY & PROCEDURE

- I. **CLASS REIMBURSEMENT - Appendix - Request To Attend Training** The RA may pay the tuition and/or registration fees for any approved training upon successful completion of the class. The following documentation must be submitted for payment. If any of the following documentation is missing or incomplete, the RA will not pay for the training.
  - A. Request to Attend Training" form. This form is available on the Department's website: GBGFIRE.com. This form must be completed prior to registering for the training class and signed by the fire chief. It is not necessary to submit this form to the RA prior to attending the training class. Retain this form until successful completion of the training class and submit it with the other documentation outlined for payment.
  - B. Invoice for the training class(es). The invoice must itemize the cost of the training class(es). A statement listing the total balance due without an itemized cost of each training class is not acceptable. NOTE: If the member or company is requesting reimbursement for the payment of the training class, proof of payment must be submitted such as a credit card receipt/statement or canceled check.
  - C. A copy of the certificate of completion.
- II. **TRAVEL REIMBURSEMENT - Appendix - Travel Expense Reimbursement** The RA may reimburse members for any travel expenses incurred while attending an approved training class requiring overnight travel. Overnight travel is defined as any training site outside a 100-mile radius of the City of Greensburg or the member's home. The fire chief must approve any overnight travel. An estimate of the travel expenses must be itemized on the "Request to Attend Training" form. The RA will not reimburse any members for any travel expenses related to "Local" training. "Local" training is any training site within a 100-mile radius of the City of Greensburg or the member's home. The utility truck should be used for "Local" training upon approval of the Company Captain. The following travel expenses will be reimbursed for overnight travel
  - A. Lodging - Maximum rate of \$125/day excluding tax
  - B. Meals - A maximum of \$45 per day (including tax & tips). The RA will not reimburse for alcohol
  - C. Personal Mileage - RA will pay a one-way fuel receipt x 2
  - D. Airfare

E. Rental Car

F. Tolls & Parking

All allowable overnight travel expenses must be submitted on an "Expense Reimbursement" form. An example is shown as Exhibit 4. All travel receipts must be attached to the reimbursement form. A member will not be reimbursed for any missing receipts.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	121 – Operating Power Saws		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## **121 – PURPOSE**

This standard establishes guidelines for the safe and proper operation of power saws, K12 etc. It was promulgated to prevent accidents, injuries, or deaths that might result from unsafe operation or improper use of a power saw and to prevent damage to a power saw that might result from unsafe operation or improper use.

## **121 – POLICY & PROCEDURE**

### **I. GENERAL**

- A. Members who respond to fire and emergency medical incidents shall be responsible for knowing how to properly and safely operate the power saws used by the department.
- B. Captains shall train the members under his/her command in the safe and proper use of the power saws assigned to their apparatus.
- C. Any officer shall immediately stop any unsafe or improper use of a power saw and shall take the appropriate action necessary to correct the situation.
- D. Any power saw discovered to be unsafe or malfunctioning shall be immediately removed from service and properly tagged as to the nature of the problem.
- E. Line Officers shall also be responsible for ensuring that saws are properly fueled and that spare.
- F. Fuel containers are full of the correct gas/oil mixture and in the proper place on the apparatus.

### **II. PERSONAL PROTECTION**

- A. Any member operating a chainsaw (gas or battery) must wear chaps and a helmet with eye and ear protection.
- B. Full protective clothing with eye protection shall be worn by those members operating a saw for ventilation or forcible entry.
- C. Full protective clothing shall be worn by those members operating in close proximity to the operation of power saws.
- D. To prevent accidents caused by moving chains, it is imperative that the operator and guide have their protective clothing completely buttoned up.

### **III. OPERATING PROCEDURES**

- A. Start the saw and warm up on the ground prior to use.
- B. Keep both hands on the control handles when operating the saw.
- C. Make sure of your footing before operating the saw.
- D. Carry the saw with the engine stopped, and the bar pointed to the back.

- E. The saw may be used in the ventilation of roofs. They can be used on shingle or composite roofs after the stone or gravel has been removed. Caution: Not to be used on metal roofing unless the saw has a metal cutting blade installed.
- F. The saw may also be used for opening up walls or floors if they are of wood or lathe construction. The saw should not be used on plaster and metal lathe. The saw should not be used on masonry or metal construction unless it has an appropriate blade installed. Remember the carbide tipped saw chain is not indestructible.
- G. Always carry a power saw with the engine stopped or the electrical power disconnected.
- H. Always keep both hands on the control handles, using a firm grip with your thumbs and your forefingers encircling the handles.
- I. Always turn off a saw when it is unattended.
- J. Have a plan of action before placing a saw into operation. The plan should include:
  - 1. The location and sequence of the cuts and openings.
  - 2. Wind direction – consider its effects on exposures and personnel.
  - 3. Escape routes – at least two means of egress.
- K. Always place the safety guard in the proper position for the use intended before operating the saw.
- L. Remember that power saw operations are safest when cutting on a horizontal surface near the ground level or on a vertical surface at or below waist level.
- M. Whenever possible, a team of two firefighters shall perform cutting operations. The firefighter operating the saw (operator) will be assisted and/or guided by the second firefighter (guide). The guide may use the sling in which the saw is carried as a safety harness to guide and assist the operator. The saw shall always be shut down when unattended.
- N. Operating a power saw above chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation should be conducted only under the direct order and supervision of an officer. The officer ordering this operation shall first consider the value to be gained vs. the extreme hazard to personnel.
- O. The use of a power saw from a ladder shall only be done if no other alternatives are available.
- P. Do not operate a power saw close to a highly combustible or flammable material due to the possibility of ignition from sparks.
- Q. Do not operate saws in flammable or explosive atmospheres.
- R. When operating a power saw, avoid placing side pressure or twisting the blade. Never force the saw. If too much pressure is applied to the blade, the hazard of blade breakage (carbide tipped) or shattering (aluminum oxide or silicon carbide discs) is increased. A blade that breaks or shatters during cutting operations may cause serious injury to the operator or bystanders.
- S. The saw cut should only be as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse. The experienced operator will know when he has reached a beam by the sound and feel of the saw.
- T. If conditions permit, scrape gravel and debris from the cutting path to reduce the danger of injury from flying chips and loose materials.


#### **IV. SAFETY PRECAUTIONS**

- A. A member who operates a power saw at an emergency incident or during a training session shall wear full protective clothing, including both ear and eye protection.

- B. Have a plan of action before putting the saw into operation, the plan should include:
  - 1. Location and sequence of cuts and openings.
  - 2. Structural integrity of roof or area of operation.
  - 3. Wind direction. Consider its effect on the saw, exposures and personnel.
- C. Remain observant of changing conditions a member who operates a power saw for the purpose of inspecting or maintenance shall wear eye/ear protection and safety shoes or boots.
- D. When operating a power saw, all clothing shall be close fitting and completely buttoned to prevent an accident due to moving belts, gears, chains, blades, etc.
- E. Do not operate a gasoline-powered saw with a fuel leak. Remove the saw from service.
- F. The saw shall be raised and lowered using a utility rope, to keep hands free to climb a ladder.
- G. Always keep saw in good, clean, serviceable condition. Examine the saw after each use to check for loose or missing parts. Check chain for proper tension, missing or damaged teeth. Ensure the saw is full of fuel and bar oil. Check for proper chain tension.

**V. FUELING & MAINTENANCE**

- A. Power saws shall be kept clean and in good serviceable condition.
- B. Do not restart a saw in a small-enclosed space after refueling.
- C. The cutting wheel, chain, or blade shall be examined during monthly tool inspection and after each use for nicks or defects. These items should also be checked for tightness and shall be kept clean and properly lubricated. Defective items shall be replaced.
- D. Ensure that abrasive saw blades do not become contaminated with petroleum-based products. Such contamination may dissolve the resin that is used to bond the blade; thus causing the blade to shatter when used. New blades should be stored in plastic bags to ensure cleanliness.
- E. When fueling a power saw:
  - 1. Always turn the engine off.
  - 2. Make sure to use the proper fuel mixture. Many saws require a specific fuel and oil mixture.
  - 3. Wipe off the saw to remove any spilled fuel before starting.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	122 – Use of City Owned Vehicles		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## 122 – PURPOSE


City vehicles are a resource which is owned by the City of Greensburg. Like all city resources, city vehicles are to be used for City business only. Except where explicitly authorized to do so, members may not take city vehicles home. City vehicles may not be used for personal business. Any citations you receive while using a City vehicle are your responsibility. Members who violate this policy or any other applicable laws and City policies in City vehicles may be subject to disciplinary action, up to and including termination.

## 122 – POLICY & PROCEDURE

- I. Vehicles shall be assigned as deemed necessary with the approval of the Chief or Mayor. Individuals having vehicles assigned to them shall make themselves available when called upon.
- II. City Fire Department vehicles shall be used only for Fire Department authorized uses/business. Any use for personal reasons and/or personal purpose/use or gain is strictly prohibited.
- III. Permitted Use of City Owned Vehicles (Non-Emergency Situations)
  - A. Use of utility truck for:
    1. Fire Inspection Operations;
    2. Attending fire/rescue schools;
    3. Seminars;
    4. Department functions;
    5. Community events approved by the Chief; and/or
    6. Fire Prevention Training.
  - B. Performing normal assigned Company/Department duties.
  - C. Assisting and transporting persons as part of an emergency situation(s) so that they may obtain further assistance or for their personal safety.
  - D. Other uses as approved by the Chief.
    1. Conducting personal business other than previously specified.
    2. Pushing or towing other vehicles.
    3. Purchasing or transporting alcoholic beverages.
    4. Operating any vehicle after consuming alcoholic beverages in violation of Pennsylvania Statute or contrary to the SOGs.
    5. Operating a vehicle while using drugs, medications, or with any other (emotional or physical) impairments which affect or impair the safe operation of the vehicle.
    6. Permitting operation of a vehicle by persons:
      - a) Not employed by the City;
      - b) Not a Member of the Department; or

- c) Not certified or licensed by the Department to operate said vehicle
- 7. Using emergency warning devices when not on an assigned or emergency dispatch or proper Fire Department operation/function.
- 8. Persons other than Department Firefighters shall not be permitted to be transported in vehicles, except:
  - a) In furtherance of protection of persons or property;
  - b) Reasonably necessary transport to support a community emergency situation; or
  - c) When not authorized by the Chief or his/her Deputy Chief(s).



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	123 – Driver Operations		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## 123 – PURPOSE

These regulations are to establish uniform procedures for all Members of the Fire Department who drive Fire Department vehicles. Adherence to these regulations will ensure the safety of Fire Department Members, the general public, and the preservation of Fire Department equipment

## 123 – POLICY & PROCEDURE

### I. GENERAL

- A. DUI - No member will drive an emergency vehicle if he/she has been convicted of a DUI during the past year. A member must wait one year from the date of the offense before re-applying for emergency driving status. If a member is convicted of a second DUI within ten years of the first conviction, the member is terminated from the Driving Program until further review.
- B. Traffic Violations and Accidents - It shall be the responsibility of each member to report traffic violation convictions through channels to the Command Staff and Fire Chief. All accidents will be reported immediately to the Greensburg City Police, Company Captain, and Chief, with a brief written description as required by SOG's.
- C. An annual review will be used to determine a member's driving status.
- D. The City of Greensburg will obtain each member's driving history record annually. This will assist the Command Staff with the approval of the required authorized driver's list.

### II. FIRE DEPARTMENT DRIVER QUALIFICATIONS

- A. Basic Requirements: In order to qualify to drive Greensburg Fire Department vehicles NON-EMERGENCY, these minimum qualifications must be met.
  1. Be a minimum of 18 years old.
  2. Possess a current and valid PA Driver License
  3. Possess a valid PA Drivers History
  4. Possess EVOT Certification within the last five years or EVOT refresher within the last two years.
  5. Have the approval of the Company Captain and/or Company Drivers Training Officer.
- B. Before operating the apparatus under emergency conditions, the trainee must show proficiency in operating the vehicle during non-complex situations. After the trainee has participated in drivers training with an approved driver trainer and has met the minimum requirements, the trainee shall drive on a minimum of three emergency responses with the Company Captain or Licensed Apparatus Operator in the officer seat. While awaiting the three emergency responses, the trainee may operate the apparatus with approval of the Captain to a scene in a non-emergency

mode. This may be necessary to get the apparatus to the scene in the absence of an approved driver.

- C. After the three responses, the trainee will be evaluated for approval of emergency response or require additional training.
- D. In order to qualify to drive Greensburg Fire Department vehicles **EMERGENCY**, training and regular response, the above minimum qualifications apply and the following additional criteria must be met
  - 1. Receive recommendation by the Company Captain or Company Drivers Training Officer.
  - 2. Has proven proficiency in driving and operation of the apparatus components.
  - 3. Approval by the Command Staff at a regular officers meeting. (Final Approval.)
  - 4. The Company Captain will retain all training documentation and provide the same at Department Officers meeting for approval to be added to the approved driver list.
- E. In the event a person's regular Pennsylvania Driver's License or Commercial Driver's License is suspended, revoked, or conditions or requirements are placed upon the license, for any reason, said notices or requirements required by the Commonwealth of Pennsylvania shall be given to the Firefighter's respective Company Captain, Driver Training Assistant Chief, and Department Chief.

### III. **TRAINING RESPONSIBILITY AND GUIDELINES**

- A. The Company Captain and/or Company Drivers Training Officer are responsible for ensuring proper training of drivers. Competency and safety are a priority in each phase of operation(s).
- B. After the Company Captain has approved the vehicle-training request, the trainee shall meet with the Captain and/or Company Drivers Training Officer to explain the driver training process and all required documentation. Upon entry into the Drivers Training Program, the following steps listed shall be taken. After orientation, the trainer will accompany the trainee for the first driving session. The trainee shall be instructed on proper guidelines for safe operation and the necessary items to become a qualified driver.
- C. Departmental Guidelines and Training Logs are available to all Companies and shall be used for documentation in order to maintain a common Drivers Training Program department wide.


### IV. **APPARATUS OPERATION GUIDELINES:**

- A. Only those members approved by the Chief and the Command Staff may drive apparatus.
- B. The apparatus drivers' responsibility is the safe operation of the equipment. The front seat passenger should operate all emergency equipment, monitor traffic conditions and communicate with the driver.
- C. Seat belts **MUST** be worn by all members when the vehicle is in motion or as applicable by the PA Vehicle Code. Under no circumstances should personnel exit or mount the apparatus while in motion.
- D. The right side cab seat is reserved for the senior officer at the time of response. Those lower in rank shall vacate the seat, if requested.

- E. Tailboard riding positions are prohibited. During hose packing operations, tailboard work positions are permissible if done under the direction of a ground guide with visual and radio contact with the vehicle's operator.
- F. Any time a GVFD apparatus is backing up, if available, a spotter is required. Personnel in the riding position shall exit the apparatus to assist with safe backing. The spotter shall use hand signals, have a hand-held radio, or headset to communicate with the apparatus operator. In the event the driver is the only person on the apparatus, the operator shall exit the apparatus and check behind the apparatus for obstructions. Back-up cameras shall not take the place of a spotter.
- G. Any GVFD personnel who are at a fire station and hear a backup alarm have the responsibility to check and see that any and all apparatus that is in reverse has a spotter. If an apparatus is found to not have a spotter, then he/she shall immediately assume the role of spotter.
- H. At night, a hand light and rear lighting shall be utilized for lighting up behind the apparatus.

V. **GENERAL SAFE VEHICLE OPERATION**

- A. Drivers are not required to wear bunker gear unless one can drive safely doing so.
- B. All turns shall be made at slow safe speeds.
- C. Drivers shall use wheel chocks when stopped.
- D. Drivers and Officers shall ensure all persons on board are wearing seat belts.
- E. Drivers are prohibited from drinking, eating, smoking, or using cell phones while driving.
- F. Drivers shall scout all off-road areas unless the area is engineered and pre-designated for off-road operations.
- G. Drivers shall not use Jake-Brakes on wet, rain, fog, or icy road surfaces.
- H. Drivers shall be aware of whether an ABS (Anti-lock Braking System) is on board and be knowledgeable of its safety features and its safe operation.
- I. All Company and Department Officers in the Captain's seat (front-passenger seat) shall be responsible for determining whether the driver is obviously physically and emotionally able and is operating the Department and Company vehicles safely.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	124 – Accident Involving City Owned Vehicle		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

## 124 – PURPOSE


All Departmental vehicles shall be operated in a safe and proper manner at all times. Vehicles shall be operated in compliance with all applicable laws and regulations. If you are operating a vehicle owned by the City of Greensburg and are involved in an accident, a uniform reporting procedure **MUST** be followed.

## 124 – POLICY & PROCEDURE

This policy applies to all Firefighters who operate Department vehicles, Company vehicles, or personal vehicles while conducting Fire Department or Fire Company business. By definition, a vehicle accident is any accident in which a vehicle comes in contact with another person, vehicle, or object which results in death, personal injury, or any property damage.

### I. DRIVER'S RESPONSIBILITIES

- A. All accidents will be reported immediately to City Police, Company Captain, and Chief, with a brief written description of:
  1. How the accident happened;
  2. Name and driver information;
  3. Describe the injury and damages;
  4. Any statements made by other drivers; and
  5. Names of witnesses at the scene.
- B. The fire vehicle driver involved shall stay on scene to exchange insurance and police information. If responding to an emergency call and the Fire Department vehicle is critical to fire operations, the vehicle may proceed to the 'emergency' scene if the Fire Department vehicle can be driven, but the driver must be left at the accident scene with the other involved driver with the Fire Department driver's information.
- C. Regardless of whether any personal injury occurred, a Greensburg Police Officer and an emergency medical person shall evaluate all involved. All injuries shall receive treatment either on scene or from the nearest hospital emergency room.
- D. If the injury does not require emergency care, the Firefighter may seek treatment following the incident. Injured Firefighters must follow the City and Fire Department guidelines for Workers' Compensation and reporting procedures.
- E. No driver or Crew Member shall discuss the accident facts with anyone except Police or the Chief or his/her authorized designee (not even other Firefighters).
- F. The accident will be recorded on the official Incident Report Form.
- G. Any private vehicle used by Firefighters or Officers shall be insured by the Firefighter's private auto insurance not the Fire Department, City, or Fire Company auto insurance policies.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	125 – Repairs and Records Involving City Vehicles		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## 125 – PURPOSE

This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the Company or Department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

## 125 – POLICY & PROCEDURE

To ensure that City owned vehicles, assigned to the Fire Department, are mechanically maintained and ready for service. The quality of vehicle maintenance is directly related to the service life, future maintenance costs, and level of service for each vehicle. Apparatus and equipment shall be maintained in a constant state of readiness and kept clean at all times

- I. **COMPANY RESPONSIBILITY AND SERVICES TO BE PERFORMED** - The Company Captain or his/her designee shall be responsible for 'in-house' maintenance and routine patterned inspections for each vehicle assigned to his/her Station (Company Line Officers are also responsible, but the Captain retains the overall responsibility). In-house or Station maintenance will include the following:
  - A. Check/add engine oil to level;
  - B. Check/add coolant to level;
  - C. Check/add water to level in booster tank;
  - D. Drain water from air brake reservoirs;
  - E. Visually inspect tires for cuts, defects, problems, or flats;
  - F. Wear, tear, cuts, aging, cracks, leaks, etc.
    1. Hydraulic lines
    2. Wheels, nuts, and studs
    3. All gear boxes for leaks
    4. Engine for lubricant leaks
    5. All belts
    6. All hoses (cracks, breaks, bulges, leaks, etc.)
  - G. Check/add water to level in all battery cells;
  - H. Check/add fluid to level in steering reservoir;
  - I. Check/add fluid to level in road transmission;
  - J. Check tire pressures with gauge, add air as necessary;
  - K. Check/add hydraulic oil to level;
  - L. Check operation of all running and emergency lights.
  - M. Conduct fire pump floor test
    1. Check operation of transfer valve;
    2. Check operation of pump primer;

3. Check operation of governor/relief valve;
  4. Check operation of master drain;
  5. Check operation of all gate valves;
  6. Check the operation of the hand throttle.
- N. Start engine to check all instruments and gauges;
- O. Lubricate the following:
1. Springs;
  2. Kingpins;
  3. Steering linkage;
  4. Brake camshafts;
  5. Drive shaft universal joints;
  6. PTO shaft universal joints;
  7. Fire pump.
- P. Ensure annual ISO testing of pumps occurs.


II. **CITY RESPONSIBILITY AND SERVICES TO BE PERFORMED**

- A. Conducting the annual and semi-annual Pennsylvania Vehicle Safety Inspection;
- B. Any repairs and service work will be conducted by the City unless permission is acquired by the Chief or the City Garage Superintendent for the Company's right to perform a garage responsibility;
- C. Change fluids (motor, hydraulic, transmission, etc.);
- D. Replace filter elements (oil, fuel, air, etc.);
- E. Check and adjust brakes;
- F. Tune up engine;
- G. Vehicle rustproofing;
- H. Automotive painting;
- I. Stall any new and updated equipment;
- J. Lubrication of vehicles; and
- K. Any modification of the vehicles' electrical systems (i.e. added electrical equipment).

III. **RECORDS AND REPORTS** - It shall be the responsibility of each Company Captain or his/her designee to conduct weekly and monthly vehicle inspections with reports. These inspection reports are to be recorded and kept on file in the Stations. It is the responsibility of the Captain to send an email to the Chief when a problem is discovered with a vehicle. The City of Greensburg Maintenance Garage, through use of a computer, will maintain a record of all inspections and repairs made to Fire Department vehicles. Weekly and monthly vehicle inspections reports should include, but not be limited to, the following:

- A. Equipment number;
- B. Odometer reading (mileage);
- C. Engine hours;
- D. Pump hours (when applicable);
- E. Date of inspection;
- F. Signature of person filing report;
- G. Checks made to the following:
  1. Motor oil;
  2. Coolant;
  3. Transmission fluid;
  4. Hydraulic fluid;
  5. Batteries;
  6. Belts/hoses;

7. Tires;
8. Running lights;
9. Emergency lights;
10. Audible devices (horn, siren).

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	126 – Emergency Repairs Involving City Vehicles		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


## 126 – PURPOSE

Fire Department equipment may be placed out of service for replacement, repairs, or safety reasons. A Department or Company Officer may place equipment out of service as the immediate need may arise. Department members shall communicate and coordinate with their counterparts concerning out of service equipment.

## 126 – POLICY & PROCEDURE

- I. Should any Company/Department vehicle be out-of-service:
  - A. Company Captains and the Fire Chief shall be notified at once by the Company OIC.
  - B. Should the Chief determine repairs must be made immediately, he/she, or a person he/she delegates, will notify the Department of Public Works Superintendent. The DPW Superintendent will then notify the City Mechanics, if necessary, of the problem.
  - C. The Chief shall decide whether to provide 911 dispatch notice when any critical response vehicle or equipment are out of service.
- II. The regular work week for the City Garage is Monday through Friday, with regular business hours between 6:00 A.M. until 2:30 P.M. Should an emergency repair occur outside of the aforementioned hours or on a holiday and the DPW Superintendent cannot be reached, efforts should be made to contact the City Mechanics by notifying the City of Greensburg Police Department. The Police Dispatcher has a current list of phone numbers to be used for calling out employees in the event a Supervisor cannot be contacted.
- III. In the event of an emergency repair, once the DPW Superintendent and/or the mechanics have evaluated the problem and formalized a corrective action plan, the Fire Chief will then be notified as to the seriousness of the problem and the measures being taken to make repairs.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	127 – Emergency Response in Personally Owned Vehicles(POV)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


### **127 – PURPOSE**

The use of Privately Owned Vehicles (POV) to respond to emergency incidents shall be authorized only as described in this policy and is not recommended as a normal practice. When responding to the station or scene of an emergency in a private vehicle, all applicable motor vehicle laws must be strictly adhered to. Privately owned non-emergency vehicles are not granted any exemptions to the vehicle traffic laws that apply to authorization emergency vehicles. Private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law.

### **127 – POLICY & PROCEDURE**

This policy shall apply to all department members responding to the fire station, or incident, for an emergency, in private vehicles. The driver of a private vehicle bears full responsibility for following safe driving practices.

- A. Those laws of the Commonwealth of Pennsylvania governing any motor vehicle operation shall be followed.
- B. The use of any warning lights and/or sirens is only permitted by Department Chiefs.
- C. Personnel arriving at a scene shall park at a distance away from the scene to allow ample room for emergency response vehicles.
- D. Fire fighters are to respond to the Fire Station when at all possible.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	128 – Knox Box Management System		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

## 128 – PURPOSE


The purpose of a Knox Box is to provide the Greensburg Volunteer Fire Department with rapid, non-destructive access to certain occupancies. The City of Greensburg requires Knox Boxes on commercial structures and multi-family residential occupancies with interior exit access. Through the enforcement of the local ordinances, the installation of Knox Boxes will be on-going process in existing buildings. Knox Boxes will be installed in new construction as needed.

## 128 – POLICY & PROCEDURE

### I. KNOX BOX

- A. The Fire Department and the City have authorized specific Department Officers the issuance and use of Knox box keys to provide emergency access into buildings and to maintain property security of the structure upon leaving the scene.
  1. Authorized Key Holders shall be:
    - a) Department Chief
    - b) Assistant Chiefs
    - c) Deputy Assistant Chiefs
    - d) Company Captains
  2. The highest Officer on scene is ultimately responsible for:
    - a) The status and security of the Street/Lock Box, the key box, the key, replacing the keys in the box, and securing the structure; and
    - b) Identifying missing or needed keys required from the owner.

This shall be reported to the OIC and the Fire Chief for follow-up.
- B. Non-Emergency Box Entries - Any non-emergency entries into the box to change the number of keys, etc., shall be witnessed by another Department Officer or announced on City Fire frequency stating the Firefighter's name, building access, purpose, and why.
- C. Knox Box - Audits: The City Code Enforcement Department shall be responsible for annual audits of box conditions and keys secured therein.
- D. All Department/Company Officers shall be responsible to report any box, building security, or operational problems immediately to City Radio, to the City Code Officer, and to the Chief, and record the status of the box keys in a Station Log Book at each shift change.
- E. Missing Box 'Opening' Keys - Any missing key(s) shall be reported immediately to the Chief, the City Radio Dispatch, and the Police Chief's Office. The Chief or the assigned Assistant Chief shall advise the City Police Chief and the building representative. All circumstances shall thus be subject to an investigation.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	129 – Lock Out / Tag Out System		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## 129 – PURPOSE

To provide guidance of how the Greensburg Volunteer Fire Department will perform lock out/tag out operations affecting building or system electrical or mechanical systems during fire, rescue, or service operations. This procedure establishes the minimum requirements for the lockout of energy isolating devices on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before any firefighters perform any rescue(s) or servicing where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

## 129 – POLICY & PROCEDURE

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

### I. SITUATIONS REQUIRING DEVICE LOCK-OUT:

- A. When a device or piece of equipment is not operating in its designed capacity and could injure any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- B. When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- C. When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

- II. **EMERGENCY INCIDENT PROCEDURE** - This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated. Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on . The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- A. All energy sources to the machinery or equipment have been de-energized.
- B. The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- C. Verify that all energy sources have been secured.
- D. The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- E. Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

III. **NON-EMERGENCY/SERVICING/MAINTENANCE PROCEDURE:**

- A. Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- B. The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- C. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- D. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- E. Lock out the energy isolating device(s) with assigned individual lock(s).
- F. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- G. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
- H. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- I. The machine or equipment is now locked out.

IV. **RESTORING EQUIPMENT TO SERVICE:**


- A. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- B. Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- C. Verify that the controls are in neutral.
- D. Remove the lockout devices and re-energize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
- E. Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

- V. **KEEPING EQUIPMENT OUT OF SERVICE** - If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

- VI. **AUTHORITY** - The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the

event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:

- A. Making a valid attempt to contact the individual who originally locked out the device.
- B. If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.
- C. In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	130 – Overnight Duty Officer		
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### **130 – PURPOSE**

In lieu of the Fire Chief the Overnight Duty Officer, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Overnight Duty Chief shall perform all applicable duties in a sufficient manner until their shift has ended or they have been relieved by the Chief.

### **130 – POLICY & PROCEDURE**

The Overnight Duty Officer position was created to alleviate the demand of the Fire Chief to respond to every alarm, as well as, groom other members of the Command Staff to perform a leadership role.

- A. The overnight shift will run from 6:00pm until 6:00am the following day.
- B. The Overnight Duty Officer shall call dispatch at 6:00pm and announce he/she is the OIC for the City of Greensburg for the overnight. You do not need to announce the end of your shift at 6:00am the following day.
- C. The Overnight Duty Officer must respond to every alarm in the city during their shift.
- D. The Overnight Duty Officer will serve as Incident Command for all incidents, unless relieved by a superior officer for that specific incident.
- E. Any alarm, key holder, Knox box, Firefighter injuries, citizen incident, property damage, building code problem, or Fire Department issue shall be directed to the Chief ASAP after the end of the shift.
- F. Company Officer/OIC are expected to respond with their respective fire engines or rescue trucks unless they have those vehicles staffed to respond.
- G. The Overnight Duty Officer should not respond to mutual aid alarms outside of the city.
- H. The schedule for the Overnight Duty Officer will be released approximately one month in advance. If you are unable to perform the duty on a night you are scheduled, it is your responsibility to find another member of the Command Staff that will cover your shift. Do not alter the OIC shift calendar on Team-Up.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	131 – Public Information Officer (PIO)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **131 – PURPOSE**

To establish a guideline for the fire department's flow of information between the department, the news media and the general public. This action will cover the department's public information officer as well as all fire department personnel who operate at any fire department scene or event. Ability to deviate from the guideline lies with the fire chief or his appointed designee. The fire department recognizes the need to communicate openly with the general public and the media. The fire department will strive to provide correct and factual information to the public and news media in a timely and impartial manner.

### **130 – POLICY & PROCEDURE**

#### **I. RESPONSIBILITIES OF THE PUBLIC INFORMATION OFFICER (PIO)**

- A. The PIO is responsible for coordinating the flow of information concerning departmental policies and operations and on specific statements concerning issues that could arise concerning the department.
- B. The PIO will act as the main source for media contacts. The Incident Commander may be responsible for the release of news information at the scene of an emergency. At no time will the emergency operation be compromised for the release of news information.
- C. In the event of an extremely newsworthy incident, the IC will determine the need for the PIO. When a PIO is needed, the IC will appoint PIO at the scene. The IC will notify the PIO and advise him/her of the situation.
- D. A PIO may be used at the scene of any incident to coordinate media information.
- E. Upon arrival at the scene of an incident, the PIO shall report to the command post to confer with the IC on the information to be released.

#### **II. INCIDENT COMMAND (IC)**

- A. The IC shall be responsible for the management of public information on the fire ground.
- B. Any major incident likely to attract news media attention shall be brought to the attention of the PIO by the IC.
- C. When practical, the IC shall establish a Media Sector and advise the dispatch center of this location, the dispatch center will in turn notify the news media of this location.
- D. At multi-agency incidents, the agency having primary jurisdiction will be responsible for the coordination and release of information to the media.
- E. Members of the media will often respond to a scene that normally would not require the presence of a PIO. In such cases, the IC should be prepared to provide a media briefing as soon as their command responsibilities permit.


### **III. INFORMATION RELEASE GUIDELINES**

- A. Information released to the media should relate only to the facts of the incident.
- B. No determination as to the cause of an incident shall be released. Questions relating to the cause shall be referred to the appropriate investigative agency (i.e. on scene Fire Investigators, Fire Marshal, and/or Law Enforcement).
- C. Under NO circumstances shall the names of fatalities or injured persons be released unless authorized by the PIO or the appropriate investigative agency.
- D. At no time shall Fire personnel information be provided to the news media. All requests for such information shall be immediately referred to the PIO via the chain of command.
- E. When in the opinion of the IC an incident results in what may be a potentially controversial situation, the PIO will be notified immediately.
- F. When a representative of the news media requests interviews or information from departmental personnel at any time other than that described in the above section, the request shall be referred to the PIO via the chain of command.
- G. Do not release the following information:
  - 1. The identity of the victim of a sex crime
  - 2. The identity of a juvenile suspect
  - 3. The identity or other identifying information
  - 4. Information on an active fire investigation regarding cause
  - 5. Standard operating guidelines written for emergency response or pre fire action plans
  - 6. Information on suspects who have been interviewed but not charged

### **IV. MEDIA RELATIONS**

- A. It is very important that the PIO or his designee very early on make arrangements to guide the media to vantage points to safely get coverage without interfering with emergency operations. Failure to do this will result in free-lancing by the Media. In large scale operations it may require that a Media Sector be set up in Staging or other location where transportation to the incident site can be arranged by the PIO.
- B. At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks, provided that their actions are not in violation of the guidelines established in the SOG, and provided such activity does not interfere with fire department operations.
- C. Photographs and videotapes may be taken from any area where the news media have been given access to by the IC or PIO. Areas of access for news representatives on the scene of an incident will include:
  - 1. Any areas open to the public.
  - 2. Any designated area set aside for news media briefings.
  - 3. Any areas to which the news media representatives are provided guided access to by the PIO, IC or his/her designee.
- D. News media representatives shall be permitted to interview victims of an incident who have consented to such interviews providing:
  - 1. The victim is not undergoing medical attention.
  - 2. The victim appears to be able to make sound decisions, is not visibly upset, severely injured or emotionally distraught.
  - 3. Investigative personnel have completed their interviews.
  - 4. If the victim decides not to be interviewed, the media representatives will be so advised.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	132 – Request for Information		
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## **132 – PURPOSE**

To emphasize the legal aspects of our incident record keeping system, and provide guidelines for information releases. There are numerous occasions when Field Incident Reports do not reflect a complete profile of each circumstance leading to or resulting from a fire. (For example, when fire victims have not yet been positively identified; when the apparent or probable cause of a fire through additional investigation is later found to be more definitive, the initial fire report is not always complete.) The following procedures are to be used when inquiries regarding field incident report information are received by Greensburg Volunteer Fire Department personnel.

## **132 – POLICY & PROCEDURE**

### **I. RELEASE OF DEPARTMENT RECORDS**

- A. NO member of the Department is authorized to provide information, about a specific incident or call, to any non-Department member without direct consent of the Fire Chief or his/her designee.
- B. Reports are not available at your local fire station.
- C. Requests for reports will not be taken over the phone and the GVFD will not disseminate information contained in a report over the telephone.
- D. All requests for reports must be submitted in writing or email to the Fire Chief or his/her designee..
- E. Requests must include the date and address of the incident location for a Fire Report.
- F. Any citizen of Pennsylvania may obtain copies of fire reports which are defined as public record.
- G. If the report is to be mailed, a self-addressed stamped envelope (S.A.S.E.) must be provided in addition to the replication fee.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	133 – Department Photos/Videos at Emergency Scenes		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


### 133 – PURPOSE

The purpose of this policy is to manage photographs, videos and other electronic images taken by Greensburg Volunteer Fire Department members at emergency scenes and to assure professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

### 133 – POLICY & PROCEDURE

#### I. HELMET CAMERAS / PHONE/IPAD CAMERAS

- A. Under no circumstances will members be allowed to use a helmet camera, personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at ANY incident.
- B. All scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the directions of GVFD personnel in charge of the scene.
- C. All photographs and video containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.
- D. Any on-scene images and/or any other images taken by a member in the course and scope of his/her membership are the sole property of the Greensburg Volunteer Fire Department. This includes any images taken inadvertently with a member's personally-owned camera, cell phone camera, or any other digital imaging device.
- E. No images taken by a member in the course and scope of their liberally-defined "duties" may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner. This prohibition includes the posting of any GVFD photographs on personal web sites such as, but not restricted to: Facebook, MySpace, YouTube, other public safety websites, or e-mailed to friends, relatives or colleagues.
- F. Consideration for posting will be given by the Fire Chief or his/her designee when images are provided in advance of any posting as described in the scope of the previous section.
- G. Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	134 – Department Equipment Repairs		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### 134 – PURPOSE

To provide guidance of how the Greensburg Volunteer Fire Department will handle repairs to apparatus, radios, personal protective equipment, etc. **All Company level requests should be filtered through the Company Captain.**

### 134 – POLICY & PROCEDURE

#### I. APPARATUS

- A. Refer to section 125 – Repairs and Records Involving City Vehicles

#### II. RADIOS


- A. Captain will notify the Assistant Chief in charge of communication equipment.

#### III. TURNOUT GEAR

- A. Captain will notify the Quartermaster

#### IV. PAGING DEVICES

- A. Captain will notify the Quartermaster

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	135 – Equipment Status / Incident Numbers		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### **135 – PURPOSE**

To provide guidance of when the members of Greensburg Volunteer Fire Department will request a unit to be taken out of service, as well as, what events require an incident number and what events do not.

### **135 – POLICY & PROCEDURE**

#### **I. IN-SERVICE**

- A. Apparatus is available to be dispatched on a call. All equipment is on the apparatus and ready to be deployed.
  - 1. Sitting in station
  - 2. Drivers training
  - 3. Getting fuel
  - 4. Department / Company Drill
  - 5. Picking up Equipment

#### **II. OUT-OF-SERVICE**

- A. Apparatus NOT available to be dispatched on a call. Some to most of the equipment is off of the apparatus.
  - 1. Department / Company Drill
  - 2. Repairs at DPW or other facility
  - 3. On scene of another call
- B. Apparatus is out of the city for training.

#### **III. INCIDENT NUMBER REQUIRED**


- A. The following events require an incident number from the dispatch center:
  - 1. Department drills
  - 2. Company drills
  - 3. Department walkthroughs
  - 4. Out of city training involving the use of city apparatus
  - 5. Team trainings (Bloodhound & Dive / Swiftwater)
  - 6. Details in the city where apparatus are being used.

#### **IV. INCIDENT NUMBER NOT REQUIRED**

- A. The following events do not require an incident number from the dispatch center:
  - 1. Meetings
  - 2. Company events



# Radio Communications & Dispatch Protocol - 200

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	201 – Radio Terminology		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## 201 – PURPOSE

Use plain speech or clear text when transmitting over a two-way radio. Although the department does not use numerical codes, a distinctive vocabulary of words, phrases, and terms have been developed for use in radio conversations. These terms simplify and clarify radio conversation as well as contribute to brevity. The following terms are frequently used by the department in both written and oral communications.

## 201 – POLICY & PROCEDURE


The following terms are commonly used by the department in both written and oral communications:

Acknowledge /Received	Advising a person that you have received and understood the message. [To confirm 100% understanding: repeat back the message received.]
Advise	Give this message to ... or, provide me with the necessary information.
Affirmative	Proper word to be used for 'yes,' 'confirmed,' or 'correct.'
Back in Station	Apparatus back in quarters.
Call this Station	Used by individual Stations to request the called party to telephone the Station.
Company Areas	Primary response areas of each Company first due areas.
Correction	An error has been made. The correct version is ...
Clear this frequency	(Priority/Transmission) A message of paramount importance involving Emergency Transmission. A situation where life or personal injury are at stake, or critical situations requiring immediate assistance and channel clearance of all radio traffic of non-essential personnel.

Clear/Evacuate the Building	Leave the structure now, defensive mode about to begin. [911 will give a long tone with order to leave the building. Air horns of emergency vehicles will blow for 10 seconds.]
Emergency Response	Responding in a City authorized emergency vehicle, responding with red lights and audible horns/sirens in a safe and responsible, but purposeful manner.
Freeze/Stop Order	Stop all operations <u>now</u> to clear safety problems, violation(s), or immediate danger until Command is cleared.
Hold your position(s)	Proper phrase for Officers to tell units to stand by at a given location.
In Service	Apparatus available for response. Use when returning to quarters from i.) a company call in the city or ii.) out of city response to emergency or non-emergency incidents. "In Service Returning."
Incident Commander (IC)	Person established as Commander of the Incident to establish ICS, NIMS compliant operations.
Last Unit Leaving Scene	The last Officer or Unit shall announce the leaving scene.
Negative	Proper word to be used for 'no' or 'wrong.'
Non-Emergency Response	Shall be a purposeful and responsible response without lights or siren, and abiding by all of the Pennsylvania Motor Vehicle Code requirements applicable to all other civilian motor vehicles.
Officer in Charge (OIC)	Officer assigned or scheduled as a shift officer.
On Scene	Used when the apparatus arrives at a stop at the location of call.
Out of Service	Apparatus unavailable for any calls
Request a PAR	All companies, crew teams, and apparatus drivers are to account for their personnel as soon as possible and acknowledge by radio:

Prepare to Evacuate	Prepare for leaving the building ASAP, order pending.
Radio Check	Proper phrase to use when requesting a radio check for transmission quality.
Repeat Message	Say Again. Not all of your transmission was heard, or, say (Repeat Message).
Responding	Apparatus is in service moving to answer the dispatched alarm.
Special Operations/ Modified Response	Command to follow special response (10-17) protocols in times of social unrest or great danger by those responding. Respond non-emergency on an actual emergency response.
Stand By	Listen, but do not transmit until further notice,
Last Unit Leaving Scene	All operations have ended. Companies are to account for their personnel (PAR) and equipment, and return to Station. Highest Officer on scene is to end operations at an appropriate time and clear/secure the scene.
Take up a position	At a given/directed position.
Test Count	Use when requesting a count of 1 through 5 for reception quality. Requester is expecting a response of quality. 2 of 5 = poor, 5 of 5 = great
Understood	Message received and understood.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	202 – GVFD Frequencies		
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## **202 – PURPOSE**


The Greensburg Volunteer Fire Department operates a VHF Repeater radio system. Channel # 1 has been designated as the department's primary channel. All incidents shall be dispatched on the primary channel. And routine non-emergency traffic will be conducted on this channel unless otherwise instructed by Dispatch. Therefore, all members should monitor this channel at all times.

## **202 – POLICY & PROCEDURE**

### **I. FIREGROUND FREQUENCIES**

- A. City Fire 1 - 154.250
  - 1. Dispatch for Greensburg Fire Department
  - 2. Enroute communications
  - 3. Size up
  - 4. Any communication to a distant mobile or station
  - 5. Command frequency
- B. City Fire 2 - 154.145 -
  - [Used for any sector operations when assigned by Command Officer]
  - 1. Company tactical operations and coordination (upon Division/Group assignments with frequency approved)
  - 2. Fire ground-Fire Company Crew communications assigned
  - 3. Fire ground communications out of the City
  - 4. Single Company or small multi-Company operations
  - 5. Special teams operations - in and out of City
  - 6. Drills
- C. City Fire 1 (talk around) (non-repeater) - 154.250 -
  - [Used for any operations when assigned by Command Officer]
  - 1. Fire ground operations/communications
  - 2. All communications in close proximity
- D. Local Government (talk around) - 154.965 -
  - [Used only upon permission of Chief/Scene Commander]
  - 1. Company tactical operations and coordination
  - 2. Fire ground communications assigned
  - 3. Fire ground communications out of the City
  - 4. Single Company or small multi-Company operations
  - 5. Special Teams Operations
  - 6. Drills
- E. County 800 MHz

1. Shall be used for all second new calls during an existing first alarm being in progress.
  2. All Greensburg and mutual aid units shall use assigned 800 Fire Tac Channel 1-15.
  3. Shall be used when Greensburg Fire frequencies are not operable.
- F. All off frequency
1. The use or a supplemental OPS frequency must be announced by the IC or OIC on frequency followed by a PAR confirmation on that new frequency.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	203 – Radio Procedures		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

## 203 – PURPOSE

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. Our communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes.

## 203 – POLICY & PROCEDURE

### I. TRANSMITTING

- A. To ensure that a radio message will be clear and understandable, the user of a two-way radio should observe the following practices:
  1. Do not become excited.
  2. Always speak in a conversational tone and at a moderate speed.
  3. Avoid unnecessary transmissions.
  4. Any unit working at a fire or rescue has priority over any other transmission.
  5. Do not transmit until determining if the "Air is Clear".
  6. Do not key the microphone prior to knowing what you are going to say.  
(Dead air space is often filled with uh...uh...uh.)
  7. Do not broadcast messages whose meanings are either vague, of little importance, repetitive or rambling.
  8. Do not ask numerous questions, the answers to which serve mostly to delay operations. This ties up the radio channel so that others are unable to get in any message.
  9. Hold the microphone 1" to 2" from your mouth. Do not shout! Pitch the voice high rather than low.

### II. TERMINOLOGY

- A. Use plain speech or clear text when transmitting over a two-way radio. The Greensburg Volunteer Fire Department DOES NOT use any system of 10 codes or CB lingo.
- B. The department also uses the 24-four hour clock rather than the traditional 12-hour clock. The 24-hour clock is often referred to as the military clock. All references to time used in two-way radio communications will be expressed in the 24-hour format.

### III. MESSAGE FORMAT

- A. Identify the unit or function sending the message, as well as the unit or function to whom the message is being directed. Example: "Engine Six to Command."
- B. Wait for the unit being called to acknowledge, and then keep the message brief and to the point.  
Example: "Engine Six to Command." "Command to Engine Six, go ahead." "Engine Six to Command, the primary search is complete. We have an all clear."
- C. Use procedural words and phrases whenever possible.
- D. Use phonetic spelling when using words or terms that might be difficult to understand or may be spelled a variety of ways.

#### **IV. ELIMINATING COMMON ERRORS**

- A. The most common error committed by a user of a two-way radio is short keying. This is caused when a radio operator attempts to transmit a message before the repeater has time to engage. This practice chops off the first part of the message.
- B. To correct the problem, the user should press the transmit button on the microphone and delay his message for three to five seconds. This delay allows the repeater time to engage. An experienced radio operator can actually hear the repeater engage. Once the repeater engages, the entire message can be successfully transmitted and received.
- C. An error similar to short keying results when the radio operator fails to transmit the prefix of his assigned radio identifier when reporting en route or on location when responding to an assignment.

The root cause of this problem is apathy or laziness on the part of the radio operator. The error is magnified when more than one unit operates out of the same station. For example, Truck 2, Foam 2 and Air 2 are all housed at Station 2. Failure to transmit the entire radio identifier not only causes confusion; it can also result in a costly error by someone thinking he has heard a particular unit report enroute or on location.

#### **V. RESTRICTED ACTIVITIES**

- A. The radio system is designed for emergency communications and those activities that support the accomplishment of the department's mission. Therefore, a number of subjects are inappropriate when using the system. Common sense and good judgment should always be the user's guide when deciding the appropriateness of a message.
- B. Personnel who use a two-way radio should realize that the radio does not afford the user the same level of privacy as when making a telephone call.
- C. The following items are inappropriate and should never be broadcast over a two-way radio:
  - 1. Any term that would be offensive to someone of another race or gender.
  - 2. Profanity.
  - 3. Any discussion of an athletic event or political contest.
  - 4. The name of a deceased firefighter before the proper notification of family members.

#### **VI. OFFICERS RESPONDING**

- A. The Chief, Assistant Chief, Deputy Chief, and/or OIC should announce when they are in service.
- B. If the Chief, Assistant Chief, Deputy Chief, and/or OIC has not signed on, the first other Officer that is responding shall sign on so that Dispatch is aware that an officer will be responding.
- C. The first Officer arriving will report "On Scene" and provide the initial size up.

#### **VII. APPARATUS RESPONDING**

- A. In City Alarms
  - 1. Apparatus call in service on City Fire frequency with the number of firefighters on board.
    - a) Juniors will not be included in the number you are calling in with.
  - 2. If the driver is alone they will call in "Short"
  - 3. First unit on scene will call on scene and request orders.
  - 4. Rescues and Utilities will not call in service for fires or automatic alarms.
- B. Out-of-City Alarms

1. Apparatus call in service on City Fire frequency with a number of firefighters on board. (Juniors will not be included in the number you are calling in with). Announcing you are switching to the assigned tactical channel.
2. Switch to the assigned tactical channel frequency, and announce the apparatus in service with the number of firefighters on board. (Juniors will not be included in the number you are calling in with).
3. Arrive on scene - units will report "on scene" on the assigned TAC Frequency.
4. At the conclusion of the incident the unit will report back in service on the City Fire frequency.
5. When the unit arrives back at station the unit will announce in-service back in station on City Fire frequency.

#### **VIII. SIZE UP**

- A. Upon arrival of the first unit, a first-in size-up report must be completed. The size-up report should contain the following:
  1. Building type and size,
  2. Smoke and flame conditions
  3. Audible or visual alarm condition
  4. Actions observed such as evacuation in progress
  5. Deployment strategies and who is command and/or interior

#### **IX. EMERGENCY TRAFFIC**

- A. The term "Emergency Traffic" is to be used to report an immediately perilous situation, condition or any other event or situation and will receive the highest communication priority from Command, Dispatch, and all other units. Co/Crews receive Emergency Traffic by requesting Emergency Traffic from Command. Command will then declare emergency traffic and ask the crew to proceed with the message. The co/crew requesting emergency traffic should then transmit their information. Once the emergency message is sent the member who declared the emergency traffic message shall conclude it by transmitting the statement ""Emergency traffic clear - resume radio traffic."


Examples of when Emergency traffic should be used include:

1. Evacuation due to hazardous conditions (collapse, etc.) \*Note - when used for an emergency evacuation the radio transmission may be followed by the "three consecutive air horn blast" evacuation signal.
2. Reporting of imminently hazardous conditions or changes that may impact on strategy (Arcing power lines down in Charlie Division).
3. Emergency Traffic should be used to transition from offensive to defensive attack.

#### **X. MAYDAY**

- A. Whenever an emergency involves firefighters lost, trapped or in distress, the term "Mayday" repeated 3 times will be used to communicate the need for assistance. "Mayday" will be the only acceptable term to report firefighters lost, trapped, missing, or in trouble and needing rescue. ANY member may use "Mayday" to report a firefighter lost, trapped, or in trouble and needing rescue. Examples of when Mayday should be used include:
  1. Fall
  2. Collapse
  3. Activated (low air or PASS device)
  4. Caught

- 5. Lost
    - 6. Trapped
    - 7. Unable to contact firefighter after 3 attempts
  - B. When declaring the “Mayday”, the firefighter calling the mayday shall remain on the currently used talk group. The firefighter calling the Mayday shall call the Mayday and continue on with the entire message. Once complete, operations or commands shall repeat the message and activate the RIT.
  - C. Once activated, an additional level of alarm shall be transmitted. All companies not working to locate the distressed crew may switch upon command’s discretion to a secondary talk group if non-rescue communications is needed.
- XI. **RAPID INTERVENTION TEAM (RIT)**
- A. The rapid intervention team shall monitor the scene operations’ primary channel, when the crew is needed for an emergency they shall be assigned and operate on the same talk group as the fire crews calling for the Mayday.
- XII. **CLEARING the SCENE**
- The last unit that will be clearing the incident should announce that “All Units are Clearing the Scene.” This is a notice that the incident is complete and all units have returned to service, are available and heading for the station. It is not necessary to issue times and numbers at the end of the incident. That information is available on a daily basis and sent to the department via email for reporting purposes.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	204 – Dispatch Protocol		
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## 204 – PURPOSE

The purpose of this is to reduce the amount and detail of orders required to get companies into operation on the fire ground and to integrate the efforts of engine, ladder, and incident command operations to maximize effective rescue, incident control, and property conservation.

## 204 – POLICY & PROCEDURE

### I. GENERAL DISPATCH

- A. All information received from either a caller at the location of the alarm or a portable unit on scene shall be repeated by the dispatcher over the City Fire frequency. All orders given by a portable unit shall also be repeated by the dispatcher.
- B. Should an alarm status be upgraded from an Automatic Fire Alarm response to a structure fire or to an “if fire” response (or if any minor incident becomes a major incident) the dispatcher will reactivate the city fire tones.

### II. DISPATCHES ON FIRES FROM 9-1-1

- A. There are three (3) types of fire responses for the Greensburg Volunteer Fire Department:
  1. Automatic Fire Alarm (AFA) - Any type of Automatic Fire Alarm (AFA) assignment will be All Greensburg Companies & Station 24 Response. No Other Outside Companies.
  2. Structure Fire response - “Smoke in the Structure”, “Smell of Smoke”, “We see Fire – Flames Visible”. The Dispatch will be All Greensburg Companies, Station 24 and recommended per CAD, 2 additional Engines to the scene.
  3. “If Fire” response: “Confirmed Working Structure Fire” Dispatch will be: All Greensburg Companies, Station 24, the two CAD Recommended Engines as described in the “Structure Response”, and Stations 34 and 104 for RIT and Support 610; and the following stand-by assignments: Engine 87 and Truck 112 into Station 79-2; Engine 91 into Station 79-7; and Rescue 26 into Station 79-8
    - a) If 2<sup>nd</sup> Alarm is declared and requested by the OIC, the dispatcher will activate the City Fire tones and direct all stand-by’s to move to the scene. Dispatch will activate an additional CAD recommended 100’ Aerial Truck to the scene.
    - b) The dispatcher will then dispatch CAD recommended replacement Stand-by companies: Station 2 a 100’ aerial, Station 7 an engine/rescue, Station 8 an Engine.

### III. DISPATCH UPGRADES

- A. The dispatch center has the ability to upgrade responses based on credible information received. The City Fire tone alert will be activated for the following situations:


1. Anything burning inside a building
  2. Anything burning next to a building
  3. A Fire involving a tractor-trailer or mobile home in transit
  4. Odor of gas inside a building
  5. Upgrading Automatic Fire Alarms
- IV. **SECOND INCIDENT**
- A. In the event a second Incident should occur during an initial incident, the dispatcher will dispatch the second Incident over city fire repeater and county 800 patch. The second Incident will then be assigned an 800 TAC channel.
- V. **INSTITUTIONAL ALARMS**
- A. All alarms for institutions require full alarm assignment according to the CAD.
  - B. The dispatcher will activate all outside stations as per standard dispatch procedures.
  - C. Any information via phone or radio indicating smoke or fire will be relayed over all frequencies being used for this incident. The dispatcher will follow the readout for any additional units needed after updating to the proper activity code.
- VI. **VEHICLE RESCUE CALLS**
- A. For all Vehicle Rescue Calls within the limits of the City, Rescues 1 & 7 shall be dispatched along with one City Engine. For all dispatches located West of Main Street, Engine 6 shall respond; and for all dispatches located East of Main Street, Engine 8 shall respond.
- VII. **AMBULANCE ASSISTS**
- A. For all medical calls that meet the criteria for fire department activation, all city AED's will be dispatched.
  - B. The GVFD will also respond to ambulance assist calls that are specifically requested as per Mutual Aid ambulance and may be activated as a Company call only.
- VIII. **CARBON MONOXIDE CALLS**
- A. Will be responded to by ONLY Greensburg Fire engines (not utilities) regardless as to whether there are patients or not.
  - B. No outside companies shall be dispatched unless there is no response from any Greensburg Company or unless specifically requested by the Greensburg OIC.
- IX. **GAS LEAKS**
- A. Will be responded to by ONLY Greensburg Fire engines (not utilities) regardless as to whether there are patients or not.
  - B. No outside companies shall be dispatched unless there is no response from any Greensburg Company or unless specifically requested by the Greensburg OIC.
- X. **BOMB THREATS**
- A. The Fire Chief and the City of Greensburg Emergency Management Director will handle any bomb threat received within the City of Greensburg. The dispatcher will then be directed on the dispatch depending on the situation.
- XI. **COMPANY OR SPECIAL CALLS**
- A. Alarms for the Greensburg Fire Department activated by this center that do not require a full first department response are known as company or special calls. A Company Call signifies the activation of all of the equipment in any one station. A Special Call signifies the activation of a particular piece of City Equipment. City Fire tones will be activated and then announced like other alarms. If a second station is sent by the Chief or an Assistant in place of or assisting the first company the dispatcher will activate the City Fire tone a second time.
- XII. **EMERGENCY / NON-EMERGENCY RESPONSE**



- A. All Greensburg fire units will respond to emergencies until ordered by the OIC to respond non-emergency.
  - 1. Emergency Response - All fire department vehicles will respond with lights and sirens in a responsible manner, adhering to all traffic laws.
  - 2. Non-emergency Response - Once OIC has determined that there is no risk to persons or property, the order will be given to respond to non-emergency. The use of lights and sirens will be terminated for the call.



# Emergency Operations - 300

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	301 – Personal Protective Equipment (PPE)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

### 301 - PURPOSE

The Greensburg Volunteer Fire Department (GVFD) shall issue personal protective equipment to all members. The GVFD shall monitor and replace any issued gear that is damaged or destroyed and will seek to maintain protective clothing which meets current NFPA Guidelines. It was created to establish guidelines for the use of protective clothing and equipment to reduce the risk of illness, injury, or death that might result from a member's exposure to a hazardous environment.

### 301 – POLICY & PROCEDURE

#### I. GENERAL PPE REQUIREMENTS:

- A. Under NO circumstance shall any aspect of personal safety be sacrificed in order to increase the speed of any incident response or operation.
- B. Full firefighting protective gear shall be worn when responding to any type of alarm indicative of fire or other situations where protection is needed.
- C. Full protective equipment shall be in proper position for any operation involving, using, or near any power tool, or forcible entry tools.
- D. Any damage to turn-out gear, such as tears, rips, or breaks shall be reported to your Company Captain as soon as noticed.
- E. The officer in charge shall determine, with discretion, the appropriate level of equipment to be worn at an incident in which guidelines do not state "Full Protective Equipment" be worn. In any case any protective equipment shall be required for foreseeable hazards.
- F. It is the responsibility of the firefighter to ensure that their flashlights and all protective equipment are in working order.
- G. PPE, dry suits, hoods, or gloves shall NOT be kept in sun direct/indirect areas.

#### II. STRUCTURAL FIREFIGHTING GEAR

- A. Each member assigned to fight structure fires shall be issued protective clothing and equipment that comply with all applicable NFPA standards and local requirements. These items shall include:
  1. Helmet (NFPA 1972).
  2. Boots (NFPA 1974).
  3. Gloves (NFPA 1973).
  4. Coat (NFPA 1971).
  5. Pants with suspenders (NFPA 1971).
  6. Hood (NFPA 1971).
- B. No alterations shall be made to protective clothing without the approval of the Fire Chief.
- C. Each member operating within a perimeter designated as hazardous by the incident safety officer shall wear his full protective clothing in the prescribed manner. The

incident safety officer shall determine when and if it is safe to remove some or all of the clothing.

- D. Members shall be fully clothed beneath their turnouts (wearing the appropriate attire).
- E. To assist members with identifying rank at an incident scene, helmets are color-coded as follows:
  - 1. Fire Chief, Assistant Chief, Deputy Chief – White helmet
  - 2. Company Captain – Red helmet
  - 3. All other firefighters – Yellow helmet
  - 4. 420 / Junior - Blue helmet

### **III. RESCUE GEAR**

- A. Some members assigned to rescue teams shall be issued protective clothing and equipment that comply with all applicable NFPA standards and local requirements. These items shall include:
  - 1. Helmet (NFPA 1972).
  - 2. Boots (NFPA 1974).
  - 3. Gloves (NFPA 1973).
  - 4. Coat (NFPA 1971).
  - 5. Pants with belt or suspenders (NFPA 1971).
- B. No alterations shall be made to protective clothing without the approval of the Fire Chief.
- C. Each member operating within a perimeter designated as hazardous by the incident safety officer shall wear his full protective clothing in the prescribed manner. The incident safety officer shall determine when and if it is safe to remove some or all of the clothing.
- D. Members shall be fully clothed beneath their turnouts (wearing the appropriate attire).
- E. To assist members with identifying rank at an incident scene, helmets are color-coded as follows:
  - 1. Fire Chief, Assistant Chief, Deputy Chief – White helmet
  - 2. Company Captain – Red helmet
  - 3. All other firefighters – Yellow helmet
  - 4. 420 / Junior - Blue helmet

### **IV. WEARING PPE**

- A. Level 1 Protective Clothing:  
Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and SCBA.
- B. Level 2 Protective Clothing:  
Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses and helmet shield, and firefighting gloves.
- C. Level 3 Protective Clothing:  
Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves.
- D. Level 4 Protective Clothing:  
Department issued firefighting boots, bunker pants, coat, and helmet with chinstrap fastened.

E. Task Required	PPE
Brush Fire	2
Carbon Monoxide (CO)	1
EMS Assists	4 and body substance isolation
HAZMAT (Fuel, LP, Ammonia, etc.)	1
Ladder Operations, Fire	1 and ladder belt
Ladder Operations, Rescue	2 and ladder belt
Landing Zone	2
Pump Operations/Drivers	4 and safety vest
Smoke/Gas Environment	1
Structure Fire, Attack/Back Up	1
Structure Fire, Support	2
Structure Fire, Ventilation	1
Technical Rescues	2
Traffic Control	4 and traffic safety vest, Class III
Training	Set by Training Officer
Vehicle Fire	1
Vehicle Rescue with Tools	3 or Department issued rescue suit

F. PPE not appropriate for task/mission shall not be worn:

1. Bunker gear on any swift water/dive call;
2. Bunker gear in process of cutting trees/vegetation;
3. Bunker gear while wading in flooding waters; and
4. Bunker gear in extreme environmental heat/weather.

G. Traffic safety vests shall be stored on each vehicle/apparatus so that they are readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

1. When SCBA is worn.
2. When wearing hazardous materials personal protective equipment.
3. When wearing technical rescue personal protective equipment.

**V. PPE CARE & MAINTENANCE**

- A. It is the responsibility of each member to maintain the protective equipment in a clean and serviceable manner.
- B. Turnout coats and pants shall be inspected and cleaned after each use. Soiled or contaminated turnout gear shall not be brought into the home, washed in home laundries, or washed in public laundries. Commercial dry cleaning is also not an approved method for cleaning of gear. Gear should be bagged and dropped off at the laundry facility contracted with the GVFD.
- C. If you chose to use your Company's washing machine to wash your turnout gear.
  1. Detachable liners should be removed from the shell and laundered separately.
  2. All closures should be fastened: Velcro® hook tape covering Velcro® loop tape, hooks and rings fastened, zippers zipped and snaps closed. It is imperative that you cover the hook portion of all hook and loop to prevent snagging during laundering.
  3. Do not overload the washing machine, do not use softeners, and NEVER use chlorine bleach. It is important that the water temperature not exceed 105°F.

4. Use a liquid detergent. It is important that the cleaning solution have a pH range of not less than 6.0 pH and not greater than 10.5 pH.
- D. Bunker gear that has been contaminated with biological agents shall be isolated, bagged, and tagged. The contaminated gear shall be removed from service and sent to an appropriate station for cleaning.
- E. Decontamination of turnout gear. For extreme contamination with products of combustion, fire debris or body fluids, removal of the contaminants by flushing with water as soon as possible is necessary, followed by appropriate cleaning. In the case of blood borne pathogens when decontamination is not possible, the garments may have to be destroyed. Contact the Fire Chief if you feel this may be the case.
- F. All turn out gear shall be inspected at a minimum of every 12 months, or whenever routine inspections indicate that a problem may exist.
- G. Gloves may be washed by hand or machine.
- H. Helmet face shields should be cleaned with a mild non-abrasive soap.
- I. Boots shall be cleaned after any call in which they are soiled.
- J. Any gear damaged or destroyed as a result of Fire or EMS activities will be replaced or repaired by the GVFD.
- K. Members will be responsible for any gear they deliberately damage or destroy.


#### VI. **ANNUAL CLEANING**

- A. If any member has not had their bunker suit cleaned within the last twelve months, all Company Captains are to ensure that their members who have bunker gear that is not normally worn in contaminated environments, have their suits laundered at the facility contracted with the GVFD for the required annual cleaning according to the following schedule:
 

1. January	Company 1
2. February	Company 2
3. March	Company 3
4. April	Company 6
5. May	Company 7
6. June	Company 8
- B. This will be standard practice annually and again, applies mainly to those who have bunker gear that is not worn normally in contaminated environments. Information will be gathered from the monthly laundry facility invoices and logged and will be made part of the personal records in the GVFD records management system.

#### VII. **GEAR INSPECTION - Appendix - GVFD Gear Inspection Form**

- A. You must inspect your protective clothing at a minimum of once a year, but as often as is necessary as determined by fires, rescue calls, or other incidents, at which protective clothing is worn. If it appears that proper care is neglected or lacking, the member responsible for the protective clothing will be given a warning by the assigned officer. If a member is given a warning for the lack of care and maintenance of their gear, the member will have forty-eight hours to comply with the warning and provide proper care and maintenance for their protective clothing.
- B. GVFD Personal Protective Equipment Inspection Sheet.  
Each member shall perform a yearly gear inspection using the GVFD Personal Protective Equipment Inspection Sheet. This sheet should be submitted to the Captain who will maintain the forms for the Company.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	302 – Incident Command		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **302 PURPOSE**

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort. All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels. The Incident Commander (IC) is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander.

### **302 POLICY & PROCEDURES**

The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated. The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staff, these responsibilities remain with the IC.

#### **I. RESPONSIBILITIES of COMMAND**

- A. Stabilize the incident and provide for life safety
- B. Conservation of property
- C. Conservation of environment
- D. Remove endangered occupants and treat injured
- E. Assure the safety and welfare of department personnel

#### **II. FUNCTION of COMMAND**

- A. Assume Command
- B. Size up the incident
- C. Evaluate Conditions
- D. Develop a plan
- E. Assign units
- F. Provide continuing command
- G. Request additional units
- H. Disregard and return units to service
- I. Terminate Command


### III. **ASSUMING COMMAND**

- A. The first department member or unit to arrive on the scene of an incident shall establish command of the incident. THE INITIAL INCIDENT COMMANDER SHALL REMAIN IN COMMAND UNTIL COMMAND IS TRANSFERRED OR THE INCIDENT/COMMAND IS TERMINATED.
- B. Scene Size Up and Initial Report - The member or unit establishing command initiates the command process with an initial radio report. The initial radio report shall contain the following:
  - 1. Identify unit arriving on the scene
  - 2. Give a brief description of the incident
    - a) Speak clearly
    - b) Use common language
  - 3. State any safety concerns
  - 4. Establish and name command based on location

### IV. **TRANSFER of COMMAND**

- A. The first arriving Unit on the scene will establish and CONTINUE COMMAND until transferred within the following guidelines:
  - 1. A face-to-face briefing between command, and the officer command is being transferred to, must be completed.
  - 2. The officer command is being transferred and accepts the responsibilities of command.
  - 3. Under NO circumstances will the command be transferred to a unit that is not on scene.
  - 4. Once the officer that command is being transferred to has been briefed, Incident
  - 5. Command will advise dispatch that the officer taking command has been briefed and is now in command of the Incident.
- B. The arrival of a ranking officer on the incident scene does not mean "command" has automatically been transferred. Command is only transferred when the transfer of command the process has been completed. In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role. If upon arrival a Higher Ranking Officer declares the command to be ineffective, they can assume command as long as it is communicated to all involved in the incident. All officers will exercise their command prerogative in a supportive manner that will insure a smooth transition and the effective ongoing function of command.



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	303 – Operational Priorities		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **303 - PURPOSE**


This standard establishes guidelines and tactical checklists for managing fire control and rescues in any structure fire.

### **303 – POLICY & PROCEDURE**

#### **I. ESTABLISHED OPERATIONAL PRIORITIES (SSLEEVESOCED)**

- A. Size-up
  - 1. Initial information
  - 2. Pre-incident knowledge of site and hazards
  - 3. 360° analysis
- B. Sufficient Resources Needed
  - 1. Evaluated all hazards
  - 2. Amount and path of fire
  - 3. Extension factors
  - 4. Establish RIT (on deck) assignment
- C. Life Hazards
  - 1. Firefighter safety
  - 2. Victim safety
  - 3. Collateral extension
  - 4. Likely/highly probable victims
- D. Exposures
  - 1. Fire location and path/ movement evaluated
- E. Extension
- F. Ventilation or Isolate
  - 1. At the closest/quickest seat of fire or heat paths
  - 2. Create or inhibit ventilation paths
  - 3. Isolate ventilation paths
  - 4. Inhibit ventilation paths
  - 5. Coordinate vent enter search and/or isolate tactics
- G. Extinguishment
  - 1. Strategy (mode of attack = Offensive vs. Defensive)
  - 2. Tactics - assigned to Companies
- H. Salvage
  - 1. Stop the loss
  - 2. Preserve all evidence
- I. Overhaul
  - 1. Performed by Greensburg Volunteer Fire Department upon IC order only
  - 2. Do not do if origin and cause investigation is required

- 3. No removal of SCBA without (CO) or 4 gas metering of interior work areas
- J. Cause of Fire
  - 1. Fire investigations by City Fire Marshal/Investigations
- K. Establish Personal Accountability
  - 1. (PAR) tags
  - 2. Team radio
  - 3. CRV management practices
- L. Dismiss Companies/Departments from Scene
  - 1. Consider decontamination, rehab, CIS impact
  - 2. Consider time needed to go back into service
  - 3. Document all exposures
  - 4. Post incident debriefing

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	304 – Personal Accountability Systems		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 304 - PURPOSE

The intent of this operating procedure is to provide a system for firefighter accountability with which to account for all firefighters on the scene of an incident. Use of this system will provide enhanced personal safety for firefighters and will provide the Incident Command staff with an improved means to track and account for all personnel working the incident.

The Hot Zone will be defined as any area that requires SCBA, a charged line, protective clothing or where a firefighter is at risk of being lost, trapped, or injured by the environment, or the structure. This would include entering a structure reported to be on fire, operating in close proximity to a structure with potential for collapse, a confined space or trench rescue, etc. The Cool Zone will be any other area of the fire ground outside of the Hot Zone or Rehab Area.

### 304 – POLICY & PROCEDURE

#### I. TAG SYSTEM

- A. Accountability is a critical element in the safety of all firefighters working on the fire ground. Each person involved in an incident whether at the task, tactical, or strategic level, must make a personal commitment to follow all policies and procedures regarding accountability. Accountability involves a personal commitment to work within the safety system at all times and is a method of keeping an accurate roster of firefighters working within that system. The use of this system will provide for an accurate tracking and awareness of where firefighters are committed at an incident scene.
- B. To enhance accountability and improve tracking of fire fighters at the incident scene, a tag “ID TAG” system will be used. Each firefighter will carry an “ID TAG” with their name and Company number. This tag will also be color coded following the established GVFD Company color scheme.
- C. Depending on the nature, type, and complexity of the incident, incident command will determine the need to implement the accountability system.
- D. Each apparatus will be equipped with an ID TAG attachment ring, onto which the ID TAG’s of each firefighter responding in that unit will be attached. Any firefighter arriving at the scene in a personally owned vehicle will attach their ID TAG to the attachment ring of their Company’s apparatus on scene. The attachment ring will remain in the truck and will only be removed in case of an accountability issue, and then may only be removed at the request of the Incident Commander.
- E. At any incident where the accountability system is activated, the system will be maintained until firefighters are released from the incident scene. A Personnel Accountability Report (PAR) will be required for the following situations:
  1. Any report of a missing or trapped firefighter.
  2. Any change from offensive to defensive operations.


3. Any sudden hazardous event, such as a flashover, backdraft, collapse, May Day, etc.
  4. At every 20 minutes of elapsed time.
  5. At a report of fire under control.
  6. Any time Command feels it is necessary.
- F. Upon termination and release from an incident, each firefighter will ensure that their "ID TAG" is returned to their proper location. Should any "ID TAG" be lost or damaged, it is the responsibility of each firefighter to report the loss or damage of their "ID TAG" to their Company Captain who will see that the "ID TAG" is repaired or replaced as soon as possible.
- G. Accountability will work only with a strong personal commitment to the safety system. The following is a list of commitments necessary for an effective accountability system:
1. Command will always be responsible for including accountability as a major element in strategy and attack planning and must consider and react to any barriers to effective accountability.
  2. Department Officers will always maintain an accurate tracking and awareness of firefighters assigned to them. This will require the Officers to be in their assigned area and maintain close supervision of firefighters assigned to them.
  3. All firefighters responding to an incident will attach their "ID TAG" to the accountability attachment ring of the unit in which they are responding.
  4. Any firefighters arriving in a POV will upon arrival attach their ID TAG to the attachment ring of the apparatus ring of their Company's apparatus on scene.
  5. When working in the Hot Zone, all firefighter teams will go in together, stay together, and come out together. Operating teams at an incident with reduced visibility, or other increased risks, will require very tight togetherness. No free-lancing.

## II. **PERSONNEL ACCOUNTABILITY REPORT (PAR REQUEST)**

- A. It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations.
- B. PAR may be confirmed in person or through radio communication.
- C. PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to ensure all personnel are accounted for.
- D. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander.
- E. Whenever there is a change from an offensive to defensive fire ground strategy.
- F. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

## III. **RADIO ACCOUNTABILITY REPORTS** (all hot zone operations)

- A. Team designation: Each Team shall designate Company Number and sequenced entry to hot zone
  1. Basic Radio Rules:
    - a) Each Team Unit Crew Member shall have at least two (2) working radios [one turned on and the others turned off respectively].
    - b) No person wearing SCBA shall enter any structure without a properly working radio.
    - c) All mask Firefighters must be prepared for possible frequency assignments or changes.
    - d) Upon any frequency change, each Crew Leader must confirm with their Teammates face-to-face any new assigned frequency and PAR.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	305 – Structure Fire (Fire/Smoke Showing)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

### 305 - PURPOSE

The purpose of this standard operating guideline is to provide a guideline for all personnel in interior or exterior structure firefighting and to help ensure the safety of the fire department personnel while performing work at a structure fire.

### 305 – POLICY & PROCEDURE

#### I. STANDARD PROCEDURES

- A. All Companies shall have a designated Officer on all crew assignments, and a designated Crew Leader on each crew/task assignment at all times. This ensures accountability of all persons and the ability to establish ICS.
- B. The following procedures will be used by Company Officers in order to ensure maximum safety and use of personnel, and to have well-coordinated and safe operations.
- C. All personnel (except drivers) shall wear full turnout gear upon responding to smoke in a building or working fire on emergency incidents. When possible, self-contained breathing apparatus will be donned and ready to be used (before disembarking the apparatus).
- D. Situational reports will include only significant information. Personnel should refrain from broadcasting normal anticipated conditions.
- E. City road crew-firefighters and other proximity Fire Department responders shall take all necessary actions that can be completed safely, but not enter the hot zones where PPE is required.

#### II. APPARATUS ASSIGNMENTS

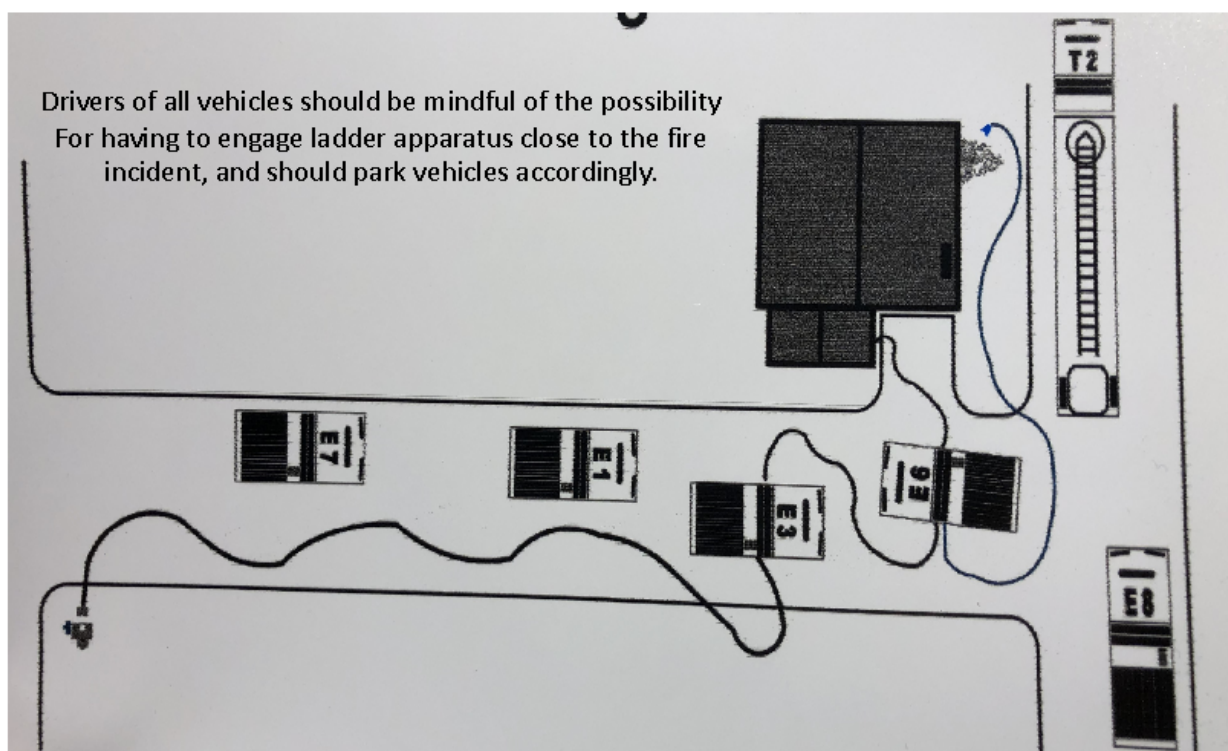
- A. 1<sup>st</sup> Engine - attack position - begin fire suppression operations using their tank water.
- B. 2<sup>nd</sup> Engine - attack position with support operation to first engine. 2<sup>nd</sup> engine will dump their tank water into the first engine. 2<sup>nd</sup> engine crew pulls additional pre- connects from the first engine to continue fire suppression.
- C. 1<sup>st</sup> Truck – front of the building prepares for fire operations, ventilation, rescue, defensive operations.
- D. 3<sup>rd</sup> Engine - support position as assigned, take hydrant and lay into first engine, then 3rd engine firefighter pulls first engines pre-connects to assist with fire suppression.
- E. In the event of a fully engulfed structure, the 1<sup>st</sup> or 2<sup>nd</sup> Engine may hit the hydrant, but must declare such SOG deviation action on radio and say what hydrant was hit.
  1. The first arriving engine company shall:
    - a) Respond to the scene - announce size up and positions, park at building with room for truck placement.

- b) Give a 'full size up' and begin fire suppression operations.
  - c) Position 1<sup>st</sup> Engine apparatus so the ladder company can ladder to front of building, or state on radio where the ladder or aerial pieces may be better placed if other than the front of the building;
  - d) Announce any immediate tactical operations (necessary rescue or fire suppression);
  - e) The highest ranking Line Officer (the Captain or Driver - in that order) shall assess the scene, give CAN (**C**onditions, **A**ction, **N**eed) report, and begin operations with a radio statement/report (i.e. operations in progress);
  - f) The Incident Command or Operations Officer shall take control of the building site and assign (sector) primary tactical operations:
    - (1) Basic GVFD SOG Tactical Crew Language Radio Stated Tactical assignments:
    - (2) **Fire suppression** - at least 2 Firefighters, advancing with charged line/nozzle.
    - (3) **Search and rescue** - 2 Firefighters minimum, advancing without charged lines/nozzle, with tools and escape rope.
    - (4) **Ventilation** - 2 Firefighters minimum, advancing with tools/ saws with specific vent orders.
    - (5) **Salvage** - 2 Firefighters with buckets and salvage covers.
2. The second arriving engine company shall:
- a) Primary mission - dump tanked water into 1<sup>st</sup> Engine and 2<sup>nd</sup> Engine; (SCDA) crew assists 1<sup>st</sup> engine with fire suppression operations.
  - b) Position apparatus so Ladder Company can get in front of the building or other radio announced positioning.
  - c) Provide additional manpower and assume tactical objectives assigned by Incident Command or Operations Chief - assist 1<sup>st</sup> Engine with fire suppression, rescue, or new tactical assignment fire suppression support.
  - d) If a house is fully involved, the 1<sup>st</sup> Engine may take a hydrant, or the 2<sup>nd</sup> Engine may take a hydrant to the 1<sup>st</sup> Engine, but [breaking the standard SOG] must declare such action and what hydrant is being hit.
3. The first arriving ladder company shall:
- a) Take the position at the front of fire building for access to maximum number of building sides and roof access;
  - b) Perform truck company operations as assigned (fire operations, ventilation, roof ladder rescue(s), prepare for defensive fire operations);
  - c) Neutralize utilities, windows, doors, elevators, power, address to affected buildings;
  - d) Ladder as many buildings open in preparation of firefighter evacuation.
    - (1) Truck Operations - check conditions
    - (2) To roof (ventilation, check conditions, check utilities)
    - (3) To fire floor (stand-pipe operations and rescue operations)
    - (4) To check roof (stability, dangerous roof units, other conditions)
    - (5) Water to 3<sup>rd</sup> floor (portable standpipe 3" and gated -'Y' to 3<sup>rd</sup> floor) or higher as needed

4. The first arriving rescue company shall:
  - a) Affect any rescue and support rescue;
  - b) Assist fire operations with specialty equipment delivery to scene:
    - (1) Meters
    - (2) Monitoring
    - (3) Alternative interior lighting
    - (4) Alternative electrical power
    - (5) Neutralization of the building
    - (6) Cribbing, shoring
    - (7) Heavy breaching equipment
    - (8) Control alley for more engines/aerials
5. The third arriving engine company shall:
  - a) Lay supply lines from the hydrant and ensure supplemental water supplies are available to the first engine.
  - b) Establish water for high rise operations.
  - c) Connect to Fire Department connections.
  - d) Position fans and ladders;
  - e) Provide additional manpower and assume tactical objective(s) assigned by Chief or Incident Officer;
  - f) Provide on deck (RIT) units if assigned.
6. Additional units on the alarm shall:
  - a) Bring in additional water supply from other hydrants off grid;
  - b) Take up initial RIT on desk assignments;
  - c) Take up standby positions at alternate hydrants, but not within street of operations (advise Incident Officer of location on hydrant and its location);
  - d) Establish (hot) zone exclusions area;
  - e) Report to the positions/areas assigned by the Incident Officer.

# GVFD Engine Company

## Water Supply Tactics for Structure Fires



### ***First Arriving Engine***

Engine 6 – deploy hand line(s) to attack the fire.

### ***Second Arriving Engine***

Engine 3 – hand lay a 3" supply line to Engine 6 and feed booster tank water.

### ***Third Arriving Engine***

Engine 1 – lay 5" supply line from the hydrant directly into the first or second engine.

### ***First Arriving Ladder***


Take a position in the front of the structure.

### ***Later Arriving Engine(s)***

Take-up positions as the incident would dictate:

1. Stretch additional supply line(s) for the Engines already in operation
2. Take-up a position at the rear of the building.
3. Stretch supply line(s) to support master stream operations.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	306 – Automatic Fire Alarm (Nothing Showing)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **306 - PURPOSE**

This SOP provides guidance for units as they respond and position for operations at emergency scenes. It also establishes the primary assignments for units to begin work prior to Command becoming fully functional.

### **306 – POLICY & PROCEDURE**


#### **I. RESPONSE**

- A. All units will respond in emergency status (warning devices activated) to all emergency dispatches unless the unit determines otherwise based on pre-arrival information.
- B. When in emergency status, apparatus shall follow the quickest route possible and maintain a safe speed considering the conditions and posted speed limit, no more than 10mph over; personnel shall remain seated and wear provided restraints. Drivers shall use the utmost care and pay extra attention to safety when moving.
- C. Responding units shall maintain radio contact on the appropriate channel with dispatch and advise when en route and when on-scene. Units shall not contact Command while en route to request assignment.
- D. Arriving first alarm units shall follow standard placement assignments unless advised by Command to do otherwise.
- E. Personnel shall stay with their respective units in staged status until given an assignment through the Command system. Units not used in the function positions (pumping, laddering, lighting, etc.) shall be parked out of the way.

#### **II. STANDARD PLACEMENT**

- A. Upon arrival at the scene units shall position their vehicles based on standard practice, maximum effectiveness and safety. Placement of units at situations other than fire alarms, structure fires and smoke investigation will be covered in other incident-specific SOG's.
  1. First arriving Engine Company – This unit shall be placed at the front of the fire structure, slightly to one side (to allow Truck placement), or in the best position based on size-up factors to begin suppression or investigation activities.
  2. First arriving Truck Company – This unit shall be placed at the front of the structure in a position to perform rescue or reach roof surfaces for ventilation.
    - a) Exception # 1 – Multi-story occupied structures with smoke or fire showing placement shall be to enable rescue from upper floors.
    - b) Exception # 2 – Large volume of fire showing (already vented) and/or threatening exposures, placement shall be to enable establishment of an aerial fire stream.
    - c) Exception # 3 – If a Truck company is first due, it must leave space for the first arriving Engine to perform its duties.

3. Second arriving Engine Company – Placed in a position to provide water supply upon the direction of either Command or first arriving Engine.
4. All remaining apparatus should position themselves in a manner not congesting the scene and maintain a ready state in case the alarm is upgraded.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	307 – High Rise Emergencies		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

### 307 - PURPOSE

This guideline addresses responding to and operating at emergency incidents in high-rise buildings. High-rise fires present unique problems to fire fighters accustomed to operating at ground level, primarily those of access, rescue, fire control, exposure protection, ventilation, and personnel safety. Successful high-rise fire operations are initially offensive using aggressive positions and postures in all tactical tasks and functions.

### 307 – POLICY & PROCEDURE

#### I. ACTIONS

- A. The following tactics shall be used by Company Officers in order to ensure maximum use of personnel and to have well-coordinated high-rise fire operations.
- B. All personnel (except drivers) going to the fire floor (or going to floors above and below) will have full turnout gear on prior. When possible, SCBA shall be donned before disembarking the apparatus (without breathing air).
- C. Situation report shall include only necessary information. Personnel should refrain from broadcasting normal anticipated/already reported conditions. Information is absolutely necessary from Firefighters approaching the fire floor. The stair tower condition of the fire floor, reporting on the fire floor, and the floors above and below the fire.
- D. All fire personnel responding in their own vehicles or on foot shall be assigned as per their respective Company tactical assignments (unless the Chief/IC assigns verbally accepts you as part of his/her Operations Team)
- E. All fire personnel responding in their own vehicle shall not be parked within three hundred (300) feet (at least 2 blocks) of the scene and shall be parked off the road.
- F. Company vehicle parking:
  1. All drivers, air trucks, rescue trucks, or other vehicles shall park as to allow ladder trucks to park in both the front and/or sides of the building on all working-fire alarms.
  2. 'Smoke investigation' alarms or other alarms, the engines may park at the front and back of the building (front of building means the primary means of entrance or exit of a building).
- G. A Tactical Unit
  1. Fire suppression (minimum of 2 persons with radio, forcible entry tools, hand lights, nozzle, and SCBA)
  2. Nozzle man (with optional assistant nozzle man)
  3. Crew Leader (radio responsibilities)
- H. Search and rescue (with lights, forcible entry tool, and radio)

1. 2 man search team
- II. **ASSIGNMENTS**
- A. Chief Officers or first arriving Company Officer shall:
1. Assume Command in the lobby or ground floor level and secure building.  
(Prepare buildings for fire operations.)
    - a) Initiate lobby Command Post by Chief or Assistant Chief (Command Post);
    - b) Announce command
    - c) Announce data on the annunciator panel (i.e. floors, rooms, etc.).
  2. Give a preliminary report of the situation.
  3. Take control of building systems:
    - a) Key person on elevator for Department use.
    - b) Connect (communication) building manager.
    - c) Control building manager (keys and building manager).
    - d) Take control of stair towers (positive Pressure Vent into stairwell).
    - e) Protect emergency generators, fire pumps, air systems, and lock-out points;
    - f) Ensure stand-pipes are charged by a fire department connection to the building and ready to flow.
    - g) Evaluate life risks above, below, or at fire floors, then evaluate the other non-involved floors of the building;
    - h) Prepare for fire suppression teams to deploy.
  4. Begin fire suppression operations below the fire floor. Fire Suppression team/units suppression efforts may come from:
    - a) Sprinklers
    - b) Water can/extinguishers
    - c) Facility hose instincts
    - d) Stand pipe (in stair tower 1 floor below fire) and high-rise pack
    - e) Aerial portable stand pipe using 3" hose and gated Y
    - f) High-rise packs
  5. Assign 2 Assistant Chiefs and crews to initiate logistical supplies, air bottles, and tools one or two floors below the fire floor.
  6. Attack Teams shall be made up of a minimum of a nozzle man, assistant nozzle man, and a Tactical Officer (with hand light(s), radios, and forcible entry tools);
  7. Extra Companies shall be used for taking equipment to the staging area, without bunker gear, as needed or to recycle manpower.
    - a) Air cylinders
    - b) AEDs
    - c) Water
    - d) Thermal Imaging Cameras
    - e) Meters
  8. Rescue operations above the fire floor (if people are there):
    - a) Initiate rescue ops on all floors above fire floor
    - b) Assign Section Officer: begin rescue/evacuation within the best environmental stairwell, announce stair tower used for rescue, fire operations can work in other stairwells.
- B. First and Second Engine Company Operations:
1. Participate in fire floor recon and fire suppression operations.
  2. Do not become involved in any rescue operations.


- C. Third Engine Company arriving shall:
  - 1. Connect to the fire department connections without interfering with the ladder trucks or their position(s), whether occupied or not by truck company.
  - 2. Lay hose from a fire hydrant to provide water to the first fire Engine and Aerials.
  - 3. Provide manpower and establish additional water supply lines, if needed.
- D. Arriving Rescue Company shall:
  - 1. Assist with assigned rescue operations and search/rescue operations.
  - 2. If rescue is not necessary, provide forcible entry, or advance lines into high-rise;
  - 3. Provide electrical supply and lights in building;
  - 4. Assume ventilation operations as assigned.
- E. Arriving Ladder Company shall:
  - 1. Take a position on the best access position to the building to access the roof and/or 2 sides of the building.
  - 2. Perform truck company operations and rescues above the fire floor.
- F. Extra Alarm Units shall:
  - 1. Report to the staging assigned positions/areas assigned by the Incident Command Officer.
  - 2. Assume on-deck RIT assignments.

### **III. INTERNAL ALARM- HIGH RISE**

- A. Upon activation of the internal alarm, all elevators usually return to the main floor and the air-handling system should shut down automatically.
- B. The Assistant Chief may be required to perform or assign:
  - 1. Take control of the elevator with a key man (with SCBA).
  - 2. Post a Firefighter with a maintenance man in utility entrance areas.
- C. If an evacuation becomes necessary (transition from offensive ops to defensive ops), Incident Command or his/her designee shall give the order by radio to all Companies and to Dispatch. Dispatch and/or vehicle(s) will sound the horn (three long blows), then the designated withdrawal shall occur as declared.
  - 1. All units shall declare a PAR upon retreat of their respective crews.

### **IV. SOG DEVIATIONS**

- A. Command Officers and Company Line Officers (as Incident Officers or Crew Officers) are expected to make any necessary adjustments to the above procedures to adapt to a particular situation. If any major tactical operation orders are made, a radio announcement shall be made by Incident Officer of the same, and Dispatch (911) will be notified so that all command and responders shall be advised.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	308 – Sprinkler & Standpipe Operations		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 308 - PURPOSE

This standard regulates emergency operations in buildings equipped with automatic fire sprinkler systems. This will establish guidelines for emergency operations in buildings equipped with automatic fire sprinkler systems, ensure that automatic fire sprinkler systems are properly supported so that they perform as designed, and ensure that activated automatic fire sprinkler systems are restored to service properly and that the fire has been extinguished. This standard applies to the management of incidents in buildings equipped with standpipe systems.

### 308 – POLICY & PROCEDURE


#### I. SPRINKLER SYSTEMS

- A. It shall be the policy of this department to support and supplement automatic fire sprinkler systems that have activated during a fire.
- B. It shall be the responsibility of all personnel to know which buildings within the city are equipped with automatic fire sprinkler systems and to be familiar with the location of fire department connections and control valves.
- C. Each fire company shall be provided with an updated list of automatic fire sprinkler systems and shall carry the list on their apparatus.
- D. System support operations
  1. The second-due engine company should lay a supply line to the fire department connection (FDC) and then supplement the system by pumping two 3-inch lines. It is best to connect to both inlets of a sprinkler Siamese, since doing so decreases friction loss. It also provides safety and redundancy if one of the lines bursts.
  2. Pumping pressures:
    - a) Standard Commercial Structures: 150 psi at the fire department connection plus 5 psi per floor in multiple-story buildings.
    - b) Residential or Multi Residential: Hydraulically calculated systems and 13R or 13D systems: 100 psi at the fire department connection. The goal is to provide 50 psi at the most remote head.
    - c) More water may be required depending on the number of heads operating, building size and height, etc. Engine companies shall adjust pressures accordingly.
  3. The engine company supporting the system shall not be used for handlines or other similar operations.
- E. System Restoration
  1. The system should not be shut off until the fire is extinguished, and only then by order of the incident commander.

2. Prior to shutting off the system, the water flow may be stopped by using sprinkler wedges.
3. Before leaving the scene, ensure that the property owner understands that the system is to be placed back into service and inspected by a technician, approved by the Fire Inspector before returning to normal operations.

## II. **STANDPIPE OPERATIONS**

- A. It shall be the policy of this department to use standpipe systems, when provided, to support interior firefighting operations. In buildings equipped with standpipes, the following operations shall be performed:
  1. At least one engine company from the initial-alarm assignment shall lay a supply line and support the standpipe system by pumping at least two 3-inch lines into the standpipe connection. A minimum of 150 psi should be supplied to the standpipe connection for elevations under 100 feet. Add five psi for each additional floor above 100 feet.
  2. All interior operations shall be conducted using fire department hose. The first line shall be connected below the fire floor. Additional lines shall be added as needed.
  3. A check shall be made to ensure that all water supply valves are open and that the fire pump, where provided, is operating properly. A secondary check shall be made to ensure that all hose outlets not in use are closed.
  4. The incident command system shall be used. An interior sector shall be established and sectors shall be assigned by floor numbers or other identifying areas such as the roof or lobby. Communications shall be established among all sectors.
  5. A lobby control shall be established at the point of entry and no unauthorized persons shall be admitted. The names of all persons entering shall be recorded as well as the time of entry and exit.
  6. In high-rise buildings, an interior staging area shall be established on a floor below the fire floor. Reserve personnel and equipment shall be assembled and shuttled to crews operating on the fire floor.
  7. At minimum, the initial attack crews shall take the following equipment into the building:
    - a) Appropriate protective equipment and SCBAs.
    - b) Standpipe hose packs along with the appropriate adapters and spanner wrenches.
    - c) At least one ax, one pike pole, one pry bar, rope, hand lights, portable radios, and any other equipment the company or incident commander may deem appropriate.
    - d) Equipment assignment:
      - (1) Officer: SCBA, portable radio, hand light, ax.
      - (2) Driver: SCBA, portable radio rope, pike pole.
      - (3) Firefighter: SCBA, portable radio, hose pack, pry bar.
  8. The incident commander shall immediately cause proper ventilation and lighting operations to commence to adequately support interior rescue and firefighting efforts.
  9. As soon as possible, efforts should be made to provide an adequate and continuous supply of air for all SCBAs.
  10. All other operations shall be conducted per established DOPs and tactical guidelines.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	309 – Mode of Fire Attack		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 309 - PURPOSE

It is the intent of this operating procedure to provide guidance in the selection and placement of hose lines for fire attack in both offensive and defensive operations at fire incidents. The total flow from hose lines deployed for fire attack must exceed the required fire flow for the anticipated level of involvement. Selection of hose lines for fire attack will provide the maximum flow rate that is possible with the available staffing and based on the fire flow required for potential conditions.

### 309 – POLICY & PROCEDURE

Consideration for mode of operations must be determined and stated by radio by the first Command Officer on scene. This is the primary declaration of strategy to all responders.

#### I. OFFENSIVE ATTACK

- A. No member shall initiate an exterior attack on a structure fire while an interior attack team is in operation.
- B. The total flow from hose lines deployed for fire attack must exceed the required fire flow for the anticipated level of involvement. Hose lines selected for an offensive fire attack must provide the maximum flow rate that is possible with the available staffing and based on the fire flow required for potential conditions.
- C. The following is a list of considerations for proper placement of hose lines for an offensive fire attack:
  1. To save lives imminently threatened by fire.
  2. To protect exterior exposures that present a potential life exposure.
  3. To protect means of egress presently involved or imminently threatened by fire.
  4. To confine and extinguish the fire.
  5. To check the extension above the fire.
  6. To protect exterior exposures that do not present a potential life threat.
- D. Hose lines shall be placed from the unburned side of the structure unless it is necessary to attack from the burned side to provide for the life safety of exposed persons (firefighter or civilian) or if access to the unburned side is unavailable or will be delayed.

#### II. TRANSITIONAL ATTACK


- A. Upon an IC declared "Prepare for change from offensive mode to defensive mode fire companies offensive operations shall continue, however, defensive operations shall be prepared. All interior attack operations shall be prepared to withdraw on command.
- B. Upon order by command a long tone shall be made over the Department frequencies followed by 3 long blasts of air horns and a command to clear or evacuate the building.



- C. Each Company Captain must acknowledge the evacuation order and begin a PAR review of their assigned crews.

### III. **DEFENSIVE ATTACK**

- A. shall be initiated when it is determined that no safe interior operations can occur due to major fire involvement or major structural damage.
- B. Upon order by command a long tone shall be made over the Department frequencies followed by 3 long blasts of air horns and a command to clear or evacuate the building.
- C. Each Company Captain must acknowledge the evacuation order and begin a PAR review of their assigned crews
- D. Defensive Mode means:
  - 1. Exterior applied water/fire suppression, or withdrawal from offensive operations.
  - 2. Aerial pieces and ladder fire suppression operations will commence once all interior/offensive attack operations have ceased and withdrawn from the building.
  - 3. Exteriorly applied suppression may be maintained by/from offensive to defensive if the suppression crew and location is tactically effective and safe.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	310 – Mayday (Firefighter Down)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 310 - PURPOSE


To establish and maintain May Day parameters that will ensure that all fire personnel are familiar with and understand this procedure, as it will be the sole method for fire personnel who find themselves or their crew members in a life threatening situation and to communicate such an emergency at any incident.

### 310 – POLICY & PROCEDURE

It shall be the policy of the Greensburg Volunteer Fire Department that all firefighters who encounter the following Mayday parameters (including but not limited to): lost, disoriented, trapped, stuck, entangled, floor collapse, ceiling collapse, missing crew member, or a low air alarm with no viable or known means of egress, shall **immediately** utilize the proper method to initiate a rescue.

- I. **MAYDAY ACTIONS** - Upon encountering any of the above stated parameters the firefighter will:
  - A. Firefighter makes announcement on designated fire frequency “Mayday, Mayday, Mayday Firefighter 555 trapped in the basement with low air”!
  - B. Command should copy the Mayday via radio, announce emergency traffic and prepare to copy additional information.
  - C. All team leaders should immediately conduct a PAR to ensure their personnel are accounted for.
  - D. Firefighter will announce:
    1. Location - (2<sup>nd</sup> division -kitchen, sub division – B side, etc.)
    2. Unit designation (Engine 7 team 1, Truck 2 roof vent, etc.)
    3. Name (333 - Jones, 555- Snyder, etc.)
    4. Assignment (hose crew, ventilation crew, etc.)
    5. Resources needed ( lost-need help out, pinned under collapsed ceiling, etc.)
    6. Remaining air (if SCBA is in use)
  - E. Command will repeat all parameters via radio. Command should then assign all scene fire ops (to continue) to a Command Officer and move ALL firefighting operations ‘off frequency’ of the Firefighter Mayday frequency.
  - F. Firefighter will then activate the pass device and attempt to perform a self-rescue if possible. The lost/trapped firefighter can also help themselves by making tapping noises with tools, turning on flashlights, attempting to find walls, doors, and windows. If the situation changes, he/she should advise Command immediately so the RIT can be updated.

- G. Command shall activate RIT (Rapid Intervention Team dedicated solely for firefighter rescue) or other crews to affect an immediate rescue. At this time Command should set up a backup RIT team.
- H. Communication will be maintained to determine any situational status changes. If for any reason communication is lost the I.C. will at a minimum maintain contact with the Rapid Intervention Team or other crews that are assigned to affect the rescue.
- I. Other crews will continue with assigned tasks and will not redirect their activities without the knowledge and consent of the incident commander. To establish and maintain Mayday parameters that will ensure that all fire personnel are familiar with and understand this procedure, as it will be the sole method for fire personnel who find themselves or their crew members in a life threatening situation and to communicate such an emergency at any incident.
- J. At any time, a Mayday can be canceled by the firefighter involved. \* An example of this is if self-rescue is accomplished, or the situation is resolved and all is o.k.
- K. Upon location of the firefighter, the RIT or rescue crews will give a status report with:
  - 1. Location
  - 2. Level of consciousness
  - 3. Any additional resources needed
  - 4. Intended egress point
- L. As soon as the I.C. establishes a location for egress an ALS unit will be immediately established to render any and all medical assistance needed when the firefighter is removed from the IDLH (Immediately Dangerous To Life And Health) atmosphere.
- M. Upon removal of the firefighter, Command will cancel Mayday, clear emergency traffic, and resume command of fireground operations.

	<b>Greensburg Volunteer Fire Department Standard Operating Guidelines</b>		
	<b>311 – Rapid Intervention Team (RIT)</b>		
	<b>Effective: 6/1996</b>	<b>Revised: 2/2022</b>	<b>Page: 1 of 3</b>

### **311 - PURPOSE**

The objective of a RIT is to have a fully equipped rescue team on-site, in a ready state, to immediately react and respond to rescue injured or trapped firefighters or civilians. This increases firefighter safety at emergency incidents by providing for firefighter rescue at the outset of an event before a team enters an unknown atmosphere, potential or actual IDLH (Immediately Dangerous to Life and Health) environment. It should integrate with procedures that are already in effect, such as the requirement for a "Back-Up" rescue team for hazardous materials entry.

### **311 – POLICY & PROCEDURE**

#### **I. RIT TACTICAL CONSIDERATIONS**

- A. Any time firefighters are on air inside a structure, and the potential for any hazards that could endanger a firefighters life are present, a Rapid Intervention Team (RIT) will be on scene to provide emergency services to the interior crew. A RIT team shall consist of a minimum of three firefighters with an attack line, radio, personal protective equipment, and SCBA. One RIT member is solely dedicated to account for the location of interior crews, and to initiate a firefighter rescue if necessary. Other RIT team members may take on other roles such as a safety officer, provided they are ready to immediately take on the RIT team duties.
- B. RIT teams should initially be deployed to locate injured or lost firefighters, and to render aid and assistance to them. The RIT Team will then report their position and conditions to command for deployment of appropriate rescue resources to extricate the member, if necessary.
- C. The rescue of trapped or lost firefighters in a burning building is especially time sensitive. There is a very narrow "window of survivability" for a firefighter that is out of breathing air, or trapped by approaching fire. Individual firefighters must not delay reporting to Command if they become lost, trapped or in need of assistance. Company officers must also not delay the reporting of lost firefighters, or inability to complete accountability reports. Command and sector officers must always assume that the missing firefighter is lost in the building until the firefighter can be accounted for. Command must also restructure the strategy and action plan to include a high priority rescue effort.
- D. The radio message "Mayday" will be used by firefighters to report their status as being lost, trapped, or injured and needing assistance. Any member may use "Mayday" to report a lost firefighter. Any report of "Mayday" will receive priority radio traffic. The

term "Mayday" will be reserved only to report lost, trapped, or injured firefighters. The term "emergency traffic" will be used to report all other emergencies. The orange button on radios is an emergency button that will emit emergency notification tones over the radio and will hold the microphone open for a short period of time for emergency communication needs. See "Mayday" for more information.

## **II. ESTABLISHING RIT**

- A. A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.
- B. The establishment of a RIT is the responsibility of the Incident Commander and preferably will consist of five firefighters. The decision will be based on the following:
  - 1. Incident type.
  - 2. Building construction.
  - 3. Size of building.
  - 4. Number of personnel operating within the IDLH atmosphere.
- C. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- D. Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
- E. The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.

## **III. RIT RESPONSIBILITIES**

- A. Monitor tactical radio channel.
- B. Consider critical fire ground factors.
- C. Consider air management. (elapsed time)
- D. Consider firefighter fatigue.
- E. Consider the point of entry for crew/members in trouble and alternate exit points.
- F. Consider the last known location of the crew/member in trouble.
- G. Consider your water supply/hoseline selection. (speed, mobility, and length)
- H. Provide timely reports to Command.
- I. Consider the need for additional rescue personnel. (call additional resources early)
- J. Have RIT Pack and thermal imaging camera ready for use.
- K. Provide means of egress for roof operations or those operating above the ground floor.
- L. Coordinate the opening of doors and windows and remove security bars/devices.
- M. Illuminate entrance and exits.
- N. Confirm utilities are secure.
- O. Execute the search plan and locate the firefighter.
- P. Assess the firefighter and the environment.
- Q. Transfill air and package the firefighter for extrication.
- R. Monitor entry team air supply.

## **IV. RIT EQUIPMENT**


- A. Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:

1. A complete SCBA (regulator, face piece, air cylinder and frame).
2. Lifeline
3. Forcible entry, cutting and breaking tools.
4. FAST Board
5. Appropriate lighting.
6. Portable radio.
7. Small hand tools (pliers, wire cutters...)

\*Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.

**V. RIT DEPLOYMENT**

- A. When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
- B. At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
- C. Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- D. As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	312 – Firefighter Rehabilitation		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **312 - PURPOSE**

This standard applies to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold creates the need for the rehabilitation of personnel. It was created to prevent injuries, illnesses, and deaths that may result from excessive fatigue, as well as, establish procedures for medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions during emergency operations and prolonged training exercises. Rehabilitation for the Greensburg Volunteer Fire Department will be provided by a local medical agency. We expect said agency to meet the following criteria.

### **312 – POLICY & PROCEDURE**

#### **I. REHAB SHOULD INCLUDE**

- A. Relief from weather conditions
- B. Rest and recovery
- C. Active and/or passive cooling or warming as needed
- D. Rehydration
- E. Calorie and electrolyte replacement for longer duration incidents
- F. Medical monitoring

#### **II. REHAB PERIOD**

- A. All personnel involved in emergency operations should be routinely evaluated in rehab. The following criteria should be used as a general guideline:
  1. After the use of two 30 minute SCBA cylinders
  2. After use of a single 45 or 60 minute SCBA cylinder
  3. After 40 minutes of intense work without SCBA


\*However, extreme weather or strenuous working conditions may decrease the intervals.
- B. Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions. Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.

#### **III. REHAB REPLENISHMENT**

- A. Hydration
  1. Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change.
  2. For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event
- B. Food

1. Food should be provided if fire department staff will remain on scene for greater than 3 hours. Recommended is light foods, such as sandwiches and fruit, in order to replenish nourishment used already.
- C. Medical Requirements
1. All fire department personnel that report to the Rehab Sector shall have their vital signs and general assessment performed.
  2. The Rehab Log shall be completed for every member of the Fire Department that reports to Rehab. The following information shall be documented for each person: Name, Company number, Times, Pulse, Respiration, Temperature, Skin, B.P., name of assessor, any complaints.
- D. Environmental
1. The rehab sector should be located in an area that provides suitable protection from the prevailing environmental conditions. If possible, the sector should be in a cool, shaded area during hot weather and in a warm, dry area during cold weather.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	313 – Post Fire Decontamination		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 313 - PURPOSE

This standard operating guideline is intended to provide carcinogen exposure reduction guidelines and procedures for fire personnel following potential exposure in structure fires and other emergency response situations. All department personnel shall take all measures necessary to protect themselves and others from the products of combustion or other contaminants. The Incident Commander shall ensure all Officers and Acting Company Officers direct personnel to follow these decontamination procedures as soon as possible to limit exposure.


### 313 – POLICY & PROCEDURE

#### I. POST FIRE DECONTAMINATION

- A. Contamination is the exposure to chemicals (to include carcinogens), and/or materials on personnel or physical material (equipment, structures, vehicles, etc.). Contamination occurs when a foreign substance gets on, or in, clothing, equipment or the body via absorption, ingestion, or inhalation. Contamination implies these substances should be avoided because of their potential negative health effects.
- B. Exposure - When personnel are exposed to environments that can potentially contaminate their clothing, equipment or selves', the presumption should be that they have been contaminated. Some examples of hazardous environments or considerations are:
  1. Interior operations in environments where any amount of smoke is present. This includes any duration of time. The smell of products of combustion indicates an exposure.
  2. Personnel should be cognizant that an exposure to products of combustion does not require visible smoke. Inhalation and absorption of low doses have a potential carcinogenic effect.
  3. Exposures can, and are likely to occur during exterior operations when in proximity to products of combustion such as:
    - a) Vehicle fires
    - b) Brush fires or rubbish fires where unknowns may be present such as tires, fertilizers, pesticides, and insecticides.
    - c) Trash/Dumpster fires
    - d) Driver/Engineer performing pumping operations
    - e) Incident Commanders / Safety Officers performing Incident Command functions.
    - f) Crews assigned to an exterior working in the "hot zone."
    - g) Unintended exposure of any personnel due to significant wind shift, scene dynamics, or other complications.

- C. Process - After the Incident Commander has deemed decontamination a necessary process, an engine in relatively close proximity to the hot zone will be assigned the task of establishing firefighter decon.
1. All members who were exposed to any products of combustion during the incident are urged to be decontaminated.
  2. Firefighters who are entering this process should have their turnout gear, as well as their SCBA decontaminated.
  3. The washdown will consist of the following:
    - a) Large particle removal by garden hose or shower.
    - b) Brushed down with scrub brush and mild detergent.
    - c) Rinsed with a garden hose or shower.
  4. Post washdown, firefighters must have their turnout gear laundered at the GVFD contracted laundry facility:
    - a) Gear must be emptied from all tools and separated from boots.
    - b) Coat, pants, gloves, and hood must be bagged and tagged.
    - c) Bagged gear should then be dropped off at the laundry facility
    - d) Gear will be washed, dried and reassembled when ready for pick-up.
    - e) You will receive a call within 24 to 48 hours to pick up your gear.

(1) This time may be longer depending on the volume being done.
  5. Items such as helmets, boots, and SCBA should also be decontaminated by scrubbing with a mild detergent, rinsing with clean water, and then allowed to air dry.
- D. Apparatus Decontamination
1. The interior cab of the apparatus, used to transport soiled firefighters, must be decontaminated using a mild detergent, rinsing with clean water, and then being allowed to air dry or being wiped down with commercially produced decontaminating / sanitizing wipes.
  2. All tools that were exposed to the products of combustion should be decontaminated using a mild detergent, rinsing with clean water, and then being allowed to air dry or being wiped down with commercially produced decontaminating / sanitizing wipes.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	314 – Fire Scene Preservation		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


### **314 - PURPOSE**

It is the intent of this operating guideline is to provide guidance for the preservation of the fire scene and for crowd control. The fire scene should be treated as a crime scene, until it has been established that no crime has been committed.

### **314 – POLICY & PROCEDURE**

#### **I. FIRE SCENE PRESERVATION**

- A. Incidents which require an investigation by the Fire Marshal, ATF, State Police, or FBI need special care to protect evidence from being altered or destroyed. The scene of the emergency must be preserved.
- B. After a fire has been extinguished and the cause has not been determined or it is of a suspicious origin, the Chief or the Incident Officer shall notify City Radio for the City/State Police/Fire Marshall immediately to the scene.
- C. Any delay in this notification may result in evidence being removed, lost, destroyed, or altered.
- D. The Marshall will then coordinate his/her activities.
- E. Fire Command Officers shall:
  1. Secure the site by denying all Firefighters, all residents, and all owners' - other than the Fire Marshall - access.
  2. Assign Firefighters or have City Police guard all accesses.
- F. Firefighters are prohibited to discuss any fire scene facts where the Fire Marshall is called.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	315 – Atmospheric Monitoring		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **315 - PURPOSE**

It is the intent of this operating procedure to provide guidelines for determining when atmospheric monitoring is necessary at an incident scene, to provide guidelines for all personnel involved in making atmospheric measurements, and to establish the highest level of accuracy for atmospheric monitoring instruments. This will allow personnel to operate with the highest level of instrument accuracy and will ensure the highest level of safety for all personnel.

### **315 – POLICY & PROCEDURE**

#### **I. ATMOSPHERIC TESTING**


- A. All Fire Companies or Department Members shall don respiratory protective equipment and all necessary PPE during any fire or rescue operation before entering any potentially hazardous environment. It shall be necessary to provide for atmospheric monitoring prior to making entry into any of the following atmospheres:
  1. Contaminated or oxygen deficient atmospheres.
  2. Atmospheres which may suddenly become contaminated or oxygen deficient.
  3. Atmospheres which are suspected of being contaminated or oxygen deficient.
  4. Any time it may be necessary to render an instrument in a ready state of condition.
- B. When performing any atmospheric test, be sure to consider the following:
  1. The duration of the testing should be for at least the minimum response time of your test instrument as specified by the manufacturer.
  2. When testing involves vertical descent into the space where the atmosphere may be stratified, testing shall be done at every four (4) feet of descent and four (4) feet to each side of the area where the work will take place.
- C. For confined space entry, the alarm settings must be:
  1. O2 low at 19.5%, and O2 enriched at 23.5%
  2. Flammability alarm set at 10% LEL
  3. Toxicity carbon monoxide 35 ppm
  4. Hydrogen sulfide 10 ppm
  5. Be aware that if O2 readings are below 12%, the LEL reading will not be accurate.

#### **II. ATMOSPHERIC TESTING EQUIPMENT**

- A. Atmospheric monitoring instruments shall be calibrated each month at the Department to ensure the instrument is in proper operating condition. Calibration of instruments shall be done according to manufacturer recommendations and a record of calibration performed on atmospheric monitoring instruments shall be maintained. At any time if the instrument does not start up, or function correctly, and you cannot

resolve the problem, you shall not use the instrument, and you shall report the condition of the instrument to your Company Captain.

- B. Atmospheric test instruments are very sensitive and accurate; however, the best test instruments cannot protect your life if they are not functioning properly. Before using any atmospheric testing equipment:
1. Examine the case, meter, and attachments for damage or defects.
  2. Check sampling hoses for obstructions, kinks, holes, or cracks.
  3. Determine if the sampling hose is long enough to sample the necessary area.
  4. Check to see if the battery is installed and fully charged.
  5. Fully understand the operation of the instrument and its alarms.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	316 – Vehicle Fires		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **316 - PURPOSE**

To provide guidelines for the extinguishment of motor vehicle fires. This policy does not apply to vehicles involved in hazardous materials accidents or to vehicle fires inside of structures.

### **316 – POLICY & PROCEDURE**

#### **I. APPARATUS PLACEMENT**

- A. Position apparatus upwind and uphill from the burning vehicle. This will keep the crew out of the smoke and prevent leaking fuel from running underneath the apparatus.
- B. Apparatus should not be parked closer than 100 feet from the burning vehicle whenever traffic conditions permit. If the burning vehicle is labeled as transporting a hazardous material, increase this distance based on the recommendations of the DOT Emergency Action Guide.
- C. The driver should position the apparatus to block at least one lane of the road to create a barrier between the firefighters and oncoming traffic. Ideally, the angle of the apparatus will allow the driver to view the burning vehicle from the pump operator's position and not expose the driver to oncoming traffic.

#### **II. RESCUE**

- A. Vehicles shall be searched for the presence of persons, with special attention paid to small children or infants. Any persons found shall be removed to a safe location and emergency medical personnel shall begin treatment when necessary.


#### **III. FIRE CONTROL**

- A. Fire Control shall be made with an offensive attack using a 1-3/4 inch handline or larger. The attack shall be made from the unburned side of the vehicle. Additional lines shall be used as required for the control of the fire or protection of exposures and personnel. F500EA may be more effective for extinguishing vehicle fires than by using plain water.
- B. Depending on the location or vehicle involved, additional engines or tankers may be requested.
- C. At least one handline shall remain operational until the vehicle is removed from the scene, or rendered safe for vehicles that cannot be moved immediately.
- D. If possible batteries shall be disconnected and other possible ignition sources eliminated to prevent the ignition of flammable vapors or chemicals.

#### **IV. SAFETY**

- A. All personnel shall be in full protective clothing including self-contained breathing apparatus. Caution shall always be exercised because of the possibility of hazardous materials. A Safety Officer should be assigned on working vehicle fires to monitor traffic and other potential hazards.

- B. Firefighters shall avoid the front and rear bumpers of vehicles, as they have been known to explode and travel great distances.
- C. Firefighters should be aware of possible drive shaft explosions. Drive shafts are more apt to explode when removed from the vehicle and in storage. The ends of the shafts appear to be the weakest points. The majority of the shafts open up (split) near the ends. Overturned vehicles are less susceptible due to less heat being generated under the shaft.
- D. Be prepared for more than one explosion of a fuel tank. Firefighters may approach a vehicle, after an explosion has occurred, believing it to be safe. The first explosion may only cause a slight rupture of the tank. If the tank is still rapidly heated, a second explosion may result sometimes more violent than the first.
- E. Hydraulic lines and reservoirs often explode when heated. Flaming hot oil may cause severe burns.
- F. Hydraulic cylinders are now commonly used in vehicles. They are used for assisting and holding up tailgate and hood assemblies. These cylinders when heated can violently explode sending shrapnel great distances. Extreme caution should be used when the vehicle involved could potentially have these cylinders installed.
- G. Vehicle batteries are also cause for concern. When heated, the caps may blow off. In some cases, the batteries may split open.
- H. Vehicles equipped with airbags, air curtains, seat belt tensioners and other safety restraint system devices should be approached with caution. In most cases if the temperature of the fire exceeds 300F, the systems will self-destruct, but caution must still be used.
- I. Many new vehicle fuel tanks are constructed of plastic. They are susceptible to melting from the vehicle fire causing a further larger flash fire from the escaping fuel.
- J. The hybrid and alternative fuel vehicles present a new challenge for firefighters. Identification of this type of vehicle is critical to safe fire ground operations. The high voltage batteries should be disconnected as soon as possible if they are accessible. Vehicles powered by natural gas or propane create problems from the compressed gasses and their containers. Isolate these fuels when safe to do so. Evacuation of the area may be necessary if the fire cannot be controlled in a reasonable amount of time.
- K. Adequate law enforcement personnel must be present to control traffic hazards. Firefighters present that are not critical to the operation shall stay out of the roadway in a safe location. Firefighter not in SCBA shall don reflective safety vests when operating or assisting near the roadways

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	317 – Chimney Fires		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### **317 - PURPOSE**


The purpose of this guideline is to provide default crew assignments in order to effectively suppress and extinguish chimney fires involving fireplaces and alternative heating equipment in a safe and orderly manner with a minimum of risk involved for citizens and firefighters

### **317 – POLICY & PROCEDURE**

#### **I. GUIDELINES**

- A. First arriving unit on scene of all incidents shall give an initial size-up report.
- B. No hose streams will be placed down a chimney to extinguish a fire.
- C. To minimize damage all firefighters shall remain outside the structure, until instructed to enter by the Incident Commander.
- D. Salvage covers will be used to minimize damage to the residence. Fire in firebox will be removed and extinguished.
- E. Care should be taken not to place ladders on chimney surrounds, particularly found in new lightweight residential construction.
- F. If a fire exists in the chimney, extinguishment can be done through the use of a dry chemical extinguisher or chimney flare to smother the fire.
- G. Every effort should be made to ensure that no fire has extended into the walls, attic or room adjacent to the chimney. Inspection of the chimney should be made with lights and mirrors to ensure that the chimney is clear and free of fire. A thermal imaging camera should be used to check for extension.
- H. Once a fire has been extinguished, the property owner must be advised to discontinue use of any fireplace or alternative heating equipment that is connected to the affected chimney until it has been properly cleaned and inspected.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	318 – Dumpster Fires		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### **318 - PURPOSE**

To provide a safe and effective method of handling fires in dumpsters. These guidelines should also handle cardboard compactor and trash truck fires.

### **318 – POLICY & PROCEDURE**

#### **I. SAFETY**


- A. All members involved in the operation shall be in full protective clothing, including SCBA.
- B. Operate up wind, if possible.
- C. Contents in the dumpster may be water reactive, explosive, or oxidizing agent.
- D. Be aware of personnel safety during overhaul procedures.
- E. May have to decontaminate clothing, equipment, and apparatus.

#### **II. FIRE CONTROL**

- A. Remove bystanders from the area.
- B. If extinguishment of the fire is necessary consider using dry chemical or attack fire upwind with 1 ¾" or larger hose line.
- C. Consider pulling materials from the dumpster to ensure extinguishment.
- D. If the dumpster is up against the building you may want to move it to an open area, if possible. If unable to move, check for extension and exposure protection.
- E. If inside the building, it is a structure fire.
- F. Consider a water supply source.

#### **III. CONTAINMENT**

- A. It may be necessary to control run-off if the substance is hazardous material.
- B. Dike material may be necessary.
- C. If hazardous materials are present, contact and coordinate with the appropriate agency(s).

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	319 – Forcible Entry		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


### **319 - PURPOSE**

This guideline has been developed to standardize the Greensburg Volunteer Fire Department use of forcible entry. This procedure applies to all members of the GVFD. The following guidelines will be followed whenever forcible entry is needed.

### **319 – POLICY & PROCEDURE**

#### **I. FORCIBLE ENTRY**

- A. All exterior doors will be checked before attempting forcible entry "try before you pry"
- B. Building construction, type of locks, windows, air conditioning units, and structural weakness should be noted on a pre-plan.
- C. The officer in charge or highest-ranking member will decide if forcible entry is needed.
- D. The officer in charge or highest-ranking member will notify the Dispatch or City Radio that forcible entry is needed and request a Police Officer to the scene if they are not already present.
- E. An effective forcible entry operation will provide speedy access into a building's interior with a minimum amount of damage.
- F. Before making entry the Fire Department members shall identify themselves, and see if there is any response to their call.
- G. Any GVFD member entering the structure must don their ballistic prior to entering.
- H. Forcible entry techniques shall follow those recognized by department training.
- I. Keep in mind also that unnecessary damage during forcible entry violates one of the primary missions of the firefighter, protection of property.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	320 – Vehicle Accidents		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 320 - PURPOSE

This procedure has been developed to provide Fire Department personnel with an operational procedure to minimize the risk to rescue personnel working at the scene of an emergency. This policy does not address the medical treatment of patients. The extent to which emergency medical treatment is given will be limited to the individual personal protective equipment and medical training of Department members.

### 320 – POLICY & PROCEDURE

#### I. PROCEDURES

- A. All apparatus responding shall utilize audible and visible warning devices.
- B. The Officer in Charge shall request dispatch to respond to additional or special equipment, if necessary.
- C. If commercial trucks are involved, check placards and take necessary precautions.
- D. Give the actual location of the incident to the dispatcher if other than the original reported location and give a brief initial report.
- E. Request Police Department units to respond to the scene if they are not already there. If police units are at the scene, coordinate with them.
- F. If an extrication is indicated, a pre-connected 1 ¾" hose line shall be deployed and charged with a dry chemical or CO2 extinguisher as a back-up.


#### II. SAFETY

- A. All personnel shall be in full protective clothing.
- B. Place apparatus uphill and upwind from the accident scene if possible. Apparatus should be parked between rescuers and oncoming traffic with a parking brake set, wheels chocked, and turned toward the curb.
- C. Stop all fuel leaks, if possible, and at no time should road flares be used.
- D. Prior to rescue personnel entering the vehicle, stabilize the vehicle using cribbing, chock blocks, ropes, vehicle emergency brake, etc.
- E. At no time shall a member of the Greensburg Volunteer Fire Department remove or come in contact with downed wires. The incident commander is responsible to request notification of the proper utility.
- F. Overturned vehicles should not be "righted" until patient(s) have been removed.
- G. Do not disconnect battery cables if flammable vapors are present.
- H. Members responding in personal vehicles shall not impede emergency vehicle access and are responsible for securing their own vehicle.

#### III. FUEL SPILLS

- A. Stop the leak, if possible, and prevent ignition utilizing hose lines to safeguard patient(s) as well as rescue personnel.
- B. With a large fuel spill, consider foam to prevent ignition.

- C. Control runoff from entering catch basins, rivers, streams, lakes etc.
- IV. **PATIENT EXTRICATION**
  - A. Make sure the vehicle is stabilized before rescue personnel enter.
  - B. Officer in charge should supervise the extrication operation.
  - C. All personnel shall wear protective clothing.
  - D. If auto glass needs to be broken or removed, all occupants shall be covered with a blanket or tarp for protection.
- V. **OPERATIONAL CONSIDERATIONS**
  - A. Officer in charge shall coordinate with ambulance personnel concerning patient care.
  - B. Officers in charge should coordinate with police personnel concerning traffic control, crowd control, and any other police function required.
  - C. Safety should be foremost in the mind of the officer concerning emergency personnel.
  - D. All obviously deceased victims shall be covered completely by a tarp or blanket.
  - E. All equipment shall be put back in service as soon as possible.
  - F. If the incident requires the use of Stat Medivac the officer in charge shall request them and the proper resources to secure a landing zone through dispatch.
  - G. Hybrid vehicles (gas/electric) have high voltage electrical wires in them, usually colored orange.
  - H. Use caution, air bags do not immediately disarm after disconnecting the battery some take 15 seconds.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	321 – Vehicle Accidents with Entrapment		
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### **321 - PURPOSE**

This procedure has been developed to provide Fire Department personnel with an operational procedure to extricate victims from vehicles and to minimize the risk to rescue personnel working at the scene of an emergency. This policy does not address the medical treatment of patients. The extent to which emergency medical treatment is given will be limited to the individual personal protective equipment and medical training of Department members.

### **321 – POLICY & PROCEDURE**

#### **I. SIZE UP**

- A. Upon arriving at the scene of a vehicle accident with an entrapment, the Officer shall determine the best placement for the responding vehicles to ensure the protection and safety of all personnel operating on the scene. The Officer shall size up the situation and either establish or pass command to the next arriving unit. The Officer/IC should evaluate the following criteria:
  1. The number of vehicles involved
  2. Number of persons injured or pinned
  3. Type of vehicles involved such as car, truck or Hybrid vehicle
  4. Actual fire present
  5. Leaking fuel causing a potential fire or explosion hazard
  6. Stability of vehicles involved
  7. Presence of vehicle safety systems such as air bags and whether they have deployed
  8. Involvement of electrical power lines or other electrocution hazards
  9. Involvement of any actual or suspected hazardous materials

#### **II. EMERGENCY MEDICAL TREATMENT**

- A. The rendering of emergency first aid shall be limited to the situation present and upon the training education, experience and available personal protective equipment of firefighters present.
- B. Only qualified EMS Personnel should have direct patient contact.

#### **III. SCENE PREPARATIONS AND SECUREMENT**

- A. The Officer in charge shall survey the scene for possible hazards. If utility hazards are present, utility company assistance shall be requested and/or confirmed.
- B. Contact shall also be made with the medical team present to determine the extent of extrication required.
- C. Proper scene preparation before operations begin is critical to the overall success of the operation. Scene preparation should include but is not limited to establishing a tool resource staging area (placed on tarp) and providing scene lighting when necessary.


- D. All ignition sources shall be eliminated from the area. The batteries of all vehicles involved shall be disconnected UNLESS power is needed to activate windows, door locks or power seats.
- E. Extrication can only begin AFTER the vehicle has been stabilized, a 1 3/4" handline is pulled and positioned, and all personnel working in the extrication zone (fire and EMS) have been briefed on the actions that will be undertaken.

**IV. EXTRICATION PROCESS**

- A. The extrication of patients shall begin with the appointment of an Operations/Extrication Officer.
- B. Operations, again working with EMS shall determine the best and most efficient means of extrication.
- C. The extrication team shall consist of an Operations/Extrication Officer and two firefighters minimum.
- D. The use of full protective clothing by the team with protective EMS gloves worn under the fire gloves shall be enforced.
- E. It will be the duty of the Operations/Extrication Officer to oversee the extrication and also inform Incident Command of progress of the extrication.
- F. If at any time Operations feels that the extrication may require more specialized tools; he should not hesitate in making this request to the Incident Commander.

**V. SAFETY**

- A. The Incident Commander is responsible for the safety of ALL individuals working in and around the emergency scene.
- B. All personnel working on the scene shall wear all protective clothing appropriate to the task they are performing which normally includes full protective clothing.
- C. Gloves, helmet with chin strap fastened and eye protection (face shields down or safety glasses/goggles) must always be worn.
- D. Reflective safety vests are also required to be worn when working in or around the incident scene.
- E. A firefighter shall be assigned to supervise the operations, which includes awareness of approaching vehicles. It is critical that all precautions are taken to warn motorists of personnel working in the area.
- F. The deployment and placement of safety cones and the proper vehicle placement to protect the responders on the scene are some of the critical precautions that shall be addressed.
- G. Adequate Law Enforcement personnel must be present to assist with controlling traffic hazards.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	322 – Gas Leak / Flammable Liquid Response		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **322 - PURPOSE**

This standard regulates the response to and procedures to be taken at Gas Leak/Flammable Liquid Incidents.

### **322 – POLICY & PROCEDURE**

#### **I. MAKE CERTAIN DISPATCH HAS NOTIFIED THE GAS COMPANY!**

#### **II. TYPES OF GAS**

- A. Natural Gas is a gas that is much lighter than air & will dissipate readily outside. Inside the building, however, it tends to pocket particularly in attics, under stairs, and in dead air spaces.
- B. Liquified Petroleum (LP) Gas is a mixture of gasses at normal room temperature and atmospheric pressure. They liquefy under moderate pressure, readily vaporizing upon release of this pressure. The potential fire hazard of liquefied petroleum gas vapors is comparable to that of natural or manufactured gas except that liquefied petroleum gas vapors are heavier than air. Inside the building, this gas will pocket in low air spaces.


#### **III. INTERIOR GAS LEAK**

- A. First Arriving Units shall stop a minimum of 100 feet prior to the dispatched address and upwind if possible. Units should position in a manner so they may exit area should leak zone expand
- B. Evacuate and Isolate. Resident/Building Occupants of dispatched address and occupants of neighboring structures on both sides of the dispatched address structure.
- C. Turn on meters in the fresh air atmosphere.
- D. Officer in Command shall determine if the leak involves a public utility and have dispatch contact the appropriate utility and request a response.
- E. A minimum crew of two shall initiate entry wearing full PPE and SCBA
- F. If a meter LEL value of any level occurs, the interior first responder personnel shall evacuate immediately and defensive tactics and ventilation should be started to decrease the LEL values.
- G. Position Pressure Ventilation (PPV) must be started in a safe location and maneuvered into position.
- H. First responder personnel should only shut off valves that are above ground. Underground valves should only be shut off by authorized utility personnel only.
- I. Fire service personnel may not restore gas service once it has been secured.
- J. If LP Gas Tank is burning, apply water to cool above liquid line and do not extinguish the fire unless you can shut off the valve. Keep away from tank ends.

#### IV. EXTERIOR GAS LEAK

- A. First Arriving Units shall stop a minimum of 100 feet prior to the dispatched address and upwind if possible. Units shall position in a manner so they may exit the area should the leak zone expand.
- B. Evacuate and isolate the area.
- C. Turn on meters in the fresh air atmosphere.
- D. A minimum crew of two shall initiate entry wearing full PPE and SCBA. Begin taking readings and walk toward the suspected leak area. Note: *SCBA shall be donned but the mask does not need to be worn with air flow on unless needed.*
- E. Fire service personnel should only shut off valves above ground. Underground valves should only be shut off by authorized utility personnel only.
- F. Fire service personnel may not restore gas service once it has been secured.
- G. If LPG tank is burning, apply water to cool above the liquid line and do not extinguish the fire unless you can shut off the valve. Keep away from the tank ends.
- H. In each situation, the gas company will make the final decision of the safety of the structure.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	323 – Carbon Monoxide Response		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 323 - PURPOSE

To provide the procedures and guidelines necessary to ensure that an effective department carbon monoxide monitoring program is being followed to protect department personnel. This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the officers in charge of the incident who will be responsible for the results of any deviation.

### 323 – POLICY & PROCEDURE


#### I. MAKE CERTAIN DISPATCH HAS NOTIFIED THE GAS COMPANY!

- A. Carbon Monoxide (CO) is an odorless, colorless and tasteless gas that is deadly. It is a by-product of combustion. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present. Carbon Monoxide poisoning may be difficult to diagnose. Its symptoms are similar to that of the flu, which may include headache, nausea, fatigue and dizzy spells for low levels and convulsions, unconsciousness, and death for high levels.

#### II. PROCEDURES

- A. Emergency or non-emergency responses to reports of carbon monoxide shall be determined by the following criteria:
  1. Emergency Response: Caller indicates or suspects any signs or symptoms or carbon monoxide poisoning. In this event, the dispatcher will advise the caller and all occupants to evacuate the building and await the fire department's arrival. Dispatch the appropriate fire apparatus and the ambulance.
  2. Non-Emergency Response: Caller has a Carbon Monoxide Detector activation or suspects there may be carbon monoxide present in the building and does not have signs or symptoms of carbon monoxide poisoning.
  3. Any time the dispatcher feels the caller is in jeopardy, he/she can immediately initiate an emergency response, even if the initial dispatch was considered non-emergency.
  4. All emergency responses shall require full protective clothing and Self-Contained Breathing Apparatus (SCBA).
- B. All non-emergency responses shall require full protective clothing, but no SCBA unless the situation calls for them.
- C. Once the fire company arrives on the scene, they should first interview the occupant(s) to determine the following:
  1. If any occupants are or have been feeling ill, if so the ambulance personnel shall evaluate the occupant(s).
  2. The number and location of any CO detectors which have been activated.

3. The location of combustion equipment/appliances.  
Note: This interview should take place outside of any suspected contaminated areas.
- D. After or during the interview, zero the CO meter in fresh air and comply with all start-up procedures as recommended by the manufacturer of the metering equipment.
- E. Take the first reading just inside the doorway to determine initial CO level.
  1. If a reading of 35 ppm or greater is detected, the building or affected area shall be evacuated immediately and full turnout gear and SCBA shall be utilized during the investigation.
- F. Personnel shall begin monitoring the lower levels of the building then proceed to the higher levels.
  1. Be sure to check all areas especially, areas that include utility spaces, kitchens, and attached garages.
  2. Appliance service personnel should be contacted by the occupant to check the proper operation of appliances.
- G. If a reading of 10 ppm or less is detected:
  1. Inform the occupant(s) that our instrument did not detect an elevated level of CO at this time.
  2. Recommend occupant(s) check their CO detector per manufacturer's recommendations.
  3. Inform the occupant(s) that, if the detector re-activates or they feel there may be a problem, to call 911.
- H. If a reading above 10 ppm and below 35 ppm is detected:
  1. Any reading above 10 ppm shall be considered an above normal reading.
  2. Occupant(s) shall be informed that an elevated level of CO has been detected.
  3. If it is determined that an appliance is malfunctioning and thereby producing CO, it shall be shut down and the proper utility shall be notified to respond.
  4. Once the premises have been ventilated and reduced to a safe level of CO, it may be occupied, at the discretion of the occupant(s).
- I. If a reading of 1200 ppm (IDLH) is detected the premises and the immediate area shall be evacuated.
- J. In each situation, the gas company will make the final decision of the safety of the structure.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	324 – Hazardous Materials Response		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **324 - PURPOSE**

All personnel are Members of the Greensburg Fire Department First Response Hazardous Materials Responders. It is the job of all of us to protect life and property, and to minimize damage to the environment. The successful control of a HAZMAT incident depends on rapid recognition of the potential hazards and effective scene safe management. The following procedures shall be used for dispatching and control.

### **324 – POLICY & PROCEDURE**

#### **I. LOCATION OF INCIDENT**

- A. HAZMAT- INSIDE THE CITY - Companies as dispatched and upon arrival, Incident Command shall coordinate a HAZMAT First Response until a designated Department HAZMAT Officer assists with command. Thereafter, the County HAZMAT Team will assume unified command and operations assignments as needed.
- B. HAZMAT- OUTSIDE THE CITY
  1. No companies or manpower will be dispatched without authorization from the Chief or the assigned Command Officer, except if the incident occurs on City-owned property located in a surrounding municipality.
  2. Under the terms of Mutual Aid Agreements, firefighting, HAZMAT equipment, or manpower may be dispatched upon authorization of the above persons.


#### **II. OPERATIONS**

- A. First arriving engine company:
  1. Position apparatus safely with special consideration for the dangerous potential of the product or chemical incident/weapon, not closer than as stated in the Emergency Fire Response Guide for required distances of isolation.
  2. Restrict all entry of responders and citizens.
  3. Identify the product and obtain any obtainable supplementary information.
  4. Give a preliminary report.
    - a) Secure observations
    - b) Status reports
    - c) Physical consequences (liquid flows or clouds - going where)
    - d) Discoloration
    - e) Wind and environment
  5. Establish 'control zones' with restricted entry by cones, rope, vehicle placement, and/or tape.
    - a) Hot/warm/cold with limited entry points;
    - b) Monitoring placements
  6. Designate a staging area for incoming equipment.

7. Execute only immediate life-saving rescue (within limits of possessed PPE), limiting as much as possible the endangerment of the health or safety of all personnel until the material involved and hazards are identified.
- B. Other incoming units:
  1. Restricting entry and deployment.
  2. Other incoming units shall report by radio to the Incident Command for assignment(s).
  3. The Incident Command will coordinate all HAZMAT operations/ functions, and implement a HAZMAT Incident Command System.

### III. **SCENE PROTOCOL**

- A. Approaching the Scene:
  1. Move and keep all persons/responders away from the scene at least 250 feet (small spill) or 800 feet (large spill).
    - a) Do not walk into or touch any spilled material
    - b) Do not inhale any of the product, gasses, fumes, and/or smoke, even if no hazardous materials are involved
    - c) Do not assume that gasses or vapors are harmless because there is no smell or visual observation of them
    - d) Safely eliminate ignition sources if possible.
- B. Identify material (at furthest distance from accident as possible):
  1. By the shipping papers;
  2. By the placarding system;
  3. By driver report; and/or
  4. By packaging or tanker markings.
- C. Notification:
  1. Invested dispatch- emergency management;
  2. City Police
  3. County HAZMAT Team(s) for assistance;
  4. CHEMTREC, if assistance is needed, by dialing 1-800-424-9300;
  5. Military Transport 703-697-0218;
  6. Other notifications as per Incident Command;
  7. Poison Control Center 1-800-222-1222.
- D. Evacuation: Consider evacuation within 5,000 feet of the incident area, to be determined by the Incident Command. [\*Refer to ERG]

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	325 – Adverse Weather Operations		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

### 325 - PURPOSE

To have a basic plan to preserve or lessen the effect of the storm on life and property. Storm periods can be divided into three basic phases: storm preparations, storm period, and post storm period. It is essential that Department members understand terminology used by the National Weather Service. Watches indicate that weather conditions are conducive for the formation of storms and the public should expect bad weather. Warnings indicate that a storm is in progress and that persons should take immediate cover.

### 325 – POLICY & PROCEDURE

#### I. WEATHER CONDITIONS

- A. This SOG provides guidance for companies encountering severe weather conditions during field operations. Company officers should use discretion to alter their functions should conditions change rapidly.
  1. Heavy rain should not have any effect on fire/rescue functions except that extra care should be taken while driving, and to protect patients/fire victims from the weather.
  2. Lightning storms are common in our response area and are encountered frequently by fire/rescue units. Personnel not actively involved in emergency operations should remain inside apparatus or structures during periods of lightning. Aerial operations should be halted during lightning conditions, and the use of ladders should be limited to Life Safety purposes only.
  3. Sustained wind conditions can be very hazardous.
    - a) At sustained wind speeds above 35 MPH, aerial operations should be halted.
    - b) Sustained wind speeds above 50 MPH, only critical fire/rescue operations should be undertaken, and all vehicles with high profiles and lightweight should not be used.
    - c) At sustained wind speeds of 70 MPH or higher, all fire/rescue units should remain in shelter.
    - d) Personnel operating outside in sustained wind conditions above 30 MPH will wear helmets and full turnout gear to protect from flying debris.
  4. When encountering hail conditions, all personnel will wear full protective clothing, and company officers shall use discretion to determine if personnel should seek shelter.
  5. Tornadoes:
    - a) When a tornado or funnel cloud is observed in the field, companies should move away from it at right angles to its direction of travel, if possible. If proximity to the tornado prevents escape, the apparatus

shall be abandoned and personnel should seek shelter and keep together.

- b) If a tornado is observed while in quarters, personnel should mount the apparatus and move away as indicated above, if it can be done safely, and time permitting.

6. Flooding:

- a) Company officers must exercise considerable judgment and discretion relative to personnel safety when encountering flooded areas. In rapidly moving water more than two (2) feet deep, personnel shall use a lifeline and wear approved Personal Floatation Devices (PFDs). Particular care should be taken to avoid run-off areas, drains, open manholes, and ditches.
- b) Also, extreme caution should be used when traversing flooded areas in vehicles.

7. General:

- a) Any severe weather conditions should be reported immediately to dispatch and the senior officer on duty. Safety of personnel and the general public must be the first priority of officers commanding units in the field.
- b) Damage to equipment and/or apparatus due to weather must be reported immediately, and documented.

II. **COMMAND CENTER OPERATIONS (939 Unit)**

- A. Upon the issuance of any 'special operation warnings,' the Command Center (939) shall:

- 1. Be manned simultaneously as Stations
- 2. Command Center assignment shall be the responsibility of assigned (duty) Chief Officers
- 3. Be responsible for tracking all City deployed and rotation of responses and resources
- 4. Declared Ops Center is open and that all further City communications shall be made or directed to (939) Command Center
- 5. All further dispatch of Greensburg units shall be by 939 Communications Center.
- 6. For each frequency used by Incident Operations, there may be one frequency Officer assigned to monitor and ensure supervisory Firefighters are attentive to frequency traffic and other anticipations for safe scene operations.

- B. All Companies activated by the Command Center shall:


- 1. Acknowledge response;
- 2. Provide task progress to (939);
- 3. Subsequently acknowledge 'availability' at the end of their response and leaving the scene;

- C. Company operations may occur on an assigned frequency (City frequency 1, City frequency 2, or local 3).

- D. Chief Officers at any Company Operation site shall monitor channel 1 and maintain close proximity to Company Officers in charge at the site of the operation when conditions dictate.

- E. Command Center Staff and operations, upon direction by the Chief Officer or Center's Emergency Management Coordinator (EMC)/Center Chief, shall wind down operations and subsequently announce the closing of the Command Center operations;

whereupon the Fire Department dispatch shall resume normal standard operating formats where County Fire Dispatch shall resume primary City Fire Dispatch.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	326 – Elevator Operations		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 326 - PURPOSE

Unless information is received from dispatch or Incident Command indicating a medical emergency or a person trapped in the mechanism of the elevator, responses to elevator emergencies shall be non-emergency. Any officer may, at their discretion, upgrade the response to an emergency response.

### 326 – POLICY & PROCEDURE

#### I. ELEVATOR ACTIONS

- A. Typically elevator rescues involve opening a jammed door. Every effort shall be made not to use tools to pry the doors open. Elevator keys are recommended to be used to easily open the door via the manual system contained in each elevator.
- B. Elevators stuck between floors are significant incidents and care must be taken not to place equipment or firefighters in between the elevator box and the building structure. Failure to do so could result in injury or death.
- C. A fire department member shall be sent to the elevator mechanical room and shut down the power to the affected elevators. The power source shall be locked and tagged out. Once the power has been shut down to the elevator, the member or crew shall remain in the mechanical room until released by command.
- D. Cycling of electrical power to reset the elevator's electrical control system can be attempted before utilization of the elevator keys.
- E. Communication with the trapped occupants shall be made to advise them of the steps and potential effects they may feel.
  1. Sit on the floor, with your back against the wall of the elevator.
  2. Do not smoke.
  3. Stay away from the elevator doors
  4. The rescue is in progress, and they are safe.
- F. It's imperative to understand the medical conditions of the trapped occupants. Requesting appropriate EMS support shall be considered and requested.
- G. Building maintenance personnel should be consulted for operations and technical information concerning the elevator. Typically, building maintenance personnel have training required to perform emergency operation of the elevator systems.
- H. If the elevator box is stuck between floors, the incident may become a confined space rescue and additional resources shall be considered.

#### II. OCCUPANT REMOVAL


- A. All occupants who cannot walk without assistance shall be removed with the aid of a stair chair, backboard, or stokes basket.
- B. Any occupant who can walk out will be assisted to do so if the car floor is even with the floor.



- C. If the car floor is not even with the floor, a member shall board the car and the car occupants shall be assisted from the car using an attic ladder with a member in the car and at the floor level assisting the occupants. Any time an occupant must climb more than 4 feet from the car floor, a safety line shall be secured to the car occupant as fall protection.
- D. If the car's doors cannot be opened normally, a roof hatch may be used to affect the rescue. When a roof hatch is used to evacuate the car's occupants, safety lines shall be attached to the occupants as fall protection.

**III. TERMINATION**

- A. Once a rescue has been completed, the hoistway doors shall be closed and kept closed.
- B. Any disconnected power supplies shall be left off and lockout / tag-out devices may be removed at the direction of the Incident Commander.
- C. The building's representative should be advised to leave the elevator out of service until it can be repaired by an authorized service company.
- D. Annual elevator rescue training should be included in the training syllabus including a walk through and familiarization visits of all buildings containing elevators.


	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	327 – Power Line Emergencies		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### **327 - PURPOSE**

To have in place a policy for all personnel to follow in working around power line emergencies.

### **327 – POLICY & PROCEDURE**

- I. **NOTIFY DISPATCH IF WIRES ARE DOWN AND THE POWER COMPANY MUST BE NOTIFIED.**
- II. **OPERATIONS**
  - A. The following list contains some tips to help deal with electrical emergencies. The list is not totally inclusive but gives some principles which should be considered to maintain a safe working environment for personnel.
    1. All wires should be treated as energized and being of high voltage.
    2. When downed wires are encountered, a danger zone of one span in either direction should be considered for safety.
    3. Firefighters shall not cut any wire but wait and let a trained utility worker do the necessary cutting.
    4. Firefighters should proceed carefully in an area where wires are down and heed any tingling sensation felt in the feet.
    5. Firefighters must not touch any vehicle or apparatus that is in contact with electrical wires.
    6. Care must be exercised in raising and lowering ladders, hose lines, or equipment near overhead lines.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	328 – Weapons of Mass Destruction		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

### 328 - PURPOSE

The intent of this operating procedure is to establish guidelines for the safe response and handling of Weapons of Mass Destruction (WMD) incidents. Response actions at WMD incidents can be divided into those actions undertaken by operational responders, and those undertaken or supervised by haz-mat technicians. Medical management includes decontamination, triage, treatment, behavioral health, and transportation. The specific WMD agent involved, whether chemical, biological or radiological, has an impact on scene management. WMD incidents are crime scenes and a police sector needs early establishment.

### 328 – POLICY & PROCEDURE

The first arriving officer will establish Command and begin size-up by surveying visible activity, signs, and symptoms, and notice potential effects of wind, topography, and location of the incident. Command must route any other responding companies away from visible or suspected hazards. Care must be taken to establish staging in a safe area, taking into account the characteristics of the likely WMD agent.

#### I. AREA ISOLATION / PERIMETER ESTABLISHMENT

- A. Command size-up gathers information for an incident management plan.
  1. In known or suspected explosions where terrorist activity cannot be ruled out, initial actions should be to secure a hot zone and call for law enforcement personnel to respond.
  2. Entry into the hot zone should be under the direction of unified Command with Haz-Mat, radiological monitoring, Tech Rescue, etc. with secondary collapse and/or explosive devices, and crime scene issues being addressed.
  3. If victims are present, the Incident Commander should establish communication quickly to control their anxiety and behavior. Select a firefighter or officer as a point of communication to establish rapport and credibility. If possible all direct communications to victims should be conducted or coordinated through this person.
  4. A WMD/terrorist incident is a CRIME SCENE. Once the fire or haz-mat work is complete, the scene passes to law enforcement personnel.
  5. Remember to note any signs of WMD devices, dispersion apparatus, or other evidence.
  6. BE AWARE OF SECONDARY DEVICES designed to injure additional victims and/or first responders. Upon sighting a device or any suspicious appearing device that appears operable, withdraw personnel until it has been inspected and rendered safe.
  7. Remember locations of potential evidence; do not move or collect it yourself.

8. Pay attention to symptoms exhibited by victims for relay to haz-mat and EMS personnel.
  9. Prepare to evacuate nearby areas if indicated by wind, explosive, or similar danger.
  10. If fire is present and a radiological agent suspected, evacuate to 2000 feet.
- B. In case of a letter or package containing an unknown substance:
1. Quarantine persons in the immediate area of exposure and place them in a safe area.
  2. Isolate the area where the substance or package is located and hold for the Haz-mat Team to double bag and secure.
  3. Control HVAC Systems by shutting down to prevent spread of contamination.
  4. If a biological agent is contained in a single room or office in a multi-function building, the entire building should be evacuated.
- C. If no apparent victims, life hazards, rescue situation, or fire exist, fire department personnel should not be exposed to risk. First arriving units should secure a perimeter, evaluate the situation, and await the arrival of the Hazardous Materials Technicians.
1. Use available PPE to minimize safety risks for operational responders.
  2. Minimize entry of first responders into HOT ZONE.
  3. Minimum PPE is turnouts, butyl rubber gloves and SCBA.
- D. Establish Zones of Limited Access.
1. The HOT ZONE is the area immediately around the site/munitions/device/source. Enforce a single entry control point. All personnel entering this area must wear full protective gear. The entry control point should be a minimum of 300 feet from the source. This applies whether the suspected agent is chemical, biological or radiological.
  2. WARM ZONE is upwind and uphill from the Hot Zone for Chemical and Radiological Threats. Biological agents are non-volatile and controllable. If contained in a building little downwind threat is posed. If release point is in the open, a downwind hazard exists.
  3. Hot Zone Support, Rescue, and Technical Decon personnel operate in the WARM ZONE with full protective gear. Decon lines are established in the WARM ZONE. This area should be a minimum of 15 feet wide, but must encompass all victims awaiting decon and decon equipment. A sector will be established at the entry to the warm zone for accountability.
  4. The COLD ZONE is outside the Warm Zone. For Chemical and Radiological agents, the COLD ZONE is uphill and upwind from the Warm Zone. No contaminated personnel or equipment should pass into the COLD ZONE. Incident Command, medical, and transportation are located in the COLD ZONE. Personnel should keep protective gear at hand in case of wind shift or accidental contamination.
- E. Coordinate with police to establish security for the site.
1. Police will search the immediate area for the presence of secondary devices.
  2. If potentially explosive devices are sighted or suspected, a Special Assignments Unit will investigate and clear. Fire personnel will withdraw to a safe staging area until safe re-entry is possible.
  3. Victims and others will be denied entry and exit from HOT ZONE. Police will enforce these restrictions. Fire personnel will NOT use physical force to restrain the public.

- II. **EQUIPMENT POSITIONING**
  - A. Position equipment upwind, uphill and upstream from the incident site. If the incident is indoors, ensure any ventilation exhaust ports are not blowing vapors into the established response areas. Shut down Air Conditioning and Heating Systems (HVAC) systems to minimize contamination spread.
- III. **ASSESS DOWNWIND HAZARDS**
  - A. Be aware of the presence of, or potential for, downwind plumes. This threat exists for chemical, biological, and radiological particles and agents. If a downwind hazard exists, initiate appropriate action, such as evacuation or shelter in place, for those at risk. Adjust incident perimeters to account for wind risks.
- IV. **GATHER CASUALTIES / INITIATE VICTIM MANAGEMENT**
  - A. Immediately begin a process of gathering ambulatory victims.
    - 1. Using an amplified PA system, direct victims to an established holding area to await evaluation and emergency gross decontamination.
    - 2. If deaths occur during sorting, redefine HOT ZONE perimeter to include bodies. Explain emergency decontamination to victims.
    - 3. Once emergency decon is complete, sort ambulatory victims into groups of people with special needs and into gender groups.
    - 4. Continue to process any additional victims who exit the impact area.
- V. **EMERGENCY DECONTAMINATION**
  - A. Emergency decontamination for chemical agents should begin as soon as possible. Emergency Decon serves three functions:
    - 1. Marks victims for easy identification.
    - 2. Removes product/particles from victims.
    - 3. Engages victims in activity that reduces anxiety.
  - B. Using PA system/bull horn, instruct victims on decon procedure
    - 1. Spread arms and legs wide; turn slowly so all parts of body are rinsed; clothing is NOT removed for emergency decon unless the patient was exposed to a liquid splash.
    - 2. Victims will be thoroughly wet using a booster line. Soak victims from top of head downward with copious amounts of water.
    - 3. In an event with multiple victims, which may inundate the booster line procedure of emergency decontamination, a master stream creating a dense shower flow should be established as a more effective method of mass casualty emergency decontamination.
  - C. Minimum PPE for decontaminating victims is turnouts and SCBA.
  - D. Locate Emergency Decon corridor. Upgrade from HOT ZONE if possible. Notice direction and impact of uncontrolled runoff for referral to clean-up crews.
- VI. **HAZ-MAT INVOLVEMENT**
  - A. Hazardous materials involvement will be conducted by an outside agency. The GVFD will assist as necessary.
- VII. **MEDICAL MANAGEMENT**
  - A. Medical management will be conducted by an outside agency. The GVFD will assist as necessary.
- VIII. **RECOVERY AND RESTORATION ACTIONS**
  - A. The recovery and restoration phase begins after the last living patients have been transported from the scene. During this phase, it is expected that Federal response elements will arrive with specialized teams and equipment Federal resources will


support hazard monitoring, technical/equipment and environmental decontamination, and site restoration.

B. Technical Decon of Response Personnel/Equipment and Shutdown

1. Haz-mat personnel continue to perform and/or supervise the technical personnel decon corridor.
2. Haz-mat personnel will establish and operate an equipment decontamination corridor to support restoration of equipment needed to re-establish essential services.
3. Haz-mat personnel will shut down the emergency decon operation and technical decon corridors as they complete operations.
4. Haz-mat personnel will find and document uncontained runoff problems from decon corridors.
5. Complete Decon of personnel and equipment decontamination.

C. Site Survey

1. To the extent possible, Haz-mat personnel will continue to monitor all equipment and areas suspected to be contaminated with available detection and identification devices.
2. Haz-mat personnel will document all runoff areas, and any apparatus and other locations suspected or identified as contaminated.
3. When biological agents are involved, Haz-mat teams will continue to collect samples of suspected contamination for evaluation.
4. In radiological incidents, Haz-mat personnel will coordinate with the Radiation Regulatory Agency to establish that equipment and site have been successfully decontaminated.
5. For chemical agents, areas and equipment that cannot be accommodated in the technical area, the equipment decon corridor will be cleaned with a 5% bleach solution. A minimum solution contact time of 15 minutes will be observed, then area or equipment will be thoroughly rinsed and re-monitored for contamination. The process will continue until monitoring indicates no contamination is present.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	329 – High Visibility Vest Usage		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 329 - PURPOSE

The purpose of this guideline is to decrease the likelihood of worker fatalities or injuries caused by motor vehicles, construction vehicles, and equipment while working within the right-of-way on Federal-aid highways. Each member is expected to know, understand and operate according to this guideline as each situation arises.

### 329 – POLICY & PROCEDURE

#### I. GUIDELINES


- A. Every apparatus of the GVFD shall be issued multiple High-Visibility Vests which are compliant to current referenced standards.
- B. At all roadway incidents, each member of the responding companies shall wear a high-visibility vest over their outermost garment. The high-visibility vest should be donned prior to exiting the emergency response vehicle.
- C. The High-Visibility Vest shall be worn at all times while performing duties such as traffic control, pump operators, EMS operations and any other duty which places the member near/in the roadway.
- D. Members who are actively participating in fire suppression are exempt from the regulation but at the completion of that function, are required to meet the full intent of the regulation (for instance, draining, rolling, and reloading hose would require the wearing of the High Visibility Vest).

#### II. REFERENCES

- A. Federal Regulation 23 CFR 634:  
All personnel working within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for the purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel. The only exception to this rule is for fire fighters actively in the process of extinguishment. The compliance date for this regulation is 24 November 2008.
- B. NFPA Requirements  
NFPA 1500, 2007  
8.7.10\* When members are operating at a traffic incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear a garment with fluorescent and retro-reflective material visible from all directions.
- C. NFPA 1901, 2009  
One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point break away feature that includes two at the shoulders, two at the sides and one at the front. The Federal Highway Administration has determined that Class II Vests complying with

ANSI/ISEA 107, 2004 or 2006 and Public Safety Vests complying with ANSI/ISEA 207, 2006 meet the intent of this new rule.



	Greensburg Volunteer Fire Department		
	Standard Operating Guidelines		
	330 – Lithium Ion Battery Fires		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

### 330 – PURPOSE

Every type of battery creates electricity by turning chemical energy into electrical energy. It does this by using chemical reactions to create a flow of electrons from one material to another. Lithium batteries use lithium in metal or ion (Li-ion) form as their anode material. And they come with several advantages. Lithium-ion batteries are easily rechargeable and have the highest energy density of any battery technology, meaning they pack more power into a smaller space. They also can deliver a voltage up to three times higher than other battery types. But generating all that electricity also creates heat, which can lead to battery fires — or even explosions. This is especially true when a battery is damaged or defective, and uncontrolled chemical reactions (also called thermal runaway) are allowed to occur. Once a fire has started, the race is on to put it out. Lithium ion battery fires are even more dangerous than fires from older batteries because they release a flammable vapor that is toxic and which essentially produces its own fuel. Thermal runaway may occur if a battery suffers abuse, resulting in the release of toxic and flammable gasses. Thermal runaway occurring in a single battery cell can quickly spread, causing a cascading of thermal runaway in adjacent battery cells. Thermal runaway could culminate in a catastrophic high heat release fire event.

### 330 – POLICY & PROCEDURE

#### I. VEHICLE FIRE with LITHIUM ION BATTERIES

##### A. Size Up

1. Identify the type of vehicle involved — standard vehicle, all electric vehicle, hybrid electric vehicle, high fuel economy, etc.
2. Use a thermal imaging camera to help with the 360 size-up.
3. Upon identification of an electric type vehicle, the dispatch will be upgraded to include a utility truck serving as an F500 transport to the scene.
4. A second engine / tanker will be necessary to establish a continuous water supply.
5. If the fire is contained to the engine compartment, an F500EA water can may be deployed to keep the fire contained to the engine compartment prior to the arrival of an engine.

##### B. Apparatus Placement

1. Position apparatus upwind and uphill from the burning vehicle. This will keep the crew out of the smoke and prevent leaking fuel from running underneath the apparatus.
2. Apparatus should not be parked closer than 100 feet from the burning vehicle.
3. The driver should position the apparatus to block at least one lane of the road to create a barrier between the firefighters and oncoming traffic. Ideally, the

angle of the apparatus will allow the driver to view the burning vehicle from the pump operator's position and not Expose the driver to oncoming traffic.

C. Fire Control

1. Deploy an 1-3/4 inch preconnected handline (150' minimum and 200' maximum). DO NOT charge the pre-connect. 100' back from the nozzle, the pre-connect should be broken and a Task Force Tip, 95 gallons per minute (gpm.) foam eductor should be inserted. The handline should then be reconnected.
2. The proportioning rate of TFT 95 gpm. foam eductor should be set at 3%.
3. The strainer hose of the TFT 95 gpm. The foam eductor should be submerged in a 5 gallon pail of F500EA.
4. The hose line shall be charged (to a predetermined value) and the fire attack shall be made from the unburned side of the vehicle.
5. During the fire attack it is imperative to establish a continuous water supply from a hydrant or tanker.
6. The additional pails of F500EA shall be moved into position to the educator as rapidly as possible (the consumption rate will be approximately 1 minute 45 seconds per pail).
7. The fire attack shall continue until all visible fire has been extinguished.
  - a) Upon the visible flames being extinguished, a thermal imaging camera shall be used to ensure the batteries in the vehicle have been cooled to a temperature below reignition temperature.
  - b) The battery temperature should be continuously monitored to prevent further degradation of the batteries leading to reignition.
8. At least one handline shall remain operational until the vehicle is removed from the scene.
9. When turning the vehicle over to a wrecker or towing company, brief their personnel on the hazards encountered.
10. In certain instances it may be necessary for an engine to accompany the wrecker to the storage area to ensure the batteries will not reignite.

D. Clean-Up

1. Upon extinguishment of the fire, the eductor, hoseline and nozzle must be cleaned.
  - a) Shut off the nozzle, take the wand out of the bucket and turn down the pump pressure below 75 PSI.
  - b) Insert the eductors strainer hose into a pail of clean water.
  - c) Open the nozzle, push the red flush button and run fresh water through the wand, metering head, hose and nozzle.
  - d) Continue the flushing process for 3 pails of clean water.
  - e) Retract the lock ring to remove the metering head. Turn off the water supply and remove the eductor from the hose so that any remaining foam residue can be washed from the wand, metering head, and eductor.
  - f) The pre-connect can be reloaded back onto the engine
  - g) It may be necessary to flush the eductor in the station to ensure all F500EA has been removed.

II. **STRUCTURE FIRE with LITHIUM ION BATTERIES**


A. Fire Control

1. You will follow the same policy and procedures for a working structure fire (305 – Structure Fire Fire/Smoke Showing).
2. Fire attack will commence.
3. If the hose line attack crew notices that fire burns hotter, brighter, or explodes when hit with water, the fire might be fueled by lithium ion batteries.
  - a) If water is still the lithium ion batteries may explode causing metal fragments to be launched into the air.
4. If a lithium ion battery fueled fire is suspected, the attack crew must notify Command immediately.
  - a) A thermal imaging camera may be used to substantiate the findings.
  - b) Command should activate a utility truck to transport additional quantities of F500EA to the scene.
5. The attack crew should attempt to keep the area surrounding the batteries from catching or spreading fire. Do not continue extinguishment of the batteries themselves.
6. Crews on the exterior should deploy an 1-3/4 inch preconnected handline (150' minimum and 200' maximum). DO NOT charge the pre-connect. 100' back from the nozzle, the pre-connect should be broken and a Task Force Tip, 95 gallons per minute (gpm.) foam eductor should be inserted. The handline should then be reconnected.
7. The proportioning rate of TFT 95 gpm. foam eductor should be set at 3%.
8. The strainer hose of the TFT 95 gpm. foam eductor should be submerged in a 5 gallon pail of F500EA.
9. The hose line shall be charged (to a predetermined value) and a direct fire attack should be made on the lithium ion batteries.
10. The additional pails of F500EA shall be moved into position to the eductor as rapidly as possible (the consumption rate will be approximately 1 minute 45 seconds per pail).
11. The fire attack shall continue until all visible fire has been extinguished.
  - a) Upon the visible flames being extinguished, a thermal imaging camera shall be used to ensure the batteries have been cooled to a temperature below reignition temperature.
  - b) The battery temperature should be continuously monitored to prevent further degradation of the batteries leading to reignition.

**B. Clean-Up**

1. Upon extinguishment of the fire, the eductor, hoseline and nozzle must be cleaned.
  - a) Shut off the nozzle, take the wand out of the bucket and turn down the pump pressure below 75 PSI.
  - b) Insert the eductors strainer hose into a pail of clean water.
  - c) Open the nozzle, push the red flush button and run fresh water through the wand, metering head, hose and nozzle.
  - d) Continue the flushing process for 3 pails of clean water.
  - e) Retract the lock ring to remove the metering head. Turn off the water supply and remove the eductor from the hose so that any remaining foam residue can be washed from the wand, metering head, and eductor.
  - f) The pre-connect can be reloaded back onto the engine.

- g) It may be necessary to flush the eductor in the station to ensure all F500EA has been removed.
- 2. Currently Engine 1 has an integral foam tank and can introduce 3% F500EA directly into a preconnect.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	331 – Out of City Alarms		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **331 - PURPOSE**

To establish a protocol for responses outside the City of Greensburg relating to chain of command, operations, and reporting.

### **331 – POLICY & PROCEDURE**

#### **I. RESPONSE**

- A. Only requested Companies and (authorized and necessary) Department Officers shall respond to the scene. If non-requested Company personnel happen on the scene, they shall only provide first responder information until the Jurisdiction Officers arrive on scene, then they are to leave. Unless the Host Jurisdiction Chief or Incident Officer openly requests your services, you shall leave the scene immediately.
- B. No apparatus shall leave the city driver only. All apparatus must be staffed with a minimum of two firefighters.

#### **II. RADIO COMMUNICATION**

- A. Apparatus call in service on City Fire frequency with a number of firefighters on board. (Juniors will not be included in the number you are calling in with). Announcing you are switching to the assigned tactical channel.
- B. Switch to the assigned tactical channel frequency, and announce the apparatus in service with the number of firefighters on board. (Juniors will not be included in the number you are calling in with).
- C. Arrive on scene - units will report “on scene” on the assigned TAC Frequency.
- D. At the conclusion of the incident the unit will report back in service on the City Fire frequency.
- E. When the unit arrives back at station the unit will announce in-service back in station on City Fire frequency.

#### **III. CHAIN OF COMMAND**


- A. The Chief and/or his/her highest ranking Officer for the host jurisdiction is in charge of the scene and all of its operations.
- B. The Company Captain or Department Officer appropriately responding shall seek out commands from the Incident Officer. If no Host Jurisdiction Officers are on the scene, Greensburg responding Companies shall initiate Incident Command and appropriate operations only until the Host Jurisdiction Officer arrives on the scene, or assumes command by radio.
- C. Upon the Host Incident Officer’s command to cancel, all Company related Firefighters shall immediately return to their Station(s).
- D. Greensburg Fire Companies shall take all of their assignments as a Company unit. Failure to do so without a compelling reason shall be a disciplinary offense. Upon notice to host ICs, unsafe commands or unsafe activities shall be

refused. Upon such an event, the highest Greensburg Officer will debrief the Host Command to ensure no misunderstandings.

E. Safety Officers shall be authorized to stop any/all unsafe acts and/or conditions.

IV. **DECORUM CODE**

- A. All Greensburg Firefighters will be respectful, observe proper command protocol, and refrain from making disrespectful comments, insults, or other inappropriate statements to citizens, outside Fire Officers, and to brother Firefighters. Failure to do so shall be a disciplinary offense.
- B. Maintain self-respect for one's Department/Fire Company and maintain the Department's professional image and protocol.
- C. If one cannot comply with this Decorum Code, either do not respond or quietly be excused from the scene.
- D. Any violation of appropriate protocol by the Host Jurisdiction or disrespect displayed must be noted to the Company Captain and the Chief.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	332 – Request for Police Assistance		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### **332 – PURPOSE**

To establish guidelines for the request of a law enforcement officer at an emergency scene. Fire department personnel shall follow these guidelines when needing a response of a law enforcement officer at an emergency scene.

### **332 – POLICY & PROCEDURE**

#### **I. RADIO REQUESTS**


- A. If at any time during Fire Department operations the need for law enforcement assistance presents itself, requesting such assistance through dispatch.
  1. Traffic Control
    - a) When requesting a police response for traffic control, the request shall be made to dispatch specifying the exact location of the need and the fact that "traffic control" is the nature of the request.
  2. Crowd Control
    - a) The police department shall enforce a fire line as identified by the Fire Department. It is the responsibility of the Police Department to keep unauthorized persons outside the fire line. Authorized personnel inside the fire line are the responsibility of the Fire Department, including the news media, utility personnel, etc. Command must identify the area to be controlled to the Police Department, keeping in mind the possible dangers of the situation and the area needed for operations.
  3. Evacuation
    - a) At incidents involving exposure of large numbers of citizens to some danger, such as hazardous materials incidents, it often becomes necessary to use police officers to effect and maintain evacuation of an area. In these cases it is essential that the Incident Commander and a police supervisor get together to coordinate manpower needs and assignments, establish perimeters and exchange information. Accurate and timely information must be shared by both departments to minimize risks to personnel and the public.
  4. Persons Interfering with the Fire Department
    - a) When Fire Department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the police department identifying the type of problem encountered and the desired action.
    - b) If the situation reaches a point where Fire Department personnel are physically endangered by an unstable situation, the Fire Department

unit will withdraw until the police department can stabilize the situation.

**II. TELEPHONE REQUESTS**

- A. All non-urgent requests for Police assistance should be handled through direct dial numbers. The 911 emergency line must not be used to request Police assistance unless a significant emergency exists.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	333 – Modified Response (Bomb Threat)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

### **333 – PURPOSE**

To establish a policy for response to covert incidents without red lights and sirens for certain special circumstances (i.e. bomb threat, civil unrest, riot, terrorist threat, police emergency, or other special order by the Chief).

### **333 – POLICY & PROCEDURE**

#### **I. BOMB THREAT**


- A. If the Greensburg Volunteer Fire Department is dispatched by the 9-1-1 Center to a possible bomb threat, the following procedures shall be used:
  1. Respond to the scene without red lights or sirens unless told to do otherwise by the Incident Commander.
  2. Use minimal radio traffic, do not give location unless absolutely necessary.
  3. Stage fire trucks in a safe location away from the target building, remain with vehicles until told to do otherwise by the Incident Commander.
  4. At no time shall fire department personnel be involved in a search for bombs or other explosives.
  5. Any decision to reoccupy the building shall remain with the building officials. At no time is the fire department Incident Commander to give an all clear that the building is safe to reoccupy

#### **II. SILENT RESPONSE**

- A. A silent response - with a Fire Company reconnaissance (recon) of a scene prior to beginning operations.
- B. Operations will proceed if the area is 'secure' by Law Enforcement, Military, or security personnel. If serious risk is likely, additional security forces shall be summoned prior to entry of the area.
- C. No response shall occur by individuals in personal vehicles to unsecure areas.
- D. If a fire vehicle or equipment is required to be abandoned during civil unrest/war, it will be dismantled/immobilized by disconnecting wires to prevent unauthorized use (priority will be given to disabling the radio equipment).



# Emergency Medical Services - 400

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	401 – Emergency Services General Patient Care		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

#### **401 - PURPOSE**

This standard shall apply to all members who provide prehospital care, or treatment, for the sick and injured persons at an incident. It was promulgated to establish guidelines for members to follow when in contact with a patient.

#### **401 – POLICY & PROCEDURE**

##### **I. GENERAL PATIENT CARE**

- A. It is the policy of the GVFD to provide Emergency Medical Care on a regular basis to assist Mutual Aid Ambulance Service.
- B. The general guiding principle of the department is to do no harm. Therefore, members shall always render whatever treatment is necessary, appropriate, and consistent with their level of training.
- C. All patients shall be treated with care and respect regardless of their age, gender, race, sexual orientation, medical condition, or ability to pay for the services provided.
- D. Each patient shall receive a thorough evaluation to determine her/his condition. Of immediate concern are:
  1. Airway and respiratory maintenance.
  2. Circulation.
  3. Control of bleeding.
  4. Stabilization of fractures.
- E. The primary evaluation and stabilization shall be performed where the patient is found unless circumstances present an immediate threat to the patient or caregiver.
- F. The patient shall then be stabilized and the patient's condition shall be reported to the first arriving Emergency Medical Services unit to arrive at the incident.
- G. The department will recognize a "Do not resuscitate" order if the patient's physician is present or a Directive to Physicians form has been properly executed.
- H. Clothing and personal property shall not be removed from the patient unless it interferes with proper treatment. The patient's modesty and right to privacy shall be strictly observed. Any search for identity shall be witnessed, preferably by a law enforcement officer. All valuables removed from the patient shall be turned over to a family member, the police, or EMS Personnel. Valuables should be placed in a valuables envelope, the envelope shall be sealed, and a copy of the list of contents shall be turned in with the patient form.


##### **II. DECEASED PERSONS**

- A. Establish guidelines to assist members in determining whether resuscitation efforts should be undertaken.
- B. Provide guidelines to follow when a patient is obviously deceased or has been legally declared to be deceased by a competent authority.

- C. Members shall treat the body of a deceased patient with care and dignity regardless of the patient's age, gender, race, or sexual orientation or the circumstances surrounding the death.
- D. The friends and family members of the deceased shall be treated with the utmost tact and sensitivity. Members shall be of assistance to them whenever possible.
- E. On determination that a patient is deceased, the body shall not be disturbed and the scene shall be preserved until the arrival of a law enforcement officer or other competent authority.

### **III. RESUSCITATION GUIDELINES**

- A. The decision to begin resuscitation efforts shall be based on the department's protocol for therapy. As a general rule, resuscitation efforts shall begin unless one or more of the following conditions exist:
  - 1. The patient is declared to be deceased by a competent authority.
  - 2. A law enforcement official declares the incident to be a crime scene and is willing to take full responsibility for preventing the resuscitation effort.
  - 3. An evaluation of the patient's condition reveals one or more of the following:
    - a) Decapitation.
    - b) Decomposition.
    - c) Rigor mortis,
    - d) Dependent lividity.
    - e) Visual massive trauma to the brain or heart is conclusively incompatible with life.
- B. Additionally, resuscitation efforts shall not be undertaken at incidents involving mass casualties, hazardous materials, or terrorist activity if so warranted by a patient's condition, lack of resources, or if the level of risk is unacceptable.
- C. Should there be any doubt as to whether or not to resuscitate, begin CPR immediately.
- D. Once begun, do not discontinue resuscitation efforts unless:
  - 1. CPR was initiated prior to the arrival of a fire company or ambulance and the patient's condition is obviously incompatible with life.
  - 2. The rescuers are too exhausted to continue their efforts.
  - 3. Ordered to discontinue by a competent authority.
  - 4. A living will or a "Do not resuscitate" order is present and satisfies the requirements.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	402 – Infectious Disease Control		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## **402 - PURPOSE**

Infectious Disease Control shall apply to all Greensburg Volunteer Fire Department personnel and shall be required briefing for purposes of protecting personnel from exposure to blood or other bodily fluids; to provide universal safety procedures; to provide decontamination procedures, disinfection procedures, disposal procedures; and to document exposures or contacts or possibilities of contracting communicable diseases.

## **402 – POLICY & PROCEDURE**

### **I. INFECTIOUS DISEASE CONTROL**

#### **A. Precautions**

1. All personnel shall use appropriate barriers and PPE precautions to prevent skin and mucous membrane exposure when exposed to potential contacts of blood or other bodily fluids of other persons. The following practices shall be followed:
  - a) All blood and bodily fluids shall be considered infected.
  - b) Disposable latex or rubber gloves shall be worn when there is possible contact with blood or other bodily fluids, or when handling items/equipment soiled with blood or body fluids.
  - c) Disposable gloves shall be worn when cleaning or decontaminating one's self, equipment, or vehicles.
  - d) Disposable gloves, eye protection, gown, and skin covers shall be worn when there exists a possibility of blood or bodily fluids splashes.
  - e) Disposable gloves shall be made ready on every Department vehicle.
  - f) Department approved gloves shall be worn in any situation (including structural firefighting where sharp or rough edges may be encountered).
  - g) Contaminated gloves shall be removed as soon as possible to avoid skin contact.
  - h) Hands and other skin surfaces contaminated with blood or other bodily fluids or after glove removal shall be washed promptly or as soon as possible.
  - i) Eye covering and masks shall be worn when there is a possibility of blood or bodily fluid splashes.
  - j) Contaminated clothing should be removed as soon as possible and disposed of in plastic bags.
  - k) Utilize mechanical ventilation or barrier devices when providing resuscitation.
  - l) Regularly clean all EMS equipment carried on all vehicles.

- m) Handle and eliminate sharps (needles, blades, glass vials, syringes, etc.) with extreme care and place in containers to safely neutralize the sharp hazard. When handling said sharps do not recap, remove, bend, break, or manipulate used sharps by hand.
- n) Report all exposures of blood and bodily fluids for which universal precautions apply to your Company Captain and to the Department Medical Officer using Department Exposure Reports, Trip Sheets, and Injury Report documents.
- o) The Firefighter, Fire Company, and Department Medical Officers shall receive the report/copy.

#### B. Decontamination

1. All spills of blood and blood contaminated fluids shall be promptly cleaned by using an EPA approved germicide or a 1-to-10 solution of chlorine bleach to water (6.4 ounces of bleach per gallon of water) while wearing approved gloves. Visible material should be first removed with disposable paper towels. If splashing is anticipated, protective eyewear and personal gear should be worn.
  - a) Equipment. Delicate equipment such as medical equipment and radios shall be thoroughly cleaned with at least 70% alcohol upon return to Station. Larger equipment (stoke stretchers, traction splints, back boards KEDs, masts) shall be washed with disinfectant solution and air dried immediately upon return to Station. The mask portion of BVM should be washed and scrubbed in warm soapy water and soaked in a 1-to-10 solution of chlorine bleach for ten minutes. The mixture should be rinsed and then allowed to air dry.
  - b) Remove contaminated clothing. Run cold water over the stained area to avoid the fluid setting in the material. Prewash in soap and hot water. Take home to be laundered in a normal manner. Boots, leather, and turnout-type may be brushed, scrubbed with soap and hot water. Turnout gear should be brushed, scrubbed with soap and hot water.
  - c) Vehicles. Passenger spaces in seats should be scrubbed with disinfectant solution, thoroughly rinsed, and air dried.

#### C. Disposal


1. Sharps (needles, blades, glass vials, syringes) shall be in puncture resistant containers. When handling said sharps do not recap, remove, bend, break, or manipulate used sharps. Place them in a sharps container.
2. Place all contaminated supplies and disposable equipment in plastic bags and mark the bag as "CDD" (Communicable Disease Disposal).
3. Ventilation one-way valves, one-way valve pocket masks, contaminated equipment and clothing, or plastic disposal bags shall not be stored or transferred in the passenger area of any Fire Department vehicles.

#### D. Other Precautions

1. When handling and disinfecting contaminated equipment:
  - a) Do not rinse or wash in the kitchen sink;
  - b) Do dry reusable equipment carefully and thoroughly;
  - c) Do use approved disinfectants according to manufacturer's recommendations;
  - d) Pay special attention to oxygen mask and related equipment;

- e) Do clean stethoscopes and blood pressure cuffs or other equipment that may be contaminated.
  - 2. Clean all parts of any equipment that has or will be again in contact with any patient/stored equipment, only after it is completely dry.
- E. Immunizations
  - 1. All Firefighters shall acquire basic protective immunizations at least annually.
    - a) DT (Diphtheria Tetanus) - immunization must occur for every Fire Department Operations Member. A booster dose is required every ten (10) years.
    - b) Influenza (Flu) - only as recommended by personal physicians.
    - c) Hepatitis B - every Operations Firefighter must be immunized by the three dose series. Booster doses are required every five (5) years.
- F. Procedures When Exposed - **Appendix - Infectious Disease Firefighter Exposure Form**
  - 1. All Greensburg Volunteer Fire Department Members who have experienced any exposure shall:
    - a) Document said exposure on the Department Trip Sheet;
    - b) Complete a Department Communicable Disease Exposure Report;
    - c) Advise the Medical Officer; and
    - d) The Firefighter shall keep a copy of the report for their personal records.
  - 2. The Firefighter shall provide a detailed report of events that led to the exposure. The Company Captain shall insure that the Company Firefighters are advised and know the standard procedures with respect to reporting infectious exposures and the appropriate reporting procedures and safe practices.
  - 3. These records shall be retained for 30 years.
- G. Quick Reference Guide
  - 1. Communicable diseases should be suspected when you observe a patient or a victim: fever, skin rash, weeping lesions, jaundice, diarrhea, cough, vomit, bleeding, or other bodily fluids.

	EXPOSURE CATEGORY	ACTION CATEGORY
<u>Level I</u>	Contact by merely being in the presence of a diseased person.	No special action recommended.
<u>Level II</u>	Contamination of <u>only clothing</u> or equipment by the victim's blood or bodily fluids.	Decontamination and disposal.
<u>Level III</u>	Exposure to bodily fluids, skin/mucous membranes, to which Universal Precautions should apply including needle punctures, animal bites, and human bites.	Decontamination, disposal, and completion of a Communicable Disease Exposure Report; and notifying the appropriate Department Officers of possible treatment required.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	403 – Automated External Defibrillation (AED)		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1

#### **403 - PURPOSE**

An Automated External Defibrillator (AED) is to be used on a suspected sudden cardiac arrest (SCA) victim when they exhibit the SCA symptoms as taught during first aid training. Responders should consider their own safety and the safety of others prior to using an AED. Responders should only proceed with operation of the AED when it is safe to do so.

#### **403 – POLICY & PROCEDURE**

##### **I. SAFETY PRECAUTIONS**

- A. Before using an AED, the operator must be confident that they can follow the AED instructions for use.
- B. Check for danger before touching the victim.
- C. Wear protective gloves such as disposable latex or nitrile examination gloves.
- D. Use the provided resuscitation mask when giving Cardiopulmonary Resuscitation (CPR).
- E. Dry the victim's chest if it is wet.
- F. Do not use if the victim is:
  1. Lying in water; or
  2. Conscious; or
  3. Breathing; or
  4. Has a detectable pulse or other signs of circulation.

##### **II. PREPARATION**

- A. Turn on the AED and press the self-test button.
- B. Using the scissors provided, cut any clothing off the victim's chest area.
- C. If necessary, use the alcohol wipe provided to clean the victim's chest.

##### **III. OPERATION**

- A. Place the pad on the victim's chest as per the instructions on the pad and follow the prompts and instructions from the AED.
- B. After use the AED must be tagged Out of Service until the pad is replaced.


##### **IV. MAINTENANCE**

- A. Replace pads after each use.
- B. Replace pads after five years from date of installation.
- C. Replace batteries after five years from date of installation.

##### **V. TROUBLESHOOTING**

- A. Carry out the self-test procedure before use. Refer to the AED operator's guide.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	404 – Naloxone (Narcan) Policy		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

#### **404 - PURPOSE**


To provide protocols within the Department for administration, storage, obtaining ,and record keeping of Naloxone.

#### **404 – POLICY & PROCEDURE**

##### **I. ADMINISTRATION of NALOXONE (Narcan)**

- A. Qualifications to Treat Using Naloxone by First Responder. To be able to provide and deliver Naloxone, the First Responder must:
  1. Complete the online training (or a qualified eligible provider) provided by the Pennsylvania Department of Health: Opioid - Associated Overdose Prevention, Recognition, and Response Training.
  2. Provide a copy of the certificate of that training to the Department Medical Officer.
  3. In the event of usage, first responders shall prepare the attached report, and provide the completed report to the Department Medical Officer upon the pouch replacement exchange.
  4. Both the first responder carrying the Naloxone within his/ her vehicle and the Department Naloxone Manager shall inspect the Naloxone kits to ensure they are intact and not damaged.
  5. All damaged Naloxone kits shall be immediately reported to the Department Medical Officer.
- B. Field Delivery Protocol of Naloxone: As long as Naloxone is made available by State, County, Federal, and other agencies to non-profits, the GFD shall attempt to deliver NARCAN® (naloxone HCl) if possible as per these protocols.
  1. When a first responder believes that an individual is suffering from an opioid drug overdose:
    - a) Immediately request the response of Emergency Medical Service (EMS) response - 911 dispatch.
    - b) If the patient is unconscious, rub the sternum of the patient in an attempt to regain consciousness.
      - (1) Unconscious patient without pulse and not breathing, start CPR, AED, or other emergency treatment as necessary
      - (2) Unconscious patient with a pulse, if the patient is not breathing adequately (10 to 12 breaths per minute), provide rescue breathing.
    - c) Administer Narcan

- (1) Peel back package to remove the device.
  - (2) Place the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
  - (3) Press the plunger firmly to release the dose into the patient's nose (the whole dose will be used in one nostril).
- d) Request dispatch to notify responding EMS personnel that:
  - (1) Naloxone was administered and/or CPR in progress with patient/scene and size-up.
- e) If the patient has not responded within three to five minutes after administering the first dose, administer the second dose.
- f) Inform responding EMS of the circumstances in which the victim was found that led to the belief that the patient is suffering from an opioid drug overdose (i.e. physical signs, statement by witness, etc.).
  - (1) Report any attempt to revive patients (e.g., CPR, AED, etc.).
2. In each case of a suspected drug overdose (Opioid or otherwise) fill out and provide the Naloxone Report to the Department Medical Officer (who will provide a copy to Westmoreland Drug & Alcohol Commission [WeDAC]). Place the report in a used NARCAN® (naloxone HCl) pouch and turn both in for a replacement NARCAN® (naloxone HCl) pouch.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	405 – COVID Emergencies		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 1


#### **405 - PURPOSE**

The purpose of this exposure control plan is to eliminate or minimize members of the Greensburg Volunteer Fire Department members exposure to COVID 19. COVID 19 related emergencies may also be labeled as a Zulu response.

#### **405 – POLICY & PROCEDURE**

##### **I. COMPLIANCE METHODS**

- A. Universal precautions will be observed by employees in order to prevent contact with COVID 19 or other potentially infectious materials.
- B. All potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- C. Personal protective equipment including face masks shall be utilized.
- D. Members shall ensure after the removal of personal protective gloves, that they wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
- E. Limit the number of personnel that enter a potentially contaminated environment.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	406 – Members suspected of having COVID		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

#### 406 - PURPOSE

In efforts to keep our firefighters healthy, the Greensburg Volunteer Fire Department has purchased COVID tests for GVFD firefighters . Due to these tests being purchased by the GVFD Relief Association, these tests are available for Firefighters only. If you are feeling sick and think you may have COVID, or have been exposed, a COVID test will be provided to you free of charge by the GVFD, *while supplies last*.

#### 406 – POLICY & PROCEDURE

##### I. SYMPTOMS

- A. May appear 2-14 days after exposure to the virus. People with these symptoms *may* have COVID-19:
  1. Fever or chills
  2. Cough
  3. Shortness of breath or difficulty breathing
  4. Fatigue
  5. Muscle or body aches
  6. Headache
  7. New loss of taste or smell
  8. Sore throat
  9. Congestion or runny nose
  10. Nausea or vomiting
  11. Diarrhea
- B. Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
  1. Trouble breathing
  2. Persistent pain or pressure in the chest
  3. New confusion
  4. Inability to wake or stay awake
  5. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

##### II. TESTS

- A. ONLY GVFD FIREFIGHTERS are eligible:
  1. If you have COVID-19 symptoms (see below for list)
  2. At least 5 days after known to or suspected close contact to COVID-19 (within 6 feet for at least 15 minutes)
- B. To obtain a test:
  1. Contact GVFD Medical Officer to obtain a test.
  2. Arrangements will be made for test to be picked up safely


### III. **POSITIVE TEST**

- A. If your test is positive:
  - 1. Isolate (at least 5 days)
  - 2. Seek a confirmatory, follow-up laboratory test if recommended by healthcare professional
  - 3. Monitor your symptoms
- B. If your test is negative:
  - 1. If up to date on vaccines: return to normal activities
  - 2. Wear a mask indoors in areas of high or substantial community transmission
  - 3. If not up to date on vaccines and have symptoms or exposure, continue to quarantine for at least 5 days
  - 4. If not up to date on vaccines and no symptoms or exposure: return to normal activities

### IV. **COVID VACCINES:**

- A. If you have not been vaccinated yet or you are still in need of your booster
- B. Contact Dr. Plundo to make arrangements to have vaccine administered in his office
  - 1. When calling let them know you are a GVFD FF and need to schedule to receive a vaccine Email Department Medical Officer after receiving vaccine so your immunization status can be updated.

If you have further questions about symptoms, isolation, quarantining, etc. -please visit: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or contact your medical care provider.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	407 – Ballistic Vest Usage		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

#### **407 - PURPOSE**

To establish procedures relating to the use, care and maintenance, and storage of ballistic vest across the Department.

#### **407 – POLICY & PROCEDURE**

##### **I. VEST USAGE**

- A. Vests shall be donned prior to leaving the station or exiting a vehicle (personal or GVFD apparatus).
- B. All personnel who have access to a ballistic vest should don the vest for the following types of incidents or activities:
  1. Ambulance Assists – especially those involving a possible overdose
  2. Lock Outs
  3. Welfare Checks
  4. Specialty incidents requested by the Chief
- C. All personnel who have access to a ballistic vest may don the vest for the following types of incidents or activities:
  1. Any night time alarm when you are the first person arriving
  2. Any use of a Knox Box key to enter a dwelling
  3. Whenever you feel the situation warrants use
- D. Once the vest is donned, it shall not be removed until conclusion of the incident, remove the vest away from the incident location and out of the public view.

##### **II. CARE AND MAINTENANCE**

- A. Ballistic vests should be inspected on a monthly basis, or after each use, whichever occurs more frequently.
- B. If a vest is ever shot, stabbed, slashed, or impacted in any way, there must be documentation on the incident report, and the vest must be removed from service and surrendered to the Chief immediately for inspection.
- C. Cleaning of the ballistic vest shall be done in accordance with the manufacturer's recommendations: **IMPORTANT: DO NOT USE BLEACH DURING CLEANING**
  1. Carrier (Outer shell)
    - a) Remove ballistic panels from outer carrier
    - b) Close all Velcro fasteners
    - c) Hand wash using medium water temperature
    - d) Tumble dry on a low heat setting or air dry while hanging
      - (1) BE SURE OUTER CARRIER IS COMPLETELY DRY
    - e) Reassemble all components
  2. Ballistic Panels (Do not machine wash or dry clean ballistic panel insert(s))

- a) Do not immerse panels in any liquid
- b) Wipe ballistic panels using a mild soap and water
- c) Allow the panels to AIR dry
  - (1) BE SURE PANEL(S) COMPLETELY DRY
- d) Reassemble all components
- D. If a vest is exposed to ANY bodily fluids, universal precaution procedures are to be followed and the Chief must be notified to have the unit evaluated.
- E. If a vest is removed from service off of an apparatus, Company membership must be notified.
- F. Any defects found on a vest (holes in fabric, seems pulling, loose thread, etc.) must be reported to the Chief and the vest removed from service.


### III. **STORAGE**

- A. Vest should be stored in a dry environment lying flat or on a hanger
- B. Vest should be stored in a room temperature environment out of direct sunlight
- C. Keep vest away from any liquids or chemicals
- D. Do not place or store heavy objects on the vest



Bloodhound Team - 500



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	501 - Bloodhound Team Structure		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## I. CHAIN OF COMMAND

### A. Fire Chief

1. Responsible for ensuring Members operating on the Team are appropriately qualified, trained, and meet the medical, physical, and emotional profile to be a functional and safe Team Member.
2. Address inter-Team operation organizational planning and operational readiness, and development of strategic objectives for field operation.
3. Oversees the Development of requirements for Team Membership.
4. Responsible for designating a Team Commander.
5. Responsible for the temporary assigning of a Team Command Replacement in the absence of the Team Captain.
6. The Fire Chief has the express authority to eject a Team Member from the Team for any reason whatsoever. The Fire Chief's decision will remain final. There is no appeal process.

### B. Team Commander


1. Team Commander must be or have been an experienced, trained, and certified Bloodhound Handler and had participated in training and Team deployments on the GBHT, having received Man-Trailing Training as provided by the National Police Bloodhound Association for at least five(5) years.
2. Responsible for development of safe and efficient field operations.
3. Responsible for ensuring that the requirements for Handler Membership in the National Police Bloodhound Association are met and kept up to date, including, but not limited to, dues.
4. Responsible for ensuring that the requirements of the Westmoreland County Department by Order of the Sheriff himself for the selected deputized GBHT Members are met.
5. Is the Team liaison with the Sheriff's Department and will determine which GBHT Members are deputized after approval has been granted by the Westmoreland County Sheriff.
6. Responsible that all Members of the Team are following all specific requirements of the Mayor, Council, and City Administrator of the City of Greensburg that pertain to the GBHT.
7. Responsible for the development of operations planning from pre-planning, deployments, operations, and demobilization.
8. Ensure appropriate safety plans and standards are applied and implemented throughout training and operations.
9. Ensure all personal personnel equipment inspection and readiness is maintained.

10. Responsible for development of after-incident action plans for operation training and improvement.
  11. Responsible for the completion of any necessary paperwork that may be required for operation requirements and documentation of Team expenditures as may be necessary.
  12. Responsible for implementing and maintaining Incident Command System at all deployments (including Team accountability systems/crew resource management at scene operations).
  13. Responsible for maintenance of any necessary training certification as may be required.
  14. Responsible for ensuring that all Bloodhounds and all related equipment are always in a state of readiness.
  15. In consultation with on-scene agency Incident Command Officer(s), Team OIC is responsible for selecting on-scene Handler/Hound (hereinafter referred to as Bloodhound Team or BHT) assignments based on available BHT knowledge, training, experience, and on size-up information; whereas a plan shall be based on all scene information, including, but not limited to, safety risk factors involving the deployment.
  16. Team OIC will make the final determination as to whether the deployment is warranted given the risk factors of available on-scene information and environmental conditions.
  17. Team Commander will assess each and every call, making the final call as to whether the deployment is viable for the use of a man-trailing bloodhound.
  18. Team OIC will make all final decisions as to which support Team Member candidates are selected for a specific assignment.
  19. Team Commander has the authority to eject a Team Member from the Team for any reason whatsoever. Team Commander's decision will remain final. There is no appeal process.
- C. Team Captain or Officer in Charge (OIC)
1. Team Captain must be or have been an experienced, trained, and certified Bloodhound Handler having participated in training and Team deployments on the GBHT, having received Man-Trailing Training as provided by the National Police Bloodhound Association for at least five (5) years.
  2. Ensure appropriate safety plans and standards are applied and implemented throughout operations.
  3. Responsible for implementing and maintaining Incident Command System at all deployments (including Team accountability systems/crew resource management at scene operations) in the absence of the Team Commander.
  4. In consultation with on-scene agency Incident Command Officer(s), in the absence of the Team Commander, the Captain or OIC is responsible for selecting on-scene Handler/Hound (hereinafter referred to as Bloodhound Team or BHT) assignments based on available BHT knowledge, training, experience, and on size-up information; whereas a plan shall be based on all scene information, including, but not limited to, safety risk factors involving the deployment.
    - a) In the absence of the Team Commander:
      - (1) Team Captain or OIC will make the final determination as to whether the deployment is warranted given the risk factors of available on-scene information and environmental conditions

- (2) Team Captain or OIC will assess the requested deployment, making the final call as to whether the deployment is viable for the use of a man-trailing bloodhound.
- (3) Team Captain or OIC will make all final decisions as to which support Team Member candidates are selected for specific assignments.

5. Team Lieutenants

- a) Team Lieutenants are selected by the Team Commander.
- b) All Team Lieutenants must be or have been a certified Bloodhound Handler having participated in prescribed training as provided by the GBHT subscribed practices of the National Police Bloodhound Association or possess a skill set to be competent in the command of the unit as determined by the Team Commander
- c) Responsible for the completion and/or oversight of tactical assignments as may be assigned by Officers in Chain of Command.
- d) Responsible for ensuring Team Members approach their Team operational responsibilities with a professional attitude and function as a Team responsible for implementing and training as may be necessary to address operational mission responsibilities and requirements as necessary and acting as OIC in the absence of the Team Commander or Team Captain.
- e) In the absence of the Commander, Captains and Lieutenants, the SENIOR HANDLER on the call will act as the OIC for the call.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	502 - Bloodhound Team Operations		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 4

## TEAM MISSION

- A. Provide safe and efficient emergency response to community and emergency agencies, aiding in the search for lost or missing persons.
- B. Provide safe and efficient assistance to local and state agencies in efforts in apprehending sought-after or fleeing subjects.
- C. Establish Training and Certification to maintain organizational readiness/equipment.
- D. Provide team-building and Member support activities.
- E. Establish Community Awareness through regular Public Relations and Community Demonstrations to both the General Public and local emergency service responders.

- I. **GENERAL OPERATIONS** - It is to be distinctly understood, the Greensburg Volunteer Fire Department only provides handlers and personnel with knowledge and expertise in the deployment and utilization of Bloodhounds for man-trailing purposes and does not perform the incident command and control associated with search management protocol. However, the Greensburg Bloodhound Team does plug into the incident's Command System in place.

### A. Incident Commander - Requesting Agency

1. Responsible for the overall oversight of the emergency scene site.
2. Is the person of authority front heagency who requested the services of the GBHT.
3. The Team OIC reports to the Incident Commander.
4. The Incident Commander is responsible for the deployment scene.
5. The Incident Commander is responsible for the decision to suspend/halt/abort/discontinue operations.
6. Responsible for acquiring all sources of search subject information, and is the source of information for the GBHT OIC.
7. Responsible for ensuring sufficient available operation resources, support resources, and the operational interaction of those resources as necessary.
8. Responsible for acquiring additional resources necessary, which include, but are not limited to, additional first responder companies, ATV Teams, helicopters, emergency medical services, or other specialty response teams.
9. Responsible for adding command staff as needed to efficiently and safely manage the incident utilizing NIMS- ICCS command and control formats, designating location of the command post, staging areas as to not interfere with the intended search area, and any other necessary operation areas; and responsible for ensuring safety plans and site hazards, and operation issues are attended to.

10. Responsible for ensuring all safety, logistics, medical, and support operations are manned and prepared for implementation.
- B. Bloodhound Team Safety Officer
  1. Shall be designated for each deployment by the Team OIC.
  2. Responsible for reporting to the Team OIC.
  3. Ensures each individual Bloodhound Team has a support person assigned.
  4. Ensures operational and rehabilitation or decontamination resources are available for Bloodhound Teams
  5. Advises Team OIC of any unsafe, potentially hazardous conditions that might be of concern in the execution of the search Deployment.
- C. Field Positions
  1. Fire Chief
  2. Team Commander
  3. Team Captain
  4. Team Lieutenant
  5. Safety Officer
  6. Handler
  7. Support / Backup

## **II. DEPLOYMENT DETAIL OPERATIONS**

- A. Bloodhound Team Commander or Team OIC
  1. Responsible for Team training, readiness, and safe operations.
  2. Responsible for ensuring Team Members responding are qualified, physically able, and experienced for task assignments.
  3. Responsible for development of tasks.
  4. Has the authority to halt operations if conditions are deemed unsafe or if there is an immediate Team Member life at risk.
  5. Dictates Team assignment order.
  6. Responsible for ensuring an after-action debriefing occurs to:
    - a) Review what worked and what did not
    - b) What needs to be changed next time
    - c) CIS evaluation
    - d) Post-incident exposures
- B. Handlers
  1. Responsible for the readiness and training of their hound or assigned hound.
  2. Responsible for the execution of the Bloodhound Team's (BHT) search assignment.
  3. Reports directly to the Team OIC.
  4. Has the authority to halt a search operation if conditions warrant.
  5. Makes sure self-physical fitness and medical clearances are maintained as to not interfere with the mission.
  6. Must be an Active Member of the Greensburg Volunteer Fire Department\*.
  7. Must attend at least one (1) NPBA Training Seminar per year.
- C. Support or Backup Personnel
  1. After being assigned, takes direct orders from the handler.
  2. Makes sure self-physical fitness is maintained as to not interfere with the mission or the safety of the BHT.
  3. Watch out for the safety of their assigned BHT.
  4. Must stay up with Handler and Hound and not become a mission burden or become distracted by performing any other search function, i.e. ground

tracking. Safety of the BHT itself is the first and foremost concern of a support person - nothing else matters.

5. Speaks only when there is a detection of an eminent hazard or only when spoken to by Team OIC or Handler - while on trail.
6. Must be an Active Member of the Greensburg Volunteer Fire Department\*.

### **III. COMMUNICATIONS**

- A. In City of Greensburg: Channel #1 Repeater [153.950 MHz]
  1. Channel #1: Non-Repeater [154.250 MHz]
  2. Channel #2: Non-Repeater [154.145 MHz]
  3. Local Government [154.965 MHz]
- B. Out of City - Greensburg Fire
  1. Channel #1 Non-Repeater
  2. Channel #2 Non-Repeater
  3. Local Government
  4. 800 Tac Channel as assigned by Dispatch
- C. Seek other agency radios/frequencies as may be necessary or utilize 800 band upon being requested by Emergency Dispatch.
- D. All personnel shall be required to have both a High Band Radio and an 800 band Radio available, fully charged, and ready for operation.

### **IV. MUTUAL AID**

- A. Mutual Aid resources will be activated and requested if necessary.
- B. Local Fire Departments and/or emergency services should be used primarily, as Workers' Compensation and liability insurance is primary.
- C. Mutual aid agencies should only be requested by the Team to provide support functions that are clearly considered to be safe and without risk. Any technical or high-risk support operations should only be assigned to mutual aid resources if: a) it is clearly shown that they take full responsibility for any injuries or risk to their own members and/or third parties; or b) the local emergency response agencies are in command and will oversee and take responsibility for mutual aid responding resources.
- D. When the Greensburg Bloodhound Team is part of a mutual aid response to a host emergency service, the local Incident Commander shall be consulted with and mission assignment shall be clarified.
- E. A communication's link shall be established with the local Incident Command Agency.
- F. The Incident Commander or Bloodhound Team Captain will, upon arriving at an emergency scene, determine whether the requested GBHT operation can be quickly and safely implemented for the mission requested.

### **V. SAFETY**

- A. On this Team, safety is always the "first" objective and the top priority. While there is always a certain amount of risk in all operations, all risks and hazards shall be addressed, and best efforts to minimize, neutralize, mitigate, or avoid shall be practiced.
- B. Each member of the Team is a "Safety Officer."


### **VI. OPERATIONAL GOALS**

- A. Successfully locate the missing subject or felon, the target of the deployment mission, as safely and as quickly as possible.

### **VII. FUNDAMENTAL OPERATIONAL RULES**

- A. No Team Member or any mutual aid department assistance member shall wear bunker gear or bulky clothes while being in a Team response.
- B. All Team Members on scene shall wear:

1. Approved Camouflage Pants, a Team issued t-shirt, suitable traction, over-the-ankle boots, a black Team nylon jacket with appropriate identification or issued sweatshirt. Absolutely no running shoes will be permitted.
2. Safety Items shall include a flashlight, whistle, knife, gloves.
3. Ballistic Vests have been issued to certain personnel and are recommended for all calls, but are required when they are deemed necessary. Both handler and backup will be required to don ballistic vests in these instances. Handler and Support personnel shall bring vests on all calls.
4. All Team Members, if licensed for firearm concealed carry for personal protection, may carry a weapon. However, the weapon **MUST BE CONCEALED** under a jacket or sweatshirt at all times and may **NOT** be in public view. No Long Arms are permitted.
5. When attending a public demonstration, firearms are **PROHIBITED** for the safety concern of the public. In these cases, it is mandated that if you carry a weapon at all times, leave your weapon secured in your vehicle until after the demonstration, unless you are a Law Enforcement Officer and required to carry at all times as standard procedure set in place by your employing agency.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	503 - Bloodhound Team Membership Requirements		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## I. TEAM MEMBERSHIP REQUIREMENTS


- A. Be at least eighteen (18) years of age.
- B. Have completed his or her year of probation
- C. Have completed Essentials 1 & 2
- D. Apply to the Team Commander, and participate and attend training at local drills when called by Handlers or Team Commander or his designee.
- E. Belong to the Greensburg Volunteer Fire Department.
- F. Have been trained in Incident Command Systems (ICS- 100, 200; Crew Response Management).
- G. Be medically cleared and approved.
- H. Provide a copy of your Child Clearance and other documents as required by the Department and the team.
- I. The Greensburg Bloodhound Team will **no longer accept** personnel who are not members of the Greensburg Volunteer Fire Department to be part of the Team. All those presently serving who are not Members of GVFD are considered grandfathered.
- J. Members of the Greensburg Volunteer Fire Department who wish to join, must first satisfy their probationary year and show strong interest in the Fire Department before consideration will be given for approval. Approval must be granted by both the Greensburg Volunteer Fire Department Fire Chief and the Greensburg Bloodhound Team Commander.
- K. Any member of either of the fire department or members of the public with prior notice, are welcome to help at all local training. Contact Team Commander for information.
- L. Once approved, a new Member will participate by following the orders of the Team Commander and following through on the Team Commander's requests without question, and develop skills that demonstrate satisfactory abilities as a Team Member.
- M. All experiences that transpire during a deployment will be held in the strictness of confidence and will not be discussed or disseminated to anyone outside of the Greensburg Bloodhound Team or Leadership of the Greensburg Fire Department. There will be no unauthorized comments made to any media source or disclosed on social media. All requests for information shall be referred to the Team Commander.

## II. TRAINING REQUIREMENTS

- A. All Members shall seek out, read, and be familiar with Team Standard Operation Guidelines (SOG).
- B. All Members shall maintain current training and operations readiness, and current Handlers must possess current certification.
- C. All Support Members shall respond to Team Commander and Handler called drills as announced on the Department's SPOTTED DOG or by email.



- D. All Trail Training and Public Demonstrations involving the Bloodhounds will be assigned an incident number from Westmoreland County Department of Public Safety. The Team Commander shall be made aware of all demonstrations involving the Bloodhounds.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	503 - Bloodhound Team Mobilization		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## I. MOBILIZATION

### A. Request for Resource Mobilization

1. All requests for resources shall be made to the Team Commander, the Chief of the Greensburg Volunteer Fire Department or the Authorized Team OIC. This will occur even if communication is initiated through Westmoreland County Department of Public Safety Dispatch Center, City of Greensburg Police Desk, or any of the Pennsylvania State Police barracks.

### B. Call Out

1. Radio and/or pager notice(s) shall be made to alert and provide any necessary emergency reconnaissance information for the Team. Information shall include:
  - a) Where to respond
  - b) How deployment / transport will occur
  - c) Special equipment / resources needed
  - d) Estimated time to respond.
  - e) Assembly or rendezvous points or place to meet for operations.

### C. Dispatch Process

1. Response Declarations – immediate functions
  - a) Dispatch – notify the Team Commander or his/her designee for the scope of the mission and deployment information.
  - b) Notify Westmoreland 9-1-1 of vehicles leaving and being out of service.
  - c) Short mission statement
  - d) Alarm assignment changes, if any.
  - e) Prior to deploying, the Team shall plan and discuss the travel communication frequency.
  - f) Site communication plan.
  - g) Crew leadership assignments and functional assignments.
  - h) Review personal gear and PPE issues for specific missions.
2. Team OIC shall:
  - a) Preplan an action plan based on response information and anticipated conditions.
  - b) Prepare safety, communications, rehabilitation plans. This includes, but is not limited to, whether a weapon is involved, environmental concerns, or any other safety concerns that will put a risk to the safety of the team.
  - c) Designated Team OIC shall acquire all necessary scene information.
  - d) Crew rosters, along with a timeline of deployment time marks, shall be recorded along with search times of each individual BHT.

3. Team Members Responsibility:
  - a) Members are responsible for completing delegated tasks and assignments made pre-deployment and during deployments.
  - b) All Team members shall be expected to act professionally and as team members.
  - c) Team members are not permitted to make comments to any bystanders, news organization, and/or other responding sources. The only persons authorized to make any comments about mission or operation functions shall be the Team OIC. All media requests shall be referred to the SCENE Incident Commander.
  - d) Team members are expected to and responsible for bringing any necessary clothing, and personal protective equipment, supplemental personal protective equipment, and personal items required for the mission.

**D. Site Arrival**

1. Notice of arrival shall be announced to local emergency communications and Incident Commander.
2. Team OIC will usher all present Handlers to the Incident Commander for an operational integration briefing, while support/backup members will, upon command, take dogs out of transport vehicles for acclimation and relief purposes.
3. Team OIC will decide on the best possible method in securing scent articles.
4. Team OIC will decide on deployment order based on briefing information received.

**II. SITE OPERATIONS**

- A. A communication plan with radio frequencies shall be established to benefit the team and be announced to all team members.
- B. All dog handlers will ready their smart phone GPS tracking applications if being used.
- C. Development of a safety plan for evaluation of site operation hazards and risks shall be established and briefed to the team.
- D. Forced back-up
- E. Medical Trauma and first aid
  1. Site Reconnaissance
    - a) Possible scene site operation locations shall be correlated for effectiveness and safety.
    - b) Specific operations and starting points shall be selected.
    - c) Any hazardous conditions shall be noted and immediately addressed.
  2. Resources and Team Member Assignments
    - a) Shall be made quickly with assignments by Team OIC.
    - b) All team members shall be wearing appropriate gear.
    - c) Continuous 2-way communications shall be maintained by ALL team members to ensure safety and accountability.
    - d) Teams shall maintain constant accountability.
    - e) Any agency integration concerns shall be addressed by the Incident Commander. These include: medical plan for the Greensburg Bloodhound Team members and any potential patients, resource support plan, and public relations or media concerns.
  3. Operations
    - a) Strategic Mission


- (1) Rescue or recovery
  - (2) Risks / Hazard reviews
  - (3) Point last seen
  - (4) Witnesses
  - (5) Location of subject
- 4. Tactical Guidelines
  - a) Armed and Dangerous
    - (1) Determine what type of weapon involved
  - b) Personal Protection Gear (Ballistic Vests)
  - c) Law enforcement back-up required and determined if tactical formation is needed.
  - d) Team OIC and Bloodhound Handler must assess the risks involved to determine the course of action. If either the Team Captain or Bloodhound Handler determines the mission is not worth the risk, the decision to discontinue the mission is final.
  - e) If the handler out paces his/her backup, the handler must immediately stop in place, if safe to do so, until re-grouping can be achieved. At no time during a tactical mission is the BHT to be unprotected by qualified backup.

### III. **DEMOBILIZATION**

- A. team commander will:
  - 1. Address any Team improvement needed to improve the future deployment efficiency of safety, and complete, retain, and submit Search Report to NPBA City Fire Incident Log, and a copy to the requesting agency Incident commander.



Dive / Swiftwater - 600

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	601 - Dive / Swiftwater Structure		
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## I. CHAIN OF COMMAND

### A. Fire Chief

1. Responsible for ensuring that Members operating on the Team are appropriately qualified, trained, and meet the medical, physical, and emotional profiles to be a functional and safe Team Member
2. Address inter-Team operational organizational planning, operational readiness, and development of strategic objectives for field operations
3. Development of requirements for Team Membership


### B. Dive Masters – Team Commander

1. Responsible for development of safe and efficient field, water rescue, and dive operations.
2. Deployment, operations, and demobilization.
3. Ensure appropriate safety plans and standards are applied and implemented throughout training and operations.
4. Ensure equipment inspection and readiness are maintained
5. Responsible for development of after-incident action plans for operational training and improvements.
6. Completion of any necessary paperwork that may be required for operational requirements and documentation of Team expenditures as may be necessary.
7. Responsible for maintaining Team accountability systems being implemented and utilized at scene operations.
8. Responsible for maintenance of any necessary medical or training certifications as may be required.
9. Responsible for ensuring that all equipment is properly inventoried/maintained and is always in a state of maintenance and repair
10. In consultation with I.C., Dive Master is responsible for selecting the rescue method based on his knowledge, training, experience, and size-up information to develop an action plan, and said plan shall be based on all scene information, environmental information, and operational information available where they can be quickly acquired

### C. Team Lieutenants (Dive Team Lieutenant & Swift Water Lieutenant)

1. Responsible for the completion and/or oversight of tactical assignments as may be assigned by Officers in Chain of Command.
2. Personally be responsible for the maintenance of assigned equipment and equipment's immediate inspection and maintenance after each operational deployment and that all equipment is readily maintained for any emergency or deployment operations.

3. Responsible for ensuring Team Members approach their Team operational responsibilities with a professional attitude and function as a Team
4. Responsible for implementing and training as may be necessary to address operational mission responsibilities and requirements as necessary

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	602 - Dive / Swiftwater Operations		
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## TEAM MISSION

- A. Provide safe and efficient emergency response to community/ regional water events, accidents, or disasters.
- B. Provide operational water, dive, or rescue support services to other federal, state, county, or local agencies or emergency services
- C. Provide community and local storm water and boat safety education
- D. Establish events to maintain organizational readiness, equipment, training, and recruitment
- E. Provide Team building and Member support activities

## I. GENERAL OPERATIONS

- A. Incident Commander
  1. Responsible for overall oversight of emergency scene site operations.
  2. Responsible for acquiring all sources of scene victim and rescue environmental information.
  3. Responsible for ensuring sufficient available operations resources, support resources, and the operational interacting of those resources as necessary.
  4. Responsible for acquiring additional resources necessary, which include, but are not limited to, additional first responder companies, helicopters, emergency medical services, or other specialty response teams.
  5. Responsible for adding command staff as needed to efficiently and safely manage the incident utilizing the NIMS-ICS command and control formats, designating location of the command post, staging areas, and any other necessary operational areas.
  6. Responsible for ensuring safety plans and site hazards and operational issues are attended
  7. Responsible for ensuring all safety, logistics, medical, and support operations are manned and prepared for implementation.
- B. Safety Officer
  1. Responsible for reporting to the Incident Commander.
  2. Developing incident safety plans addressing environmental hazards, decontamination, medical resource plans, and communication plans for both operations and emergency communications.
  3. Insuring back-up boat, dive, and swift water resources are available for distressed Member operations
  4. Insure operational and rehabilitation resources are available for Team Members
- C. Field Officer Positions



<u>SWIFT WATER</u>	<u>DIVE OPERATIONS</u>	<u>ICE RESCUE</u>
1. Team Leader	1. Dive Captain/Team Leader	1. Team Leader
2. Boat Operator	2. Diver(s)	2. Ice Crew
3. Rope Systems Officer	3. Shore Support Leader	3. Shore Crew
4. Shore Officer		

## II. **DIVE OPERATIONS**

### A. Dive Captain/Team Leader

1. Responsible for Team training, readiness, and safe operations
2. Responsible to ensure Team Members responding are qualified and experienced for tasks assigned
3. Responsible for development of tasks

### B. Divers

1. Responsible for completion of search patterns
2. Be prepared for dive operations and environmental conditions

### C. Shore Support Leader

1. Responsible for full service and logistical support of dive or boat operations
2. Responsible for integrating other response resources for operational interfacing

## III. **SWIFT WATER RESCUE**

### A. Team Leader

1. Responsible for Team training, readiness, and safe operations
2. Responsible to ensure Team Members responding are qualified and experienced for tasks assigned
3. Responsible for development of tasks

### B. Boat Operator

1. Responsible for boat safety checks, operations readiness, water boat operations, boat safety
2. Boat Safety Officer

### C. Rope Systems Officer

1. Responsible for rope systems developed/applied
2. Responsible for all rope equipment used and monitored
3. Rope safety, spotters, and planning cycles

### D. Shore Officer

1. Responsible for up and down stream safety and spotters
2. Responsible for shore-based resources and logistical needs

## IV. **ICE RESCUE**

### A. Team Leader

1. Responsible for Team training, readiness, and safe operations
2. Responsible to ensure Team Members responding are qualified and experienced for tasks assigned
3. Responsible for development of tasks

### B. Ice Crew

1. Responsible for completion of search patterns
2. Be prepared for dive operations and environmental conditions
- C. Shore Crew
  1. Responsible for full service and logistical support of dive or boat operations
  2. Responsible for integrating other response resources for operational interfacing
- V. **COMMUNICATIONS**
  - A. In City - Greensburg Fire frequencies: #1: repeater (153.950); #1 off repeater (154.250); #2 (154.145); # local gov. (154.965)
  - B. Out City - Greensburg frequencies #1 off repeater; #2 local gov. frequencies as assigned.
  - C. Seek other agency radios/frequencies as may be necessary.
  - D. Lock or Dam Communications - contact may be had by Marine radio – Channel 13.
  - E. U.S. Coast Guard - Contact for advisories shall be on Marine radio, Channel 16.
- VI. **MUTUAL AID**
  - A. Mutual aid resources will be activated and requested if necessary.
  - B. Local Fire Departments and/or emergency services should be used primarily as Workers' Compensation and liability insurance is primary.
  - C. Mutual aid agencies should only be requested by the Team to provide support functions that are clearly considered to be safe and without risk. Any technical or high-risk support operations should only be assigned to mutual aid resources if, a) it is clearly shown that they take full responsibility for any injuries or risks to their own Team Members and/or third parties, or b) the local emergency response agencies are in command and will oversee and take responsibility for mutual aid responding resources.
  - D. When Greensburg Teams are part of a mutual aid response to a host emergency service, the local Incident Commander shall be consulted with and mission assignments shall be clarified.
  - E. A communication(s) link shall be established with the local Incident Command agency.
  - F. The Incident Commander or Dive Captain will, upon arriving at an emergency scene, determine whether the requested Greensburg Volunteer Fire Department operations can be quickly and safely implemented for the mission requested.
- VII. **SAFETY**
  - A. On this Team, safety is always the "first" objective and the top priority. While there is always a certain amount of risk in all operations, all risks and hazards shall be addressed and best efforts to minimize, neutralize, mitigate, or avoid shall be practiced.
  - B. Each Officer is always a Safety Officer.
  - C. A Safety Officer shall be assigned for each operation and each operational period.
  - D. Proper safety areas shall be established.
  - E. Proper protective and operations equipment shall be used by all Team Members.
  - F. Safety Officer(s) shall be responsible for inspecting and overseeing all rope systems, safety lines, boats, and dive systems.
- VIII. **OPERATIONAL GOALS**
  - A. To use and consider the lowest risk rescue option possible while simultaneously setting up for higher risk methods in the event the lower risk options are ineffective. The operational actions are generally listed in the following priorities:
    1. Talk/educate victim to self-rescue


2. Provide flotation devices to the victim or any other protection devices available and that can be readily provided, if possible, to either effect a rescue or to eliminate a water danger pending complicated, complex rescue operation.
3. Reach the victim with objects (pipes, ladders, inflated fire hose, tension diagonal lines, flotation noodles, ring boys, inner-tubes, rescue curtain, etc.)
4. Throw lines and throw bags to victim
5. Trow boat to the victim to appropriate watercraft or helicopter rescue at that point
6. Open-water swimming rescue

**IX. FUNDAMENTAL OPERATIONAL RULES**

- A. No Team Member shall wear bunker gear or bulky clothes while being in a Team response unless specifically directed by Incident Command or Team Officers.
- B. All Team Members on scene shall wear:
  1. 1 approved PFD (personal flotation device)
  2. 1 whistle
  3. 1 strobe
  4. 1 knife
  5. 1 pro-tech helmet (including ear protection)
  6. 2 locking carabiners
  7. Adequate thermal or hazard-environmental gear (when directed also), wetsuits, dry suits, aqua socks/shoes, gloves, and flashlights

**X. WATERCRAFT INSPECTIONS**

- A. Before any boat is placed into service, it shall be checked to verify the motor is working and fueled, and the boat is working properly.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	603 - Dive / Swiftwater Membership Requirements		
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## I. TEAM MEMBERSHIP REQUIREMENTS

- A. New Members and existing Members shall always maintain the following:
  1. Be at least eighteen (18) years of age
  2. Apply and receive for training, experience, and ability to work as a Team
  3. Be strong swimmers
  4. Belong to the Greensburg Volunteer Fire Department, Greensburg Police Department, or such other Fire Department/Company with appropriate Greensburg Volunteer Fire Department clearances and supporting Membership belonging to a Fire Department/Company or ambulance Company
  5. Have been trained in Incident Command Systems
  6. Be medically cleared and approved
  7. Provide training and medical clearances documentation required by the Team command:
    - a) Hepatitis A, B, C
    - b) Tetanus (every 5 years)
    - c) Diphtheria/typhoid
    - d) Cleared by doctor (as approved by GVFD)
  8. Receive the approval of the GVFD Chief and Dive Team Leader.

## II. TRAINING REQUIREMENTS

- A. All Members shall be prepared to be operational and on-scene within ten (10) minutes of arrival. This is a mission objective, however, safety should never be compromised.
- B. All Members shall seek out, read, and be familiar with Team SOGs.
- C. All Members shall maintain current training, operational readiness, and currently certified skill levels in any of the following levels of Team operational levels/classification for operations:
  1. Divers
    - a) Shall maintain appropriate medical clearances together with being physically and emotionally approved by the Department Captain and Team Commander for service.
    - b) Shall maintain certification with PADI or NAUI.
    - c) Shall keep current and certified dive standards as used and approved by the Greensburg Volunteer Fire Department, and maintain the sufficient training and operational skills as may be required by the Department Commander and/or Department Captain.
  2. Water rescue responder

- a) Shall maintain the Pennsylvania Water Rescue and Emergency Response. Certification (16 hours) as approved by the Pennsylvania Fish & Boat Commission
  - b) Shall maintain a Pennsylvania Safe Boating course completion Certificate (8 hours) as approved by the Pennsylvania Fish & Boat Commission.
  - c) Shall maintain current CPR and first aid certification.
- 3. Swift water rescue technicians
  - a) Shall maintain and have completed all of the required certifications and training for water rescue responder, including the Pennsylvania Water Rescue Advanced Line Systems course (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
- 4. Boat handlers
  - a) Must maintain Certification in Pennsylvania Emergency Boat Operations and Rescue course (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
  - b) Must maintain Pennsylvania Safe Boating course and Certification in hand (8 hours).
  - c) Must maintain Pennsylvania Water Rescue and Emergency Response (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
  - d) Must maintain current CPR and first aid certifications
  - e) Must be familiar and complete the Greensburg Volunteer Fire Department's boat inspection and maintenance practices, boat motor inspection and safety practices, and boat trailer inspection and safety practices.
- 5. Ice rescue responders
  - a) Shall be dressed for environmental, water, and weather conditions and use PPE for water rescue.
  - b) Shall be certified to a minimum of water rescue responder (16 hours).
  - c) Shall have completed an ICE Rescue course (16 hours) as approved by the Pennsylvania Fish & Boat Commission.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	604 - Dive / Swiftwater Mobilization		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 5

## I. Mobilization

- A. Request for Mobilization - All requests for mobilization shall be made to the Greensburg VFD Chief or the authorized Team Duty Officer. This will occur even if communication is initiated through Westmoreland 911, PEMA, FEMA, or the City of Greensburg Police desk.
- B. Call Out - Radio and/or pager notice(s) shall be made to alert and provide any necessary emergency recon information for the Team. Information will include:
  1. Where to respond
  2. How deployment/transport will occur
  3. Special equipment/resources needed
  4. Estimated time to respond
  5. Assembly points or place(s) to meet for operations
- C. Dispatch Process
  1. Response Declarations – Immediate functions:
    - a) Dispatch – notify Chief for scope of mission and deployment information known.
    - b) Notify Westmoreland 911 of vehicles leaving and being out of service.
    - c) Short mission statement.
    - d) Alarm assignment changes, if any.
    - e) Prior to deploying the Team shall discuss travel frequency, communications, and plan.
    - f) Site communications plan.
    - g) Crew leadership assignments and functional assignments.
    - h) Determine AD/O2 and first aid items.
    - i) Review personal gear and PPE issues for specific missions.
  2. Command Officers shall:
    - a) Prepare an action plan based on response information and anticipated conditions
    - b) Prepare safety, communications, supply, and rehabilitation plans. This includes, but is not limited to, identification of any hazardous materials or site issues complete with a plan for identification, isolation, neutralization, mitigation, and/or removal prior to operations or during operations providing said conditions do not create a safety risk to any Team Members or victims.
    - c) Address transport and operational support resources
  3. Team Operation Officers shall acquire all necessary scene information including:
    - a) Nature of call (i.e. rescue, recovery)

- b) Current and water conditions or other hazards
  - c) I.D. resources on scene
  - d) I.D. resources on route
  - e) Weather for next twelve (12) hours
  - f) Need for other agencies/support
  - g) Water search
  - h) Boat search
  - i) Shore search
  - j) Any other developed information
- 4. Crew rosters shall be made of responding Team Members.
- 5. Members' Responsibility
  - a) Members are responsible for completing delegated tasks and assignments made pre-deployment and during deployment.
  - b) All Team Members shall be expected to act professionally and as Team Members.
  - c) Team Members are not permitted to make comments to any bystanders, news organizations, and even other responding resources. The only persons authorized to make any comments about mission or operational functions shall be the sole responsibility of its Team I.C., Department Captain, or delegated responsibility to Liaison Officer.
  - d) Team Members are expected and responsible for bringing any necessary clothing, personal protective equipment, supplemental personal protective equipment, and personal items required for the mission.

## **II. SITE ARRIVAL**

- A. Notice of arrival shall be announced to local emergency communication(s) and any existing Incident Commanders
- B. Request an Operational Integration Briefing for:
  - 1. Operation plans
  - 2. Medical plans
  - 3. Safety plans
  - 4. Communication plans

## **III. SITE OPERATIONS**

- A. A communications plan with radio frequencies and hand signals shall establish and benefit the Team (I.C. shall be made).
- B. Development of a safety plan for evaluation of site operation hazards, and risks shall be established and briefed to the Team.
  - 1. Site Recon
    - a) Possible scene site operation locations shall be correlated for effectiveness and safety.
    - b) Specific operations and manning points shall be selected based upon operations efficiency and safety.
    - c) Any hazardous conditions shall be noted and immediately addressed. Hazards include, but are not limited to:
      - (1) Weather, high water, hazardous material problems, temperature of water, medical problems, strainers, night/day ops issues, underwater dangers, holes and hydraulics, broken/collapsed

boats, locate known hazards, animal/insect vectors.

2. Resource and Crew Assignments

- a) Shall be made quickly with task assignments by I.C. or Operations Officer as assigned by I.C.
- b) All Team Members shall wear PFDs, protective suits, shoes, and use any other necessary safety equipment (personal protective equipment)
- c) Continuous 2-way communications shall be maintained by all Team Members to ensure accountability
- d) Crews shall maintain constant accountability

IV. **OPERATIONS** (both Dive and Swift Water rescues)

A. Strategic mission

1. Rescue or recovery
2. Risks/hazard reviews
3. Points last seen
  - a) Body(ies)
  - b) Boat(s)
  - c) Witnesses:
  - d) Interviewed by skilled Member
  - e) Names/phones & information
  - f) Document and mark (using reference points)
  - g) I.D. any physical evidence
  - h) Characteristics/clothing of victims
4. Location of Victim

B. Rescue

1. Signal by diver(s)
2. Control victim safety and needs as can be attained
3. Boat shall advise I.C. of status
4. Acquire emergency medical resources to site
5. I.C. shall advise all agencies of operations and victim status

C. Recovery

1. Signal by diver(s)
2. Stabilize and secure victim's location
3. Acquire camera and video and survey for evidence
4. I.C. shall determine victim removal process
5. All family and media shall be removed prior to bringing the body to the surface, then shore.
6. Body shall be packaged and handled with dignity
7. Decomposed bodies shall be placed in a body bag while in the water (if safety completed), then placed in stokes basket

D. Site Operations Safety

1. Hazardous materials in water or shore areas
2. Team Officers shall evaluate level of protection for crews
3. Determine safest approaches
4. Equipment needed to neutralize, capsule, remove, or mitigate conditions
  - a) Any civilians or operation persons in operations area shall be properly protected with PFDs (always).


V. **TACTICAL GUIDELINES**

A. Dive Operations



1. Team Officers shall:
    - a) Post observations for river traffic
    - b) Advise locks and dams of mission operations
    - c) Notice to River Marine Operators by Marine radio
    - d) Will monitor Marine Channel 16 and ops. frequencies
  2. Diver – personal discretion of the diver to decline a dive due to conditions
    - a) Boats will be anchored with engines off
    - b) Have all emergency lights displayed
    - c) Diver flags displayed
    - d) Two (2) back-up divers at REIT (ready to go)
    - e) Divers tethered by safety lines
    - f) Continuous 2-way communications with divers and boat
  3. Boat to diver signals:
    - a) 1 tug – ok/be careful
    - b) 2 tugs – change direction & take up slack of line
    - c) 3 tugs – stop – stay down – danger overhead
    - d) 4 tugs – come to surface
  4. Diver to boat signals
    - a) 1 tug – ok
    - b) 2 tugs – give me line
    - c) 3 tugs – object has been located
    - d) 4 tugs – emergency and send help
- B. Swift Water Rescue
1. Mandatory personal protective equipment. Personal protective equipment is required to be worn (whether or not it is departmentally issued, Company issued, or personally issued). Mandatory personal protective equipment includes the following:
    - a) A wet suit or dry suit
    - b) Dive water shoes/booties
    - c) Water gloves
    - d) Personal flotation vest
      - (1) Class 3 or 4 minimum requirement for shore-based rescuers
      - (2) Class 4 and 5 for water-based rescuers
      - (3) Class 5 personal flotation vest requires specific specialized training with five (5) in-water training exercises utilizing said vest and at least two (2) swift water rescue experiences.
    - e) Lightweight swift water rescue helmet (complete with ear protection)
    - f) A vest-mounted knife
    - g) A whistle
    - h) A strobe light affixed to the flotation vest
    - i) Flashlight
    - j) Gear bag
  2. Team rescue equipment. On all deployments, will include the following:
    - a) Extra personal flotation devices and helmets for victims
    - b) First-aid kits, life rescue tubes and hooks, rescue water nets, and all other rescue equipment
  3. Minimum staffing levels required. Swift Water Rescue Response Teams will be organized with a minimum of the following:
    - a) Water team leader and rescuers

- b) Shore based leader and rescuers
- c) In the event of “two (2) or more boats,” shore team will include:
  - (1) Two (2) downstream safeties
  - (2) A shore-based leader
  - (3) Two (2) rescue water specialists
- d) The leaders are responsible for the team at the tactical operational level and stay in direct communication with the I.C.
- e) The rescuer makes the in-water rescue if necessary
- f) The shore-based technical rescue specialists are responsible for the equipment, technical rope safety systems, and ensuring efficient first-aid equipment is available.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	605 - Dive / Swiftwater Helicopter Operations		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 3

## I. INTEGRATED HELICOPTER OPERATIONS

### A. Personnel Gear Requirements

1. Requirement of Team Unit and a Team “leader” for the group being loaded.
2. Use of Class (3) harness in the helicopter seats (will be provided by craft)
3. Hearing protection and water PPE vests.
4. Loading gear bag with an attached non-locking 4” carabiner (pear-shaped preferred).

### B. Preflight Actions

1. Crew Member orientation will occur prior to each flight.
2. Establish radio frequency tie-ins for group and military aircraft for operation purposes for in-flight and site operations.
3. Crew Member briefing aircraft safety and aircraft operations.

### C. Crew Required Knowledge

1. Flight crew hand signals. Do not approach the helicopter that is “hot” without a crew Member waving you forward.
2. Once directed by a crew, approach only to the side of helicopter(s) within the door opening parameter. All other areas outside the “door areas” should be avoided as they are danger areas.
3. Be aware that the helicopter’s blade rotation creates static electricity. This should always be considered when loading, offloading, entering, or exiting the aircraft.
4. Always offload on the downhill side. Push the load out the door at least one (1) foot from the edge of the aircraft, leave it there. Make a complete and safe exit away from the craft. Once the craft leaves, then retrieve the gear that was offloaded.
5. “Special Environmental” Operations or “Night Ops” Briefings will require specialized briefings.

### D. Flight Brief Agenda

1. Introduction of Crew/Crew Members/Team Leaders.
2. Review special types and amounts of equipment. Swift water teams are required to have:
  - a) An ID;
  - b) Gear bag;
3. Flight data – altitude, time, weather, and special operation concerns
4. Rules for entry and exit of helicopters.
5. Requirement of both loading and unloading rally points, Crew Member wave forward signals reviewed. Crew leader and Swift Water Team organizational

command reviewed. When loading the aircraft, the crews will load from a rally point approximately 15-20 feet from the ship, stand in single-file with approximately two (2) feet in front of each person with pre-determined and assigned seating positions and job requirements.

6. Seat Belts and harnesses must be fixed and in place.
7. No other movement during flight unless you advise Crew first.
8. Addressing headset/internal communications equipment/process. (Do not talk over the pilot at any time. NEVER speak while somebody else is talking as everybody is on-line.)
9. All items must be secured and tied down while in flight - All the personal gear bags by way of a D-ring to the floor loops and/or smaller bags must be looped through your leg (not loose).
10. External wind issues will be discussed.
11. No smoking, no O2, no hazardous chemicals/fuels on board.
12. "Refueling" is anticipated unless the mission requires that there will be a shut-down for refueling. The Crew will be offloading during this process.
13. Weapons must be secured with the military crew during flight.
14. Hearing protection – Always during flight.
15. First aid equipment and Crew vest requirements.
16. Emergency exits:
  - a) Yellow handle emergency pull on craft windows;
  - b) Opening door process;
  - c) Utilization of two (2) dry chem. extinguishers behind the pilot and Captain seat;
  - d) location of two (2) first-aid kits and the survival kit.
17. Emergency "ditching"
  - a) Stay in aircraft until all moving parts stop;
  - b) Exit away from the aircraft and establish a par;
  - c) Exit at 3:00 or 9:00; rally at 12:00 and upwind of the ship;
  - d) Injured will stay – do not move unless:
    - (1) Fuel tank leaks; and/or
    - (2) Smoke or fire in aircraft
18. Airtime discussion will be reviewed.
19. No on-board electronics (i.e. portable radios, cell phones, laptops with no emitting function) occurring or reception type (i.e. Laptops, ipods).
20. Crew leader positions will be reviewed for seating. Pre-assigned seat assignments for PA National Guard Blackhawk positions
21. "Hot" off-load move everything two (2) foot out from the ship, set downloads, and get away from the ship. On "cold" off-load, the materials will be carried approximately twelve (12) feet from the ship.
22. Only PA National Guard crew to do the loading positions and tying down safety checks.
  - a) First loaded is the boat bag;
  - b) Second loaded is motor and pads;
  - c) Third is the box , then the bladder. The ratchet straps ratchet mechanisms will be alternated. One will be located at Position A and another will be at Position C.
23. The ratchet straps ratchet mechanisms will be alternated. One will be located at Position A and another will be at Position C.

**II. DEMOBILIZATION**


- A. Demobilization shall occur upon direction of the I.C.
- B. All staged or used equipment shall be recovered, decontaminated, and readied for operational use
- C. Any missing or damaged equipment needing repairs shall be put out of reacquisition of replacement equipment and shall be noted to the I.C. and the Department Chief
- D. Operational Officer(s) shall complete any necessary documents required of the Team

**III. POST MISSION**

- A. Access any equipment problems or deficiencies
- B. Address any Team improvements needed to improve mission efficiency or safety
- C. Complete an "Incident After Action Report"



# Stations, Apparatus & Equipment -700

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	701 - Station, Apparatus, & Equipment Maintenance		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## **701 - PURPOSE**

Stations, Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use. Members shall be responsible for the use and care of them or entrusted to their care. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member's Captain.

## **701 – POLICY & PROCEDURE**

### **I. STATION**

#### **A. Weekly:**

1. Sweep floors and stairs, if any.
2. Remove slip/trip/snare hazards from all Fire Station locations.
3. Empty all trash containers and ash trays.
4. Dust trucks, window sills, and the watch desk.
5. Clean urinals and toilets.
6. Replenish supply of toilet paper, soap, paper towels, etc., as needed.

#### **B. Monthly:**

1. Wash all vehicle apparatus.
2. Sweep all floor areas.
3. Drivers shall clean engine Compartments and check all fluid levels in all vehicles.

### **II. APPARATUS**

#### **A. Monthly:**

1. Check/add engine oil to level;
2. Check/add coolant to level;
3. Check/add water to level in booster tank;
4. Drain water from air brake reservoirs;
5. Visually inspect tires for cuts, defects, problems, or flats;
6. Wear, tear, cuts, aging, cracks, leaks, etc.
  - a) Hydraulic lines
  - b) Wheels, nuts, and studs
  - c) All gear boxes for leaks
  - d) Engine for lubricant leaks
  - e) All belts
  - f) All hoses (cracks, breaks, bulges, leaks, etc.)
7. Check/add water to level in all battery cells;
8. Check/add fluid to level in steering reservoir;
9. Check/add fluid to level in road transmission;
10. Check tire pressures with gauge, add air as necessary;


11. Check/add hydraulic oil to level;
12. Check operation of all running and emergency lights.
13. Conduct fire pump floor test
  - a) Check operation of transfer valve;
  - b) Check operation of pump primer;
  - c) Operation of governor/relief valve;
  - d) Check operation of master drain;
  - e) Check operation of all gate valves;
  - f) Check the operation of the hand throttle.
14. Start engine to check all instruments and gauges;

### **III. EQUIPMENT**

#### **A. Monthly**

1. Check fluid levels on gas and battery powered tools.
2. Ensure all batteries are fully charged.
3. Check all small engine equipment for proper function.



	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	702 - SCBA Maintenance & Testing		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## 702 - PURPOSE

This standard establishes guidelines for the inspection and maintenance of self-contained breathing apparatus (SCBA). It was created to provide a reasonable degree of assurance that an in-service SCBA will function properly, require that any SCBAs that do not function properly be removed from service and repaired, and comply with the applicable rules, regulations, and standards concerning SCBA equipment.

## 702 – POLICY & PROCEDURE

### I. GENERAL


- A. All SCBA equipment shall comply with the provisions of the edition of NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for the Fire Service, that was in effect at the time that the equipment was purchased.
- B. SCBA equipment shall also comply with the applicable rules, regulations, and standards promulgated by other appropriate agencies.

### II. INSPECTION

- A. SCBA equipment shall be inspected periodically to determine its readiness for use and to discover and repair any damage or excessive wear sustained by the unit. The frequency of inspection is as follows:
  1. Before and after each use:
    - a) Before each use, each SCBA assigned to an apparatus should be inspected for the following:
      - (1) Cylinder pressure: The minimum pressure should not fall below 90 percent of the full cylinder pressure. Example: A 4,500-psi cylinder should not contain less than 4,050 psi.
      - (2) Low-air alarm: This should sound when the cylinder valve is opened. Facepiece: This should be clean and free of debris, and it should seal properly to the wearer's face.
      - (3) Exhalation valve, bypass valve, and operation: All should function normally.
    - b) After each use, each SCBA shall be inspected for the following:
      - (1) Low or empty cylinder: Cylinders should be cleaned, low cylinders should be refilled, and empty cylinders should be replaced with fully charged ones.
  2. Components and face pieces: Shall be cleaned, checked for excessive wear or damage, sanitized, and checked for proper function. Caution: Anytime an SCBA

has been used in a contaminated atmosphere, the unit shall be completely decontaminated prior to being returned to service.

3. Weekly inspection:
  - a) Each piece of SCBA equipment assigned to an apparatus shall be inspected weekly and after every use.
  - b) The inspection shall be made to ensure that the SCBA is fully charged, clean, free of damage, and fully operational.
  - c) Cleaning, refilling cylinders, or minor repair shall be done by the Company Captain, or designee as needed.
  - d) Any unit showing damage or that does not function properly shall be removed from service and red-tagged with a description of the defect. The defects shall be noted and the Chief assigned to SCBA shall be informed immediately.
4. Monthly inspection:
  - a) Each SCBA shall be inspected monthly. The inspection shall consist of those items listed on the Monthly SCBA Inspection Form.
  - b) Any unit that fails the inspection and that cannot immediately be repaired shall be red-tagged with a description of the defect, and the unit shall be placed out of service.
  - c) All spare cylinders and SCBA units shall also be inspected.
  - d) The completed checklists shall be maintained by the Company Captain or designee.
5. Annual inspection:
  - a) All SCBAs shall be inspected and serviced annually by an authorized vendor
  - b) The inspection and servicing shall include the following:
    - (1) Disassembly and cleaning of the regulator and other major components, such as the low-air alarm, facepiece, etc.
    - (2) Replacement of all worn parts.
    - (3) Reassembly of the SCBA and testing for proper function.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	703 - Hose Maintenance, Loading, & Testing		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

### 703 - PURPOSE

To establish procedures for the loading, care, maintenance, size, amounts carried and the type of appliance attached to all firefighting hose and hose loads used by the Greensburg Volunteer Fire Department.

### 703 – POLICY & PROCEDURE

#### I. HOSE PROCEDURES

- A. Before connecting any coupling, check for the presence and condition of the gasket and the condition of the swivel.
- B. When two sections of hose are connected, keep the flat sides of the hose in the same plane.
- C. When two sections of hose are connected, the couplings made should be hand-tight. DO NOT USE SPANNER WRENCHES TO OVER TIGHTEN COUPLINGS FOR STORAGE IN A HOSE LOAD.
- D. When the fire hose must be bent to form a loop in the hose bed, all wrinkles should be removed by pressing with the fingers so that the inside of the bend is smoothly folded.
- E. During the loading process, a coupling will frequently come in position so that it must turn around to be pulled out. To avoid this situation, make a short fold or bend in the hose that will relocate the coupling. This practice is commonly known in the fire service as a "dutchman". The dutchman serves two purposes. One is to change the direction of the hose and the other is to change the location of the coupling.
- F. If a section of hose is exposed to a hazardous material on the scene of the emergency, it shall be rolled on the scene, if possible, and packaged for proper hazardous disposal. This information should be passed on to the Chief so that the replacement cost can be added to the total cost of the incident.
- G. When the hose is repacked, attempt to see that it is not folded in the same place every time. This will cause a permanent crease in the hose that, in turn, will increase friction loss and increase the possibility of failure.
- H. All personnel should practice safety precautions during all hose evolutions, including training, loading and washing. Helmets and gloves shall be worn as a minimum level of protection whenever fire hose is being used.

#### II. ENGINE HOSE LOAD AMOUNTS and LOCATIONS

- A. DO NOT OVERLOAD OR UNDER LOAD THE HOSE BEDS.
  1. Drivers Side Cross Lay 1 ¾" hose - 150 feet
  2. Passenger Side Cross Lay 1 ¾" hose - 150 feet
  3. Drivers Side Rear Pre-connect 1 ¾" hose - 200 feet
  4. Passenger Side Rear Pre-connect 1 ¾" hose - 200 feet
  5. Hose Bed 3" hose - 600 feet


6. Hose Bed 5" hose – 1000 - 1200 feet

**III. REPACKING HOSE**

- A. There shall be a member of the department, other than those members loading hose, assigned as a safety observer. The safety observer shall have an unobstructed view of the hose loading operation and be in visual and radio contact with the apparatus operator.
- B. Non-fire department vehicular traffic shall be excluded from the area or shall be under the control of authorized traffic control persons.
- C. The fire apparatus shall be driven only in a forward direction at the speed of 5 mph or less.
- D. Members shall not stand on the tail step, side steps, running boards, or any other location on the apparatus while the vehicle is in motion.
- E. Members may be in the hose bed, but shall not stand while the apparatus is in motion.
- F. Before each hose loading operation, the situation shall be evaluated to ensure compliance with this S.O.G. If the S.O.G. cannot be met, or there is any question as to the safety of the operation for the specific situation, the hose shall not be loaded on a moving apparatus.

**IV. YEARLY TESTING**

- A. Yearly testing will be conducted by an outside agency and will be coordinated by the Fire Chief.
- B. Each new section of fire hose shall have an acceptance test conducted prior to placing the hose into service. This acceptance test shall comply with NFPA 1962 Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.
- C. Annual service testing of all fire hose and appliances shall be in accordance with NFPA 1962.
- D. All hose will be tested to the pressures listed on the hose.

	Greensburg Volunteer Fire Department Standard Operating Guidelines		
	704 - Ladder Maintenance & Testing		
	Effective: 6/1996	Revised: 2/2022	Page: 1 of 2

## 704 - PURPOSE

Ground ladder placement can facilitate fireground operations including rescue, access to upper floors/roof, ventilation, emergency egress, and above ground-level hose lines. Ground ladder operations should begin with proper ladder selection. GVFD uses the 10' attic, 14' and 16' roof, and three-section 35' extension ladders. All personnel must know the capabilities and limitations of ground ladders used on the fireground. This standard establishes guidelines for the maintenance, inspection, and service testing of ground ladders.

## 704 – POLICY & PROCEDURE

### I. GENERAL

- A. Ground ladders used for firefighting purposes shall be constructed in compliance with the provisions of NFPA1931, Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.
- B. Ground ladders used for non-firefighting purposes shall be constructed in compliance with the applicable OSHA standards.

### II. INSPECTION & CARE

- A. Ground ladders shall be inspected and tested as required by NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.
  1. Ground ladders should be tested if any of the following conditions occur:
    - a) If they are suspected of being unsafe.
    - b) If the ladder has been subjected to overloading.
    - c) If the ladder has been subjected to impact loading.
    - d) After any heat exposure.
    - e) After any deficiencies have been repaired, unless the only repair was replacing the halyard.
    - f) Before the ladder is placed in-service for the first time.
- B. A visual inspection shall be performed on the 15th day of each month and after every use. The inspection shall include, but not be limited to, the following items:
  1. Check the heat sensors, if present, for evidence of heat exposure. Heat sensor labels are made of heat-sensitive material that turns black in temperatures higher than approximately 300 degrees F.
    - a) Once aluminum fire ladder materials reach this 300 degree F temperature (even if only for a moment), the ladder material may have lost at least 25% of its load capacity.
    - b) This heat exposure effect is not reversible in the ladder and can continue to accumulate over time.

- c) Any ground ladder with a blackened heat sensor label should be removed from service at once and that ladder should be load-tested before being put back into service.
- 2. Test the rungs for snugness and tightness.
- 3. Check the bolts and rivets for tightness.
- 4. Check the welds for cracks and defects.
- 5. Check the beams and rungs for cracks, splintering, breaks, gouges, checks, wavy conditions, or deformation.
- 6. Check the butt spurs for excessive wear or other defects.
- 7. Conduct an operational check of the roof hook assemblies on roof ladders.
- 8. Check the halyards and wire cables on extension ladders for snugness, wear, and defects.
- 9. Clean, lubricate, and conduct an operational check of the pawl assemblies on extension ladders.
- 10. Lubricate the ladder slide areas as needed.
- C. Aluminum and fiberglass ladders shall be waxed with automotive paste wax as needed to maintain the finish, to inhibit corrosion, and to inhibit surface deterioration.
- D. Ground ladders shall be maintained as free of moisture as possible and shall be wiped after being sprayed with water or used in the rain.
- E. Ground ladders shall not be painted except for the top and bottom 18 inches of each section for purposes of identification or visibility.
- F. Any ladder that shows signs of failure during the visual inspection shall be removed from service and either repaired or destroyed.

### **III. TACTICAL**

- A. Once a ground ladder is placed in service at the fire scene, one person shall be assigned at the base of the ladder to stabilize the ladder and keep track of each firefighter that goes up and down the ladder. They shall make sure that all firefighters that went up are back down before the ladder is moved.
- B. If a roof ladder is used to get onto a roof, it shall not be taken onto the roof to use as a roof ladder. Two ladders must be used, one to go up and down, and one to use on the roof.
- C. When a roof ladder is used on the roof of a structure fire, firefighters shall not step off the edge of the ladder unless they can be absolutely sure about the stability of the roof, as they may fall through the roof. Firefighters shall also be aware of the possibility of slipping off of the roof. Wood shingle roofs are especially slick when they become wet.
- D. Always be aware of overhead obstructions, especially electrical wires when handling ground ladders.

### **IV. YEARLY TESTING**

- A. Yearly testing will be conducted by an outside agency and will be coordinated by the Fire Chief



# Appendix



Greensburg Volunteer Fire Department

SOG Appendix

# **Regular Membership Application**





# **Greensburg Volunteer Fire Department**

## **Regular Member (18+)**

### **Application Packet (October 2021)**

Contact the Greensburg Volunteer Fire Department Company you are interested in joining:

<b>Company</b>	<b>Location</b>	<b>Phone Number</b>
Engine/Rescue Company No. 1	McLaughlin Drive	724-834-3901
Truck Company No. 2	Pennsylvania Ave	724-834-3902
Engine/Rescue Company No. 3	Alexander Ave	724-834-3903
Engine Company No. 6	W. Otterman Street	724-834-3906
Engine/Rescue Company No. 7	E. Pittsburgh Street	724-834-3907
Engine/Salvage Company No. 8	Highland Ave	724-834-3908

### **STEPS IN COMPLETING THE APPLICATION:**

1. Pick up an Application Packet from the Fire Station you wish to join. You can also obtain an application at City Hall in the Administration Office which is located at 416 South Main Street, Greensburg, PA 15601 or print online at [www.gbgfire.com](http://www.gbgfire.com).
2. Complete **ALL** pages of the Application (6 total pages)
3. Apply for and obtain BOTH Clearances,
  - 1) Clearance – PA State Police Criminal Record Check (Form SP4-164A or apply online at <http://epatch.state.pa.us/Home.jsp>
  - 2) Clearance – PA Child Abuse History Clearance (Form CY113 (attached) or apply online at <http://www.compass.state.pa.us/CWIS>

**NOTE: FEES FOR CLEARANCES ARE WAIVED FOR VOLUNTEERS**

**For *ALL* questions pertaining to the application contact Jay Smith:**  
**(915) 238 - 6855      or      [rjaysmith03@gmail.com](mailto:rjaysmith03@gmail.com)**

## APPLICATION PROCEDURE CHECKLIST

- ☐ 4 - Page Application
- ☐ PA State Police Criminal Record Check
- ☐ PA Child Abuse History Clearance
- ☐ Arson Affidavit
- ☐ Drug-Free Workplace Policy
- ☐ Anti-Discrimination/Harassment Policy
- ☐ Photocopy of Operator's License

**Once you have completed ALL SECTIONS of the Application,  
Contact Jay Smith for formal review of the application.**

**(915) 238-6855 or *rjaysmith03@gmail.com***

**(The application will be returned if ANY sections are incomplete)**

**After review, the application will be turned over to the GVFD Board of Control:**

- A. The Board of Control will then process the application.
- B. Once the application has been approved, the Board of Control will notify the President of the Fire Company to proceed with the applicant.
- C. The Company will act upon the applicant.
- D. After being accepted by the Company, the applicant will be notified by the Company to again contact Jay Smith to complete the physical and bloodwork portion of the application.
- E. Upon successfully completing the physical exam and bloodwork, the applicant will then be officially accepted into the Greensburg Volunteer Fire Department.

### **Application Processing Time**

Consideration should be given to each of the Greensburg Fire Companies' Meeting schedules  
each application must first be approved by the Fire Department Board of Control.

**This process generally takes 5 – 7 days**

**THE APPLICATION MAY BE ACTED ON AT THE NEXT COMPANY MEETING**

***Remember the timing of Company approval is based on when the Application was approved  
by the Board of Control and when the Company holds its monthly meeting***

Hose Company No. 1  
Hose Company No. 2  
Hose Company No. 3  
Hose Company No. 6  
Hose Company No. 7  
Hose Company No. 8

Second Monday Every Month  
Second Monday Every Month  
Second Tuesday Every Month  
Second Sunday Every Month  
Third Tuesday Every Month  
Third Thursday Every Month



# APPLICATION FOR MEMBERSHIP

## *GREENSBURG VOLUNTEER FIRE DEPARTMENT*

\_\_\_\_\_ A. NEW FIRE GROUND SUPPORT MEMBER - I am a New Member to the Greensburg Volunteer Fire Department and I do not belong to any other Volunteer Fire Department or Fire Company. *New Members will have **ONE (1) YEAR** from company acceptance date to complete the following courses:*

Introduction to the Fire Service (ELIS) –	16 hours
HAZMAT Awareness Level (HMAJB) –	4 hours
Fire Ground Support (ELFG) –	<u>32 hours</u>
<b>TOTAL HOURS</b>	<b>52 hours</b>

(See course descriptions on a following page)

**NOTE:** Based on course availability, ANY firefighter may advance to INTERIOR FIREFIGHTER status at any time.

\_\_\_\_\_ B. NEW INTERIOR FIREFIGHTER - I am a New Member to the Greensburg Volunteer Fire Department and I do not belong to any other Volunteer Fire Department or Fire Company. *New Members will have **ONE (1) YEAR** from company acceptance date to complete the following courses:*

Introduction to the Fire Service (ELIS) –	16 hours
HAZMAT Awareness Level (HMAJB) –	4 hours
Fire Ground Support (ELFG) –	32 hours
Exterior Firefighter (ELEF) –	72 hours
HAZMAT Operations Level (HMOJB) –	24 hours
Interior Firefighter (ELIF) –	<u>48 hours</u>
<b>TOTAL HOURS</b>	<b>196 hours</b>

(See course descriptions on a following page)

\_\_\_\_\_ C. RESERVE – MEMBERSHIP (Chief's Approval ONLY)

Chief's Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT INFORMATION

Applicants Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### List 3 references that will be contacted:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**List All Previous Fire Departments that you belonged to:**

Department	City, State	Dates	Supervisor	Contact #

For each fire department you left or ended your membership, state the reason why you left.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you a LIFE MEMBER of any Fire Company or Fire Department? YES or NO**

**If YES, List All Fire Companies or Departments that you are a LIFE MEMBER:**

Department	City, State	Dates	Supervisor	Contact #

**Have you ever been CONVICTED of a Crime?      YES      or      NO**

What is the State and County of Each Conviction? What crime were you convicted?  
What was the result of each convection?

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**Certifications & Limitations**

Attach ALL (if applicable) copies of any State, National, or Pro-Board Certifications or Training Certificates applicable to the Fire Service that you have achieved.

Attach a photocopy of BOTH sides of your driver's license.

Do you know of any physical or emotional limitations that would limit or prohibit you from the NFPA defined duties and functions of a structural firefighter or emergency vehicle operator?

**Circle one -      YES      or      NO**

**Terms & Conditions**

I, the undersigned applicant, swear and affirm that the information herein is true and correct and I consent to any inquiries and background check(s) to assure that the information set forth herein that may be omitted is discovered, accurate, true, and correct.

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

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

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\_\_\_\_\_ APPLICATION APPROVED

\_\_\_\_\_ APPLICATION NOT APPROVED

Approved by:

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

\_\_\_\_\_  
Fire Chief / BOC Representative

# **Fire Ground Support & Interior Firefighter Classes**

**Introduction to the Fire Service (ELIS) 16 Hour Course** - This entry level course is designed to introduce new firefighters to basic information including an overview of the fire service, fire service organization, firefighter safety, personal protective equipment, tools and emergency lighting, and backing apparatus. In addition, the student will complete American Heart Association (AHA) First Aid & CPR. This is the first of five levels (courses) in the curriculum.

**HAZMAT Awareness Level (HMAJB) 4 Hour Course** - The primary target audience for this course are First Responders who will witness or discover a hazardous substance/materials release. Students will be trained to initiate an emergency response sequence by notifying the proper authorities of the release. They shall have sufficient training or have had sufficient experience to objectively demonstrate competency to understand what hazardous substances are, the risks, potential outcomes, the ability to recognize and identify their presence, their role including site security, safe scene management and how to use the Emergency Response Guidebook during a hazardous materials/WMD emergency

**Fire Ground Support (ELFG) 32 Hour Course** – This entry level course is designed to introduce new firefighters to fire ground operation including fire behavior, building construction-structural collapse, fire hose, water supply, communications, ropes and knots, Self-Contained Breathing Apparatus (SCBA). This is the second of five levels (courses) in the curriculum. Upon successful completion an entry level firefighter shall be able to identify and utilize basic knowledge, skill, and abilities as they relate to fire ground operations. Prerequisites: Introduction to the Fire Service (ELIS), Hazardous Materials Awareness (HMA).

**Exterior Firefighter (ELEF) 72 Hour Course** - This entry level course is designed to introduce new firefighters to fire ground operation including Self-Contained Breathing Apparatus (SCBA), fire behavior, building construction, fire extinguishers, forcible entry, ladders, and fire streams/hose line advancement. This is the third of five levels (courses) in the curriculum. Upon successful completion an entry level firefighter shall be able to identify and utilize basic knowledge, skills, and abilities as they relate to exterior fire ground operations. Fireground Support (ELFG), NIMS 700, ICS 100.

**HAZMAT Operations Level (HMOJB) 24 Hour Course** - This class provides training for first responders that respond to releases or potential releases of hazardous substances as part of the initial response for the purpose of protecting nearby persons, property and the environment. Personnel are trained to respond in a defensive fashion to contain the release from a safe distance, to keep it from spreading and prevent exposures. They must understand basic hazard and risk assessment, how to select and use proper personnel protective equipment, basic hazardous materials terms, basic control, containment and/or confinement operations within the capabilities of the resources and PPE available, basic decontamination procedures and termination procedures.

**Interior Firefighter (ELIF) 48 Hour Course** - The final class for entry level firefighters is for those persons that want to do live, interior fire suppression with SCBA. Self-contained breathing apparatus, nozzles and fire streams, rescue, ventilation, fire suppression, salvage and overhaul, firefighter survival and a live fire exercise are included. Satisfactory completion of a written exam required to receive a certificate. Students must provide turnout gear, SCBA, notebook and pen/pencil. Prerequisite: Exterior Firefighter (ELEF) and Hazmat Operations (HMO)

# Greensburg Volunteer Fire Department & Companies

## *ARSON - AFFIDAVIT*

I, (name) \_\_\_\_\_, of (address) \_\_\_\_\_  
hereby swear (and/or affirm), under the penalty of perjury or false swearing, that I have never been convicted,  
pleaded nolo contendere, or been found guilty of the following:

- 1) The crime of arson or its related offenses. I have read the definition of "Arson and related offenses" under 18 PA. C.S. §3301 (which is attached hereto as Exhibit "A"). I hereby swear that I have never committed, nor engaged in any of the acts defined or described in this section.
- 2) The crime of false alarms to public safety agencies. I have read the definition of "False Alarms to Agencies of Public Safety" as set forth in Section 4905 of the Crimes Code (18 PA. CS § 4905), which is attached hereto as Exhibit "B", and I hereby swear that I have never committed nor engaged in any of the acts defined or described in this section.

I agree and consent to a background check on me at any time.

I understand that if subsequent investigation reveals that I have falsified or otherwise misrepresented the true nature of any criminal offenses that involve myself, I agree to the automatic termination of my Membership in the Greensburg Volunteer Fire Company and Department and to be subject to the criminal penalties for perjury or false swearing herein subject to the penalties of 18 PA C.S.A. Section 4904 relating to unsworn falsification to authorities.

I have attached a copy of my Driver's License.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make false statement herein, I am subject to penalties prescribed at Law including, but not limited to, a fine of at least \$1,000.00.

I swear to the truth of the statements made herein: and fully intend to be bound hereby, by affixing my name to this document.

---

Date

---

Applicants Printed Name

---

Witness

---

Applicants Signature



# **Greensburg Volunteer Fire Department & Companies**

## ***Drug-Free Workplace Policy***

### **NOTICE**

The Federal Drug-Free Workplace Act became effective March 18, 1989. The following policy is instituted for the purpose of bringing the policies of Greensburg Volunteer Fire Department and its Companies into compliance with that law.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by the any Member/Volunteer on the premises of the Greensburg Volunteer Fire Department and its companies or during any activity conducted, sponsored, or authorized by or on behalf of the Greensburg Volunteer Fire Department and its Companies is prohibited.

As a condition of membership, each Member/Volunteer must agree to:

- 1) Abide by the above statement; and
- 2) Notify the Board of Control and the Department Chief in writing of any criminal drug statute conviction for a violation occurring on the premises of the Greensburg Volunteer Fire Department, the City of Greensburg, or their Companies, or during a Department/Company/City sponsored activity within five (5) days after the conviction.

Any Member/Volunteer found to be in violation of this drug abuse policy, at the discretion of the Greensburg Volunteer Fire Department, may be given leave without pay, without any benefits, and, required to enter a drug rehabilitation program, or the Member/Volunteer may be terminated.

From time-to-time the Relief Association will sponsor a workshop for the Members/Volunteers on the dangers of drug abuse. The Department's Infectious Control Officers have been designated as the contact person(s) of any Member/Volunteer who needs a referral to drug counseling or rehabilitation.

I have read and understand this Policy and fully intend to be bound hereby, by affixing my name to this document.

---

Date

---

Applicants Printed Name

---

Witness

---

Applicants Signature

Department Firefighter Medical Officer:  
Kristi Steele

# **Greensburg Volunteer Fire Department & Companies**

## ***Anti-Discrimination/Harassment Policy***

### **NOTICE**

#### **PURPOSE:**

The purpose of this Policy is to clearly establish that the Greensburg Volunteer Fire Department of the City of Greensburg is committed to providing a positive and family-oriented work and social environment free from harassment and/or discrimination.

#### **POLICY:**

- 1) Any harassment or discrimination by a Member, a visitor, or a vendor, on the basis of race, religion, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age is explicitly a violation of State and/or Federal Law; and, such conduct will not be tolerated by the Greensburg Volunteer Fire Department or its Companies. Violations shall be subject to investigation and appropriate disciplinary action, including, but not limited to, discipline or termination from membership.
- 2) It is the responsibility of all Greensburg Volunteer Fire Department's Administrative and Fire Operations Officers to enforce this policy.
- 3) Complaints shall be brought directly to the Department Chief, and his designated Administrative Officer(s).
- 4) It is the responsibility of each and every Fire Department Member/Volunteer/Worker to know this Policy and to follow this Policy. [See Greensburg Volunteer Fire Department SOG Section 802.]
- 5) Failure to advise of any observed or reported inappropriate or offensive interaction/relationship is in violation of this Policy. The Department/Company Officer (s) receiving such information shall immediately contact the President and Captain of said Company and/or the Department Chief and inform them of this incident/relationship.
- 6) False reports shall result in discipline.

*I have read, understand, and agree to the:*

**Department "Anti-Discrimination/Harassment Policy"**

*I have read and understand the:*

**"Notice" of Department "Anti-Discrimination/Harassment Policy"**

---

Date

---

Applicants Printed Name

---

Witness

---

Applicants Signature



Greensburg Volunteer Fire Department

SOG Appendix

# **Fire Ground Support & Interior Firefighter Class Document**

# **Fire Ground Support & Interior Firefighter Classes**

**Introduction to the Fire Service (ELIS) 16 Hour Course** - This entry level course is designed to introduce new firefighters to basic information including an overview of the fire service, fire service organization, firefighter safety, personal protective equipment, tools and emergency lighting, and backing apparatus. In addition, the student will complete American Heart Association (AHA) First Aid & CPR. This is the first of five levels (courses) in the curriculum.

**HAZMAT Awareness Level (HMAJB) 4 Hour Course** - The primary target audience for this course are First Responders who will witness or discover a hazardous substance/materials release. Students will be trained to initiate an emergency response sequence by notifying the proper authorities of the release. They shall have sufficient training or have had sufficient experience to objectively demonstrate competency to understand what hazardous substances are, the risks, potential outcomes, the ability to recognize and identify their presence, their role including site security, safe scene management and how to use the Emergency Response Guidebook during a hazardous materials/WMD emergency

**Fire Ground Support (ELFG) 32 Hour Course** – This entry level course is designed to introduce new firefighters to fire ground operation including fire behavior, building construction-structural collapse, fire hose, water supply, communications, ropes and knots, Self-Contained Breathing Apparatus (SCBA). This is the second of five levels (courses) in the curriculum. Upon successful completion an entry level firefighter shall be able to identify and utilize basic knowledge, skill, and abilities as they relate to fire ground operations. Prerequisites: Introduction to the Fire Service (ELIS), Hazardous Materials Awareness (HMA).

**Exterior Firefighter (ELEF) 72 Hour Course** - This entry level course is designed to introduce new firefighters to fire ground operation including Self-Contained Breathing Apparatus (SCBA), fire behavior, building construction, fire extinguishers, forcible entry, ladders, and fire streams/hose line advancement. This is the third of five levels (courses) in the curriculum. Upon successful completion an entry level firefighter shall be able to identify and utilize basic knowledge, skills, and abilities as they relate to exterior fire ground operations. Fireground Support (ELFG), NIMS 700, ICS 100.

**HAZMAT Operations Level (HMOJB) 24 Hour Course** - This class provides training for first responders that respond to releases or potential releases of hazardous substances as part of the initial response for the purpose of protecting nearby persons, property and the environment. Personnel are trained to respond in a defensive fashion to contain the release from a safe distance, to keep it from spreading and prevent exposures. They must understand basic hazard and risk assessment, how to select and use proper personnel protective equipment, basic hazardous materials terms, basic control, containment and/or confinement operations within the capabilities of the resources and PPE available, basic decontamination procedures and termination procedures.

**Interior Firefighter (ELIF) 48 Hour Course** - The final class for entry level firefighters is for those persons that want to do live, interior fire suppression with SCBA. Self-contained breathing apparatus, nozzles and fire streams, rescue, ventilation, fire suppression, salvage and overhaul, firefighter survival and a live fire exercise are included. Satisfactory completion of a written exam required to receive a certificate. Students must provide turnout gear, SCBA, notebook and pen/pencil. Prerequisite: Exterior Firefighter (ELEF) and Hazmat Operations (HMO)



Greensburg Volunteer Fire Department

SOG Appendix

**Junior / 420  
Membership  
Application**



# **Greensburg Volunteer Fire Department**

## **420 / Junior Member (Ages 12 -17)**

### **Application Packet (October 2021)**

Contact the Greensburg Volunteer Fire Department Company you are interested in joining:

<b>Company</b>	<b>Location</b>	<b>Phone Number</b>
Engine/Rescue Company No. 1	McLaughlin Drive	724-834-3901
Truck Company No. 2	Pennsylvania Ave	724-834-3902
Engine/Rescue Company No. 3	Alexander Ave	724-834-3903
Engine Company No. 6	W. Otterman Street	724-834-3906
Engine/Rescue Company No. 7	E. Pittsburgh Street	724-834-3907
Engine/Salvage Company No. 8	Highland Ave	724-834-3908

### **STEPS IN COMPLETING THE APPLICATION:**

1. Pick up an Application Packet from the Fire Station you wish to join. You can also obtain an application at City Hall in the Administration Office which is located at 416 South Main Street, Greensburg, PA 15601 or print online at [www.gbgsfire.com](http://www.gbgsfire.com).
2. Complete ALL pages of the Application (6 total pages)
3. You MUST obtain a physical, from your physician, stating the applicant is physically fit to perform the duties of a firefighter.
4. If you are 14 – 17 years of age you must obtain working papers from your school. These papers must be submitted with the completed application.

**420 & JUNIOR FIREFIGHTER APPLICANTS (AGES 12-17), MUST INCLUDE THE PARENT/GUARDIAN AUTHORIZATION FORMS IN ADDITION TO THE APPLICATION.**

**Please refer to the GVFD's website ([www.gbgsfire.org](http://www.gbgsfire.org)) under the recruitment tab for a link to the Pennsylvania Junior Emergency Service Program Compliance Manual and the GVFD *420 / Junior Firefighters – Rules and Regulations, and Policies and Expectations documents*.**

**For ALL questions pertaining to the application contact Jay Smith:**  
**(915) 238 - 6855                      or                      [rjaysmith03@gmail.com](mailto:rjaysmith03@gmail.com)**

## APPLICATION PROCEDURE CHECKLIST

- ☐ 3 -Page Application
- ☐ Drug-Free Workplace Policy
- ☐ Working Papers (14 – 17 years old)
- ☐ Anti-Discrimination/Harassment Policy
- ☐ Fit-For-Firefighting – Physical Medical Statement Signed by your doctor
- ☐ Photocopy of Operator's License (if applicable)
- ☐ Parent/Guardian Authorization Form
- ☐ Waiver of Claims and Right to Sue (420 Only)

**Once you have completed ALL SECTIONS of the Application,  
Contact Jay Smith for formal review of the application.**

**(915) 238-6855 or *rjaysmith03@gmail.com***

**(The application will be returned if ANY sections are incomplete)**

**After review, the application will be turned over to the GVFD Board of Control:**

- A. The Board of Control will then process the application.
- B. Once the application has been approved, the Board of Control will notify the President of the Fire Company to proceed with the applicant.
- C. The Company will act upon the applicant.
- D. After being accepted by the Company, the applicant will be notified by the Company.

### **Application Processing Time**

Consideration should be given to each of the Greensburg Fire Companies' Meeting schedules  
each application must first be approved by the Fire Department Board of Control.

**This process generally takes 5 – 7 days**

**THE APPLICATION MAY BE ACTED ON AT THE NEXT COMPANY MEETING**

***Remember the timing of Company approval is based on when the Application was approved  
by the Board of Control and when the Company holds its monthly meeting***

Hose Company No. 1	Second Monday Every Month
Hose Company No. 2	Second Monday Every Month
Hose Company No. 3	Second Tuesday Every Month
Hose Company No. 6	Second Sunday Every Month
Hose Company No. 7	Third Tuesday Every Month
Hose Company No. 8	Third Thursday Every Month



## APPLICANT INFORMATION

Applicants Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

### List 3 references that will be contacted:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

List All Previous Fire Departments that you belonged to:

Department	City, State	Dates	Supervisor	Contact #

For each fire department you left or ended your membership, state the reason why you left.

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**Have you ever been CONVICTED of a Crime?      YES      or      NO**

What is the State and County of Each Conviction? What crime were you convicted?

What was the result of each convection?

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## Certifications & Limitations

Attach ALL (if applicable) copies of any State, National, or Pro-Board Certifications or Training Certificates applicable to the Fire Service that you have achieved.

Attach a photocopy of BOTH sides of your driver's license.

Do you know of any physical or emotional limitations that would limit or prohibit you from the NFPA defined duties and functions of a structural firefighter or emergency vehicle operator?

Circle one -        YES        or        NO

## Terms & Conditions

I, the undersigned applicant, swear and affirm that the information herein is true and correct and I consent to any inquiries and background check(s) to assure that the information set forth herein that may be omitted is discovered, accurate, true, and correct.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_ APPLICATION APPROVED

\_\_\_\_\_ APPLICATION NOT APPROVED

Approved by:

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

\_\_\_\_\_  
Fire Chief / BOC Representative

# **Greensburg Volunteer Fire Department & Companies**

## ***Drug-Free Workplace Policy***

### **NOTICE**

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As a condition of membership, each Member/Volunteer must agree to:

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Any Member/Volunteer found to be in violation of this drug abuse policy, at the discretion of the Greensburg Volunteer Fire Department, may be given leave or suspended, without any privileges or benefits, and, required to enter a drug rehabilitation program at the Member's expense, or the Member/Volunteer may be terminated.

From time-to-time the Greensburg Volunteer Fire Department or its Relief Association may sponsor a workshop for the Members/Volunteers on the dangers of drug abuse. The Department's 'Infectious Control Officers' have been designated as the contact person(s) of any Member/Volunteer who needs a referral to drug counseling or rehabilitation.

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**Applicant's Name**

---

**Applicant's Signature**

---

**Parent/Guardian Name**

---

**Parent/Guardian Signature**

---

**Date Signed**

---

**GVFD Officer/Witness Signature**

# **Greensburg Volunteer Fire Department & Companies**

## ***Anti-Discrimination/Harassment Policy***

### **NOTICE**

#### **PURPOSE:**

The purpose of this Policy is to clearly establish that the Greensburg Volunteer Fire Department of the City of Greensburg is committed to providing a positive and family-oriented work and social environment free from harassment and/or discrimination.

#### **POLICY:**

- 1) Any harassment or discrimination by a Member, a visitor, or a vendor, on the basis of race, religion, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age is explicitly a violation of State and/or Federal Law; and, such conduct will not be tolerated by the Greensburg Volunteer Fire Department or its Companies. Violations shall be subject to investigation and appropriate disciplinary action, including, but not limited to, discipline or termination from membership.
- 2) It is the responsibility of all Greensburg Volunteer Fire Department's Administrative and Fire Operations Officers to enforce this policy.
- 3) Complaints shall be brought directly to the Department Chief, and his designated Administrative Officer(s).
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- 5) Failure to advise of any observed or reported inappropriate or offensive interaction/relationship is in violation of this Policy. The Department/Company Officer (s) receiving such information shall immediately contact the President and Captain of said Company and/or the Department Chief and inform them of this incident/relationship.
- 6) False reports shall result in discipline.

*I have read, understand, and agree to the:*

**Department "Anti-Discrimination/Harassment Policy"**

---

**Applicant's Name**

---

**Applicant's Signature**

---

**Parent/Guardian Name**

---

**Parent/Guardian Signature**

---

**Date Signed**

---

**GVFD Officer/Witness Signature**

# **Greensburg Volunteer Fire Department & Companies**

## ***420 / Junior Member Parent/Guardian Authorization Form***

I \_\_\_\_\_ (parent/legal guardian) of \_\_\_\_\_, a minor who was born on \_\_\_\_\_ and who has applied for 420 / Junior Membership in the Greensburg Volunteer Fire Department, Company No. \_\_\_\_\_ hereby grant our permission in accordance with the Pennsylvania Child Labor Laws for our child to join the said Department/Company as a Junior member. The said 420 / Junior Member agrees to abide by the Department's Rules, Regulations, and By-Laws, attend Department Drills and Training Activities when possible, maintain passing (C or better) grades in school, and strive to become a competent and knowledgeable Firefighter. We (Parents/Guardians) shall acquire the Pennsylvania State Junior Firefighter Rules and Booklet to review with our child. It should be noted that many Fire Company related duties may be, or are hazardous. The Greensburg Volunteer Fire Department and its Companies strictly adheres to the child Labor Laws of the Commonwealth of Pennsylvania. There are many duties that are restricted until the applicant Member's eighteenth (18) birthday. Despite all of our efforts regarding safety, accident(s) may happen. We and the 420 / Junior Firefighter have been made fully aware of the risks and hazards. In signing below, the parent(s) or guardian(s) understand these risks.

\_\_\_\_\_  
**Applicant's Name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**GVFD Officer/Witness Signature**

Please sign below if a 420 / Junior is under the age of 16, **IF** you permit your child: to be at the fire station past the normal hour of 7 pm up to and no later than 10 pm during school nights.

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Parent/Guardian Signature**



## **Greensburg Volunteer Fire Department**

President Rick Steele  
416 South Main Street - Greensburg, PA 15601  
(724) 838 - 4324

Chief Tom Bell  
<http://www.gbgfire.org>

### **Greensburg Volunteer Fire Department 420 Program** **Participation Agreement & Waiver of Claims and Right to Sue**

I, \_\_\_\_\_ [Participant's Parent/Guardian Name(s)]  
understand and agree that in exchange for my son's/daughter/s participation with the Greensburg  
Volunteer Fire Department (GVFD) and any of its activities, I agree to the following:

- A. I hereby waive and will not pursue any claims, actions, lawsuits against the GVFD and its Relief Association, each of the GVFD six (6) Fire Companies, the City of Greensburg, and as against any or all of its Members and Officers.
- B. That if in the event my child or I am injured while participating in the GVFD's training sessions, seminar(s), meeting(s), parade(s), activity(ies), Youth Firefighter station programs or demonstration(s), I cannot sue the GVFD and/or its Relief Association, each of the GVFD six (6) Fire Companies, the City of Greensburg, nor any or all of its Members and Officers. My child and I shall only be able to make claim against any medical insurance company or provider that I (as parent) may have.
- C. I assume any and all liability for any injuries or damages that may occur to my child during any training sessions, seminar(s), meeting(s), parade(s), activity(ies), Youth Firefighter station programs or demonstration(s) my child participates in with the GVFD, each of the GVFD six (6) Fire Companies, its Relief Association, or the City of Greensburg.

I understand and agree that I may at any time on my son's/daughter's behalf have him/her not attend until I determine for myself whether the activities are appropriate for my child or me from a physical, emotional standpoint, and/or any other standpoint.

I hereby sign on my own and my child's behalf intending to be legally bound and agree to the terms above.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parent/Guardian #1 Name

\_\_\_\_\_  
Parent/Guardian #1 Signature

\_\_\_\_\_  
Parent/Guardian #2 Name

\_\_\_\_\_  
Parent/Guardian #2 Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
GVFD Officer/Witness Signature



Greensburg Volunteer Fire Department

SOG Appendix

# **Firefighter Injury Documents**



# Greensburg Volunteer Fire Department

President Rick Steele

Chief Tom Bell

416 South Main Street - Greensburg, PA 15601

(724) 838 – 4324

<http://www.gbgfire.org>

## GVFD steps to follow when you are injured

### 1. Notify your Company Captain.

- After notifying your Captain, you or your Captain MUST immediately notify the Chief and Medical Officer.

### 2. Complete *"City Employee of GVFD Member Incident Report"*

- This MUST be completed by the injured individual ONLY!
- ALL sections of the Member Incident Report MUST be completed
- See attached documents (SECTION A)

### 3. Submit *"City Employee of GVFD Member Incident Report"* to the City Administrators office within 24 hours of the incident.

- If the Incident occurs from 4:00 pm on Friday through Sunday, the Incident report must be submitted before the close of business the following Monday. If the incident occurs and the following day(s) is a holiday, the incident report must be submitted before the close of business on the next regularly scheduled business day.

### 4. Designated Health Care Providers List.

- Injuries NOT requiring immediate emergency medical treatment MUST utilize a physician on this list.
- See attached document (SECTION B)

### 5. OPTUM Prescription Card

- If a doctor prescribes you ANY medication, you must provide this card to your pharmacy so that they can bill the worker's compensation insurance directly.
- See attached document (SECTION C)

### 6. While Under the Care of a Physician

- If you have NOT been released from the care of your physician you should NOT ATTEND any fire company/department related activities.

### 7. Return to Work

- Once the injured firefighter has been released from the care of the physician (for the injury that has been reported), you must provide written documentation of the release to the City Administrator, Company Captain, and Department Medical Officer.





# Greensburg Volunteer Fire Department

## Injured Firefighter

# SECTION A

## **Fire Department Workers Compensation Directions**

### **1. Complete the incident report.**

-Numbers 1 through 10 MUST be completed. If you do not have an email address please write N/A. We cannot file a claim if any of this information is missing.

-Numbers 11 through 22 must be completed with as much detail as possible. If something is not applicable please write N/A. This alerts the City that it wasn't missed but is truly not applicable to your situation.

-Number 23 and 24, please mark the place of every injury, if you chose other please indicate in the blank space what the nature of the injury is.

-Number 26: It is ok if no one witnessed this, so this field can be marked N/A if there was no witness.

-Number 27: Please list any medical treatment sought, whether it is on the scene, your injury required an ambulance transport, and where you went. If you did not seek treatment but intend to, please make note of that and refer to the list of approved physicians that is attached.

-Once complete please sign the form and date it.

### **2. Supervisor's Incident Investigation**

-This form is to only be completed by a supervisor, if there is not one available this form does not need to be completed.

### **3. Incident Witness Statement**

-This form is only to be completed by a witness that saw the entire accident, if there are no witnesses, please discard this form.

### **4. Designated Health Care Providers**

-This is the list of approved providers. If you need to schedule an appointment to be seen, please utilize only the doctors on this list.

-If the event is an emergency, you can go to any emergency room or Med Express Urgent care.

-When you arrive/schedule an appointment please tell the doctor/health care facility this is a comp claim, and if they need contact information they can call Angela at 724-838-4324.

### **5. Optum Prescription Information**

-This card is to be used if a doctor prescribes you any medication, provide it to your pharmacy so that they can bill the worker's compensation insurance directly.

City of Greensburg

City Employee of GVFD Member Incident Report

(To be completed by injured individual ONLY)

1. Name of Injured : \_\_\_\_\_ ( City Employees stop and go to No. 8)

2. Fire Department Co. No. \_\_\_\_\_ 3. How long have you been a member of the GVFD? \_\_\_\_\_

4. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_ 6. Social Security No. \_\_\_\_\_ 7. Phone Number: \_\_\_\_\_

8. Email address: \_\_\_\_\_ 9. Married? \_\_\_\_\_ 10: No. of Dependents: \_\_\_\_\_

11. Date of Accident: \_\_\_\_\_ 12. Time of Accident: \_\_\_\_\_ 13. Lighting: \_\_\_\_\_

14. Weather Conditions: \_\_\_\_\_ 15: Who did you first report incident to and when? \_\_\_\_\_

16: What were you doing when accident occurred (in detail)? \_\_\_\_\_

17. Were you trained to do this task? \_\_\_\_\_

18. How and why did the accident happen? \_\_\_\_\_

19. What physical objects, tools, machines, structures or equipment were involved in accident? \_\_\_\_\_

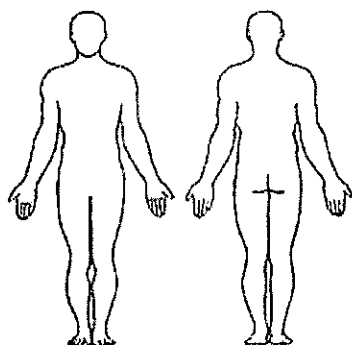
20. Were you wearing safety gear or protective clothing (please describe)? \_\_\_\_\_

21. Could accident have been prevented? How? \_\_\_\_\_

Description of Injury

22. Describe injury (Pain, nausea, other symptoms) \_\_\_\_\_

23. Parts of body affected (mark all that apply):



24. Nature of Injury (Check all that apply)

<input type="checkbox"/>	Abrasion, Scrapes
<input type="checkbox"/>	Broken Bones
<input type="checkbox"/>	Bruise
<input type="checkbox"/>	Burn (heat/chemical)
<input type="checkbox"/>	Concussion
<input type="checkbox"/>	Cut, Laceration, Puncture
<input type="checkbox"/>	Dermatitis
<input type="checkbox"/>	Hernia
<input type="checkbox"/>	Sprain, Strain
<input type="checkbox"/>	Other

24. Have you missed time at work due to this injury? \_\_\_\_\_ 25. When did you miss time at work? \_\_\_\_\_

26. Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

27. Did you seek medical attention? \_\_\_\_\_ When? \_\_\_\_\_ Where? (facility or physician) \_\_\_\_\_

Signature of Employee/Fire Department Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Greensburg**

**Supervisor's Incident Investigation for Report of Employee Injury**

1. Name of Injured Employee: \_\_\_\_\_ Time Shift Began \_\_\_\_\_ Date of Incident \_\_\_\_\_

2. Date/Time Incident Occurred: \_\_\_\_\_ Date/Time Incident Was Reported to You: \_\_\_\_\_

3. Exact Location Incident Occurred: \_\_\_\_\_

4. Witnesses:      Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

                         Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

                         Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Description of Accident**

5. Detail what the employee was doing, how he/she was doing it, and what physical objects, tools, machines, structures or equipment were involved in the incident.

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6. In your opinion, why did the incident occur? \_\_\_\_\_

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**Prevention**

7. What should be done and by whom to prevent recurrence of this type of incident?

a. Physical Changes: \_\_\_\_\_

b. Procedural Changes: \_\_\_\_\_

c. Training Sessions: \_\_\_\_\_

8. What action are you taking to see that preventative changes are done? \_\_\_\_\_

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Date of this report: \_\_\_\_\_

Signature of Supervisor

Printed Supervisor Name

**City of Greensburg**  
**Incident Witness Statement**

1. Name of Injured: \_\_\_\_\_

2. Name of Witness: \_\_\_\_\_ Phone No. \_\_\_\_\_

3. Home Address of Witness: \_\_\_\_\_

4. Location of Accident: \_\_\_\_\_

5. Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ a.m./p.m.

6. Lighting: \_\_\_\_\_ 7. Weather Conditions: \_\_\_\_\_

8. Describe how incident occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of this report: \_\_\_\_\_

Signature of Witness

Witness received by (signature)



# Greensburg Volunteer Fire Department

## Injured Firefighter

# SECTION B

## Greensburg, PA 15601

### Workers' Compensation Program: Designated Health Care Providers

The following procedures must be followed in case of work related injury or illness:

**A. Immediately report the injury to your supervisor.**

Any injury you sustain at work must be reported immediately to your supervisor. Failure to do so may delay your benefits or cause you to lose your rights to benefits. Supervisors must promptly report injuries to the appropriate personnel office.

**B. Obtain medical care from a provider listed below.**

**Blisnani, Greg, M.D.**  
Excelsa Health Orthopedics  
Orthopedic Surgery  
522 West Newton Street  
Greensburg, PA 15601  
724-853-8922

**Frick Hospital**  
Occupational Medicine  
508 S Church St  
Mount Pleasant, PA 15666  
724-547-1500

**Brabender, Robert Colin, MD**  
Allegheny Orthopaedic Associates  
Orthopedic Surgery  
118 Nature Park Rd Suite 300  
Greensburg, PA 15601  
412-373-1600

**Optum**  
Available at any major pharmacy  
**PHARMACY**  
866-599-5426

**One Call Care**  
Requires adjuster approval  
**PHYSICAL THERAPY**  
866-672-3064

**Latrobe Area Hospital**  
Occupational Medicine  
1 Mellon Way  
Latrobe, PA 15850  
724-537-1000

**Forbes Regional Hospital**  
Occupational Medicine  
2570 Haymaker Rd  
Monroeville, PA 15146  
412-858-2000

**Medexpress Urgent Care**  
Urgent Care  
Urgent Care Clinic  
5126 State Route 30 Ste 300  
Greensburg, PA 15601  
724-836-3027

**LabCorp**  
Urgent Care Clinic  
100 Excelsa Health Dr  
Latrobe, PA 15850  
724-537-1000

**Dental Works**  
For the nearest location, please call the toll free number.  
**DENTIST**  
855-443-9872

**Hospital**  
For Emergency Services, please go to the nearest hospital.  
**HOSPITAL**  
(FOR EMERGENCY SERVICES ONLY)

**One Call Medical Diagnostics**  
Requires adjuster approval  
**DIAGNOSTICS**  
800-872-2875

**C. Medical Emergency:**

If you are faced with a medical emergency, you may secure initial emergency treatment from any of the above mentioned emergency facilities or any other emergency facility. However, any follow-up care to the emergency treatment must be with a designated health care provider.

**D. If you choose to treat with an out of state provider, you may be subject to balance billing.**

**E. For medical treatment to be paid by your employer:**

1. You must select one of the physicians or physician groups listed above.
2. You must continue to visit one of the physicians listed above or any specialist to which that provider refers you, if you need treatment, for Ninety (90) days from the date of your first visit. This requirement is in conformance with the Pennsylvania Workers' Compensation Act, Section 306 (F) (1) (i).
3. After Ninety (90) days, if you still need treatment, you may continue with the same physician or you may choose to go to another physician or health care provider for treatment. If you decide to go to another provider, you must notify your employer of this action within five (5) days of your visit.
4. Your bills will be paid if your physician or healthcare provider reports as required (within ten days after your first visit and at least once a month as long as treatment continues). You must notify the new provider that these reports are to be submitted to the following address:

**AmTrust North America**  
P O Box 94405  
Cleveland, OH 44101  
888-239-3909 Toll Free  
678-258-8399 Fax

\*For medical groups, all providers are eligible to render medical services.



# Greensburg Volunteer Fire Department

Injured Firefighter

# SECTION C



**OPTUM<sup>®</sup>**AmTrust North America  
An AmTrust Financial CompanyOptum  
PO Box 152539  
Tampa, FL 33684-2539

## MAKING IT EASY... TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for your employer or their insurer. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

### Injured Employee:



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys<sup>®</sup> network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.



Most pharmacies, including Walgreens, our preferred provider, and all major chains, are included in the network. To find a network pharmacy call 1-866-599-5426 or visit [tmesys.com](http://tmesys.com).

### Questions? Need Help?

**1-866-599-5426**

<b>WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM</b>			
AmTrust North America		CITY OF GREENSBURG	
CARRIER/TPA		EMPLOYER	
INJURED WORKER NAME _____			
Please provide directly to Pharmacist			
SOCIAL SECURITY NUMBER _____		DATE OF INJURY (YYMMDD) _____	
Notice to Cardholder: Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: <a href="http://tmesys.com">tmesys.com</a> .			

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient.

**Tmesys Pharmacy Help Desk**  
**1-800-964-2531**

	<b>NDC</b>		<b>Envoy</b>
RxBIN	004261	or	002538
RxPCN	CAL	or	Envoy Acct. II
GROUP	FF		

**NOTE:** This First Fill card is only valid for your workers' compensation injury or illness.



### Employer:

Immediately upon receiving notice of injury, fill in the information above and give this form to the employee.

The following entities comprise the Optum Workers Compensation and Auto No Fault division: PMSI, LLC, dba Optum Workers Compensation Services of Florida; Progressive Medical, LLC, dba Optum Workers Compensation Services of Ohio; Cypress Care, Inc. dba Optum Workers Compensation Services of Georgia; Healthcare Solutions, Inc., dba Optum Healthcare Solutions of Georgia; Settlement Solutions, LLC, dba Optum Settlement Solutions; Procura Management, Inc., dba Optum Managed Care Services; Modern Medical, dba Optum Workers Compensation Medical Services, collectively and individually referred to as "Optum."

**tmesys<sup>®</sup>**

IMP14-1614-109-FFWG

## Pennsylvania Workers' Compensation Information.

### To all employees:

The workers' compensation law in Pennsylvania provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately.

---

If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at:

Bureau of Workers' Compensation  
1171 South Cameron Street, Room 103  
Harrisburg, PA 17104-2501

Telephone number within Pennsylvania: 800-482-2383  
Telephone number outside of this Commonwealth: 717-772-4447

TTY- 800-362-4228 (for hearing and speech impaired only)

[www.state.pa.us](http://www.state.pa.us), PA Keyword: workers comp.

I, \_\_\_\_\_,  
employee of \_\_\_\_\_ (employer),  
certify that I received, read, and understood the information provided above on my date  
of hire \_\_\_\_\_ (date).

### *If applicable:*

X I, \_\_\_\_\_,  
employee of \_\_\_\_\_ (employer),  
certify that I received, read, and understood the above information on \_\_\_\_\_ (the  
date of work-related injury or disease).



Greensburg Volunteer Fire Department

SOG Appendix

# **Membership Status Update Form**

**MEMBERSHIP STATUS UPDATE/CHANGE FORM**

Date \_\_\_\_\_

*(To be filled Out by Company Secretary and Submitted Immediately)**Form Revised 2022-03-03*

\_\_\_\_ New Member \_\_\_\_ New Junior \_\_\_\_ New 420 \_\_\_\_ Transfer \_\_\_\_ Resignation \_\_\_\_ Terminated

\_\_\_\_ Rank/Position Change \_\_\_\_ Deceased | Date of Death \_\_\_\_\_

**A. NEW MEMBER** or Update **CO #** \_\_\_\_\_ Driver's Lic. # \_\_\_\_\_ Class \_\_\_\_\_**First Name** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address if Different \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Join Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Rank \_\_\_\_\_ Change \_\_\_\_\_ *(List All that apply) Example: DAC/FF2/FO2/Treasurer**(C, AC, DAC, DSO, ISO, PIO, FF, FF1, FF2, FO1, FO2, CAPT, LT1, LT2, SGT, Position or Other)*

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**TRANSFER** New Station # \_\_\_\_\_ Date Effective: \_\_\_\_\_ Current Co # \_\_\_\_\_

New Co # \_\_\_\_\_

**B. RESIGNATION** \_\_\_\_ **TERMINATION** \_\_\_\_ **LACK OF PARTICIPATION** \_\_\_\_

In Good Standing? \_\_\_\_ Yes \_\_\_\_ No Station: \_\_\_\_\_ Effective Date \_\_\_\_\_

Comment: \_\_\_\_\_

**C. JUNIOR MEMBERSHIP INFORMATION** \_\_\_\_ New \_\_\_\_ Change**420** (12-13 Yr. Old) \_\_\_\_ **Junior** (14-17 Yr. Old) \_\_\_\_ Station Affiliation: \_\_\_\_\_

Legal Guardian \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_ Email \_\_\_\_\_

**D. CHANGE IN RANK/POSITION**

Rank/Position From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_

Signature (Company Secretary) \_\_\_\_\_ # \_\_\_\_\_ Date \_\_\_\_\_

**Send Copies To**

<b>GVFD FIRES Administration</b>	<b>Kristi Steele</b>	<a href="mailto:Steelehouse265@comcast.net">Steelehouse265@comcast.net</a>
<b>R.A. Membership Secretary</b>	<b>Vince Fontana</b>	<a href="mailto:vincefontana@comcast.net">vincefontana@comcast.net</a>
<b>Board of Control</b>	<b>Rick Steele</b>	<a href="mailto:Greensburg794@comcast.net">Greensburg794@comcast.net</a>



Greensburg Volunteer Fire Department

SOG Appendix

# **Gear Inspection Form**



# Greensburg Volunteer Fire Department Personal Protective Equipment Inspection Checklist



User Name and Company Number	Inspection Date

Please fill out a separate checklist for EACH set of structural gear you have been issued.

Instructions:

1. This checklist shall be used for a structural firefighting ensemble only
2. Soiled or contaminated gear shall be cleaned prior to inspection
3. Universal precautions shall be used if the gear is soiled or contaminated
4. The following inspection elements should not be considered all inclusive. In the event that you find something that requires further inspection, do not hesitate to have it inspected further
5. The inspection should in no way be interpreted as complying with the Advanced Inspection requirements established by NFPA 1851 Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensemble, 2014 edition
6. Place an X in the appropriate box (P)ass or (F)ail

Helmet Make:	Model:	S/N:
Manufacture Date: ____/____/____	P F	P F
Contamination		Suspension system
Soiling		Damaged or missing reflective trim
Shell Damage: Cracks, crazing, dents, abrasions or thermal damage		Liner Damage: Rips, tears, or thermal damage
Damaged or missing components		Loss of Seam Integrity

Eye Protection	P F
Damaged or missing components to faceshield or goggle system	

Hood	P F	P F
Contamination		Rips, tears, cuts or thermal damage
Soiling		
Loss of Face Opening adjustments / shrinkage		Loss of Seam Integrity; Broken or missing stitches

Footwear Make:	Model:	P F	P F
Manufacture Date: ____/____/____			
Contamination		Rips, tears, punctures or thermal damage	
Soiling		Loss of water resistance	
Closure system damage			
Damaged or deformed safety toe, mid-sole, and shank		Loss of Seam Integrity; Broken or missing stitches	

Drag Rescue Device (DRD)	P F	P F
Contamination		Installed correctly
Soiling		
Cuts, tears, punctures, splitting, or thermal damage		Loss of Seam Integrity; Broken or missing stitches

Coat – Make:		Model:		S/N:	
Fitted for Member / Handed Down (Circle One)	P	F	Manufacture Date: ____/____/____	P	F
Contamination			Rips, cuts, tears, or thermal damage		
Soiling			Correctly assembled		
2" Coat to Pants overlap					
Damaged or missing hardware and closure system			Loss of Seam Integrity; Broken or missing stitches		

Pants – Make:		Model:		S/N:	
Fitted for Member / Handed Down (Circle One)	P	F	Manufacture Date: ____/____/____	P	F
Contamination			Rips, cuts, tears, or thermal damage		
Soiling			Correctly assembled		
Damaged or missing hardware and closure system			Loss of Seam Integrity; Broken or missing stitches		

Gloves					
	P	F		P	F
Contamination			Rips, cuts, tears, or thermal damage		
Soiling			Inverted liner		
Shrinkage			Loss of elasticity and flexibility		
Loss of Seam Integrity; Broken or missing stitches					

COMMENTS:

ANY DAMAGE NOT INCLUDED IN THIS CHECKLIST SHALL REQUIRE AN ADVANCED INSPECTION

Inspected by:	Signature:

**Please return to Company Captain or Rick Steele**  
**Any questions contact Rick Steele - (724) 454 - 9519 or**  
**greensburg794@comcast.net**





Greensburg Volunteer Fire Department

SOG Appendix

# **Request to Attend Training**



**Date is a DATE  
Prior to Registration**

Date Signed \_\_\_\_\_

Exhibit 2



145 Pavilion Lane, Youngwood, PA 15697-1898  
724-925-4000

"STATEMENT OF ACCOUNT"

STATEMENT OF ACCOUNT

PAGE

1

STUDENT ID NUMBER: 2100100X

NAME: XXXXXXXXX Firefighter Name

STATEMENT DATE

10/26/20

XXXXXXXXXX Name

XXXXXXXXXX Street Address

Greensburg, PA 15601

BALANCE DUE 135.00

Credit Card Authorization On Back  
Please Return This Portion With Your Payment

Statement of Account for the 20/SG term. Please pay balance due immediately. Thank you!

DATE	TERM	DESCRIPTION	CHARGES	CREDITS
01/27/20	20/SG	Registration - PPRX_2178		
		Con Ed Tuition	100.00	
02/17/20	20/SG	Registration - PPRX_3700		
		Con Ed Tuition	35.00	

The Course Description (PPRX 2178 & PPRX 3700)  
are listed as line items. Both the Course Description  
and the Course ID must be on the Statement of Account  
That must be submitted for reimbursement

BALANCE DUE 135.00

This statement does not include payments received after 10/26/20



## Public Safety Training Center

and the Pennsylvania State Fire Academy

## Certificate of Training

This certifies that



has successfully completed a state-accredited  
training course consisting of 32 hours of instruction in

**Fire Ground Support (EL-14 ELFG)**

**February 27, 2020**

*David Stanley*  
President  
Westmoreland County Community College

*[Signature]*  
Director  
Public Safety Training Center

*[Signature]*  
State Fire Commissioner

20SG PPRX 2176 F02

Appropriate Course No. on Certificate

Scanned with CamScanner



**Public Safety Training Center**  
and the Pennsylvania State Fire Academy

**Certificate of Training**

This certifies that



has successfully completed a state-accredited  
training course consisting of 16 hours of instruction in

**Introduction to the Fire Service (EL14-ELIS)**

**January 30, 2020**

*David S. Scharley*  
President  
Westmoreland County Community College

*M. M. S.*  
Director  
Public Safety Training Center

*Steve Tapp*  
State Fire Commissioner

20CG-PFPA-3700-PB

Appropriate Course No. on Certificate



Greensburg Volunteer Fire Department

SOG Appendix

# **Travel Expense Reimbursement**

## **Greensburg Volunteer Fireman Relief Association (RA)**

### **Training & Overnight Travel Expenses (1/20/21)**

#### **Training Expenses**

The RA may pay the tuition and/or registration fees for any approved training upon successful completion of the class. The following documentation must be submitted for payment. If any of the following documentation is missing or incomplete, the RA will not pay for the training.

- A. **"Request to Attend Training"** form. This form is available on the Department's website: GBGFIRE.com. This form must be completed prior to registering for the training class and signed by the fire chief. It is not necessary to submit this form to the RA prior to attending the training class. Retain this form until successful completion of the training class and submit it with the other documentation outlined in B and C for payment. An example of the form is shown as Exhibit 1.
- B. Invoice for the training class(es). The invoice must itemize the cost of the training class(es). A statement listing the total balance due without an itemized cost of each training class is not acceptable. An example of a proper invoice is shown as Exhibit 2.
  - a. **NOTE:** If the member or company is requesting reimbursement for the payment of the training class, proof of payment must be submitted such as a credit card receipt/statement or cancelled check.
- C. A copy of the certificate of completion. An example is shown as Exhibit 3.

#### **Reimbursement of Overnight Travel Expenses - Training**

The RA may reimburse members for any travel expenses incurred while attending an approved training class requiring overnight travel. Overnight travel is defined as any training site outside a 100-mile radius of the City of Greensburg or the member's home. The fire chief must approve any overnight travel. An estimate of the travel expenses must be itemized on the "Request to Attend Training" form.

The RA will not reimburse any members for any travel expenses related to "Local" training. "Local" training is any training site within a 100-mile radius of the City of Greensburg or the member's home. The utility truck should be used for "Local" training upon approval of the Company Captain.

The following travel expenses will be reimbursed for overnight travel:

- A. Lodging -Maximum rate of \$125/day excluding tax.
- B. Meals - A maximum of \$45 per day (including tax & tips). The RA will not reimburse for alcohol.
- C. Personal Mileage – RA will pay a one-way fuel receipt x 2.
- D. Airfare.
- E. Rental Car.
- F. Tolls & Parking.

All allowable overnight travel expenses must be submitted on an "Expense Reimbursement" form. An example is shown as Exhibit 4. All travel receipts must be attached to the reimbursement form. A member will not be reimbursed for any missing receipts.



# Greensburg Volunteer Fire Department

## Request to Attend Training



***\*All persons requesting to attend training must submit this request (fully completed) at least 30 days prior to training to receive approval from the proper entity. Failure to comply may result in lack of Reimbursement.\****

Name \_\_\_\_\_ Company # \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Training \_\_\_\_\_

Location of Training (City/State) \_\_\_\_\_

Date(s) of Training \_\_\_\_\_ Total Number of Days Involved \_\_\_\_\_

Approximate Costs: Meals\* \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_

Miscellaneous \$ \_\_\_\_\_ EST. TOTAL COST \$ \_\_\_\_\_

*\* Maximum Meal reimbursement is \$45.00 per day*

Firefighting Values to be gained by you attending this training: \_\_\_\_\_

Would you be willing to share the knowledge gained at this training during a Department Drill? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you received approval to attend training in the past 2 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the Department need to send payment or registration fee prior to training? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much? \$ \_\_\_\_\_ Check payable to: \_\_\_\_\_

Address where payment is to be mailed: \_\_\_\_\_

***\*All persons attending training must return ALL receipts to the proper entity no later than 20 days after returning from training.\****

\_\_\_\_\_ **Board of Control** or \_\_\_\_\_ **Relief Association**

### Terms and Conditions of payment:

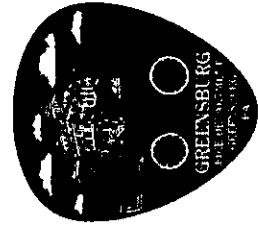
Approved *Request to Attend Training* paperwork and Certification of completion of said training must accompany this paperwork when submitting for payment. Anyone attending training MUST complete the entire course or they must reimburse the Board of Control or Relief Association for expenses incurred toward their training. Failure to meet ALL of these terms by ANY firefighter may result in suspension, failure to attend future training, revocation of equipment, or render firefighter ineligible for Department activities and compensations.

\_\_\_\_\_  
Signature of Firefighter

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Fire Chief

\_\_\_\_\_  
Date Signed



***\*All persons attending training must return ALL receipts to the proper entity no later than 20 days after returning from training.\****

Event	Held at

## Travel Expenses for Training Outside of Greensburg

Date	Fares Type & Explanation	Lodging	Gas	Meals Max \$45.00 per Day	Miscellaneous Expenses (explain fully)	Total
<b>ATTACH RECEIPTS – (Receipts are required for meals, lodging, gas, parking, turnpike, plane, etc.)</b>					<b>Grand Total</b>	

**ATTACH RECEIPTS** – (Receipts are required for meals, lodging, gas, parking)

*“This report is a correct statement of my expenses for the time period covered.”*

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

Approved by: \_\_\_\_\_ Less Advance Received \$ \_\_\_\_\_

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

**Board of Control or Relief Association**

**Terms and Conditions of payment:**

Approved *Request to Attend Training* paperwork and Certification of completion of said training must accompany this paperwork when submitting for payment. Anyone attending training **MUST** complete the entire course or they must reimburse the Board of Control or Relief Association for expenses incurred toward their training. Failure to meet ALL of these terms by ANY firefighter may result in suspension, failure to attend future training, revocation of equipment, or render firefighter ineligible for Department activities and compensations.





Greensburg Volunteer Fire Department

SOG Appendix

# **Infectious Disease Exposure Forms**



## Infectious Disease Exposure Form

Exposed Member's Name: \_\_\_\_\_ Company# \_\_\_\_\_

County Incident. #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Field Inc. #: \_\_\_\_\_ Shift: \_\_\_\_\_ Company: \_\_\_\_\_

Name of Patient: \_\_\_\_\_ Sex: \_\_\_\_\_

Age: \_\_\_\_\_ Address: \_\_\_\_\_

Suspected or Confirmed Disease: \_\_\_\_\_

Transported to: \_\_\_\_\_

Transported by: \_\_\_\_\_

Date of Exposure: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

Type of Incident (auto accident, trauma): \_\_\_\_\_

Type of protective equipment utilized: \_\_\_\_\_

What where you exposed to:

Tears \_\_\_\_\_ Feces \_\_\_\_\_ \_\_\_\_\_ Urine \_\_\_\_\_ Saliva \_\_\_\_\_

Vomit \_\_\_\_\_ Sputum \_\_\_\_\_ Sweat \_\_\_\_\_ Other \_\_\_\_\_

What part(s) of your body became exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you have any open cuts, sores, or rashes that became exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did exposure occur? Be specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you seek medical attention? \_\_\_\_\_ Yes \_\_\_\_\_ No

Where? \_\_\_\_\_ Date: \_\_\_\_\_

Contact GVFD Medical Officer: Date \_\_\_\_\_ Time: \_\_\_\_\_

Captain's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# COMMUNICABLE DISEASES

GREENSBURG VOLUNTEER FIRE DEPARTMENT

## QUICK REFERENCE CHART

DISEASE	INCUBATION PERIOD	HOW CONTRACTED	SYMPTOMS	WHAT TO DO IN CASE OF EXPOSURE DURING A RESCUE		WHAT TO DO IN CASE OF EXPOSURE TO EMPLOYEE	
				EXPOSURE CATEGORY	ACTION CATEGORY	EXPOSURE CATEGORY	ACTION CATEGORY
Acquired Immune deficiency syndrome (AIDS)	Maybe Up To 7 Years	Blood to Blood Exposure Sexual Contact	Cannot be detected by Pre-Hospital Responders	I II III	A B B,C	I II III	C C C
Hepatitis, Viral Hepatitis A	15-50 days Average 24-30 Days	Person to Person Spread by fecal oral route. Ingestion of Contaminated Food or Water	Onset is usually abrupt with fever, malaise, loss of appetite, nausea, and abdominal discomfort, followed within a few days by jaundice	I II III	A B B (1)	I II III	1 B B,C (1)
Hepatitis B	45-160 days Average 60-90 Days	Percutaneous or mucous membrane inoculation of blood to blood products from an infected person. Sexual transmission	Onset is usually gradual, with loss of appetite, vague abdominal discomfort, nausea and vomiting often progressing to jaundice	I II III	A B B,C (2)	I II III	A B,C B,C (2)
Hepatitis Non A, Non B	14-180 days Average 42-50 Days	Blood Transfusions	Onset usually gradual with loss of appetite, vague abdominal discomfort, nausea and vomiting	I II III	A B C (3)	I II III	A B C (3)
Meningitis Aseptic	2-21 days, depending on etiologic agent	Varies with the specific infections agent	Sudden onset of fever with headaches and stiff neck	I II III	A A A	I II III	A A A
Meningitis. H. Influenza (although not reportable, this is the most common bacterial meningitis in children 2 mos. to 3 yrs. In U.S.	Probably short within 2-4 Days	Droplet Infection and discharges from nose and throat	Onset usually sudden with fever, vomiting, lethargy and meningeal irritation consisting of bulging Fontanelle in infants or stiff neck and back in slightly older children	I II III	A B B (4)	I II III	A B B (4)

[1] Immune serum globulin (IDG) may be recommended by a physician based on extent of exposure; [2] Physician may recommend (HBIG) and Hepatitis B vaccine based on extent of exposure;

[3] Physician's recommendation regarding prophylaxis; [4] This disease is usually in persons over the age of 5 years.