

# GREENSBURG

VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING

# GUIDELINES

(SOG)

*Service • Safety • Integrity • Teamwork*

GREENSBURG VFD

## GREENSBURG

FIRE DEPARTMENT  
GREENSBURG  
PA

TRAINING • PREPAREDNESS • PROFESSIONALISM

REVISION DATE: FEBRUARY 2026

★ EST. 1887 ★



# Greensburg Volunteer Fire Department



## Standard Operating Guidelines

September 1996

*Revised 2/2022*

*Revised 2/2026*

# **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

# Table of Contents

| Title  | Section | Page |
|--|---------|------|
| Disclaimer   | 1.0     | 6    |
| Preface  | 2.0     | 6    |
| Mission Statement  | 3.0     | 7    |
| Introduction and Purpose                                       | 4.0     | 7    |
| Updating SOG's   | 5.0     | 8    |
| Duty to Know   | 6.0     | 8    |
| Operational Members  | 6.1     | 9    |
| Department and Company Officers                                | 6.2     | 9    |
| Limitations to this Manual                                     | 7.0     | 9    |
| <b>Administration (100)</b>                                    |         |      |
| Department Organization Chart                                  | 101     | 11   |
| Department Officer Positions and Responsibilities              | 102     | 12   |
| Regular Membership => 18 Years-of-Age                          | 103     | 19   |
| Junior Membership 14 to 17 Years-of-Age                        | 104     | 25   |
| 420 Membership 12 to 13 Years-of-Age                           | 105     | 34   |
| Code Of Ethics   | 106     | 42   |
| Fire Station Conduct   | 107     | 44   |
| Facial Hair & Personal Appearance                              | 108     | 48   |
| Firefighter Injury   | 109     | 52   |
| Replacement of False Teeth/Eyeglasses/Hearing Aids             | 110     | 57   |
| Firefighter Psychological Services                             | 111     | 60   |
| Drug & Alcohol Policy  | 112     | 63   |
| Harassment   | 113     | 66   |
| Social media   | 114     | 71   |
| Firearms   | 115     | 76   |
| Disciplinary Actions   | 116     | 79   |
| Resignation & Termination                                      | 117     | 84   |
| Reports & Reporting Procedures                                 | 118     | 90   |
| Training Complex   | 119     | 96   |
| Out of Town Training   | 120     | 106  |
| Operating Power Saws   | 121     | 111  |
| Use of City Owned Vehicles                                     | 122     | 117  |
| Driver Operations  | 123     | 121  |
| Accident Involving City Vehicles                               | 124     | 126  |
| Repairs and Records Involving City Vehicles                    | 125     | 129  |
| Emergency Repairs Involving City Vehicles                      | 126     | 134  |
| Responding to Emergencies in POV's (Personally Owned Vehicles) | 127     | 136  |
| Knox Box Management System                                     | 128     | 139  |
| Lock Out/Tag Out Safety System                                 | 129     | 143  |

|   |     |     |
|---|-----|-----|
| Overnight OIC (Officer-In-Command)                                | 130 | 148 |
| Public Information Officer – PIO                                  | 131 | 151 |
| Request for Information   | 132 | 155 |
| Helmet Cams/Photos/Videos at<br>Emergency Scenes                  | 133 | 158 |
| Department Equipment Repairs                                      | 134 | 162 |
| Equipment Status/Incident Numbers                                 | 135 | 165 |
| Dash & Body Camera Police   | 136 | 168 |
| <b>Radio Communications &amp; Dispatch Protocol (200)</b>         |     |     |
| Radio Terminology   | 201 | 174 |
| Radio Frequencies   | 202 | 179 |
| Radio Procedures  | 203 | 183 |
| Dispatch Protocol   | 204 | 189 |
| <b>Emergency Operations (300)</b>                                 |     |     |
| Personal Protective Equipment (PPE)                               | 301 | 196 |
| Incident Command (IC)   | 302 | 203 |
| Operation Priorities  | 303 | 207 |
| Personal Accountability Systems                                   | 304 | 211 |
| Structural Fire Response (Working Fire/Smoke<br>Showing)          | 305 | 215 |
| AFA (Automatic Fire Alarm) Response (Nothing<br>Showing Response) | 306 | 221 |
| High Rise Emergencies   | 307 | 226 |
| Sprinkler and Standpipe Operations                                | 308 | 232 |
| Mode Fire Attack  | 309 | 237 |
| Mayday  | 310 | 241 |
| Rapid Intervention Teams – RIT                                    | 311 | 244 |
| Firefighter Rehabilitation  | 312 | 248 |
| Post Fire Decontamination   | 313 | 252 |
| Fire Scene Preservation   | 314 | 257 |
| Atmospheric Monitoring  | 315 | 261 |
| Vehicle Fires   | 316 | 264 |
| Chimney Fires   | 317 | 268 |
| Dumpster Fires  | 318 | 271 |
| Forcible Entry Procedures   | 319 | 274 |
| Vehicle Accidents   | 320 | 277 |
| Vehicle Accidents with Entrapment                                 | 321 | 282 |
| Gas Leak/Flammable Liquid Response                                | 322 | 287 |
| Carbon Monoxide Response  | 323 | 291 |
| Hazardous Materials Response                                      | 324 | 295 |
| Adverse Weather Operations  | 325 | 299 |
| Elevator Rescue Operations  | 326 | 304 |
| Power Line Emergencies  | 327 | 308 |

|   |         |     |
|---|---------|-----|
| Weapons of Mass Destruction                     | 328     | 311 |
| High Visibility Vest                            | 329     | 317 |
| Lithium-Ion Battery Fires                       | 330     | 320 |
| Out of City Alarms                              | 331     | 326 |
| Police Assistance                               | 332     | 330 |
| Modified Response (Bomb Threat)                 | 333     | 334 |
| <b>Emergency Medical Services (400)</b>         |         |     |
| General Patient Care                            | 401     | 339 |
| Infectious Disease Control                      | 402     | 343 |
| AED (Automated External Defibrillator)          | 403     | 350 |
| Naloxone (Narcan) Policy                        | 404     | 354 |
| COVID   | 405     | 359 |
| Members Suspected of having COVID               | 406     | 361 |
| Ballistic Vest Usage                            | 407     | 366 |
| <b>Bloodhound Team (500)</b>                    |         |     |
| Greensburg Bloodhound Team   SOG 501-516        | 500     | 372 |
| <b>Dive / Swiftwater Team (600)</b>             |         |     |
| Dive / Swiftwater Team Structure                | 601     | 390 |
| Dive / Swiftwater Team Operations               | 602     | 393 |
| Dive / Swiftwater Team Membership Requirements  | 603     | 401 |
| Dive / Swiftwater Mobilization                  | 604     | 404 |
| Dive / Swiftwater Team Helicopter Operations    | 605     | 411 |
| <b>Stations, Apparatus, and Equipment (700)</b> |         |     |
| Station & Apparatus Maintenance                 | 701     | 416 |
| SCBA Maintenance                                | 702     | 419 |
| Hose Maintenance, Loading, & Testing            | 703     | 422 |
| Ladder Maintenance & Testing                    | 704     | 425 |
| <b>Appendix</b>                                 |         |     |
| Regular Application for Members                 | 103     | 429 |
| Fire Ground Support & Int. Firefighter Classes  | 103     | 430 |
| 420 / Junior Application for Membership         | 104/105 | 430 |
| Firefighter Injury Documents                    | 106     | 432 |
| Support & Interior Class Documents              | 105     | 433 |
| Membership Status Update Form                   | 115     | 435 |
| GVFD Gear Inspection Form                       | 301     | 436 |
| Request to Attend Training                      | 117     | 436 |
| Travel Expense Reimbursement                    | 117     | 437 |
| Infectious Disease Firefighter Exposure Form    | 402     | 448 |
| Bloodhound Team MPOETC Firearms Qualification   | 500     | 439 |

# 1.0 DISCLAIMER

1.1 These Standard Operating Guidelines (SOGs) are issued by the Greensburg Volunteer Fire Department (GVFD), Greensburg, Pennsylvania.

1.2 These SOGs are intended to establish operational and administrative guidelines designed to promote safety, efficiency, and organizational consistency.

1.3 The Department does not guarantee that compliance with these SOGs alone will eliminate or reduce occupational injuries, illnesses, exposures, or line-of-duty deaths.

1.4 These SOGs are intended to provide a structured framework for:

- Organized and coordinated emergency response
- Consistent operational practices
- Enhanced firefighter safety
- Support of a comprehensive occupational safety and health program

1.5 This 2022 Edition supersedes all previous editions of Standard Operating Guidelines, written policies, procedures, by-laws, and company rules inconsistent with this Manual.

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# 2.0 PREFACE

2.1 These Standard Operating Guidelines establish operational expectations applicable to all members of the Greensburg Volunteer Fire Department.

2.2 SOGs are intended to:

- Reinforce operational discipline
- Promote consistency in decision-making
- Strengthen the TEAM concept
- Provide a foundation for training and performance standards

2.3 Deviation from established SOGs shall occur only when justified by incident conditions or operational necessity. When deviations occur, they shall be communicated to affected personnel as soon as practical.

2.4 Emergency scenes are dynamic environments involving rapidly changing variables. Command officers shall apply training, experience, judgment, and situational awareness when implementing these guidelines.

2.5 These SOGs are living documents and are subject to review and revision as operational needs evolve.

2.6 Violations of established SOGs may be addressed through corrective training, counseling, or disciplinary action, as deemed appropriate by Command Staff.

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## **3.0 MISSION STATEMENT**

3.1 The mission of the Greensburg Volunteer Fire Department is to provide the highest level of public safety services to the residents and visitors of the City of Greensburg.

3.2 The Department is committed to:

- Fire suppression
- Emergency medical response
- Rescue operations
- Fire prevention and public education
- Community support and development

3.3 The Department shall conduct all operations in a professional, safe, and community-focused manner.

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## **4.0 INTRODUCTION AND PURPOSE**

4.1 This Manual establishes standardized operational, administrative, and behavioral guidelines for members of the Greensburg Volunteer Fire Department.

4.2 The purpose of this Manual is to:

- Ensure uniformity in emergency operations
- Define expected standards of conduct
- Establish safe operational practices
- Clarify rank structure and responsibility

4.3 This document replaces all previously issued written policies and procedures inconsistent with its provisions.

4.4 This Manual shall serve as the primary reference for:

- Department procedures
- Operational expectations
- Member responsibilities
- Administrative guidance

4.5 All revisions shall require formal approval by the Chief or designated Command Authority.

## **5.0 REVISION AND UPDATING OF SOGs**

5.1 SOGs shall be reviewed periodically to ensure relevance, accuracy, and compliance with applicable standards and laws.

5.2 Revisions, deletions, or additions may be initiated due to:

- Changes in operational procedures
- Regulatory or legal requirements
- Identified safety concerns
- Organizational restructuring

5.3 The Fire Chief may designate qualified personnel to research and draft proposed changes.

5.4 Any member may submit a written recommendation for the establishment, revision, or modification of a guideline to a Department Command Officer.

5.5 Proposed changes shall:

- Be reviewed for operational practicality
- Be evaluated for safety impact
- Be revised as necessary
- Be submitted to the Fire Chief for final approval

5.6 No SOG shall be issued, modified, or rescinded without the approval of the Fire Chief.

5.7 Upon approval:

- Updated SOGs shall be distributed to Company Captains
- The Table of Contents shall be updated
- The Department website and official manual repository shall be updated

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## **6.0 DUTY TO KNOW**

### **6.1 Operational Members**

All members designated as “Operational” shall:

6.1.1 Maintain familiarity with all applicable SOGs contained within this Manual.

6.1.2 Maintain awareness of company-specific operational parameters.

6.1.3 Ensure their assigned Company maintains current copies of SOGs and training materials.

6.1.4 Participate in training and review sessions related to SOG implementation.

6.1.5 Submit recommendations for improvements when appropriate.

---

## **6.2 Department and Company Officers**

Officers shall:

6.2.1 Ensure subordinate personnel are informed of and comply with applicable SOGs.

6.2.2 Provide education, drills, training, counseling, or evaluation to reinforce compliance.

6.2.3 Monitor operational performance to ensure adherence to Department standards.

6.2.4 Address deviations in a corrective, consistent, and professional manner.

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## **7.0 LIMITATIONS OF THIS MANUAL**

7.1 This Manual is a dynamic operational guide and does not address every potential emergency or administrative situation.

7.2 Members shall apply sound judgment, supported by training and experience, when confronted with situations not specifically addressed in this Manual.

7.3 The absence of a written guideline does not prohibit necessary action to protect life, property, or the integrity of the Department.

7.4 Nothing in this Manual shall supersede:

- Federal law
- Pennsylvania state law
- Local municipal ordinances
- Applicable regulatory standards

7.5 Where conflicts exist between this Manual and applicable law, the law shall prevail.



# Administrative - 100



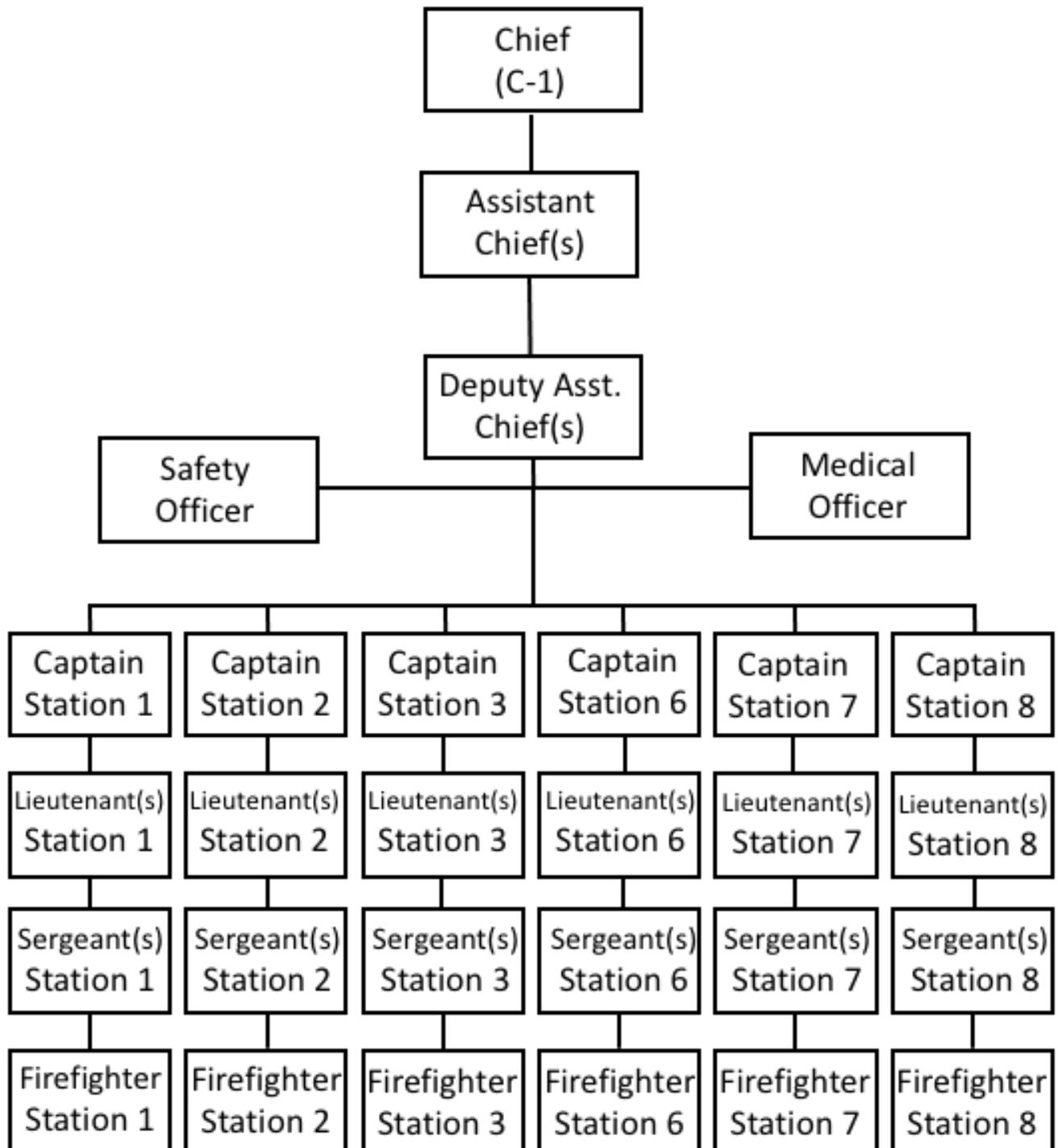
# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 101 - Department Organizational Chart

Effective: 6/1996

Revised: 2/2022

Page: 1 of 1





# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 102 – Officer Positions & Responsibilities

Effective: 6/1996

Revised: 2/2026

Page: 1 of 7

## **SOG 102**

### **OFFICER ROLES, RESPONSIBILITIES, AND AUTHORITY**

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#### **102.1 PURPOSE**

102.1.1 Officer positions within the Greensburg Volunteer Fire Department require professionalism, accountability, and the ability to lead with respect, honor, duty, and support of Department programs.

102.1.2 Any member accepting a Command or Company Line Officer position shall maintain the qualifications, competency, and willingness to perform all functions required of the position.

102.1.3 This SOG establishes the functional roles, responsibilities, authority, and operational objectives of each Department and Company Officer position.

102.1.4 Any Officer who is unable to perform the duties of their position for any reason, including lack of qualification, inability, or unwillingness, shall notify the Fire Chief as soon as practical.

102.1.5 Self-reporting inability to fulfill an Officer position shall be considered honorable, ethical, and consistent with the professional expectations of Department leadership.

---

#### **102.2 POLICY**

102.2.1 Officers shall lead Department members in a safe, lawful, and professional manner.

102.2.2 Officers shall support and enforce Department Regulations, General Orders, and Standard Operating Guidelines (SOGs).

102.2.3 Officers shall maintain readiness, discipline, accountability, and operational effectiveness within their assigned area of responsibility.

102.2.4 All Officers shall operate within the Incident Command System (ICS) at all incidents.

102.2.5 Deviations from Department SOGs shall occur only when justified by incident conditions or operational necessity and shall be communicated to affected personnel as soon as practical.

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## 102.3 POSITION RESPONSIBILITIES

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### 102.3.1 FIRE CHIEF

The Fire Chief shall be responsible for the overall administration, operations, readiness, and leadership of the Greensburg Volunteer Fire Department.

The Fire Chief shall:

- A. Develop, direct, and oversee fire suppression, rescue, emergency response, operational support, and administrative activities of the Department.
- B. Ensure an effective command management structure is established and maintained for deployments and emergency responses.
- C. Ensure appropriate delegation of authority to support strategic and tactical operations.
- D. Coordinate and develop Department fiscal planning, including budgeting, accountability programs, and grant applications.
- E. Oversee development and implementation of training and operational support programs to facilitate effective fire, rescue, and emergency operations across all Companies.
- F. Issue General Orders, rules, and regulations necessary for the protection of Department members and the citizens of the City of Greensburg.
- G. Appoint and supervise Assistant Chiefs, Deputy Assistant Chiefs, Safety Officer(s), and Medical Officer(s).
- H. Maintain responsibility for acquisition, maintenance, repair, and readiness of Department vehicles and equipment.
- I. Conduct investigations, in cooperation with local, state, or federal agencies, related to fires, suspected crimes, searches, or other events within the Department mission or as required by law.
- J. Identify and mitigate life safety hazards within the City in coordination with City Building and Fire Code Enforcement authorities.
- K. Develop and conduct public relations, fire prevention, and life safety education programs in cooperation with municipal and educational agencies.

L. Coordinate with appropriate city and state agencies as required.

---

## **102.3.2 ASSISTANT CHIEF(S)**

Assistant Chief(s) shall support the Fire Chief and shall:

A. Act in the Chief's place when the Chief has not assumed command and ensure an Incident Command System is established at all incidents.

B. Notify the Fire Chief of:

1. Major safety problems
2. Significant incidents or escalation
3. Any circumstance that may seriously affect a firefighter, the public, the Department, or any Company
4. Any line-of-duty death, serious injury, or emergency medical treatment of a member

C. Assist with strategic projects or programs assigned by the Fire Chief.

D. Perform operational or administrative duties assigned by the Fire Chief.

E. Support and facilitate Incident Command operations.

F. Ensure Department and Company Officers fulfill assigned responsibilities and comply with regulations and SOGs.

G. Support and monitor strategic functions including water supply, suppression, rescue, ventilation, rehabilitation, decontamination, and staging operations.

H. Ensure the disciplinary system operates fairly and consistently.

I. Relieve firefighter(s) from duty when necessary due to incapacity, disciplinary cause, or safety concerns.

J. Ensure critical operational reports and data are completed.

K. Ensure equipment readiness and program reviews are conducted.

L. Ensure Company training aligns with Department standards.

M. Serve as Incident Safety Officer when assigned.

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### **102.3.3 DEPUTY ASSISTANT CHIEF(S)**

Deputy Assistant Chief(s) shall:

- A. Act in the Chief's or Assistant Chief's place when neither has assumed command.
  - B. Notify Chief Officers of:
    - 1. Major safety problems
    - 2. Significant incident changes
    - 3. Hazardous or unsafe conditions
    - 4. Violations of regulations or SOGs
  - C. Perform administrative duties assigned by the Chief or Incident Commander.
  - D. Support the Incident Command System.
  - E. Facilitate tactical operations as assigned.
  - F. Ensure tactical assignments are supported by necessary staffing and equipment.
  - G. Assist Company Captains in maintaining a building pre-plan program, including documentation of:
    - 1. Fire protection systems
    - 2. Utility entrances and lockout locations
    - 3. Fire Department Connections
    - 4. Occupant considerations
    - 5. Site hazards
    - 6. Water supply considerations
  - H. Support Company readiness and training.
  - I. Ensure required reports and inventories are submitted.
  - J. Recommend improvements to Department operations.
  - K. Serve as Safety Officer when necessary.
- 

### **102.3.4 SAFETY OFFICER(S)**

Safety Officer(s) shall:

- A. Notify Chief Officers of major safety concerns, significant incident changes, hazardous conditions, or violations of safety practices.
- B. Provide safety oversight and operational monitoring at incidents.

- C. Support the Incident Commander with safety recommendations.
  - D. Document and report safety violations.
  - E. Coordinate safety-related projects as assigned.
- 

### **102.3.5 MEDICAL OFFICER(S)**

Medical Officer(s) shall:

- A. Notify Chief Officers of safety issues and significant medical concerns.
  - B. Oversee firefighter rehabilitation, post-incident medical monitoring, and responder wellness.
  - C. Coordinate medical programs and projects assigned by the Chief.
  - D. Ensure required medical training is conducted and maintained, including:
    - 1. AED and CPR
    - 2. Universal precautions
    - 3. First responder skills
    - 4. Immunizations
    - 5. Infectious disease reporting
    - 6. Critical Incident Stress Management coordination
    - 7. Naloxone (NARCAN®) policy and training
- 

### **102.3.6 COMPANY CAPTAINS**

Company Captains shall:

- A. Prepare the Company for tactical operations.
- B. Maintain a pre-incident planning program.
- C. Establish initial Incident Command when appropriate.
- D. Ensure compliance with Department Regulations and SOGs.
- E. Maintain readiness of vehicles and equipment.
- F. Ensure personnel are trained, qualified, and capable.
- G. Maintain Company training programs.
- H. Conduct equipment inventories and audits.

- I. Ensure PPE compliance at incidents.
  - J. Ensure members are mentally and physically capable of response.
  - K. Assist in development of training and policy improvements.
  - L. Ensure incident reports and trip sheets are completed and entered into Department systems.
  - M. Ensure exposure documentation is completed, copies provided to exposed firefighters, and retained for thirty (30) years.
- 

## **102.3.7 COMPANY LIEUTENANTS AND SERGEANTS**

Company Lieutenants and Sergeants shall:

- A. Act in the Captain's place when absent.
  - B. Assist with training, tactical operations, safety monitoring, and equipment readiness.
  - C. Support enforcement of Department regulations and SOGs.
  - D. Assume Department assignments when directed.
  - E. Address conflicting assignments in accordance with established chain-of-command procedures.
- 

## **102.4 GENERAL RESPONSIBILITIES – ALL OFFICERS**

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### **102.4.1 Standing Response Expectations**

Officers shall respond when available and capable. Officers may self-initiate response for reconnaissance, incident confirmation, and resource management when appropriate.

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### **102.4.2 Officer Transition and Continuity**

Departing Officers shall assist replacement Officers for up to forty-five (45) days when feasible to ensure continuity and safety.

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### **102.4.3 Transfer of Records**

Departing Officers shall transfer all documents, databases, records, and materials necessary for operational continuity. Failure to do so may constitute breach of fiduciary duty.

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### **102.4.4 Fiduciary Duty**

All Officers owe a fiduciary duty to the Greensburg Volunteer Fire Department.

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### **102.4.5 Personal Conduct**

Every firefighter is responsible for their conduct and professional behavior.

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### **102.4.6 Safety Responsibility**

All Officers and firefighters share responsibility for safety at all incidents.

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### **102.4.7 Cooperation in Investigations**

All Officers shall cooperate fully and provide truthful testimony during Department reviews, hearings, or investigations.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 103 – Membership Requirements

Effective: 6/1996

Revised: 2/2026

Page: 1 of 6

## **SOG 103**

# **FIREFIGHTER QUALIFICATIONS, TRAINING, AND INTERIOR STATUS**

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## **103.1 PURPOSE**

Firefighting requires skill in combating and extinguishing fires, performing rescues, preventing unnecessary damage, and operating and maintaining Fire Department apparatus, equipment, and facilities.

The position requires extensive training in the operation of apparatus, tools, and equipment, and performance of hazardous tasks under emergency conditions. Firefighters may be required to perform strenuous physical exertion under adverse conditions including smoke, heat, confined spaces, heights, and other hazardous environments.

This SOG establishes the minimum qualifications, training requirements, certification standards, and medical eligibility necessary for membership and operational status within the Greensburg Volunteer Fire Department (GVFD).

---

## **103.2 POLICY**

All members shall meet the minimum eligibility, training, and medical requirements established herein to participate in operational activities. Operational status classifications shall include:

- Fire Ground Support Member
- Interior Firefighter

No member shall participate in interior structural firefighting operations without meeting the requirements outlined in this SOG.

---

## **103.3 MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATION**

(Appendix – Application for Membership)

To be eligible for membership, an applicant shall:

- A. Not be a member of another volunteer fire company or department.
  - B. Be at least eighteen (18) years of age and in good standing within the community.
  - C. Possess a high school diploma or equivalent (GED).
  - D. Possess a valid Pennsylvania Motor Vehicle Operator’s License.
  - E. Obtain medical clearance from a licensed physician, including physical examination and required bloodwork.
  - F. Obtain a Pennsylvania State Police Criminal Record Check (Form SP4-164A or online at <http://epatch.state.pa.us/Home.jsp>).
  - G. Obtain a Pennsylvania Child Abuse History Clearance (Form CY113 or online at <http://www.compass.state.pa.us/CWIS>).
  - H. Not have been convicted of a felony or major crime.
  - I. Not have been convicted of any crime involving arson or fire-related offenses.
  - J. Sign and agree to comply with the Department’s Anti-Discrimination/Harassment Policy.
  - K. Sign and agree to comply with the Department’s Drug-Free Workplace Policy.
- 

## **103.4 ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

Members shall demonstrate the ability to:

- A. Establish and maintain effective working relationships with Department members, public officials, and the general public.

B. Learn the location of streets, hazardous occupancies, principal buildings, fire alarm systems, hydrants, and other water supply sources.

C. Climb ladders and work at elevated heights.

D. Learn and perform a wide variety of firefighting duties within a reasonable training period.

E. Understand and follow oral and written instructions.

F. Operate fire apparatus and pumps under emergency conditions when qualified.

G. Understand and appropriately apply Department Standard Operating Guidelines.

---

## **103.5 FIRE GROUND SUPPORT MEMBER**

### **103.5.1 Initial Training Requirements**

New members shall have one (1) year from the date of Company acceptance to complete the following training requirements:

| <b>Course Title</b>              | <b>Course Code</b> | <b>Hours</b> |
|----------------------------------|--------------------|--------------|
| Introduction to the Fire Service | ELIS               | 16           |
| HAZMAT Awareness Level           | HMAJB              | 4            |
| Fire Ground Support              | ELFG               | 32           |
| <b>Total Required Hours</b>      |                    | <b>52</b>    |

(Appendix – Fire Ground Support & Interior Firefighter Classes)

### **103.5.2 Advancement Eligibility**

A member may advance to Interior Firefighter training at any time, provided the member possesses a current NFPA 1582-compliant physical issued under the authority of GVFD.

---

## **103.6 INTERIOR FIREFIGHTER – INITIAL STATUS**

### **103.6.1 Training Requirements**

A member shall not be eligible for Interior Firefighter status until all required training has been completed.

The following courses are required:

| <b>Course Title</b>              | <b>Course Code</b> | <b>Hours</b> |
|----------------------------------|--------------------|--------------|
| Introduction to the Fire Service | ELIS               | 16           |
| HAZMAT Awareness Level           | HMAJB              | 4            |
| Fire Ground Support              | ELFG               | 32           |
| Exterior Firefighter             | ELEF               | 72           |
| HAZMAT Operations Level          | HMOJB              | 24           |
| Interior Firefighter             | ELIF               | 48           |
| <b>Total Required Hours</b>      |                    | <b>196</b>   |

(Appendix – Fire Ground Support & Interior Firefighter Classes)

## **103.6.2 Advancement Eligibility**

A. Any member who has achieved Fire Ground Support Status may pursue Interior Firefighter training at any time during their firefighting career.

B. Completion of required training does not automatically grant Interior Status.

## **103.6.3 Granting of Interior Status**

Upon completion of:

- All required training
- Required certifications
- A current NFPA 1582-compliant physical

Interior Firefighter status shall be granted at the discretion of the Company Captain.

## **103.7 INTERIOR FIREFIGHTER – MAINTENANCE OF STATUS**

### **103.7.1 Annual Physical Requirement**

All members serving as Interior Firefighters shall complete an annual NFPA 1582 Firefighter Physical conducted under the authority of GVFD.

## **103.7.2 Minimum Eligibility Requirements**

To qualify and maintain eligibility as an Interior Firefighter, a member shall:

- A. Successfully complete Modules 1 through 4, including required HAZMAT and structural burn components as outlined in the Appendix.
- B. Maintain a current NFPA 1582-compliant annual physical.

These requirements apply regardless of certification level (FF, FF1, FF2, FO1, FO2).

---

## **103.7.3 Scheduling of Annual Physical**

- A. The GVFD-designated Health Officer shall coordinate the annual group physical with the contracted health services provider.
  - B. The group physical shall be scheduled on a designated Saturday.
  - C. Each Interior Firefighter shall attend the scheduled group physical.
- 

## **103.7.4 Failure to Attend the Annual Group Physical**

If a Firefighter is unable to attend the scheduled group physical:

- A. The Firefighter shall have thirty (30) days from the date of the group physical to complete the required NFPA 1582 physical at the contracted provider's location.
  - B. The Firefighter shall be responsible for scheduling the appointment.
  - C. Travel expenses incurred shall be the responsibility of the Firefighter.
  - D. GVFD shall cover the cost of:
    - 1. The annual NFPA 1582 physical for all active Interior Firefighters.
    - 2. An optional blood panel if completed on the group physical date or within the subsequent thirty (30) days.
- 

## **103.7.5 Lapse of Interior Status**

A. Any Firefighter who fails to complete the required annual physical within thirty (30) days following the scheduled group physical shall lose Interior Firefighter status.

B. The member shall not participate in interior structural firefighting operations while not in compliance.

C. Interior status shall be restored upon completion of the required physical during the next annual physical cycle.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>104 – Junior Members</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |

# SOG 104

## JUNIOR FIREFIGHTER PROGRAM

**Greensburg Volunteer Fire Department**  
**Rules, Policy & Procedures**  
**Effective Date:** 2026-02  
**Approved By:** Chief Thomas M. Bell

### 104.1 PURPOSE

104.1.1 The Junior Firefighter Program of the Greensburg Volunteer Fire Department (GVFD) is established to:

- Rebuild and sustain volunteer ranks
- Provide structured training and mentorship
- Enhance Department readiness
- Provide safe, educational fire service experience to youth ages fourteen (14) through seventeen (17)

104.1.2 Junior members are members of the Greensburg Volunteer Fire Department and shall be listed on the official GVFD roster.

104.1.3 Junior Firefighters are designated **Support Personnel Only**.

104.1.4 All participation shall comply with:

- Pennsylvania Child Labor Law (Section 1-177, PA Department of Labor & Industry)
- Pennsylvania Junior Emergency Service Program Compliance Manual
- GVFD Standard Operating Guidelines (SOGs)
- Applicable Company By-Laws

104.1.5 Junior members are not required to be a member of a Company unless permitted/required by Company By-Laws. Where permitted, Junior members may be voted into a Company.

104.1.6 If a Junior is not issued a Company number, the Junior shall use the assigned **420/Junior number** until eligible to be voted into a Company.

104.1.7 Junior members shall be covered by Workers' Compensation, provided required documentation is on file with the City of Greensburg.

104.1.8 Junior members shall be entitled to benefits provided by the GVFD Relief Association in accordance with applicable Relief Association rules.

104.1.9 Junior members shall wear a **BLUE helmet** at all drills, training, work details, and emergency responses.

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## 104.2 ELIGIBILITY REQUIREMENTS

104.2.1 All Junior Firefighters shall:

- A. Be between fourteen (14) and seventeen (17) years of age.
- B. Be listed on the GVFD roster.
- C. Have valid Pennsylvania Working Papers (work permit) on file with the City of Greensburg (Workers' Compensation requirement).
- D. Have written parent/guardian consent on file.
- E. Successfully complete the **420 / Junior Orientation Program**, which shall include:
  1. Department and Company policies and procedures (as applicable)
  2. Building/station rules
  3. Apparatus orientation
  4. Command structure overview
  5. Junior Firefighter rules/laws packet
  - F. Maintain a minimum "C" average with **no failing grades ("F")** and remain enrolled in school.
  - G. Maintain good standing and comply with Department and Company rules.

104.2.2 Junior members who fail to meet the academic requirement shall be suspended from the Junior Program until compliance is restored. Junior members shall provide grades to the designated **420 / Junior Advisor** at each report card period.

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## 104.3 EXPECTATIONS

104.3.1 All Junior members shall read, understand, and acknowledge this SOG.

104.3.2 Junior members shall learn, understand, and follow:

- GVFD policies and SOGs

- Applicable Company policies and By-Laws (when assigned)
- Applicable child labor laws and compliance manual requirements

104.3.3 Junior members shall assist senior firefighters and may participate in permitted activities including:

- Approved training sessions and drills
- Work details and station duties
- Fundraising and public service events
- Emergency response support functions as permitted herein

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## **104.4 HOURS OF PARTICIPATION AND SCHOOL ATTENDANCE**

104.4.1 Junior members may participate only within hours permitted by Pennsylvania Child Labor Law and Junior Emergency Services guidance.

### **104.4.2 School Nights (Nights Before a School Day)**

A. Ages 14–15:

1. May participate between **0700 hours and 2200 hours**.
2. Shall not remain at the station engaging in program activities past **2200 hours**.

B. Ages 16–17:

1. May participate between **0600 hours and 2400 hours**.
2. If an emergency call is received before **2400 hours**, the Junior may remain until excused by the Fire Chief or Officer in Charge.

### **104.4.3 All Juniors**

A. No Junior member shall be at a station for program purposes during regular school hours.

B. Junior members shall not leave school to respond to alarms, attend training, or participate in details without written permission.

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## **104.5 APPLICATION, CLEARANCES, AND MEETINGS**

104.5.1 Applicants shall complete the GVFD 420 / Junior application and be approved by the GVFD Board of Control.

104.5.2 Juniors may be voted on at a Company monthly meeting where permitted by Company By-Laws.

104.5.3 Upon reaching seventeen (17) years of age, Junior members shall apply for required clearances as directed by Department policy.

104.5.4 Junior members may attend Department and Company meetings as permitted by Company By-Laws; however:

A. Junior members shall not vote.

B. Junior members shall not hold office.

C. Junior members may be directed to leave the room during sensitive or inappropriate discussions by the Company President, Fire Chief, or the senior member present.

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## 104.6 EMERGENCY RESPONSE POLICY

104.6.1 Junior Firefighters may respond to emergency calls only to the extent permitted by:

- This SOG
- Pennsylvania Child Labor Law
- PA Junior Emergency Service Program Compliance Manual

104.6.2 Junior Firefighters shall respond **from their assigned station only** and shall not respond directly to the scene.

104.6.3 Junior members are strongly discouraged from responding to alarms in a privately owned vehicle (POV).

104.6.4 Juniors may ride in GVFD apparatus only when:

- A. They are seated and seat-belted in an enclosed cab, at all times while the vehicle is in motion.
- B. Open belted seats are available.

104.6.5 Seating Rules:

- A. Senior members have priority seating, including members from other Companies.
- B. Juniors ride only if open belted seats are available.
- C. Juniors shall preferably sit in seats not equipped with SCBA when available.
- D. Juniors shall follow seating direction given by senior members/officers.

104.6.6 Junior members shall not leave the incident scene without permission from the Company Line Officer, Officer in Charge, and/or Fire Chief.

104.6.7 Juniors may assist with **exterior support functions** and other non-hazardous duties as assigned and supervised.

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## 104.7 HIGHWAY INCIDENT POLICY

104.7.1 Ages 14–15:

A. Prohibited from operating on or near highways or roadways open to public travel, including vehicle accidents.

104.7.2 Ages 16–17:

- A. May operate only in designated safe zones as determined by the Officer in Charge.
  - B. Shall wear a high-visibility traffic vest over turnout gear when operating on or near roadways.
- 

## 104.8 RADIO AND COMMAND POLICY

104.8.1 Junior Firefighters shall not have authority within the Incident Command System.

104.8.2 Junior Firefighters **shall not**:

- A. Transmit command communications.
- B. Assume command under any circumstance.
- C. Provide size-ups.
- D. Give operational orders or direct units.
- E. Clear units or place units in service at incidents.
- F. Upgrade or downgrade response modes.

104.8.3 Permitted Radio Use:

Junior members may use radio communications only for:

- A. Calling equipment in/out of service for training
- B. Public service details
- C. Non-emergency administrative communication
- D. Supervised training exercises

104.8.4 All emergency radio traffic shall be conducted by authorized senior members.

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## 104.9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

104.9.1 Junior members shall wear issued turnout gear and required PPE for all permitted drills, training, work details, and incidents.

104.9.2 Junior members shall wear a **BLUE helmet** at all drills and calls and shall not wear any other helmet color.

104.9.3 Junior members shall don full bunker gear prior to boarding apparatus for any response unless otherwise directed by the Officer in Charge.

104.9.4 Roadway operations:

- A. Juniors operating on or near a public roadway shall wear a fluorescent/high-visibility traffic vest over turnout gear.
- B. This requirement shall be enforced with no exceptions.

104.9.5 Alerting monitors/pagers may be issued as available but may be recalled for senior member needs.

104.9.6 All issued equipment remains Department/Relief Association property and shall be returned clean and in good repair upon termination or upon request.

104.9.7 Firefighting equipment shall not be taken into schools for any reason without proper permission.

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## **104.10 STRICTLY PROHIBITED ACTIVITIES (ALL JUNIORS)**

Junior Firefighters shall not:

- A. Drive or operate any emergency vehicle or official fire vehicle.
- B. Operate pumps at fire scenes.
- C. Operate aerial devices.
- D. Enter a burning structure.
- E. Perform interior structural firefighting.
- F. Enter any IDLH atmosphere.
- G. Wear SCBA for interior emergency operations.
- H. Perform roof operations or vertical ventilation.
- I. Perform rescue operations in tunnels, shafts, or trenches.
- J. Participate in structural collapse operations.
- K. Operate hydraulic rescue tools at emergency scenes.
- L. Operate acetylene torches, cutting/crushing tools, or powered saws including circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, or abrasive discs.
- M. Participate in elevator rescue or operate an elevator for rescue purposes.
- N. Participate in mine, strip mine, quarry, fireworks plant/retailer incidents, or public display support operations.
- O. Participate in incidents involving radioactive substances or paint product incidents.
- P. Pilot or operate a water rescue vessel.
- Q. Use rubber electrical gloves, insulated wire gloves/cutters, or life nets.
- R. Respond directly to scenes.
- S. Respond with mutual aid companies or any non-GVFD/Greensburg fire company.
- T. Use emergency warning devices, audible devices, or colored lights on a POV (including vehicle horn as a warning device).
- U. Take any fire company issued firefighting equipment to school.
- V. Be assigned lockout/tagout duties.

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## **104.11 ADDITIONAL RESTRICTIONS – AGES 14–15**

Junior members ages fourteen (14) and fifteen (15) shall not:

- A. Participate in emergency firefighting or rescue activities.
- B. Operate on or near public roadways/highways open to vehicular travel.
- C. Operate high-pressure hose lines except in training, and shall not exceed:

1. 150 PSI for water
  2. 100 PSI for air
  3. 1000 PSI for hydraulic
- D. Ascend ladders except during controlled training evolutions.
  - E. Sleep in the station bunk room without permission of a Company/Department Officer.
  - F. Perform work requiring ladders, scaffolds, or substitutes except permitted training activities.
  - G. Work on trucks, railcars, conveyors, or loading/unloading operations.
- 

## **104.12 INTERIOR FIREFIGHTING AND SCBA POLICY**

104.12.1 Junior Firefighters under eighteen (18) years of age shall not:

- A. Engage in interior structural firefighting operations.
- B. Enter IDLH atmospheres.
- C. Perform search operations.
- D. Conduct interior overhaul in hazardous atmospheres.
- E. Wear SCBA for interior emergency operations.

104.12.2 Operational rule:

If adult firefighters are masked up/on air for an emergency operation, Junior firefighters shall not enter.

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## **104.13 STATION BEHAVIOR AND OPERATING GUIDELINES**

104.13.1 Juniors may gather only in approved station areas.

104.13.2 Company/Captain may establish additional station rules for Junior members, provided they do not conflict with this SOG, law, or the compliance manual.

104.13.3 Juniors who are sixteen (16) or seventeen (17) may be permitted station access privileges (including keys) only if approved by the Company/Captain.

104.13.4 Juniors may attend city and company drills when permitted.

104.13.5 If all apparatus respond to an emergency call, Junior members shall remain at the station until apparatus return unless otherwise directed by an Officer.

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## **104.14 DUTIES AND CONDUCT**

Junior members shall:

- A. Make every effort to attend permitted training, work details, and responses.

- B. Follow the chain of command and work with the designated Junior liaison/advisor.
  - C. Assist senior firefighters in permitted support roles only.
  - D. Don full bunker gear prior to boarding apparatus unless otherwise directed by the Officer in Charge.
  - E. Remain seated and seat-belted in enclosed cabs while responding.
  - F. Report injuries immediately to the Company Captain/officer for treatment and documentation.
  - G. Maintain professional conduct and represent GVFD respectfully.
  - H. Address Officers by title and treat members and the public with respect.
  - I. Decline prohibited tasks and immediately report inappropriate assignments to a Company or Command Officer.
  - J. Understand that where Junior rules do not apply, Department rules shall apply.
- 

## **104.15 DISCIPLINE AND ENFORCEMENT**

104.15.1 Failure to comply with:

- Pennsylvania Child Labor Law
- GVFD SOGs
- Company By-Laws
- This Junior Program Policy

may result in corrective action including:

- A. Suspension from the Junior Program
- B. Removal from the Junior Program
- C. Termination of membership, as applicable

104.15.2 This SOG supersedes all prior Junior Firefighter policies and versions immediately upon adoption.

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## **DIRECT ANSWERS (REFERENCE GUIDANCE)**

**1) Can a junior stay at the fire station on a school night?**

Yes, within legal hour limits:

- Ages 14–15: until **2200 hours**
  - Ages 16–17: until **2400 hours** (and may complete a call that began before midnight if not excused earlier)
- Juniors shall not participate outside those hours.

**2) Can a junior firefighter (14–17) ride a fire truck to an emergency?**

Yes, provided the Junior:

- rides seated and belted in an enclosed cab
- does not drive
- follows highway restrictions (14–15 prohibited near highways; 16–17 safe-zone only)
- remains within hour limits
- does not engage in interior firefighting or IDLH operations
- does not assume command or use emergency radio authority

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 105 – 420 Members   |                 |              |
|   | Effective: 6/1996   | Revised: 2/2026 | Page: 1 of 7 |

## SOG 105

# 420 FIREFIGHTER PROGRAM (AGES 12–13)

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### 105.1 PURPOSE

105.1.1 The Greensburg Volunteer Fire Department (GVFD) shall recognize twelve (12) and thirteen (13) year olds as **420 Members**.

105.1.2 The 420 Program is established to increase the future firefighting capabilities of the Department by:

- rebuilding volunteer ranks
- enhancing departmental training
- improving public relations
- providing safe, structured exposure and experience for youth

105.1.3 420 Members are primarily observers and shall participate only in limited, non-hazardous activities.

105.1.4 420 Members may participate in drills, walk-throughs, fundraising functions, and other approved Department/Company events as permitted by this SOG.

105.1.5 420 Members shall be listed on the Department roster under a special four (4) digit number.

105.1.6 420 Members are **not** considered members of the Relief Association.

105.1.7 420 Members are **not** covered under Workers' Compensation.

105.1.8 420 Members shall be covered under the **Provident Insurance Policy** providing supplemental coverage for individuals assisting in fundraising or Company/Department events.

105.1.9 420 Members shall be permitted to ride on GVFD vehicles **only during non-emergency responses**, and only when permitted by this SOG.

105.1.10 420 Members shall be issued and shall wear a **BLUE helmet** at all permitted drills, training, walk-throughs, and approved activities.

105.1.11 Due to age and safety restrictions, the 420 Program has significant limitations. 420 Members shall not be assigned duties that could place them in harm's way.

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## 105.2 POLICY

105.2.1 GVFD shall maintain a category of 420 Firefighters for boys and girls who are twelve (12) and thirteen (13) years of age.

105.2.2 420 Members are a valuable asset to the Department by providing limited support functions while learning in a supervised environment.

105.2.3 These rules and regulations govern the GVFD 420 Emergency Services Program.

105.2.4 The goal of this program is to prepare young people to become safe and well-trained future responders.

105.2.5 These rules and regulations shall be strictly adhered to by all members of the Greensburg Volunteer Fire Department.

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## 105.3 EXPECTATIONS

105.3.1 All 420 Members shall be required to read these guidelines, acknowledge understanding, and subscribe to the rules governing the program.

105.3.2 Each 420 Member shall learn, understand, and follow all applicable policies of:

- the Greensburg Volunteer Fire Department
- the assigned/requested Company (where applicable)

105.3.3 420 Members shall learn and comply with applicable child labor laws and any related Commonwealth of Pennsylvania restrictions.

105.3.4 420 Members shall assist senior firefighters and participate in appropriate duties at:

- permitted training sessions
- approved walk-throughs
- work details
- fundraising events

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## **105.4 HOURS ALLOWED**

105.4.1 420 Members may gather at stations only in approved areas and only during permitted hours.

105.4.2 420 Members shall not be at a station before school.

105.4.3 420 Members shall not be at a station after:

A. 2100 hours on school days

B. 2200 hours on non-school days

105.4.4 No 420 Member shall be at a station for any program reason during regular school hours.

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## **105.5 APPLICATION, APPROVAL, AND MEETINGS**

(Appendix – 420 / Junior Application for Membership)

105.5.1 All 420 Applicants shall complete the Greensburg Volunteer Fire Department Junior/420 application.

105.5.2 All 420 Applicants shall be approved through the appropriate City process as required.

105.5.3 Upon approval, 420 Members shall be listed on the Department roster.

105.5.4 420 Members shall not be voted into any Company.

105.5.5 420 Members may attend Department meetings when permitted; however:

A. 420 Members shall not vote.

B. 420 Members shall not hold office.

C. 420 Members shall comply with any meeting participation restrictions imposed by senior members.

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## **105.6 EMERGENCY RESPONSE**

105.6.1 420 Members shall not respond to any emergency incident.

105.6.2 This restriction is absolute and shall not be waived for any reason.

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## 105.7 RULES AND REGULATIONS

420 Members shall:

- A. Follow and comply with all federal, state, and local laws.
- B. Follow and comply with all GVFD Standard Operating Guidelines and Department By-Laws.
- C. Follow and comply with any applicable Company By-Laws when participating at a Company station or function.
- D. Not possess or use alcohol or drugs on Department or Company property or at any Department/Company sanctioned function. Violations shall result in disciplinary action.
- E. Be protected by all Officers and senior members, who shall recognize that 420 Members are minors subject to strict safety restrictions.
- F. Not participate in prohibited activities. If a 420 Member is asked to perform an inappropriate task, the 420 Member shall respectfully decline and immediately report the request to a Company Officer or Command Officer.
- G. Operate under the supervision and direction of the Company Officer and the “Company 420 / Junior Advisory Group.”
- H. Meet minimum standards established by the GVFD and applicable Company By-Laws.
- I. Not have voting privileges and shall not hold office within any Company.
- J. Not speak to the media on Company or Department business. 420 Members shall refer all inquiries to the most senior Officer present.
- K. Represent the Greensburg Fire Department and Companies professionally. It is inappropriate to discuss internal matters or speak negatively about other departments or companies.
- L. Immediately report any injuries occurring during training or permitted activities to the Company Captain for treatment and documentation.
- M. Not respond with a mutual aid company or any non-GVFD/Greensburg fire company.
- N. Understand that failure to comply with these rules, Company By-Laws, or Department SOGs may result in discipline including suspension or termination from the program.
- O. Maintain a minimum “C” average with no failing grades (“F”) and remain enrolled in school. Failure to comply shall result in suspension until compliance is restored. 420 Members shall provide grades to the “420 / Junior Advisor” at each report card period.
- P. Wear issued BLUE helmet at any permitted drill, training, walk-through, or function.

## **105.8 OPERATING GUIDELINES**

105.8.1 Any youth ages twelve (12) through thirteen (13) may be eligible for participation in the 420 Program.

105.8.2 420 Members shall be issued BLUE helmets but shall not be issued full bunker gear.

105.8.3 Each Company and/or Company Captain may establish additional station rules for 420 Members, provided those rules do not conflict with this SOG.

105.8.4 420 Members shall not be at the station before 0700 hours or after:

- A. 2100 hours on school days
- B. 2200 hours on non-school days

105.8.5 420 Members may attend Department and Company drills as permitted.

105.8.6 Riding apparatus (non-emergency only):

- A. 420 Members may ride on apparatus during non-emergency responses only if there is room.
- B. Senior members have priority seating, including members from other companies.
- C. A 420 Member is not guaranteed a seat on any apparatus.
- D. A 420 Member shall relinquish their seat immediately upon request by any senior member.

105.8.7 If all fire apparatus respond to an emergency call, 420 Members shall remain at the station until apparatus return.

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## **105.9 FORBIDDEN ACTS**

420 Members shall not:

- 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 incidents involving paint products.
- H. Participate in incidents involving radioactive substances.
- I. Perform rooftop ventilation or any work on any roof.

- J. Operate acetylene torches, cutting equipment, crushing equipment, or respond to structural collapse incidents.
  - K. Operate circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, or abrasive discs.
  - L. Use rubber electrical gloves, insulated wire gloves, insulated wire cutters, or life nets.
  - M. Operate pumps of any fire vehicle.
  - N. Drive a truck, ambulance, or any official fire vehicle.
  - O. Enter a burning structure.
  - P. Leave school to respond to an alarm, attend training, or participate in a detail without written permission.
  - Q. Take any fire company issued firefighting equipment to school.
  - R. Be assigned lockout/tagout duties.
- 

## **105.10 DUTIES**

420 Members should make every effort to attend permitted training sessions, work details, and approved functions.

420 Members shall:

- A. Follow the established chain of command.
- B. Work with the designated liaison and Department advisor.
- C. Attend Department meetings when permitted, without voting privileges or officer duties.
- D. Remain seated and seat-belted in an enclosed vehicle when riding in GVFD vehicles during permitted non-emergency travel.
- E. Be respectful to all members and the public. Officers shall be addressed by title.
- F. Maintain appropriate behavior and represent the Department professionally.
- G. Where 420 rules do not apply, Department rules shall apply.
- H. This version of the 420 rules and regulations shall supersede all prior versions immediately upon adoption.
- I. Failure to comply with this SOG may result in suspension or expulsion from the program.

J. All rules and regulations governing 420 Members are subject to change at any time.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 106 – Code of Ethics  |                 |
|   | Effective: 6/1996   | Revised: 2/2022 |

## SOG 106

# CODE OF ETHICS AND MEMBER CONDUCT

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### 106.1 PURPOSE

106.1.1 As a basic condition of membership, all personnel of the Greensburg Volunteer Fire Department (GVFD) have an obligation to conduct official duties in a manner that:

- serves the public interest
- upholds public trust
- protects Department resources
- preserves the reputation of the Department and the fire service

106.1.2 This SOG establishes ethical expectations and professional conduct standards for all members.

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### 106.2 POLICY

106.2.1 All members shall conduct themselves in a manner that reflects positively upon:

- themselves
- their families
- the City of Greensburg
- the Greensburg Volunteer Fire Department
- the fire service profession

106.2.2 This SOG applies to member conduct:

- while on duty
  - while participating in Department functions
  - while representing the Department in any capacity
  - while off duty when behavior may impact the reputation, credibility, or trust of the Department
- 

## **106.3 MEMBER ETHICAL PLEDGE**

106.3.1 All members shall recognize that they serve in a position of public trust.

106.3.2 All members shall uphold ethical behavior and integrity to foster and maintain a positive public perception of the fire service.

106.3.3 As a condition of membership, all members shall adhere to the following Code of Ethics:

A. Members shall conduct themselves, on and off duty, in a manner that reflects positively on themselves, the Department, and the fire service.

B. Members shall accept responsibility for their actions and for the consequences of their actions.

C. Members shall support the concept of fairness and the value of diverse thoughts and opinions.

D. Members shall avoid situations that would adversely affect the credibility or public perception of the fire service profession.

E. Members shall be truthful and honest at all times and shall report instances of cheating or other dishonest acts that compromise the integrity of the fire service.

F. Members shall conduct personal affairs in a manner that does not improperly influence the performance of official duties or bring discredit to the Department.

G. Members shall be respectful and conscious of each member's safety and welfare.

H. Members shall recognize that they serve in a position of public trust requiring stewardship in the honest and efficient use of publicly owned resources, including but not limited to:

- uniforms
- facilities
- vehicles
- equipment

Members shall ensure these resources are protected from misuse, theft, or unauthorized use.

I. Members shall exercise professionalism, competence, respect, and loyalty in the performance of duties and shall use information gained by virtue of membership (confidential or otherwise) only to benefit those they are entrusted to serve.

J. Members shall avoid financial investments, outside employment, outside business interests, or activities that:

- conflict with their official position, or
- are enhanced by their official position, or
- create the appearance of impropriety

K. Members shall not propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest or the appearance of a conflict of interest.

L. Members shall not engage in activities involving alcohol or other substance use or abuse that may impair mental state, compromise safety, or interfere with the performance of duties.

M. Members shall not discriminate on the basis of:

- race
- religion
- color
- creed
- age
- marital status
- national origin
- ancestry
- gender
- sexual preference
- medical condition
- handicap

N. Members shall not harass, intimidate, or threaten fellow members or members of the public. Members shall stop or report actions of other firefighters who engage in such behaviors.

O. Members shall responsibly use social networking, electronic communications, and media technology in a manner that does not discredit, dishonor, or embarrass the Department, the fire service, or the public. Members shall understand that failure to resolve or report inappropriate use of media may be interpreted as condoning such behavior.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 107 – Fire Station Conduct  |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## **SOG 107**

# **STATION CONDUCT, FACILITY CARE, AND APPARATUS RESPONSIBILITY**

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### **107.1 PURPOSE**

107.1.1 The Greensburg Volunteer Fire Department (GVFD) establishes these guidelines to define standards of conduct, duties, and responsibilities regarding:

- Member behavior within Department facilities
- Care and maintenance of Stations and apparatus
- Protection of Department and City property
- Visitor safety and access control

107.1.2 All members shall strictly adhere to these regulations.

107.1.3 Company Officers shall be responsible for maintaining their respective Stations in a safe, sanitary, and healthy condition and shall promptly correct any deficiencies.

107.1.4 Any member who violates these regulations shall be promptly corrected by a Company Officer. Continued violations shall be reported to the Fire Chief for further action.

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### **107.2 GENERAL CONDUCT**

107.2.1 Each Firefighter shall conduct themselves properly and respectfully at all times in a manner that does not bring discredit upon:

- Themselves

- Their Company
- The Greensburg Volunteer Fire Department
- The City of Greensburg

107.2.2 Members shall conduct themselves professionally while on:

- Fire Company property
- Fire Department property
- City property
- Department-sponsored functions

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## **107.3 PROFESSIONAL LANGUAGE AND BEHAVIOR**

107.3.1 Indecent, threatening, harassing, profane, harsh, or uncivil language or behavior shall not be permitted.

107.3.2 This includes, but is not limited to:

- Verbal statements
- Gestures
- Pictures
- Videos
- Electronic or digital content

107.3.3 Such behavior is prohibited:

- A. Within view or hearing of the public
- B. During Fire Company or Fire Department functions
- C. While on Fire Company, Fire Department, or City property

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## **107.4 PUBLIC ACCESS AND VISITORS**

107.4.1 The general public shall not be permitted in restricted areas of any Station unless:

- A. A public function is being conducted; or
- B. They are escorted by a Department Member.

107.4.2 Children under the age of fourteen (14), including children of Firefighters or employees, shall not be permitted upon apparatus unless escorted by a Member.

107.4.3 Only authorized personnel shall be permitted in designated sleeping quarters.

107.4.4 When a Chief Officer or official from another Department visits a Station, the Fire Chief or Command Officers shall be notified.

This notification requirement does not necessarily apply to Local Fire Chiefs.

107.4.5 If an alarm occurs while visitors are in the Station:

A. The Captain or Line Officer shall ensure all visitors are removed from danger prior to apparatus movement.

B. At least one Company Member shall remain with visitors at the Station until safe departure or supervision is arranged.

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## **107.5 STATION CLEANLINESS AND SANITATION**

107.5.1 Tobacco products, including cigars, cigarettes, cigarette butts, ashes, or smokeless tobacco, shall not be used or discarded on floors, in toilets, or in urinals.

107.5.2 Expectorating (spitting) on floors, drains, urinals, or trash receptacles is prohibited in the presence of others and is considered inappropriate conduct.

107.5.3 Members who require a container for such purposes shall provide their own personal container.

107.5.4 Garbage shall be placed in designated containers provided for that purpose.

---

## **107.6 PROFESSIONAL APPEARANCE WITHIN STATIONS**

107.6.1 Personnel shall avoid lying on couches in common television areas or sleeping in office areas or other areas visible to the public or visitors.

107.6.2 Members shall maintain a professional appearance and demeanor within all areas accessible to visitors or the public.

---

## **107.7 PERSONAL PROPERTY AND STORAGE**

107.7.1 Personal belongings, clothing, and assigned equipment stored at the Station, in personal vehicles, or at a member's residence shall be:

- Properly stored
- Maintained in good condition
- Used appropriately

107.7.2 Members shall ensure assigned equipment remains serviceable and protected from damage or misuse.

---

## **107.8 PARKING AND APPARATUS ACCESS**

107.8.1 Station parking areas are restricted to official business and member use as authorized.

107.8.2 Personal vehicles shall not be parked in a manner that restricts the movement of fire apparatus.

107.8.3 No private vehicle shall be parked in front of any fire vehicle, either inside the Station or on the apparatus ramp.

107.8.4 Private vehicles shall not be parked inside the Station unless authorized by the:

- Company Captain
- Fire Chief
- Assistant Chief

---

## **107.9 CARE OF DEPARTMENT PROPERTY**

107.9.1 All personnel shall exercise care to ensure that City, Fire Department, and Fire Company property is not damaged or neglected.

107.9.2 Firefighters who damage Department property due to:

- Neglect
- Lack of care
- Unauthorized activity

may be held responsible for such damage.

107.9.3 Officers shall monitor Station conditions and ensure prompt correction of unsafe or unsanitary conditions.

---

## **107.10 ENFORCEMENT**

107.10.1 Company Officers shall address violations of this SOG promptly.

107.10.2 Repeated or serious violations shall be reported to the Fire Chief for review and possible disciplinary action.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 108 – Facial Hair & Personal Appearance

Effective: 6/1996

Revised 2/2026

Page: 1 of 4

# SOG 108 – Personal Grooming and Appearance

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## 108.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish minimum standards for personal grooming and appearance for all members of the Greensburg Volunteer Fire Department (GVFD).

These standards are intended to:

1. Promote firefighter safety and operational effectiveness.
  2. Ensure proper fit and function of personal protective equipment (PPE) and respiratory protection.
  3. Maintain a professional public image consistent with the values of the Department.
- 

## 108.2 POLICY

It shall be the policy of the Greensburg Volunteer Fire Department that all members maintain personal grooming and appearance standards that:

1. Do not interfere with the safe performance of emergency duties.
2. Do not compromise the integrity or proper seal of personal protective equipment, including self-contained breathing apparatus (SCBA).
3. Reflect a professional image of the Department.

Members shall exercise reasonable judgment in complying with this SOG.

Authority to approve deviations from this SOG rests with the Fire Chief or designee, who shall assume responsibility for the outcome of any such deviation.

This SOG does not attempt to address every possible grooming or appearance issue. Any appearance deemed extreme, unsafe, or inconsistent with Department professionalism may be prohibited at the discretion of the Fire Chief or designee.

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## **108.3 GENERAL STANDARDS**

All members shall:

1. Maintain personal hygiene and grooming appropriate for emergency service operations.
  2. Ensure that clothing, hairstyles, facial hair, and jewelry do not create safety hazards.
  3. Avoid any appearance that compromises operational safety, uniformity, or professional standards.
- 

## **108.4 OPERATIONAL (FIREGROUND & EMS) STANDARDS**

### **108.4.1 Hair**

A. Hair shall be worn in a manner that allows for:

1. Proper fit of protective hood.
2. Proper fit and seal of helmet.
3. Proper fit and seal of SCBA facepiece.

B. Hair shall be secured and fully contained within protective equipment during firefighting or hazardous operations.

C. Hair length shall not interfere with the provision of emergency medical services.

D. Members shall take precautions to prevent hair from:

1. Becoming contaminated by bodily fluids.
  2. Contaminating open wounds or sterile treatment areas.
- 

### **108.4.2 Facial Hair**

A. No member shall engage in interior structural firefighting or wear an SCBA facepiece if facial hair interferes with the required facepiece-to-face seal.

B. Beards and goatees are prohibited if they extend below the jawline or interfere with the proper fit of protective equipment.

C. Mustaches are permitted provided they:

1. Do not extend into the SCBA facepiece sealing surface.
2. Do not create undue safety risk.

D. Facial hair styles that compromise respiratory protection compliance are strictly prohibited.

---

### **108.4.3 Jewelry**

A. Jewelry shall not be worn if it creates a safety hazard or exposes the member to undue risk.

B. Prohibited Jewelry:

1. Nose rings
2. Eyebrow jewelry
3. Lip jewelry
4. Facial piercings other than ear lobes

C. Ear Jewelry:

1. Limited to two (2) post-style earrings per earlobe.
2. Earrings shall be simple posts without dangles or protrusions.

D. Necklaces or chains:

1. Must be concealed beneath clothing.
2. Shall not create entanglement hazards.

E. Rings:

1. Rings that are loose, protruding, or capable of catching on equipment shall not be worn during emergency operations.
- 

## **108.5 PARADE AND CEREMONIAL UNIFORM STANDARDS**

These standards apply when members are wearing parade, dress, or ceremonial uniforms.

### **108.5.1 Hair**

A. Hair shall not cover any portion of the uniform shirt collar when the head is held in a natural upright position.

B. Hair on the sides of the head shall not extend downward more than one-half ( $\frac{1}{2}$ ) the length of the ear.

C. Hair shall be groomed so that the dress cap may be worn straight and in a uniform manner.

D. Hair shall not protrude in an unprofessional manner from beneath the dress cap.

---

### **108.5.2 Uniform Compliance**

A. Sunglasses shall not be worn while marching in parade formation unless medically required and approved by the Fire Chief.

B. Only authorized patches, insignia, and approved uniform items shall be worn.

C. Unauthorized modifications to parade or ceremonial uniforms are prohibited.

---

## **108.6 ENFORCEMENT**

Officers shall ensure compliance with this SOG.

Members found in violation may be:

1. Removed from operational duty until compliance is achieved.
2. Directed to correct the deficiency prior to participation in emergency response, parade, or ceremonial events.
3. Subject to progressive discipline in accordance with Department policy.

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 109 – Firefighter Injury  |                 |              |
|   | Effective: 6/1996   | Revised: 2/2022 | Page: 1 of 5 |

## **SOG 109**

# **FIREFIGHTER INJURY REPORTING, WORKERS’ COMPENSATION, AND DUTY STATUS**

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### **109.1 PURPOSE**

109.1.1 The purpose of this SOG is to establish procedures for reporting and processing firefighter injuries and illnesses.

109.1.2 If any member suffers an injury or illness as a result of duties performed while serving as a member of the Greensburg Volunteer Fire Department (GVFD), the member’s medical expenses may be covered under the City of Greensburg Workers’ Compensation policy.

109.1.3 Any injured or ill member shall immediately notify their Company Captain, the Department Medical Officer, or the Fire Chief and shall complete required documentation.

109.1.4 This SOG applies to:

- injuries and illnesses occurring in the line of duty
- injuries and illnesses occurring in a member’s personal life that affect duty status

---

### **109.2 POLICY**

109.2.1 All injuries and illnesses, whether minor or serious, shall be reported promptly and documented in accordance with this SOG.

109.2.2 Failure to report injuries or to comply with required reporting timelines may result in:

- denial of Workers’ Compensation coverage
- disciplinary action
- restriction from duty

109.2.3 Members shall not participate in Department operations while medically restricted or while not released for duty as required herein.

## **109.3 INJURED IN THE LINE OF DUTY (LODI)**

### **109.3.1 Immediate Notification Requirements**

- A. Any member injured in the line of duty shall immediately notify their Company Captain.
- B. After notifying the Company Captain, the injured member or the Company Captain shall immediately notify:
  - 1. The Fire Chief; and
  - 2. The Department Medical Officer.

### **109.3.2 Required Documentation**

- A. The injured member shall complete the “City Employee or GVFD Member Incident Report.”
- B. This report shall be completed by the injured member only.
- C. All sections of the report shall be completed in full.

(See Appendix – Firefighter Injury Documents)

### **109.3.3 Submission Timeline**

- A. The completed “City Employee or GVFD Member Incident Report” shall be submitted to the City Administrator’s Office within twenty-four (24) hours of the incident.
- B. Weekend submission requirements:
  - 1. If the incident occurs after 1600 hours on Friday through Sunday, the report shall be submitted before close of business the following Monday.
- C. Holiday submission requirements:

1. If the incident occurs and the following day(s) is a holiday, the report shall be submitted before close of business on the next regularly scheduled business day.
- 

### **109.3.4 Designated Health Care Provider Requirement**

A. Injuries not requiring immediate emergency medical treatment shall be treated by a physician from the City's Designated Health Care Providers List.

B. Members shall comply with all City requirements regarding provider selection.

---

### **109.3.5 OPTUM Prescription Card**

A. If a physician prescribes any medication related to the reported injury, the injured member shall present the OPTUM Prescription Card to the pharmacy.

B. The pharmacy shall bill Workers' Compensation insurance directly.

---

### **109.3.6 Duty Restrictions While Under Physician Care**

A. While under the care of a physician for a reported injury, and until formally released, the member shall not attend any Fire Company or Fire Department-related activities.

B. This restriction includes, but is not limited to:

- emergency responses
  - training
  - work details
  - station duties
  - standby events
  - drills
- 

### **109.3.7 Return to Duty (LODI)**

A. Once the injured firefighter has been released from the care of the physician for the reported injury, the firefighter shall provide written documentation of the release to:

1. The City Administrator
2. The Company Captain
3. The Department Medical Officer

B. The member shall not return to operational duty until all required documentation has been provided.

---

## **109.4 INJURIES RECEIVED IN A MEMBER'S PERSONAL LIFE (NON-LODI)**

### **109.4.1 Reporting Requirement**

A. All personal injuries, surgeries, or medical conditions occurring outside of GVFD activities shall be promptly reported to the Company Captain.

B. The Company Captain shall notify the Department Medical Officer.

---

### **109.4.2 Duty Restrictions (Non-LODI)**

A. A firefighter shall not be permitted to engage in any Department or Company operations or responses while:

1. The treating physician has not released the firefighter in writing to resume Department/Company duties; and
  2. The treating physician has not released the firefighter in writing to resume civilian employment duties without restrictions.
- 

### **109.4.3 Meetings and Social Functions**

A. Firefighters not released for duty may attend meetings and social functions if they are physically and emotionally capable.

B. Attendance at meetings or social functions shall not be interpreted as clearance to perform operational duties.

---

### **109.4.4 Return to Duty (Non-LODI)**

A. Prior to returning to duty, the firefighter shall provide a copy of the written release from the treating physician to the Company Captain.

B. The Company Captain shall:

1. Notify the Department Medical Officer; and

2. Place the release letter in the firefighter's personnel file maintained at the Station.
- 

## **109.4.5 Recurrence or Aggravation**

- A. If a firefighter experiences a recurrence or aggravation of an injury, the firefighter shall file a new personal injury form.
- B. The recurrence/aggravation shall be treated as a new injury for documentation and reporting purposes.



## Greensburg Volunteer Fire Department Standard Operating Guidelines

### 110 – False Teeth, Eyeglasses, & Hearing Aids

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

## SOG 110

# REIMBURSEMENT FOR DAMAGED PERSONAL MEDICAL DEVICES

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## 110.1 PURPOSE

110.1.1 The purpose of this SOG is to establish guidelines and procedures for requesting reimbursement for the replacement and/or repair of:

- False teeth (dentures or dental appliances)
- Prescription eyeglasses
- Hearing aids

when such items are damaged or lost in the line of duty.

---

## 110.2 POLICY

110.2.1 Members who experience damage to or loss of false teeth, prescription eyeglasses, or hearing aids while performing official Department duties may request reimbursement in accordance with this SOG.

110.2.2 Reimbursement shall be subject to proper documentation, verification, and review.

110.2.3 Failure to properly document the damage or loss may result in denial of reimbursement.

---

## **110.3 REPORTING REQUIREMENTS**

110.3.1 A notation shall be included in the official incident report stating that damage or loss of the item occurred.

110.3.2 The Fire Chief or Assigned Assistant Chief shall be notified in writing regarding:

- The circumstances surrounding the damage or loss
- The date, time, and location of the incident
- The item(s) affected

110.3.3 The written notification shall accompany or reference the related incident report.

---

## **110.4 PROCESSING PROCEDURE**

110.4.1 The Company Captain shall forward the documentation to:

- A. The Company Relief Representative; and
- B. The Chief's Office

110.4.2 The request for reimbursement shall be processed upon receipt of:

- A. A paid doctor's or provider's statement (where applicable); and
- B. Proof of costs for repair or replacement.

110.4.3 Documentation shall clearly identify the actual cost incurred by the member.

---

## **110.5 REIMBURSEMENT STANDARD**

110.5.1 Reimbursement shall be made to the individual for the actual cost of reasonable repair or replacement of like-valued:

- Hearing aids
- Prescription eyeglasses
- False teeth

110.5.2 Reimbursement shall be limited to the reasonable replacement value of comparable items and shall not include upgrades beyond the original value.

110.5.3 Reimbursement shall be reduced by any amounts covered by:

- A. The Firefighter;
- B. The Firefighter's employer(s);
- C. Private insurance;
- D. Any other eligible benefit program.

110.5.4 The Department or Relief Association shall not duplicate benefits already received from other sources.

---

## **110.6 FINAL AUTHORITY**

110.6.1 The Fire Chief and/or appropriate Relief Association authority shall review reimbursement requests for compliance with this SOG.

110.6.2 Approval of reimbursement shall be contingent upon proper documentation and verification of eligibility.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 111 – Firefighter Psychological Services

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

# **SOG 111 – Critical Incident Stress Management (CISM) / Member Mental Health**

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## **111.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish the Greensburg Volunteer Fire Department's procedures and expectations for Critical Incident Stress Management (CISM), member mental health support, and post-incident intervention resources.

The Greensburg Volunteer Fire Department takes the mental health of its members seriously. Interventions and member requests for assistance shall be treated as strictly confidential, except where disclosure is required due to an imminent danger to the member, or to others.

Emphasis shall be placed on maintaining the safety and well-being of all members.

---

## **111.2 POLICY**

It shall be the policy of the Greensburg Volunteer Fire Department to:

1. Recognize that critical incident exposure is inherent to emergency service operations.
2. Provide access to peer support and professional behavioral health resources following traumatic incidents.
3. Encourage early identification and intervention for stress-related symptoms.
4. Maintain confidentiality to the greatest extent possible.
5. Ensure members are treated with dignity and without judgment when requesting support.

One of the highest priorities of the Greensburg Volunteer Fire Department is the well-being of its members.

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## **111.3 DEFINITIONS**

### **111.3.1 Critical Incident Stress Management (CISM)**

A structured system of peer-driven support, consultation, and intervention designed to assist individuals in coping with trauma and stress reactions following critical incidents.

CISM is designed to help individuals address traumatic exposure one incident at a time by allowing members to discuss the incident and its impact in a supportive environment without judgment or criticism.

---

## **111.4 PROCEDURES**

### **111.4.1 Member Self-Reporting and Support Requests**

A. Any member who, at any time after an incident, feels the need to discuss or process the incident shall immediately notify one (1) of the following:

1. Their Company Captain
2. The Department Medical Officer
3. The Fire Chief or designee

B. Officers shall remain available for such discussions and shall maintain an open-door approach and confidential environment.

---

### **111.4.2 Reporting Concerns for Other Members**

A. Any member who believes another member may be suffering from stress or trauma as a result of an incident shall notify one (1) of the following:

1. Company Captain
2. Department Medical Officer
3. Fire Chief or designee

B. Reports made in good faith under this SOG shall be handled professionally, respectfully, and confidentially.

---

### **111.4.3 CISM Debriefing and Consultation Resources**

A. When determined appropriate by the Fire Chief, designee, Medical Officer, or Company Officer, the Department may initiate a CISM debriefing or consultation.

B. The Greensburg Volunteer Fire Department shall utilize **Excela Health Behavioral Health Services Critical Stress Teams** for debriefings and consultations with members who have experienced the effects of a critical incident.

---

## **111.5 CONFIDENTIALITY**

A. All CISM-related communications, requests for assistance, consultations, and peer support discussions shall be treated as confidential.

B. Confidentiality may be breached only when:

1. A member is an imminent danger to themselves, or
  2. A member is an imminent danger to others, or
  3. Disclosure is required by law.
- 

## **111.6 OFFICER RESPONSIBILITIES**

A. Officers shall ensure that members under their supervision are aware of available resources.

B. Officers shall support members requesting assistance and shall not discourage or penalize members for seeking help.

C. Officers shall ensure that members are treated with respect and without stigma when CISM services are requested or initiated.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 112 – Drug & Alcohol Policy

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

## SOG 112

# DRUG AND ALCOHOL POLICY

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### 112.1 PURPOSE

112.1.1 The Greensburg Volunteer Fire Department (GVFD) recognizes that a healthy and competent workforce operating under conditions free from the effects of drugs and alcohol is essential to:

- The safe and effective provision of emergency services
- The protection of the public
- The safety of individual members
- The protection of Department property and apparatus

112.1.2 This SOG establishes a zero-tolerance policy regarding the use of alcohol and controlled substances while participating in Department activities.

---

### 112.2 POLICY

112.2.1 The Greensburg Volunteer Fire Department maintains a **zero-tolerance policy** regarding the use of alcohol and/or drugs in connection with Department functions.

112.2.2 No member shall respond to, sign-in for, or participate in any Fire Department function while:

- Under the influence of alcohol;
- Under the influence of any controlled substance;
- Impaired by prescription medication that affects safe performance; or
- In violation of the eight-hour alcohol consumption rule established herein.

112.2.3 Members shall not place themselves, fellow members, or the public at risk due to impairment.

---

## **112.3 FIRE DEPARTMENT FUNCTIONS**

112.3.1 For purposes of this policy, “Fire Department functions” include all operational, training, and representative activities conducted by or on behalf of the Department.

112.3.2 Fire Department functions include, but are not limited to:

- A. Driving and/or operating Department apparatus, vehicles, or equipment
- B. Responding to emergency incidents
- C. Performing fireground operations
- D. Performing roof or elevated operations
- E. Conducting traffic control operations
- F. Acting in any Incident Command or fireground sector command role
- G. Participating in Department training activities
- H. Participating in any activity where the member is serving as a representative of the Department, whether officially or unofficially

---

## **112.4 PROHIBITED CONDUCT**

### **112.4.1 Alcohol**

A. No member shall participate in or perform any Fire Department function after having consumed any alcoholic beverage within the previous eight (8) hours.

B. No member shall participate in any Fire Department function while under the influence of alcohol, regardless of the amount consumed.

---

### **112.4.2 Controlled Substances and Prescription Medication**

A. No member shall participate in or perform Fire Department functions while using any controlled substance.

B. Prescription medication use is permitted only when:

1. The medication is used in accordance with a licensed physician’s instructions; and
2. The Department has received written assurance from the prescribing physician that the medication will not adversely affect the member’s ability to perform safety-sensitive functions.

C. Members shall report any prescribed medication that could impair safe performance to a Chief Officer or designated Officer.

D. Failure to report impairing medication use may result in disciplinary action.

---

## 112.5 TESTING REQUIREMENTS

112.5.1 As a condition of membership, the Department reserves the right to require testing for alcohol and/or controlled substances to ensure safe and effective emergency service delivery.

112.5.2 The Department may require collection and testing of samples under the following circumstances:

A. Investigation of a vehicular accident involving:

1. Department apparatus or vehicles; or
2. A personal vehicle while traveling to or from a call.

B. Investigation of a fireground or training accident.

C. When there is reasonable suspicion that a member is under the influence of alcohol or controlled substances.

112.5.3 “Reasonable suspicion” may be based upon, but is not limited to:

- Observable impairment
- Odor of alcohol
- Slurred speech
- Unsteady movement
- Erratic behavior
- Credible reports from Officers or members

112.5.4 Refusal to submit to required testing may be treated as a violation of this SOG.

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## 112.6 DISCIPLINARY ACTION

112.6.1 Use of, or being under the influence of, drugs or alcohol while participating in Fire Department functions shall constitute a **Class I violation**.

112.6.2 A Class I violation may result in immediate suspension or termination of membership, subject to Department disciplinary procedures.

112.6.3 Violations involving prescription medication misuse, failure to report impairment, or refusal to submit to testing may also result in disciplinary action up to and including termination.

112.6.4 Nothing in this SOG shall prevent referral to law enforcement authorities when applicable.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 113 – Harassment  |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## **SOG 113**

# **ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND PROFESSIONAL WORKPLACE CONDUCT**

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### **113.1 PURPOSE**

113.1.1 The purpose of this SOG is to ensure and improve the human and team environment of the Greensburg Volunteer Fire Department (GVFD) in support of the Department mission.

113.1.2 This SOG establishes behavioral standards and identifies actions, behaviors, or inactions that violate the basic human dignity and respect owed to each Fire Department Member.

113.1.3 This SOG also establishes that Fire Company, Fire Department, City, State, and Federal laws shall not be violated while being a member of the Greensburg Volunteer Fire Department.

---

### **113.2 POLICY**

113.2.1 Harassment, illegal discrimination, and prohibited behaviors are strictly prohibited.

113.2.2 This policy applies to all GVFD Members and includes conduct involving:

- fellow firefighters
- visitors
- social members
- volunteers
- workers

- supervisors
- officers
- vendors
- any person acting within or interacting with the organization

113.2.3 Prohibited behaviors shall not be tolerated by the Greensburg Volunteer Fire Department or its Companies.

113.2.4 All Officers are fiduciaries of the Fire Department and shall enforce this policy.

113.2.5 All reports of prohibited behaviors shall be addressed in accordance with Department procedures.

113.2.6 Failure to report prohibited behaviors, circumstances, or violations shall be considered a disciplinary event for an Officer.

113.2.7 Failure to appear and truthfully state witnessed facts during any investigation, hearing, or inquiry shall be considered a disciplinary event for an Officer.

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## **113.3 PROHIBITED BEHAVIORS**

113.3.1 Any harassment or discrimination by a member, visitor, or vendor on the basis of any protected class is prohibited.

113.3.2 Protected classes include, but are not limited to:

- race
- religion
- national origin
- ancestry
- disability
- medical condition
- marital status
- pregnancy
- sexual orientation
- gender
- age

113.3.3 Such conduct is a violation of State and/or Federal law and shall not be tolerated.

113.3.4 Violations shall be subject to investigation and appropriate disciplinary action, up to and including termination of membership.

---

### **113.3.5 Officer Enforcement Duty**

A. It shall be the responsibility of all Administrative and Fire Operations Officers to enforce this policy.

B. Any Officer who becomes aware of a complaint, observed behavior, or reported incident shall take action as required in this SOG.

---

### **113.3.6 Complaint Reporting Requirement**

A. Complaints shall be brought directly to:

1. The Fire Chief; and
2. The Chief's designated Administrative Officer(s).

B. Complaints involving a member's supervisor shall be made to that supervisor's supervisor.

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### **113.3.7 Member Responsibility**

113.3.7.1 It is the responsibility of every Fire Department Member, volunteer, and worker to know and comply with this policy.

113.3.7.2 Failure to advise the Department of any observed or reported inappropriate or offensive interaction/relationship shall constitute a violation of this policy.

113.3.7.3 Any Department or Company Officer receiving such information shall immediately notify:

- A. The Company President; and
  - B. The Company Captain; and/or
  - C. The Fire Chief
- 

### **113.3.8 False Reports**

113.3.8.1 False reports shall result in disciplinary action.

---

## **113.4 TYPES OF PROHIBITED BEHAVIORS**

The following are examples of prohibited behaviors. This list is not exhaustive:

- A. Verbal harassment (offensive or derogatory language)
- B. Non-verbal harassment
- C. Physical harassment
- D. Hazing

- E. Visual displays
  - F. Quid pro quo harassment
  - G. Assault or threatening assault
- 

## **113.4.1 Immediate Confrontation Guidance**

113.4.1.1 When inappropriate conduct occurs, members are encouraged, when safe and reasonable, to confront the behavior by stating clear direction such as:

1. “Stop it.”
2. “You are offending me.”
3. “Leave me alone.”
4. “Don’t do that.”

113.4.1.2 This guidance does not replace the requirement to report the behavior through the procedures established in this SOG.

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## **113.5 PROCEDURE UPON REPORT**

113.5.1 Upon receipt of a report or complaint, the Fire Chief shall conduct an informal inquiry to determine the scope and degree of improper conduct.

113.5.2 The Fire Chief shall:

- A. Review the complaint.
- B. Discuss the complaint with the complainant, including obtaining specific details.

113.5.3 If the scope or degree of improper conduct requires greater resources, or if the matter is not appropriate for the Chief to address informally, the matter shall be referred to the Board of Control.

113.5.4 Upon referral, the Board of Control shall take appropriate action based upon the facts and degree of offense.

---

## **113.6 BOARD OF CONTROL ACTION PLAN**

113.6.1 The Board of Control shall follow an action plan appropriate to the nature of the complaint, which may include:

- A. Investigation
- B. Interviews
- C. Consideration of the totality of circumstances
- D. Conciliation or mediation

E. Findings

F. If cause is found, appropriate discipline

---

## **113.7 PROCESS OF REVIEW**

113.7.1 Complaints shall be handled fairly, timely, and thoroughly.

113.7.2 Complaints shall be taken seriously and handled with sensitivity.

113.7.3 Findings of cause shall be acted upon with appropriate discipline.

113.7.4 If other problems are uncovered during review, those issues shall also be addressed.

113.7.5 Retaliation is prohibited. No firefighter, officer, or member shall tolerate retaliation against any person for making a complaint or participating in an investigation.

113.7.6 The Fire Department shall discipline for false reports.

113.7.7 Complaints involving a supervisor shall be made to that supervisor's supervisor.

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|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">114 – Social Media</p>   |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2026</p> |

# SOG 114

## SOCIAL MEDIA AND PUBLIC COMMUNICATION POLICY

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### 114.1 PURPOSE

114.1.1 The purpose of this policy is to define the Greensburg Volunteer Fire Department’s (GVFD) position regarding the use, administration, and management of social media.

114.1.2 This policy addresses social media in general terms and is not limited to any specific platform or technology.

114.1.3 The GVFD recognizes that technology will evolve faster than formal policy development. This policy establishes guiding principles applicable to emerging technologies.

114.1.4 This policy applies to all officers and members of the Department.

114.1.5 Authority to deviate from this policy rests with the Officer in Charge, who shall be responsible for the results of any deviation.

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### 114.2 POLICY

114.2.1 social media provides a valuable means of assisting the GVFD and its members in:

- Community education
- Community information
- Fire prevention

- Organizational outreach
- Public service messaging

114.2.2 The GVFD also recognizes that social media plays a role in the personal lives of Department members.

114.2.3 Personal use of social media may affect members in their official capacity as firefighters.

114.2.4 Improper usage may cause immediate and long-term damage to:

- Public perception of the Department
- Public trust
- The individual member's reputation

114.2.5 The GVFD endorses secure and responsible use of social media to:

- Enhance communication
- Improve information exchange
- Streamline processes
- Foster productivity

---

## **114.3 PERSONAL USE – PRECAUTIONS AND PROHIBITIONS**

Department members shall abide by the following standards when using social media in a personal capacity:

### **114.3.1 Free Expression**

A. Members may express themselves as private citizens to the extent that their speech does not:

- Impair the performance of duties
- Impair discipline or harmony among members
- Negatively affect public perception of the Department

B. Members are cautioned that speech, whether on or off duty, that relates to their professional responsibilities may not be protected speech under the First Amendment.

C. Such speech may form the basis for discipline if deemed detrimental to the Department.

D. Members shall assume that their speech on social media reflects upon their position within the Department.

## **114.3.2 Confidential Information**

A. Members shall not post, transmit, or otherwise disseminate any information obtained as a result of membership in the GVFD without written permission from the Fire Chief.

B. Confidential, sensitive, investigative, or protected information shall not be disclosed.

---

## **114.3.3 Incident Scene Restrictions**

A. Social media use is prohibited while responding to or during an active incident unless necessary in the performance of official duties.

B. It is strictly prohibited to photograph or record:

1. Any person receiving medical care at an incident;
2. Any fatal or potentially fatal incident;
3. Any image or video not approved by the Fire Chief or designee.

C. Members shall not compromise patient privacy, investigative integrity, or operational security.

---

## **114.4 PROHIBITED CONDUCT**

Department members shall not:

A. Post profane language or content.

B. Post content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, public assistance status, 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, apparatus, or identifying items on personal web pages without prior written permission.

F. Post images or video from incidents without approval from the Fire Chief or designee.

G. Use a cell phone while driving fire apparatus.

H. Text while driving Department vehicles.

I. Use cell phones or text while responding to a call or while on scene unless necessary for official duties.

J. Tamper with Department video or audio devices.

K. Use unauthorized video or audio recording devices.

---

## **114.5 ADHERENCE TO CODE OF CONDUCT**

114.5.1 Adherence to the Department Code of Conduct is required in all social media use.

114.5.2 Members are prohibited from:

A. Posting obscene or sexually explicit language, images, or acts.

B. Making statements that ridicule, malign, disparage, or express bias against any protected class.

C. Divulging information gained by reason of authority.

D. Making statements, speeches, endorsements, or publishing material that could reasonably be interpreted as representing the views of the Department without express authorization.

---

## **114.6 CIVIL LIABILITY AND DEFAMATION**

114.6.1 Members may be subject to civil litigation for posting or publishing false information that harms the reputation of another person, group, or organization (defamation).

114.6.2 Prohibited conduct includes:

A. Publishing private facts or personal information without permission when such information:

- Has not been previously revealed publicly.
- Is not of legitimate public concern.
- Would be offensive to a reasonable person.

B. Using another person's name, likeness, or personal attributes without permission for exploitative purposes.

## **114.7 PUBLIC INFORMATION DISSEMINATION**

114.7.1 The Public Information Officer (PIO) is responsible for disseminating information to the press and public.

114.7.2 No member shall release information to the press or public without express consent of the Fire Chief.

---

### **114.7.1 Responsibilities of the Public Information Officer**

A. The PIO shall coordinate the flow of information concerning Department policies, operations, and emerging issues.

B. The PIO shall act as the primary media contact.

C. The Incident Commander (IC) may release information at the scene of an emergency.

D. Emergency operations shall never be compromised for media release.

E. For extremely newsworthy incidents, the IC shall determine the need for a PIO.

F. When a PIO is needed, the IC shall appoint one at the scene and notify the designated PIO.

G. A PIO shall be utilized at all major incidents to coordinate media information.

---

## **114.8 DISCIPLINE**

114.8.1 Violations of this policy may result in disciplinary action up to and including suspension or termination of membership.

114.8.2 Nothing in this policy prevents referral to law enforcement or civil authorities when applicable.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 115 – Firearms  |                 |
|   | Effective: 6/1996   | Revised: 2/2022 |

## SOG 115

# WEAPONS CARRY POLICY

---

### 115.1 PURPOSE

115.1.1 The Greensburg Volunteer Fire Department (GVFD) is committed to providing a safe environment for:

- civilians
- department members
- visitors

115.1.2 It is the goal of the Department that no member causes injury to themselves or others, and no property damage occurs, due to the handling or presence of weapons during Department activities.

115.1.3 It is also the goal of this policy that no member harms the professional image of the Department in the eyes of the public prior to, during, or after the performance of any job-related duties.

---

### 115.2 POLICY

115.2.1 The intent of this SOG is to establish restrictions and guidance for the safety of firefighters and the public regarding the carrying of weapons during:

- meetings
- training
- alarms/emergency responses
- work details
- Department functions
- any event where a member is representing the Department

115.2.2 This policy applies to all members at all Department functions.

---

## **115.3 AUTHORIZATION**

### **115.3.1 Authorized Carry**

A. Only authorized personnel with valid firearm permits shall be permitted to carry a weapon while “On Duty” with the Fire Department.

B. A firefighter shall be considered “On Duty” any time the firefighter is:

1. performing a department function.
  2. attending a department function; or
  3. representing the Fire Department in any manner, whether inside or outside the Station.
- 

### **115.3.2 Weapon Security and Control**

A. Weapons shall be always secured when not physically on the firefighter’s body.

B. Weapons shall not be left unsecured in:

- apparatus
  - station areas
  - lockers (unless secured)
  - personal vehicles (unless properly secured)
- 

### **115.3.3 Department Liability**

A. The Department shall not be responsible for the security of any weapon.

B. The Department shall not be liable for loss, theft, or damage to any weapon.

---

### **115.3.4 Holster and Concealment Requirements**

A. All weapons shall be always holstered.

B. The holster shall be a state-approved holster.

C. The weapon shall always remain concealed from public view.

---

## **115.3.5 Unsafe Handling**

A. Any firefighter who fails to maintain a weapon in a safe manner shall be subject to immediate discipline by the Fire Chief.

---

## **115.4 DISCHARGE OF A FIREARM**

### **115.4.1 Immediate Reporting Requirement**

A. Any Department personnel involved in, witnessing, or having knowledge of the discharge of a firearm during a Department function shall immediately contact the Fire Chief and report all known facts.

---

### **115.4.2 Injury or Death**

A. In cases where the discharge results in the wounding or death of any person, the Greensburg Police Department and other overlapping jurisdictional authorities shall conduct the investigation.

---

### **115.4.3 Reporting to City Officials**

A. Upon completion of the investigation, the full report shall be made to:

1. the mayor; and
2. the Fire Chief.

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">116 – Disciplinary Actions</p>   |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2026</p> |

# SOG 116

## DISCIPLINE, INVESTIGATIONS & HEARINGS

---

### 1. PURPOSE

Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying the Greensburg Volunteer Fire Department Rules and Policies, Company By-Laws, and Department Standard Operating Guidelines.

When members fail to adhere to these expectations, supervisors shall take appropriate corrective action.

Disciplinary action is intended to promote the efficiency, safety, integrity, and mission effectiveness of the Greensburg Volunteer Fire Department (GVFD).

Discipline shall:

- Be administered objectively and consistently
- Respect each member’s legal rights
- Be free from discrimination based on age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or any non-merit factor

This procedure establishes the framework for handling disciplinary matters within the Department.

---

## **2. POLICY**

Discipline within the GVFD shall be progressive when appropriate but may be immediate and severe when circumstances warrant.

There shall be three (3) classes of discipline:

1. **Class I – Immediate Discharge**
  2. **Class II – Written Warning, Suspension, or Termination**
  3. **Class III – Oral Warning, Written Warning, Suspension, or Termination**
- 

## **3. CLASSIFICATION OF OFFENSES**

### **3.1 Class I Causes (Immediate Discharge)**

Examples include, but are not limited to:

- A. Use of or being 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. Falsification of reports
  - E. Gross insubordination (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
- 

### **3.2 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
- 

### **3.3 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
-

## **4. GENERAL DISCIPLINARY REQUIREMENTS**

### **4.1 Documentation**

All oral and written warnings shall be documented.

- Copies shall be provided to the firefighter.
- A copy shall be placed in the firefighter's personnel file.

Violations requiring correction must be addressed fairly and timely to eliminate unsafe or disruptive behavior.

---

### **4.2 Notice Requirements**

Any person subject to investigation, disciplinary action, or review shall receive written notice that includes:

- The alleged violations and breaches of duty
- The factual basis of the allegation
- The date, time, and place of any Review Board or Hearing

The process shall:

- Maintain respect for the alleged violator
- Protect any victims
- Protect reporting persons from retaliation

---

### **4.3 Officer Obligations**

Officers:

- Are sworn to uphold departmental rules and policies
- Shall appear and testify honestly in any review or hearing
- Owe a fiduciary duty to the Department
- Shall not retaliate against any reporting party

Failure to appear or testify truthfully may result in discipline.

---

## **4.4 Chief's Authority**

The Fire Chief retains unilateral authority to suspend any Member when deemed necessary for the benefit, safety, or operational integrity of the Department.

Such suspension may be appealed to the Board of Control.

---

## **5. INVESTIGATION AND HEARINGS PROCESS**

All disciplinary investigations shall be documented in writing and include:

1. Name of person committing the offense
  2. Date of offense
  3. Names and contact information of witnesses (if any)
  4. Clear, objective description of the act or breach of duty
  5. Specific rule, regulation, SOG, by-law, or standard allegedly violated
- 

### **5.1 Interim Determinations**

During any fire, rescue, or emergency operation:

- The Chief, Assistant Chief, or Incident Officer may immediately relieve a firefighter from duty pending review.
- The member may be sent home or to station pending informal review.

An informal meeting shall occur between the firefighter and a Command Officer in an attempt to resolve the matter.

---

### **5.2 Formal Review**

If the issue is not resolved informally:

The matter may be referred to:

- The Board of Control
- The Department Commander
- The Fire Chief

The affected firefighter may request:

- A Review Board (non-operations issue)
- A Hearing Board (operations issue)

Witnesses receiving notice shall be obligated to appear and testify.

Deliberations shall remain confidential until written findings are issued.

---

## **5.3 Decision Timeline**

A final written decision shall be issued within ten (10) days after the last witness is heard.

The Fire Chief may:

- A. Implement recommendations
  - B. Take no action within thirty (30) days, in which case recommendations automatically take effect
  - C. Reduce or increase punitive aspects of recommendations
- 

## **5.4 Appeals**

After a Board of Review decision:

- The affected firefighter may request a full Board of Control hearing within ten (10) days.
  - If no request is made within ten (10) days, the decision becomes final.
  - No further appeals shall be available beyond the Board of Control.
- 

## **6. PRINCIPLES OF APPLICATION**

These regulations shall be applied using:

- Common sense
- Credible evidence
- Consideration of mission impact
- Commitment to quality service delivery

Discipline exists to preserve:

- Operational integrity
- Public trust
- Member safety
- Department professionalism



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 117 – Resignation & Termination

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

# SOG 117

## RESIGNATION, TERMINATION & MEMBERSHIP STATUS

---

### 1. PURPOSE

The purpose of this policy is to establish standardized procedures for:

- Voluntary resignation from the Greensburg Volunteer Fire Department (GVFD) in good standing
- Involuntary termination of membership
- Classification of membership status upon separation

This policy ensures orderly separation procedures, accountability for Department property, and consistent administrative documentation.

---

### 2. POLICY

Membership in the Greensburg Volunteer Fire Department is a privilege contingent upon adherence to Department policies, Company By-Laws, participation requirements, and standards of conduct.

All resignations and terminations shall be processed in accordance with this Standard Operating Guideline.

---

## 3. RESIGNATION

### 3.1 Written Notice Requirement

- A. A formal notice of resignation shall be submitted in writing.
- B. The notice shall be delivered to the member's Company Captain or Company President.

Resignations shall not be considered effective until properly received and processed.

---

### 3.2 Return of Department Property

A resigning member shall return all issued property, including but not limited to:

- Uniforms
- Turnout gear
- Pagers
- Radios
- Keys
- Identification cards
- Equipment
- Any other Department or Company property

- A. All equipment shall be turned in to the Company Captain or his/her designee.
- B. A member will be assessed replacement cost for any item that is:

- Not returned
- Returned damaged beyond normal wear

Replacement costs may include:

- Attorney fees
- Legal fees
- Restocking fees
- Repair fees
- Collection costs

A member shall not be listed as **“Resigned in Good Standing”** until all issued property has been returned and verified.

---

### **3.3 Administrative Processing**

Upon completion of property return:

A. The Company President or Secretary shall forward written notice to the Board of Control stating the member has resigned in good standing.

B. The Company President or Secretary shall submit a Change of Status Form to:

- The Coordinator of Emergency Reporting
  - The Relief Association Membership Secretary
- 

## **4. TERMINATION AT THE DEPARTMENT LEVEL**

### **4.1 Grounds for Termination**

Grounds for involuntary termination may include, but are not limited to:

- Poor performance
  - Misconduct
  - Absenteeism
  - Fraud
  - Policy violations
  - Conduct detrimental to the Department
- 

### **4.2 Notice and Due Process**

A member for whom discharge is being considered shall receive:

- Written notice (including electronic notice via email)
- A statement of the grounds for discharge
- The underlying factual basis
- The proposed discipline

The member shall be given an opportunity to respond prior to a final decision and may be assisted by a representative of his/her choosing.

---

## 4.3 Administrative Leave Pending Investigation

A member may be placed on administrative leave pending investigation when allegations involve serious misconduct including, but not limited to:

- Misappropriation of public funds or property
- Misuse or destruction of public property
- Mistreatment of persons
- Conduct presenting immediate danger to public health or safety

**Administrative leave does not constitute a final disciplinary decision.**

---

## 4.4 Dual Membership Without Resignation

If it is determined that a GVFD member has joined another fire company or department without officially resigning from the GVFD:

- The member may be terminated.
- Such termination may be converted to a resignation (potentially in good standing) if all resignation criteria are met.

*Termination at the Company level may differ in accordance with Company By-Laws.*

---

## 5. GOOD STANDING

A member who voluntarily resigns shall be considered in good standing unless he/she meets criteria under:

- Bad Standing
- Failure to Participate

Good standing status is contingent upon:

- Proper written resignation
  - Return of all Department property
  - No pending serious disciplinary violations
-

## 6. BAD STANDING

The following are examples of grounds for termination in **Bad Standing**. These are not exclusive.

1. Theft of Company or Department funds
2. Theft of Company or Department property
3. Destruction of Company or Department property
4. Use of or being under the influence of drugs or alcohol while on duty
5. Theft of another firefighter's property
6. Gross insubordination (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

Termination in Bad Standing may affect eligibility for:

- Reinstatement
- Future membership
- Relief Association benefits (subject to applicable rules)

---

## 7. FAILURE TO PARTICIPATE

A member who resigns or is terminated due to lack of participation shall be designated as **Failure to Participate**.

Examples include, but are not limited to:

1. Failure to meet alarm response quota
2. Failure to meet meeting attendance quota
3. Failure to attend Company or Department functions

Participation requirements shall be defined by Company By-Laws and Department policy.

---

## 8. RECORDS & STATUS CLASSIFICATION

All separations shall be documented and recorded in:

- Department personnel files
- Emergency reporting systems
- Relief Association records (if applicable)

Membership status upon separation shall be classified as one of the following:

- Resigned – Good Standing
  - Terminated – Bad Standing
  - Failure to Participate
  - Administrative Termination
- 

## **9. AUTHORITY**

The Fire Chief retains final authority regarding:

- Department-level termination
- Administrative leave determinations
- Membership status classification

Company-level disciplinary action remains subject to Company By-Laws where applicable.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 118 – Reports & Reporting Procedures                                  |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |
|   |   | Page: 1 of 6    |

# SOG 118

## INCIDENT REPORTING, RECORD RETENTION & ACCOUNTABILITY

---

### 1. PURPOSE

To establish procedures ensuring full accountability and documentation for Company and Department activities, including all data required by:

- ISO (Insurance Services Office)
- NFIRS (National Fire Incident Reporting System)
- NFPA standards
- Municipal and legal recordkeeping requirements

This policy ensures:

- Accurate documentation of all responses
  - Preservation of legal records
  - Long-term retention of exposure and injury data
  - Compilation of mission data for strategic planning
- 

### 2. POLICY

All incident reports, trip sheets, injury documentation, and required forms are legal records. These documents shall be:

- Completed accurately
- Completed in a timely manner
- Legible and complete

- Maintained in accordance with retention requirements

Company Captains are responsible for ensuring compliance with this policy.

---

## **SECTION I – REPORT ACCOUNTABILITY**

---

### **3. RESPONSIBILITY**

#### **3.1 Company Captains**

The accountability, timely completion, and accuracy of all required forms and reports are under the control of the Company Captains.

Forms may be requested from the assigned Assistant Chief.

---

### **4. REQUIRED FORMS MAINTAINED BY COMPANIES**

Each Company Captain shall maintain the following:

1. Trip Sheets (for each response)
  2. Hose and Ladder NFPA Inspections (Annual Report – excluding certified testing documentation)
  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
  9. Personal Injury Forms
-

## **5. INCIDENT REPORT INTEGRITY**

### **5.1 Legal Status**

All Incident Reports are legal documents recording events and actions taken by the Department.

Reports shall be:

- Neat
- Accurate
- Legible

Each Station shall maintain both:

- Paper Reports
  - Computer data entries (NFIRS / City database)
- 

### **5.2 Corrections to Reports**

To preserve document integrity:

1. Strike a single line through errors.
  2. Do NOT erase, block out, or use “white-out.”
  3. Initial all supplemental entries and corrections.
- 

## **6. RECORD RETENTION REQUIREMENTS**

### **6.1 General Incident Reports**

After computer entries are completed, Company Captains shall ensure permanent storage of paper documents.

- Response Reports must be retained for six (6) years.
- 

### **6.2 Exposure & Contamination Reports**

All firefighter exposure and contamination reports:

- Must be provided to the exposed firefighter
- Must be retained by the Fire Company for thirty (30) years

---

## 6.3 Injury and Infectious Reports

All injury, smoke exposure, or infectious disease reports shall be:

- Retained permanently
- Provided to the following parties:
  - a) Firefighter
  - b) Company Captain
  - c) Department Training Officer
  - d) Relief Association Secretary

---

## 7. REQUIRED TRIP SHEET / DATABASE INFORMATION

The following documentation is mandatory for all responses:

- a) Date, alarm box number, incident number, and type of call
- b) Time in service, time arrived, time out of service
- c) Vehicles moved, miles traveled, and drivers' names
- d) Names of personnel responding to scene and personnel standing by at Station
- e) Equipment used, equipment failures, equipment lost
- f) Firefighters injured or exposed (including smoke, chemicals, blood, blood products)
- g) Nature of call, type of injuries, property damage, and actions taken
- h) Pump and equipment run times
- i) Report signed by attending firefighter verifying accuracy
- j) Completion of all required fields in computer report system
- k) Any injury or infectious exposure must include a special report

Failure to complete required documentation may result in disciplinary action.

---

## 8. SUPPLEMENTAL NARRATIVE REPORTS

Upon request of the Fire Chief, Company Captains shall provide a Supplemental Narrative Report for incidents including, but not limited to:

1. Larger or complex incidents
2. Injury or death of a firefighter or civilian requiring hospital treatment
3. Structure fires involving two or more floor levels
4. Entrapments, entanglements, rescues, extrications
5. Situations where the Department could not provide full/normal services

## **8.1 Narrative Requirements**

The narrative shall include:

- General description of the situation
- Actions taken by personnel
- Unusual circumstances or tactics
- Any operational limitations

These reports shall:

- Be stapled to the original Trip Sheet
  - Be provided directly to the Chief
  - May also be recorded on the reverse or narrative section of the Trip Sheet
- 

## **CHANGE OF STATUS FORM**

---

### **9.1 REQUIRED COMPLETION**

10. (Appendix – Membership Status Update Form)

The Change of Status Form shall be completed by a Company Officer and submitted to:

- President of the Board of Control
  - Relief Association Membership Secretary
  - Emergency Reporting Administrator
- 

### **9.2 REQUIRED CIRCUMSTANCES**

The Change of Status Form must be completed for:

1. New Member
  2. New 420 Member or Junior Member
  3. Change in Rank or Position
  4. Membership Information Update
  5. Resignation
  6. Termination
-

## **9.3 SUBMISSION DEADLINE**

The Change of Status Form should be submitted within twenty-four (24) hours of the update or change taking place.

---

## **10.0 STRATEGIC DATA & ISO COMPLIANCE**

Accurate and timely reporting supports:

- ISO rating compliance
- NFIRS reporting accuracy
- Department strategic planning
- Training analysis
- Budget justification
- Grant applications
- Risk reduction planning

Failure to document properly compromises Department liability protection and operational credibility.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>119 – Training Complex</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |

# **SOG 119**

## **TRAINING COMPLEX, TRAINING EQUIPMENT & FACILITY USE**

---

### **1. PURPOSE**

The Greensburg Volunteer Fire Department (GVFD) establishes this Standard Operating Guideline to regulate the use of:

- the Department Training Complex facilities; and
- any training equipment owned by the Department

This SOG applies to all training conducted by, for, or on behalf of the Department.

This guideline is intended to:

- prevent occupational accidents, injuries, illnesses, and deaths
- ensure safe training conditions
- ensure members are trained in a controlled environment
- ensure all members can properly perform assigned duties

All department-level training activities shall be conducted by and coordinated through the Assistant Chief assigned as the Department Training Officer.

A yearly training schedule shall be published and distributed to each Fire Station.

---

## 2. POLICY

2.1 All training facility use and equipment lending shall be coordinated through the Department Training Officer or assigned Assistant Chief.

2.2 All requests shall be handled on a **first-come, first-served** basis.

2.3 Training props and training structures shall only be used in the manner intended and outlined in this SOG.

2.4 Unsafe conduct, misuse, damage, or unauthorized modification of training equipment or training facilities may result in:

- suspension of training privileges
- disciplinary action
- financial responsibility for damages
- removal from training activity

---

## 3. TRAINING EQUIPMENT BORROWING & LOG REQUIREMENTS

### 3.1 Request Process

A. All requests to borrow training equipment or use Department training facilities shall be coordinated through the assigned Department Training Officer.

B. Requests are processed first-come, first-served.

---

### 3.2 Training Aids Logbook

A. When borrowing any training aids or equipment, the borrowing Officer shall make an entry in the Logbook documenting:

1. Name of person borrowing
  2. Type of equipment borrowed
  3. Intended return date
-

### 3.3 Extensions

A. If it becomes necessary to extend the usage beyond the return date, the borrowing Officer shall notify:

- the Training Officer; or
  - the assigned Assistant Chief
- 

### 3.4 Return Inspection and Reporting

A. Upon return of any training equipment:

1. Attach a written note describing any problem(s) detected.
  2. Notify the Training Officer or assigned Assistant Chief.
- 

## 4. SMOKE TRAINING CONTAINER – RULES FOR OPERATION

### 4.1 Purpose and Safety Statement

- A. This facility is intended to create smoke conditions with low heat.
- B. This facility is **NOT** a burn building.
- C. The container is intended to provide members the opportunity to gain knowledge and experience when working with SCBA.

All operations shall comply with this SOG to ensure member safety.

---

### 4.2 Authorized Smoke Materials

- A. Only bales of straw or hay shall be used to generate smoke.
- B. Absolutely **NO building materials** or **yard waste** shall be used.
-

## 4.3 Prohibited Ignition Fluids

The use of igniting fluids is strictly prohibited, including:

- gasoline
  - kerosene
  - diesel fuel
  - any similar flammable accelerant
- 

## 4.4 Pre-Training Inspection

Prior to igniting any material, a walk-through inspection shall be conducted to ensure:

- A. No foreign materials are inside
  - B. All door openings are unlocked and operable
  - C. The manual roof vent is functional
- 

## 4.5 Required Hose Line Placement

A charged hose line shall be staged outside the man-door opposite the burn basket (A/D corner) prior to ignition.

---

## 4.6 Draft / Ventilation Operations

After ignition, to create draft and quickly fill the container with smoke:

- the roof vent may be opened; and
  - the damper door may be opened (located on the D-side)
- 

## 4.7 Required Safety Positions

Once the container is ready for entry, the following safety positions shall be staffed:

1. **Nozzleman**
  - Shall continually man the charged hose line
  - Shall apply water as needed to “check” the fire
  - Shall be in SCBA

2. **A/D Doorman**
    - Shall monitor the burn basket
    - Shall call for water as necessary
    - Shall be in SCBA
  3. **Roof Vent Operator**
    - Shall operate the roof vent chains
    - Shall regulate temperature as necessary
  4. **TIC Operator**
    - Shall be in SCBA
    - Shall use a Thermal Imaging Camera (TIC)
    - Shall monitor temperature inside the container continuously
    - When ceiling temperature exceeds **300°F**, the TIC Operator shall call for the roof vent to be opened
  5. **A/B Doorman**
    - Shall maintain accountability of personnel entering/exiting
    - Shall be in SCBA
- 

## 4.8 Buddy System Requirement

There shall always be at least two (2) firefighters together when entering the container after smoke charging and training has begun.

The buddy system shall be used at all times.

---

## 4.9 Standby Rescue Requirement

When a team enters the container:

- at least two (2) firefighters shall stand by outside
  - properly equipped
  - ready to respond immediately for emergency rescue
- 

## 4.10 Post-Training Shutdown & Securing

At the completion of training, the following shall be completed:

1. Ensure all burned materials are extinguished using copious water on the burn basket and surrounding area.
2. Open the cargo doors on the D-side.
3. Wash out the container from the A/B door through to the D-side cargo doors.
4. Once ventilation is satisfied, lock and secure the roof vent in the closed position.
5. After residual water drains, close and lock all doors:

- a) Damper door
  - b) D-side cargo doors
  - c) A/B door
  - d) B/C door
  - e) A/D door
- 

## **5. ROOF SIMULATOR – RULES FOR OPERATION**

### **5.1 Purpose**

The adjustable pitch simulated roof is intended for training firefighters in roof ventilation procedures from flat roof to various pitches.

The simulator includes:

- vertical support structure
  - pitched roof portion adjustable by mechanical winch
  - locking mechanism for selected pitch
  - rafters, rafter brackets, roofing sheets forming a roof field
- 

### **5.2 Authorized Training Scenarios**

The roof simulator may be used for:

1. Wall breaching
  2. Work from a roof ladder
  3. Cutting ventilation openings
  4. Raising/lowering victims through a cut opening
  5. Operating various types of nozzles
- 

### **5.3 Power Saw Cutting Procedures**

When using a power saw to cut:

1. Ensure saw is operating properly before climbing to roof
2. Position and secure roof ladder upwind of planned opening
3. Use an awl or pike pole to sound the roof for integrity before placing weight
4. Locate rafters/supports
5. Select ventilation location
6. Remove material interfering with cuts
7. Set guard depth gauge control
8. Start saw

9. Cuts shall be made working toward the escape route
  10. Cut completely through roof decking leaving supports intact
  11. Cut a triangular inspection opening
  12. **1st cut:** perpendicular to roof truss/support; incorporate inspection opening; minimum 4' x 4' (furthest away toward ladder)
  13. **2nd cut:** parallel to supports; intersect cut #1 (furthest away from ladder)
  14. **3rd cut:** opposite side of cut #2; perpendicular to and intersecting cut #1
  15. **4th cut:** join cut #2 and cut #3 to complete opening
  16. Remove decking using axe or pike pole
  17. Plunge through interior ceiling using pike pole from upwind side
  18. Inspect ventilation site and simulate communication with interior crews to ensure effectiveness
- 

## 5.4 Post-Training Reset

At completion of training:

1. Remove all wood/metal debris and place in dumpster
  2. Replace all roofing removed during training
  3. Return roof simulator to home vertical position and insert locking pins
- 

# 6. FORCIBLE ENTRY DOOR – RULES FOR OPERATION

## 6.1 Purpose

The forcible entry door prop provides training opportunities for pushing, prying, and bending.

It is designed to allow:

- left or right-handed operation
- opening-in or opening-out simulation
- metal or wood jamb simulation
- multiple forcible entry methods (gapping, conventional, spiking)

Props use:

- common ¾" dowels
  - 2x2 lumber  
for inexpensive resets.
-

## 6.2 Setup Requirements

When using the prop:

- A. Locate in an open, level area free of obstructions
  - B. Fully retract or remove transport wheel assemblies
  - C. Ensure platform is in full contact with the ground
- 

## 6.3 Authorized Training Evolutions

The prop may be used for:

1. Forcing inward swinging door
  2. Forcing 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
  9. Training with tools including:
    - Halligan
    - Maul
    - K-tool
    - Hydra-Ram
    - Cutting torch
    - Rotary saw
- 

## 6.4 Post-Training Reset

At completion of training:

1. Remove all wood/metal debris and place in dumpster
  2. Replace wheel assemblies
  3. Replace all materials and restore door to original condition
  4. Return door simulator to storage area
-

## **7. DRILL TOWER – RULES FOR OPERATION**

### **7.1 Description and Safety Statement**

The five-story training tower includes:

- staged furnished apartment
- three mock electrical panels
- mock gas meter
- first floor sprinkler system
- two fire department connections (FDCs)
- standpipe system to first three floors
- SCBA competency maze on fifth floor

**ABSOLUTELY NO LIVE FIRE TRAINING IN THIS BUILDING.**

---

### **7.2 Authorized Training Evolutions**

The training tower may be used for:

1. Hose laying and advancement
  2. Ladder evolutions
  3. Salvage operations
  4. Ventilation simulations (NO cutting)
  5. Rapid Intervention Team (RIT) deployment
  6. Securing electricity
  7. Securing gas meter
  8. Radio protocol
  9. Rope training
  10. Pump operation
  11. Rope/tool management
  12. SCBA competency
-

## 7.3 Post-Training Securing

At completion of training:

1. Return tower to original state
2. Clean inside and outside areas
3. Turn off all electrical lights
4. Secure roof hatch
5. Replace FDC connection caps
6. Ensure all windows are closed and locked
7. Ensure all doors are closed and locked

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">120 – Out of Town Training</p>   |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2026</p> |

# SOG 120

## TRAINING AUTHORIZATION, TUITION & TRAVEL REIMBURSEMENT

---

### 1. PURPOSE

Training is the single most important element in maintaining a safe, professional, and effective fire department. It is imperative that all members are properly trained in all aspects of firefighting and emergency services to safeguard:

- Their own lives
- The lives of fellow firefighters
- The lives of the citizens we serve

This SOG establishes procedures for:

- Approval of training
- Tuition reimbursement
- Travel reimbursement
- Documentation requirements

Official Department travel to meetings, workshops, conferences, seminars, and training programs must be pre-authorized by:

- The Board of Control
  - The Fire Chief
  - The Greensburg Volunteer Fire Department Relief Association (RA), where applicable
-

# SECTION I – TRAINING AUTHORIZATION

---

## 2. PRE-APPROVAL REQUIREMENTS

2.1 Members seeking to attend any training requiring reimbursement must complete a **Request to Attend Training Form** (Appendix).

2.2 The Request to Attend Training Form:

- Is available on the Department website (GBGFIRE.com)
- Must be completed prior to registering for the class
- Must be signed by the Fire Chief

2.3 It is not necessary to submit the form to the Relief Association prior to attending the class; however, it must be retained and submitted with reimbursement documentation after successful completion.

2.4 Overnight travel must be specifically approved by the Fire Chief.

---

## SECTION II – CLASS REIMBURSEMENT

(Appendix – Request to Attend Training)

---

## 3. ELIGIBILITY

The Relief Association (RA) may pay tuition and/or registration fees for approved training upon successful completion of the course.

Reimbursement is contingent upon submission of complete documentation.

Incomplete submissions will not be processed.

---

## 4. REQUIRED DOCUMENTATION

The following documentation must be submitted for reimbursement:

### A. Request to Attend Training Form

- Completed prior to class registration

- Signed by the Fire Chief
- Submitted after successful completion

## **B. Itemized Invoice**

- Must clearly itemize the cost of each training class
- A statement listing only a total balance due is not acceptable

If reimbursement is requested for payment already made by the member or Company, proof of payment must be provided, such as:

- Credit card receipt or statement
- Canceled check

## **C. Certificate of Completion**

- A copy of the official course completion certificate

Failure to provide all required documentation will result in denial of reimbursement.

---

# **SECTION III – TRAVEL REIMBURSEMENT**

(Appendix – Travel Expense Reimbursement Form)

---

## **5. OVERNIGHT TRAVEL ELIGIBILITY**

The Relief Association may reimburse travel expenses for approved training requiring overnight travel.

Overnight travel is defined as:

- Training located outside a 100-mile radius of the City of Greensburg, OR
- Outside a 100-mile radius of the member's home

Overnight travel must be approved in advance by the Fire Chief.

An estimate of anticipated travel expenses must be itemized on the Request to Attend Training Form.

---

## **6. LOCAL TRAINING**

Local training is defined as any training site within a 100-mile radius of:

- The City of Greensburg; OR

- The member's home

The Relief Association will not reimburse travel expenses for local training.

For local training:

- The Department utility truck should be used when available
- Use must be approved by the Company Captain

---

## **7. ALLOWABLE OVERNIGHT TRAVEL EXPENSES**

The following expenses may be reimbursed for approved overnight travel:

### **A. Lodging**

- Maximum rate: \$125 per day (excluding tax)

### **B. Meals**

- Maximum: \$45 per day (including tax and tips)
- Alcohol is not reimbursable

### **C. Personal Mileage**

- One-way fuel receipt multiplied by two (round trip equivalent)

### **D. Airfare**

### **E. Rental Car**

### **F. Tolls and Parking Fees**

---

## **8. SUBMISSION REQUIREMENTS**

All allowable overnight travel expenses must:

- Be submitted on an official Expense Reimbursement Form (Appendix)
- Include all original receipts

A member will not be reimbursed for:

- Missing receipts
- Unapproved expenses
- Expenses exceeding established limits (unless pre-approved)

---

## **SECTION IV – ACCOUNTABILITY & COMPLIANCE**

9.1 All training reimbursements are subject to review by the Relief Association and Department leadership.

9.2 Submission of fraudulent documentation or misrepresentation of expenses may result in:

- Denial of reimbursement
- Disciplinary action
- Termination of membership

9.3 Members attending training are expected to:

- Successfully complete the course
  - Represent the Department professionally
  - Share training knowledge with the Department when appropriate
- 

## **SECTION V – AUTHORITY**

The Fire Chief retains final authority regarding:

- Approval of training attendance
- Approval of overnight travel
- Compliance with this SOG

The Relief Association retains authority regarding reimbursement eligibility and payment.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 121 – Operating Power Saws

Effective: 6/1996

Revised: 2/2026

Page: 1 of 6

# SOG 121

## POWER SAW OPERATIONS

### (CHAINSAW, K-12, ROTARY SAW, ETC.)

---

#### 1. PURPOSE

This Standard Operating Guideline establishes requirements for the safe and proper operation of power saws, including but not limited to chainsaws, rotary saws (K-12), and battery-powered cutting tools.

This SOG is promulgated to:

- Prevent accidents, injuries, or deaths resulting from unsafe operation
  - Prevent damage to Department equipment
  - Ensure members are properly trained in safe saw operations
  - Maintain compliance with safe operational standards
- 

#### 2. POLICY

2.1 Only trained and qualified members shall operate power saws.

2.2 Officers shall always ensure compliance with this SOG.

2.3 Any unsafe operation shall be immediately stopped.

2.4 Any malfunctioning or unsafe saw shall be immediately removed from service.

---

# **SECTION I – GENERAL RESPONSIBILITIES**

---

## **3. MEMBER RESPONSIBILITIES**

A. Members responding to fire and emergency incidents shall be responsible for knowing how to properly and safely operate Department power saws.

B. Captains shall ensure members under their command are trained in safe and proper use of power saws assigned to their apparatus.

C. Any Officer shall immediately stop unsafe or improper saw operation and take corrective action.

D. Any saw discovered to be unsafe or malfunctioning shall be:

- Immediately removed from service
- Tagged indicating the nature of the problem

E. Line Officers shall ensure:

- Saws are properly fueled
  - Spare fuel containers are full
  - Correct gas/oil mixture is used
  - Fuel containers are properly secured on apparatus
- 

# **SECTION II – PERSONAL PROTECTIVE EQUIPMENT (PPE)**

---

## **4. REQUIRED PROTECTION**

A. Members operating a chainsaw (gas or battery) shall wear:

- Chainsaw chaps
- Helmet with eye protection
- Hearing protection

B. Full protective clothing with eye protection shall be worn when operating saws for:

- Ventilation
- Forcible entry

C. Members operating near saw operations shall wear full protective clothing.

D. Protective clothing shall be completely secured and buttoned to prevent entanglement with moving chains, belts, or blades.

---

## **SECTION III – OPERATING PROCEDURES**

---

### **5. SAFE OPERATING REQUIREMENTS**

A. Start and warm up the saw on the ground prior to use.

B. always Maintain two hands on control handles.

C. Ensure secure footing before operating.

D. Carry saw with engine stopped and bar pointed to the rear.

E. Always disconnect electrical power or stop engine when transporting or carrying.

F. Always turn off saw when unattended.

G. Keep both hands firmly gripping the handles with thumbs and forefingers encircling them.

---

### **6. CUTTING APPLICATIONS**

#### **A. Roof Ventilation**

- May be used on shingle or composite roofs after gravel is removed.
- Shall NOT be used on metal roofing unless equipped with appropriate metal-cutting blade.

#### **B. Wall and Floor Openings**

- May be used on wood or lathe construction.
- Shall NOT be used on plaster and metal lathe.
- Shall NOT be used on masonry or metal unless equipped with appropriate blade.

Reminder: Carbide-tipped chains and blades are not indestructible.

---

## **7. PRE-OPERATION PLAN**

Before placing a saw into operation, members shall develop a plan including:

1. Location and sequence of cuts
  2. Wind direction and effects on personnel and exposures
  3. At least two (2) escape routes
- 

## **8. CUTTING SAFETY**

A. Always position safety guard properly before operation.

B. Saw operations are safest:

- On horizontal surfaces near ground level
- On vertical surfaces at or below waist level

C. Two-person team operations are required whenever possible:

- Operator: controls saw
- Guide: assists and monitors safety

The saw shall always be shut down when unattended.

D. Operating a saw above chest height is extremely hazardous and shall only be conducted under direct Officer supervision after evaluating risk vs. benefit.

E. Operating a saw from a ladder shall only be done when no alternative exists.

F. Raise and lower saws using a utility rope to maintain three points of contact while climbing.

---

## **9. PROHIBITED CONDITIONS**

A. Do NOT operate saws near highly combustible or flammable materials where sparks may cause ignition.

B. Do NOT operate saws in flammable or explosive atmospheres.

C. Do NOT operate gasoline-powered saw with a fuel leak. Remove from service.

---

## **10. CUTTING TECHNIQUE SAFETY**

- A. Avoid side pressure or twisting blade.
  - B. Never force the saw.
  - C. Excessive pressure increases risk of:
    - Carbide tip breakage
    - Abrasive disc shattering
  - D. Cuts shall only be as deep as necessary to prevent structural compromise.
  - E. Scrape gravel/debris from cutting path when conditions permit.
  - F. Experienced operators shall recognize beams by sound and feel and avoid cutting through structural supports.
- 

## **SECTION IV – SAFETY PRECAUTIONS**

---

- A. Members shall remain alert to changing fireground conditions.
  - B. Members performing inspection or maintenance shall wear:
    - Eye protection
    - Hearing protection
    - Safety footwear
  - C. Clothing shall be close-fitting and secured to prevent entanglement.
- 

## **SECTION V – FUELING & MAINTENANCE**

---

### **11. GENERAL MAINTENANCE**

- A. Saws shall be maintained in clean, serviceable condition.
- B. Examine saw after each use for:
  - Loose or missing parts
  - Proper chain tension

- Damaged or missing teeth
  - Fuel and bar oil levels
- 

## **12. BLADE / CHAIN INSPECTION**

A. Cutting wheels, chains, and blades shall be examined:

- Monthly during tool inspection
- After each use

B. Items shall be:

- Clean
- Tight
- Properly lubricated

Defective components shall be replaced.

---

## **13. ABRASIVE BLADE SAFETY**

A. Abrasive blades shall not be contaminated with petroleum-based products.

B. Contamination may dissolve bonding resin and cause blade shattering.

C. New blades shall be stored in plastic bags to ensure cleanliness.

---

## **14. FUELING PROCEDURES**

When fueling:

1. Turn engine OFF.
  2. Use proper fuel/oil mixture as specified.
  3. Wipe off spilled fuel before restarting.
  4. Do NOT restart saw in small, enclosed spaces after refueling.
- 

## **15. AUTHORITY**

- Any Officer may immediately stop unsafe power saw operations.
- Failure to comply with this SOG may result in disciplinary action in accordance with SOG 116.

|   |   |                        |                     |
|---|---|------------------------|---------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                        |                     |
|   | <p align="center"><b>122 – Use of City Owned Vehicles</b></p>                                       |                        |                     |
|   | <p>Effective: 6/1996</p>  | <p>Revised: 2/2026</p> | <p>Page: 1 of 4</p> |

# **SOG 122**

## **CITY VEHICLE USE & OPERATION POLICY**

---

### **1. PURPOSE**

City vehicles are resources owned by the City of Greensburg and assigned to the Greensburg Volunteer Fire Department (GVFD) for official municipal purposes. Like all City resources, vehicles shall be used solely for authorized City business.

Except where explicitly authorized, members shall not take City vehicles home or use City vehicles for personal business. Any citations, fines, penalties, or legal violations incurred while operating a city vehicle are the personal responsibility of the operator.

Members who violate this policy, applicable laws, or other City or Department policies while operating a city vehicle may be subject to disciplinary action, up to and including termination of membership.

---

### **2. POLICY**

City Fire Department vehicles shall be used only for official Fire Department purposes as authorized by the Chief of Department or the Mayor. Misuse, unauthorized operation, or negligent operation of City vehicles is strictly prohibited.

---

### **3. VEHICLE ASSIGNMENT**

- A. Vehicles shall be assigned as deemed necessary with the approval of the Fire Chief or Mayor.
  - B. Individuals assigned vehicles shall make themselves reasonably available for official use when called upon.
  - C. Assignment of a vehicle does not constitute personal use privileges.
- 

### **4. AUTHORIZED USE OF CITY VEHICLES**

City vehicles may be used only for Fire Department authorized uses and official business.

#### **4.1 Non-Emergency Authorized Uses**

Permitted uses include, but are not limited to:

- A. Use of the utility truck for:
    - 1. Fire inspection operations
    - 2. Attendance at fire/rescue schools
    - 3. Seminars and conferences
    - 4. Official Department functions
    - 5. Community events approved by the Chief
    - 6. Fire prevention training
  - B. Performing normal assigned Company or Department duties.
  - C. Assisting and transporting persons as part of an emergency to obtain further assistance or ensure personal safety.
  - D. Other uses expressly approved by the Fire Chief.
- 

### **5. PROHIBITED USES**

The following uses of City vehicles are strictly prohibited:

- A. Conducting personal business not previously authorized.
- B. Pushing or towing other vehicles unless part of official operations.
- C. Purchasing or transporting alcoholic beverages.
- D. Operating a vehicle after consuming alcoholic beverages in violation of Pennsylvania law or Department SOGs.
- E. Operating a vehicle while under the influence of drugs, medications, or any emotional or physical impairment affecting safe operation.

F. Permitting operation of a vehicle by any person who is:

1. Not employed by the city (if applicable),
2. Not a member of the Department, or
3. Not certified or licensed by the Department to operate the vehicle.

G. Using emergency warning devices when not responding to an assigned emergency or authorized Department function.

H. Transporting non-Department personnel except when:

1. In furtherance of protection of persons or property,
2. Reasonably necessary during a community emergency, or
3. Authorized by the Chief or Deputy Chief.

I. Taking City vehicles home without express authorization.

---

## **6. OPERATOR RESPONSIBILITIES**

A. Operators shall obey all federal, state, and local traffic laws.

B. Any citation received while operating a City vehicle shall be the personal responsibility of the operator.

C. Operators shall ensure vehicles are operated safely, responsibly, and in accordance with Department policies.

D. Operators shall immediately report:

1. Any collision or vehicle damage
2. Mechanical issues
3. Citations or traffic violations
4. Unsafe conditions

---

## **7. LIABILITY**

The Department shall not assume responsibility for personal misuse of vehicles. Members operating vehicles outside authorized parameters may be personally liable for damages, penalties, or legal consequences.

---

## **8. DISCIPLINARY ACTION**

Violation of this policy may result in:

- Suspension of vehicle operation privileges
- Formal disciplinary action pursuant to SOG 116
- Termination of membership

The severity of discipline shall be based on the nature of the violation, degree of negligence, and risk to public safety.

---

## **9. POLICY INTERPRETATION**

Authority to interpret this policy rests with the Fire Chief. Deviations from this policy require prior approval by the Chief or authorized designee and shall be documented.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 123 – Driver Operations

Effective: 6/1996

Revised: 2/2022

Page: 1 of 5

## **SOG 123**

# **EMERGENCY VEHICLE OPERATION & DRIVER QUALIFICATIONS**

---

### **123.1 PURPOSE**

123.1.1 These regulations establish uniform procedures for all Members of the Greensburg Volunteer Fire Department who operate Fire Department vehicles.

123.1.2 Adherence to these regulations ensures:

- The safety of Fire Department Members
  - The safety of the public
  - Preservation of Department apparatus and equipment
- 

### **123.2 GENERAL DRIVER ELIGIBILITY REQUIREMENTS**

#### **123.2.1 DUI Restrictions**

A. No member shall operate a Fire Department vehicle if he/she has been convicted of Driving Under the Influence (DUI) within the previous twelve (12) months.

B. A member must wait one (1) year from the date of offense before re-applying for emergency driving status.

C. A second DUI conviction within ten (10) years of a prior conviction shall result in termination from the Department Driving Program until further review by the Command Staff and Chief.

---

## **123.2.2 Traffic Violations & Accidents**

A. Members shall report all traffic violation convictions through the chain of command to the Command Staff and Fire Chief.

B. All accidents involving Department vehicles shall be reported immediately to:

1. Greensburg City Police
2. Company Captain
3. Fire Chief

C. A written description shall be completed in accordance with applicable SOGs.

---

## **123.2.3 Annual Driving Review**

A. An annual review shall determine a member's continued driving eligibility.

B. The City of Greensburg shall obtain each approved driver's Pennsylvania driving history annually.

C. The Command Staff shall review records and approve the Authorized Driver List.

---

## **123.3 DRIVER QUALIFICATIONS**

### **123.3.1 Non-Emergency Operation Requirements**

To operate Department vehicles in a NON-EMERGENCY capacity, a member must:

1. Be at least eighteen (18) years of age.
  2. Possess a current and valid Pennsylvania Driver's License.
  3. Maintain a satisfactory PA Driver History.
  4. Possess current EVOT certification (within five years) or EVOT refresher (within two years);
  5. Receive approval from the Company Captain and/or Company Driver Training Officer.
- 

### **123.3.2 Emergency Response Qualification Process**

A. Prior to emergency operation, the trainee must demonstrate proficiency during non-complex driving situations.

B. After initial training:

1. The trainee shall respond on a minimum of three (3) emergency responses
2. A Company Captain or Licensed Apparatus Operator shall occupy the officer seat during these responses

C. While awaiting completion of the three responses, the trainee may operate apparatus in non-emergency mode with Captain approval.

D. After completion of the three responses:

1. The trainee shall be evaluated.
2. The trainee may be approved for emergency driving status; or
3. Additional training may be required.

---

### **123.3.3 Final Emergency Driver Approval**

To qualify for full emergency driving status, a member must:

1. Meet all non-emergency requirements.
2. Receive recommendation from the Company Captain or Driver Training Officer.
3. Demonstrate proficiency in apparatus and component operation.
4. Receive approval by Command Staff at a regular Officers Meeting.

The Company Captain shall retain all training documentation and present documentation at the Department Officers Meeting for inclusion on the Approved Driver List.

---

### **123.3.4 License Suspension or Restriction**

Any suspension, revocation, or restriction placed on a member's Pennsylvania Driver's License or CDL shall be immediately reported to:

- Company Captain
- Driver Training Assistant Chief
- Department Chief

Failure to report shall result in disciplinary action.

---

## **123.4 DRIVER TRAINING RESPONSIBILITY**

A. The Company Captain and/or Driver Training Officer are responsible for ensuring proper training and documentation.

B. After approval to enter the Driver Training Program:

1. The trainee shall receive orientation.
2. The trainer shall accompany the trainee during the first driving session.
3. All training logs and Departmental Guidelines shall be utilized.

C. Documentation shall be maintained Department-wide to ensure consistency in training standards.

---

## **123.5 APPARATUS OPERATION GUIDELINES**

### **123.5.1 Authorized Drivers**

Only members approved by the Chief and Command Staff may operate apparatus.

---

### **123.5.2 Driver Responsibility**

A. The driver is responsible for safe apparatus operation.

B. The front-seat officer shall:

- Operate emergency warning equipment.
  - Monitor traffic conditions.
  - Communicate with the driver.
- 

### **123.5.3 Seat Belts**

A. Seat belts shall be always worn while the vehicle is in motion.

B. Personnel shall not mount or dismount apparatus while in motion.

---

### **123.5.4 Officer Seating**

The right-front cab seat is reserved for the senior officer. Lower-ranking members shall vacate upon request.

---

### **123.5.5 Tailboard Riding**

A. Tailboard riding positions are prohibited.

B. Hose packing operations may permit tailboard work under:

- Direction of a ground guide
  - Visual and radio contact with the operator
- 

## **123.5.6 Backing Procedures**

- A. A spotter is required when backing, if available.
- B. Spotters shall:
- Use hand signals.
  - Maintain radio or headset communication.
- C. If the driver is alone, the driver shall exit and inspect behind apparatus before backing.
- D. Backup cameras shall NOT replace a spotter.
- E. Personnel hearing a backup alarm shall verify that a spotter is present and assume the role if necessary.
- F. At night, rear lighting and a hand light shall be utilized.
- 

## **123.6 GENERAL SAFE VEHICLE OPERATION**

- A. Bunker gear is not required for driving unless safe operation is maintained.
- B. All turns shall be made at safe speeds.
- C. Wheel chocks shall be used when stopped.
- D. Officers shall verify all occupants are seat belted.
- E. Drivers shall not:
- Eat
  - Drink
  - Smoke
  - Use cell phones
- while driving.
- F. Drivers shall scout off-road areas unless pre-designated and engineered.
- G. Jake Brakes shall not be used on wet, icy, foggy, or rain-slick surfaces.
- H. Drivers shall understand ABS braking systems and proper operation.
- I. Officers in the front passenger seat shall ensure the driver is physically and emotionally capable of safe operation.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 124 – Accident Involving City Owned Vehicle                           |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 124

## Vehicle Accident Reporting and Investigation

---

### 1. PURPOSE

All Departmental vehicles shall be always operated in a safe and proper manner. Vehicles shall be operated in compliance with all applicable federal, state, and local laws and regulations.

If any member operating a vehicle owned by the City of Greensburg is involved in a motor vehicle accident, a uniform reporting procedure **shall** be followed.

This policy establishes mandatory reporting, documentation, and post-incident procedures for all vehicle accidents involving Department, Company, or personal vehicles while conducting Fire Department business.

---

### 2. POLICY

This policy applies to all Firefighters and Officers who operate:

- Department vehicles
- Company vehicles
- Personal vehicles while conducting Fire Department or Fire Company business

For purposes of this policy, a **vehicle accident** is defined as any incident in which a vehicle comes in contact with another person, vehicle, or object resulting in:

- Death
- Personal injury
- Property damage

All accidents shall be immediately reported and properly documented.

---

### **3. DRIVER RESPONSIBILITIES**

#### **A. Immediate Reporting**

The driver involved in the accident shall:

1. Immediately notify the Greensburg City Police Department.
  2. Notify the Company Captain.
  3. Notify the Fire Chief.
  4. Provide a brief written description including:
    - How the accident occurred.
    - Driver's name and information.
    - Description of injuries and damages.
    - Statements made by other involved drivers.
    - Names and contact information of witnesses.
- 

#### **B. Remaining at the Scene**

1. The fire vehicle driver shall remain at the scene to exchange insurance and police information.
  2. If responding to an emergency call and the apparatus is critical to fire operations:
    - The vehicle may proceed to the emergency scene **only if safely operable**.
    - The driver must remain at the accident scene with the involved party and provide required documentation.
- 

#### **C. Medical Evaluation**

1. Regardless of visible injury, a Greensburg Police Officer and Emergency Medical personnel shall evaluate all involved parties.
  2. All reported injuries shall receive medical treatment:
    - On scene; or
    - At the nearest hospital emergency department.
  3. If injuries do not require immediate emergency care, the Firefighter shall seek treatment following the incident in accordance with:
    - Workers' Compensation procedures; and
    - Department injury reporting guidelines.
-

## **D. Statements and Communication**

1. No driver or crew member shall discuss accident details with anyone except:
    - Law Enforcement.
    - The Fire Chief; or
    - The Chief's authorized designee.
  2. Accident details shall not be discussed with other firefighters, media representatives, or third parties.
  3. All media inquiries shall be referred to the Chief or Public Information Officer.
- 

## **E. Documentation**

1. The accident shall be recorded on the official Incident Report Form.
  2. Any additional documentation required by:
    - City Administration.
    - Insurance carrier; or
    - Department policyshall be completed promptly and accurately.
- 

## **F. Personal Vehicles**

1. Any private vehicle used by a Firefighter or Officer while conducting Fire Department business shall be insured under the Firefighter's personal auto insurance policy.
  2. The City of Greensburg, the Fire Department, and individual Fire Companies shall not be responsible for:
    - Personal vehicle damage.
    - Liability claims.
    - Insurance deductibles; or
    - Related expenses.
- 

# **4. COMPLIANCE**

Failure to comply with this reporting procedure may result in disciplinary action in accordance with SOG 116 (Disciplinary Procedures).

All members are expected to act professionally, preserve factual integrity, and cooperate fully with investigations.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 125 – Repairs and Records Involving City Vehicles                     |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 125

## Apparatus and Equipment Inspection & Maintenance

---

### 1. PURPOSE

This Standard Operating Guideline establishes the inspection, maintenance, documentation, and accountability requirements for all apparatus and equipment owned or operated by the Greensburg Volunteer Fire Department (GVFD) and its Companies.

The purpose of this SOG is to:

- Ensure all emergency response vehicles are maintained in a constant state of readiness
- Implement a preventative maintenance schedule for apparatus
- Establish procedures for daily, weekly, and monthly inspections
- Preserve the service life of vehicles and equipment
- Reduce future maintenance costs
- Maintain compliance with ISO, NFPA, Pennsylvania Vehicle Code, and municipal requirements

All apparatus and equipment shall be maintained in a clean, mechanically sound, and immediately deployable condition always.

---

### 2. POLICY

All City-owned vehicles assigned to the Fire Department shall be mechanically maintained and operationally ready for emergency response. The quality and consistency of maintenance directly impact:

- Member safety
- Operational effectiveness
- Service life of apparatus

- ISO rating compliance
- Public trust

Company Captains retain overall responsibility for assigned apparatus. The City of Greensburg Maintenance Garage retains responsibility for major service, inspections, and repairs as outlined herein.

---

### **3. COMPANY RESPONSIBILITY – STATION LEVEL MAINTENANCE**

The Company Captain (or designee) shall ensure routine inspections and in-house maintenance are completed for each assigned vehicle. Line Officers assist; however, ultimate accountability remains with the captain.

#### **A. Daily / Weekly Mechanical Checks**

The following shall be inspected and/or serviced as required:

1. Engine oil — check and add to proper level
2. Coolant — check and add to proper level
3. Booster tank water level
4. Air brake reservoirs — drain moisture
5. Tires — inspect for cuts, wear, damage, flats
6. Hydraulic lines — inspect for wear, cracks, leaks
7. Wheels, lug nuts, and studs
8. Gear boxes — inspect for leaks
9. Engine — inspect for lubricant leaks
10. All belts
11. All hoses (cracks, bulges, leaks, aging)
12. Battery fluid levels
13. Steering reservoir fluid
14. Transmission fluid
15. Tire pressures (verify with gauge)
16. Hydraulic oil level
17. Operation of all running lights
18. Operation of all emergency lights

---

#### **B. Pump Operational Checks (When Applicable)**

A pump floor test shall include verification of:

1. Transfer valve operation
2. Pump primer operation
3. Governor/relief valve operation
4. Master drain operation

5. All gate valves
  6. Hand throttle operation
- 

### **C. Engine & Operational Readiness**

1. Start engine to verify gauges and instrument function
  2. Check warning indicators
  3. Confirm no abnormal mechanical noises
- 

### **D. Lubrication Requirements**

The following components shall be lubricated per maintenance schedule:

- Springs
  - Kingpins
  - Steering linkage
  - Brake camshafts
  - Drive shaft universal joints
  - PTO shaft universal joints
  - Fire pump components
- 

### **E. ISO Testing**

Annual ISO pump testing shall be ensured for all applicable apparatus.

---

## **4. CITY RESPONSIBILITY – MAJOR SERVICE & REPAIR**

The City of Greensburg Maintenance Garage is responsible for:

1. Annual and semi-annual Pennsylvania Vehicle Safety Inspections
2. Major repairs and mechanical service
3. Fluid changes (motor, hydraulic, transmission, etc.)
4. Filter replacements (oil, fuel, air, etc.)
5. Brake inspection and adjustment
6. Engine tune-ups
7. Rustproofing
8. Automotive painting
9. Installation of new or updated equipment
10. Vehicle lubrication services
11. Electrical system modifications or additions

No Company shall perform major mechanical repairs without authorization from the Chief or City Garage Superintendent.

---

## **5. INSPECTION REPORTING & RECORDS**

### **A. Company Captain Responsibilities**

1. Conduct and document weekly and monthly inspections
  2. Maintain inspection records at the station
  3. Notify the Chief via email immediately upon discovery of mechanical deficiencies
- 

### **B. City Maintenance Records**

The City Maintenance Garage shall maintain computerized records of:

- Inspections
  - Repairs
  - Service history
- 

### **C. Required Inspection Report Data**

Weekly and monthly inspection reports shall include:

1. Equipment number
  2. Odometer reading
  3. Engine hours
  4. Pump hours (if applicable)
  5. Date of inspection
  6. Signature of inspecting member
  7. Verification of checks for:
    - Motor oil
    - Coolant
    - Transmission fluid
    - Hydraulic fluid
    - Batteries
    - Belts and hoses
    - Tires
    - Running lights
    - Emergency lights
    - Audible warning devices (horn, siren)
-

## **6. CLEANLINESS & READINESS**

All apparatus shall:

- Be kept clean inside and out
- Be free of trash and debris
- Have equipment properly secured
- Be immediately deployable

No apparatus shall be placed in service unless it meets operational readiness standards.

---

## **7. COMPLIANCE**

Failure to perform required inspections or report mechanical deficiencies may result in disciplinary action pursuant to SOG 116 (Discipline).

|   |   |                        |
|---|---|------------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                        |
|   | <p align="center"><b>126 – Emergency Repairs Involving City Vehicles</b></p>                        |                        |
|   | <p>Effective: 6/1996</p>  | <p>Revised: 2/2026</p> |

## **SOG 126**

# **OUT OF SERVICE APPARATUS / EQUIPMENT PROCEDURE**

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### **126.1 PURPOSE**

126.1.1 Equipment may be placed out of service for:

- Replacement
- Repair
- Safety reasons

126.1.2 Officers may place equipment out of service as needed.

126.1.3 Members shall coordinate and communicate out-of-service status.

---

### **126.2 PROCEDURE**

126.2.1 When a Company/Department vehicle is out of service:

- A. Company Captain and Fire Chief shall be notified immediately by Company OIC.
- B. If repairs must be immediate, Chief (or designee) shall notify DPW Superintendent.
- C. DPW Superintendent shall notify City Mechanics if needed.
- D. Chief shall decide whether 911 dispatch notice is required for critical apparatus/equipment.

---

## **126.3 CITY GARAGE HOURS / EMERGENCY REPAIR**

126.3.1 City garage hours:

- Monday–Friday
- 6:00 AM to 2:30 PM

126.3.2 Outside hours or holidays:

A. If DPW Superintendent cannot be reached, contact City Mechanics through Greensburg Police Department.

B. Police Dispatcher maintains call-out phone list.

---

## **126.4 REPAIR STATUS UPDATES**

126.4.1 After DPW/mechanics evaluate and establish corrective action plan, Fire Chief shall be notified regarding:

- Seriousness of problem
- Repair measures being taken



# Greensburg Volunteer Fire Department Standard Operating Guidelines

127 – Emergency Response in Personally Owned Vehicles (POV)

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

## SOG 127

### Privately Owned Vehicle (POV) Response

---

#### 127.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish policy, limitations, and procedural requirements governing the response of department members utilizing Privately Owned Vehicles (POVs) to emergency incidents or to the fire station.

The use of privately owned vehicles for emergency response is authorized only as specifically outlined herein and is not considered a normal or preferred practice. Department apparatus and authorized emergency vehicles shall remain the primary and preferred means of emergency response.

Privately owned vehicles are not emergency vehicles and are not afforded exemptions or special privileges under the laws of the Commonwealth of Pennsylvania.

---

#### 127.2 – POLICY

127.2.1 This policy shall apply to all department members responding to the fire station or directly to an emergency incident while operating a privately owned vehicle.

127.2.2 Members responding in privately owned vehicles shall strictly comply with all applicable motor vehicle laws of the Commonwealth of Pennsylvania.

127.2.3 The operator of a privately owned vehicle always bears full responsibility and liability for the safe and lawful operation of that vehicle.

127.2.4 Privately owned vehicles shall not be considered authorized emergency vehicles under state law and shall not assume or claim any right-of-way exemptions.

---

## **127.3 – GENERAL REQUIREMENTS**

127.3.1 All traffic control devices, posted speed limits, and roadway regulations shall be obeyed without exception.

127.3.2 Members shall not operate privately owned vehicles in a reckless, aggressive, or unsafe manner while responding.

127.3.3 The Department assumes no responsibility or liability for citations, penalties, or damages resulting from violations of traffic law committed by a member operating a privately owned vehicle.

127.3.4 Safe arrival shall take precedence over response time. No emergency response justifies unlawful or unsafe driving behavior.

---

## **127.4 – WARNING DEVICES**

127.4.1 The installation or use of warning lights and/or audible warning devices on privately owned vehicles is prohibited unless specifically authorized by the Fire Chief.

127.4.2 Authorization for warning devices shall comply with all applicable Commonwealth of Pennsylvania statutes and regulations.

127.4.3 Authorization to use warning devices, if granted, does not confer emergency vehicle status and does not exempt the operator from full compliance with traffic laws.

---

## **127.5 – RESPONSE PROCEDURES**

127.5.1 Members shall respond to the fire station whenever practical and operationally feasible.

127.5.2 Direct response to an incident scene in a privately owned vehicle should occur only when specifically directed by command or when extraordinary circumstances exist.

127.5.3 Members arriving at an incident scene in a privately owned vehicle shall park in a location that does not impede apparatus access, staging areas, ingress/egress routes, hydrants, or operational zones.

127.5.4 Privately owned vehicles shall be parked at a safe distance from the incident to ensure scene safety and operational efficiency.

---

## **127.6 – ACCIDENTS AND REPORTING**

127.6.1 Any motor vehicle crash, citation, or traffic-related incident occurring while responding in a privately owned vehicle for department purposes shall be reported to the Fire Chief as soon as practical.

127.6.2 Reporting shall be completed in accordance with established departmental reporting procedures.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 128 – Knox Box Management System                                      |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 128

## Knox Box / Rapid Entry Key Box System

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### 128.1 – PURPOSE

The purpose of a Knox Box is to provide the Greensburg Volunteer Fire Department with rapid, controlled, and non-destructive emergency access to designated occupancies while maintaining the security of the property.

The City of Greensburg requires Knox Boxes on commercial structures and multi-family residential occupancies with interior exit access. Through enforcement of local ordinances, the installation of Knox Boxes shall remain an ongoing process in both existing buildings and new construction as required.

---

### 128.2 – POLICY

128.2.1 The Knox Box system shall be utilized to provide emergency access to structures when needed for fire suppression, rescue operations, emergency medical incidents, hazardous conditions, or other lawful emergency purposes.

128.2.2 Knox Box keys shall be issued only to authorized department officers and shall be used solely for official emergency access and approved departmental purposes.

128.2.3 The use of Knox Box keys shall be controlled to prevent unauthorized entry, maintain public trust, and preserve the security of all participating properties.

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## **128.3 – AUTHORIZED KEY HOLDERS**

128.3.1 The Fire Department and the City of Greensburg have authorized the issuance and use of Knox Box keys to specific department officers.

128.3.2 Authorized Knox Box key holders shall be limited to the following:

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

128.3.3 No other member shall possess, carry, duplicate, or utilize a Knox Box key unless specifically authorized in writing by the Fire Chief.

---

## **128.4 – OFFICER RESPONSIBILITIES (ON-SCENE)**

128.4.1 The highest-ranking officer on scene shall be ultimately responsible for the status and security of the Knox Box system during the incident.

128.4.2 Responsibilities shall include, but are not limited to:

- A. Maintaining control of the Street/Lock Box, the Knox Box, the keys, and the locking mechanism.
- B. Ensuring keys are returned to the Knox Box after use.
- C. Ensuring the Knox Box is secured prior to leaving the scene.
- D. Maintaining the security of the structure upon termination of operations.
- E. Identifying missing, damaged, or insufficient keys required from the building owner or representative.

128.4.3 Any missing or needed keys shall be reported to the Officer in Charge (OIC) and the Fire Chief for follow-up action.

---

## **128.5 – NON-EMERGENCY KNOX BOX ACCESS**

128.5.1 non-emergency access to a Knox Box (e.g., updating keys, adding/removing keys, verification of contents) shall be limited and controlled.

128.5.2 Any non-emergency entry into a Knox Box shall meet one of the following requirements:

- A. Be witnessed by another department officer, **or**
- B. Be announced over the City Fire radio frequency, including:
  - 1. Member name
  - 2. Location / building
  - 3. Purpose for access

4. Reason access is being conducted

128.5.3 Knox Box keys shall not be used for convenience entry, non-emergency property access, or any purpose not directly related to department operations and municipal ordinance enforcement.

---

## **128.6 – AUDITS AND INSPECTIONS**

128.6.1 The City Code Enforcement Department shall be responsible for annual audits of Knox Box conditions and the keys secured within.

128.6.2 Department officers shall cooperate with City Code Enforcement as needed to support audits, operational concerns, or corrective actions.

---

## **128.7 – REPORTING REQUIREMENTS**

128.7.1 All department and company officers shall report any Knox Box issues immediately, including but not limited to:

- A. Box damage
- B. Missing keys
- C. Inoperative lock mechanism
- D. Compromised building security
- E. Operational access issues

128.7.2 Notifications shall be made immediately to:

- A. City Radio
- B. City Code Officer
- C. Fire Chief

128.7.3 Officers shall record the status of Knox Box access and any key-related concerns in the appropriate station logbook at shift change, when applicable.

---

## **128.8 – MISSING OR LOST KNOX BOX OPENING KEYS**

128.8.1 Any missing Knox Box opening key(s) shall be reported immediately to:

- A. Fire Chief
- B. City Radio Dispatch
- C. City Police Department / Police Chief's Office

128.8.2 The Fire Chief, or an assigned Assistant Chief, shall advise:

- A. The City Police Chief
- B. The building representative / property owner

128.8.3 All circumstances involving missing Knox Box keys shall be subject to investigation.

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 129 – Lock Out / Tag Out System                                       |                 |              |
|   | Effective: 6/1996   | Revised: 2/2026 | Page: 1 of 5 |

## SOG 129

### Lockout / Tagout (LOTO)

### Hazardous Energy Control

---

#### 129.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for how the Greensburg Volunteer Fire Department shall perform lockout/tagout (LOTO) operations affecting building, system, electrical, mechanical, or other hazardous energy sources during fire, rescue, or service operations.

This procedure establishes minimum requirements for the lockout of energy-isolating devices on machines or equipment. It shall be used to ensure that machines and equipment are stopped, isolated from potentially hazardous energy sources, and locked out prior to any firefighter performing rescue, extrication, servicing, maintenance, or other work where unexpected energizing, start-up, or release of stored energy could cause injury or death.

---

#### 129.2 – POLICY

129.2.1 This policy is intended to provide specific practices and procedures to safeguard personnel from:

- A. Equipment becoming unexpectedly energized
- B. Start-up of machinery or equipment
- C. Release of hazardous stored energy during emergency and non-emergency operations

129.2.2 Personnel may be seriously injured or killed if machinery, equipment, or systems they are working within or around become unexpectedly energized, start up, or release stored energy.

129.2.3 Stored energy sources may include, but are not limited to:

- A. Electrical
- B. Mechanical
- C. Hydraulic
- D. Pneumatic
- E. Chemical
- F. Thermal
- G. Pressurized gases or liquids
- H. Gravity / elevated loads
- I. Rotational energy

129.2.4 Lockout/tagout shall be implemented whenever department personnel are required to operate, service, stabilize, or rescue in and around machinery, equipment, utilities, or systems where hazardous energy may be present.

---

## **129.3 – SITUATIONS REQUIRING LOCKOUT / TAGOUT**

129.3.1 Lockout/tagout shall be used when a device or piece of equipment is not operating in its designed capacity and could injure personnel attempting to operate or interact with the device.

129.3.2 Lockout/tagout shall be used when a device or piece of equipment is being serviced and/or when safety features have been disabled, bypassed, or are otherwise not functioning.

129.3.3 Lockout/tagout shall be used at emergency incidents where personnel are required to interact with machines, devices, equipment, or utilities powered by electrical, chemical, thermal, hydraulic, pneumatic, or other energy types.

129.3.4 This policy includes department-owned apparatus and equipment when determined to be unsafe for continued operation, including but not limited to:

- A. Apparatus unsafe for travel on public roadways
- B. Apparatus unable to safely carry passengers
- C. Equipment with malfunctioning safety systems

---

## **129.4 – EMERGENCY INCIDENT PROCEDURE**

129.4.1 Lockout/tagout at emergency incidents requires designated department personnel (Company Officers, Chiefs, or assigned personnel) to work with facility personnel to shut down, disconnect, and secure machinery or equipment from all hazardous energy sources prior to operating in or around the equipment.

129.4.2 Upon arrival at an emergency incident involving machinery or equipment involved in fire, entrapment, injury, or hazardous conditions, the Company Officer or Crew Leader shall retrieve and deploy the department lockout/tagout equipment.

129.4.3 The Officer in Charge (OIC) shall work closely with facility personnel familiar with the machinery and any site-specific lockout/tagout procedures to ensure the following actions are completed:

- A. All energy sources to the machinery or equipment have been identified and de-energized.
- B. Department lockout/tagout devices are applied to secure all energy isolating devices.
- C. Verification is completed to confirm all energy sources have been effectively isolated.
- D. The OIC maintains control of the department lockout/tagout keys and devices.
- E. Upon completion of department operations, lockout/tagout devices shall be removed and the machinery/equipment returned to facility personnel.

129.4.4 Under no circumstances shall machinery, equipment, or systems be re-energized by department personnel unless:

- A. Department operations have concluded, **and**
- B. The area is cleared of personnel, **and**
- C. The OIC authorizes release of the lockout/tagout condition.

---

## **129.5 – NON-EMERGENCY / SERVICING / MAINTENANCE PROCEDURE**

### 129.5.1 Personnel Notification

A. All affected personnel shall be notified that servicing or maintenance is required and that the machine or equipment must be shut down and locked out prior to work.

### 129.5.2 Hazard Assessment

- A. The authorized person shall refer to manufacturer procedures and identify the type and magnitude of energy utilized by the machine or equipment.
- B. The authorized person shall understand the hazards of the energy and the methods to control the energy.

### 129.5.3 Equipment Shutdown

A. If the machine or equipment is operating, it shall be shut down using normal stopping procedures (stop button, switch, valve closure, etc.).

### 129.5.4 Isolation of Energy Sources

A. Energy isolating device(s) shall be deactivated so the machine or equipment is isolated from all energy source(s).

### 129.5.5 Lockout Application

A. Energy isolating device(s) shall be locked out using assigned individual locks.

### 129.5.6 Stored Energy Control

A. Stored or residual energy shall be dissipated or restrained prior to work, including but not limited to energy stored in:

1. Capacitors
2. Springs
3. Elevated machine members
4. Rotating flywheels
5. Hydraulic systems
6. Air, gas, steam, or water pressure

B. Methods may include grounding, repositioning, blocking, bleeding down, venting, or other appropriate controls.

### 129.5.7 Verification

A. Ensure the equipment is disconnected from the energy source(s) by:

1. Confirming no personnel are exposed, then
2. Attempting to operate the equipment via normal controls, or
3. Testing to verify the equipment will not operate

B. Operating controls shall be returned to neutral or “OFF” position after verification.

### 129.5.8 Lockout Status

A. Once completed, the machine or equipment shall be considered locked out and safe for servicing.

---

## **129.6 – RESTORING EQUIPMENT TO SERVICE**

129.6.1 Prior to removing lockout devices and restoring energy, the following shall be completed:

- A. Inspect the machine/equipment and surrounding area to ensure nonessential items have been removed.
- B. Confirm components are operationally intact.
- C. Confirm all personnel are positioned safely and clear of hazards.
- D. Verify operating controls are in neutral or “OFF.”

129.6.2 Remove lockout devices and re-energize the machine or equipment.

129.6.3 Removal of blocking devices may require partial repowering prior to safe removal.

129.6.4 Notify affected personnel that operations are complete and the machine or equipment is ready for use.

## **129.7 – KEEPING EQUIPMENT OUT OF SERVICE**

129.7.1 If equipment is deemed unsafe, it shall remain in the OFF position.

129.7.2 Unsafe equipment shall be secured using tie wraps and an “OUT OF SERVICE” tag stating the equipment shall remain out of service until repaired or serviced by authorized personnel.

129.7.3 Unsafe apparatus or equipment shall not be placed back into service until cleared by authorized department leadership or qualified maintenance personnel.

---

## **129.8 – AUTHORITY FOR LOCK / TAG REMOVAL**

129.8.1 The only individual authorized to remove a lock or tag from a machine, device, or piece of equipment is the person who originally applied the lockout/tagout device.

129.8.2 If the original individual has left the immediate area, the Officer in Charge may authorize removal of the lock or tag only after the following conditions are met:

- A. A valid attempt has been made to contact the individual who originally applied the lock.
- B. The OIC verifies all tools have been removed.
- C. The OIC verifies all guards have been replaced.
- D. The OIC verifies all personnel are clear of hazards prior to removal.

129.8.3 If a lockout/tagout situation occurs during normal (non-emergency) operations, the Fire Chief or Safety Officer shall fulfill the Officer in Charge role described above.

|   |   |                                      |
|---|---|--------------------------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                                      |
|   | <p align="center"><b>130 – Overnight Duty Officer</b></p>   |                                      |
|   | <p>Effective: 6/1996</p>  | <p align="center">Revised 2/2026</p> |

# SOG 130

## Overnight Duty Officer

---

### 130.1 – PURPOSE

In lieu of the Fire Chief, the Overnight Duty Officer (ODO) shall organize, direct, and administer fire department operations during the assigned overnight duty period within the authority delegated by the Fire Chief.

In the absence of the Fire Chief, the Overnight Duty Officer shall perform all applicable duties of the Fire Chief in a competent and professional manner until the conclusion of the assigned shift or until relieved by the Fire Chief or a superior officer.

The Overnight Duty Officer position is established to:

- A. Alleviate the requirement for the Fire Chief to respond to every alarm.
  - B. Ensure consistent command-level coverage during overnight hours.
  - C. Develop and prepare members of the Command Staff for leadership and incident command responsibilities.
- 

### 130.2 – POLICY

130.2.1 The Overnight Duty Officer shall serve as the Command-level representative of the Fire Chief during assigned overnight hours.

130.2.2 The Overnight Duty Officer shall exercise authority consistent with department policies, standard operating guidelines, and the authority delegated by the Fire Chief.

130.2.3 The Overnight Duty Officer shall remain available and capable of responding to all alarms within the City of Greensburg during the assigned duty period.

---

## **130.3 – DUTY HOURS**

130.3.1 The overnight duty shift shall begin at 1800 hours (6:00 PM) and conclude at 0600 hours (6:00 AM) the following day.

130.3.2 At 1800 hours, the Overnight Duty Officer shall contact City Dispatch and announce that he/she is the Officer in Charge (OIC) for the City of Greensburg for the overnight shift.

130.3.3 It shall not be necessary to announce the conclusion of the shift at 0600 hours unless directed otherwise.

---

## **130.4 – RESPONSE REQUIREMENTS**

130.4.1 The Overnight Duty Officer shall respond to all alarms within the City of Greensburg during the assigned shift.

130.4.2 The Overnight Duty Officer shall serve as Incident Commander for all incidents unless relieved by a superior officer for that specific incident.

130.4.3 Company Officers or acting Officers in Charge are expected to respond with their respective apparatus (engine, truck, rescue, etc.) unless those vehicles are fully staffed and responding without them.

130.4.4 The Overnight Duty Officer should not respond to mutual aid alarms outside of the City of Greensburg unless specifically requested by the Fire Chief or required due to extraordinary circumstances.

---

## **130.5 – ADMINISTRATIVE RESPONSIBILITIES**

130.5.1 The Overnight Duty Officer shall notify the Fire Chief as soon as practical following the shift regarding any significant event, including but not limited to:

- A. Alarms involving key holders or Knox Box access
- B. Firefighter injuries
- C. Citizen complaints or unusual incidents
- D. Property damage
- E. Building code or life safety concerns
- F. Fire Department operational issues

130.5.2 Matters requiring immediate Chief notification shall not be delayed until the end of shift if the severity of the incident warrants immediate reporting.

---

## **130.6 – SCHEDULING**

130.6.1 The Overnight Duty Officer schedule shall be released approximately one (1) month in advance.

130.6.2 If an assigned member is unable to fulfill a scheduled duty shift, it shall be that member's responsibility to secure coverage from another member of the Command Staff.

130.6.3 Members shall not alter, modify, or edit the OIC shift calendar without authorization.

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 131 – Public Information Officer (PIO)                                |                 |              |
|   | Effective: 6/1996   | Revised: 2/2026 | Page: 1 of 4 |

# SOG 131

## Public Information Officer (PIO) & Media Relations

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### 131.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures governing the flow of information between the Greensburg Volunteer Fire Department, the news media, and the public.

This guideline applies to the Public Information Officer (PIO), the Incident Commander (IC), and all department personnel operating at emergency scenes, public events, or departmental functions.

The Department recognizes the importance of open communication with the public and media. The Department shall strive to provide accurate, factual, timely, and impartial information while ensuring that emergency operations, investigations, and individual privacy are not compromised.

The authority to deviate from this guideline rests with the Fire Chief or their appointed designee.

---

### 131.2 – POLICY

131.2.1 The Public Information Officer (PIO) shall coordinate the release of official departmental information.

131.2.2 The Department shall provide verified information only.

131.2.3 Emergency operations shall not be delayed, altered, or compromised for the purpose of releasing information to the media.

131.2.4 Members shall not independently release information to the media unless authorized under this SOG.

---

## **131.3 – RESPONSIBILITIES OF THE PUBLIC INFORMATION OFFICER (PIO)**

131.3.1 The PIO shall be responsible for coordinating the flow of information concerning:

- A. Departmental policies
- B. Departmental operations
- C. Specific incidents
- D. Public or controversial issues involving the Department

131.3.2 The PIO shall serve as the primary point of contact for media inquiries.

131.3.3 The Incident Commander may release information at the scene of an emergency when appropriate; however, operational integrity shall take precedence.

131.3.4 During highly newsworthy incidents, the IC shall determine the need for activation of the PIO. When activated:

- A. The IC shall appoint or request the PIO.
- B. The PIO shall report to the Command Post.
- C. The IC shall brief the PIO on verified information authorized for release.

131.3.5 The PIO may be assigned at any incident to coordinate media access and information flow.

---

## **131.4 – RESPONSIBILITIES OF THE INCIDENT COMMANDER (IC)**

131.4.1 The IC shall maintain overall responsibility for public information management at the incident scene.

131.4.2 Incidents likely to attract media attention shall be communicated to the PIO as soon as practical.

131.4.3 When practical, the IC shall establish a designated Media Sector or media staging location and notify dispatch of its location. Dispatch may notify media outlets of the designated briefing location.

131.4.4 At multi-agency incidents, the agency having primary jurisdiction shall coordinate and release official information to the media.

131.4.5 If media representatives are present at an incident not requiring a formal PIO response, the IC shall provide a brief factual statement when operationally feasible.

## **131.5 – INFORMATION RELEASE GUIDELINES**

131.5.1 Information released to the media shall be limited to verified facts related to the incident.

131.5.2 Determination of cause shall not be released. Questions relating to cause shall be referred to the appropriate investigative authority, including:

- A. Fire Investigators
- B. Fire Marshal
- C. Law Enforcement

131.5.3 Under no circumstances shall the names of fatalities or injured persons be released unless authorized by the PIO and/or the appropriate investigative agency.

131.5.4 Personnel information regarding fire department members shall not be released. All such requests shall be referred to the PIO through the chain of command.

131.5.5 If, in the opinion of the IC, an incident may become controversial or sensitive in nature, the PIO shall be notified immediately.

131.5.6 Media requests for interviews or information directed to department personnel shall be referred to the PIO via the chain of command.

131.5.7 The following information shall not be released:

- A. Identity of a victim of a sex crime
- B. Identity of a juvenile suspect
- C. Identifying information of protected individuals
- D. Information related to an active fire investigation regarding cause
- E. Department Standard Operating Guidelines or pre-fire plans
- F. Information regarding suspects interviewed but not formally charged

---

## **131.6 – MEDIA RELATIONS AT INCIDENT SCENES**

131.6.1 The PIO or designee shall establish safe vantage points for media representatives as early as possible to prevent interference with emergency operations.

131.6.2 In large-scale incidents, a Media Sector may be established within Staging or another controlled location. Transportation to the incident site may be coordinated by the PIO when appropriate.

131.6.3 Media representatives shall be permitted to perform their duties—including photography, videography, and interviews—provided:

- A. Their actions do not interfere with operations.
- B. They do not enter restricted or hazardous areas.
- C. They comply with established guidelines.

131.6.4 Media access areas may include:

- A. Areas open to the public
- B. Designated media briefing locations
- C. Areas where guided access is provided by the IC, PIO, or designee

131.6.5 Media representatives may interview victims who consent, provided:

- A. The victim is not receiving medical treatment.
- B. The victim appears capable of making sound decisions.
- C. The victim is not visibly distressed, severely injured, or emotionally compromised.
- D. Investigative personnel have completed required interviews.

131.6.6 If a victim declines an interview, media representatives shall be advised accordingly.

---

## **131.7 – MEMBER CONDUCT**

131.7.1 Members shall maintain professional demeanor when interacting with media representatives.

131.7.2 Members shall not provide unofficial opinions, speculate on cause, assign blame, or release unverified information.

131.7.3 Violation of this SOG may result in disciplinary action consistent with Department policy.

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">132 – Request for Information</p>  |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2026</p> |

# SOG 132

## Incident Records & Release of Department Reports

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### 132.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to emphasize the legal and administrative importance of the Department’s incident recordkeeping system and to establish guidelines governing the release of incident report information.

Field Incident Reports are legal documents and official records of the Greensburg Volunteer Fire Department. There are numerous occasions when an initial Field Incident Report may not reflect a complete or final profile of the circumstances leading to or resulting from an incident. Examples include, but are not limited to:

- A. Fire victims not yet positively identified
- B. Apparent or probable causes later revised following investigation
- C. Information pending confirmation by investigative authorities

Accordingly, procedures are required to ensure that information is released in a lawful, accurate, and consistent manner.

---

### 132.2 – POLICY

132.2.1 All incident reports and related documentation are official Department records.

132.2.2 No member of the Department is authorized to release information regarding a specific incident or call to any non-Department member without the direct consent of the Fire Chief or their designee.

132.2.3 The unauthorized release of incident information may subject the member to disciplinary action and/or legal consequences.

132.2.4 Incident records shall be released only in accordance with applicable Commonwealth of Pennsylvania law and Department policy.

---

## **132.3 – RELEASE OF DEPARTMENT RECORDS**

132.3.1 Incident reports are not available for public access at individual fire stations.

132.3.2 Requests for incident reports shall not be accepted verbally or by telephone.

132.3.3 The Department shall not disseminate information contained within an incident report over the telephone.

132.3.4 All requests for incident reports must be submitted in writing or by email to the Fire Chief or their designee.

132.3.5 Requests for a Fire Report must include:

- A. Date of the incident
- B. Address or specific location of the incident

132.3.6 Any citizen of the Commonwealth of Pennsylvania may obtain copies of fire reports that are defined as public records under applicable law.

132.3.7 Applicable duplication or replication fees shall be required in accordance with established Department or municipal fee schedules.

132.3.8 If a report is requested to be mailed, a self-addressed stamped envelope (S.A.S.E.) must be provided in addition to any applicable fees.

---

## **132.4 – LIMITATIONS ON RELEASED INFORMATION**

132.4.1 Information shall only be released if permitted by law and after review by the Fire Chief or designee.

132.4.2 Reports involving ongoing investigations, fatalities, criminal activity, or sensitive personal information may be partially redacted or withheld in accordance with law.

132.4.3 The Department shall not release:

- A. Social Security numbers
- B. Medical information protected by law
- C. Juvenile information protected by law
- D. Information restricted by investigative agencies
- E. Any information exempt under Pennsylvania Right-to-Know provisions

---

## **132.5 – MEMBER RESPONSIBILITY**

132.5.1 Members receiving inquiries regarding incident reports shall refer the requestor to the Fire Chief or designated records custodian.

132.5.2 Members shall not speculate, interpret, or provide unofficial summaries of incident reports.

132.5.3 All records shall be handled, stored, and transmitted in a manner that preserves their integrity as legal documents.

|   |   |                        |                     |
|---|---|------------------------|---------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                        |                     |
|   | <p align="center"><b>133 – Department Photos/Videos at Emergency Scenes</b></p>                     |                        |                     |
|   | <p>Effective: 6/1996</p>  | <p>Revised: 2/2026</p> | <p>Page: 1 of 4</p> |

# **SOG 133**

## **Scene Photography, Video, and Electronic Images**

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### **133.1 – PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to regulate photographs, videos, and other electronic images taken by Greensburg Volunteer Fire Department members at emergency scenes and during department operations.

This policy is established to ensure professionalism and to protect the privacy rights of department personnel, patients, fire victims, and the public served by the Department.

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### **133.2 – POLICY**

133.2.1 The use of personal cameras, helmet cameras, video recorders, cellular phones, tablets, or any digital imaging device to record photographs or video at any incident is prohibited unless specifically authorized under this SOG.

133.2.2 Scene photography and video recording shall be conducted only for official purposes, including:

- A. Documentation
- B. Training
- C. Clinical or patient care documentation (when applicable)

133.2.3 All photography or video conducted for official purposes shall be completed only by, or at the direction of, the Officer in Charge (OIC) or Incident Commander (IC).

133.2.4 The unauthorized taking, copying, distribution, posting, or sharing of images obtained during department operations is prohibited.

---

## **133.3 – PROHIBITED USE OF PERSONAL RECORDING DEVICES**

133.3.1 Under no circumstances shall members use a helmet camera, personal camera, video recorder, or the camera/video function of a personal cellular phone, tablet, PDA, or any other digital imaging device while operating at any emergency incident.

133.3.2 This prohibition applies to all incidents, including but not limited to:

- A. Fire incidents
- B. EMS incidents
- C. Vehicle accidents
- D. Rescue incidents
- E. Hazardous conditions
- F. Service calls
- G. Public safety events where members are operating in an official capacity

---

## **133.4 – AUTHORIZED SCENE PHOTOGRAPHY / VIDEO**

133.4.1 All authorized scene photography and video shall be for official departmental purposes only.

133.4.2 Photography/video may be conducted only:

- A. By personnel specifically assigned by the OIC/IC, or
- B. At the direction of the OIC/IC

133.4.3 Photography/video shall not interfere with emergency operations, patient care, investigations, or scene safety.

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## **133.5 – PRIVACY AND HIPAA COMPLIANCE**

133.5.1 All photographs and video containing individually identifiable patient information shall be treated as protected information and safeguarded in accordance with HIPAA privacy requirements.

133.5.2 Images containing patient information shall be protected in the same manner as patient care reports, EMS documentation, and other protected records.

133.5.3 Members shall not take, store, transmit, or share protected patient information on personal devices.

## **133.6 – OWNERSHIP OF IMAGES**

133.6.1 Any on-scene images and/or other images taken by a member in the course and scope of their membership or department duties shall be the sole property of the Greensburg Volunteer Fire Department.

133.6.2 This includes images taken inadvertently or intentionally using:

- A. Personally owned cameras
- B. Cell phone cameras
- C. Tablets
- D. Helmet cameras
- E. Any other digital imaging device

---

## **133.7 – DISTRIBUTION AND PUBLIC POSTING**

133.7.1 No images taken by a member in the course and scope of department duties may be:

- A. Printed
- B. Copied
- C. Scanned
- D. E-mailed
- E. Posted
- F. Shared
- G. Reproduced
- H. Distributed

133.7.2 This prohibition applies to all forms of distribution, including but not limited to:

- A. Personal websites
- B. Social media platforms
- C. Public safety forums
- D. Email to friends, relatives, or colleagues
- E. Messaging applications

133.7.3 Consideration for official posting may be given only by the Fire Chief or their designee, provided images are submitted in advance for review and approval.

## **133.8 – INSPECTION AND ENFORCEMENT**

133.8.1 Violation of this policy may result in disciplinary action in accordance with Department policy.

133.8.2 Failure to comply with a lawful request by the Fire Chief or designee regarding inspection of a device covered under this policy may be considered a violation of this SOG and may result in disciplinary action.

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 134 – Department Equipment Repairs                                    |                 |              |
|   | Effective: 6/1996   | Revised: 2/2026 | Page: 1 of 3 |

## SOG 134

### Equipment & Apparatus Repair Procedures

---

#### 134.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the reporting, coordination, and handling of repairs to department apparatus, radios, personal protective equipment (PPE), paging devices, and other operational equipment.

This policy ensures that equipment deficiencies are reported through proper channels, repairs are coordinated efficiently, and operational readiness is maintained.

All company-level repair requests shall be routed through the respective Company Captain.

---

#### 134.2 – POLICY

134.2.1 Members shall promptly report any malfunction, damage, or safety concern involving department apparatus, communications equipment, protective equipment, or issued devices.

134.2.2 Company-level repair concerns shall be filtered through the Company Captain for review and appropriate action.

134.2.3 Equipment determined to be unsafe shall be placed out of service in accordance with applicable SOGs until repaired or cleared for service.

134.2.4 No member shall independently authorize repairs, modifications, or alterations to department equipment without proper approval.

---

## **134.3 – APPARATUS REPAIRS**

134.3.1 All apparatus-related repair issues shall be handled in accordance with SOG 125 – Repairs and Records Involving City Vehicles.

134.3.2 Apparatus deficiencies shall be reported immediately to the Company Captain and documented in accordance with departmental vehicle reporting procedures.

134.3.3 Apparatus deemed unsafe for operation shall be placed out of service and properly marked until repaired and returned to service by authorized personnel.

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## **134.4 – RADIO EQUIPMENT**

134.4.1 Radio malfunctions, damage, or operational deficiencies shall be reported to the Company Captain.

134.4.2 The Company Captain shall notify the Assistant Chief responsible for communications equipment.

134.4.3 Radio equipment shall not be modified, reprogrammed, or repaired by unauthorized personnel.

---

## **134.5 – TURNOUT GEAR / PERSONAL PROTECTIVE EQUIPMENT (PPE)**

134.5.1 Damage, wear, contamination, or malfunction of turnout gear or PPE shall be reported immediately to the Company Captain.

134.5.2 The Company Captain shall notify the Department Quartermaster.

134.5.3 PPE determined to be unsafe or non-compliant with applicable standards shall be removed from service until inspected, repaired, or replaced.

134.5.4 Members shall not alter, modify, or repair PPE without authorization.

---

## **134.6 – PAGING DEVICES**

134.6.1 Paging device malfunctions or damage shall be reported to the Company Captain.

134.6.2 The Company Captain shall notify the Department Quartermaster for corrective action.

134.6.3 Paging devices shall not be modified or reprogrammed without authorization.

---

## **134.7 – RESPONSIBILITY & ACCOUNTABILITY**

134.7.1 Company Captains are responsible for ensuring that repair requests are properly communicated and tracked.

134.7.2 Officers shall ensure that unsafe equipment is not returned to service until corrective action has been completed.

134.7.3 Failure to report equipment deficiencies or unauthorized repair actions may result in disciplinary action consistent with Department policy.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 135 – Equipment Status / Incident Numbers                             |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## SOG 135

### Apparatus Status & Incident Number Requirements

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#### 135.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures governing when Greensburg Volunteer Fire Department apparatus shall be placed in-service or out-of-service, and to define which activities require an incident number from the dispatch center and which activities do not.

This policy is intended to ensure operational readiness, accurate accountability, proper documentation, and appropriate dispatch awareness of apparatus availability.

---

#### 135.2 – POLICY

135.2.1 Department apparatus shall be always assigned an operational status, either in-service or out-of-service.

135.2.2 Apparatus shall not be considered in-service unless it is fully equipped, operationally ready, and available for dispatch.

135.2.3 Apparatus shall be placed out-of-service whenever it is unavailable for dispatch due to repairs, staffing limitations, training, or equipment removal.

135.2.4 The Officer in Charge (OIC), Company Captain, or designated apparatus officer shall be responsible for ensuring dispatch is advised when a unit is placed out-of-service or returned to service.

135.2.5 Activities requiring dispatch awareness and documentation shall be assigned an incident number as outlined in this SOG.

---

## 135.3 – IN-SERVICE STATUS

135.3.1 Apparatus is considered **in-service** when it is available to be dispatched on a call and all required equipment is present and ready for deployment.

135.3.2 The following situations shall be considered **in-service**, provided the apparatus remains fully equipped and available for dispatch:

- A. Sitting in station
  - B. Driver training (within the city and remaining available)
  - C. Obtaining fuel
  - D. Department or company drill (if apparatus remains fully equipped and available)
  - E. Picking up equipment
- 

## 135.4 – OUT-OF-SERVICE STATUS

135.4.1 Apparatus is considered **out-of-service** when it is not available to be dispatched on a call, including when equipment has been removed or the unit is otherwise unavailable.

135.4.2 Apparatus shall be placed **out-of-service** in the following circumstances:

- A. Department or company drills where equipment is removed or the unit is not immediately available
- B. Repairs at DPW or other maintenance facility
- C. Apparatus committed to another incident and unavailable for reassignment
- D. Apparatus out of the city for training or other authorized activity

135.4.3 Any apparatus placed out-of-service shall be reported to dispatch as soon as practical.

---

## 135.5 – INCIDENT NUMBER REQUIRED

135.5.1 The following events shall require an incident number issued by the dispatch center:

- A. Department drills
- B. Company drills
- C. Department walkthroughs / building familiarization
- D. Out-of-City training involving the use of City apparatus
- E. Team trainings (Bloodhound Team and Dive / Swiftwater)
- F. Details within the City where apparatus are being used

135.5.2 The incident number requirement is intended to ensure accountability, documentation, and tracking of department operations involving apparatus or operational activity.

---

## **135.6 – INCIDENT NUMBER NOT REQUIRED**

135.6.1 The following events do not require an incident number from the dispatch center:

- A. Meetings
- B. Company events

|   |   |                 |
|---|---|-----------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                 |
|   | 136 – Department Use of<br>Dash Cameras and Body Cameras                      |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## **SOG 136 – DASH CAMERA & BODY CAMERA POLICY**

### **1.0 PURPOSE**

The purpose of this policy is to regulate the use and management of dash camera devices installed in Greensburg Volunteer Fire Department (GVFD) apparatus and body cameras worn and operated by GVFD officers, firefighters, and members of special operations teams, including the Dive Team and Bloodhound Team.

This policy is established to:

- Maintain professionalism during GVFD operations and training
- Protect the privacy rights of department personnel, patients, victims, and the public
- Ensure compliance with the Commonwealth of Pennsylvania “two-party consent” law under the **Pennsylvania Wiretapping and Electronic Surveillance Control Act**, codified at **18 Pa.C.S. §5701 et seq.**

### **2.0 POLICY**

GVFD dash cameras and body cameras may be used only under the conditions established in this policy. Cameras are intended for department safety, training evaluation, accountability, and documentation purposes only, and shall not be used for personal purposes, entertainment, or unauthorized recording.

GVFD members shall comply with all provisions of Pennsylvania law regarding audio interception and recording and shall not knowingly or intentionally record oral communications without proper consent and/or lawful exception.

## 3.0 LEGAL COMPLIANCE

### (PENNSYLVANIA WIRETAP ACT)

The Pennsylvania Wiretap Act provides that a person commits a felony of the third degree if they:

1. **Intentionally record a conversation** without the participants' knowledge and consent
2. **Disclose** the contents of an illegally recorded conversation
3. **Use** the contents of an illegally recorded conversation in any manner

Violations of this statute may result in criminal prosecution, civil liability, and department discipline.

#### 3.1 Notice and Consent

The Wiretap Act is generally not implicated when notice is given that recording is occurring. In Pennsylvania, notice may include:

- An **audio announcement** stating the call/conversation is being recorded and/or
- A **clearly posted sign** stating recording is occurring

---

## 4.0 EXCEPTIONS TO THE WIRETAP ACT

There are limited exceptions under Pennsylvania law that may protect individuals from violating the statute, including certain recordings conducted for:

- Law enforcement investigative purposes
- Emergency communications involving police, fire, or emergency centers

(Reference: 18 Pa.C.S. §5704)

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## 5.0 FIRE APPARATUS DASH CAMERAS

All GVFD apparatus are equipped with dash cameras. These cameras were installed in **2021** as a result of apparatus accidents and the department's continuing efforts to improve safe vehicle operations.

Dash cameras are front-facing and are designed to capture:

- Forward roadway video
- Apparatus speed
- Apparatus travel behavior

**All dash cameras are programmed with audio disabled.**

Dash camera recordings may help support the driver/operator when:

- The operator is not at fault
- An accident was caused by factors beyond the operator's control

Dash camera recordings may also be used as evidence in cases where unsafe operation is documented.

---

## **6.0 BODY CAMERAS**

Body cameras are primarily utilized by GVFD Bloodhound Team handlers. However, this policy applies equally to any use by:

- The Fire Chief
- Assistant Chiefs
- Officers
- Firefighters
- Dive Team members
- Any other GVFD member operating a department-issued body camera

Body cameras may only be used as authorized within this policy and must always comply with Pennsylvania two-party consent law.

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## **7.0 PROCEDURE**

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### **7.1 APPARATUS DASH CAMERAS**

#### **7.1.1 Authorized Purpose**

1. The sole purpose of GVFD apparatus dash cameras is the collection of operational data and documentation related to apparatus travel and roadway events.

#### **7.1.2 Tampering Prohibited**

1. Under no circumstance shall any GVFD member tamper with dash camera equipment installed in any department apparatus.
2. Any member found tampering with dash camera equipment shall be subject to disciplinary action, up to and including suspension or expulsion, as determined by the Fire Chief.

Tampering includes, but is not limited to:

- a. Disconnecting the camera from its power source
- b. Removing the video card for any purpose, at any time
- c. Altering programming, settings, or mounting
- d. Interfering with camera function in any manner

### 7.1.3 Maintenance and Programming

1. All programming, maintenance, and service shall be performed only by personnel designated by the Fire Chief.

### 7.1.4 Training Use of Dash Camera Video

1. Any dash camera video proposed for use in company training shall require prior authorization by the Fire Chief.
- 

## 7.2 BODY CAMERAS – GENERAL REQUIREMENTS

1. Body cameras may be used only for approved department training and operational documentation purposes.
  2. Unless explicitly authorized by the Fire Chief for a lawful purpose, **audio recording is prohibited.**
  3. Members shall not use body cameras for personal recordings, entertainment, or publication.
- 

## 7.3 BODY CAMERAS – TRAINING USE

1. Body cameras may be used during training for video documentation and evaluation only.
  2. During training use:
    - o **Video recording is permitted**
    - o **Audio must be always disabled**
  3. Training video may be used only for:
    - a. Handler and K9 training evaluation
    - b. Firefighter activity evaluation for safety, technique, and operational practice
  4. Body camera footage shall not be used for ridicule, harassment, or non-training purposes.
- 

## 7.4 BODY CAMERAS

### DEPLOYMENT / EMERGENCY RESPONSE

#### 7.4.1 Interior Recording Prohibited

1. It is strictly prohibited to use a body camera inside any:
  - o Residence
  - o Business
  - o Commercial property
2. **The body camera must be turned OFF inside any structure.**
3. **Absolutely no recording is permitted inside a structure.**

### 7.4.2 Exterior Recording Only (Video Only)

1. During a deployment or emergency response, body cameras may be used only:
    - Outdoors
    - In public areas
    - In operational areas where privacy concerns are minimized
  2. Exterior recording shall be:
    - **Video only**
    - **Audio always disabled**
  3. During any deployment, the GVFD policy is that body cameras must ALWAYS have the audio OFF.
- 

## 8.0 DISCIPLINE

Any violation of this policy may result in disciplinary action consistent with department rules, up to and including:

- Suspension
- Removal from special operations assignment
- Expulsion from membership

Additionally, violations of the Pennsylvania Wiretap Act may expose members to:

- Criminal prosecution
  - Civil lawsuits
  - Financial penalties and incarceration
- 

## 9.0 RESPONSIBILITY

1. The Fire Chief shall have final authority over the management, use, and release of dash camera and body camera recordings.
2. Officers and team leaders (Bloodhound and Dive) shall ensure compliance with this policy during deployments and training.
3. All members are responsible for understanding and complying with this policy.



# Radio Communications & Dispatch Protocol - 200

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>201 – Radio Terminology</b>  |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |
|   |   | <b>Page: 1 of 5</b>    |

# **SOG 201**

## **Radio Communications – Plain Speech & Standard Terminology**

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### **201.1 – PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish the use of plain speech (clear text) for all two-way radio communications and to define standardized terminology used by the Greensburg Volunteer Fire Department.

Although the Department does not utilize numerical radio codes, a distinctive vocabulary of words, phrases, and operational terms has been developed to simplify and clarify radio communications. The use of standardized terminology promotes brevity, reduces confusion, enhances interoperability, and supports NIMS-compliant operations.

---

### **201.2 – POLICY**

201.2.1 All radio transmissions shall be conducted using plain speech.

201.2.2 Members shall use approved departmental terminology when transmitting over the radio.

201.2.3 Radio communications shall be concise, professional, and limited to essential operational information.

201.2.4 Emergency transmissions shall take precedence over all other radio traffic.

---

## 201.3 – STANDARD RADIO TERMINOLOGY

The following terms are approved for use in both written and oral communications:

---

### A

#### **Acknowledge / Received**

Confirmation that a message has been received and understood. When clarity is critical, repeat back the message to confirm 100% understanding.

#### **Advise**

Provide information or relay this message to another party.

#### **Affirmative**

Proper word for “yes,” “confirmed,” or “correct.”

---

### B

#### **Back in Station**

Apparatus has returned to quarters.

---

### C

#### **Call This Station**

Request for the receiving party to contact the station by telephone.

#### **Company Areas**

Primary first-due response areas assigned to each Company.

#### **Correction**

An error has been made. The correct version is as follows.

#### **Clear This Frequency**

Priority transmission. All non-essential radio traffic shall cease immediately due to an emergency transmission involving life safety, serious injury, or critical operational needs.

#### **Clear / Evacuate the Building**

Immediate order to exit the structure. Defensive operations are about to begin. Dispatch will transmit a long tone. Apparatus air horns shall sound for approximately ten (10) seconds.

---

## **E**

### **Emergency Response**

Response in a City-authorized emergency vehicle utilizing warning lights and audible siren in a safe, responsible, and purposeful manner consistent with Pennsylvania Motor Vehicle Code exemptions.

---

## **F**

### **Freeze / Stop Order**

Immediate halt to all operations due to safety concerns, violations, or imminent danger until cleared by Command.

---

## **H**

### **Hold Your Position(s)**

Remain in current location and await further instruction.

---

## **I**

### **In Service**

Apparatus is available for dispatch.

When returning to quarters: "In Service Returning."

### **Incident Commander (IC)**

Individual responsible for establishing and managing the Incident Command System (ICS) in accordance with NIMS principles.

---

## **L**

### **Last Unit Leaving Scene**

The final Officer or Unit clearing the incident shall announce they are leaving the scene.

---

## **N**

### **Negative**

Proper word for "no" or "incorrect."

### **Non-Emergency Response**

Purposeful and responsible response without lights or siren, in full compliance with Pennsylvania Motor Vehicle Code requirements applicable to civilian vehicles.

---

## **O**

### **Officer in Charge (OIC)**

Officer assigned or scheduled as shift officer or designated as the responsible command-level officer for an incident or operational period.

### **On Scene**

Apparatus has arrived at the location of the dispatched incident and has come to a complete stop.

### **Out of Service**

Apparatus is unavailable for dispatch.

---

## **P**

### **Prepare to Evacuate**

Prepare for immediate exit from the structure, evacuation order pending.

### **Request a PAR (Personnel Accountability Report)**

All companies, crews, and apparatus drivers shall account for assigned personnel and acknowledge by radio.

---

## **R**

### **Radio Check**

Request for verification of transmission clarity.

### **Repeat Message / Say Again**

All or part of the previous transmission was not heard. Repeat the message.

### **Responding**

Apparatus is in-service and enroute to the dispatched alarm.

---

## **S**

### **Special Operations / Modified Response**

Command directive to follow special response protocols during heightened threat conditions or social unrest. Units shall respond non-emergency to an otherwise emergency dispatch.

**Stand By**

Listen but do not transmit until further notice.

---

**T****Take Up a Position**

Move to and hold a directed or assigned position.

**Test Count**

Transmission quality test using a count of one through five.

Example: “5 of 5” indicates excellent reception; “2 of 5” indicates poor reception.

---

**U****Understood**

Message received and understood.

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**201.4 – TERMINATION OF OPERATIONS**

Upon completion of operations:

201.4.1 Companies shall account for personnel (PAR) and equipment.

201.4.2 The highest-ranking Officer on scene shall determine when operations are concluded.

201.4.3 The scene shall be properly secured prior to clearing.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>202 – GVFD Frequencies</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |

# SOG 202

## Radio System & Frequency Assignments

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### 202.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish the operational use of the Greensburg Volunteer Fire Department VHF repeater radio system and to define frequency assignments for dispatch, command, tactical, and special operations.

Channel #1 has been designated as the Department’s primary channel. All incidents shall be dispatched on the primary channel. Routine non-emergency traffic shall also be conducted on this channel unless otherwise directed by Dispatch or Command.

All members shall always monitor the primary channel while on duty or available for response.

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### 202.2 – POLICY

202.2.1 All members shall operate radios in accordance with this SOG and applicable communications procedures.

202.2.2 Frequency assignments may be modified by the Incident Commander (IC), Officer in Charge (OIC), or Fire Chief as operational conditions require.

202.2.3 Tactical channel assignments shall be clearly announced and acknowledged prior to switching frequencies.

202.2.4 A Personnel Accountability Report (PAR) shall be conducted following any frequency change directed by Command.

---

## 202.3 – FIREGROUND FREQUENCIES

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### 202.3.1 City Fire 1 – 154.250 MHz (Repeater)

**Designation:** Primary Channel

City Fire 1 shall be used for:

- A. Dispatch of Greensburg Volunteer Fire Department incidents
- B. En route communications
- C. Initial size-up reports
- D. Communications to distant mobile units or stations
- E. Command-level communications
- F. Routine non-emergency radio traffic

All incidents shall originate on this channel unless otherwise directed.

---

### 202.3.2 City Fire 2 – 154.145 MHz

**Designation:** Tactical Channel (When Assigned by Command)

City Fire 2 may be used for:

- A. Company tactical operations and coordination (upon Division/Group assignment and frequency approval by Command)
- B. Fireground crew-to-crew communications
- C. Fireground operations outside the City
- D. Single-company or small multi-company operations
- E. Special team operations (in or out of City)
- F. Drills

Use of this channel shall be assigned by the IC or OIC.

---

### 202.3.3 City Fire 1 (Talk-Around / Non-Repeater)

#### 154.250 MHz

**Designation:** Proximity Operations (When Assigned by Command)

City Fire 1 Talk-Around may be used for:

- A. Fireground operations and communications
- B. All communications in proximity where repeater access is unnecessary or compromised

Assignment shall be made by Command.

---

### **202.3.4 Local Government (Talk-Around) – 154.965 MHz**

**Designation:** Supplemental Tactical Channel (Chief / Scene Commander Approval Required)

This channel may be used only upon permission of the Fire Chief or Scene Commander for:

- A. Company tactical operations and coordination
  - B. Assigned fireground communications
  - C. Fireground communications outside the city
  - D. Single-company or small multi-company operations
  - E. Special team operations
  - F. Drills
- 

### **202.3.5 County 800 MHz System**

The County 800 MHz system shall be used under the following conditions:

- A. All second new calls occurring while an existing first alarm is in progress
- B. When assigned by Dispatch or Command
- C. When Greensburg Fire VHF frequencies are inoperable
- D. Mutual aid incidents utilizing assigned 800 MHz Fire Tac Channels (1–15)

All Greensburg and mutual aid units shall utilize the assigned 800 MHz Fire Tac channel as directed.

---

## **202.4 – Supplemental / Off-Frequency Operations**

202.4.1 The use of any supplemental operational frequency (OPS channel) must be announced by the IC or OIC on the current operating frequency.

202.4.2 Following announcement, all assigned units shall switch to the designated frequency.

202.4.3 A Personnel Accountability Report (PAR) shall be conducted on the newly assigned frequency to confirm unit accountability and operational continuity.

---

## **202.5 – MONITORING REQUIREMENT**

202.5.1 All members shall monitor City Fire 1 (Primary Channel) when:

- A. On duty
- B. In quarters
- C. Responding
- D. Available for dispatch

202.5.2 Failure to maintain monitoring capability may result in missed dispatches and operational delays.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>203 – Radio Procedures</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |
|   |   | <b>Page: 1 of 6</b>    |

# **SOG 203**

## **Radio Communications Procedures**

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### **203.1 – PURPOSE**

A reliable communications system is essential to obtain accurate information regarding emergencies and to effectively direct and control resources responding to those situations.

The Department’s radio system establishes the foundation for coordinated emergency operations. Clear, concise, and disciplined communications improve operational efficiency, enhance firefighter safety, and support effective incident management.

---

### **203.2 – POLICY**

203.2.1 All members shall utilize the Department radio system in a professional, disciplined, and operationally appropriate manner.

203.2.2 Radio transmissions shall be clear, concise, and limited to essential information.

203.2.3 Emergency and life-safety communications shall receive priority over all other radio traffic.

203.2.4 Plain speech shall be always used in accordance with SOG 201.

---

## **203.3 – TRANSMITTING PROCEDURES**

To ensure clear and understandable radio transmissions, members shall:

- A. Maintain composure and avoid emotional or excited transmissions.
- B. Speak in a conversational tone at moderate speed.
- C. Avoid unnecessary or nonessential transmissions.
- D. Ensure the air is clear before transmitting.
- E. Know the intended message before keying the microphone.
- F. Avoid vague, repetitive, or rambling statements.
- G. Avoid excessive questioning that delays operations.
- H. Hold the microphone approximately 1–2 inches from the mouth.
- I. Do not shout; use a clear and steady tone.

Units operating at a fire or rescue incident shall have priority over routine radio traffic.

---

## **203.4 – TERMINOLOGY**

203.4.1 Plain speech shall be always used. The Department does not use 10-codes or CB terminology.

203.4.2 The 24-hour clock (military time) shall be used for all time references in radio communications.

---

## **203.5 – MESSAGE FORMAT**

203.5.1 Identify both the sending and receiving unit or function.

Example:

“Engine 6 to Command.”

203.5.2 Wait for acknowledgment before transmitting the message.

Example:

“Command to Engine 6, go ahead.”

“Engine 6 to Command, primary search complete, all clear.”

203.5.3 Use approved procedural words and phrases.

203.5.4 Use phonetic spelling when clarity is required.

---

## **203.6 – ELIMINATING COMMON ERRORS**

### **203.6.1 Short Keying**

Short keying occurs when the operator transmits before the repeater fully engages, causing the first part of the message to be cut off.

To prevent short keying:

- A. Depress the transmit button.
- B. Pause briefly (approximately 1 second) to allow repeater engagement.
- C. Then begin transmission.

### **203.6.2 Incomplete Unit Identification**

Operators shall transmit the full assigned radio identifier when reporting responding or on scene. Failure to do so may create confusion, particularly when multiple units operate from the same station.

---

## **203.7 – RESTRICTED RADIO ACTIVITIES**

203.7.1 The radio system is designated for emergency communications and mission-support activities only.

203.7.2 Members shall recognize that radio transmissions are not private.

203.7.3 The following shall not be broadcast over Department radio channels:

- A. Offensive or discriminatory language
- B. Profanity
- C. Political or athletic discussions
- D. The name of a deceased firefighter prior to family notification

---

## **203.8 – OFFICERS RESPONDING**

203.8.1 The Fire Chief, Assistant Chiefs, Deputy Chiefs, and/or OIC shall announce when in service.

203.8.2 If no Command Officer has signed on, the first responding Officer shall notify Dispatch to confirm command response.

203.8.3 The first arriving Officer shall:

- A. Report “On Scene.”
  - B. Establish Command (if appropriate).
  - C. Provide an initial size-up.
-

## **203.9 – APPARATUS RESPONDING**

### **203.9.1 In-City Alarms**

A. Apparatus shall report responding on the City Fire frequency with the number of firefighters on board.

1. Junior members shall not be included in the responding personnel count.

B. If the driver is alone, the unit shall report “Short.”

C. The first arriving unit shall report “On Scene” and request orders if Command is not yet established.

D. Rescue and Utility units shall not call in service for structure fires or automatic alarms unless specifically required.

---

### **203.9.2 Out-of-City Alarms**

A. Apparatus shall report responding on the City Fire frequency with the number of firefighters on board (excluding juniors).

B. Units shall announce switching to the assigned tactical channel.

C. Upon switching, the unit shall again report responding with personnel count on the assigned TAC channel.

D. Upon arrival, units shall report “On Scene” on the assigned TAC channel.

E. At the conclusion of the incident, units shall report back in service on the City Fire frequency.

F. Upon returning to quarters, units shall report “In Service Back in Station” on the City Fire frequency.

---

## **203.10 – SIZE-UP REQUIREMENTS**

Upon arrival of the first unit, a complete size-up shall be transmitted and include:

A. Building type and approximate size

B. Smoke and fire conditions

C. Audible or visual alarm status

D. Observed occupant actions (e.g., evacuation in progress)

E. Initial strategy and tactical mode

F. Identification of Command and operational assignments (e.g., Interior)

---

## **203.11 – EMERGENCY TRAFFIC**

203.11.1 The term “Emergency Traffic” shall be used to report an immediately perilous situation requiring priority radio access.

203.11.2 Upon declaration:

- A. Command shall acknowledge and clear the frequency.
- B. The requesting unit shall transmit the emergency message.
- C. The declaring member shall conclude with:  
“Emergency traffic clear — resume radio traffic.”

203.11.3 Emergency Traffic may be used for:

- A. Structural evacuation due to collapse or hazardous conditions
- B. Imminently hazardous condition reports
- C. Transition from offensive to defensive operations

Emergency evacuation transmissions may be accompanied by three consecutive air horn blasts.

---

## **203.12 – MAYDAY PROCEDURE**

203.12.1 The term “Mayday” (repeated three times) shall be used to report a firefighter lost, trapped, missing, or in distress.

203.12.2 Any member may declare a Mayday.

203.12.3 Situations warranting Mayday include, but are not limited to:

- A. Fall
- B. Collapse
- C. Low air or PASS activation
- D. Entrapment
- E. Disorientation / Lost
- F. Unable to contact firefighter after three attempts

203.12.4 The member declaring the Mayday shall:

- A. Remain on the current talk group.
- B. Transmit the complete Mayday message.

203.12.5 Command shall:

- A. Acknowledge and repeat the Mayday.
- B. Activate Rapid Intervention Team (RIT).
- C. Request additional alarm assignment as needed.

Non-rescue operations may be moved to a secondary talk group at Command's discretion.

---

## **203.13 – RAPID INTERVENTION TEAM (RIT)**

203.13.1 The RIT shall monitor the primary operational channel.

203.13.2 When activated, RIT shall operate on the same talk group as the distressed firefighter unless otherwise directed.

---

## **203.14 – CLEARING THE SCENE**

203.14.1 The last unit clearing the incident shall announce:  
“All Units are Clearing the Scene.”

203.14.2 This transmission confirms that:

- A. Operations are complete.
- B. Units are returning to service.
- C. Units are available and returning to quarters.

203.14.3 It is not necessary to transmit times or personnel numbers at incident conclusion, as official reporting is maintained through Department records.

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">204 – Dispatch Protocol</p>  |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2026</p> |

# SOG 204

## Fire Dispatch & Alarm Assignment Procedures

---

### 204.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to reduce the amount and detail of orders required to place companies into operation on the fireground and to integrate the efforts of engine companies, ladder companies, and Incident Command to maximize effective rescue, incident stabilization, and property conservation

This SOG establishes dispatch classifications, upgrade procedures, alarm assignments, and response protocols for the Greensburg Volunteer Fire Department.

---

### 204.2 – POLICY

204.2.1 All dispatches and alarm assignments shall follow standardized response models as outlined in this SOG.

204.2.2 The dispatch center shall repeat all critical information received from callers or portable units over the City Fire frequency.

204.2.3 All operational orders transmitted by portable radio shall be repeated by the dispatcher to ensure clarity and accountability.

204.2.4 The dispatch center retains the authority to upgrade assignments based on credible information received.

---

## **204.3 – GENERAL DISPATCH PROCEDURES**

204.3.1 All information received from callers at the location of an alarm or from units operating on scene shall be repeated by Dispatch over the City Fire frequency.

204.3.2 If an alarm is upgraded (e.g., Automatic Fire Alarm to Structure Fire or “If Fire”), City Fire tones shall be reactivated.

204.3.3 Dispatch upgrades shall occur when minor incidents escalate into major incidents.

---

## **204.4 – FIRE RESPONSES FROM 9-1-1**

There are three (3) primary fire response classifications:

---

### **204.4.1 Automatic Fire Alarm (AFA)**

Definition: Any automatic fire alarm activation.

Dispatch Assignment:

- A. All Greensburg Companies
  - B. Station 24
  - C. No additional outside companies
- 

### **204.4.2 Structure Fire Response**

Definition: Reports including but not limited to:

- A. Smoke inside a structure
- B. Odor of smoke
- C. Visible flames

Dispatch Assignment:

- A. All Greensburg Companies
  - B. Station 24
  - C. Two (2) additional engines as recommended by CAD
-

## **204.4.3 “If Fire” Response (Confirmed Working Structure Fire)**

Definition: Confirmed working fire.

Dispatch Assignment:

- A. All Greensburg Companies
- B. Station 24
- C. Two (2) CAD-recommended engines
- D. Stations 34 and 114 (RIT and Support 610)
- E. Standby Assignments:
  - 1. Engine 87 and Truck 112 to Station 79-2
  - 2. Engine 91 to Station 79-7
  - 3. Rescue 26 to Station 79-8

If a Second Alarm is declared by the OIC:

- A. City Fire tones shall be activated.
- B. Standby companies shall respond to the scene.
- C. An additional CAD-recommended 100' aerial truck shall be dispatched.
- D. Replacement standby companies shall be dispatched per CAD recommendations:
  - 1. Station 2 – 100' aerial
  - 2. Station 7 – Engine/Rescue
  - 3. Station 8 – Engine

---

## **204.5 – DISPATCH UPGRADES**

The dispatch center shall activate City Fire tones and upgrade assignments when credible information indicates:

- A. Anything burning inside a building
  - B. Anything burning adjacent to a building
  - C. Fire involving a tractor-trailer or mobile home in transit
  - D. Odor of gas inside a building
  - E. Upgraded Automatic Fire Alarms
-

## **204.6 – SECOND INCIDENT DURING ACTIVE ALARM**

If a second incident occurs while a first alarm is in progress:

- A. The second incident shall be dispatched over the City Fire repeater and County 800 MHz patch.
  - B. The second incident shall be assigned a County 800 MHz TAC channel.
- 

## **204.7 – INSTITUTIONAL ALARMS**

204.7.1 All institutional alarms shall receive a full alarm assignment per CAD.

204.7.2 Outside stations shall be dispatched according to standard dispatch procedures.

204.7.3 Any information indicating smoke or fire shall be relayed over all frequencies assigned to the incident.

204.7.4 Dispatch shall update the activity code and transmit additional units as required.

---

## **204.8 – VEHICLE RESCUE CALLS**

For vehicle rescue calls within the City:

- A. Rescue 1 and Rescue 7 shall be dispatched.
  - B. One City Engine shall respond:
    - 1. Engine 6 – West of Main Street
    - 2. Engine 8 – East of Main Street
- 

## **204.9 – AMBULANCE ASSISTS**

204.9.1 For medical calls meeting criteria for fire department activation, all City AED units shall be dispatched.

204.9.2 GVFD may respond to ambulance assist calls when specifically requested through mutual aid.

204.9.3 Ambulance assists may be dispatched as a Company Call when appropriate.

---

## **204.10 – CARBON MONOXIDE (CO) CALLS**

- A. Only Greensburg Fire Engines shall respond.
  - B. Utilities shall not be dispatched.
  - C. Outside companies shall not be dispatched unless:
    - 1. No Greensburg company responds, or
    - 2. Specifically requested by the Greensburg OIC.
- 

## **204.11 – GAS LEAKS**

- A. Only Greensburg Fire Engines shall respond.
  - B. Utilities shall not be dispatched.
  - C. Outside companies shall not be dispatched unless:
    - 1. No Greensburg company responds, or
    - 2. Specifically requested by the Greensburg OIC.
- 

## **204.12 – BOMB THREATS**

204.12.1 Bomb threats within the City shall be coordinated by:

- A. The Fire Chief
- B. The City of Greensburg Emergency Management Director

204.12.2 Dispatch procedures shall be directed based on the circumstances of the threat.

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## **204.13 – COMPANY & SPECIAL CALLS**

204.13.1 Company Call

Activation of all equipment within a single station.

204.13.2 Special Call

Activation of a specific piece of City equipment.

204.13.3 City Fire tones shall be activated and announced as with other alarms.

204.13.4 If an additional station is assigned by the Chief or Assistant Chief, City Fire tones shall be activated again.

---

## **204.14 – EMERGENCY / NON-EMERGENCY RESPONSE**

204.14.1 All Greensburg Fire units shall respond emergency unless otherwise directed by the OIC.

204.14.2 Emergency Response

Use of warning lights and siren in a responsible manner while adhering to applicable traffic laws.

204.14.3 Non-Emergency Response

When the OIC determines no risk to persons or property exists, units shall discontinue use of lights and sirens and comply fully with traffic laws.



# Emergency Operations - 300

|   |   |                        |
|---|---|------------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                        |
|   | <p align="center"><b>301 – Personal Protective Equipment (PPE)</b></p>                              |                        |
|   | <p>Effective: 6/1996</p>  | <p>Revised: 2/2026</p> |

# **SOG 301**

## **Personal Protective Equipment (PPE) – Issue, Use, Care, and Maintenance**

---

### **301.1 – PURPOSE**

The Greensburg Volunteer Fire Department (GVFD) shall issue personal protective equipment (PPE) to all members as required for their duties. The Department shall monitor, maintain, and replace issued PPE that is damaged, contaminated, or destroyed, and shall seek to maintain protective clothing that meets current NFPA standards and applicable guidelines.

This SOG establishes minimum requirements for the issuance, wearing, inspection, cleaning, and maintenance of PPE to reduce the risk of illness, injury, or death resulting from member exposure to hazardous environments.

---

### **301.2 – POLICY**

301.2.1 PPE shall be worn whenever hazards are foreseeable and as required by task, incident type, and the direction of the Officer in Charge (OIC), Incident Commander (IC), and/or Incident Safety Officer (ISO).

301.2.2 Under no circumstances shall personal safety be sacrificed to increase the speed of response or operations.

301.2.3 Members shall ensure issued PPE and safety equipment are maintained in serviceable condition and readily available for response.

301.2.4 PPE, dry suits, hoods, and gloves shall not be stored in direct or indirect sunlight or other conditions likely to degrade materials.

301.2.5 Any damage to turnout gear or issued PPE (tears, rips, seam failures, hardware breaks, loss of thermal liner integrity, etc.) shall be reported to the Company Captain as soon as discovered.

301.2.6 The OIC/IC/ISO shall determine the appropriate minimum level of PPE for incidents not expressly requiring “full PPE.” In all cases, PPE shall be required for foreseeable hazards.

---

## **301.3 – GENERAL PPE REQUIREMENTS**

301.3.1 Full firefighting protective gear shall be worn for any alarm indicative of fire or for other operations where protection is required.

301.3.2 Full protective equipment shall be in proper position and secured for any operation involving, using, or operating near:

- A. Power tools
- B. Forcible entry tools
- C. Cutting, spreading, stabilization, or mechanical operations

301.3.3 It is the responsibility of each member to ensure:

- A. Flashlights are operational and available
- B. PPE is complete, properly fitted, and in working order
- C. Damaged or missing components are reported promptly

---

## **301.4 – STRUCTURAL FIREFIGHTING PPE**

301.4.1 Members assigned to structural firefighting operations shall be issued protective clothing and equipment compliant with applicable NFPA standards and local requirements. Issued items shall include, at minimum:

- A. Helmet (NFPA 1971/1972 as applicable)
- B. Boots (NFPA compliant)
- C. Gloves (NFPA compliant)
- D. Coat (NFPA compliant)
- E. Pants with suspenders (NFPA compliant)
- F. Hood (NFPA compliant)

301.4.2 No alterations, modifications, or unauthorized repairs shall be made to protective clothing or equipment without approval of the Fire Chief or designee.

301.4.3 Members operating within an area designated as hazardous by the Incident Safety Officer shall wear full protective clothing in the prescribed manner. The Incident Safety Officer shall determine when and if PPE may be reduced.

301.4.4 Members shall wear appropriate clothing beneath turnout gear. Turnout gear shall not be worn over improper attire that increases burn injury risk or impedes safe movement.

---

## **301.5 – RESCUE PPE**

301.5.1 Members assigned to rescue operations or rescue teams may be issued protective clothing and equipment compliant with applicable NFPA standards and local requirements. Issued items may include:

- A. Helmet (NFPA compliant)
- B. Boots (NFPA compliant)
- C. Gloves (NFPA compliant)
- D. Coat (NFPA compliant)
- E. Pants with belt or suspenders (NFPA compliant)

301.5.2 No alterations shall be made to protective clothing without approval of the Fire Chief or designee.

301.5.3 Members operating within an area designated as hazardous shall wear PPE as directed by the Incident Safety Officer.

301.5.4 Members shall be fully clothed beneath their protective clothing with appropriate attire for the mission.

---

## **301.6 – HELMET COLOR IDENTIFICATION**

To assist in identifying rank at incident scenes, helmets shall be color-coded as follows:

- A. Fire Chief, Assistant Chiefs, Deputy Chiefs – **White**
  - B. Company Captains – **Red**
  - C. All other firefighters – **Yellow**
  - D. Junior / 420 Members – **Blue**
- 

## **301.7 – PPE LEVELS**

### **301.7.1 Level 1 Protective Clothing**

Department-issued boots, bunker pants, coat, hood, helmet with chinstrap fastened (with goggles), firefighting gloves, and SCBA.

### **301.7.2 Level 2 Protective Clothing**

Department-issued boots, bunker pants, coat, hood, helmet with chinstrap fastened (with goggles or safety glasses and helmet shield), and firefighting gloves.

### **301.7.3 Level 3 Protective Clothing**

Department-issued boots, bunker pants, coat, hood, helmet with chinstrap fastened (with goggles or safety glasses and helmet shield), and firefighting gloves or approved extrication gloves.

### **301.7.4 Level 4 Protective Clothing**

Department-issued boots, bunker pants, coat, and helmet with chinstrap fastened.

---

## **301.8 – TASK-BASED PPE REQUIREMENTS**

The following minimum PPE levels apply unless increased by the OIC/IC/ISO due to conditions:

- **Brush Fire** – Level 2
- **Carbon Monoxide (CO)** – Level 1
- **EMS Assists** – Level 4 + Body Substance Isolation (BSI)
- **Hazardous Materials (Fuel, LP, Ammonia, etc.)** – Level 1 (or higher as required)
- **Ladder Operations (Fire)** – Level 1 + Ladder belt
- **Ladder Operations (Rescue)** – Level 2 + Ladder belt
- **Landing Zone** – Level 2
- **Pump Operations / Drivers** – Level 4 + Safety vest
- **Smoke / Gas Environment** – Level 1
- **Structure Fire (Attack / Back-Up)** – Level 1
- **Structure Fire (Support)** – Level 2
- **Structure Fire (Ventilation)** – Level 1
- **Technical Rescues** – Level 2
- **Traffic Control** – Level 4 + Class III Traffic Safety Vest
- **Training** – As set by Training Officer
- **Vehicle Fire** – Level 1
- **Vehicle Rescue with Tools** – Level 3 or Department-issued rescue suit

---

## **301.9 – PPE NOT APPROPRIATE FOR TASK / MISSION**

PPE not appropriate for the mission shall not be worn, including:

- A. Bunker gear on swiftwater or dive operations
- B. Bunker gear while cutting trees or vegetation
- C. Bunker gear while wading in flood waters
- D. Bunker gear during extreme environmental heat/weather where it creates undue risk

---

## **301.10 – TRAFFIC SAFETY VEST REQUIREMENTS**

301.10.1 Traffic safety vests shall be carried on each apparatus/vehicle and shall be readily accessible.

301.10.2 Vests shall be worn whenever personnel are operating in or adjacent to moving vehicular traffic and shall be donned immediately upon exiting the vehicle or apparatus, including when turnout gear is worn.

301.10.3 Turnout coats alone are not acceptable as high-visibility highway safety apparel.

301.10.4 Exceptions to vest requirements include:

- A. When SCBA is worn
- B. When hazardous materials PPE is worn
- C. When technical rescue PPE is worn

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## **301.11 – PPE CARE & MAINTENANCE**

301.11.1 Each member is responsible to maintain issued PPE in a clean, serviceable condition.

301.11.2 Turnout coats and pants shall be inspected and cleaned after each use when exposed to smoke, products of combustion, debris, bodily fluids, or contamination.

301.11.3 Soiled or contaminated turnout gear shall not be:

- A. Taken into a member's home
- B. Washed in home or public laundries
- C. Commercial dry-cleaned

Turnout gear should be bagged and delivered to the Department's contracted laundry facility.

301.11.4 If a Company-issued washer is used:

- A. Detachable liners shall be removed and laundered separately.
- B. All closures shall be fastened (Velcro covered, zippers closed, snaps secured).
- C. Do not overload; do not use fabric softeners; never use chlorine bleach.
- D. Water temperature shall not exceed **105°F**.
- E. Use liquid detergent with a pH between **6.0 and 10.5**.

301.11.5 Biological contamination shall be isolated, bagged, and tagged. Contaminated gear shall be removed from service and sent for approved cleaning.

301.11.6 For extreme contamination (products of combustion, debris, body fluids), immediate flushing with water shall be completed when feasible, followed by appropriate cleaning. If decontamination is

not possible (e.g., bloodborne pathogens), garments may require destruction. Members shall contact the Fire Chief if destruction may be warranted.

301.11.7 Turnout gear shall be inspected at minimum every twelve (12) months and whenever routine inspections indicate a deficiency.

301.11.8 Additional maintenance standards:

- A. Gloves may be washed by hand or machine.
- B. Helmet face shields shall be cleaned with mild, non-abrasive soap.
- C. Boots shall be cleaned after any call in which they are soiled.

301.11.9 Gear damaged or destroyed as a result of Fire or EMS activities shall be repaired or replaced by the GVFD.

301.11.10 Members may be held responsible for equipment deliberately damaged or destroyed.

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## **301.12 – ANNUAL CLEANING PROGRAM**

301.12.1 Any bunker suit not cleaned within the last twelve (12) months shall be laundered through the Department's contracted facility in accordance with the following annual schedule:

- A. January – Company 1
- B. February – Company 2
- C. March – Company 3
- D. April – Company 6
- E. May – Company 7
- F. June – Company 8

301.12.2 This applies primarily to bunker gear not routinely worn in contaminated environments.

301.12.3 Cleaning compliance data shall be gathered from monthly laundry facility invoices, logged, and retained as part of member records within the GVFD records management system.

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## **301.13 – GEAR INSPECTION REQUIREMENTS**

301.13.1 Each member shall complete a formal PPE inspection at least annually and as frequently as incident activity requires.

301.13.2 Each member shall complete the **GVFD Personal Protective Equipment Inspection Sheet** annually and submit it to their Company Captain, who shall maintain inspection forms for the Company.

301.13.3 If it appears PPE care and maintenance is neglected, the assigned officer may issue a warning. Members receiving a warning shall have forty-eight (48) hours to bring PPE into compliance through proper care, cleaning, and maintenance.

301.13.4 The GVFD Gear Inspection Form shall be maintained as an appendix to this SOG.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 302 – Incident Command  |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 302

## Incident Command System (ICS) & Command Procedures

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### 302.1 – PURPOSE

Command procedures are designed to provide a practical and standardized framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters.

This SOG establishes command authority, responsibilities, and transfer procedures to ensure organized tactical operations and effective incident management.

All members involved in emergency operations shall be trained to the appropriate level in the National Incident Management System (NIMS). Members functioning in Command Staff or General Staff positions shall complete advanced ICS-level training as required.

The individual responsible for the overall management of an incident is the Incident Commander (IC). The IC manages and controls resources by virtue of legal, agency, or delegated authority.

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### 302.2 – POLICY

302.2.1 The Incident Commander (IC) shall be responsible for all aspects of the incident response, including:

- A. Establishing incident objectives
- B. Managing incident operations
- C. Setting operational priorities
- D. Establishing the ICS organizational structure

302.2.2 The IC position shall always be established at every incident, regardless of size or complexity.

302.2.3 Even if Command Staff or General Staff positions are not formally assigned, all command responsibilities remain with the IC.

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## **302.3 – RESPONSIBILITIES OF COMMAND**

The Incident Commander shall prioritize:

- A. Life safety
  - B. Incident stabilization
  - C. Property conservation
  - D. Environmental conservation
  - E. Removal and treatment of endangered occupants
  - F. Safety and welfare of department personnel
- 

## **302.4 – FUNCTIONS OF COMMAND**

The IC shall:

- A. Assume and establish Command
  - B. Conduct an initial and ongoing size-up
  - C. Evaluate conditions and hazards
  - D. Develop and implement an Incident Action Plan (IAP), written or verbal as appropriate
  - E. Assign units and divisions/groups
  - F. Provide continuing command and direction
  - G. Request additional resources as needed
  - H. Disregard or return units to service when appropriate
  - I. Terminate Command upon conclusion of operations
- 

## **302.5 – ASSUMING COMMAND**

302.5.1 The first arriving department member or unit shall establish Command.

302.5.2 The initial Incident Commander shall remain in Command until:

- A. Command is formally transferred, or
- B. The incident is terminated

302.5.3 Upon arrival, the member establishing Command shall provide an initial radio report including:

- A. Identification of the arriving unit
  - B. Brief description of the incident
    - 1. Use clear and common language
    - C. Identification of known hazards or safety concerns
    - D. Establishment and naming of Command based on location (e.g., “Main Street Command”)
- 

## **302.6 – TRANSFER OF COMMAND**

302.6.1 The first arriving unit shall establish and continue Command until formally transferred.

302.6.2 Transfer of Command shall occur only under the following conditions:

- A. A face-to-face briefing is conducted between the current IC and the officer assuming Command.
- B. The assuming officer explicitly accepts the responsibilities of Command.
- C. Command is not transferred to any unit or officer who is not physically on scene.

302.6.3 After the transfer briefing is completed, the new IC shall advise Dispatch that Command has been transferred and identify the officer assuming Command.

302.6.4 The arrival of a higher-ranking officer does not automatically result in transfer of Command.

302.6.5 Command is transferred only when the formal transfer process has been completed.

302.6.6 If the current IC is effectively managing the incident and satisfactory progress is being made, it may be appropriate for that individual to continue in Command.

302.6.7 A higher-ranking officer may assume Command if it is determined that command is ineffective or requires reorganization. Such assumption shall be clearly communicated to all operating personnel.

302.6.8 All officers shall exercise command authority in a professional and supportive manner to ensure a smooth transition and uninterrupted incident operations.

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## **302.7 – TERMINATION OF COMMAND**

302.7.1 Command shall not be terminated until:

- A. Incident stabilization has been achieved.
- B. All hazards have been mitigated or controlled.
- C. All personnel and equipment are accounted for.

302.7.2 The IC shall ensure proper scene security, documentation, and resource accountability prior to terminating Command.

302.7.3 The IC shall advise Dispatch when Command is terminated and units are returning to service.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>303 – Operational Priorities</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |
|   |   | <b>Page: 1 of 4</b>    |

# **SOG 303**

## **Structure Fire Operational Priorities & Tactical Checklist**

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### **303.1 – PURPOSE**

This Standard Operating Guideline (SOG) establishes operational priorities and tactical checklists for managing fire control and rescue operations at any structure fire.

This guideline is intended to provide a standardized decision-making framework for the Incident Commander (IC) and operating companies to ensure firefighter safety, effective rescue operations, incident stabilization, and property conservation.

---

### **303.2 – POLICY**

303.2.1 All structure fire operations shall be managed in accordance with established Incident Command System (ICS) principles.

303.2.2 The Incident Commander shall establish operational priorities based on conditions, hazards, life safety, and available resources.

303.2.3 Tactical operations shall follow the Department’s established operational priority model (SSLEEVESOCED), adapted as necessary to incident conditions.

---

## **303.3 – ESTABLISHED OPERATIONAL PRIORITIES**

The following sequence establishes operational priorities. The order may be adjusted by the IC based on life safety considerations or rapidly changing conditions.

---

### **A. Size-Up**

1. Obtain and evaluate initial dispatch information.
  2. Consider pre-incident knowledge of the occupancy, site layout, and known hazards.
  3. Conduct or assign a 360-degree assessment when conditions permit.
  4. Identify building construction type, fire location, smoke conditions, and structural stability.
- 

### **B. Sufficient Resources Needed**

1. Evaluate all identified hazards.
  2. Determine the amount, location, and path of fire spread.
  3. Assess extension potential and exposure risk.
  4. Establish a Rapid Intervention Team (RIT) assignment (on-deck) as early as practical.
- 

### **C. Life Hazards**

1. Prioritize firefighter safety.
  2. Identify and address victim safety.
  3. Evaluate collateral exposure risks.
  4. Determine the likelihood of viable victims.
- 

### **D. Exposures**

1. Evaluate fire location and projected fire movement.
  2. Protect adjacent structures and uninvolved areas.
- 

### **E. Extension**

1. Identify horizontal and vertical extension.
  2. Open concealed spaces as needed.
  3. Coordinate suppression and ventilation efforts.
-

## **F. Ventilation or Isolation**

1. Vent at or near the seat of the fire when coordinated with suppression.
  2. Create, control, or inhibit ventilation paths as conditions dictate.
  3. Isolate fire areas when appropriate.
  4. Coordinate Vent-Enter-Search (VES) or isolation tactics with suppression operations.
- 

## **G. Extinguishment**

1. Determine strategy (Offensive or Defensive).
  2. Assign tactical objectives to companies.
  3. Apply water or suppression agents to achieve fire control.
- 

## **H. Salvage**

1. Stop further property loss where feasible.
  2. Preserve evidence and protect origin and cause indicators.
- 

## **I. Overhaul**

1. Overhaul shall be conducted only upon order of the IC.
  2. Overhaul shall not begin if origin and cause investigation requires preservation of the scene.
  3. SCBA shall not be removed during interior overhaul operations without confirmation of safe atmospheric conditions using CO monitoring or a calibrated 4-gas meter.
- 

## **J. Cause of Fire**

1. Fire investigations shall be conducted by the City Fire Marshal or designated investigative authority.
  2. Members shall preserve evidence and avoid disturbing potential origin areas unless necessary for life safety or extinguishment.
- 

## **K. Establish Personal Accountability**

1. Utilize PAR (Personnel Accountability Reports) and accountability tags as required.
  2. Maintain team integrity and radio contact.
  3. Utilize CRV (Crew Resource & Accountability) management practices.
-

## **L. Dismiss Companies / Departments from Scene**

1. Release companies in an orderly manner when no longer required.
  2. Consider the need for:
    - A. Decontamination
    - B. Rehabilitation (Rehab)
    - C. Critical Incident Stress (CIS) considerations
  3. Consider time required for units to return to service.
  4. Document exposures and operational impact.
  5. Conduct post-incident debriefing when appropriate.
- 

## **303.4 – COMMAND RESPONSIBILITY**

303.4.1 The Incident Commander shall continuously evaluate conditions and adjust strategy and tactics as necessary.

303.4.2 The IC shall ensure:

- A. Adequate staffing and resource deployment
- B. Coordination between ventilation and suppression
- C. Ongoing accountability of personnel
- D. Transition from offensive to defensive operations when structural stability is compromised

303.4.3 Strategy changes shall be clearly communicated to all operating personnel.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 304 – Personal Accountability Systems                                 |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 304

## Firefighter Accountability System

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### 304.1 – PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish a standardized firefighter accountability system to account for all personnel operating at an incident scene.

Implementation of this system enhances firefighter safety and provides the Incident Command Staff with an organized method to track, monitor, and account for personnel during emergency operations.

For the purposes of this SOG:

- **Hot Zone:** Any area requiring SCBA, a charged hose line, full protective clothing, or where firefighters are at risk of being lost, trapped, or injured due to environmental or structural hazards. This includes, but is not limited to:
    - Entering a structure reported to be on fire
    - Operating near a structure with collapse potential
    - Confined space operations
    - Trench rescue environments
  - **Cool Zone:** Any operational area outside the Hot Zone and outside of the designated Rehabilitation (Rehab) Area.
- 

### 304.2 – POLICY

304.2.1 Accountability shall be considered a critical element of firefighter safety at all incidents.

304.2.2 All personnel shall commit to operating within the accountability system at all times.

304.2.3 The Incident Commander (IC) shall determine the level of accountability required based on the nature, type, and complexity of the incident.

304.2.4 Once implemented, the accountability system shall remain in effect until all personnel are released from the scene.

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### **304.3 – TAG IDENTIFICATION SYSTEM**

304.3.1 An identification tag (“ID TAG”) accountability system shall be utilized to track personnel at incident scenes.

304.3.2 Each firefighter shall carry an ID TAG displaying:

- A. Member name
- B. Company number
- C. Color coding consistent with the GVFD Company color scheme

304.3.3 Each apparatus shall be equipped with an ID TAG attachment ring.

304.3.4 Firefighters responding on apparatus shall attach their ID TAG to the attachment ring of the unit on which they respond.

304.3.5 Firefighters arriving in personally owned vehicles (POV) shall, upon arrival, attach their ID TAG to the attachment ring of their Company’s apparatus on scene.

304.3.6 The attachment ring shall remain on the apparatus and shall only be removed in the event of an accountability issue, and then only at the request of the Incident Commander.

304.3.7 Upon release from the incident, each firefighter shall retrieve their ID TAG and return it to its assigned location.

304.3.8 Lost or damaged ID TAGs shall be reported immediately to the Company Captain, who shall ensure repair or replacement.

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### **304.4 – COMMAND & OFFICER RESPONSIBILITIES**

304.4.1 The Incident Commander shall incorporate accountability into strategic and tactical planning.

304.4.2 Command shall recognize and address any barriers to effective accountability.

304.4.3 Department Officers shall:

- A. Maintain accurate awareness of personnel assigned to them.
- B. Remain within their assigned operational area.
- C. Provide close supervision of assigned personnel.

304.4.4 All firefighters operating in the Hot Zone shall:

- A. Enter together as a team.
- B. Remain together.
- C. Exit together.

Freelancing is strictly prohibited.

---

## **304.5 – PERSONNEL ACCOUNTABILITY REPORT (PAR)**

304.5.1 A Personnel Accountability Report (PAR) shall be required under the following circumstances:

- A. Report of a missing, trapped, or injured firefighter
- B. Change from offensive to defensive operations
- C. Sudden hazardous event (e.g., flashover, backdraft, collapse, Mayday)
- D. At least every twenty (20) minutes during active fireground operations
- E. Upon declaration of “Fire Under Control”
- F. Whenever Command determines necessary

304.5.2 PAR may be obtained via:

- A. Radio confirmation
- B. Face-to-face confirmation

304.5.3 Following any catastrophic fireground event, an immediate PAR shall be conducted.

304.5.4 In the event of a catastrophic occurrence, the accountability board and tag inventory system shall be made immediately available to the Incident Commander.

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## **304.6 – RADIO ACCOUNTABILITY (HOT ZONE OPERATIONS)**

304.6.1 Team Designation

Each team operating in the Hot Zone shall be identified by Company number and sequence of entry.

304.6.2 Radio Requirements

- A. Each team shall have a minimum of two (2) working radios available within the team.
- B. No firefighter wearing SCBA shall enter a structure without a properly functioning radio.
- C. Masked firefighters shall be prepared for possible frequency assignments or changes.
- D. Upon any frequency change, the Crew Leader shall confirm face-to-face with team members:
  - 1. The new assigned frequency
  - 2. Personnel Accountability (PAR) status

---

## **304.7 – TERMINATION OF ACCOUNTABILITY**

304.7.1 Upon conclusion of the incident:

- A. All personnel shall be accounted for.
- B. All ID TAGs shall be retrieved.
- C. The accountability system shall be formally terminated by Command.

304.7.2 No unit shall leave the scene until accountability confirmation has been completed.

|   |   |                        |
|---|---|------------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                        |
|   | <p align="center"><b>305 – Structure Fire (Fire/Smoke Showing)</b></p>                              |                        |
|   | <p>Effective: 6/1996</p>  | <p>Revised: 2/2026</p> |

# **SOG 305**

## **Structure Fire Operations – Standard Procedures & Initial Apparatus Assignments**

---

### **305.1 – PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish standardized procedures for interior and exterior structure firefighting operations and to ensure the safety of Greensburg Volunteer Fire Department personnel during structure fire incidents.

This SOG provides baseline operational procedures and initial apparatus assignments intended to support coordinated incident operations, accountability, and safe implementation of the Incident Command System (ICS).

---

### **305.2 – POLICY**

305.2.1 Structure fire operations shall be conducted in accordance with:

- A. NIMS/ICS principles
- B. Department accountability requirements (SOG 304)
- C. Communications requirements (SOG 203)
- D. PPE requirements (SOG 301)

305.2.2 All operations shall be conducted using team integrity, accountability, and disciplined tactical assignments.

305.2.3 The Incident Commander (IC) retains authority to modify assignments based on conditions, staffing, and life hazard.

---

## **305.3 – STANDARD PROCEDURES**

### 305.3.1 Officer and Crew Leader Requirement

- A. All companies shall have a designated Officer assigned to the apparatus and crew.
- B. Each crew/task assignment shall have a designated Crew Leader at all times.

This requirement supports accountability and ensures ICS can be established and maintained.

### 305.3.2 PPE and SCBA Readiness

- A. All personnel (except apparatus drivers) shall wear full turnout gear when responding to:
  - 1. Smoke in a building
  - 2. Working structure fires
  - 3. Any incident indicative of fire conditions
- B. When practical, SCBA shall be donned and ready for immediate use prior to disembarking the apparatus.

### 305.3.3 Radio Discipline

- A. Situation reports shall include significant and operationally relevant information.
- B. Personnel shall refrain from broadcasting normal anticipated conditions.

### 305.3.4 City Road Crew / Proximity Responders

City road crew-firefighters and other proximity responders shall take all actions that can be safely completed without entering the Hot Zone. Personnel shall not enter areas requiring PPE or SCBA unless assigned and equipped to do so.

---

## **305.4 – INITIAL APPARATUS ASSIGNMENTS (STRUCTURE FIRE)**

The following assignments establish standard initial expectations. The IC may modify assignments based on staffing, hazards, fire conditions, and life safety.

---

### **305.4.1 First Arriving Engine (1st Engine)**

Primary assignment: Initial attack and fire suppression.

The first arriving engine company shall:

- A. Announce arrival, initial size-up, and apparatus position.
- B. Position apparatus to allow ladder company placement, preferably at the front of the structure,

unless otherwise required by conditions.

- C. Provide a full size-up and begin suppression operations using tank water.
  - D. Announce immediate tactical actions (rescue, attack, transitional, etc.).
  - E. Provide a CAN report (Conditions, Actions, Needs).
  - F. Establish or support Command as appropriate until relieved or transferred.
- 

### **305.4.2 Second Arriving Engine (2nd Engine)**

Primary assignment: Support engine, water supply, and manpower.

The second arriving engine company shall:

- A. Position as the support engine.
  - B. Dump tank water into the first engine when required.
  - C. Assist the first engine with suppression by pulling additional preconnects from the first engine.
  - D. Position apparatus to allow ladder company access.
  - E. Assume additional tactical objectives as assigned by the IC (suppression, rescue, exposure, etc.).
- 

### **305.4.3 First Arriving Truck / Ladder Company (1st Truck)**

Primary assignment: Truck company operations (forcible entry, ventilation, search support, utilities, ladders, defensive preparation).

The first arriving ladder company shall:

- A. Position at the front of the fire building whenever possible to maximize access to multiple sides and roof operations.
- B. Perform truck company operations as assigned, including:
  - 1. Ventilation
  - 2. Rescue support
  - 3. Forcible entry
  - 4. Defensive operations preparation
- C. Control or neutralize utilities as appropriate:
  - 1. Gas
  - 2. Electric
  - 3. Elevators
  - 4. Doors/windows and building access points
- D. Ladder the structure to support:
  - 1. Firefighter access and egress
  - 2. Rescue operations
  - 3. Emergency evacuation capability

Truck operations may include, as conditions dictate:

1. Roof access and ventilation evaluation
2. Fire floor operations (standpipe support, rescue)
3. Roof stability evaluation and hazard identification
4. Portable standpipe or water supply support to upper floors when required

---

#### **305.4.4 First Arriving Rescue Company (1st Rescue)**

Primary assignment: Rescue operations and specialty support.

The first arriving rescue company shall:

- A. Conduct rescue operations as assigned.
- B. Support suppression operations by delivering specialized equipment including:
  1. Gas meters / monitoring equipment
  2. Alternative interior lighting
  3. Portable power
  4. Cribbing and shoring
  5. Heavy breaching tools
  6. Specialized stabilization equipment
- C. Assist in controlling access points, alleys, and apparatus placement corridors as directed.

---

#### **305.4.5 Third Arriving Engine (3rd Engine)**

Primary assignment: Establish water supply and support extended operations.

The third arriving engine company shall:

- A. Lay supply lines from hydrants to the first engine as required.
- B. Ensure sustained water supply is established.
- C. Support high-rise water supply needs when required.
- D. Connect to Fire Department Connections (FDC) when assigned.
- E. Assist with placement of fans and ladders as directed.
- F. Provide manpower and assume tactical objectives assigned by the IC.
- G. Provide on-deck/RIT support if assigned.

---

#### **305.4.6 Additional Alarm Units**

Additional units shall be assigned as required and may include responsibilities such as:

- A. Establish additional water supply from alternate hydrants.
  - B. Assume RIT (on deck) assignments.
  - C. Stage at alternate hydrants outside the immediate operational corridor and advise the IC of their location.
  - D. Establish Hot Zone exclusion areas.
  - E. Report to the division/group/sector assigned by the IC.
- 

## **305.5 – WATER SUPPLY DEVIATION (FULLY INVOLVED STRUCTURE)**

305.5.1 In the event of a fully involved structure, the first or second arriving engine may secure a hydrant prior to positioning for attack.

305.5.2 Any deviation from standard engine placement and assignment shall be declared over the radio and shall include identification of the hydrant being utilized.

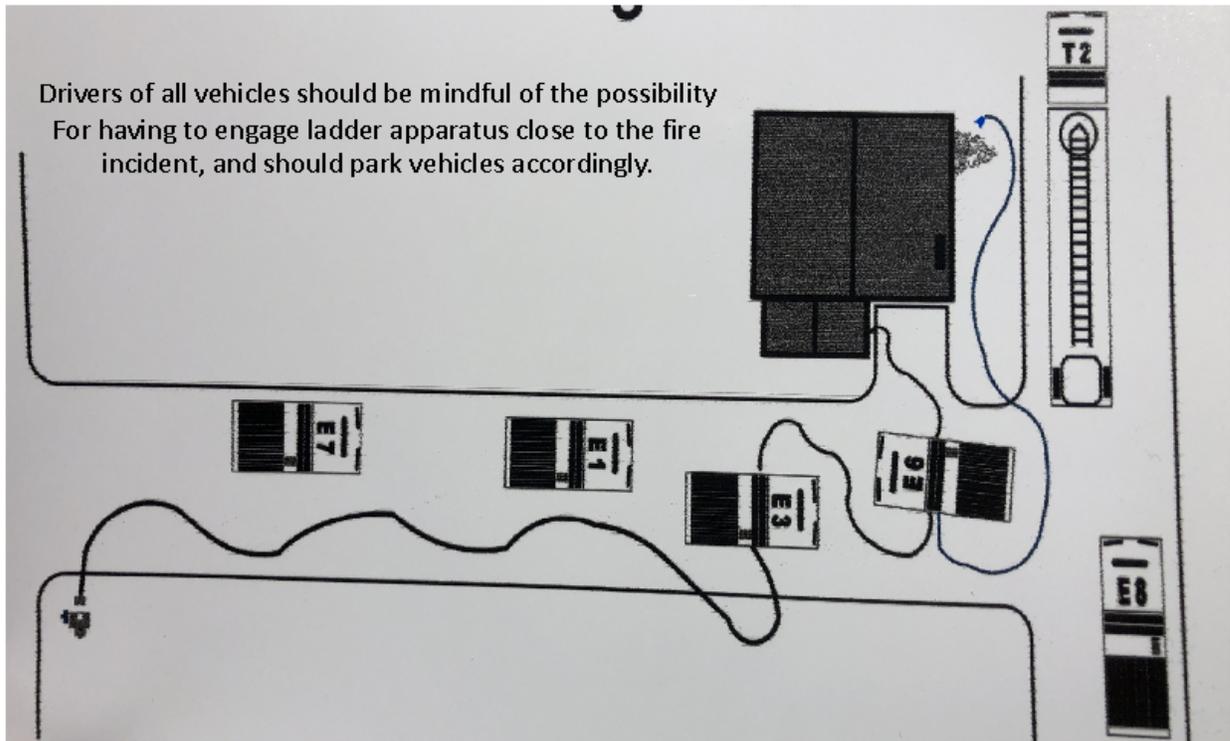
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## **305.6 – BASIC TACTICAL CREW ASSIGNMENT LANGUAGE**

When assigning crews, the IC or Operations Officer should use standardized tactical language. Minimum staffing guidelines include:

- A. Fire Suppression Team – minimum 2 firefighters advancing a charged line/nozzle
- B. Search and Rescue Team – minimum 2 firefighters with tools and escape rope
- C. Ventilation Team – minimum 2 firefighters with saws/tools and specific ventilation orders
- D. Salvage Team – minimum 2 firefighters with salvage covers and buckets

# 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.

|   |   |                        |
|---|---|------------------------|
|  | <p align="center"><b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b></p> |                        |
|   | <p align="center"><b>306 – Automatic Fire Alarm (Nothing Showing)</b></p>                           |                        |
|   | <p>Effective: 6/1996</p>  | <p>Revised: 2/2026</p> |

# SOG 306

## Emergency Response & Apparatus Positioning

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### 306.1 – PURPOSE

This Standard Operating Guideline (SOG) provides guidance for units responding to and positioning at emergency scenes. It establishes initial response procedures and primary apparatus placement assignments to ensure safe, effective, and coordinated operations prior to the full establishment of Command.

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### 306.2 – POLICY

306.2.1 All units shall respond in a manner consistent with safe vehicle operations, Department policy, and applicable motor vehicle laws.

306.2.2 Apparatus placement shall prioritize:

- A. Life safety
- B. Access and egress
- C. Operational effectiveness
- D. Scene safety and hazard mitigation

306.2.3 Initial placement assignments are guidelines and may be modified by the Incident Commander (IC) based on conditions.

---

## **306.3 – RESPONSE PROCEDURES**

### **306.3.1 Emergency Response Status**

A. All units shall respond in emergency status (warning devices activated) to emergency dispatches unless pre-arrival information indicates a downgrade is appropriate.

B. When responding in emergency status:

1. Apparatus shall use the quickest practical route.
  2. Speed shall be safe for conditions and shall not exceed ten (10) miles per hour over the posted speed limit.
  3. Personnel shall remain seated and secured with seat restraints at all times.
  4. Drivers shall exercise due regard for safety and operate with heightened awareness.
- 

### **306.3.2 Communications**

A. Responding units shall:

1. Announce when enroute.
2. Announce when on scene.
3. Maintain radio contact on the appropriate assigned channel.

B. Units shall not contact Command while en route to request assignments.

---

### **306.3.3 Arrival & Staging**

A. First-alarm units shall follow standard placement assignments unless directed otherwise by Command.

B. Personnel shall remain with their assigned apparatus in staged status until given an assignment through the Command system.

C. Units not immediately assigned to operational functions (pumping, laddering, lighting, etc.) shall park in a manner that:

1. Does not obstruct access routes.
  2. Maintains readiness for assignment.
  3. Allows for escalation of the incident.
-

## **306.4 – STANDARD APPARATUS PLACEMENT (STRUCTURE FIRE)**

Apparatus shall position based on standard practice, size-up factors, operational efficiency, and safety. Placement for other incident types shall be governed by applicable incident-specific SOGs.

---

### **306.4.1 First Arriving Engine Company**

The first arriving engine shall:

- A. Position at or near the front of the fire structure.
- B. Position slightly offset to allow truck placement when practical.
- C. Position based on size-up factors to begin suppression or investigation activities.

The placement shall allow:

- 1. Immediate deployment of attack lines.
  - 2. Adequate space for ladder apparatus.
  - 3. Safe apparatus operation and crew dismount.
- 

### **306.4.2 First Arriving Truck Company**

The first arriving truck company shall:

- A. Position at the front of the structure to maximize access for:
    - 1. Rescue operations
    - 2. Roof access
    - 3. Ventilation
    - 4. Aerial operations
  - B. Position to allow the aerial device to reach the greatest number of building sides whenever possible.
- 

### **Exceptions to Standard Truck Placement**

#### **Exception #1 – Multi-Story Occupied Structures**

When smoke or fire is showing from upper floors, placement shall prioritize rescue access to upper levels.

#### **Exception #2 – Large Volume of Fire / Advanced Fire Conditions**

If heavy fire is showing and/or exposures are threatened, placement shall prioritize aerial master stream operations.

Exception #3 – Truck First Due

If a truck company arrives before the first engine, it shall leave adequate space for the engine to perform suppression operations.

---

### **306.4.3 Second Arriving Engine Company**

The second arriving engine shall:

- A. Position to establish or support water supply operations.
  - B. Take hydrant assignment as directed by Command or the first arriving engine.
  - C. Position without obstructing truck or additional apparatus placement.
- 

### **306.4.4 Additional Apparatus**

All remaining apparatus shall:

- A. Position in a manner that avoids congestion of the operational corridor.
  - B. Maintain clear access for:
    - 1. Additional responding units
    - 2. EMS transport units
    - 3. Mutual aid companies
  - C. Remain in a ready state in the event of alarm upgrade.
- 

## **306.5 – GENERAL SAFETY CONSIDERATIONS**

306.5.1 Apparatus shall not block:

- A. Fire hydrants (unless actively utilizing).
- B. Access routes for additional apparatus.
- C. Collapse zones.

306.5.2 Placement shall consider:

- A. Collapse potential
  - B. Overhead utility hazards
  - C. Traffic flow and scene protection
  - D. Access for EMS and rehabilitation areas
-

## **306.6 – MODIFICATION OF ASSIGNMENTS**

The Incident Commander retains full authority to modify apparatus placement and response assignments based on:

- A. Conditions observed during size-up
- B. Hazard evaluation
- C. Available staffing
- D. Incident complexity

All deviations from standard placement shall be communicated clearly via radio.

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">307 – High Rise Emergencies</p>  |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2026</p> |

# SOG 307

## High-Rise Fire Operations

---

### 307.1 – PURPOSE

This Standard Operating Guideline (SOG) establishes procedures for responding to and operating at emergency incidents in high-rise buildings.

High-rise fires present unique operational challenges including access, vertical movement, rescue, fire control, exposure protection, ventilation, and personnel safety. Successful high-rise operations require coordinated Incident Command, disciplined communications, strong accountability, and aggressive but controlled tactical posture.

Initial high-rise fire operations shall be offensive in strategy when conditions permit and consistent with life safety priorities and structural stability.

---

### 307.2 – POLICY

307.2.1 All high-rise operations shall be conducted in accordance with ICS, NIMS, and Department accountability requirements.

307.2.2 Full PPE and SCBA readiness shall be mandatory for personnel assigned to fire floors or floors above/below the fire.

307.2.3 Building systems shall be secured and controlled early in the incident.

307.2.4 Tactical operations shall prioritize:

- A. Life safety
- B. Fire control

- C. Protection of egress routes
  - D. Personnel safety
  - E. Preservation of building systems
- 

## **307.3 – GENERAL OPERATIONS**

### **307.3.1 PPE & SCBA Requirements**

- A. All personnel (except drivers) assigned to fire floors or floors above/below shall be in full turnout gear prior to deployment.
  - B. When practical, SCBA shall be donned prior to disembarking the apparatus (without activating air supply).
- 

### **307.3.2 Communications**

- A. Situation reports shall include only critical operational information.
  - B. Priority information from crews approaching or operating on the fire floor shall include:
    - 1. Stairwell conditions
    - 2. Smoke/fire conditions on fire floor
    - 3. Conditions on floors above and below
- 

### **307.3.3 POV & Apparatus Parking**

- A. Personnel arriving in personally owned vehicles shall:
    - 1. Park a minimum of 300 feet (approximately two blocks) from the scene.
    - 2. Park off the roadway and out of operational corridors.
  - B. Apparatus shall position to allow ladder access to multiple sides of the building on working fire alarms.
  - C. On smoke investigation or non-working alarms, engines may position at the primary entrance and secondary access points.
-

## **307.4 – TACTICAL UNIT CONFIGURATION**

### **307.4.1 Fire Suppression Team (Minimum 3 Members)**

- A. Nozzle firefighter
- B. Assistant nozzle firefighter
- C. Tactical Officer / Crew Leader

Required equipment:

1. Radio(s)
  2. Forcible entry tools
  3. Hand lights
  4. SCBA
  5. High-rise pack or standpipe equipment
- 

### **307.4.2 Search & Rescue Team (Minimum 2 Members)**

Required equipment:

1. Radio
2. Forcible entry tool
3. Hand lights

Teams shall maintain strict crew integrity.

---

## **307.5 – COMMAND RESPONSIBILITIES**

### **307.5.1 Initial Command**

The Chief Officer or first arriving Company Officer shall:

- A. Assume Command at the lobby or ground floor level.
  - B. Announce Command designation.
  - C. Provide preliminary report.
  - D. Establish a Lobby Command Post.
  - E. Announce information from the annunciator panel (floor, zone, room identification).
- 

### **307.5.2 Building Control & System Management**

Command shall:

- A. Secure control of elevators (designated firefighter with key and SCBA).
  - B. Establish contact with building manager and obtain keys.
  - C. Control stair towers and determine designated:
    - 1. Fire attack stairwell
    - 2. Evacuation stairwell
  - D. Protect and monitor:
    - 1. Emergency generators
    - 2. Fire pumps
    - 3. Air handling systems
    - 4. Lock-out points
  - E. Ensure standpipes are supplied and charged via Fire Department Connection (FDC).
  - F. Evaluate life risks above, below, and at the fire floor.
- 

## **307.6 – FIRE SUPPRESSION OPERATIONS**

### **307.6.1 Fire Attack Deployment**

Fire suppression shall typically originate from one floor below the fire floor using:

- A. Standpipe (in stairwell one floor below)
  - B. High-rise packs
  - C. Portable extinguishers
  - D. Sprinkler system support
  - E. Aerial-supported standpipe (3” hose with gated Y, when required)
- 

### **307.6.2 Logistical Support**

Assistant Chiefs or assigned officers shall establish a staging area one or two floors below the fire floor to manage:

- A. Air cylinder rotation
- B. Tool supply
- C. Thermal imaging cameras
- D. Meters
- E. AEDs
- F. Lighting
- G. Hydration

Extra companies may be used to transport equipment without bunker gear or to recycle manpower.

---

## **307.7 – COMPANY ASSIGNMENTS**

### **307.7.1 First & Second Engine Companies**

- A. Conduct fire floor reconnaissance.
  - B. Perform fire suppression operations.
  - C. Remain focused on suppression tasks and shall not become involved in independent rescue operations unless directed by Command.
- 

### **307.7.2 Third Engine Company**

- A. Supply Fire Department Connection (FDC).
  - B. Establish water supply from hydrant to first engine and/or aerials.
  - C. Provide supplemental manpower.
  - D. Establish additional water supply lines as required.
- 

### **307.7.3 Rescue Company**

- A. Conduct assigned search and rescue operations.
  - B. Provide forcible entry support.
  - C. Deliver electrical supply and lighting.
  - D. Assist with ventilation operations as assigned.
- 

### **307.7.4 Ladder Company**

- A. Position for optimal roof and multi-side access.
  - B. Perform truck company operations.
  - C. Conduct rescues above the fire floor.
- 

### **307.7.5 Extra Alarm Units**

- A. Report to assigned staging area.
  - B. Assume on deck/RIT assignments.
  - C. Support logistical operations.
-

## **307.8 – INTERNAL BUILDING ALARM ACTIVATION**

Upon activation of a building internal alarm system:

- A. Elevators typically return to the main floor.
- B. Air-handling systems may shut down automatically.

Command or designee shall:

1. Take control of elevators (with key and SCBA).
  2. Post firefighter with maintenance personnel at utility entrances.
- 

## **307.9 – STRATEGIC TRANSITION / EVACUATION**

If conditions require transition from offensive to defensive operations:

- A. Command shall announce withdrawal by radio.
  - B. Dispatch shall be notified.
  - C. Apparatus air horns shall sound three (3) long blasts.
  - D. All units shall immediately conduct and report a PAR.
- 

## **307.10 – SOG DEVIATIONS**

307.10.1 Command Officers and Company Officers may modify procedures to adapt to specific conditions.

307.10.2 Any significant tactical deviation shall:

- A. Be announced via radio by the Incident Officer.
- B. Be communicated to Dispatch to ensure situational awareness for all responders.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 308 – Sprinkler & Standpipe Operations

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

## **SOG 308**

### **Sprinkler System Support & Standpipe Operations**

---

#### **308.1 – PURPOSE**

This Standard Operating Guideline (SOG) establishes procedures for emergency operations in buildings equipped with automatic fire sprinkler systems and/or standpipe systems.

This SOG is intended to:

- A. Establish guidelines for supporting automatic sprinkler systems during fire incidents
  - B. Ensure sprinkler and standpipe systems are supplemented so they perform as designed
  - C. Ensure activated sprinkler systems are properly restored to service
  - D. Ensure fires are fully extinguished prior to system shutdown
  - E. Establish standpipe operational procedures to support interior firefighting operations
- 

#### **308.2 – POLICY**

308.2.1 The Department shall support and supplement automatic fire sprinkler systems and standpipe systems during emergency operations.

308.2.2 Members shall be familiar with buildings within the City equipped with:

- A. Automatic fire sprinkler systems
- B. Standpipe systems
- C. Fire Department Connections (FDC)
- D. System control valves

308.2.3 Each Company shall be provided an updated list of sprinkler-protected occupancies and shall maintain the list on apparatus.

308.2.4 The Incident Commander (IC) shall ensure system support, system integrity, and restoration procedures are completed prior to clearing the incident.

---

## **308.3 – AUTOMATIC SPRINKLER SYSTEM OPERATIONS**

### **308.3.1 General Requirements**

A. Automatic sprinkler systems that have activated shall be supported and supplemented by fire department operations.

B. Members shall identify the location of:

1. Fire Department Connection (FDC)
  2. Main control valves
  3. Alarm valves
  4. Fire pump (if provided)
- 

### **308.3.2 System Support Operations**

A. The second-due engine company should establish the FDC supply line and supplement the sprinkler system by pumping **two (2) 3-inch lines** into the sprinkler Siamese connection.

B. When possible, both inlets of the sprinkler Siamese shall be utilized to:

1. Reduce friction loss
2. Provide redundancy in the event of hose failure

C. The engine assigned to system support shall not be reassigned for handlines or other unrelated fireground functions unless authorized by the IC.

---

### **308.3.3 Recommended Pumping Pressures**

Pump pressures shall be adjusted as required by system demand, number of operating heads, building height, and fire conditions. As a baseline:

A. Standard commercial structures:

- **150 psi at the FDC**, plus **5 psi per floor** for multi-story buildings.

B. Residential / multi-residential hydraulically calculated systems, NFPA 13R, or NFPA 13D systems:

- **100 psi at the FDC**
- Operational objective: **50 psi at the most remote head**

C. Additional pressure may be required depending on:

1. Number of sprinkler heads operating
  2. Building size and height
  3. System type and design
- 

### **308.3.4 System Restoration**

A. Sprinkler systems shall not be shut down until:

1. The fire is extinguished, and
2. The Incident Commander orders the shutdown

B. When appropriate, water flow may be temporarily stopped using sprinkler wedges prior to system shutdown.

C. Prior to leaving the scene, Command shall ensure the property representative understands:

1. The sprinkler system must be restored to service
  2. The system must be inspected by a qualified technician
  3. The system must be approved by the Fire Inspector prior to returning to normal occupancy operations (as applicable)
- 

## **308.4 – STANDPIPE OPERATIONS**

### **308.4.1 General Requirements**

A. When a standpipe system is provided, it shall be used to support interior firefighting operations.

B. Interior firefighting operations shall be conducted using fire department hose lines connected to the standpipe system.

---

### **308.4.2 Standpipe System Support (FDC Supply)**

A. At least one engine company from the initial alarm assignment shall:

1. Lay a supply line to the standpipe FDC
2. Pump a minimum of **two (2) 3-inch lines** into the standpipe connection

B. Pumping pressure guidance:

1. For elevations under 100 feet:
  - Minimum of **150 psi** at the standpipe FDC

2. For elevations above 100 feet:
    - o Add **5 psi per additional floor** above 100 feet
- 

### **308.4.3 Interior Hose Operations**

- A. The first interior attack line shall be connected **one floor below** the fire floor.
  - B. Additional lines shall be connected and advanced as needed.
  - C. Prior to interior advancement, crews shall confirm:
    1. All water supply valves are open
    2. Fire pump (if provided) is operating properly
    3. All unused hose outlets are closed
- 

### **308.4.4 Incident Command & Sectoring**

- A. ICS shall be utilized at all standpipe incidents.
  - B. An Interior Sector shall be established.
  - C. Sectors may be assigned by:
    1. Floor number
    2. Roof
    3. Lobby
    4. Stairwell designation
  - D. Communications shall be established and maintained among all sectors.
- 

### **308.4.5 Lobby Control**

- A. Lobby Control shall be established at the point of entry.
  - B. No unauthorized persons shall be admitted.
  - C. Lobby Control shall record:
    1. Names of personnel entering
    2. Time of entry
    3. Time of exit
-

### **308.4.6 High-Rise Staging**

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 transported to operating crews as needed.

---

### **308.4.7 Minimum Equipment for Initial Attack Crews**

Initial attack crews shall bring, at minimum:

- A. Full PPE and SCBA
- B. Standpipe hose packs
- C. Adapters and spanner wrenches
- D. Hand tools and support equipment including:
  - 1. At least one (1) axe
  - 2. At least one (1) pike pole
  - 3. At least one (1) pry bar
  - 4. Rope
  - 5. Hand lights
  - 6. Portable radios
  - 7. Any additional equipment required by Command

Suggested equipment distribution:

- A. Officer: SCBA, portable radio, hand light, axe
  - B. Driver: SCBA, portable radio, rope, pike pole
  - C. Firefighter: SCBA, portable radio, hose pack, pry bar
- 

### **308.4.8 Ventilation, Lighting, and Air Supply**

A. The IC shall ensure ventilation and lighting operations are initiated as soon as practical to support interior rescue and firefighting operations.

B. As soon as possible, crews shall establish an adequate and continuous supply of replacement air cylinders to support sustained SCBA operations.

---

## **308.5 – OTHER OPERATIONS**

All other operations shall be conducted in accordance with established Department Operational Procedures (DOPs), tactical guidelines, and applicable SOGs.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 309 – Mode of Fire Attack   |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## **SOG 309 – HOSE LINE SELECTION & FIRE ATTACK OPERATIONS**

### **1.0 PURPOSE**

It is the intent of this Standard Operating Guideline (SOG) to provide operational guidance for the selection, deployment, and placement of hose lines for fire attack operations during structural fire incidents, including offensive, transitional, and defensive strategies.

The total fire flow from hose lines deployed for fire attack shall meet or exceed the required fire flow for the anticipated level of fire involvement. Hose line selection shall provide the maximum achievable flow rate based on:

- Available staffing
- Fire conditions and anticipated extension
- Required fire flow for the incident
- Tactical mode of operation

### **2.0 POLICY**

The initial mode of operation (Offensive, Transitional, or Defensive) shall be determined and declared by the first arriving Command Officer. This declaration shall be transmitted by radio and shall serve as the primary strategic assignment for all responding units.

Fire attack hose line selection and placement shall be based on life safety priorities, fire control priorities, and incident stabilization objectives.

## 3.0 PROCEDURE

---

### 3.1 GENERAL OPERATIONAL REQUIREMENTS

1. The Incident Commander (IC) shall establish and communicate the mode of operation early in the incident.
  2. The total flow from hose lines deployed for fire attack shall exceed the required fire flow for the anticipated level of involvement.
  3. Hose lines selected for fire attack shall provide the maximum flow rate possible while remaining manageable and effective with available staffing.
  4. Hose line placement shall support:
    - Life safety
    - Fire confinement
    - Fire extinguishment
    - Extension control
    - Protection of exposures
- 

### 3.2 OFFENSIVE ATTACK

#### 3.2.1 Operational Standard

1. Offensive fire attack is defined as interior fire attack operations conducted within the structure, intended to confine and extinguish the fire.

#### 3.2.2 Exterior Streams During Interior Operations

1. No member shall initiate an exterior fire attack on a structure fire while an interior attack team is operating inside the structure.

#### 3.2.3 Fire Flow Requirement

1. The total fire flow from hose lines deployed for fire attack shall exceed the required fire flow for the anticipated level of involvement.
2. Hose lines selected for offensive fire attack shall provide the maximum flow rate possible based on:
  - Available staffing
  - The required fire flow
  - The anticipated fire conditions

### 3.2.4 Hose Line Placement Priorities

Hose line placement during offensive fire attack shall consider the following priorities, in order:

1. Save lives imminently threatened by fire
2. Protect exterior exposures that present a potential life hazard
3. Protect means of egress that are involved or imminently threatened by fire
4. Confine and extinguish the fire
5. Check extension above the fire
6. Protect exterior exposures that do not present a life threat

### 3.2.5 Attack Line Positioning

1. Hose lines shall be placed and advanced from the unburned side of the structure whenever possible.
  2. Hose lines may be deployed from the burned side only when:
    - a. It is necessary to protect life safety of exposed persons (civilian or firefighter), or
    - b. Access to the unburned side is unavailable or will be significantly delayed
- 

## 3.3 TRANSITIONAL ATTACK

### 3.3.1 Operational Standard

1. Transitional operations involve a controlled transition from offensive to defensive operations, including the possibility of exterior suppression while preparing for withdrawal of interior crews.

### 3.3.2 Command Declaration

1. When the Incident Commander declares: “**Prepare for change from Offensive Mode to Defensive Mode,**” offensive operations may continue temporarily.
2. Defensive operations shall be prepared and positioned.
3. Interior attack crews shall be prepared to withdraw immediately upon Command order.

### 3.3.3 Evacuation Procedures

Upon an evacuation order by Command:

1. A long tone shall be transmitted over Department frequencies
2. Three (3) long blasts of air horns shall be sounded
3. Command shall issue a clear radio order to evacuate and clear the building

### **3.3.4 Accountability**

1. Each Company Captain/Company Officer shall acknowledge the evacuation order by radio.
  2. Each Company Captain/Company Officer shall immediately begin a PAR review of assigned crews.
- 

## **3.4 DEFENSIVE ATTACK**

### **3.4.1 Operational Standard**

1. Defensive operations shall be initiated when it is determined that no safe interior operations can occur due to:
  - o Major fire involvement, and/or
  - o Major structural compromise or damage

### **3.4.2 Evacuation Procedures**

Upon an evacuation order by Command:

1. A long tone shall be transmitted over Department frequencies
2. Three (3) long blasts of air horns shall be sounded
3. Command shall issue a clear radio order to evacuate and clear the building

### **3.4.3 Accountability**

1. Each Company Captain/Company Officer shall acknowledge the evacuation order by radio.
2. Each Company Captain/Company Officer shall immediately begin a PAR review of assigned crews.

### **3.4.4 Definition of Defensive Mode**

Defensive Mode includes the following:

1. Exterior-applied water/fire suppression and withdrawal from offensive operations
2. Aerial apparatus and ladder fire suppression operations shall commence only after:
  - a. All interior/offensive attack operations have ceased, and
  - b. All crews have withdrawn from the building
3. Exterior suppression may be maintained during the transition from offensive to defensive operations when:
  - a. The suppression crew location is tactically effective, and
  - b. The location is confirmed safe by Command



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 310 – Mayday (Firefighter Down)

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

## **SOG 310 – MAYDAY PROCEDURE**

### **PURPOSE**

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

---

## **310 – POLICY & PROCEDURE**

It shall be the policy of the Greensburg Volunteer Fire Department that any firefighter encountering a life-threatening emergency condition shall immediately declare a “Mayday.”

Mayday parameters include, but are not limited to:

- Lost or disoriented
- Trapped, stuck, or entangled
- Floor collapse or ceiling collapse
- Missing crew member
- SCBA low air alarm with no viable or known means of egress
- Any condition where a firefighter believes they are in imminent danger

Immediate activation of the Mayday procedure is required. Delay in declaring Mayday places personnel at increased risk.

---

### **I. FIREFIGHTER MAYDAY ACTIONS**

A. The firefighter shall immediately transmit on the designated fireground frequency:

“Mayday, Mayday, Mayday”

Followed by a brief description of the emergency (example: “Firefighter 555 trapped in the basement with low air.”).

B. The firefighter shall provide the following information (LUNAR format):

1. **Location** (Division, subdivision, side, etc.)
2. **Unit designation** (Engine 7 Team 1, Truck 2 Roof Vent, etc.)
3. **Name**
4. **Assignment** (hose crew, ventilation crew, search team, etc.)
5. **Resources needed**
6. **Air supply status** (if operating on SCBA)

C. The firefighter shall:

1. Activate PASS device.
2. Attempt self-rescue if possible.
3. Create noise (tapping tools, yelling when appropriate);
4. Use flashlight or strobe to assist rescuers.
5. Provide updates to Command if conditions change.

D. A Mayday may be canceled only by the firefighter who declared it, if self-rescue is accomplished or the situation is resolved.

---

## II. INCIDENT COMMAND RESPONSIBILITIES

A. Upon hearing a Mayday, Command shall:

1. Acknowledge the Mayday.
2. Declare “Emergency Traffic”
3. Clear the radio channel for priority communications.
4. Obtain and confirm all LUNAR information.
5. Repeat the information for clarity.

B. Command shall:

1. Assign a Command Officer to continue fireground operations.
2. Move routine operations to an alternate frequency when possible.
3. Activate the Rapid Intervention Team (RIT) immediately.
4. Establish and stage a backup RIT.
5. Conduct an immediate PAR of all operating companies.

C. If communication with the distressed firefighter is lost, Command shall maintain contact with RIT and continue coordinated rescue efforts.

D. Command shall ensure an ALS unit is positioned for firefighter treatment and transport.

---

### **III. RAPID INTERVENTION TEAM (RIT) RESPONSIBILITIES**

A. Upon activation, RIT shall:

1. Deploy immediately to the last known location.
2. Operate on the same talk group as the distressed firefighter.
3. Provide regular status updates to Command.

B. Upon locating the firefighter, RIT shall report:

1. Location.
  2. Level of consciousness.
  3. Additional resources required.
  4. Intended egress point.
- 

### **IV. FIREGROUND OPERATIONS DURING MAYDAY**

A. All Company Officers shall conduct an immediate PAR of assigned crews.

B. Crews shall not self-deploy or redirect operations without direction from Command.

C. Operations may continue only as directed by Command and shall not compromise firefighter rescue efforts.

---

### **V. TERMINATION OF MAYDAY**

A. Upon removal of the firefighter from the IDLH environment, Command shall:

1. Confirm firefighter status.
2. Cancel the Mayday.
3. Announce "Emergency Traffic Clear"
4. Resume normal fireground operations when appropriate.

B. A post-incident review and documentation shall be completed following any Mayday activation.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 311 – Rapid Intervention Team (RIT)                                   |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 311 – RAPID INTERVENTION TEAM (RIT)

---

## 1.0 PURPOSE

The objective of a Rapid Intervention Team (RIT) is to provide a fully equipped rescue team on-site, in a ready state, capable of immediate deployment to rescue injured, trapped, lost, or disoriented firefighters or civilians.

The establishment of RIT increases firefighter safety by ensuring that a dedicated rescue team is available at the outset of operations involving unknown atmospheres, potential or confirmed IDLH (Immediately Dangerous to Life and Health) environments.

This SOG shall integrate with existing operational procedures, including requirements for back-up rescue teams during hazardous materials entry operations.

---

## 2.0 POLICY

1. A Rapid Intervention Team shall be established whenever firefighters are operating on air within a structure or in any IDLH environment where hazards exist that could endanger firefighter life.
  2. RIT operations shall be a priority function at all applicable incidents.
  3. RIT shall remain dedicated to firefighter rescue and shall not be assigned duties that would delay immediate deployment.
  4. This SOG shall be reinforced through regular training and shall operate in coordination with:
    - SOG 310 – Mayday Procedures
    - Accountability SOG
    - Structural Firefighting SOGs
-

## 3.0 PROCEDURE

---

### 3.1 RIT TACTICAL CONSIDERATIONS

1. A RIT shall consist of a minimum of two (2) qualified firefighters.
  - A minimum of three (3) firefighters is preferred when staffing permits.
  - One member shall be dedicated to monitoring crew locations and readiness for deployment.
2. RIT members shall be fully equipped with:
  - a. Appropriate personal protective equipment (PPE)
  - b. SCBA
  - c. Portable radio
  - d. RIT/FAST rescue equipment
  - e. Appropriate hose line, as determined by Command
3. RIT shall remain in a ready state and shall not be assigned to other fireground tasks that would delay immediate deployment.
4. RIT members may assume compatible secondary roles (e.g., Safety Officer) only if they remain capable of immediate deployment without delay.
5. Radio Communications:
  - a. The radio message “**Mayday**” shall be used exclusively to report lost, trapped, or injured firefighters.
  - b. Any Mayday transmission shall receive priority radio traffic.
  - c. The term “**Emergency Traffic**” shall be reserved for other urgent fireground emergencies.
  - d. Activation of the emergency button on department radios shall be treated as a priority communication.

---

### 3.2 ESTABLISHING RIT

1. The establishment of RIT is the responsibility of the Incident Commander (IC).
2. The size and number of RIT teams shall be based on:
  - a. Incident type
  - b. Building construction
  - c. Size and complexity of the structure
  - d. Number of personnel operating within IDLH atmospheres
  - e. Access points and egress challenges
3. For high-rise, mid-rise, large area facilities, or incidents involving multiple IDLH areas, the IC shall establish additional RIT teams as necessary to prevent deployment delays.
4. RIT members should be experienced and highly trained personnel whenever possible.
5. The IC shall designate a RIT Team Leader.
  - The RIT Team Leader shall report directly to the IC until deployment.

### **3.3 RIT RESPONSIBILITIES**

RIT shall continuously evaluate fireground conditions and prepare for potential rescue operations.

RIT responsibilities include:

1. Monitor the tactical radio channel at all times.
  2. Track interior crew assignments and last known locations.
  3. Continuously evaluate:
    - a. Elapsed operational time and air management
    - b. Firefighter fatigue
    - c. Entry points and alternate exit routes
    - d. Water supply and hose line mobility
    - e. Structural stability and collapse potential
  4. Prepare and stage equipment for rapid deployment, including:
    - a. RIT/FAST air pack
    - b. Thermal imaging camera (TIC)
    - c. Forcible entry tools
    - d. Lighting equipment
  5. Ensure means of egress are maintained for roof and upper-level operations.
  6. Coordinate door control, removal of security devices, and illumination of entry/exit points.
  7. Confirm utilities are secured when appropriate.
  8. Upon deployment, RIT shall:
    - a. Execute a structured search plan
    - b. Locate the firefighter
    - c. Assess firefighter condition and environmental hazards
    - d. Transfill air as needed
    - e. Package and prepare the firefighter for extrication
    - f. Provide continuous updates to Command
  9. Request additional resources early when conditions indicate extended rescue operations may be required.
- 

### **3.4 RIT EQUIPMENT**

Equipment selection shall be based on building type and incident conditions.

At a minimum, RIT equipment shall include:

1. Complete SCBA (cylinder, regulator, facepiece, frame)
2. RIT/FAST air pack
3. Lifeline or search rope
4. Forcible entry tools
5. Cutting/breaching tools
6. Thermal imaging camera
7. Portable radio
8. FAST Board or equivalent firefighter packaging device
9. Appropriate lighting
10. Small hand tools (pliers, wire cutters, etc.)

This list represents minimum equipment requirements and shall not limit additional equipment deemed necessary by the RIT Team Leader or IC.

---

### **3.5 RIT DEPLOYMENT**

1. Upon activation (Mayday transmission or IC order), RIT shall deploy as a unit under the direction of the RIT Team Leader.
2. The assignment of RIT is to locate, access, rescue, and remove lost, trapped, or disoriented firefighters using any necessary and appropriate means.
3. Throughout deployment, RIT shall provide regular status updates to the IC, including:
  - a. Location
  - b. Firefighter condition
  - c. Resources required
  - d. Intended egress point
4. When the initial RIT is deployed, the IC shall immediately establish a secondary RIT to maintain continuous rescue capability.
5. RIT operations shall take priority over routine fire suppression efforts. The IC shall restructure the Incident Action Plan (IAP) as necessary to support firefighter rescue operations.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 312 – Firefighter Rehabilitation                                      |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 312 – REHABILITATION (REHAB)

---

## 1.0 PURPOSE

This Standard Operating Guideline (SOG) applies to all emergency operations and training exercises where strenuous physical activity or exposure to environmental extremes creates the need for personnel rehabilitation.

This SOG is established to prevent injuries, illnesses, and line-of-duty deaths resulting from excessive fatigue, dehydration, heat stress, cold exposure, and other environmental or operational hazards.

This guideline establishes procedures for:

- Medical evaluation and monitoring
- Treatment and documentation
- Food and fluid replenishment
- Relief from extreme climatic conditions
- Structured rest and recovery periods

Rehabilitation for the Greensburg Volunteer Fire Department (GVFD) shall be provided by a local medical agency. The agency providing rehabilitation services shall meet the criteria established within this SOG.

---

## 2.0 POLICY

1. Rehabilitation (Rehab) shall be established at incidents or training exercises when operational or environmental conditions present potential risk to personnel health and safety.
2. The Incident Commander (IC) shall ensure that a Rehab Sector is designated when conditions warrant.
3. All personnel operating under conditions described in this SOG shall participate in Rehab as required.
4. No member shall return to duty from Rehab without medical clearance from the designated Rehab medical provider.

---

## **3.0 PROCEDURE**

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### **3.1 REHAB OPERATIONS**

1. A Rehabilitation (Rehab) Sector shall be established at incidents or training exercises where personnel are exposed to:
  - a. Strenuous physical exertion
  - b. Extended SCBA use
  - c. Extreme heat or cold
  - d. Long-duration operations
  - e. Hazardous environments requiring ongoing medical monitoring
2. The IC shall designate a Rehab Sector Officer or assign the function to a qualified medical agency.
3. Rehab shall include, at a minimum:
  - a. Relief from adverse weather conditions
  - b. Rest and recovery
  - c. Active and/or passive cooling or warming as required
  - d. Rehydration
  - e. Calorie and electrolyte replacement for extended incidents
  - f. Medical monitoring and documentation

---

### **3.2 REHAB PERIOD REQUIREMENTS**

1. All personnel involved in emergency operations shall be routinely evaluated in Rehab under the following conditions:
  - a. After the use of two (2) 30-minute SCBA cylinders
  - b. After the use of one (1) 45- or 60-minute SCBA cylinder
  - c. After forty (40) minutes of intense work without SCBA
2. Extreme weather conditions or unusually strenuous working conditions may require shorter operational intervals at the discretion of the IC or Rehab medical provider.
3. Members entering Rehab shall:
  - a. Rest for a minimum of ten (10) minutes
  - b. Rest for a minimum of twenty (20) minutes when meeting SCBA/work criteria above
  - c. Remain in Rehab until medically cleared to return to duty
4. Personnel requiring rest periods exceeding thirty (30) minutes shall be closely monitored for potential medical conditions.

5. Personnel exhibiting abnormal vital signs or medical concerns after thirty (30) minutes shall be treated in accordance with EMS protocols and may require transport to an appropriate medical facility.
- 

## **3.3 REHAB REPLENISHMENT**

### **3.3.1 Hydration**

1. Personnel shall rehydrate with a minimum of sixteen (16) ounces of water during each SCBA cylinder change.
  2. For scheduled events or training exercises, personnel should pre-hydrate with at least sixteen (16) ounces of water within two (2) hours prior to activity.
  3. Electrolyte replacement solutions may be provided during extended or high-heat operations.
- 

### **3.3.2 Food**

1. Food shall be provided when operations are expected to exceed three (3) hours.
  2. Recommended provisions include light, easily digestible foods such as:
    - a. Sandwiches
    - b. Fruit
    - c. Energy bars
    - d. Electrolyte replacement options
- 

## **3.4 MEDICAL MONITORING REQUIREMENTS**

1. All personnel reporting to Rehab shall undergo medical evaluation, including:
  - a. Pulse
  - b. Respirations
  - c. Blood pressure
  - d. Temperature (when indicated)
  - e. Skin condition
  - f. General physical assessment
  - g. Documentation of complaints
2. A Rehab Log shall be completed for each member reporting to Rehab and shall document:
  - a. Member name
  - b. Company/assignment
  - c. Time of entry and exit
  - d. Vital signs

- e. Name of medical assessor
- f. Reported complaints or abnormal findings

3. Personnel shall not return to duty until medically cleared by the Rehab medical provider.

---

### **3.5 ENVIRONMENTAL CONSIDERATIONS**

- 1. The Rehab Sector shall be located in an area that provides protection from prevailing environmental conditions.
  - 2. During hot weather:
    - a. Rehab shall be established in a shaded or cooled area.
    - b. Cooling measures (fans, misting devices, air conditioning, cold towels, etc.) shall be utilized when available.
  - 3. During cold weather:
    - a. Rehab shall be established in a warm, dry, and sheltered area.
    - b. Heated apparatus, structures, or warming shelters may be utilized.
  - 4. The Rehab location shall be accessible yet sufficiently removed from immediate operational hazards.
- 

### **4.0 IMPLEMENTATION**

This SOG shall be implemented at all applicable incidents and training events to ensure the health, safety, and operational readiness of all GVFD personnel.

Rehabilitation is a mandatory operational safety function and shall not be considered optional during qualifying incidents.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 313 – Post Fire Decontamination

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

# **SOG 313 – POST-FIRE DECONTAMINATION / CARCINOGEN EXPOSURE REDUCTION**

---

## **1.0 PURPOSE**

This Standard Operating Guideline (SOG) establishes procedures for carcinogen exposure reduction and post-fire decontamination following structure fires and other emergency response incidents.

The purpose of this SOG is to:

- Reduce firefighter exposure to products of combustion and known carcinogens
- Establish standardized on-scene gross decontamination procedures
- Ensure proper laundering and cleaning of contaminated equipment
- Protect the long-term occupational health of GVFD personnel

All department personnel shall take all reasonable measures to protect themselves and others from products of combustion and other contaminants.

The Incident Commander (IC) shall ensure Officers and Acting Company Officers direct personnel to initiate decontamination procedures as soon as practicable to limit exposure.

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## **2.0 POLICY**

1. Any member operating in an environment where products of combustion are present shall be presumed contaminated.
2. Post-fire decontamination shall be conducted as soon as practicable following exposure.
3. Contaminated turnout gear shall not be transported inside apparatus cabs unless unavoidable. When transport occurs, cab decontamination shall follow.
4. All turnout gear laundering shall be completed only through the department's contracted laundry facility.

5. This SOG shall be followed at all applicable incidents to reduce carcinogen exposure and reinforce the department's commitment to firefighter health and safety.
- 

## **3.0 DEFINITIONS**

### **3.1 Contamination**

Contamination is the exposure to chemicals (including carcinogens) and/or materials on personnel or physical items (equipment, structures, vehicles, etc.).

Contamination occurs when a foreign substance gets on or into clothing, equipment, or the body through absorption, ingestion, or inhalation. These substances shall be presumed hazardous due to potential negative health effects.

### **3.2 Exposure**

Exposure occurs when personnel operate in environments where contaminants may contact clothing, equipment, or the body. When such conditions exist, contamination shall be presumed.

---

## **4.0 PROCEDURE**

### **4.1 EXPOSURE CONDITIONS**

#### **4.1.1 Interior Operations**

Exposure includes, but is not limited to:

1. Interior operations in environments where any amount of smoke is present, regardless of duration.
2. Situations where the odor of products of combustion is detected.
3. Operations in IDLH atmospheres.

Personnel shall recognize that visible smoke is not required for exposure to occur. Low-dose inhalation and dermal absorption present potential carcinogenic risk.

---

#### **4.1.2 Exterior Operations**

Exposures can and are likely to occur during exterior operations when personnel are in proximity to products of combustion, including:

1. Vehicle fires
  2. Brush fires or rubbish fires where unknown materials may be present (tires, fertilizers, pesticides, insecticides, etc.)
  3. Trash or dumpster fires
  4. Driver/Engineer performing pumping operations
  5. Incident Commanders and Safety Officers operating in the hot zone
  6. Crews assigned to exterior operations within smoke travel paths
  7. Unintended exposure due to wind shift, scene dynamics, or other complications
- 

## **4.2 ON-SCENE DECONTAMINATION PROCESS**

1. When the IC determines decontamination is necessary, an Engine company in close proximity to the hot zone shall be assigned to establish firefighter decontamination.
2. All members exposed to products of combustion are strongly encouraged to participate in on-scene decontamination.
3. Firefighters entering the decontamination process shall have both:
  - a. Turnout gear
  - b. SCBA

grossly decontaminated.

---

### **4.2.1 Gross Decontamination Procedure**

The washdown process shall consist of:

1. Large particle removal using a garden hose or shower-type stream.
2. Scrubbing down gear using a soft brush and mild detergent.
3. Thorough rinsing with clean water.

Care shall be taken to avoid driving contaminants deeper into gear fabrics.

---

## **4.3 POST-DECONTAMINATION LAUNDERING REQUIREMENTS**

### **4.3.1 Turnout Gear Laundering**

1. Following on scene washdown, turnout gear shall be laundered only through the GVFD contracted laundry facility.
2. Preparation for laundering shall include:
  - a. Removal of all tools and personal contents
  - b. Separation of boots from coat and pants

- c. Coat, pants, gloves, and hood bagged and tagged
  - d. Bagged gear delivered to the designated laundry facility
- 

### **4.3.2 Laundry Facility Expectations**

1. Gear shall be washed, dried, and reassembled.
  2. Members should expect notification within twenty-four (24) to forty-eight (48) hours for pickup.
  3. Turnaround time may vary depending on workload volume.
- 

## **4.4 ADDITIONAL EQUIPMENT DECONTAMINATION**

Helmets, boots, SCBA components, and related equipment shall be decontaminated as soon as practicable by:

1. Scrubbing with mild detergent
2. Rinsing with clean water
3. Allowing equipment to air dry

Manufacturer cleaning guidelines shall be followed where applicable.

---

## **4.5 APPARATUS DECONTAMINATION**

### **4.5.1 Apparatus Cab**

The interior cab of any apparatus used to transport contaminated firefighters shall be decontaminated as soon as practicable using:

1. Mild detergent and clean water rinse followed by air drying; or
  2. Commercially produced decontamination or sanitizing wipes.
- 

### **4.5.2 Tools and Equipment**

Tools exposed to products of combustion shall be decontaminated using:

1. Mild detergent and clean water rinse followed by air drying; or
  2. Commercially produced decontamination or sanitizing wipes.
-

## **5.0 IMPLEMENTATION**

This SOG shall be implemented at all applicable incidents and training events where exposure to products of combustion may occur.

Carcinogen exposure reduction is a mandatory safety function and shall be treated as an operational priority.

Failure to comply with this SOG may result in disciplinary action consistent with department policy.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 314 – Fire Scene Preservation

Effective: 6/1996

Revised: 2/2026

Page: 1 of 4

## **SOG 314**

### **FIRE SCENE PRESERVATION AND CROWD CONTROL**

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#### **314.1 PURPOSE**

It is the purpose of this Standard Operating Guideline (SOG) to establish procedures for the preservation of fire scenes and the control of unauthorized access.

All fire scenes shall be treated as potential crime scenes until it has been determined that no criminal activity has occurred. Proper scene preservation protects evidence from alteration, contamination, or destruction and supports investigative authorities in determining origin and cause.

---

#### **314.2 POLICY**

- A. The Greensburg Volunteer Fire Department (GVFD) shall conduct all operations with an awareness that any incident may require investigation.
  - B. Life safety and incident stabilization remain the primary operational priorities; however, reasonable efforts shall be made to preserve potential evidence whenever possible.
  - C. Upon determination that investigative authorities are required, the Incident Commander (IC) shall ensure the scene is secured and preserved.
  - D. Unauthorized access to secured areas is prohibited.
  - E. Members shall not discuss fire scene details, opinions, or suspected causes with unauthorized individuals.
-

## **314.3 PROCEDURES**

### **314.3.1 Fire Scene Preservation – General**

1. Incidents requiring investigation by the City Fire Marshal, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Pennsylvania State Police, Federal Bureau of Investigation (FBI), or other investigative agencies shall be managed with heightened evidence preservation awareness.
  2. The scene shall be preserved immediately upon:
    - a. Completion of suppression activities;
    - b. Identification of suspicious circumstances; or
    - c. Direction of the Incident Commander.
  3. Fireground operations shall be conducted in a manner that balances life safety, fire suppression, and property conservation priorities with reasonable efforts to protect potential evidence.
- 

### **314.3.2 Notification of Investigative Authorities**

1. After extinguishment of a fire where the cause has not been determined, or when suspicious circumstances exist, the Incident Commander or ranking Officer shall immediately request response of the City Fire Marshal and/or appropriate law enforcement through City Radio.
  2. Timely notification is critical. Delay may result in the removal, loss, destruction, or alteration of potential evidence.
- 

### **314.3.3 Scene Security and Access Control**

1. Upon determining that investigative authorities are required, the Incident Commander shall secure the site.
  2. Access to the structure or designated investigative area shall be restricted to:
    - a. The Fire Marshal or authorized investigative personnel;
    - b. Law enforcement officers assigned to the scene;
    - c. Personnel specifically authorized by the Incident Commander.
  3. Firefighters, residents, property owners, and other non-essential personnel shall be denied access to secured areas unless authorized by the Fire Marshal or Incident Commander.
  4. Fire personnel may be assigned to guard entry and exit points until law enforcement assumes scene control.
  5. A controlled access point shall be established whenever practical.
- 

### **314.3.4 Evidence Protection**

1. Personnel shall avoid unnecessary movement of debris, contents, or structural components once suppression and overhaul operations are complete.
2. Tools, hose lines, and equipment shall be removed carefully to avoid disturbing potential evidence.

3. Salvage and overhaul operations shall cease in suspected areas of origin when directed by the Incident Commander or Fire Marshal.
  4. No items shall be removed from the scene except:
    - a. When required to mitigate an immediate safety hazard; or
    - b. When directed by investigative authorities.
  5. Members shall avoid walking through suspected areas of origin unless operationally necessary.
- 

### **314.3.5 Communications and Information Control**

1. Members shall not discuss fire scene facts, opinions, or potential causes with unauthorized individuals when investigative authorities are involved.
  2. All media inquiries shall be directed to the Incident Commander, Fire Chief, or designated Public Information Officer (PIO) in accordance with departmental media policy.
  3. Members shall refrain from speculation regarding origin, cause, responsibility, or contributing factors.
- 

### **314.3.6 Crowd Control**

1. The Incident Commander shall establish operational perimeters as necessary to ensure firefighter safety and scene integrity.
  2. Law enforcement assistance shall be requested when crowd control exceeds available fire department resources.
  3. Apparatus placement, barrier tape, cones, and personnel assignments may be utilized to define:
    - a. Hot Zone;
    - b. Warm Zone;
    - c. Cold Zone.
  4. Unauthorized persons shall be removed from restricted areas to prevent interference with operations and to preserve evidence integrity.
- 

## **314.4 RESPONSIBILITY**

A. The Incident Commander is responsible for overall scene preservation and crowd control until authority is transferred to investigative or law enforcement agencies.

B. All members are responsible for maintaining scene integrity and complying with this SOG.

---

## **314.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 310 – Mayday
- SOG 311 – Rapid Intervention Team
- SOG 312 – Firefighter Rehabilitation
- SOG 313 – Atmospheric Monitoring



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 315 – Atmospheric Monitoring

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

## **SOG 315**

### **Atmospheric Monitoring / Testing**

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#### **315.1 PURPOSE**

It is the intent of this Standard Operating Guideline to:

- Provide guidelines for determining when atmospheric monitoring is necessary at an incident scene
- Provide guidelines for personnel conducting atmospheric measurements
- Establish the highest level of accuracy and readiness for atmospheric monitoring instruments

This guideline is intended to ensure personnel operate with the highest level of instrument accuracy and to maximize safety for all personnel.

---

#### **315.2 POLICY**

A. All fire companies and department members shall don respiratory protective equipment and all required PPE prior to entering any potentially hazardous environment during fire or rescue operations.

B. Atmospheric monitoring shall be conducted prior to entry whenever an atmosphere is known or suspected to be hazardous, contaminated, oxygen deficient, or capable of rapidly changing conditions.

C. Atmospheric monitoring instruments shall be maintained, calibrated, and used in accordance with manufacturer recommendations and this guideline.

D. No member shall rely on atmospheric monitoring instruments that are damaged, malfunctioning, or out of calibration.

---

## **315.3 PROCEDURE**

### **315.3.1 Atmospheric Testing Requirements**

A. Atmospheric monitoring shall be conducted prior to entry into any of the following atmospheres:

1. Contaminated or oxygen-deficient atmospheres
2. Atmospheres that may suddenly become contaminated or oxygen deficient
3. Atmospheres suspected of being contaminated or oxygen deficient
4. Any environment where it is necessary to confirm the instrument is in a ready state prior to entry or operations

B. When performing atmospheric testing, personnel shall consider the following:

1. The duration of testing shall be at least the minimum response time of the instrument as specified by the manufacturer.
2. When testing involves vertical descent into a space where the atmosphere may be stratified, testing shall be performed:
  - a. At every four (4) feet of descent, and
  - b. At every four (4) feet to each side of the area where work will take place

---

### **315.3.2 Confined Space Alarm Settings**

For confined space entry, atmospheric monitoring instrument alarm settings shall be as follows:

A. Oxygen (O<sub>2</sub>):

1. Low alarm at 19.5%
2. High (enriched) alarm at 23.5%

B. Flammability:

1. Alarm set at 10% LEL

C. Toxicity:

1. Carbon monoxide (CO) alarm at 35 ppm
2. Hydrogen sulfide (H<sub>2</sub>S) alarm at 10 ppm

D. Personnel shall be aware that if oxygen readings are below 12%, LEL readings may not be accurate.

---

## **315.4 ATMOSPHERIC TESTING EQUIPMENT**

### **315.4.1 Calibration and Readiness**

A. Atmospheric monitoring instruments shall be calibrated monthly at the Department to ensure proper operating condition.

- B. Calibration shall be performed in accordance with manufacturer recommendations.
  - C. A record of calibration for atmospheric monitoring instruments shall be maintained.
  - D. If an instrument does not start up, does not function correctly, or cannot be restored to proper operation, the instrument shall not be used.
  - E. The member discovering the issue shall report the condition of the instrument to their Company Captain.
- 

### **315.4.2 Pre-Use Inspection**

- A. Atmospheric monitoring instruments are sensitive and accurate; however, no instrument can protect a member if it is not functioning properly.
  - B. Prior to using any atmospheric testing equipment, members shall:
    - 1. Examine the case, meter, and attachments for damage or defects
    - 2. Check sampling hoses for obstructions, kinks, holes, or cracks
    - 3. Confirm the sampling hose is long enough to sample the necessary area
    - 4. Confirm the battery is installed and fully charged
    - 5. Fully understand operation of the instrument and its alarm functions
- 

### **315.5 ACCOUNTABILITY**

- A. All personnel operating at incidents requiring atmospheric monitoring shall comply with this guideline.
- B. Officers shall ensure atmospheric monitoring is conducted when required and that instruments are used correctly.
- C. The Incident Commander is responsible for ensuring atmospheric hazards are identified and controlled prior to entry into potentially hazardous environments.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 316 – Vehicle Fires

Effective: 6/1996

Revised: 2/2026

Page: 1 of 4

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## **SOG 316**

### **Motor Vehicle Fire Operations**

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#### **316.1 PURPOSE**

To establish operational guidelines for the extinguishment of motor vehicle fires in order to ensure firefighter safety, effective fire control, and protection of the public.

This guideline does not apply to vehicles involved in hazardous materials incidents or to vehicle fires occurring inside structures. Such incidents shall be managed in accordance with applicable Hazardous Materials and Structure Fire SOGs.

---

#### **316.2 POLICY**

- A. The Greensburg Volunteer Fire Department shall operate at motor vehicle fires using safe apparatus placement, appropriate PPE, and proven suppression tactics.
  - B. All personnel operating in the hazard area shall wear full structural PPE and SCBA.
  - C. The Incident Commander shall ensure that traffic hazards, explosion hazards, and alternative fuel vehicle hazards are considered throughout the incident.
  - D. A minimum of one charged hoseline shall remain available until the vehicle is removed or rendered safe.
- 

#### **316.3 PROCEDURE**

##### **316.3.1 Apparatus Placement**

- A. Apparatus shall be positioned upwind and uphill from the involved vehicle whenever possible to minimize exposure to smoke, heat, and fuel runoff.

B. Apparatus shall not be positioned closer than one hundred (100) feet from the involved vehicle when traffic and scene conditions permit.

1. If the vehicle is placarded or suspected of transporting hazardous materials, isolation distances shall be increased in accordance with the current DOT Emergency Response Guidebook (ERG).

C. Apparatus shall be positioned to provide a protective barrier between operating personnel and oncoming traffic.

1. When possible, the apparatus shall be angled to block at least one lane of travel.
2. The pump operator shall maintain visual contact with the involved vehicle while minimizing exposure to traffic hazards.

---

### **316.3.2 Rescue Operations**

A. Vehicles shall be searched for occupants immediately upon arrival.

B. Particular attention shall be given to:

1. Small children
2. Infants
3. Unconscious or incapacitated victims

C. Victims shall be removed to a safe area and transferred to EMS personnel for evaluation and treatment.

---

### **316.3.3 Fire Control**

A. Fire attack shall be conducted using an offensive strategy with a minimum of a 1¾-inch handline or larger.

1. Attack shall be initiated from the unburned side of the vehicle whenever possible.
2. Additional handlines shall be deployed as necessary for:
  - a. Exposure protection
  - b. Personnel protection
  - c. Fire extension control

B. Class A foam or approved encapsulating agents (e.g., F-500EA), when available, may be utilized to enhance extinguishment effectiveness.

C. At least one charged handline shall remain in service until:

1. The vehicle is removed from the roadway, **or**
2. The vehicle has been rendered safe and secured

D. When conditions permit, the vehicle battery shall be disconnected and other potential ignition sources controlled to prevent re-ignition.

---

### **316.3.4 Safety Considerations**

A. All personnel shall operate in full structural PPE including SCBA during fire attack operations.

B. A Safety Officer should be assigned at working vehicle fires when staffing permits.

C. Personnel shall avoid operating directly in front of or behind the vehicle due to the potential for:

1. Bumper shock absorber explosions
2. Strut or drive shaft failures

D. Firefighters shall anticipate multiple fuel tank explosions. Initial tank rupture does not indicate the hazard has been eliminated.

E. Hydraulic components (lines, reservoirs, cylinders) may violently rupture when exposed to heat.

1. Tailgate and hood assist cylinders present significant projectile hazards.
2. Heated hydraulic fluid may ignite and cause severe burns.

F. Vehicle batteries may rupture or explode when heated.

G. Supplemental Restraint Systems (SRS), including:

1. Airbags
2. Curtain airbags
3. Seat belt pretensioners

shall be treated as potentially deployable hazards until confirmed safe.

H. Plastic fuel tanks may melt and release fuel, resulting in rapid fire spread or flash fire conditions.

I. Hybrid, electric, and alternative fuel vehicles shall be identified as early as possible.

1. High-voltage systems shall be isolated when accessible and safe to do so.
2. Compressed natural gas (CNG) and propane vehicles shall be monitored for container failure.
3. Scene evacuation may be required if fire control cannot be achieved promptly.

J. Adequate law enforcement presence shall be requested for traffic control.

1. Personnel not actively engaged in suppression shall remain in a safe location.
  2. Members operating near roadways without SCBA shall wear approved high-visibility traffic safety vests in accordance with department policy.
-

### **316.4 ACCOUNTABILITY**

- A. This SOG shall be implemented in conjunction with all applicable Safety, PPE, Accountability, and Incident Command procedures.
- B. Officers shall ensure members under their supervision comply with this guideline.
- C. Members failing to comply with PPE requirements, traffic safety procedures, or operational directives may be subject to corrective action consistent with department policy.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>317 – Chimney Fires</b>  |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |

## **SOG 317**

### **Chimney Fires / Fireplace & Alternative Heating Equipment**

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#### **317.1 PURPOSE**

The purpose of this guideline is to establish default crew assignments and operational procedures for the safe and effective suppression of chimney fires involving fireplaces and alternative heating equipment.

This guideline is intended to minimize risk to citizens and firefighters while reducing property damage.

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#### **317.2 POLICY**

- A. The Greensburg Volunteer Fire Department shall operate at chimney fires using suppression methods designed to minimize structural damage, prevent extension, and reduce risk to personnel.
  - B. Chimney fires shall be treated as potentially extending fires until the chimney system, attic spaces, wall voids, and adjacent concealed areas have been thoroughly evaluated.
  - C. No hose streams shall be directed down a chimney flue for the purpose of extinguishment.
  - D. Firefighters shall remain outside the structure unless entry is specifically authorized by the Incident Commander (IC).
  - E. Property owners shall be advised that affected chimneys and appliances shall not be returned to service until professionally cleaned and inspected.
-

## **317.3 PROCEDURE**

### **317.3.1 General Operations**

- A. The first arriving unit shall provide an initial size-up report including:
1. Structure type
  2. Visible fire and smoke conditions
  3. Occupancy status
  4. Known heating appliance location
  5. Extension concerns
- B. No hose streams shall be directed down a chimney flue for the purpose of extinguishment.
- C. To minimize property damage and risk to personnel, firefighters shall remain outside the structure until entry is authorized by the Incident Commander.
- D. Salvage covers shall be deployed as needed to protect property within the structure.
- E. Fire in the firebox shall be removed and extinguished using appropriate hand tools and extinguishing agents when safe and practicable.
- F. Ladders shall not be placed directly against chimney surrounds or unsupported decorative facades, particularly in lightweight residential construction.
- 

### **317.3.2 Fire Suppression Methods**

- A. If active fire exists within the chimney flue, extinguishment shall be accomplished using:
1. Approved dry chemical extinguishers, **or**
  2. Chimney flares specifically designed for chimney fire suppression
- B. Firefighters shall avoid introducing excessive water into the flue, as rapid steam conversion may cause structural damage to the chimney system.
- 

### **317.3.3 Extension and Investigation**

- A. Crews shall conduct a thorough inspection to ensure fire has not extended into:
1. Wall voids
  2. Attic spaces
  3. Roof assemblies
  4. Adjacent rooms and concealed spaces

B. Inspection shall include, when appropriate:

1. Portable lighting
2. Mirrors and/or chimney inspection tools
3. Thermal Imaging Camera (TIC) to identify hidden heat signatures

C. If extension is discovered, operations shall transition to appropriate structure fire procedures in accordance with established SOGs.

---

### **317.3.4 Post-Incident Requirements**

A. Upon extinguishment and verification that no extension exists, the property owner shall be advised to discontinue use of the affected fireplace or alternative heating appliance.

B. The property owner shall be instructed that the chimney system must be professionally cleaned and inspected prior to being returned to service.

C. All equipment used during operations shall be inspected and returned to service in accordance with department policy.

---

### **317.4 ACCOUNTABILITY**

A. The Incident Commander is responsible for ensuring operations are conducted in accordance with this guideline.

B. Company Officers shall ensure members under their supervision comply with this guideline and complete required extension checks.

C. Members shall not enter the structure unless authorized by the Incident Commander.

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>318 – Dumpster Fires</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2026</b> |

## **SOG 318**

### **Dumpster, Compactor, and Trash Truck Fires**

#### **318.1 PURPOSE**

To provide a safe, systematic, and effective method for the control and extinguishment of dumpster fires, cardboard compactor fires, and trash truck fires, while minimizing risk to personnel, property, and the environment.

#### **318.2 POLICY**

- A. Dumpster, compactor, and trash truck fires shall be managed in accordance with established fireground safety principles, hazard recognition practices, and environmental protection procedures.
- B. All personnel shall operate in full compliance with PPE requirements, accountability procedures, and Incident Command System (ICS) principles.
- C. The Incident Commander shall evaluate the potential for hazardous materials involvement, structural extension, and environmental impact at all such incidents.
- D. Any dumpster or compactor fire located inside a structure shall be managed as a structure fire in accordance with applicable structural firefighting SOGs.

#### **318.3 PROCEDURE**

##### **318.3.1 Safety**

- A. All personnel operating at dumpster, compactor, or trash truck fires shall wear full structural firefighting protective clothing and SCBA.

B. Apparatus and personnel shall position and operate upwind and uphill whenever possible.

C. Personnel shall recognize that contents may include:

1. Water-reactive materials
2. Flammable or explosive substances
3. Oxidizing agents
4. Unknown hazardous materials

D. Caution shall be exercised during overhaul due to:

1. Shifting debris
2. Sharp objects
3. Pressurized containers
4. Concealed hazards

E. Personnel, equipment, and apparatus shall be decontaminated when exposure to hazardous substances or products of combustion is suspected.

---

### **318.3.2 Fire Control**

A. Civilians and bystanders shall be removed from the hazard area and an operational safety perimeter established.

B. Extinguishment methods shall be selected based on fire conditions and hazard assessment, including:

1. Dry chemical extinguishers for incipient or localized fires
2. Offensive attack using a minimum 1¾-inch handline positioned upwind
3. Larger diameter hose lines as conditions dictate

C. Materials shall be pulled, spread, and overhauled as necessary to ensure complete extinguishment.

D. If the dumpster or compactor is positioned against a structure:

1. It shall be moved to an open area when feasible and safe to do so, **or**
2. If movement is not possible, crews shall check for extension into exposures and provide appropriate protection

E. If the dumpster or compactor fire is located inside a structure, operations shall transition to structure fire procedures in accordance with established SOGs.

F. An adequate water supply shall be established when conditions indicate potential for fire escalation or extended operations.

### **318.3.3 Containment and Environmental Considerations**

- A. The Incident Commander shall evaluate runoff for potential hazardous material contamination.
  - B. Diking, diversion, or containment of runoff may be necessary to prevent environmental damage.
  - C. If hazardous materials are suspected or confirmed, appropriate resources shall be requested and coordination shall occur with environmental and regulatory agencies as required.
- 

### **318.4 ACCOUNTABILITY**

- A. This procedure shall be applied in conjunction with all applicable fireground safety, accountability, and hazardous materials guidelines contained within the GVFD Standard Operating Guidelines Manual.
- B. Officers shall ensure members under their supervision comply with this guideline.
- C. Members shall report contamination concerns and follow decontamination and safety directives as required.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 319 – Forcible Entry

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

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## **SOG 319**

### **Forcible Entry Operations**

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#### **319.1 PURPOSE**

To establish operational guidelines for forcible entry to ensure safe, lawful, and effective access into structures while minimizing unnecessary property damage and maintaining coordination with Dispatch and law enforcement.

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#### **319.2 POLICY**

- A. Forcible entry shall be performed only when required for life safety, fire suppression, rescue, property conservation, or operational necessity.
  - B. The Officer in Charge (OIC) or highest-ranking member on scene shall determine when forcible entry is required.
  - C. Members shall utilize the “Try Before You Pry” principle prior to initiating forcible entry.
  - D. Forcible entry operations shall be conducted in accordance with department training standards and accepted fire service practices.
  - E. Entry operations shall be coordinated with law enforcement whenever feasible.
  - F. Members shall wear appropriate personal protective equipment (PPE) consistent with the hazard assessment. Ballistic protective equipment shall be worn when required by the circumstances.
-

## **319.3 PROCEDURE**

### **319.3.1 Authorization for Forcible Entry**

- A. The Officer in Charge (OIC) or highest-ranking member on scene shall determine whether forcible entry is required.
  - B. The decision to initiate forcible entry shall be based upon:
    - 1. Life safety considerations
    - 2. Fire conditions
    - 3. Property conservation
    - 4. Operational necessity
- 

### **319.3.2 Pre-Entry Assessment**

- A. All exterior doors shall be checked prior to initiating forcible entry (“Try Before You Pry”).
  - B. Members shall identify themselves as the Fire Department and attempt to determine if occupants are present before forcing entry.
  - C. Pre-incident planning shall include documentation of:
    - 1. Building construction type
    - 2. Locking systems and security features
    - 3. Window configurations
    - 4. Air conditioning units or alternate access points
    - 5. Structural weaknesses or hazards
- 

### **319.3.3 Notification and Coordination**

- A. The Officer in Charge shall notify Dispatch/City Radio when forcible entry is required.
  - B. Law enforcement shall be requested to respond if not already present.
  - C. Entry operations shall be coordinated with law enforcement whenever feasible.
- 

### **319.3.4 Operational Conduct**

- A. Forcible entry shall be performed in a manner that provides rapid access while minimizing unnecessary property damage.
- B. All forcible entry techniques shall conform to department training standards and accepted fire service practices.

C. Members shall remain aware that excessive or unnecessary damage contradicts the fire service mission of property conservation.

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### **319.3.5 Protective Measures**

A. Members entering a structure shall wear appropriate personal protective equipment as dictated by the hazard assessment.

B. Any member entering a structure under circumstances where ballistic protection is required shall don assigned ballistic protective equipment prior to entry.

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### **319.4 ACCOUNTABILITY**

A. The Officer in Charge is responsible for ensuring forcible entry operations are conducted in accordance with this guideline.

B. Company Officers shall ensure members under their supervision comply with PPE requirements and department-approved entry techniques.

C. Members shall report forcible entry actions and any safety concerns to the Officer in Charge.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 320 – Vehicle Accidents

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

## **SOG 320**

### **Vehicle Rescue / Extrication Operations**

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#### **320.1 PURPOSE**

This Standard Operating Guideline establishes operational procedures intended to minimize risk to rescue personnel operating at motor vehicle incidents requiring rescue and/or extrication.

This guideline does not address the medical treatment of patients. Emergency medical treatment by department personnel shall be limited to:

- The personal protective equipment available, and
  - The medical training level of department personnel
- 

#### **320.2 POLICY**

A. The Greensburg Volunteer Fire Department shall operate at vehicle rescue and extrication incidents using safe work practices, hazard recognition, and Incident Command System (ICS) principles.

B. The Officer in Charge (OIC) and/or Incident Commander shall ensure appropriate resources are requested, the vehicle is stabilized prior to entry, and hazards are controlled prior to extrication operations.

C. All personnel operating in the hazard area shall wear full protective clothing appropriate to the hazard assessment.

D. Fire suppression capability shall be established prior to initiating extrication operations.

E. Hazardous materials, utility hazards, traffic hazards, and alternative fuel vehicle hazards shall be considered at all vehicle rescue incidents.

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## **320.3 PROCEDURE**

### **320.3.1 Response / Initial Actions**

- A. All responding apparatus shall utilize audible and visible warning devices during emergency response.
- B. The Officer in Charge (OIC) shall request additional resources through dispatch when necessary, including specialty equipment and mutual aid.
- C. When commercial vehicles are involved, personnel shall identify placards and take appropriate precautions for hazardous materials and cargo hazards.
- D. The Officer in Charge shall provide the dispatcher with the confirmed location of the incident if it differs from the original dispatch information and shall provide an initial situation report.
- E. Law enforcement shall be requested through dispatch if not already on scene. When law enforcement is present, operations shall be coordinated to ensure:
1. Scene security
  2. Traffic control
  3. Responder safety
- F. When extrication operations are anticipated, the following shall be established:
1. A pre-connected 1<sup>3</sup>/<sub>4</sub>-inch hose line deployed and charged
  2. A dry chemical extinguisher or CO<sub>2</sub> extinguisher available as a backup

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### **320.3.2 Scene Safety**

- A. All personnel operating in the hazard area shall wear full protective clothing.
- B. Apparatus shall be positioned uphill and upwind of the incident whenever practical.
- C. Apparatus should be positioned between rescuers and oncoming traffic whenever possible.
- D. When apparatus is positioned as a protective barrier, the following shall be ensured:
1. Parking brake set
  2. Wheels chocked
  3. Front wheels turned toward the curb when applicable
- E. Fuel leaks shall be controlled when possible.
- F. Road flares shall not be used at any time.
- G. Prior to any rescue personnel entering a vehicle, the vehicle shall be stabilized using:
- Cribbing

- Chock blocks
- Ropes
- Parking brake application
- Other approved stabilization methods

H. Department personnel shall not remove, handle, or come into contact with downed electrical wires.

1. The Incident Commander shall request appropriate utility response through dispatch.

I. Overturned vehicles shall not be “righted” until all patient(s) have been removed.

J. Battery cables shall not be disconnected if flammable vapors are suspected or present.

K. Members responding in personal vehicles shall not impede emergency vehicle access and shall be responsible for securing their vehicles outside the operational area.

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### **320.3.3 Fuel Spills / Ignition Control**

A. Fuel leaks shall be stopped when possible and ignition hazards controlled.

B. Hose lines shall be positioned to protect patients and rescue personnel.

C. For large fuel spills, foam operations should be considered to prevent ignition and reduce vapor spread.

D. Runoff shall be controlled to prevent entry into:

1. Storm drains
2. Catch basins
3. Streams
4. Rivers
5. Other waterways

---

### **320.3.4 Patient Extrication**

A. The vehicle shall be stabilized prior to rescue personnel entering the vehicle.

B. The Officer in Charge shall supervise and coordinate extrication operations.

C. All personnel involved in extrication shall wear full protective clothing.

D. When glass must be broken or removed, all occupants shall be protected using:

1. A blanket
2. A tarp
3. Other appropriate shielding material

---

### **320.3.5 Operational Considerations**

- A. The Officer in Charge shall coordinate with EMS personnel regarding:
1. Patient care
  2. Access
  3. Packaging and removal
- B. The Officer in Charge shall coordinate with law enforcement regarding:
1. Traffic control
  2. Crowd control
  3. Scene security
- C. Personnel safety shall remain the highest priority throughout rescue operations.
- D. All obviously deceased victims shall be completely covered with a tarp or blanket as soon as practical.
- E. All equipment shall be returned to service as soon as possible following the incident.
- F. When aeromedical transport (STAT MedEvac) is required:
1. The Officer in Charge shall request response through dispatch
  2. The Officer in Charge shall request necessary resources to establish and secure a landing zone
- G. Hybrid vehicles (gas/electric) contain high-voltage electrical wiring, commonly identified by orange-colored cables.
1. Extreme caution shall be used during stabilization and extrication operations.
- H. Airbag systems may remain energized after battery disconnection.
1. Personnel shall use caution, as some systems may require fifteen (15) seconds or longer to fully discharge.

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### **320.4 ACCOUNTABILITY**

- A. The Incident Commander and Officer in Charge are responsible for ensuring operations comply with this guideline.
- B. Company Officers shall ensure members under their supervision operate safely and comply with PPE and stabilization requirements.
- C. Members shall not enter or operate within the hazard area unless assigned and properly protected.

D. This SOG shall be implemented in conjunction with all applicable safety, PPE, accountability, and incident command procedures contained within the GVFD Standard Operating Guidelines Manual.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 321 – Vehicle Accidents with Entrapment

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

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## SOG 321

### Vehicle Extrication Operations

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#### 321.1 PURPOSE

This guideline establishes standardized operational procedures for Fire Department personnel to safely extricate victims from vehicles and minimize risk to rescue personnel operating at the scene of a motor vehicle emergency.

This guideline does not address definitive medical treatment of patients. Emergency medical care provided by Fire Department personnel shall be limited to:

- The level of training and certification of the member
- The available personal protective equipment (PPE)
- The member's authorized scope of practice

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#### 321.2 POLICY

A. Vehicle extrication incidents shall be managed under the Incident Command System (ICS).

B. Extrication operations shall not begin until:

1. The scene is properly secured
2. Hazards have been identified and controlled
3. The involved vehicle(s) have been stabilized

C. Personnel safety shall remain the highest operational priority.

D. Extrication operations shall be coordinated with EMS and law enforcement as appropriate.

---

## **321.3 PROCEDURE**

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### **321.3.1 Initial Size-Up**

- A. Upon arrival at a motor vehicle collision involving entrapment, the first-arriving Officer shall determine the safest and most effective placement of apparatus to protect personnel and patients.
  - B. The first-arriving Officer shall conduct an initial size-up and establish command or transfer command consistent with Department command procedures.
  - C. The Officer/Incident Commander (IC) shall evaluate, at minimum:
    - 1. Number of vehicles involved
    - 2. Number of injured persons and/or entrapped victims
    - 3. Type of vehicles involved (passenger car, commercial vehicle, hybrid/electric vehicle, etc.)
    - 4. Presence of fire
    - 5. Leaking fuel or other fire/explosion hazards
    - 6. Vehicle stability and position
    - 7. Presence and status of vehicle safety systems (e.g., airbags, pretensioners)
    - 8. Involvement of electrical power lines or electrocution hazards
    - 9. Actual or suspected hazardous materials involvement
- 

### **321.3.2 Emergency Medical Considerations**

- A. Emergency first aid rendered by Fire Department personnel shall be based on the training, education, experience, and available PPE of members on scene.
  - B. Direct patient care shall be provided by qualified EMS personnel whenever available and practical.
  - C. Fire personnel shall coordinate closely with EMS regarding patient condition, access, and extrication priorities.
- 

### **321.3.3 Scene Preparation and Securing**

- A. The Officer in Charge shall survey the scene for hazards.
  - 1. If utility hazards are present, the appropriate utility company shall be requested through dispatch.
- B. Coordination shall be established with the medical team to determine the extent and method of extrication required.
- C. Scene preparation shall be completed prior to initiating extrication operations and should include:

1. Establishment of a designated tool/resource staging area (preferably on a tarp)
2. Provision of adequate scene lighting when necessary

D. All ignition sources shall be eliminated from the hazard area.

E. Batteries of all involved vehicles shall be disconnected unless electrical power is required to safely operate windows, door locks, or power seats to facilitate extrication.

F. Extrication operations shall not begin until:

1. Vehicle stabilization has been achieved
2. A 1¾-inch handline has been deployed and positioned
3. All personnel operating within the extrication zone (Fire and EMS) have been briefed on intended actions

---

### **321.3.4 Extrication Operations**

A. The Incident Commander shall designate an Operations/Extrication Officer when staffing permits.

B. The Operations/Extrication Officer shall coordinate directly with EMS to determine the safest and most efficient method of extrication.

C. The extrication team shall consist of:

1. An Operations/Extrication Officer
2. A minimum of two (2) firefighters

D. All extrication team members shall wear full protective clothing.

E. Protective EMS gloves may be worn under firefighting gloves when practical and appropriate.

F. The Operations/Extrication Officer shall:

1. Oversee extrication operations
2. Ensure vehicle stabilization remains intact
3. Provide regular progress updates to Incident Command

G. If specialized tools or additional resources are required, the Operations/Extrication Officer shall request them through the Incident Commander without delay.

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## **321.4 SAFETY**

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### **321.4.1 General Safety**

- A. The Incident Commander is responsible for the overall safety of all personnel operating at the scene.
- B. All personnel shall wear protective clothing appropriate to the tasks being performed, which shall normally include full structural protective clothing.
- C. The following PPE shall be worn within the operational area:
  - 1. Gloves
  - 2. Helmet with chin strap secured
  - 3. Eye protection (face shield down or approved eye protection)
- D. Reflective safety vests shall be worn when operating in or near traffic hazards unless engaged in firefighting operations requiring full PPE.

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### **321.4.2 Traffic and Scene Control**

- A. A firefighter or Safety Officer shall be assigned to monitor scene safety, including approaching traffic hazards.
- B. Precautions shall be taken to warn motorists and protect personnel operating near roadways.
- C. The following measures shall be used to establish a protected work area:
  - 1. Apparatus positioning
  - 2. Safety cones
  - 3. Warning devices
  - 4. Flares when appropriate and not in the presence of flammable vapors
- D. Adequate law enforcement personnel shall be requested and shall assist with traffic control whenever roadway operations are involved.

---

## **321.5 ACCOUNTABILITY**

- A. The Incident Commander is responsible for ensuring compliance with this guideline.
- B. Company Officers shall ensure members operate safely, wear required PPE, and follow stabilization and suppression procedures.

C. Members shall not enter the extrication zone unless assigned and properly protected.

D. This SOG shall be implemented in conjunction with all applicable Safety, Accountability, PPE, and Incident Command procedures contained within the GVFD Standard Operating Guidelines Manual.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 322 – Gas Leak / Flammable Liquid Response

Effective: 6/1996

Revised: 2/2026

Page: 1 of 4

## **SOG 322 – Gas Leak / Flammable Liquid Incidents**

### **1.0 PURPOSE**

This guideline establishes response procedures and operational requirements for Fire Department personnel operating at gas leak and flammable liquid incidents.

---

### **2.0 POLICY**

Gas leak and flammable liquid incidents shall be managed using the Incident Command System (ICS). Responding units shall operate in a manner that prioritizes life safety, hazard isolation, ignition control, and coordination with utility companies and other authorized agencies.

Fire Department personnel shall not restore gas service once it has been secured.

---

### **3.0 PROCEDURE**

#### **3.1 Dispatch and Utility Notification**

A. The Officer in Charge shall ensure that dispatch has notified the appropriate gas company/utility provider.

B. If dispatch has not notified the utility provider, the Officer/Incident Commander (IC) shall immediately request utility response through dispatch.

---

#### **3.2 Types of Gas (Operational Considerations)**

##### **A. Natural Gas**

1. Natural gas is lighter than air and will generally dissipate readily outdoors.
2. Inside a structure, natural gas may pocket in areas including but not limited to:
  - a. Attics

- b. Under stairs
- c. Dead air spaces

## **B. Liquefied Petroleum (LP) Gas**

1. Liquefied petroleum gas is a mixture of gases that liquefy under moderate pressure and readily vaporize upon release of pressure.
  2. The fire hazard of LP gas vapors is comparable to that of natural or manufactured gas; however, LP gas vapors are heavier than air.
  3. Inside a structure, LP gas will pocket in low air spaces.
- 

## **3.3 Interior Gas Leak Response**

### **A. Apparatus Placement**

1. First arriving units shall stop a minimum of one hundred (100) feet prior to the dispatched address and shall approach from upwind whenever possible.
2. Units shall position so apparatus can be moved quickly should the leak zone expand.

### **B. Evacuation and Isolation**

1. Occupants of the dispatched address shall be evacuated.
2. Occupants of neighboring structures on both sides of the dispatched address shall be evacuated as determined necessary by the Officer/IC.
3. The area shall be isolated and access controlled.

### **C. Atmospheric Monitoring**

1. Meters shall be powered on and checked in a fresh-air atmosphere prior to use.

### **D. Utility Determination**

1. The Officer/IC shall determine whether the leak involves a public utility system.
2. If the leak involves a public utility, dispatch shall be directed to contact the appropriate utility provider and request a response.

### **E. Entry Requirements**

1. A minimum crew of two (2) personnel shall initiate entry.
2. Personnel shall wear full PPE and SCBA.

### **F. LEL Readings and Emergency Withdrawal**

1. If any meter reading indicates an LEL value of any level, interior personnel shall evacuate immediately.
2. Defensive operations and ventilation tactics should be initiated to reduce LEL readings.

### **G. Ventilation**

1. Positive Pressure Ventilation (PPV) shall be started from a safe location.
2. PPV equipment shall be maneuvered into position only when it can be done safely and without creating ignition risk.

#### **H. Valve Control**

1. Fire Department personnel should only shut off valves that are above ground.
2. Underground valves shall only be shut off by authorized utility personnel.

#### **I. Restoration of Service**

1. Fire Department personnel shall not restore gas service once it has been secured.

#### **J. LP Gas Tank Fire**

1. If an LP gas tank is burning, apply water to cool the tank above the liquid line.
2. Do not extinguish the flame unless the valve can be shut off.
3. Personnel shall remain clear of tank ends at all times.

---

### **3.4 Exterior Gas Leak Response**

#### **A. Apparatus Placement**

1. First arriving units shall stop a minimum of one hundred (100) feet prior to the dispatched address and shall approach from upwind whenever possible.
2. Units shall position so apparatus can be moved quickly should the leak zone expand.

#### **B. Evacuation and Isolation**

1. The area shall be evacuated as necessary and isolated.

#### **C. Atmospheric Monitoring**

1. Meters shall be powered on and checked in a fresh-air atmosphere prior to use.

#### **D. Entry and Monitoring**

1. A minimum crew of two (2) personnel shall initiate entry wearing full PPE and SCBA.
2. Personnel shall begin taking readings and shall advance toward the suspected leak area.
3. SCBA shall be donned; however, the facepiece does not need to be worn with airflow activated unless conditions require it.

#### **E. Valve Control**

1. Fire Department personnel should only shut off valves that are above ground.
2. Underground valves shall only be shut off by authorized utility personnel.

## **F. Restoration of Service**

1. Fire Department personnel shall not restore gas service once it has been secured.

## **G. LP Gas Tank Fire**

1. If an LP gas tank is burning, apply water to cool the tank above the liquid line.
2. Do not extinguish the flame unless the valve can be shut off.
3. Personnel shall always remain clear of tank ends.

## **H. Utility Authority**

1. In each situation, the gas company shall make the final determination regarding the safety of the structure.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 323 – Carbon Monoxide Response

Effective: 6/1996

Revised: 2/2026

Page: 1 of 4

## 322 – Gas Leak / Flammable Liquid Incidents

### 1.0 PURPOSE

This guideline establishes standardized response procedures and operational requirements for Fire Department personnel operating at gas leak and flammable liquid incidents.

---

### 2.0 POLICY

Gas leak and flammable liquid incidents shall be managed in accordance with the Incident Command System (ICS).

Responding units shall operate in a manner that prioritizes:

- A. Life safety
- B. Hazard isolation
- C. Ignition source control
- D. Coordination with utility companies and other authorized agencies

Fire Department personnel shall not restore gas service once it has been secured.

---

### 3.0 PROCEDURE

#### 3.1 Dispatch and Utility Notification

- A. The Officer in Charge shall ensure that dispatch has notified the appropriate gas company/utility provider.
  - B. If the utility provider has not been notified, the Officer/Incident Commander (IC) shall immediately request utility response through dispatch.
-

## **3.2 Types of Gas (Operational Considerations)**

### **A. Natural Gas**

1. Natural gas is lighter than air and will generally dissipate readily outdoors.
2. Inside a structure, natural gas may pocket in areas including, but not limited to:
  - a. Attics
  - b. Under stairs
  - c. Dead air spaces

### **B. Liquefied Petroleum (LP) Gas**

1. LP gas is a mixture of gases that liquefy under moderate pressure and readily vaporize upon release of pressure.
  2. The potential fire hazard of LP gas vapors is comparable to that of natural or manufactured gas; however, LP gas vapors are heavier than air.
  3. Inside a structure, LP gas may pocket in low air spaces.
- 

## **3.3 Interior Gas Leak Response**

### **A. Apparatus Placement**

1. First arriving units shall stop a minimum of one hundred (100) feet prior to the dispatched address and shall approach from upwind whenever possible.
2. Units shall position so apparatus can be repositioned rapidly should the leak zone expand.

### **B. Evacuation and Isolation**

1. Occupants of the dispatched address shall be evacuated.
2. Occupants of neighboring structures on both sides of the dispatched address shall be evacuated as determined necessary by the Officer/IC.
3. The area shall be isolated and access controlled.

### **C. Atmospheric Monitoring**

Meters shall be powered on and checked in a fresh-air atmosphere prior to use.

### **D. Utility Determination**

1. The Officer/IC shall determine whether the leak involves a public utility system.
2. If the leak involves a public utility, dispatch shall be directed to contact the appropriate utility provider and request a response.

### **E. Entry Requirements**

1. A minimum crew of two (2) personnel shall initiate entry.
2. Personnel shall wear full PPE and SCBA.

## **F. LEL Readings and Emergency Withdrawal**

1. If any meter reading indicates an LEL value of any level, interior personnel shall evacuate immediately.
2. Defensive operations and ventilation tactics should be initiated to reduce LEL readings.

## **G. Ventilation**

1. Positive Pressure Ventilation (PPV) shall be initiated from a safe location.
2. PPV equipment shall only be positioned and operated when it can be done safely and without creating an ignition hazard.

## **H. Valve Control**

1. Fire Department personnel should only shut off valves that are above ground.
2. Underground valves shall only be shut off by authorized utility personnel.

## **I. Restoration of Service**

Fire Department personnel shall not restore gas service once it has been secured.

## **J. LP Gas Tank Fire**

1. If an LP gas tank is burning, water shall be applied to cool the tank above the liquid line.
2. The fire shall not be extinguished unless the valve can be shut off.
3. Personnel shall always remain clear of tank ends.

---

## **3.4 Exterior Gas Leak Response**

### **A. Apparatus Placement**

1. First arriving units shall stop a minimum of one hundred (100) feet prior to the dispatched address and shall approach from upwind whenever possible.
2. Units shall position so apparatus can be repositioned rapidly should the leak zone expand.

### **B. Evacuation and Isolation**

The area shall be evacuated as necessary and isolated.

### **C. Atmospheric Monitoring**

Meters shall be powered on and checked in a fresh-air atmosphere prior to use.

### **D. Entry and Monitoring**

1. A minimum crew of two (2) personnel shall initiate entry wearing full PPE and SCBA.
2. Personnel shall begin taking readings and shall advance toward the suspected leak area.
3. SCBA shall be donned; however, the facepiece does not need to be worn with airflow activated unless conditions require it.

#### **E. Valve Control**

1. Fire Department personnel should only shut off valves that are above ground.
2. Underground valves shall only be shut off by authorized utility personnel.

#### **F. Restoration of Service**

Fire Department personnel shall not restore gas service once it has been secured.

#### **G. LP Gas Tank Fire**

1. If an LP gas tank is burning, water shall be applied to cool the tank above the liquid line.
2. The fire shall not be extinguished unless the valve can be shut off.
3. Personnel shall always remain clear of tank ends.

#### **H. Utility Authority**

In each situation, the gas company shall make the final determination regarding the safety of the structure.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 324 – Hazardous Materials Response                                    |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## **SOG 324**

### **HAZARDOUS MATERIALS (HAZMAT) RESPONSE – FIRST RESPONSE OPERATIONS**

#### **324.1 PURPOSE**

All personnel of the Greensburg Volunteer Fire Department (GVFD) are members of the Department’s First Response Hazardous Materials Responders. It is the responsibility of all members to protect life and property and to minimize environmental damage.

The successful control of a hazardous materials (HAZMAT) incident depends on rapid recognition of potential hazards, effective incident command, and safe scene management.

This SOG establishes procedures for dispatching, initial operations, scene control, notifications, and evacuation considerations at HAZMAT incidents.

#### **324.2 POLICY**

A. The GVFD shall respond to hazardous materials incidents in accordance with the capabilities and training level of responding personnel and the Department’s available equipment.

B. Personnel shall operate within the scope of First Responder Awareness and/or Operations level training, as applicable, until relieved or integrated into unified command with the Westmoreland County HAZMAT Team.

C. Life safety and responder safety shall be the priority at all hazardous materials incidents.

D. Incident Command shall establish control zones and restrict access to the scene immediately upon recognition of a hazardous materials emergency.

E. The Westmoreland County HAZMAT Team shall assume unified command and/or operational assignments as needed upon arrival.

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## **324.3 PROCEDURES**

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### **324.3.1 Location of Incident**

#### **A. HAZMAT Incident – Inside the City**

1. Companies shall respond as dispatched.
2. Upon arrival, Incident Command shall coordinate HAZMAT First Response operations until a designated Department HAZMAT Officer is available to assist with command functions.
3. Thereafter, the Westmoreland County HAZMAT Team shall assume unified command and operational assignments as needed.

#### **B. HAZMAT Incident – Outside the City**

1. No companies or manpower shall be dispatched outside the City without authorization from:
    - a. The Fire Chief; or
    - b. The assigned Command Officer.
  2. Exception: Units may respond if the incident occurs on City-owned property located in a surrounding municipality.
  3. Under the terms of Mutual Aid Agreements, firefighting, HAZMAT equipment, or manpower may be dispatched upon authorization of the Fire Chief or assigned Command Officer.
- 

### **324.3.2 Operations**

#### **A. First Arriving Engine Company**

The first arriving engine company shall:

1. Position apparatus safely, with special consideration for the dangerous potential of the product, chemical release, or weapon. Apparatus shall not be positioned closer than isolation distances recommended in the current Emergency Response Guidebook (ERG).
2. Restrict all entry of responders and civilians.
3. Identify the product and obtain all available supplementary information.
4. Provide a preliminary report to Incident Command and dispatch, including:
  - a. Secure observations;
  - b. Status reports;
  - c. Physical consequences (liquid flows, vapor clouds, direction of travel);
  - d. Discoloration;
  - e. Wind direction and environmental conditions.
5. Establish control zones with restricted entry using cones, rope, vehicle placement, and/or barrier tape, including:

- a. Hot / Warm / Cold Zones with limited entry points;
  - b. Monitoring placements as needed.
  6. Designate a staging area for incoming equipment and responding agencies.
  7. Execute only immediate life-saving rescue, within the limits of available PPE and training. Rescue efforts shall be conducted in a manner that minimizes the endangerment of personnel until the material involved and hazards are confirmed.
- 

## **B. Other Incoming Units**

1. Incoming units shall avoid self-deployment and shall restrict entry into the hazard area.
  2. Incoming units shall report by radio to Incident Command for assignment.
  3. Incident Command shall coordinate all hazardous materials operations and shall implement a HAZMAT Incident Command System (ICS) structure appropriate to the incident.
- 

## **324.3.3 Scene Protocol**

### **A. Approaching the Scene**

1. Personnel shall move and keep all persons and responders away from the scene a minimum of:
    - a. 250 feet for a small spill; or
    - b. 800 feet for a large spill.
  2. Personnel shall adhere to the following precautions:
    - a. Do not walk into or touch any spilled material.
    - b. Do not inhale product, gases, fumes, or smoke, even if hazardous materials are not confirmed.
    - c. Do not assume gases or vapors are harmless because there is no smell or visible evidence.
    - d. Safely eliminate ignition sources if possible and if it can be done without risk.
- 

### **B. Identification of Material**

The material shall be identified from the safest distance possible using one or more of the following methods:

1. Shipping papers;
  2. Placarding system;
  3. Driver or responsible party report;
  4. Packaging, container, or tanker markings.
- 

### **C. Notifications**

Upon confirmation or strong suspicion of a hazardous materials incident, Incident Command shall ensure the following notifications are made as appropriate:

1. Dispatch / Emergency Management.
  2. City Police.
  3. Westmoreland County HAZMAT Team(s).
  4. CHEMTREC (1-800-424-9300), if assistance is needed.
  5. Military Transport (703-697-0218), when applicable.
  6. Additional notifications as directed by Incident Command.
  7. Poison Control Center (1-800-222-1222), when applicable.
- 

#### **D. Evacuation**

1. Incident Command shall evaluate the need for evacuation based on:
    - a. Material involved;
    - b. Release type and volume;
    - c. Wind direction and weather;
    - d. ERG protective action distances;
    - e. Exposure risk to civilians and responders.
  2. Evacuation may be considered within 5,000 feet of the incident area, as determined by Incident Command.
  3. The Emergency Response Guidebook (ERG) shall be used as the primary initial reference for evacuation and isolation distances.
- 

### **324.4 RESPONSIBILITY**

A. The Incident Commander is responsible for overall scene safety, control zone establishment, and coordination of notifications until unified command is established.

B. All responding personnel are responsible for complying with control zones, PPE requirements, and assignment discipline.

C. The designated Department HAZMAT Officer shall assist Incident Command as requested and coordinate with the Westmoreland County HAZMAT Team upon arrival.

---

### **324.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 107 – Mutual Aid / Automatic Aid (if applicable in your manual)
- SOG 313 – Atmospheric Monitoring
- SOG 314 – Fire Scene Preservation and Crowd Control
- SOG 315 – Accountability (if applicable in your manual)
- SOG 318 – Emergency Scene Safety (if applicable in your manual)



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 325 – Adverse Weather Operations

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

## SOG 325

### SEVERE WEATHER OPERATIONS AND COMMAND CENTER ACTIVATION (939)

---

#### 325.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish a basic operational plan to preserve life and property and to lessen the impact of severe weather events on the City of Greensburg.

Storm periods are generally divided into three (3) operational phases:

1. Storm Preparation
2. Storm Period (Active Conditions)
3. Post-Storm Period (Recovery)

It is essential that Department members understand National Weather Service (NWS) terminology:

- A. **Watch** – Conditions are favorable for severe weather development.
  - B. **Warning** – Severe weather is occurring or imminent and immediate protective action is required.
- 

#### 325.2 POLICY

- A. This SOG provides guidance for companies encountering severe weather conditions during field operations.
- B. Company Officers shall use discretion and sound judgment to modify or suspend operations when conditions rapidly deteriorate.
- C. The safety of Department members and the public shall be the first operational priority during severe weather events.

D. When activated, the Command Center (Unit 939) shall coordinate City-wide fire department deployment, communications, and resource tracking during special weather operations.

---

## **325.3 PROCEDURES**

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### **325.3.1 Weather Conditions – Operational Guidelines**

#### **A. Heavy Rain**

1. Heavy rain should not significantly impact fire/rescue functions except that:
    - a. Extra caution shall be used while driving; and
    - b. Patients and fire victims shall be protected from exposure and weather-related injury.
- 

#### **B. Lightning**

1. Lightning storms are common in the Department response area and may be encountered frequently.
  2. Personnel not actively engaged in emergency operations shall remain inside:
    - a. Apparatus; or
    - b. A suitable structure.
  3. Aerial operations shall be halted during lightning conditions.
  4. The use of ladders during lightning conditions shall be limited to life safety operations only.
- 

#### **C. Sustained Wind Conditions**

1. Sustained wind conditions may create significant hazards from flying debris, structural instability, and apparatus instability.
2. Wind thresholds and operational restrictions shall be as follows:
  - a. **Sustained winds above 35 MPH:**
    - Aerial operations shall be halted.
  - b. **Sustained winds above 50 MPH:**
    - Only critical fire/rescue operations shall be undertaken; and
    - High-profile and lightweight vehicles shall not be utilized.
  - c. **Sustained winds of 70 MPH or higher:**
    - All fire/rescue units shall remain sheltered unless a life hazard exists.

3. Personnel operating outdoors in sustained winds above 30 MPH shall wear:
    - a. Helmets; and
    - b. Full turnout gear to protect from flying debris.
- 

#### **D. Hail**

1. During hail conditions, all personnel operating outside shall wear full protective clothing.
  2. Company Officers shall use discretion to determine whether:
    - a. Operations may continue safely; or
    - b. Personnel shall seek shelter.
- 

#### **E. Tornadoes / Funnel Clouds**

1. When a tornado or funnel cloud is observed in the field, companies shall:
    - a. Move away from the storm at right angles to its direction of travel whenever possible.
  2. If proximity prevents safe escape:
    - a. Apparatus shall be abandoned;
    - b. Personnel shall seek immediate shelter; and
    - c. Personnel shall remain together.
  3. If a tornado is observed while in quarters:
    - a. Personnel may mount apparatus and relocate away from the storm as described above, **only if** time permits and it can be done safely.
- 

#### **F. Flooding**

1. Company Officers shall exercise considerable judgment and discretion regarding personnel safety when encountering flooded areas.
  2. In rapidly moving water greater than two (2) feet deep:
    - a. Personnel shall use a lifeline; and
    - b. Personnel shall wear approved Personal Flotation Devices (PFDs).
  3. Personnel shall exercise extreme caution to avoid:
    - a. Runoff areas;
    - b. Drains;
    - c. Open manholes;
    - d. Ditches;
    - e. Undermined roadways.
  4. Extreme caution shall be used when operating or traversing flooded areas in vehicles.
- 

#### **G. General Reporting and Safety**

1. Any severe weather conditions encountered in the field shall be reported immediately to:
  - a. Dispatch; and
  - b. The senior Officer on duty.

2. Safety of personnel and the public shall be the first priority of Officers commanding units in the field.
  3. Damage to equipment and/or apparatus due to weather shall be:
    - a. Reported immediately; and
    - b. Documented.
- 

### **325.3.2 Command Center Operations – Unit 939**

#### **A. Activation**

1. Upon issuance of any “special operation warnings,” the Command Center (Unit 939) shall be activated.
  2. When activated, the Command Center shall:
    - a. Be staffed simultaneously as stations;
    - b. Have staffing assignments made by the assigned (duty) Chief Officers;
    - c. Track all City-wide deployed resources and coordinate rotation of responses;
    - d. Announce that the Operations Center is open;
    - e. Direct that all further City communications be made through the 939 Command Center;
    - f. Coordinate dispatching of Greensburg units through the 939 Communications Center.
  3. For each operational frequency used during incident operations, a Frequency Officer may be assigned to:
    - a. Monitor radio traffic; and
    - b. Ensure supervisory firefighters remain attentive to operational communications and safety needs.
- 

#### **B. Company Communications Requirements**

All companies activated by the Command Center shall:

1. Acknowledge response.
  2. Provide task progress updates to Unit 939.
  3. Acknowledge availability at the completion of the assignment and upon leaving the scene.
- 

#### **C. Assigned Frequencies**

1. Company operations may occur on an assigned operational frequency, including:
    - a. City Frequency 1;
    - b. City Frequency 2;
    - c. Local 3 (as applicable).
-

## **D. Chief Officer Oversight**

1. Chief Officers assigned to company operations sites shall:
    - a. Monitor Channel 1; and
    - b. Maintain close proximity to Company Officers in charge when conditions dictate.
- 

## **E. Deactivation / Wind-Down**

1. Command Center staff shall wind down operations upon direction of:
    - a. The Chief Officer; or
    - b. The Center's Emergency Management Coordinator (EMC) / Center Chief.
  2. The Command Center shall announce the closing of operations.
  3. Upon closure, fire department dispatch shall return to normal operating procedures, and County Fire Dispatch shall resume primary City Fire Dispatch.
- 

## **325.4 RESPONSIBILITY**

A. The Incident Commander and Company Officers are responsible for operational safety and for modifying or suspending field operations as conditions require.

B. The Duty Chief Officers are responsible for Command Center staffing and City-wide resource coordination during special weather operations.

C. All members are responsible for maintaining situational awareness and complying with this SOG during severe weather conditions.

---

## **325.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 313 – Atmospheric Monitoring (if applicable during storm-related incidents)
- SOG 315 – Accountability (if included in your manual)
- SOG 320 – Emergency Scene Safety (if included in your manual)
- SOG 324 – Hazardous Materials First Response Operations (if applicable during storm-related releases)

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 326 – Elevator Operations   |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

## SOG 326

### ELEVATOR EMERGENCIES AND OCCUPANT RESCUE

#### 326.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for response, scene safety, elevator control, and occupant removal during elevator emergencies.

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 conducted as **non-emergency**.

Any Officer may, at their discretion, upgrade the response to an emergency response.

#### 326.2 POLICY

A. Elevator emergencies shall be managed under the Incident Command System (ICS).

B. GVFD personnel shall operate in a manner that prioritizes:

1. Life safety.
2. Responder safety.
3. Safe control of elevator systems.
4. Controlled occupant removal.

C. Elevator cars stuck between floors present significant hazards. Personnel shall not position themselves or equipment in pinch points between the elevator car and the building structure.

D. Elevator power shall be controlled by fire department personnel through lockout/tagout procedures whenever elevator operations require entry into the hoistway, manipulation of the car, or occupant removal.

E. Building maintenance personnel and/or authorized elevator service personnel should be consulted whenever available.

F. Elevator rescues may escalate into a confined space-type incident depending on conditions. Additional resources shall be requested as needed.

---

## **326.3 PROCEDURES**

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### **326.3.1 Elevator Actions (Initial Operations)**

1. Elevator rescues most commonly involve opening a jammed elevator door. Every effort shall be made to avoid prying doors open with tools.
2. Elevator keys are recommended for use to open doors via the manual system provided in each elevator.
3. Elevators stuck between floors shall be treated as high-risk incidents. Personnel shall not place equipment or members between:
  - a. The elevator car; and
  - b. The building structure or hoistway.
4. A fire department member shall be assigned to the elevator mechanical room to:
  - a. Shut down power to the affected elevator(s);
  - b. Lock and tag out the power source;
  - c. Remain in the mechanical room until released by Incident Command.
5. Cycling electrical power to reset the elevator's control system may be attempted prior to the use of elevator keys, when appropriate and safe.
6. Communication with trapped occupants shall be established as early as possible. Occupants shall be advised of rescue steps and instructed as follows:
  - a. Sit on the floor with their back against the elevator wall;
  - b. Do not smoke;
  - c. Stay away from the elevator doors;
  - d. Remain calm — rescue is in progress and they are safe.
7. It is imperative to determine medical conditions of trapped occupants. EMS support shall be considered and requested when appropriate.
8. Building maintenance personnel should be consulted for technical information and emergency operations of elevator systems. Building maintenance personnel often possess required training for emergency elevator functions.
9. If the elevator car is stuck between floors, the incident may become a confined space rescue. Additional resources shall be considered and requested.

---

### **326.3.2 Occupant Removal**

1. Occupants unable to walk without assistance shall be removed using one or more of the following:
  - a. Stair chair;

- b. Backboard;
  - c. Stokes basket.
  - 2. If the elevator car floor is level with the floor landing, occupants who can walk shall be assisted in exiting.
  - 3. If the elevator car floor is not level with the landing:
    - a. A member shall board the elevator car;
    - b. Occupants shall be assisted out using an attic ladder;
    - c. A member shall be positioned inside the car and at the floor level to assist occupants.
  - 4. Any time an occupant must climb more than four (4) feet from the elevator car floor, a safety line shall be secured to the occupant as fall protection.
  - 5. If the car doors cannot be opened normally, the roof hatch may be utilized to effect rescue.
  - 6. When a roof hatch is used to evacuate the elevator car occupants:
    - a. Safety lines shall be attached to occupants as fall protection; and
    - b. A controlled, one-at-a-time removal shall be maintained.
- 

### **326.3.3 Termination and Securing the Scene**

- 1. Once rescue operations have been completed, hoistway doors shall be closed and kept closed.
  - 2. Any disconnected power supplies shall be left off.
  - 3. Lockout/tagout devices may be removed only at the direction of the Incident Commander.
  - 4. The building representative shall be advised to keep the elevator out of service until it has been inspected and repaired by an authorized elevator service company.
- 

## **326.4 TRAINING**

A. Annual elevator rescue training shall be included in the Department training syllabus.

B. Training should include:

- 1. Walk-through and familiarization.
  - 2. Building pre-plans.
  - 3. Visits to buildings containing elevators within the response area.
- 

## **326.5 RESPONSIBILITY**

A. The Incident Commander is responsible for overall scene control and safety.

B. Company Officers are responsible for ensuring members operate within safe practices and do not enter pinch points or unsafe hoistway conditions.

C. All members are responsible for maintaining communication with occupants, complying with lockout/tagout requirements, and operating within this SOG.

---

## **326.6 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 320 – Emergency Scene Safety (if included in your manual)
- SOG 315 – Accountability (if included in your manual)
- SOG 329 – Confined Space Rescue (if included / planned)
- SOG 312 – Firefighter Rehabilitation (if applicable during prolonged incidents)

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 327 – Power Line Emergencies  |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 327

## POWER LINE EMERGENCIES / DOWNED WIRES

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### 327.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for all personnel operating at power line emergencies, including downed wires and electrical hazards, in order to protect responders and the public.

---

### 327.2 POLICY

- A. All power line emergencies shall be treated as high-risk incidents due to the potential for energized conductors, step potential, arcing, and secondary ignition hazards.
  - B. All wires shall be treated as energized and high voltage until confirmed otherwise by the utility company.
  - C. Fire Department personnel shall not cut, move, or manipulate electrical wires.
  - D. The utility company shall be requested through Dispatch whenever downed wires or electrical hazards are reported or discovered.
-

## 327.3 PROCEDURES

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### 327.3.1 Dispatch Notification / Utility Response

1. If wires are down, the Incident Commander or Company Officer shall notify Dispatch immediately.
  2. Dispatch shall be advised that the power company must be notified and requested to respond.
- 

### 327.3.2 Operations

The following principles shall be used to maintain a safe working environment for personnel. This list is not all-inclusive but provides minimum safety practices.

1. All wires shall be treated as energized and high voltage.
  2. When downed wires are encountered, a danger zone of **one (1) span in either direction** shall be established and maintained.
  3. Fire Department personnel shall not cut any wire. Cutting shall be performed only by trained utility personnel.
  4. Personnel shall proceed cautiously in areas where wires are down and shall immediately withdraw if any tingling sensation is felt in the feet, indicating possible energized ground conditions.
  5. Fire Department personnel shall not touch any vehicle or apparatus that is in contact with electrical wires.
  6. Extreme caution shall be exercised when raising or lowering:
    - a. Ground ladders;
    - b. Aerial devices;
    - c. Hose lines;
    - d. Tools and equipment near overhead electrical lines.
- 

## 327.4 RESPONSIBILITY

A. The Incident Commander is responsible for establishing and enforcing a safe operational perimeter and requesting the utility company.

B. Company Officers are responsible for ensuring all members operate within this SOG and do not enter the danger zone unnecessarily.

C. All members are responsible for maintaining awareness of electrical hazards and complying with established safety zones.

---

## **327.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 320 – Emergency Scene Safety
- SOG 325 – Severe Weather Operations (if applicable)
- SOG 324 – Hazardous Materials Response (if applicable for transformer leaks or releases)



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 328 – Weapons of Mass Destruction

Effective: 6/1996

Revised: 2/2026

Page: 1 of 6

## SOG 328

### WEAPONS OF MASS DESTRUCTION (WMD) / TERRORISM INCIDENTS

---

#### 328.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the safe response and management of Weapons of Mass Destruction (WMD) incidents.

WMD incidents may involve chemical, biological, radiological, explosive, or combined agents. Response actions may be divided into:

- Operational responder actions.
- Hazardous Materials Technician-level actions.
- Medical management actions, including decontamination, triage, treatment, behavioral health, and transportation.

WMD incidents shall be treated as **crime scenes**, and early coordination with law enforcement is mandatory.

---

#### 328.2 POLICY

- A. All WMD incidents shall be managed under the Incident Command System (ICS).
- B. Unified Command shall be established early, including Fire, Law Enforcement, EMS, and Hazardous Materials representatives.
- C. The first arriving officer shall establish Command and initiate a comprehensive size-up.

D. Scene safety, responder protection, and secondary device awareness shall be prioritized.

E. Once fire suppression and/or hazard control operations are complete, the scene shall transition to law enforcement control.

---

## **328.3 PROCEDURES**

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### **328.3.1 Initial Command and Size-Up**

1. The first arriving officer shall establish Command and begin size-up by assessing:
    - a. Visible activity;
    - b. Signs and symptoms of victims;
    - c. Wind direction and speed;
    - d. Topography;
    - e. Location characteristics;
    - f. Indicators of dispersal devices.
  2. Command shall route additional responding units away from visible or suspected hazards.
  3. Staging shall be established in a safe location based on:
    - a. Wind direction;
    - b. Topography;
    - c. Suspected agent type.
- 

### **328.3.2 Area Isolation / Perimeter Establishment**

#### **A. General**

1. Command shall gather information to develop an Incident Action Plan (IAP).
2. In known or suspected explosions where terrorist activity cannot be ruled out:
  - a. Establish a secure HOT ZONE;
  - b. Request law enforcement response immediately.
3. Entry into the HOT ZONE shall occur only under Unified Command direction and may involve:
  - a. Haz-Mat;
  - b. Radiological monitoring teams;
  - c. Technical Rescue;
  - d. Explosive Device personnel.
4. WMD incidents are CRIME SCENES. Evidence shall not be disturbed.
5. Personnel shall:
  - a. Note potential WMD devices or dispersion apparatus;
  - b. Be alert for SECONDARY DEVICES;
  - c. Withdraw immediately if suspicious devices are identified.
6. Personnel shall not move or collect evidence.
7. Symptoms exhibited by victims shall be documented and relayed to Haz-Mat and EMS.
8. Prepare for evacuation if indicated by wind, explosive hazards, or agent behavior.

9. If fire is present and a radiological agent is suspected, evacuate a minimum of 2,000 feet.
- 

## **B. Suspicious Letter / Unknown Substance Package**

1. Quarantine persons in the immediate area of exposure.
  2. Isolate the area and await Haz-Mat response for securing and double-bagging.
  3. Shut down HVAC systems to prevent contamination spread.
  4. If contained within a room in a multi-use building, evacuation of the entire building shall be considered.
- 

## **C. No Immediate Life Hazard**

1. If no victims, fire, or rescue situation exists:
    - a. Secure a perimeter;
    - b. Evaluate;
    - c. Await Hazardous Materials Technicians.
  2. Minimize entry into the HOT ZONE.
  3. Minimum PPE for operational responders:
    - o Structural turnout gear.
    - o Butyl rubber gloves.
    - o SCBA.
- 

## **328.3.3 Zone Establishment**

### **A. HOT ZONE**

1. Area immediately surrounding the device, source, or contamination.
  2. Single Entry Control Point shall be established.
  3. Minimum initial entry control distance: 300 feet.
  4. Full protective equipment required for entry.
- 

### **B. WARM ZONE**

1. Located uphill and upwind for chemical and radiological threats.
  2. May vary depending on biological agent characteristics.
  3. Decontamination corridor shall be established in the WARM ZONE.
  4. Minimum width: 15 feet and sufficient to encompass victims and equipment.
  5. Accountability sector shall be established at the entry point.
-

## **C. COLD ZONE**

1. Located outside the WARM ZONE.
  2. For chemical and radiological agents, positioned uphill and upwind.
  3. No contaminated personnel or equipment shall enter.
  4. Incident Command, medical, and transportation functions shall be located here.
- 

### **328.3.4 Equipment Positioning**

1. Position apparatus uphill, upwind, and upstream.
  2. If indoors, ensure ventilation exhaust does not contaminate staging areas.
  3. Shut down HVAC systems when contamination spread is possible.
- 

### **328.3.5 Downwind Hazard Assessment**

1. Evaluate for downwind plumes involving chemical, biological, or radiological agents.
  2. If hazard exists:
    - a. Adjust perimeters;
    - b. Initiate evacuation or shelter-in-place as appropriate.
- 

### **328.3.6 Victim Management**

#### **A. Gathering Ambulatory Victims**

1. Use amplified PA system to direct victims to a holding area.
  2. Redefine HOT ZONE perimeter to include deceased victims.
  3. After emergency decontamination, sort ambulatory victims by:
    - a. Special needs;
    - b. Gender.
  4. Continue processing additional victims exiting the impact area.
- 

### **328.3.7 Emergency Decontamination**

Emergency Decontamination shall begin as soon as possible for chemical exposures.

#### **A. Purpose**

1. Mark victims for identification.
2. Remove contaminants.
3. Reduce anxiety through engagement.

## **B. Procedure**

1. Instruct victims via PA system:
    - a. Spread arms and legs;
    - b. Rotate slowly;
    - c. Clothing remains on unless liquid contamination is present.
  2. Soak victims from head downward using copious water.
  3. For mass casualties, a master stream creating a dense shower flow may be used.
  4. Minimum PPE for decontamination:
    - o Turnout gear.
    - o SCBA.
  5. Monitor and manage runoff from decontamination operations.
- 

### **328.3.8 Haz-Mat Involvement**

Hazardous Materials Technician-level operations shall be conducted by outside agencies. GVFD shall assist as directed under Unified Command.

---

### **328.3.9 Medical Management**

Medical management operations shall be conducted by EMS or designated agencies. GVFD shall assist as directed.

---

### **328.3.10 Recovery and Restoration**

The recovery phase begins after transport of the last living patient.

#### **A. Technical Decontamination**

1. Haz-Mat personnel supervise technical decon of personnel and equipment.
  2. Equipment decon corridor shall be established.
  3. Decon operations shall be shut down systematically.
  4. Uncontained runoff shall be documented.
- 

#### **B. Site Survey**

1. Continued monitoring for contamination.
2. Documentation of runoff areas and contaminated apparatus.
3. Biological agents: sample collection as appropriate.
4. Radiological incidents: coordinate with Radiation Regulatory Agency.
5. Chemical agents: equipment decon with 5% bleach solution:
  - o Minimum 15-minute contact time.

- Thorough rinse.
  - Re-monitor until clear.
- 

## **328.4 RESPONSIBILITY**

- A. Incident Commander – overall command, zone establishment, Unified Command integration.
  - B. Company Officers – enforce zone integrity and responder safety.
  - C. All Members – maintain situational awareness, secondary device vigilance, and evidence protection.
- 

## **328.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 324 – Hazardous Materials Response
- SOG 314 – Fire Scene Preservation
- SOG 315 – Accountability
- SOG 327 – Power Line Emergencies
- SOG 320 – Emergency Scene Safety



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 329 – High Visibility Vest Usage

Effective: 6/1996

Revised: 2/2026

Page: 1 of 3

## **SOG 329**

### **HIGH-VISIBILITY APPAREL / ROADWAY INCIDENT SAFETY**

---

#### **329.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to reduce the likelihood of firefighter injury or fatality caused by motor vehicles, construction vehicles, and equipment while operating within roadway rights-of-way, including Federal-aid highways.

Each member is expected to know, understand, and operate in accordance with this guideline at all roadway incidents.

---

#### **329.2 POLICY**

- A. All members operating in or near a roadway shall wear approved high-visibility safety apparel when exposed to moving traffic or construction equipment.
  - B. High-visibility apparel shall comply with applicable Federal and NFPA standards.
  - C. The only exception to this requirement shall be members actively engaged in fire suppression activities.
  - D. Upon completion of fire suppression functions, members shall immediately comply with the full intent of this policy.
-

## 329.3 PROCEDURES

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### 329.3.1 Equipment Requirements

1. Every GVFD apparatus shall be equipped with multiple High-Visibility Vests compliant with current referenced standards.
  2. A minimum of one (1) compliant vest shall be provided for each seating position in accordance with NFPA 1901 requirements.
- 

### 329.3.2 Operational Requirements

1. At all roadway incidents, each member shall wear a high-visibility vest over their outermost garment when exposed to traffic or operating within the right-of-way.
  2. The high-visibility vest shall be donned prior to exiting the emergency response vehicle whenever practical.
  3. The vest shall be always worn while performing duties including, but not limited to:
    - a. Traffic control;
    - b. Pump operations;
    - c. EMS operations;
    - d. Overhaul or post-fire operations;
    - e. Any assignment placing the member near or within a roadway.
  4. Members actively participating in fire suppression operations are exempt while engaged in extinguishment activities.
  5. Once suppression operations conclude, members shall immediately comply with this policy. Examples include:
    - a. Draining hose;
    - b. Rolling hose;
    - c. Reloading hose;
    - d. Equipment retrieval;
    - e. post-incident operations.
- 

## 329.4 REGULATORY 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 or construction equipment shall wear high-visibility safety apparel.

Exception: Firefighters actively engaged in fire suppression activities.

Compliance date: November 24, 2008.

---

## **B. NFPA 1500 (2007 Edition)**

Section 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 Edition)**

One traffic vest shall be provided for each seating position and shall comply with:

- ANSI/ISEA 207 – High-Visibility Public Safety Vests
- Five-point breakaway feature (two shoulders, two sides, one front)

The Federal Highway Administration recognizes:

- ANSI/ISEA 107 Class II Vests (2004 or 2006); and
- ANSI/ISEA 207 Public Safety Vests (2006)

as meeting the intent of the regulation.

---

## **329.5 RESPONSIBILITY**

A. The Incident Commander shall ensure compliance with roadway safety requirements.

B. Company Officers shall enforce vest usage and monitor roadway positioning safety.

C. All members are responsible for donning and properly wearing high-visibility apparel when required.

---

## **329.6 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 320 – Emergency Scene Safety
- SOG 327 – Power Line Emergencies (if roadway-related)
- SOG 321 – Vehicle Extrication (if applicable in your manual)

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 330 – Lithium-Ion Battery Fires                                       |                 |              |
|   | Effective: 6/1996   | Revised: 2/2026 | Page: 1 of 4 |

## SOG 330

# LITHIUM-ION BATTERY FIRE OPERATIONS (VEHICLES AND STRUCTURES)

### 330.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the safe identification, control, and mitigation of fires involving lithium-ion batteries.

Lithium-ion battery fires present unique hazards, including:

- Thermal runaway and rapid heat release
- Flammable and toxic vapor release
- Re-ignition potential
- Explosion hazards and projectile risk
- Cascading failure of adjacent battery cells

Thermal runaway may occur when a battery is damaged, defective, or exposed to heat, resulting in the release of toxic and flammable gases. Thermal runaway occurring in a single battery cell can quickly spread, causing cascading thermal runaway in adjacent cells. This may culminate in a catastrophic high heat release fire event.

### 330.2 POLICY

A. Lithium-ion battery incidents shall be managed under the Incident Command System (ICS).

B. Firefighter safety and hazard recognition shall be prioritized due to the risk of explosion, toxic vapor, and re-ignition.

C. Lithium-ion battery fires shall be approached with awareness that the battery may produce its own fuel source and may re-ignite after visible fire has been extinguished.

D. When electric vehicle (EV), hybrid electric vehicle (HEV), or lithium-ion battery involvement is identified or suspected, Incident Command shall request additional resources as necessary, including:

1. Utility truck for F-500EA transport.
2. Additional engine/tanker for continuous water supply.
3. Law enforcement for traffic control.
4. EMS for occupant evaluation and rehabilitation.

E. Thermal imaging cameras (TIC) shall be used for:

1. Size-up.
2. Confirmation of cooling.
3. Monitoring for re-ignition.

---

## **330.3 PROCEDURES**

---

### **330.3.1 Vehicle Fire Involving Lithium-Ion Batteries**

#### **A. Size-Up**

1. Identify the type of vehicle involved, including:
  - a. Standard internal combustion vehicle;
  - b. Hybrid electric vehicle (HEV);
  - c. Battery electric vehicle (BEV);
  - d. High fuel economy vehicle;
  - e. Other alternative fuel configurations.
2. Use a thermal imaging camera to assist with 360° size-up.
3. Upon identification of an electric-type vehicle, Incident Command shall upgrade the dispatch to include a utility truck serving as F-500EA transport to the scene.
4. A second engine and/or tanker shall be requested as necessary to establish a continuous water supply.
5. If the fire is contained to the engine compartment, an F-500EA water can may be deployed to keep the fire contained prior to arrival of the engine company.

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#### **B. Apparatus Placement**

1. Apparatus shall be positioned upwind and uphill from the burning vehicle when practical.
2. Apparatus shall not be positioned closer than 100 feet from the burning vehicle.
3. The driver/operator shall position the apparatus to block at least one lane of traffic, creating a barrier between personnel and oncoming vehicles.

4. Apparatus positioning should allow the driver/operator to view the burning vehicle from the pump operator position without exposing the operator to traffic hazards.
- 

### **C. Fire Control (F-500EA / TFT Eductor Operations)**

1. Deploy a 1¾-inch preconnected handline (minimum 150 feet, maximum 200 feet).
  2. DO NOT charge the preconnect until the foam eductor is inserted.
  3. At approximately 100 feet back from the nozzle:
    - a. Break the preconnect;
    - b. Insert a Task Force Tip (TFT) 95 GPM foam eductor;
    - c. Reconnect the handline.
  4. The proportioning rate of the TFT 95 GPM foam eductor shall be set at 3%.
  5. Submerge the eductor strainer hose into a five (5) gallon pail of F-500EA.
  6. Charge the hose line to the predetermined pressure and conduct the fire attack from the unburned side of the vehicle.
  7. During the fire attack, a continuous water supply shall be established via hydrant or tanker operation.
  8. Additional pails of F-500EA shall be moved into position as rapidly as possible. Consumption rate is approximately one (1) pail every one (1) minute and forty-five (45) seconds.
  9. Fire attack shall continue until all visible fire has been extinguished.
  10. After visible flame extinguishment:
    - a. Use a thermal imaging camera to ensure the batteries have been cooled below re-ignition temperature;
    - b. Continuously monitor battery temperature to prevent further degradation and re-ignition.
  11. At least one handline shall remain operational and available until the vehicle has been removed from the scene.
  12. When transferring custody of the vehicle to a wrecker/towing company:
    - a. Brief towing personnel on hazards encountered;
    - b. Advise of re-ignition potential.
  13. In certain instances, an engine company may be required to accompany the wrecker to the storage area to ensure batteries do not re-ignite.
- 

### **D. Clean-Up (Eductor / Hose / Nozzle)**

1. Upon extinguishment, the eductor, hose line, and nozzle shall be cleaned as follows:
  - a. Shut off the nozzle.
  - b. Remove the wand from the pail.
  - c. Reduce pump pressure below 75 PSI.
  - d. Insert the eductor strainer hose into a pail of clean water.
  - e. Open the nozzle, push the red flush button, and run fresh water through the wand, metering head, hose, and nozzle.
  - f. Continue flushing for three (3) pails of clean water.
  - g. Retract the lock ring to remove the metering head.
  - h. Shut off the water supply and remove the eductor from the hose.
  - i. Wash remaining residue from the wand, metering head, and eductor.
  - j. Reload the preconnect onto the apparatus.

2. It may be necessary to flush the eductor again at the station to ensure all F-500EA residue has been removed.
- 

### **330.3.2 Structure Fire Involving Lithium-Ion Batteries**

#### **A. Fire Control**

1. Structure fire operations shall be conducted in accordance with the Department's working structure fire SOG.
  - o (Reference: SOG 305 – Structure Fire / Fire-Smoke Showing)
2. Fire attack shall commence under normal structure fire operations.
3. If interior crews observe fire behavior such as:
  - a. Fire burning hotter or brighter than expected;
  - b. Explosive reaction when water is applied;
  - c. Re-ignition after knockdown;then lithium-ion battery involvement shall be suspected.
4. If lithium-ion battery involvement is suspected, the attack crew shall notify Command immediately.
5. A thermal imaging camera may be used to substantiate findings and locate battery involvement.
6. Command shall request a utility truck to transport additional quantities of F-500EA to the scene.
7. Interior crews shall attempt to keep the area surrounding batteries from catching or spreading fire. Crews shall not continue extinguishment of the batteries themselves unless directed by Command and equipped for the hazard.
8. Exterior crews shall deploy a 1¾-inch preconnected handline (minimum 150 feet, maximum 200 feet).
9. DO NOT charge the preconnect until the foam eductor is inserted.
10. At approximately 100 feet back from the nozzle:
  - a. Break the preconnect;
  - b. Insert a Task Force Tip (TFT) 95 GPM foam eductor;
  - c. Reconnect the handline.
11. The proportioning rate of the TFT 95 GPM foam eductor shall be set at 3%.
12. Submerge the eductor strainer hose into a five (5) gallon pail of F-500EA.
13. Charge the hose line to the predetermined pressure and conduct a direct fire attack on the lithium-ion batteries.
14. Additional pails of F-500EA shall be moved into position as rapidly as possible. Consumption rate is approximately one (1) pail every one (1) minute and forty-five (45) seconds.
15. Fire attack shall continue until all visible fire has been extinguished.
16. After visible flame extinguishment:
  - a. Use a thermal imaging camera to ensure the batteries have been cooled below re-ignition temperature;
  - b. Continuously monitor battery temperature to prevent further degradation and re-ignition.

---

#### **B. Clean-Up (Eductor / Hose / Nozzle)**

1. Upon extinguishment, the eductor, hose line, and nozzle shall be cleaned as follows:

- a. Shut off the nozzle.
  - b. Remove the wand from the pail.
  - c. Reduce pump pressure below 75 PSI.
  - d. Insert the eductor strainer hose into a pail of clean water.
  - e. Open the nozzle, push the red flush button, and run fresh water through the wand, metering head, hose, and nozzle.
  - f. Continue flushing for three (3) pails of clean water.
  - g. Retract the lock ring to remove the metering head.
  - h. Shut off the water supply and remove the eductor from the hose.
  - i. Wash remaining residue from the wand, metering head, and eductor.
  - j. Reload the preconnect onto the apparatus.
2. It may be necessary to flush the eductor at the station to ensure all F-500EA has been removed.
  3. Engine 1 is equipped with an integral foam tank and may introduce 3% F-500EA directly into a preconnect when appropriate.
- 

## **330.4 SAFETY CONSIDERATIONS**

- A. Personnel shall anticipate explosive events and flying debris when lithium-ion batteries are involved.
  - B. Personnel shall avoid operating directly in line with battery compartments or likely venting paths when possible.
  - C. Toxic vapor exposure is a significant hazard. SCBA shall be utilized during operations and overhaul when lithium-ion battery involvement is suspected.
  - D. Re-ignition is common. Continuous monitoring shall be maintained until the vehicle or battery source is removed or stabilized.
- 

## **330.5 RESPONSIBILITY**

- A. The Incident Commander is responsible for:
  1. Recognizing lithium-ion battery involvement.
  2. Requesting additional resources.
  3. Ensuring continuous water supply.
  4. Maintaining scene safety and monitoring for re-ignition.
- B. Company Officers are responsible for ensuring:
  1. Proper hose line deployment and eductor use.
  2. Personnel accountability.
  3. Safe apparatus placement and hazard zone enforcement.

C. All members are responsible for:

1. Recognizing thermal runaway indicators.
  2. Wearing SCBA when required.
  3. Maintaining situational awareness and reporting hazards immediately.
- 

## **330.6 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 305 – Structure Fire / Fire-Smoke Showing
- SOG 313 – Atmospheric Monitoring
- SOG 320 – Emergency Scene Safety
- SOG 329 – Roadway Incident Safety / High-Visibility Apparel
- SOG 321 – Vehicle Extrication (if applicable in your manual)

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">331 – Out of City Alarms</p>   |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2022</p> |

# SOG 331

## RESPONSES OUTSIDE THE CITY / MUTUAL AID OPERATIONS

---

### 331.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for responses outside the City of Greensburg relating to mutual aid operations, chain of command, radio communications, conduct, and reporting.

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### 331.2 POLICY

- A. GVFD personnel responding outside the City shall operate under the Incident Command System (ICS) and shall comply with the command authority of the host jurisdiction.
  - B. Only requested companies and authorized Department Officers shall respond to incidents outside the City.
  - C. All apparatus responding outside the City shall be staffed with a minimum of two (2) firefighters.
  - D. All members shall maintain professional conduct, respect, and proper command protocol at all mutual aid incidents.
- 

### 331.3 PROCEDURES

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### **331.3.1 Response Authorization**

1. Only requested companies and authorized (and necessary) Department Officers shall respond to incidents outside the City.
  2. If non-requested GVFD personnel arrive on scene prior to host jurisdiction officers:
    - a. They may provide immediate first responder information and actions as necessary;
    - b. They shall not self-deploy into operations;
    - c. Once jurisdiction officers arrive, they shall leave the scene immediately unless openly requested to remain by the host jurisdiction Chief or Incident Officer.
  3. If the host jurisdiction Chief or Incident Officer cancels GVFD response, all GVFD personnel shall return to their station(s) immediately.
  4. No apparatus shall leave the City with a driver only. All apparatus shall be staffed with a minimum of two (2) firefighters.
- 

### **331.3.2 Radio Communications**

1. Units responding shall call in service on the City Fire frequency and shall provide:
  - a. Unit designation;
  - b. Number of firefighters on board;
  - c. Notification that the unit is switching to the assigned tactical channel.

*Note: Junior members shall not be included in the number reported.*

2. Units shall switch to the assigned tactical channel and shall announce:
  - a. Unit designation;
  - b. Number of firefighters on board.

*Note: Junior members shall not be included in the number reported.*

3. Upon arrival, units shall report “on scene” on the assigned TAC frequency.
  4. At the conclusion of the incident, the unit shall report back in service on the City Fire frequency.
  5. Upon return to the station, the unit shall announce in-service back in station on the City Fire frequency.
- 

### **331.3.3 Chain of Command / Incident Operations**

1. The host jurisdiction Fire Chief and/or the highest-ranking host Officer on scene shall be in charge of the incident and all operations.
2. The responding GVFD Company Captain or Department Officer shall:
  - a. Report to the host Incident Commander; and
  - b. Receive assignments through the host command structure.
3. If no host jurisdiction Officers are on scene:
  - a. GVFD units shall initiate Incident Command and appropriate operations only as necessary;
  - b. GVFD command authority shall remain temporary until the host jurisdiction Officer arrives on scene or assumes command by radio.

4. GVFD companies shall take assignments and operate as a Company unit.
  5. Failure to operate as a Company unit without compelling reason shall be considered a disciplinary offense.
  6. Unsafe commands or unsafe activities shall be refused after notification to the host Incident Commander.
  7. If unsafe operations are refused:
    - a. The highest-ranking GVFD Officer shall debrief the host Incident Commander;
    - b. The purpose of the debrief shall be to prevent misunderstanding and maintain professional working relationships.
  8. Safety Officers shall be authorized to stop any and all unsafe acts and/or unsafe conditions.
- 

### **331.3.4 Decorum Code / Professional Conduct**

1. All GVFD members shall:
    - a. Be respectful;
    - b. Observe proper command protocol;
    - c. Maintain the Department's professional image.
  2. Members shall refrain from:
    - a. Disrespectful comments;
    - b. Insults;
    - c. Inappropriate statements;  
toward citizens, outside fire officers, EMS personnel, law enforcement, or other firefighters.
  3. Failure to comply with this decorum code shall be considered a disciplinary offense.
  4. Members who cannot comply with this decorum code shall:
    - a. Not respond; or
    - b. Quietly request to be excused from the scene.
  5. Any violation of appropriate protocol by the host jurisdiction or disrespect displayed toward GVFD members shall be reported to:
    - a. The Company Captain; and
    - b. The Fire Chief.
- 

## **331.4 RESPONSIBILITY**

- A. The Incident Commander of the host jurisdiction retains overall authority for incident operations.
  - B. GVFD Officers are responsible for ensuring members operate safely, professionally, and within this SOG.
  - C. All members are responsible for maintaining discipline, company integrity, and respectful conduct during mutual aid operations.
-

## **331.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 107 – Mutual Aid / Automatic Aid (if included in your manual)
- SOG 315 – Accountability
- SOG 320 – Emergency Scene Safety
- SOG 329 – Roadway Incident Safety (if applicable)

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 332 – Request for Police Assistance                                   |                 |
|   | Effective: 6/1996   | Revised: 2/2022 |

## **SOG 332**

### **REQUEST FOR LAW ENFORCEMENT ASSISTANCE**

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#### **332.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for requesting law enforcement assistance at emergency incidents.

Fire Department personnel shall follow these guidelines when requesting response of a law enforcement officer to an emergency scene.

---

#### **332.2 POLICY**

- A. The Incident Commander (IC) is responsible for requesting law enforcement assistance when operational conditions require police support.
  - B. Law enforcement shall be requested through Dispatch for all emergency scene needs unless otherwise specified.
  - C. Fire Department personnel shall coordinate closely with responding law enforcement officers to ensure scene safety, perimeter control, evacuation, and operational integrity.
  - D. In situations where Fire Department personnel are physically endangered due to instability, hostility, or interference, operations shall be suspended and personnel withdrawn until the scene is stabilized.
-

## **332.3 PROCEDURES**

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### **332.3.1 Radio Requests (Emergency Scene)**

If at any time during Fire Department operations the need for law enforcement assistance presents itself, the request shall be made through Dispatch.

---

#### **A. Traffic Control**

1. When requesting police assistance for traffic control, the request shall specify:
    - a. The exact location of the need;
    - b. The nature of the request, clearly stated as “traffic control.”
  2. Apparatus positioning shall not replace the need for formal traffic control when traffic hazards exist beyond the blocking capability of fire apparatus.
- 

#### **B. Crowd Control / Fire Line Enforcement**

1. The Police Department shall enforce the fire line as identified by the Fire Department.
  2. It is the responsibility of the Police Department to keep unauthorized persons outside the established fire line.
  3. Authorized personnel inside the fire line (including media, utility personnel, investigators, etc.) remain the responsibility of the Fire Department.
  4. The Incident Commander shall clearly identify to law enforcement:
    - a. The boundaries of the controlled area;
    - b. Anticipated hazards;
    - c. Operational space required for safe fire department operations.
- 

#### **C. Evacuation Support**

1. At incidents involving exposure of large numbers of citizens to potential danger (e.g., hazardous materials incidents, structural instability, gas leaks, WMD events), police assistance may be required to:
  - a. Effect evacuation;
  - b. Maintain evacuation perimeters;
  - c. Prevent re-entry into hazardous areas.
2. In such incidents, the Incident Commander and a police supervisor shall coordinate directly to:
  - a. Determine manpower needs;
  - b. Establish operational perimeters;

- c. Assign responsibilities;
    - d. Exchange timely and accurate information.
  3. Continuous communication between Fire and Police leadership shall be maintained to minimize risk to responders and the public.
- 

#### **D. Persons Interfering with Fire Department Operations**

1. When Fire Department personnel encounter interference at an incident scene, a specific request shall be made to Dispatch identifying:
    - a. The type of problem encountered;
    - b. The desired action (e.g., removal, restraint, scene control).
  2. If the situation escalates to the point where Fire Department personnel are physically endangered:
    - a. Operations shall be suspended;
    - b. Personnel shall withdraw to a safe location;
    - c. Law enforcement shall stabilize the situation prior to resumption of operations.
- 

#### **332.3.2 Telephone Requests (Non-Emergency)**

1. All non-urgent requests for police assistance shall be made using appropriate direct-dial contact numbers.
  2. The 911 emergency line shall not be used for non-emergency requests unless a significant emergency exists.
- 

### **332.4 RESPONSIBILITY**

- A. The Incident Commander is responsible for determining the need for law enforcement support and ensuring appropriate coordination.
  - B. Company Officers shall notify Command immediately when police assistance is needed.
  - C. All members shall maintain professionalism and cooperation when operating alongside law enforcement agencies.
-

## **332.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 314 – Fire Scene Preservation and Crowd Control
- SOG 324 – Hazardous Materials Response
- SOG 328 – WMD / Terrorism Incidents
- SOG 329 – Roadway Incident Safety
- SOG 331 – Responses Outside the City / Mutual Aid Operations

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">333 – Modified Response (Bomb Threat)</p>                                  |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2022</p> |

# SOG 333

## COVERT / SILENT RESPONSE OPERATIONS

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### 333.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for covert or silent response operations conducted without the use of emergency warning devices (red lights and sirens) under special circumstances.

Such circumstances may include, but are not limited to:

- Bomb threats
  - Civil unrest
  - Riot conditions
  - Terrorist threats
  - Police emergencies
  - Other special order by the Fire Chief
- 

### 333.2 POLICY

A. The Fire Chief or Incident Commander may order a covert or silent response when operational security, responder safety, or law enforcement coordination requires a reduced-profile response.

B. Silent responses shall be conducted without red lights or sirens unless otherwise directed.

C. Fire Department personnel shall not engage in law enforcement functions, including search for explosive devices.

D. No personnel shall respond in personal vehicles to unsecured or high-risk scenes.

E. Apparatus staging, radio discipline, and operational deployment shall prioritize safety and coordination with law enforcement.

---

## **333.3 PROCEDURES**

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### **333.3.1 Bomb Threat Response**

If dispatched by the 9-1-1 Center to a possible bomb threat, the following procedures shall be followed:

1. Units shall respond without red lights or sirens unless otherwise directed by the Incident Commander.
  2. Radio traffic shall be kept to a minimum. Location information shall not be broadcast unless operationally necessary.
  3. Apparatus shall stage in a safe location away from the target building and remain with vehicles until directed otherwise by the Incident Commander.
  4. Fire Department personnel shall not participate in searching for bombs or explosive devices under any circumstances.
  5. The decision to reoccupy a building shall remain solely with:
    - a. Building officials; and/or
    - b. Law enforcement authorities.
  6. The Fire Department Incident Commander shall not declare a building “all clear” or safe for reoccupation following a bomb threat.
- 

### **333.3.2 Silent Response / Reconnaissance Operations**

#### **A. Silent Response Definition**

A silent response is defined as a Fire Company reconnaissance (recon) of a scene prior to full operational deployment, conducted without emergency warning devices.

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#### **B. Scene Security Requirements**

1. Fire Department operations shall proceed only when the area has been declared secure by:
  - a. Law Enforcement;
  - b. Military authorities;
  - c. Designated security personnel.
2. If credible risk remains or conditions are unstable, additional security forces shall be requested prior to Fire Department entry.
3. Fire Department personnel shall not self-deploy into unsecured or hostile environments.

---

### C. Personal Vehicle Restrictions

1. No response shall occur by individuals in personal vehicles to unsecured areas.
2. All responses shall occur in staffed department apparatus unless otherwise directed by command authority.

---

### D. Civil Unrest / Equipment Abandonment

1. In situations involving civil unrest, riot, or wartime conditions where apparatus or equipment must be abandoned:
  - a. The apparatus shall be immobilized;
  - b. Critical systems shall be disabled to prevent unauthorized use;
  - c. Priority shall be given to disabling radio equipment.
2. Such actions shall only be taken when:
  - a. Personnel safety is at risk; and
  - b. Command authorizes abandonment.

---

## **333.4 COMMAND RESPONSIBILITY**

### A. The Incident Commander is responsible for:

1. Determining when a covert or silent response is appropriate.
2. Coordinating with law enforcement.
3. Establishing safe staging locations.
4. Ensuring personnel do not enter unsecured scenes.

### B. Company Officers are responsible for:

1. Maintaining radio discipline.
2. Enforcing staging directives.
3. Ensuring personnel do not engage in prohibited activities (e.g., explosive searches).

### C. All members are responsible for maintaining situational awareness and complying with silent response directives.

---

## **333.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 328 – WMD / Terrorism Incidents
- SOG 332 – Request for Law Enforcement Assistance
- SOG 314 – Fire Scene Preservation
- SOG 331 – Responses Outside the City



# Emergency Medical Assist 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

## **SOG 401**

### **PATIENT CARE, DECEASED PERSONS, AND RESUSCITATION GUIDELINES**

---

#### **401.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish guidelines for all members who provide prehospital care and treatment for sick or injured persons at emergency incidents.

This SOG is promulgated to provide direction for members when in contact with a patient and to ensure patient care is delivered safely, professionally, and within the scope of training.

---

#### **401.2 POLICY**

A. It is the policy of the Greensburg Volunteer Fire Department (GVFD) to provide emergency medical care on a regular basis to assist Mutual Aid Ambulance Service.

B. The guiding principle of the Department is to do no harm. Members shall render treatment that is necessary, appropriate, and consistent with their level of training.

C. All patients shall be treated with care and respect regardless of age, gender, race, sexual orientation, medical condition, or ability to pay.

D. Patient privacy, modesty, and dignity shall be protected whenever possible.

E. The Department shall recognize a valid “Do Not Resuscitate” (DNR) order only when:

1. The patient’s physician is present; or
2. A Directive to Physicians form has been properly executed.

---

## **401.3 PROCEDURES**

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### **401.3.1 General Patient Care**

1. Each patient shall receive a thorough evaluation to determine their condition.
2. Of immediate concern are:
  - a. Airway and respiratory maintenance;
  - b. Circulation;
  - c. Control of bleeding;
  - d. Stabilization of fractures.
3. Primary evaluation and stabilization shall be performed where the patient is found unless circumstances present an immediate threat to:
  - a. The patient; or
  - b. The caregiver.
4. The patient shall be stabilized, and the patient's condition shall be reported to the first arriving Emergency Medical Services (EMS) unit at the incident.

---

### **401.3.2 Patient Clothing and Personal Property**

1. Clothing and personal property shall not be removed unless necessary for appropriate treatment.
2. The patient's modesty and right to privacy shall be strictly observed.
3. Any search for identity should be witnessed, preferably by a law enforcement officer.
4. All valuables removed from the patient shall be turned over to one of the following:
  - a. A family member;
  - b. Law enforcement;
  - c. EMS personnel.
5. When valuables are collected:
  - a. Valuables should be placed in a valuable's envelope;
  - b. The envelope shall be sealed;
  - c. A list of contents shall be completed;
  - d. A copy of the list shall be turned in with the patient form.

---

### **401.3.3 Deceased Persons**

1. This SOG establishes guidelines to assist members in determining whether resuscitation efforts should be undertaken.
2. This SOG also provides guidelines for situations where a patient is:
  - a. Obviously deceased; or
  - b. Legally declared deceased by a competent authority.
3. Members shall treat the body of a deceased patient with care and dignity regardless of:
  - a. Age;

- b. Gender;
  - c. Race;
  - d. Sexual orientation;
  - e. Circumstances surrounding the death.
  4. Friends and family members of the deceased shall be treated with tact and sensitivity. Members shall assist them whenever possible.
  5. Upon determination that a patient is deceased:
    - a. The body shall not be disturbed;
    - b. The scene shall be preserved;
    - c. The scene shall remain secured until arrival of law enforcement or other competent authority.
- 

## **401.3.4 Resuscitation Guidelines**

### **A. General Rule**

1. Resuscitation efforts shall begin unless one or more of the conditions below exist.
- 

### **B. Conditions Where Resuscitation Shall Not Be Initiated**

Resuscitation efforts shall not be initiated if:

1. The patient is declared deceased by a competent authority; or
  2. A law enforcement official declares the incident to be a crime scene and is willing to take full responsibility for preventing resuscitation efforts; or
  3. Evaluation reveals one or more of the following conditions conclusively incompatible with life:
    - a. Decapitation;
    - b. Decomposition;
    - c. Rigor mortis;
    - d. Dependent lividity;
    - e. Visual massive trauma to the brain or heart that is conclusively incompatible with life.
- 

### **C. High-Risk / Limited Resource Incidents**

1. Resuscitation efforts may be withheld at incidents involving:
    - a. Mass casualties;
    - b. Hazardous materials;
    - c. Terrorist activity;when warranted by:
    - d. Patient condition;
    - e. Lack of resources;
    - f. Unacceptable risk level to responders.
-

## **D. Doubt Rule**

1. If there is any doubt whether resuscitation should be initiated, CPR shall be started immediately.
- 

## **E. Discontinuation of Resuscitation**

Once begun, resuscitation efforts shall not be discontinued unless one or more of the following exist:

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. Rescuers are too exhausted to continue.
  3. Resuscitation is ordered to be discontinued by a competent authority.
  4. A living will or a "Do Not Resuscitate" order is present and satisfies requirements.
- 

## **401.4 RESPONSIBILITY**

A. The Incident Commander is responsible for ensuring scene safety and coordinating EMS operations until EMS assumes patient care.

B. Company Officers are responsible for ensuring members provide care consistent with training and comply with this SOG.

C. All members are responsible for:

1. Patient dignity and privacy.
  2. Appropriate care and documentation.
  3. Preservation of deceased scenes when applicable.
- 

## **401.5 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 314 – Fire Scene Preservation and Crowd Control
- SOG 332 – Request for Law Enforcement Assistance
- SOG 324 – Hazardous Materials Response
- SOG 328 – WMD / Terrorism Incidents

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

## **SOG 402**

### **INFECTIOUS DISEASE CONTROL / EXPOSURE PREVENTION AND REPORTING**

#### **402.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish infectious disease control requirements for all Greensburg Volunteer Fire Department (GVFD) personnel.

This SOG is intended to:

- A. Protect members from exposure to blood and other bodily fluids;
- B. Establish universal safety procedures;
- C. Provide decontamination and disinfection procedures;
- D. Provide disposal procedures for contaminated materials and sharps;
- E. Establish documentation and reporting requirements for exposures or possible exposures to communicable diseases.

#### **402.2 POLICY**

- A. All blood and bodily fluids shall be treated as infectious.
- B. Universal precautions shall be used at all incidents involving patient care, injury, bodily fluids, contaminated equipment, or contaminated surfaces.
- C. Appropriate PPE and barrier precautions shall be utilized to prevent skin and mucous membrane exposure.
- D. All exposures shall be reported immediately and documented in accordance with this SOG.

E. Exposure documentation records shall be retained for a minimum of thirty (30) years.

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## **402.3 PROCEDURES**

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### **402.3.1 Precautions (Universal Precautions and PPE)**

1. All personnel shall use appropriate barrier precautions and PPE to prevent exposure when contact with blood or other bodily fluids is possible.
2. 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:
    1. Contact with blood or bodily fluids is possible; or
    2. Handling items or equipment soiled with blood or bodily fluids.
  - c. Disposable gloves shall be worn when cleaning or decontaminating:
    3. Members.
    4. Equipment.
    5. Vehicles.
  - d. Disposable gloves, eye protection, gown, and skin covers shall be worn when splashing of blood or bodily fluids is possible.
  - e. Disposable gloves shall be stocked and readily available on every Department vehicle.
  - f. Department-approved protective gloves shall be worn in any situation where sharp or rough edges may be encountered, including structural firefighting.
  - g. Contaminated gloves shall be removed as soon as possible to prevent skin contact.
  - h. Hands and other skin surfaces contaminated with blood or bodily fluids, or after glove removal, shall be washed promptly or as soon as possible.
  - i. Eye protection 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. Mechanical ventilation or barrier devices shall be utilized when providing resuscitation.
  - l. EMS equipment carried on Department vehicles shall be cleaned regularly.

m. Sharps (needles, blades, glass vials, syringes, etc.) shall be handled with extreme care and placed in approved containers.

- o Used sharps shall not be recapped, removed, bent, broken, or manipulated by hand.

n. All exposures involving blood or bodily fluids shall be reported to:

- 7. The Company Captain; and
- 8. The Department Medical Officer;  
using Department Exposure Reports, Trip Sheets, and Injury Report documents.

o. The Firefighter, Fire Company Officers, and Department Medical Officer shall receive a report/copy of all exposure documentation.

---

## **402.3.2 Decontamination and Disinfection**

### **A. Blood / Bodily Fluid Spills**

1. All spills of blood or blood-contaminated fluids shall be promptly cleaned while wearing approved gloves using:
  - a. An EPA-approved germicide; or
  - b. A 1:10 chlorine bleach solution (6.4 ounces of bleach per gallon of water).
2. Visible material shall first be removed using disposable paper towels.
3. If splashing is anticipated, protective eyewear and personal protective equipment shall be worn.

---

### **B. Equipment**

1. Delicate equipment (including medical equipment and radios) shall be cleaned with at least 70% alcohol upon return to the station.
2. Larger equipment (including stokes stretchers, traction splints, backboards, KEDs, masts, etc.) shall be:
  - a. Washed with disinfectant solution; and
  - b. Air dried immediately upon return to the station.
3. Bag-Valve-Mask (BVM) mask portions shall be:
  - a. Washed and scrubbed in warm soapy water;
  - b. Soaked in a 1:10 bleach solution for ten (10) minutes;
  - c. Rinsed;
  - d. Air dried.

---

### **C. Contaminated Clothing**

1. Contaminated clothing shall be removed as soon as practical.
2. Cold water shall be run over stained areas to avoid setting fluids into material.
3. Clothing shall be prewashed in soap and hot water.

4. Clothing may be laundered at home in a normal manner.
  5. Boots, leather, and turnout-type items may be brushed and scrubbed with soap and hot water.
  6. Turnout gear shall be brushed and scrubbed with soap and hot water as needed.
- 

#### **D. Vehicles**

1. Passenger seating and compartments contaminated with blood or bodily fluids shall be:
    - a. Scrubbed with disinfectant solution;
    - b. Thoroughly rinsed;
    - c. Air dried.
- 

#### **402.3.3 Disposal Procedures**

1. Sharps (needles, blades, glass vials, syringes) shall be placed in puncture-resistant containers.
  2. Used sharps shall not be:
    - a. Recapped;
    - b. Removed;
    - c. Bent;
    - d. Broken;
    - e. Manipulated by hand.
  3. All contaminated supplies and disposable equipment shall be placed in plastic bags and marked:
    - o “CDD” (Communicable Disease Disposal)
  4. Ventilation one-way valves, one-way valve pocket masks, contaminated equipment and clothing, or plastic disposal bags shall not be stored or transported in the passenger area of any Fire Department vehicle.
- 

#### **402.3.4 Additional Precautions (Cleaning Practices)**

1. When handling and disinfecting contaminated equipment:
    - a. Do not rinse or wash equipment in a kitchen sink.
    - b. Dry reusable equipment carefully and thoroughly.
    - c. Use approved disinfectants according to manufacturer recommendations.
    - d. Pay special attention to oxygen masks and related equipment.
    - e. clean stethoscopes, blood pressure cuffs, and other frequently used equipment.
  2. Equipment shall be fully dry prior to:
    - a. Storage; or
    - b. Reuse in patient care.
-

### **402.3.5 Immunizations**

1. All firefighters shall obtain basic protective immunizations at least annually.
  2. Immunizations include:
    - a. DT (Diphtheria Tetanus)
      - Required for all Fire Department Operations Members
      - Booster required every ten (10) years
    - b. Influenza (Flu)
      - As recommended by personal physicians
    - c. Hepatitis B
      - Required for all Operations Firefighters
      - Three-dose series required
      - Booster required every five (5) years
- 

### **402.3.6 Procedures When Exposed (Exposure Reporting)**

1. Any member experiencing an exposure shall:
    - a. Document the exposure on the Department Trip Sheet;
    - b. Complete a Department Communicable Disease Exposure Report;
    - c. Notify the Department Medical Officer;
    - d. Keep a copy for personal records.
  2. The member shall provide a detailed report describing the events that led to the exposure.
  3. The Company Captain shall ensure firefighters are advised and trained on:
    - a. Infectious exposure reporting;
    - b. Safe practices;
    - c. Proper documentation procedures.
  4. Exposure records shall be retained for thirty (30) years.
- 

### **402.3.7 Quick Reference Guide (Symptoms / Exposure Categories)**

#### **A. Signs of Potential Communicable Disease**

Communicable disease should be suspected when observing:

- Fever
- Skin rash
- Weeping lesions
- Jaundice

- Diarrhea
  - Cough
  - Vomit
  - Bleeding
  - Other bodily fluids
- 

## **B. Exposure Categories and Actions**

### **Level I – Presence Exposure**

- Contact by merely being in the presence of a diseased person.
- Action: No special action recommended.

### **Level II – Clothing/Equipment Contamination**

- Contamination of only clothing or equipment by blood or bodily fluids.
- Action: Decontamination and disposal.

### **Level III – Direct Exposure**

- Exposure to bodily fluids to skin/mucous membranes, including:
    - Needle punctures
    - Animal bites
    - Human bites
  - Action:
    - a. Decontamination and disposal;
    - b. Completion of Communicable Disease Exposure Report;
    - c. Notification of appropriate Department Officers for possible treatment requirements.
- 

## **402.4 RESPONSIBILITY**

A. All members are responsible for using universal precautions and PPE.

B. Company Officers are responsible for ensuring PPE compliance and ensuring exposures are reported and documented.

C. The Department Medical Officer is responsible for receiving exposure reports and coordinating follow-up procedures as required.

---

## **402.5 RELATED SOG REFERENCES**

- SOG 401 – Patient Care, Deceased Persons, and Resuscitation Guidelines
- SOG 102 – Incident Command System
- SOG 312 – Firefighter Rehabilitation (if applicable in your manual)
- SOG 314 – Fire Scene Preservation (if incident becomes investigative)

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 403 – Automated External Defibrillation (AED)                         |                 |
|   | Effective: 6/1996   | Revised: 2/2022 |

## **SOG 403**

### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE AND MAINTENANCE**

#### **403.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the safe use and maintenance of Automated External Defibrillators (AEDs) by members of the Greensburg Volunteer Fire Department (GVFD).

An AED shall be used on a suspected Sudden Cardiac Arrest (SCA) victim when the patient exhibits symptoms consistent with SCA as taught during First Aid and CPR/AED training.

Responders shall consider their own safety and the safety of others prior to operating an AED and shall only proceed when it is safe to do so.

#### **403.2 POLICY**

A. AEDs shall be used in accordance with current CPR/AED training standards and manufacturer guidelines.

B. Only members trained in AED operation shall operate the device.

C. AEDs shall not be used on patients who are conscious, breathing normally, or who have a detectable pulse or signs of circulation.

D. All AED deployments shall be reported and documented in accordance with Department reporting procedures.

E. AEDs shall be placed Out of Service following use until inspected, cleaned, and returned to operational readiness.

---

## **403.3 PROCEDURES**

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### **403.3.1 Safety Precautions**

Prior to AED use, the operator shall:

1. Confirm scene safety and check for hazards before touching the victim.
  2. Ensure they are capable of following AED operational instructions.
  3. Wear protective gloves (disposable latex or nitrile examination gloves).
  4. Utilize a department-approved resuscitation mask when performing CPR.
  5. Dry the victim's chest if wet.
  6. Ensure the victim is not:
    - a. Lying in water;
    - b. Conscious;
    - c. Breathing normally;
    - d. Exhibiting a detectable pulse or other signs of circulation.
- 

### **403.3.2 Preparation**

1. Turn on the AED and allow the device to perform its automatic self-check or initiate the self-test as required by manufacturer instructions.
  2. Expose the victim's chest by cutting away clothing as necessary using trauma shears.
  3. If necessary, clean and dry the victim's chest using the supplies provided.
  4. Remove excessive chest hair if required to ensure proper pad adhesion (if shaving equipment is available).
- 

### **403.3.3 Operation**

1. Apply AED pads to the victim's bare chest in accordance with the diagrams on the pads.
2. Follow all voice prompts and visual instructions provided by the AED.
3. Ensure all personnel are clear of the victim prior to rhythm analysis and shock delivery.
4. Continue CPR as instructed by the AED prompts until:
  - a. Advanced EMS personnel assume care;
  - b. The patient regains signs of circulation;
  - c. The responder is physically unable to continue; or
  - d. Directed otherwise by a competent authority.
5. After use, the AED shall be:
  - a. Tagged Out of Service;
  - b. Pads replaced;

- c. Inspected for damage;
  - d. Returned to service once operational readiness is confirmed.
- 

## **403.4 MAINTENANCE**

1. AED pads shall be replaced:
    - a. After each use; or
    - b. Upon expiration (five years from installation date, or per manufacturer specifications).
  2. AED batteries shall be replaced:
    - a. After each activation if required; or
    - b. Upon expiration (five years from installation date, or per manufacturer specifications); or
    - c. When indicated by the device.
  3. AED readiness indicators shall be visually inspected during routine apparatus checks.
  4. Any malfunction shall be immediately reported to the Company Officer, and the device shall be placed Out of Service until repaired or replaced.
- 

## **403.5 TROUBLESHOOTING**

1. Conduct self-test procedures as required by the manufacturer prior to use if prompted by device status indicators.
  2. Refer to the AED operator's guide for device-specific troubleshooting procedures.
  3. If the AED fails during operation:
    - a. Immediately continue manual CPR;
    - b. Request a replacement AED if available.
- 

## **403.6 RESPONSIBILITY**

A. The Incident Commander shall ensure appropriate integration of AED use into patient care operations.

B. Company Officers are responsible for ensuring:

1. Members are properly trained.
2. AED inspections are completed.
3. Devices are operational and properly maintained.

C. All members are responsible for:

1. Following safe operating procedures.
  2. Using universal precautions.
  3. Ensuring AED equipment readiness after use.
-

## **403.7 RELATED SOG REFERENCES**

- SOG 401 – Patient Care, Deceased Persons, and Resuscitation Guidelines
- SOG 402 – Infectious Disease Control
- SOG 102 – Incident Command System
- SOG 312 – Firefighter Rehabilitation (if applicable)

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

## **SOG 404**

### **NALOXONE (NARCAN®) ADMINISTRATION, STORAGE, AND RECORD KEEPING**

---

#### **404.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish protocols for the administration, storage, inspection, replacement, and documentation of Naloxone (NARCAN® – naloxone HCl) by members of the Greensburg Volunteer Fire Department (GVFD).

---

#### **404.2 POLICY**

- A. Naloxone may be administered by qualified GVFD First Responders to individuals suspected of suffering from an opioid overdose.
  - B. Naloxone administration shall be performed in accordance with Pennsylvania Department of Health guidelines and Department protocol.
  - C. Emergency Medical Services (EMS) shall be requested immediately for all suspected overdoses.
  - D. All administrations of Naloxone shall be documented and reported.
  - E. Naloxone kits shall be inspected regularly and maintained in operational readiness.
-

## **404.3 QUALIFICATIONS TO ADMINISTER NALOXONE**

To provide and administer Naloxone, a First Responder must:

1. Complete the Pennsylvania Department of Health training:
    - Opioid-Associated Overdose Prevention, Recognition, and Response Training (online or through a qualified eligible provider).
  2. Provide a copy of the training certificate to the Department Medical Officer.
  3. Comply with all Department reporting requirements following administration.
- 

## **404.4 INSPECTION AND STORAGE**

A. Naloxone kits shall be inspected regularly by:

1. The First Responder carrying Naloxone in their assigned vehicle; and
2. The Department Naloxone Manager.

B. Inspections shall verify:

1. Kit is intact.
2. Packaging is undamaged.
3. Medication is not expired.
4. Device is ready for deployment.

C. Any damaged or expired Naloxone kit shall be immediately reported to the Department Medical Officer and removed from service.

D. Naloxone shall be stored in accordance with manufacturer recommendations and protected from temperature extremes.

---

## **404.5 FIELD DELIVERY PROTOCOL**

If Naloxone is made available by State, County, Federal, or other agencies to non-profit organizations, the GVFD shall attempt to deliver NARCAN® (naloxone HCl) when appropriate under these protocols.

---

### **404.5.1 Recognition of Opioid Overdose**

When a First Responder believes an individual is suffering from an opioid drug overdose:

1. Immediately request EMS response through 911 dispatch.
2. Assess responsiveness:

- a. Attempt to awaken the patient by rubbing the sternum.
  3. Assess breathing and pulse:
    - a. If unconscious without pulse and not breathing:
      - Begin CPR and utilize AED as indicated.
    - b. If unconscious with pulse but not breathing adequately (fewer than 10–12 breaths per minute):
      - Provide rescue breathing using appropriate barrier device.
- 

#### **404.5.2 Administration Procedure (Intranasal Naloxone)**

1. Peel back the package to remove the device.
  2. Place the tip of the nozzle into either nostril until fingers touch the base of the patient's nose.
  3. Press the plunger firmly to release the full dose into the nostril (entire dose is administered in one nostril).
  4. Continue to monitor airway and breathing.
  5. Request dispatch to notify responding EMS personnel that:
    - a. Naloxone has been administered; and/or
    - b. CPR is in progress;
    - c. Provide scene size-up information.
  6. If there is no response within three (3) to five (5) minutes after the first dose, administer a second dose.
- 

#### **404.5.3 Transfer of Care**

1. Inform responding EMS personnel of:
    - a. The circumstances in which the patient was found;
    - b. Observed physical signs;
    - c. Statements from witnesses;
    - d. Any resuscitative efforts performed (CPR, AED use, rescue breathing, etc.);
    - e. Time(s) of Naloxone administration and number of doses given.
-

## **404.6 DOCUMENTATION AND REPORTING**

1. For each suspected drug overdose (opioid or otherwise), the First Responder shall:
    - a. Complete the Department Naloxone Report;
    - b. Document the incident on the appropriate Trip Sheet.
  2. The completed Naloxone Report shall be provided to the Department Medical Officer.
  3. The Department Medical Officer shall provide a copy to:
    - o Westmoreland Drug & Alcohol Commission (WeDAC), as required.
  4. The completed report shall be placed in the used NARCAN® pouch and turned in for replacement.
  5. A replacement Naloxone pouch shall be issued upon receipt of:
    - a. Used device; and
    - b. Completed report.
- 

## **404.7 SAFETY CONSIDERATIONS**

A. Responders shall use universal precautions in accordance with SOG 402 – Infectious Disease Control.

B. Patients receiving Naloxone may:

1. Become combative or agitated.
2. Experience sudden withdrawal symptoms.
3. Vomit or exhibit airway compromise.

C. Responders shall maintain scene awareness and request law enforcement assistance if safety concerns arise.

---

## **404.8 RESPONSIBILITY**

A. The Department Medical Officer is responsible for:

1. Maintaining Naloxone training records.
2. Tracking inventory.
3. Ensuring reporting compliance.
4. Coordinating required reporting to external agencies.

B. Company Officers are responsible for ensuring qualified personnel administer Naloxone and complete documentation.

C. All qualified First Responders are responsible for:

1. Maintaining certification.
  2. Inspecting assigned Naloxone kits.
  3. Following this SOG during administration.
  4. Completing required reporting.
- 

## **404.9 RELATED SOG REFERENCES**

- SOG 401 – Patient Care and Resuscitation Guidelines
- SOG 402 – Infectious Disease Control
- SOG 403 – AED Use and Maintenance
- SOG 102 – Incident Command System

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 405 – COVID Emergencies   |                 |
|   | Effective: 6/1996   | Revised: 2/2022 |

## SOG 405

### COVID-19 (ZULU) EXPOSURE CONTROL

---

#### 405.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to eliminate or minimize exposure of Greensburg Volunteer Fire Department (GVFD) members to COVID-19 during emergency operations.

COVID-19 related incidents may be identified by Dispatch as a **Zulu response**.

---

#### 405.2 POLICY

- A. GVFD members shall utilize universal precautions at all times when responding to incidents where exposure to COVID-19 is suspected or confirmed.
  - B. All potentially infectious material shall be considered infectious regardless of the perceived status of the source individual.
  - C. Personal Protective Equipment (PPE), including appropriate face masks, shall be utilized when operating in environments where exposure is possible.
  - D. Personnel exposure shall be minimized by limiting the number of members entering potentially contaminated environments.
-

## **405.3 PROCEDURES**

---

### **405.3.1 Compliance Methods**

1. Universal precautions shall be observed by all members to prevent contact with COVID-19 or other potentially infectious materials.
  2. All potentially infectious material shall be considered infectious regardless of the perceived status of the source individual.
  3. PPE, including face masks, shall be utilized as appropriate.
  4. Members shall ensure that after removal of protective gloves:
    - a. Hands are washed immediately; and
    - b. Any potentially contaminated skin areas are washed as soon as feasible using soap and water.
  5. The number of personnel entering potentially contaminated environments shall be limited to only those necessary to complete essential tasks.
- 

## **405.4 RESPONSIBILITY**

A. The Incident Commander and Company Officers shall ensure compliance with PPE and exposure control requirements.

B. All members are responsible for following universal precautions and limiting unnecessary exposure.

---

## **405.5 RELATED SOG REFERENCES**

- SOG 401 – Patient Care and Resuscitation Guidelines
- SOG 402 – Infectious Disease Control
- SOG 403 – AED Use and Maintenance
- SOG 404 – Naloxone (Narcan®) Administration
- SOG 102 – Incident Command System

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

## SOG 406

### COVID-19 TESTING AND VACCINATION GUIDELINES

---

#### 406.1 PURPOSE

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the distribution and use of COVID-19 testing kits purchased by the Greensburg Volunteer Fire Department Relief Association and to provide guidance regarding COVID-19 symptoms, isolation, and vaccination.

COVID-19 testing kits purchased by the GVFD Relief Association are available to **GVFD Firefighters only**, while supplies last.

---

#### 406.2 POLICY

A. COVID-19 test kits purchased by the GVFD Relief Association are restricted to active GVFD Firefighters.

B. Test kits shall be provided free of charge to eligible members who are symptomatic or who have been exposed.

C. Distribution of test kits shall be coordinated through the Department Medical Officer.

D. Members shall comply with current public health guidance and Department exposure control policies.

---

## **406.3 SYMPTOMS**

Symptoms may appear 2–14 days after exposure.

Members experiencing any of the following 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
- 

### **406.3.1 Emergency Warning Signs**

If any of the following symptoms are present, seek emergency medical care immediately:

1. Trouble breathing
  2. Persistent chest pain or pressure
  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)
- 

## **406.4 TEST ELIGIBILITY**

COVID-19 testing kits shall be provided to **GVFD Firefighters only** under the following conditions:

1. The member is experiencing symptoms consistent with COVID-19; or
  2. At least five (5) days have passed following known or suspected close contact (within six (6) feet for fifteen (15) minutes or more) with a COVID-19 positive individual.
- 

## **406.5 TEST DISTRIBUTION PROCEDURE**

1. The member shall contact the Department Medical Officer to request a test.
  2. Arrangements shall be made for safe pickup of the test kit.
  3. Members shall follow manufacturer instructions when administering the test.
-

## **406.6 POSITIVE TEST PROTOCOL**

If a member tests positive:

1. Isolate for a minimum of five (5) days or as otherwise recommended by healthcare guidance.
  2. Monitor symptoms.
  3. Seek confirmatory laboratory testing if recommended by a healthcare professional.
  4. Notify the Department Medical Officer.
  5. Follow Department return-to-duty guidance.
- 

## **406.7 NEGATIVE TEST PROTOCOL**

If a member tests negative:

1. If up to date on vaccinations and asymptomatic, the member may return to normal activities.
  2. If symptomatic or recently exposed, follow current public health guidance and consult a healthcare provider.
  3. Members shall continue to monitor symptoms and follow Department exposure control procedures.
- 

## **406.8 COVID-19 VACCINATION**

A. Members who have not been vaccinated or who require a booster are encouraged to do so.

B. Members may contact Dr. Plundo's office to arrange vaccination.

1. When scheduling, identify yourself as a GVFD Firefighter.

C. Members shall notify the Department Medical Officer after vaccination so immunization records may be updated.

---

## **406.9 RESPONSIBILITY**

A. The Department Medical Officer shall:

1. Coordinate distribution of testing kits.
2. Maintain immunization records.
3. Provide exposure and return-to-duty guidance.

B. Company Officers shall ensure members comply with isolation and return-to-duty requirements.

C. Members are responsible for reporting positive tests and following isolation guidance.

---

## **406.10 RELATED SOG REFERENCES**

- SOG 402 – Infectious Disease Control
- SOG 405 – COVID-19 Exposure Control
- SOG 401 – Patient Care
- SOG 102 – Incident Command System

## **406.7 RETURN-TO-DUTY (COVID-19)**

A. Members who test positive for COVID-19, are symptomatic, or are identified as having a significant exposure shall not return to duty until they meet the minimum return-to-duty requirements below.

B. The Department Medical Officer shall be notified as soon as possible when:

1. A member tests positive.
2. A member is symptomatic and suspects COVID-19.
3. A member has been directed to isolate or quarantine by a healthcare provider.

C. Members shall not respond to incidents or participate in Department activities while under isolation or quarantine restrictions.

---

### **406.7.1 Return-to-Duty After Positive COVID-19 Test**

A member may return to duty when all of the following conditions are met:

1. At least five (5) days have passed since symptom onset or positive test (whichever occurred first); and
2. The member has been fever-free for twenty-four (24) hours without the use of fever-reducing medications; and
3. Symptoms have improved; and
4. The member is physically capable of safely performing assigned duties.

---

### **406.7.2 Return-to-Duty After Exposure (No Positive Test)**

A. Members with a known or suspected close contact exposure shall monitor for symptoms.

B. Members who develop symptoms shall:

1. Remove themselves from duty immediately.
2. Notify their Company Officer and the Department Medical Officer.

3. Obtain testing as soon as feasible.

C. If the member remains asymptomatic, return-to-duty shall be determined by the Department Medical Officer based on current public health guidance and operational needs.

---

### **406.7.3 Masking / Operational Precautions After Return**

A. Upon return-to-duty following a positive COVID-19 test, members may be required to wear a face covering during patient care and close-contact operations for a period determined by the Department Medical Officer.

B. Members shall continue to comply with SOG 402 (Universal Precautions) and SOG 405 (COVID-19 Exposure Control).

---

### **406.7.4 Medical Clearance**

A. The Department reserves the right to require medical clearance prior to return-to-duty when:

1. A member experienced significant symptoms.
  2. A member was hospitalized.
  3. A member reports persistent shortness of breath, fatigue, or chest discomfort; or
  4. The Department Medical Officer determines a safety concern exists.
- 

### **406.7.5 Documentation**

A. A member returning to duty after COVID-19 illness may be required to provide confirmation of:

1. Test date.
2. Isolation period.
3. Symptom resolution.

B. Documentation shall be provided to the Department Medical Officer.

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|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>407 – Ballistic Vest Usage</b>   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2022</b> |

## **SOG 407**

### **BALLISTIC VEST USE, CARE, AND STORAGE**

---

#### **407.1 PURPOSE**

The purpose of this Standard Operating Guideline (SOG) is to establish procedures for the use, care, maintenance, inspection, and storage of ballistic vests issued or made available to members of the Greensburg Volunteer Fire Department (GVFD).

---

#### **407.2 POLICY**

- A. Ballistic vests are issued for member safety and shall be used in accordance with this SOG.
  - B. Members shall exercise sound judgment regarding vest deployment when responding to potentially volatile or unknown situations.
  - C. Ballistic vests shall be properly maintained and inspected to ensure operational readiness.
  - D. Any vest compromised by damage, impact, or contamination shall be immediately removed from service.
-

## **407.3 VEST USAGE**

### **407.3.1 Required Use**

A. Ballistic vests shall be donned prior to leaving the station or prior to exiting a vehicle (personal or GVFD apparatus) when responding to incidents that present elevated risk.

B. Members who have access to a ballistic vest shall don the vest for the following incidents:

1. Ambulance assists, especially those involving possible overdose
  2. Lockouts
  3. Welfare checks
  4. Specialty incidents as directed by the Chief
- 

### **407.3.2 Discretionary Use**

Members who have access to a ballistic vest may don the vest for:

1. Nighttime alarms when first arriving unit or individual on scene
  2. Use of a Knox Box key to enter a dwelling
  3. Any incident where the member believes the situation warrants additional protection
- 

### **407.3.3 Removal**

A. Once donned, the vest shall remain in place until the conclusion of the incident.

B. Removal of the vest shall occur away from the incident location and out of public view whenever possible.

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## **407.4 CARE AND MAINTENANCE**

### **407.4.1 Inspection**

A. Ballistic vests shall be inspected:

1. Monthly; or
2. After each use,  
whichever occurs more frequently.

B. Inspection shall include verification of:

1. Integrity of carrier fabric.
2. Condition of ballistic panels.
3. Proper fit and closure function.

C. Any defects (holes, pulled seams, loose threads, panel shifting, etc.) shall be reported to the Chief and the vest removed from service.

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#### **407.4.2 Damage or Impact**

A. If a vest is shot, stabbed, slashed, or otherwise impacted:

1. The incident shall be documented in the incident report.
2. The vest shall be immediately removed from service.
3. The vest shall be surrendered to the Chief for evaluation.

B. If a vest is exposed to any bodily fluids:

1. Universal precautions shall be followed (per SOG 402).
2. The Chief shall be notified for evaluation and determination of continued serviceability.

C. If a vest is removed from service from an apparatus, Company membership shall be notified.

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#### **407.4.3 Cleaning Procedures**

Cleaning shall be performed in accordance with manufacturer recommendations.

**IMPORTANT: DO NOT USE BLEACH DURING CLEANING**

**A. Outer Carrier**

1. Remove ballistic panels from outer carrier.
  2. Close all Velcro fasteners.
  3. Hand wash using medium water temperature.
  4. Tumble dry on low heat or air dry while hanging.
  5. Ensure carrier is completely dry before reassembly.
  6. Reassemble all components.
-

## **B. Ballistic Panels**

Ballistic panel inserts shall not be machine washed or dry cleaned.

1. Do not immerse panels in liquid.
  2. Wipe panels using mild soap and water.
  3. Allow panels to air dry completely.
  4. Ensure panels are completely dry before reassembly.
- 

## **407.5 STORAGE**

A. Vests shall be stored:

1. In a dry environment.
2. Lying flat or hung properly.
3. At room temperature.
4. Out of direct sunlight.

B. Vests shall be kept away from liquids and chemicals.

C. Heavy objects shall not be placed on or stored on top of ballistic vests.

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## **407.6 RESPONSIBILITY**

A. The Chief is responsible for:

1. Oversight of ballistic vest issuance.
2. Evaluation of damaged or contaminated vests.
3. Removal from service determinations.

B. Company Officers are responsible for ensuring compliance with this SOG.

C. Individual members are responsible for:

1. Proper vest usage.
  2. Routine inspection.
  3. Immediate reporting of damage or contamination.
-

## **407.7 RELATED SOG REFERENCES**

- SOG 102 – Incident Command System
- SOG 332 – Request for Law Enforcement Assistance
- SOG 333 – Covert / Silent Response
- SOG 402 – Infectious Disease Control



# Bloodhound Team - 500

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 500 - Bloodhound Team SOG's   |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

**GREENSBURG BLOODHOUND TEAM (GBHT)**  
**STANDARD OPERATING GUIDELINES (SOG) MANUAL**  
**TABLE OF CONTENTS (SOG 501–516)**

**500 SERIES – GBHT ADMINISTRATION, OPERATIONS, AND DEPLOYMENT**

- SOG 501** – Greensburg Bloodhound Team (GBHT) Organization and Chain of Command
- SOG 502** – GBHT Operations (Mission, Scope, and General Field Operations)
- SOG 503** – GBHT Membership Requirements
- SOG 504** – GBHT Team Mobilization
  
- SOG 505** – GBHT Membership Requirements, Standards, and Removal
- SOG 506** – GBHT Deployment Criteria, Risk Assessment, and Operations
- SOG 507** – GBHT Bloodhound Care, Certification, and Readiness
- SOG 508** – GBHT Equipment Cache, Inventory Control, and Team Vehicle Readiness
- SOG 509** – GBHT Training Requirements and Documentation
- SOG 510** – GBHT Communications, Call-Out Procedures, and Operational Reporting
- SOG 511** – GBHT Safety Officer, Medical, and Rehabilitation
- SOG 512** – GBHT Crime Scene Discipline, Evidence Awareness, and Professional Conduct
- SOG 513** – GBHT Minimum Deployment Equipment (Go-Bag Standard)
- SOG 514** – GBHT Deployment Risk Assessment and Go / No-Go Criteria
- SOG 515** – GBHT Missing Person Search Integration and Inter-Agency Coordination
- SOG 516** – GBHT Demobilization, Return to Service, and Equipment Decontamination

# **SOG 501**

## **GREENSBURG BLOODHOUND TEAM (GBHT) ORGANIZATION AND CHAIN OF COMMAND**

### **501.1 PURPOSE**

Establish the organizational structure, authority, and Chain of Command for the Greensburg Bloodhound Team (GBHT) to ensure safe, lawful, and operationally effective deployments.

### **501.2 POLICY**

A. The GBHT operates under the authority of the Greensburg Volunteer Fire Department (GVFD).

B. The Fire Chief retains ultimate authority over the Team.

C. The Team shall operate in accordance with:

1. NPBA training standards.
2. Westmoreland County Sheriff requirements for deputized members.
3. Applicable directives of the Mayor, City Council, and City Administrator.
4. Incident Command System (ICS) principles during all deployments.
  - D. All Team operations shall prioritize:
    5. Safety of members and bloodhounds.
    6. Safety of the public.
    7. Preservation of evidence and scene integrity.
    8. Professional conduct and accountability.

### **501.3 CHAIN OF COMMAND**

1. Fire Chief
2. Team Commander
3. Team Captain / Officer in Charge (OIC)
4. Team Lieutenants
5. Senior Handler (in absence of all officers)

### **501.4 FIRE CHIEF – AUTHORITY AND RESPONSIBILITIES**

The Fire Chief shall:

1. Ensure members are appropriately qualified and capable of safe operations.
2. Oversee development of Team membership requirements.
3. Designate the Team Commander.
4. Temporarily assign a command replacement when necessary.
5. Provide strategic oversight for inter-agency planning and readiness.
6. Maintain express authority to remove (“eject”) any Team Member from the Team for any reason.
  - a. The Fire Chief’s decision shall be final.
  - b. No appeal process shall exist.

### **501.5 TEAM COMMANDER**

#### **501.5.1 Qualifications**

1. Be or have been an experienced, trained, and certified Bloodhound Handler.
2. Have participated in GBHT training and deployments.

3. Have received NPBA man-trailing training for a minimum of five (5) years.

### **501.5.2 Operational Authority**

The Team Commander shall:

1. Develop and maintain safe and efficient field operations.
2. Serve as liaison to the Westmoreland County Sheriff's Department.
3. Determine which members are deputized, subject to Sheriff approval.
4. Ensure NPBA requirements are maintained.
5. Ensure compliance with City administrative requirements.
6. Ensure bloodhounds and equipment remain in a constant state of readiness.
7. Ensure ICS/accountability/crew resource management principles are applied.
8. Develop operational plans covering pre-planning, deployment, field operations, demobilization, and after-action improvement.
9. Complete required documentation and financial records related to Team expenditures.

### **501.5.3 Deployment Authority**

In consultation with the requesting agency Incident Commander:

1. Make the final determination whether deployment is warranted.
2. Determine whether conditions/risk factors support viable trailing operations.
3. Assign Handler/Hound Teams and support personnel based on size-up.

### **501.5.4 Removal Authority**

The Team Commander may remove ("eject") any Team Member for any reason.

1. Decision shall be final.
2. No appeal process shall exist.

## **501.6 TEAM CAPTAIN / OFFICER IN CHARGE (OIC)**

### **501.6.1 Qualifications**

1. Be or have been an experienced, trained, and certified Bloodhound Handler.
2. Have participated in GBHT training and deployments.
3. Have completed at least five (5) years of NPBA man-trailing training.

### **501.6.2 Authority in Absence of Commander**

In the absence of the Team Commander, the Team Captain/OIC shall:

1. Implement and maintain ICS during deployments.
2. Make final determinations regarding deployment viability.
3. Select Handler/Hound assignments.
4. Assign support personnel.
5. Ensure operational safety standards are enforced.

## **501.7 TEAM LIEUTENANTS**

**501.7.1 Appointment** Appointed by the Team Commander.

**501.7.2 Qualifications** Certified Bloodhound Handlers and/or specialized skills as approved by Team Command.

**501.7.3 Responsibilities** Oversee assigned functions, ensure discipline, support readiness, and act as OIC when assigned.

### **501.8 SENIOR HANDLER (FIELD OIC)**

In the absence of Commander/Captain/Lieutenants, the Senior Handler present shall act as OIC and coordinate with the requesting agency IC.

### **501.9 INCIDENT COMMAND SYSTEM COMPLIANCE**

- A. GBHT deployments shall operate within the requesting agency's Incident Command structure.
- B. The Team Commander/OIC shall maintain internal Team accountability.
- C. No deployment shall occur outside an established/coordinated command structure.

### **501.10 RELATED POLICIES**

GVFD ICS SOG; Mutual Aid Agreements; NPBA Standards; Sheriff Deputization Requirements.

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## **SOG 502**

### **GBHT OPERATIONS (MISSION, SCOPE, AND GENERAL FIELD OPERATIONS)**

#### **502.1 PURPOSE**

Define GBHT mission, scope of service, and general operational posture for training, deployments, and public-facing activities.

#### **502.2 POLICY**

- A. GBHT provides trained handler/hound capability and support personnel for man-trailing operations.
- B. GBHT does **not** assume incident command of search management; the requesting agency Incident Commander (IC) retains scene command and control.
- C. GBHT shall integrate into the incident's ICS/NIMS structure and operate within assigned objectives.
- D. Safety is the first operational priority; all members share responsibility for hazard recognition and risk reduction.

#### **502.3 TEAM MISSION**

GBHT exists to:

1. Aid in the search for lost/missing persons.
2. Assist agencies in locating/apprehending fleeing or sought subjects when appropriate and safe.
3. Maintain readiness through training/certification.
4. Support team cohesion and member wellness.
5. Provide community awareness through approved demonstrations and public relations events.

#### **502.4 OPERATIONAL SCOPE AND LIMITATIONS**

- A. GBHT may respond to requests from approved agencies per SOG 506/514.
- B. GBHT shall not self-deploy.
- C. GBHT operations shall be suspended/terminated when directed by the requesting IC or when GBHT safety thresholds are exceeded.

#### **502.5 FIELD ROLES (OPERATIONAL POSITIONS)**

Typical roles may include: Fire Chief; Team Commander; Team Captain/OIC; Lieutenant; Safety Officer; Handler; Support/Backup; Logistics/Accountability (as assigned).

## **502.6 FUNDAMENTAL FIELD OPERATING RULES**

- A. Team members shall not wear bunker gear for trailing operations unless a specific hazard analysis requires otherwise.
- B. Clothing/PPE shall be appropriate for terrain, weather, and mission hazards.
- C. All members shall carry basic safety items appropriate to the environment (lighting, whistle, gloves, etc.).
- D. Members shall maintain formation discipline—support personnel remain with and protect the assigned Handler/Hound Team and do not create mission burden.
- E. Information control and media discipline shall follow SOG 510 and SOG 505.

## **502.7 RELATED SOGS**

SOG 501 (Chain of Command); SOG 504 (Mobilization); SOG 506 (Deployment Criteria); SOG 510 (Comms/Reporting); SOG 511 (Safety/Rehab); SOG 514 (Go/No-Go).

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# **SOG 503**

## **GBHT MEMBERSHIP REQUIREMENTS**

### **503.1 PURPOSE**

Define baseline eligibility and entry requirements for GBHT membership.

### **503.2 POLICY**

- A. GBHT membership is limited to personnel authorized by the Fire Chief and Team Commander.
- B. All members shall meet minimum GVFD membership and clearance requirements and maintain ongoing readiness.
- C. This SOG addresses **entry requirements**; detailed standards/removal are governed by SOG 505.

### **503.3 ELIGIBILITY REQUIREMENTS (MINIMUM)**

Applicants shall:

1. Be at least eighteen (18) years of age.
2. Be a member in good standing of GVFD (or specifically authorized by the Fire Chief).
3. Have completed the GVFD probationary year unless waived by the Fire Chief for cause.
4. Have completed required GVFD entry-level training (e.g., Essentials or equivalent as adopted by GVFD).
5. Have ICS familiarity/required baseline training as directed by Team Command (e.g., ICS-100/200 and crew resource principles).
6. Be medically/physically cleared for the role.
7. Provide required background/clearances and documentation as required by GVFD and Team Command.
8. Apply to the Team Commander and participate in local drills/training when directed.

### **503.4 AFFILIATION / GRANDFATHERING**

- A. GBHT shall not accept non-GVFD personnel unless explicitly authorized by the Fire Chief.
- B. Any previously approved non-GVFD members may be considered grandfathered at the discretion of the Fire Chief and Team Commander.

### **503.5 MEMBER ORIENTATION**

Once approved, new members shall:

1. Review applicable GBHT SOGs.
2. Follow Chain of Command.
3. Demonstrate competence and professionalism during probationary participation as assigned.

### **503.6 RELATED SOGS**

SOG 505 (Standards/Removal); SOG 509 (Training); SOG 510 (Comms/Reporting); SOG 511 (Safety); SOG 507 (Bloodhound Care) for handlers.

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## **SOG 504**

### **GBHT TEAM MOBILIZATION**

#### **504.1 PURPOSE**

Establish call-out, dispatch interface, response, arrival, and initial on-scene integration steps for GBHT mobilization.

#### **504.2 POLICY**

- A. All requests shall be routed through Team Command (Team Commander, Fire Chief, or designated OIC).
- B. GBHT shall not self-deploy.
- C. Mobilization shall emphasize safety, accountability, and rapid integration into requesting agency ICS.

#### **504.3 REQUEST FOR MOBILIZATION**

- A. Requests may be initiated via Westmoreland County DPS Dispatch, local police desk, PSP, Sheriff, fire/EMS, or other authorized channels.
- B. The receiving officer shall notify Team Command and confirm authorization prior to committing resources.

#### **504.4 CALL-OUT / INITIAL INFORMATION**

A. Call-out notification shall include, when available:

1. Staging/response location.
2. Estimated time and method of transport.
3. Required/special equipment.
4. Rendezvous point(s);
5. Known hazards and security concerns.
  - B. The OIC shall obtain essential size-up information (LKP, time last seen, weather, terrain, contamination concerns, scene security), consistent with SOG 506 and SOG 514.

#### **504.5 DISPATCH / RESPONSE COORDINATION**

A. Prior to deploying, Team Command shall coordinate:

1. Communications plan (primary/alternate channels)
2. Crew roster and assignments.

3. Safety considerations (weapons, terrain, weather, threat profile);
4. Equipment readiness checks (SOG 508 and SOG 513).
  - B. When applicable, Westmoreland 9-1-1 shall be notified of GBHT units responding and their out-of-service status per GVFD practice.

#### **504.6 ARRIVAL AND ICS INTEGRATION**

A. Upon arrival, Team OIC shall:

1. Announce arrival per the communications plan.
2. Report to the requesting IC/Search Command for briefing and assignment.
3. Establish GBHT accountability and staging.
  - B. Handlers/support personnel shall prepare bloodhounds for acclimation/relief and await deployment order.

#### **504.7 INITIAL SCENT ARTICLE / START POINT CONTROL**

A. The OIC shall coordinate with the requesting agency to secure and control scent articles and the LKP to reduce contamination.

B. Deployment order shall be set by Team Command based on briefing and viability.

#### **504.8 DEMOBILIZATION REFERENCE**

Demobilization procedures are governed by SOG 516.

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## **SOG 505**

### **GBHT MEMBERSHIP REQUIREMENTS, STANDARDS, AND REMOVAL**

#### **505.1 PURPOSE**

Establish membership categories, minimum standards, conduct expectations, confidentiality requirements, and removal authority for GBHT members.

#### **505.2 POLICY**

- A. Membership is a privilege requiring ongoing compliance with all GBHT/GVFD requirements.
- B. Members shall maintain a professional, safe, disciplined posture during training, deployments, and public events.
- C. The Fire Chief and Team Commander retain authority to remove any Team Member at any time.
- D. Operational confidentiality is mandatory.

#### **505.3 MEMBERSHIP CATEGORIES**

- A. Handler Member (Bloodhound Handler)
- B. Support Member (Non-handler operational support)
- C. Probationary Member (Handler or Support)
- D. Administrative Support (authorized by Team Command)

#### **505.4 GENERAL STANDARDS (ALL MEMBERS)**

Members shall:

1. Meet SOG 503 eligibility requirements and remain in good standing.
2. Follow the Chain of Command and ICS integration requirements.

3. Maintain physical/emotional/behavioral fitness for safe operations.
4. Maintain PPE and readiness appropriate to assignment.
5. Participate in required training (SOG 509).
6. Maintain confidentiality and information control.

#### **505.5 HANDLER STANDARDS (ADDITIONAL)**

Handlers shall:

1. Train/certify under NPBA-aligned standards as directed by Team Command.
2. Maintain NPBA membership/dues/certifications when required.
3. Deploy only bloodhounds approved by Team Command.
4. Maintain the ability to safely control and manage the bloodhound throughout operations.

#### **505.6 SUPPORT MEMBER STANDARDS (ADDITIONAL)**

Support members shall:

1. Maintain training for assigned roles (ICS, safety, comms, evidence awareness).
2. Perform tasks assigned by Team Command (scene support, logistics, accountability, equipment, transport, safety support).
3. Remain with assigned Handler/Hound Team unless reassigned by OIC.

#### **505.7 CONFIDENTIALITY / MEDIA / PUBLIC STATEMENTS**

- A. Deployment details and operational experiences shall not be discussed outside GBHT/GVFD leadership and the requesting agency as needed.
- B. No unauthorized comments to media or on social media.
- C. All inquiries shall be referred to the requesting agency PIO/IC and/or the Team Commander/Fire Chief per SOG 510.

#### **505.8 TRAINING PARTICIPATION ENFORCEMENT**

Failure to meet training participation may result in inactive status or removal per SOG 509 and 505.9.

#### **505.9 REMOVAL AUTHORITY / DISCIPLINARY ACTION**

- A. Fire Chief may remove (“eject”) any member for any reason; decision final; no appeal.
- B. Team Commander may remove (“eject”) any member for any reason; decision final; no appeal.
- C. Removal may include unsafe behavior, failure to follow command, training lapse, conduct unbecoming, confidentiality violations, readiness failures.

#### **505.10 INACTIVE STATUS**

- A. Members may be placed inactive for medical leave, training lapse, administrative review, or operational concerns.
- B. Inactive members shall not deploy until returned to active status by Team Command.

# **SOG 506**

## **GBHT DEPLOYMENT CRITERIA, RISK ASSESSMENT, AND OPERATIONS**

### **506.1 PURPOSE**

Establish criteria for accepting deployments, completing operational size-up, and controlling GBHT field operations.

### **506.2 POLICY**

- A. Deployments shall be evaluated for safety, viability, and mission appropriateness.
- B. Team Commander/OIC makes the final determination to deploy, in coordination with the requesting IC.
- C. GBHT shall operate within ICS and coordinated operational boundaries.
- D. High-risk “go/no-go” decision structure is governed by SOG 514 (this SOG sets the baseline acceptance framework).

### **506.3 AUTHORIZED REQUESTING AGENCIES**

May include law enforcement, Sheriff, EM, fire departments, and other agencies approved by Team Command and the Fire Chief.

### **506.4 PROHIBITION ON SELF-DEPLOYMENT**

Members shall not self-deploy or commit Team assets without authorization per SOG 501 and SOG 504.

### **506.5 INITIAL INFORMATION REQUIREMENTS (SIZE-UP)**

Team Commander/OIC shall obtain, as available: LKP/time last seen, weather/terrain, hazards/threat profile, scene security, crime suspicion/evidence needs, media/crowd concerns, and support resource availability.

### **506.6 VIABILITY FACTORS**

Consider elapsed time, weather/wind, contamination, terrain/access, safety risks, and whether the mission fits man-trailing use.

### **506.7 OPERATIONAL CONTROL AND BOUNDARIES**

Coordinate with IC to establish search area, staging, routes, and access control (especially for evidence protection). No independent operations outside the plan.

### **506.8 ASSIGNMENTS**

Handler/Hound Teams assigned based on experience, training, readiness, operational need, and conditions; support assigned based on mission need.

### **506.9 EVIDENCE / SCENE PRESERVATION**

Evidence discipline is governed by SOG 512; Team Command shall coordinate with law enforcement for scene integrity.

### **506.10 DEMOBILIZATION AND AFTER-ACTION**

Operational closeout and AAR reference SOG 516 and SOG 510 reporting requirements.

## **SOG 507**

### **GBHT BLOODHOUND CARE, CERTIFICATION, AND READINESS**

#### **507.1 PURPOSE**

Establish requirements for bloodhound care, certification, training, and readiness.

#### **507.2 POLICY**

- A. Bloodhounds shall be trained, cared for, and maintained in a constant state of readiness.
- B. Welfare shall not be compromised for operational objectives.
- C. Only approved bloodhounds deploy as GBHT assets.

#### **507.3 BLOODHOUND REQUIREMENTS**

Health/fitness, current vaccinations/veterinary care, safe public/field behavior, NPBA-aligned man-trailing training. Unsafe behavior results in removal from service.

#### **507.4 HANDLER RESPONSIBILITIES**

Maintain health/readiness, equipment readiness, hydration/rest/rehab, safe transport, and immediate reporting of injury/medical concerns.

#### **507.5 TRAINING AND CERTIFICATION**

Regular trailing training; varied environments and conditions; contamination control; safety/accountability. Training documentation per SOG 509.

#### **507.6 EQUIPMENT READINESS (K9)**

Harness/lead/long line, hydration, lighting, PPE as needed, K9 first aid, documentation tools. Defective equipment removed from service.

#### **507.7 OPERATIONAL LIMITATIONS**

No deployment when conditions are unsafe, heat/cold risk is unreasonable, K9 is fatigued/injured/ill, or required support is unavailable. OIC retains stop-work authority.

#### **507.8 REHABILITATION**

Provide rest, water, cooling/warming, and recovery during extended ops.

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## **SOG 508**

### **GBHT EQUIPMENT CACHE, INVENTORY CONTROL, AND TEAM VEHICLE READINESS**

#### **508.1 PURPOSE**

Define control, inspection, maintenance, and accountability for GBHT cache and Team vehicles (if assigned).

#### **508.2 POLICY**

Equipment is a critical operational asset maintained in a constant state of readiness and used only for authorized operations/training/events.

### **508.3 OWNERSHIP / CONTROL**

Equipment may be owned/issued by GVFD, City, donations/grants, law enforcement, or other approved sources; all are subject to accountability.

### **508.4 EQUIPMENT CACHE MANAGEMENT**

Commander may designate an Equipment Officer/Manager. Cache shall support deployments, evidence/documentation support, accountability, K9 welfare, and extended operations.

### **508.5 INVENTORY CONTROL**

Maintain master inventory; review at least annually and after major deployments; report missing/damaged items immediately.

### **508.6 INSPECTION AND MAINTENANCE**

Inspect prior to/after deployments and routinely; remove defective equipment from service.

### **508.7 TEAM VEHICLE READINESS (IF APPLICABLE)**

Fuel minimum, warning/lighting operational, comms functional, cache secured, vehicle kept clean/professional; report mechanical issues via GVFD process.

### **508.8 DEPLOYMENT ACCOUNTABILITY**

Ensure equipment checkout/assignment and recovery during demobilization.

### **508.9 LOSS/DAMAGE/CONTAMINATION**

Universal precautions; clean/dispose as required; document and report losses.

---

## **SOG 509**

### **GBHT TRAINING REQUIREMENTS AND DOCUMENTATION**

#### **509.1 PURPOSE**

Establish minimum training requirements and documentation standards for GBHT personnel and bloodhounds.

#### **509.2 POLICY**

Training is mandatory; records shall be maintained; failure to comply may result in inactive status/removal (SOG 505).

#### **509.3 REQUIRED TRAINING COMPONENTS**

NPBA-aligned trailing, deployment procedures, safety/risk management, ICS/accountability, evidence awareness, communications, night ops, varied environments, K9 first aid/welfare, logistics/demobilization.

#### **509.4 HANDLER TRAINING REQUIREMENTS**

Maintain NPBA requirements as directed: document trails, outcomes, certifications, continuing education.

## **509.5 SUPPORT MEMBER TRAINING REQUIREMENTS**

Maintain role-appropriate training: safety/PPE, ICS/accountability, communications, deployment support, evidence awareness.

## **509.6 TRAINING DOCUMENTATION**

Record date/location, participants, bloodhound(s), scenario, conditions, objectives, results, safety issues, corrective actions. Retain per Team Command.

## **509.7 PERFORMANCE / READINESS REVIEW**

Team Command may evaluate readiness and place members inactive pending corrective action.

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# **SOG 510**

## **GBHT COMMUNICATIONS, CALL-OUT PROCEDURES, AND OPERATIONAL REPORTING**

### **510.1 PURPOSE**

Define call-out, response communications discipline, information control, and required reporting.

### **510.2 POLICY**

- A. Deployments coordinated through Team Command; no self-dispatch.
- B. Communications shall be professional, minimal, and coordinated with the requesting agency.
- C. ICS principles apply.
- D. Documentation shall be completed for all deployments.

### **510.3 CALL-OUT PROCEDURES**

Route requests to Team Commander; if unavailable, Captain/OIC, Lieutenant, then Senior Handler as OIC. Obtain essential incident details consistent with SOG 504/506/514.

### **510.4 MEMBER RESPONSE**

Report to staging; maintain professional appearance; bring required PPE/equipment; no unsafe driving; do not enter unsecured areas unless directed.

### **510.5 RADIO COMMUNICATIONS**

Operate on assigned frequencies; avoid speculation; avoid transmitting sensitive details over unsecured channels. Team Command communicates mission-critical decisions unless otherwise directed by IC.

### **510.6 INFORMATION CONTROL / MEDIA**

No member statements to media. Direct inquiries to requesting agency PIO/IC and/or Fire Chief/Team Commander. No social media posting without authorization.

### **510.7 OPERATIONAL REPORTING**

OIC completes report including request/arrival times, requesting agency, members/K9s, assignments, conditions/hazards, outcomes, injuries/exposures, equipment issues, risk notes, demobilization time.

### **510.8 AFTER-ACTION REVIEW**

Team Command may conduct AAR; findings inform training/safety/deployment readiness improvements.

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## **SOG 511**

### **GBHT SAFETY OFFICER, MEDICAL, AND REHABILITATION**

#### **511.1 PURPOSE**

Establish safety oversight, medical monitoring, and rehab procedures for members and bloodhounds.

#### **511.2 POLICY**

Safety of personnel, bloodhounds, and the public is the highest operational priority; safety oversight shall match incident complexity and hazard profile.

#### **511.3 SAFETY OFFICER DESIGNATION**

OIC may designate a Safety Officer for training, extended operations, high-risk environments, night operations, hazardous terrain, or severe weather. Safety Officer has authority to stop unsafe actions.

#### **511.4 SAFETY RESPONSIBILITIES**

Identify hazards, monitor fatigue, enforce PPE, ensure accountability, address lighting/traffic/perimeter issues, monitor heat/cold/lightning, and monitor K9 welfare.

#### **511.5 MEDICAL SUPPORT**

Request EMS standby when warranted (extended ops, temperature extremes, remote terrain, water hazards, elevated risk). Remove distressed members immediately.

#### **511.6 REHABILITATION (REHAB)**

Establish rehab as needed: hydration, rest, cooling/warming, nutrition, medical evaluation. Applies to members and bloodhounds.

#### **511.7 BLOODHOUND WELFARE**

Monitor for heat/cold stress, injury, fatigue, dehydration; remove from operations when indicated; provide hydration; no forced trailing beyond safe limits.

#### **511.8 STOP WORK AUTHORITY**

Any member may request pause; Team Command evaluates immediately; unsafe assignments refused.

#### **511.9 DOCUMENTATION**

Document injuries, exposures, near misses, and K9 injuries in the operational report.

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## **SOG 512**

### **GBHT CRIME SCENE DISCIPLINE, EVIDENCE AWARENESS, AND PROFESSIONAL CONDUCT**

#### **512.1 PURPOSE**

Set evidence awareness, scene discipline, and professional conduct requirements for deployments and training.

## **512.2 POLICY**

Many deployments involve suspicious circumstances; GBHT shall preserve evidence, minimize disturbance, and not interfere with investigations.

## **512.3 SCENE DISCIPLINE**

Enter only necessary areas; use established entry points; avoid evidence areas; do not handle property/personal effects; maintain discipline.

## **512.4 EVIDENCE AWARENESS**

If evidence is observed: do not touch; mark without disturbance if feasible; notify Team Command immediately; Team Command notifies law enforcement.

## **512.5 PHOTOGRAPHY / RECORDING**

No photography/recording unless directed by Team Command and authorized by the requesting agency. No social media sharing.

## **512.6 PROFESSIONAL CONDUCT / CONFIDENTIALITY**

Respectful language; no speculation; no inappropriate commentary; maintain confidentiality; violations may result in removal (SOG 505).

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# **SOG 513**

## **GBHT MINIMUM DEPLOYMENT EQUIPMENT (GO-BAG STANDARD)**

### **513.1 PURPOSE**

Establish minimum equipment requirements for GBHT deployments to ensure readiness and safety.

### **513.2 POLICY**

- A. No GBHT deployment shall occur unless minimum equipment is available and serviceable.
- B. Each handler shall maintain a ready Go-Bag; support members shall maintain minimum support equipment.
- C. Equipment shall be checked prior to deployment.

### **513.3 HANDLER MINIMUM EQUIPMENT**

- A. K9 Equipment: collar/harness; long line (20–30 ft minimum); secondary leash; water/bowl; waste bags; towel; weather-appropriate K9 gear as needed.
- B. Handler Equipment: PPE appropriate to environment; headlamp/flashlight; radio/comms device (if issued); spare power; gloves; notebook/pen; map/GPS as available.
- C. Medical: K9 first aid kit; basic human first aid; tourniquet recommended.

### **513.4 SUPPORT MEMBER MINIMUM EQUIPMENT**

- A. PPE: weather-appropriate clothing; terrain boots; gloves; high-visibility vest for roadway hazards; helmet when warranted.
- B. Operational: flashlight/headlamp; spare power; notebook/pen; radio if issued.
- C. Safety (as applicable): marking tape; cones; evidence flagging if authorized; hydration.

### **513.5 SPECIALTY EQUIPMENT**

As required: GPS tracking, additional lighting, cold weather gear, shelter/staging supplies, evidence containment supplies, etc., as directed by Team Command and/or IC.

### **513.6 SERVICEABILITY / REPORTING**

Remove defective equipment; report missing/damaged items to Team Command; do not respond with known unserviceable critical gear.

### **513.7 RESPONSIBILITY**

Members maintain their gear; OIC ensures readiness prior to deployment; Equipment Officer manages cache per SOG 508.

---

## **SOG 514**

### **GBHT DEPLOYMENT RISK ASSESSMENT AND GO / NO-GO CRITERIA**

#### **514.1 PURPOSE**

Provide a formal decision framework for accepting, declining, suspending, or terminating deployments.

#### **514.2 POLICY**

- A. No deployment occurs without a risk assessment by Team Commander/OIC.
- B. Safety and K9 welfare override operational objectives.
- C. Team Commander/OIC retains final authority to accept/continue/suspend/terminate operations (in coordination with requesting IC).

#### **514.3 INITIAL RISK ASSESSMENT FACTORS**

Evaluate incident type, elapsed time, weather/terrain/visibility, hazards/threat profile, scene security, law enforcement support, evidence needs, scent integrity/contamination, staffing availability, and expected duration.

#### **514.4 GO / NO-GO FACTORS**

Decline or suspend when: scene security cannot be ensured; active threat exists; conditions create unreasonable risk; heat/cold danger; K9 unfit; request outside scope; insufficient personnel; command structure not established.

#### **514.5 CONTINUATION REVIEW**

Reassess periodically; pause/terminate if safety deteriorates, objective becomes non-viable, IC directs suspension, or K9 welfare requires it.

#### **514.6 DOCUMENTATION**

Document accept/decline/suspend/terminate decisions and rationale in the operational report (SOG 510).

## **SOG 515**

### **GBHT MISSING PERSON SEARCH INTEGRATION AND INTER-AGENCY COORDINATION**

#### **515.1 PURPOSE**

Establish procedures for GBHT integration into multi-agency missing person searches.

#### **515.2 POLICY**

GBHT operates within ICS established by the requesting agency and coordinates with IC/Search Branch to complement organized search operations.

#### **515.3 ICS INTEGRATION**

Upon arrival, OIC reports to IC, receives assignment, confirms objectives, staging, boundaries, and maintains GBHT accountability.

#### **515.4 SEARCH COORDINATION**

Coordinate LKP confirmation, contamination control, mapping, trail documentation; communicate findings immediately to IC/Search Planning/Law Enforcement liaison.

#### **515.5 CONTAMINATION CONTROL**

Request limiting traffic near LKP; scent articles handled by authorized personnel; initiate trail under controlled conditions when possible.

#### **515.6 LAW ENFORCEMENT COORDINATION**

If criminal activity suspected, follow evidence discipline (SOG 512) and law enforcement direction; GBHT does not assume investigative authority.

#### **515.7 RELEASE / DEMOBILIZATION FROM SEARCH**

Prior to leaving, report outcome, confirm release, provide follow-up contact info.

---

## **SOG 516**

### **GBHT DEMOBILIZATION, RETURN TO SERVICE, AND EQUIPMENT DECONTAMINATION**

#### **516.1 PURPOSE**

Establish procedures for demobilization, equipment accountability/cleaning, K9 recovery, reporting completion, and return to service.

#### **516.2 POLICY**

- A. All deployments conclude with formal demobilization.
- B. Equipment shall be inspected, cleaned, and restored to readiness.
- C. K9 welfare shall be evaluated post-deployment.
- D. Documentation shall be completed prior to return to full service.

### 516.3 DEMOBILIZATION PROCEDURE

OIC shall confirm accountability of personnel/K9s, recover equipment, and coordinate formal release with IC.

### 516.4 EQUIPMENT RECOVERY / INSPECTION / DECONTAMINATION

Clean, inspect, repair/replace, and repack into deployment-ready configuration. Contaminated equipment handled with universal precautions and cleaned/disposed per applicable GVFD infectious disease controls and manufacturer guidance.

### 516.5 K9 POST-DEPLOYMENT CARE

Hydration, rest, injury inspection, monitoring for heat/cold stress. Document and report injuries; obtain veterinary evaluation when required.

### 516.6 OPERATIONAL REPORT COMPLETION

Complete report per SOG 510 including outcome, safety issues, evidence observations, equipment issues, risk notes, and demobilization time.

### 516.7 AFTER-ACTION REVIEW

Commander may conduct AAR; findings drive training/policy/equipment improvements.

### 516.8 RETURN TO SERVICE

Returned to service when personnel accounted for, equipment operational, K9 cleared, and documentation complete.

| GBHT ROSTER - 2026        |                        |          |
|---------------------------|------------------------|----------|
| Name                      | Rank                   | Badge ID |
| Chief Tom Bell            | GVFD Chief             | 79-C1    |
| Dep. Lou Battistella      | Commander              | 79-C4    |
| Dep. Bud Mertz            | Captain                | 79-200   |
| Dep. David Klingler       | Lieutenant             | 79-C8    |
| Dep. Rob Cameron          | Lieutenant             | 79-87    |
| Dep. Elysia Battistella   | Handler                | 79-898   |
| Dep. David Jackson        | Handler                | 79-89    |
| Dep. Scott Stepanovich    | Handler/Administrative | 79-252   |
| Dep. Greg Saunders        | Handler                | 79-904   |
| Dep. Doug Fordyce         | Handler                | 79-905   |
| Dep. Gregory Saunders, II | Handler                | 79-906   |
| Dep. Joey Manginia        | Tactical Support       | 79-907   |
| Dep. Danielle Grosser     | Tactical Support       | 79-848   |
| Dep. Roman Lamberski, DVM | Tactical Support       | 79-808   |
| Dep. Les Harvey           | Support                | 79-58    |
| Dave Burnfield            | Handler/Support        | 79-805   |
| Patrick Dean              | Support                | 79-820   |
| Austin Wentzell           | Support                | 79-818   |
| Deanna Turpin             | Support                | 79-223   |
| Heidi Randolph            | Support                | 79-853   |
| Natalia Hardaway          | Support                | 79-370   |



# Dive / Swiftwater - 600



|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 601 - Dive / Swiftwater Structure                                     |                 |
|   | Effective: 6/1996   | Revised: 2/2026 |

# SOG 601 – Chain of Command Special Operations / Water Rescue Team

---

## 601.1 PURPOSE

To establish the chain of command, roles, and responsibilities for Team leadership and operational oversight to ensure safe, effective, and professional water rescue, dive, swift water, and special operations missions.

---

## 601.2 POLICY

The Team shall operate under a defined chain of command. Leadership positions shall ensure that all personnel are properly trained, medically cleared, equipped, supervised, and held accountable during training and operational deployments. The Team shall operate in accordance with NIMS/ICS principles during emergency incidents.

---

## **601.3 PROCEDURE**

---

### **601.3.1 Chain of Command**

---

#### **A. Fire Chief**

The Fire Chief shall:

1. Ensure Team Members are appropriately qualified, trained, and meet medical, physical, and emotional readiness profiles to serve as safe and functional Team Members.
  2. Provide inter-Team organizational planning, operational readiness oversight, and development of strategic objectives for field operations.
  3. Establish and approve requirements for Team membership.
- 

#### **B. Dive Masters / Team Commander**

The Dive Master / Team Commander shall:

1. Develop safe and efficient field, water rescue, and dive operations.
  2. Coordinate deployment, operations, and demobilization activities.
  3. Ensure appropriate safety plans and standards are applied and implemented throughout training and operations.
  4. Ensure equipment inspection and readiness standards are maintained.
  5. Develop after-incident action plans for operational training and continuous improvement.
  6. Complete required documentation for operational requirements and document Team expenditures as necessary.
  7. Ensure Team accountability systems are implemented and utilized during incident operations.
  8. Maintain required medical and training certifications.
  9. Ensure all Team equipment is properly inventoried, maintained, and kept in a constant state of readiness and repair.
  10. In consultation with the Incident Commander (IC), select the rescue method based on training, experience, and size-up information. The action plan shall be based on all available scene, environmental, and operational information that can be reasonably acquired.
- 

#### **C. Team Lieutenants (Dive Team Lieutenant and Swift Water Lieutenant)**

Team Lieutenants shall:

1. Complete and/or supervise tactical assignments as directed by Officers in the chain of command.
  2. Be personally responsible for assigned equipment, including inspection and maintenance immediately following each deployment, ensuring equipment remains ready for emergency response.
  3. Ensure Team Members maintain professional conduct and function cohesively as a Team.
  4. Implement and support training initiatives necessary to meet mission responsibilities and operational requirements.
- 

If you want, I can also build the **missing final subsection** that usually belongs in this SOG (and matches your municipal style perfectly):

### **601.3.2 Succession of Command**

(Who assumes Team command if the Dive Master is unavailable, etc.)

...and/or add:

### **601.4 Definitions**

(IC, Team Commander, Duty Officer, etc.)

|   |   |                 |              |
|---|---|-----------------|--------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |              |
|   | 602 - Dive / Swiftwater Operations                                    |                 |              |
|   | Effective: 6/1996   | Revised: 2/2026 | Page: 1 of 8 |

# SOG 602 – Team Mission, Structure, and Operational Framework

---

## 602.1 PURPOSE

To define the Team mission, operational structure, command responsibilities, communications procedures, safety standards, operational goals, membership requirements, and training standards for water, dive, swift water, and ice rescue operations.

---

## 602.2 TEAM MISSION

The Team shall:

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

## **602.3 GENERAL OPERATIONS**

---

### **602.3.1 Incident Commander (IC)**

The Incident Commander shall:

1. Provide overall oversight of emergency scene operations.
  2. Acquire all available scene, victim, and environmental information.
  3. Ensure sufficient operational and support resources are available and effectively integrated.
  4. Acquire additional resources as necessary, including but not limited to additional first responder companies, helicopters, EMS units, or specialty teams.
  5. Implement NIMS-ICS command and control structure, including designation of Command Post, staging areas, and operational zones.
  6. Ensure safety plans, hazard mitigation, and operational issues are addressed.
  7. Ensure safety, logistics, medical, and support functions are staffed and prepared.
- 

### **602.3.2 Safety Officer**

The Safety Officer shall:

1. Report directly to the Incident Commander.
  2. Develop incident safety plans addressing environmental hazards, decontamination, medical resources, and communications.
  3. Ensure backup boat, dive, and swift water resources are available for distressed Member operations.
  4. Ensure rehabilitation and operational support resources are available.
- 

### **602.3.3 Field Officer Positions**

#### **Swift Water Operations**

1. Team Leader
2. Boat Operator
3. Rope Systems Officer
4. Shore Officer

#### **Dive Operations**

1. Dive Captain / Team Leader
2. Diver(s)
3. Shore Support Leader

## Ice Rescue Operations

1. Team Leader
  2. Ice Crew
  3. Shore Crew
- 

# 602.4 OPERATIONAL DIVISIONS

---

## 602.4.1 Dive Operations

### A. Dive Captain / Team Leader

1. Responsible for Team training, readiness, and safe operations.
2. Ensure responding Members are qualified and experienced for assigned tasks.
3. Develop operational task assignments.

### B. Divers

1. Complete assigned search patterns.
2. Maintain readiness for dive operations and environmental conditions.

### C. Shore Support Leader

1. Provide logistical support for dive and boat operations.
  2. Integrate additional response resources for operational coordination.
- 

## 602.4.2 Swift Water Rescue

### A. Team Leader

1. Responsible for Team training, readiness, and safe operations.
2. Ensure Members are qualified and experienced for assigned tasks.
3. Develop operational task assignments.

### B. Boat Operator

1. Conduct boat safety checks and readiness inspections.
2. Ensure safe boat operations.
3. Serve as Boat Safety Officer.

## **C. Rope Systems Officer**

1. Develop and supervise rope systems.
2. Monitor all rope equipment used in operations.
3. Oversee rope safety, spotters, and planning cycles.

## **D. Shore Officer**

1. Provide upstream and downstream safety and spotters.
  2. Manage shore-based logistical and support needs.
- 

# **602.4.3 Ice Rescue**

## **A. Team Leader**

1. Responsible for Team training, readiness, and safe operations.
2. Ensure Members are qualified and experienced.
3. Develop operational tasks.

## **B. Ice Crew**

1. Complete search patterns.
2. Prepare for environmental and operational conditions.

## **C. Shore Crew**

1. Provide logistical support for ice, dive, or boat operations.
  2. Coordinate integration of additional response resources.
- 

# **602.5 COMMUNICATIONS**

## **A. In-City Operations – Greensburg Fire Frequencies:**

- #1 Repeater – 153.950
- #1 Off Repeater – 154.250
- #2 – 154.145
- Local Government – 154.965

**B. Out-of-City Operations – Greensburg #1 Off Repeater and #2; Local government frequencies as assigned.**

**C. Additional agency radios/frequencies shall be utilized as necessary.**

D. Lock or Dam communications shall be conducted via Marine Radio Channel 13.

E. U.S. Coast Guard advisories shall be conducted via Marine Radio Channel 16.

---

## **602.6 MUTUAL AID**

A. Mutual aid resources shall be requested when necessary.

B. Local fire departments and emergency services shall be utilized primarily when appropriate for Workers' Compensation and liability considerations.

C. Mutual aid agencies shall only be assigned support functions considered safe and without undue risk unless command authority and liability responsibilities are clearly established.

D. When operating under a host agency, the local IC shall be consulted and mission assignments clarified.

E. Communications links shall be established with the host Incident Command.

F. The IC or Dive Captain shall determine whether requested operations can be safely and effectively implemented.

---

## **602.7 SAFETY**

A. Safety is the first objective and highest priority. All risks shall be evaluated and mitigated to the greatest extent possible.

B. Each Officer serves as a Safety Officer.

C. A designated Safety Officer shall be assigned for each operation and operational period.

D. Safety zones shall be established.

E. Appropriate protective and operational equipment shall be used.

F. Safety Officer(s) shall inspect and oversee rope systems, safety lines, boats, and dive systems.

---

## **602.8 OPERATIONAL GOALS**

Operations shall utilize the lowest-risk rescue method first while preparing for escalation as needed:

1. Talk / instruct victim to self-rescue.
  2. Provide flotation or protective devices.
  3. Reach victim with tools or extended devices.
  4. Throw lines / throw bags.
  5. Deploy boat or helicopter rescue.
  6. Open-water swimming rescue (last option).
- 

## **602.9 FUNDAMENTAL OPERATIONAL RULES**

A. Bunker gear or bulky clothing shall not be worn during Team response unless specifically directed.

B. All Team Members shall wear:

1. Approved PFD
  2. Whistle
  3. Strobe
  4. Knife
  5. Pro-tech helmet with ear protection
  6. Two (2) locking carabiners
  7. Appropriate thermal or environmental PPE as directed (wetsuits, dry suits, footwear, gloves, flashlight)
- 

## **602.10 WATERCRAFT INSPECTIONS**

Before placing any boat into service:

1. Verify motor is operational and fueled.
  2. Confirm vessel is in proper working condition.
-

# 602.11 TEAM MEMBERSHIP REQUIREMENTS

Members shall:

1. Be at least eighteen (18) years of age.
  2. Be accepted for training, experience, and ability to work as a Team.
  3. Be strong swimmers.
  4. Be affiliated with GVFD, Greensburg Police Department, or approved agency with GVFD clearance.
  5. Be trained in Incident Command Systems.
  6. Be medically cleared and approved.
  7. Provide required documentation including:
    - a. Hepatitis A, B, C
    - b. Tetanus (every 5 years)
    - c. Diphtheria/Typhoid
    - d. Physician clearance approved by GVFD
  8. Receive approval of the GVFD Chief and Dive Team Leader.
- 

# 602.12 TRAINING REQUIREMENTS

A. Members shall strive to be operational within ten (10) minutes of arrival, without compromising safety.

B. Members shall be familiar with all Team SOGs.

C. Members shall maintain current certifications as applicable:

## 1. Divers

- Maintain medical clearance and physical approval.
- Maintain PADI or NAUI certification.
- Maintain current dive standards approved by GVFD.

## 2. Water Rescue Responder

- Pennsylvania Water Rescue & Emergency Response (16 hours)
- Pennsylvania Safe Boating Course (8 hours)
- Current CPR and First Aid

## 3. Swift Water Rescue Technicians

- All Water Rescue Responder requirements
- Pennsylvania Water Rescue Advanced Line Systems (16 hours)

#### **4. Boat Handlers**

- Pennsylvania Emergency Boat Operations & Rescue (16 hours)
- Pennsylvania Safe Boating (8 hours)
- Pennsylvania Water Rescue & Emergency Response (16 hours)
- CPR and First Aid
- Familiarity with GVFD boat, motor, and trailer inspection procedures

#### **5. Ice Rescue Responders**

- Proper environmental PPE
- Minimum Water Rescue Responder certification
- Approved Ice Rescue Course (16 hours)



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 603 - Dive / Swiftwater Membership Requirements

Effective: 6/1996

Revised: 2/2026

Page: 1 of 5

# SOG 603 – Team Membership and Training Requirements

---

## 603.1 PURPOSE

To establish minimum membership eligibility requirements and required training standards for personnel assigned to the Team.

---

## 603.2 POLICY

All Team Members shall meet minimum membership qualifications, maintain required medical clearances, and sustain current training and certification requirements applicable to their operational role(s). Team readiness objectives shall never supersede safety requirements.

---

## 603.3 PROCEDURE

---

### 603.3.1 Team Membership Requirements

A. New Members and existing Members shall maintain the following minimum requirements:

1. Be at least eighteen (18) years of age.
2. Apply and be accepted for training, experience, and ability to work as a Team.
3. Be a strong swimmer.

4. Be a Member of the Greensburg Volunteer Fire Department, Greensburg Police Department, or another fire department/company or ambulance company with appropriate GVFD clearances and supporting membership.
  5. Be trained in Incident Command Systems (ICS).
  6. Be medically cleared and approved.
  7. Provide training and medical clearance documentation required by Team command, including:
    - a. Hepatitis A, B, C
    - b. Tetanus (every five (5) years)
    - c. Diphtheria/typhoid
    - d. Physician clearance (as approved by GVFD)
  8. Receive approval of the GVFD Chief and Dive Team Leader.
- 

## **603.3.2 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 shall 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 required certifications for their assigned operational classification(s), including:

---

### **1. Divers**

A. Divers shall maintain appropriate medical clearances and be physically and emotionally approved by the Department Captain and Team Commander for service.

B. Divers shall maintain certification with PADI or NAUI.

C. Divers shall maintain current dive standards as approved by the Greensburg Volunteer Fire Department and sustain the training and operational skill levels required by the Department Commander and/or Department Captain.

---

### **2. Water Rescue Responder**

A. Members shall maintain Pennsylvania Water Rescue and Emergency Response certification (16 hours) as approved by the Pennsylvania Fish & Boat Commission.

B. Members shall maintain a Pennsylvania Safe Boating Course completion certificate (8 hours).

C. Members shall maintain current CPR and First Aid certification.

---

### **3. Swift Water Rescue Technicians**

- A. Members shall maintain and complete all Water Rescue Responder training requirements.
  - B. Members shall complete the Pennsylvania Water Rescue Advanced Line Systems course (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
- 

### **4. Boat Handlers**

- A. Boat handlers shall maintain certification in Pennsylvania Emergency Boat Operations and Rescue (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
  - B. Boat handlers shall maintain Pennsylvania Safe Boating certification (8 hours).
  - C. Boat handlers shall maintain Pennsylvania Water Rescue and Emergency Response certification (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
  - D. Boat handlers shall maintain current CPR and First Aid certifications.
  - E. Boat handlers shall be familiar with and complete the Greensburg Volunteer Fire Department's boat inspection and maintenance practices, including:
    - 1. Boat motor inspection and safety practices
    - 2. Boat trailer inspection and safety practices
- 

### **5. Ice Rescue Responders**

- A. Ice rescue responders shall be dressed for environmental, water, and weather conditions and shall utilize required PPE for water rescue.
  - B. Ice rescue responders shall be certified to a minimum of Water Rescue Responder (16 hours).
  - C. Ice rescue responders shall complete an Ice Rescue course (16 hours) as approved by the Pennsylvania Fish & Boat Commission.
- 

If you want, I can now do the next “municipal polish” step that makes this even more adoptable by adding one clean subsection:

#### **603.4 Records and Compliance**

- where certifications are kept
- who tracks expirations
- what happens if someone is expired (temporary suspension from Team operations)



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 604 - Dive / Swiftwater Mobilization

Effective: 6/1996

Revised: 2/2022

Page: 1 of 5

# SOG 604 – Team Mobilization and Operational Deployment

---

## 604.1 PURPOSE

To establish standardized procedures for Team mobilization, dispatch, site arrival, operational integration, dive and swift water rescue operations, safety management, demobilization, and post-mission responsibilities.

---

## 604.2 POLICY

All Team mobilizations and operations shall be conducted under the direction of the Incident Commander (IC) and in coordination with appropriate jurisdictional authorities. Team Members shall operate within the Incident Command System (ICS), maintain accountability, and adhere to established safety, communications, and operational protocols.

---

## 604.3 PROCEDURE

---

### 604.3.1 Mobilization

#### A. Request for Mobilization

1. All requests for mobilization shall be made to the Greensburg VFD Chief or the authorized Team Duty Officer.

2. This requirement applies even if communication is initiated through Westmoreland 911, PEMA, FEMA, or the City of Greensburg Police Desk.
- 

## **B. Call Out**

Radio and/or pager notifications shall be made to alert the Team and provide necessary emergency reconnaissance information, including:

1. Where to respond.
  2. How deployment/transport will occur.
  3. Special equipment/resources needed.
  4. Estimated time to respond.
  5. Assembly point(s) for operations.
- 

## **C. Dispatch Process**

### **1. Response Declarations – Immediate Functions**

- a. Dispatch shall notify the Chief regarding mission scope and deployment information known.
  - b. Westmoreland 911 shall be notified of vehicles leaving and being placed out of service.
  - c. A short mission statement shall be established.
  - d. Alarm assignment changes, if any, shall be identified.
  - e. Prior to deployment, the Team shall discuss travel frequency, communications, and operational plan.
  - f. A site communications plan shall be developed.
  - g. Crew leadership and functional assignments shall be established.
  - h. Determine AD/O2 and first aid equipment requirements.
  - i. Review personal gear and PPE requirements specific to the mission.
- 

### **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 identification of hazardous materials or site issues and development of plans for identification, isolation, neutralization, mitigation, and/or removal, provided such actions do not create a safety risk to Team Members or victims.
  - c. Address transport and operational support resources.
- 

### **3. Team Operations Officers Shall Acquire Scene Information Including:**

- a. Nature of call (rescue or recovery).
- b. Current water conditions or other hazards.
- c. Identification of resources on scene.
- d. Identification of resources en route.

- e. Weather forecast for the next twelve (12) hours.
  - f. Need for additional agencies/support.
  - g. Water search parameters.
  - h. Boat search requirements.
  - i. Shore search requirements.
  - j. Any other developed or relevant information.
- 

#### **4. Crew Rosters**

Crew rosters shall be developed for all responding Team Members.

---

#### **5. Member Responsibilities**

- a. Members are responsible for completing delegated tasks assigned pre-deployment and during deployment.
  - b. All Team Members shall act professionally and operate as cohesive Team Members.
  - c. Team Members shall not make comments to bystanders, news organizations, or other responding agencies. Only the Team IC, Department Captain, or designated Liaison Officer is authorized to release operational information.
  - d. Team Members are responsible for bringing required clothing, personal protective equipment, supplemental PPE, and personal items necessary for mission completion.
- 

### **604.3.2 Site Arrival**

A. Notice of arrival shall be announced to local emergency communications and the existing Incident Commander.

B. An Operational Integration Briefing shall be requested covering:

- 1. Operational plan
  - 2. Medical plan
  - 3. Safety plan
  - 4. Communications plan
- 

### **604.3.3 Site Operations**

#### **A. Communications**

A communications plan, including radio frequencies and hand signals, shall be established. The IC shall ensure accountability.

---

## **B. Safety Plan**

A safety plan addressing site hazards and risks shall be developed and briefed to the Team.

### **1. Site Recon**

- a. Possible operational locations shall be evaluated for effectiveness and safety.
  - b. Manning points shall be selected based on operational efficiency and safety.
  - c. Hazards shall be identified and immediately addressed, including but not limited to:
    - Weather
    - High water
    - Hazardous materials
    - Water temperature
    - Medical issues
    - Strainers
    - Night/day operations
    - Underwater hazards
    - Holes and hydraulics
    - Broken/collapsed boats
    - Known hazards
    - Animal/insect vectors
- 

## **C. Resource and Crew Assignments**

- a. Assignments shall be made by the IC or Operations Officer.
  - b. All Team Members shall wear PFDs, protective suits, appropriate footwear, and all necessary PPE.
  - c. Continuous two-way communications shall be maintained.
  - d. Crews shall maintain constant accountability.
- 

# **604.3.4 Dive and Swift Water Operations**

---

## **A. Strategic Mission**

1. Determine rescue or recovery status.
2. Conduct risk and hazard review.
3. Identify point last seen, including:
  - a. Body(ies)
  - b. Boat(s)
  - c. Witnesses
  - d. Interviews conducted by skilled Member
  - e. Names, phone numbers, and collected information
  - f. Document and mark reference points

- g. Identify physical evidence
  - h. Characteristics/clothing of victims
4. Establish victim location.
- 

## **B. Rescue Operations**

1. Diver signals shall be utilized.
  2. Victim safety and needs shall be controlled as conditions allow.
  3. Boat crew shall advise IC of status.
  4. Emergency medical resources shall be acquired.
  5. IC shall advise all agencies of operational status and victim condition.
- 

## **C. Recovery Operations**

1. Diver signals shall be utilized.
  2. Victim location shall be stabilized and secured.
  3. Camera/video documentation and evidence survey shall be conducted.
  4. IC shall determine victim removal process.
  5. Family and media shall be removed prior to surfacing and shore transfer.
  6. Body shall be packaged and handled with dignity.
  7. Decomposed bodies shall be placed in a body bag while in water (if safe), then transferred to a Stokes basket.
- 

## **D. Site Operations Safety**

1. Hazardous materials in water or shore areas shall be evaluated.
  2. Team Officers shall determine appropriate level of protection.
  3. Safest approaches shall be identified.
  4. Equipment required to neutralize, encapsulate, remove, or mitigate hazards shall be identified.
  5. Civilians within the operational area shall wear PFDs at all times.
- 

# **604.3.5 Tactical Guidelines**

---

## **A. Dive Operations**

1. Team Officers shall:
  - a. Monitor river traffic

- b. Notify locks and dams
  - c. Notify River marine operators via Marine radio
  - d. Monitor Marine Channel 16 and operational frequencies
  - 2. Diver Authority:
    - a. Divers may decline a dive based on conditions.
    - b. Boats shall be anchored with engines off.
    - c. Emergency lights displayed.
    - d. Diver flags displayed.
    - e. Two (2) backup divers ready (REIT).
    - f. Divers tethered by safety lines.
    - g. Continuous two-way communication maintained.
  - 3. Boat-to-Diver Signals:
    - o 1 tug – OK / Be careful
    - o 2 tugs – Change direction / Take up slack
    - o 3 tugs – Stop / Stay down / Danger overhead
    - o 4 tugs – Surface
  - 4. Diver-to-Boat Signals:
    - o 1 tug – OK
    - o 2 tugs – Give me line
    - o 3 tugs – Object located
    - o 4 tugs – Emergency / Send help
- 

## **B. Swift Water Rescue**

### **1. Mandatory Personal Protective Equipment**

Required PPE includes:

- a. Wet suit or dry suit
  - b. Water shoes/booties
  - c. Water gloves
  - d. Personal flotation vest:
    - (1) Class III or IV minimum for shore-based rescuers
    - (2) Class IV and V for water-based rescuers
    - (3) Class V requires specialized training (minimum five in-water training exercises and two swift water rescue experiences)
  - e. Swift water rescue helmet with ear protection
  - f. Vest-mounted knife
  - g. Whistle
  - h. Strobe light affixed to vest
  - i. Flashlight
  - j. Gear bag
-

## **2. Team Rescue Equipment**

Deployments shall include:

- a. Extra PFDs and helmets for victims
  - b. First aid kits
  - c. Life rescue tubes and hooks
  - d. Rescue water nets
  - e. All necessary rescue equipment
- 

## **3. Minimum Staffing Levels**

Swift Water Rescue Response Teams shall include:

- a. Water team leader and rescuers
- b. Shore-based leader and rescuers
- c. For two (2) or more boats:
  - (1) Two downstream safeties
  - (2) Shore-based leader
  - (3) Two rescue water specialists
- d. Leaders remain in direct communication with the IC.
- e. Rescuer performs in-water rescue as necessary.
- f. Shore-based technical rescue specialists manage rope systems, equipment, and first-aid readiness.



# Greensburg Volunteer Fire Department Standard Operating Guidelines

## 605 - Dive / Swiftwater Helicopter Operations

Effective: 6/1996

Revised: 2/2022

Page: 1 of 3

## **SOG 605 – Integrated Helicopter Operations**

### **605.1 PURPOSE**

To establish standardized procedures for integrated helicopter operations involving swift water and special operations personnel, including personnel requirements, preflight actions, crew coordination, loading and unloading procedures, demobilization, and post-mission responsibilities.

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### **605.2 POLICY**

Integrated helicopter operations shall be conducted only under the direction of the Incident Commander (IC) and in coordination with the assigned flight crew. All personnel operating in or around aircraft shall comply with aircraft safety procedures and crew member instructions prior to approach, loading, flight, unloading, and demobilization.

---

### **605.3 PROCEDURE**

#### **605.3.1 Integrated Helicopter Operations**

##### **A. Personnel Gear Requirements**

1. A Team Unit and a designated Team Leader shall be assigned for the group being loaded.
  2. Personnel shall use a Class (3) harness in helicopter seats (provided by the aircraft).
  3. Personnel shall wear hearing protection and water PPE vests.
  4. Personnel shall load a gear bag with an attached non-locking 4-inch carabiner (pear-shaped preferred).
-

## **B. Preflight Actions**

1. Crew Member orientation shall occur prior to each flight.
  2. Radio frequency tie-ins shall be established between the group and military aircraft for in-flight and site operations.
  3. A Crew Member briefing shall be conducted addressing aircraft safety and aircraft operations.
- 

## **C. Crew Required Knowledge**

1. Personnel shall understand flight crew hand signals. Personnel shall not approach a helicopter that is “hot” unless a Crew Member waves them forward.
  2. Once directed by a Crew Member, personnel shall approach only from the side of the helicopter(s) within the door opening parameter. All other areas outside the “door areas” shall be avoided as danger areas.
  3. Personnel shall be aware that helicopter blade rotation creates static electricity. This shall be considered when loading, offloading, entering, or exiting the aircraft.
  4. Personnel shall always offload on the downhill side.
    - a. Push the load out the door at least one (1) foot from the edge of the aircraft and leave it there.
    - b. Make a complete and safe exit away from the craft.
    - c. Once the craft leaves, retrieve the gear that was offloaded.
  5. “Special Environmental” operations or “Night Ops” briefings shall 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 shall be reviewed including altitude, time, weather, and special operational concerns.
4. Rules for entry and exit of helicopters shall be reviewed.
5. Loading and unloading rally points shall be established and reviewed.
  - a. Crew Member wave-forward signals shall be reviewed.
  - b. Crew leader and Swift Water Team organizational command shall be reviewed.
  - c. When loading the aircraft, crews shall load from a rally point approximately 15–20 feet from the ship, stand in single-file with approximately two (2) feet between each person, and utilize pre-determined and assigned seating positions and job requirements.
6. Seat belts and harnesses shall be fixed and in place.
7. No other movement shall occur during flight unless the Crew is advised first.
8. Headset/internal communications equipment and process shall be reviewed.
  - a. Personnel shall not talk over the pilot at any time.
  - b. Personnel shall never speak while somebody else is talking, as everybody is on-line.
9. All items shall be secured and tied down while in flight.
  - a. Personal gear bags shall be secured by way of a D-ring to floor loops.
  - b. Smaller bags shall be looped through the member’s leg and shall not be loose.

10. External wind issues shall be discussed.
  11. Smoking, oxygen cylinders (O<sub>2</sub>), and hazardous chemicals/fuels are prohibited on board.
  12. Refueling is anticipated unless the mission requires a shutdown for refueling. The Crew shall offload during this process.
  13. Weapons shall be secured with the military crew during flight.
  14. Hearing protection shall be worn at all times during flight.
  15. First aid equipment and Crew vest requirements shall be reviewed.
  16. Emergency exits shall be reviewed including:
    - a. Yellow handle emergency pull on craft windows.
    - b. Door opening process.
    - c. Utilization of two (2) dry chemical extinguishers behind the pilot and Captain seat.
    - d. Location of two (2) first aid kits and the survival kit.
  17. Emergency “ditching” procedures shall be reviewed including:
    - 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 personnel shall remain and shall not be moved unless:
      - (1) Fuel tank leaks; and/or
      - (2) Smoke or fire in aircraft.
  18. Airtime discussion shall be reviewed.
  19. On-board electronics are prohibited, including emitting devices (portable radios, cell phones, laptops) and reception devices (laptops, iPods).
  20. Crew leader positions shall be reviewed for seating. Pre-assigned seat assignments for PA National Guard Blackhawk positions shall be reviewed.
  21. Offload procedures shall be reviewed:
    - a. “Hot” offload: Move everything two (2) feet out from the ship, set downloads, and get away from the ship.
    - b. “Cold” offload: Materials shall be carried approximately twelve (12) feet from the ship.
  22. Only PA National Guard crew shall conduct loading positions and tying down safety checks.
    - a. First loaded is the boat bag.
    - b. Second loaded is motor and pads.
    - c. Third loaded is the box, then the bladder.
    - d. Ratchet strap mechanisms shall be alternated, with one located at Position A and another at Position C.
- 

## **605.3.2 Demobilization**

- A. Demobilization shall occur upon direction of the Incident Commander (IC).
  - B. All staged or used equipment shall be recovered, decontaminated, and readied for operational use.
  - C. Any missing or damaged equipment requiring repair or replacement shall be documented and reported to the Incident Commander and the Department Chief.
  - D. Operational Officer(s) shall complete any necessary documentation required of the Team.
-

### **605.3.3 Post-Mission**

- A. Assess any equipment problems or deficiencies.
  - B. Identify Team improvements needed to increase mission efficiency or safety.
  - C. Complete an Incident After Action Report.
-



# Stations, Apparatus & Equipment -700

|   |  |                        |
|---|--|------------------------|
|  | <p align="center">Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</p> |                        |
|   | <p align="center">701 - Station, Apparatus, &amp; Equipment Maintenance</p>                  |                        |
|   | <p>Effective: 6/1996</p>   | <p>Revised: 2/2022</p> |

## **SOG 701 – Station, Apparatus, and Equipment Readiness**

### **701.1 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 stations, apparatus, and equipment entrusted to them. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to their Company Captain.

### **701.2 POLICY**

All department facilities, apparatus, and equipment shall be maintained in a clean, safe, and operational condition at all times. Inspections and maintenance shall be conducted in accordance with established schedules to ensure operational readiness and firefighter safety.

### **701.3 PROCEDURE**

#### **701.3.1 Station Maintenance**

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

The following tasks shall be completed weekly:

1. Sweep floors and stairs, if applicable.
2. Remove slip, trip, and snare hazards from all fire station locations.
3. Empty all trash containers and ash trays.
4. Dust apparatus, windowsills, and the watch desk.
5. Clean urinals and toilets.
6. Replenish supplies of toilet paper, soap, paper towels, and related consumables as needed.

---

## **B. Monthly**

The following tasks shall be completed 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.
- 

## **701.3.2 Apparatus Maintenance**

### **A. Monthly Inspection and Service**

Each apparatus shall undergo a monthly inspection and service check including, but not limited to, the following:

1. Check and add engine oil to proper level.
  2. Check and add coolant to proper level.
  3. Check and add water to proper level in booster tank.
  4. Drain water from air brake reservoirs.
  5. Visually inspect tires for cuts, defects, problems, or flats.
  6. Inspect for wear, tear, cuts, aging, cracks, leaks, and related defects in the following components:
    - 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 and add water to proper level in all battery cells.
  8. Check and add fluid to proper level in steering reservoir.
  9. Check and add fluid to proper level in road transmission.
  10. Check tire pressures using a gauge and add air as necessary.
  11. Check and add hydraulic oil to proper level.
  12. Check operation of all running lights and emergency warning lights.
- 

### **B. Fire Pump Floor Test (Monthly)**

Each pumper apparatus shall undergo a monthly fire pump floor test including the following:

1. Check operation of transfer valve.
2. Check operation of pump primer.
3. Verify operation of governor/relief valve.
4. Check operation of master drain.
5. Check operation of all gate valves.

6. Check operation of hand throttle.
- 

### **C. Engine Operational Check**

1. Start engine to verify proper operation of all instruments and gauges.
- 

## **701.3.3 Equipment Maintenance**

### **A. Monthly**

The following equipment inspections shall be completed monthly:

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

|   |   |                        |
|---|---|------------------------|
|  | <b>Greensburg Volunteer Fire Department<br/>Standard Operating Guidelines</b> |                        |
|   | <b>702 - SCBA Maintenance &amp; Testing</b>                                   |                        |
|   | <b>Effective: 6/1996</b>  | <b>Revised: 2/2022</b> |

## **SOG 702 – SCBA: Inspection, Maintenance, and Service Readiness**

### **702.1 PURPOSE**

This standard establishes guidelines for the inspection and maintenance of self-contained breathing apparatus (SCBA). It is intended 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 ensure compliance with applicable rules, regulations, and standards concerning SCBA equipment.

---

### **702.2 POLICY**

SCBA equipment shall be maintained, inspected, cleaned, and serviced in accordance with NFPA standards, manufacturer requirements, and applicable regulatory guidance. Any SCBA that does not function properly shall be removed from service immediately, tagged, and reported through the chain of command.

---

### **702.3 PROCEDURE**

#### **702.3.1 General Requirements**

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 the equipment was purchased.

B. SCBA equipment shall also comply with applicable rules, regulations, and standards promulgated by other appropriate agencies.

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## 702.3.2 Inspection Requirements

A. SCBA equipment shall be inspected periodically to determine readiness for use and to discover and repair any damage or excessive wear sustained by the unit. The required inspection frequencies are as follows:

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### 702.3.2.1 Before and After Each Use

A. **Before each use**, each SCBA assigned to an apparatus shall be inspected for the following:

1. **Cylinder Pressure**
  - a. The minimum cylinder pressure shall not fall below **90%** of full cylinder pressure.
  - b. Example: A 4,500 psi cylinder shall not contain less than **4,050 psi**.
2. **Low-Air Alarm**
  - a. The low-air alarm should sound when the cylinder valve is opened.
3. **Facepiece**
  - a. The facepiece shall be clean and free of debris.
  - b. The facepiece shall seal properly to the wearer's face.
4. **Exhalation Valve, Bypass Valve, and Operation**
  - a. All components shall function normally.

B. **After each use**, each SCBA shall be inspected for the following:

1. **Low or Empty Cylinder**
    - a. Cylinders shall be cleaned.
    - b. Low cylinders shall be refilled.
    - c. Empty cylinders shall be replaced with fully charged cylinders.
  2. **Components and Facepieces**
    - a. Components and facepieces shall be cleaned, checked for excessive wear or damage, sanitized, and checked for proper function.
    - b. **Caution:** Anytime an SCBA has been used in a contaminated atmosphere, the unit shall be completely decontaminated prior to being returned to service.
- 

### 702.3.2.2 Weekly Inspection

A. Each piece of SCBA equipment assigned to an apparatus shall be inspected weekly and after every use.

B. The inspection shall ensure the SCBA is:

1. Fully charged
2. Clean
3. Free of damage
4. Fully operational

C. Cleaning, refilling cylinders, and minor repairs shall be completed by the Company Captain, or designee, as needed.

D. Any SCBA unit showing damage or not functioning properly shall be:

1. Removed from service immediately
  2. Red-tagged with a description of the defect
  3. Documented, with the Chief assigned to SCBA notified immediately
- 

#### **702.3.2.3 Monthly Inspection**

A. Each SCBA shall be inspected monthly. The inspection shall consist of the items listed on the **Monthly SCBA Inspection Form**.

B. Any unit failing the inspection that cannot be immediately repaired shall be:

1. Red-tagged with a description of the defect
2. Placed out of service

C. All spare cylinders and spare SCBA units shall also be inspected.

D. Completed checklists shall be maintained by the Company Captain or designee.

---

#### **702.3.2.4 Annual Inspection**

A. All SCBA units shall be inspected and serviced annually by an authorized vendor.

B. Annual inspection and servicing shall include, at a minimum:

1. Disassembly and cleaning of the regulator and other major components, including but not limited to:
  - a. Low-air alarm
  - b. Facepiece
  - c. Other associated components
2. Replacement of all worn parts.
3. Reassembly of the SCBA and testing to confirm proper function.

|   |   |                 |
|---|---|-----------------|
|  | Greensburg Volunteer Fire Department<br>Standard Operating Guidelines |                 |
|   | 703 - Hose Maintenance, Loading, & Testing                            |                 |
|   | Effective: 6/1996   | Revised: 2/2022 |

## SOG 703 – Fire Hose: Loading, Care, Maintenance, and Testing

### 703.1 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 (GVFD).

### 703.2 POLICY

All fire hose and associated appliances shall be loaded, maintained, tested, and operated in accordance with applicable NFPA standards and departmental operational requirements. Hose loads shall be standardized to ensure operational consistency, firefighter safety, and efficient fireground deployment.

### 703.3 PROCEDURE

#### 703.3.1 Hose Handling and Loading Procedures

- A. Before connecting any coupling, personnel shall check for the presence and condition of the gasket and the condition of the swivel.
- B. When two sections of hose are connected, the flat sides of the hose shall remain in the same plane.
- C. When two sections of hose are connected, couplings shall be hand-tight only.  
**Spanner wrenches shall not be used to over-tighten couplings for storage in a hose load.**
- D. When fire hose must be bent to form a loop in the hose bed, all wrinkles shall be removed by pressing with the fingers so that the inside of the bend is smoothly folded.
- E. During the loading process, a coupling may come into position requiring it to rotate to be properly deployed. To avoid this condition, a short fold or bend in the hose shall be made to relocate the

coupling.

This practice, commonly known as a “dutchman,” serves two purposes:

1. To change the direction of the hose.
2. To change the location of the coupling.

F. If a section of hose is exposed to a hazardous material at an emergency scene, it shall be rolled at the scene when possible and packaged for proper hazardous disposal. This information shall be forwarded to the Fire Chief so that replacement costs may be included in the total incident cost.

G. When hose is repacked, care shall be taken to avoid folding it at the same location each time. Repeated folding at the same point may cause a permanent crease, increasing friction loss and the potential for hose failure.

H. All personnel shall practice safety precautions during hose evolutions, including training, loading, and washing operations.

Helmets and gloves shall be worn at a minimum whenever fire hose is being used.

---

### **703.3.2 Engine Hose Load Amounts and Locations**

A. Hose beds shall not be overloaded or under-loaded.

B. The following hose loads and quantities shall be maintained unless otherwise authorized by the Fire Chief:

1. Driver’s Side Crosslay – 1¾-inch hose – 150 feet
  2. Passenger Side Crosslay – 1¾-inch hose – 150 feet
  3. Driver’s Side Rear Preconnect – 1¾-inch hose – 200 feet
  4. Passenger Side Rear Preconnect – 1¾-inch hose – 200 feet
  5. Hose Bed – 3-inch hose – 600 feet
  6. Hose Bed – 5-inch hose – 1000–1200 feet
- 

### **703.3.3 Repacking Hose on Apparatus**

A. During hose loading operations, a member of the department, other than those loading hose, shall be assigned as a safety observer. The safety observer shall:

1. Have an unobstructed view of the hose loading operation.
2. Maintain visual and radio contact with the apparatus operator.

B. Non-fire department vehicular traffic shall be excluded from the area or shall be controlled by authorized traffic control personnel.

C. The fire apparatus shall be driven only in a forward direction at a speed not exceeding five (5) miles per hour.

D. Members shall not stand on the tail step, side steps, running boards, or any other exterior riding position while the vehicle is in motion.

E. Members may be positioned within the hose bed; however, they shall not stand while the apparatus is in motion.

F. Prior to each hose loading operation, the situation shall be evaluated to ensure compliance with this SOG.

If compliance cannot be achieved, or if there is any question regarding operational safety, hose shall not be loaded onto a moving apparatus.

---

## 703.4 TESTING

A. Annual hose testing shall be conducted by an outside agency and coordinated by the Fire Chief.

B. Each new section of fire hose shall undergo an acceptance test prior to being placed into service. Acceptance testing 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 conducted in accordance with **NFPA 1962.**

D. All hose shall be tested to the pressure rating listed on the hose.

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

## SOG 704 – Ground Ladders: Maintenance, Inspection, and Service Testing

### 704.1 PURPOSE

Ground ladder placement supports safe and effective fireground operations including rescue, access to upper floors and roofs, ventilation, emergency egress, and above ground-level hose line deployment.

Ground ladder operations begin with proper ladder selection. GVFD utilizes the following ground ladders:

- 10-foot attic ladder
- 14-foot and 16-foot roof ladders
- Three-section 35-foot extension ladder

All personnel shall understand the capabilities and limitations of the ground ladders used on the fireground. This guideline establishes requirements for the maintenance, inspection, and service testing of fire department ground ladders.

### 704.2 POLICY

Ground ladders shall be maintained, inspected, and service tested in accordance with applicable NFPA standards and manufacturer requirements. Ladders determined to be unsafe shall be removed from service immediately.

### 704.3 PROCEDURE

#### 704.3.1 General

A. Ground ladders used for firefighting purposes shall be constructed in compliance with **NFPA 1931**, *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 applicable **OSHA standards**.

---

### 704.3.2 Inspection and 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:

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°F**.
  - a. Once aluminum fire ladder materials reach this 300°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 shall be removed from service immediately and shall be load-tested before being returned to 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, inhibit corrosion, and 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 shall be repaired or destroyed.

---

### **704.3.3 Tactical Operations**

A. Once a ground ladder is placed in service at the fire scene, one (1) person shall be assigned at the base of the ladder to stabilize the ladder and track each firefighter ascending or descending the ladder. That member shall ensure all firefighters who ascended have returned before the ladder is moved.

B. If a roof ladder is used to access a roof, it shall not be taken onto the roof to serve as the roof ladder. Two (2) ladders shall be used:

1. One ladder for access (ascending/descending).
2. One ladder for roof operations.

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 of roof stability. Firefighters shall remain aware of the possibility of falling through the roof and/or slipping from the roof surface. Wood shingle roofs are especially slick when wet.

D. Firefighters shall remain aware of overhead obstructions, especially electrical wires, when handling ground ladders.

---

### **704.4 SERVICE TESTING**

A. Annual service testing shall be conducted by an outside agency and shall be coordinated by the Fire Chief.



# Appendix



Greensburg Volunteer Fire Department

SOG Appendix

# **Regular Membership Application**



Greensburg Volunteer Fire Department

SOG Appendix

**Junior / 420**

**Membership Application**



Greensburg Volunteer Fire Department

SOG Appendix

# Firefighter Injury Documents



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 personal 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

# Membership Status Update Form



Greensburg Volunteer Fire Department

SOG Appendix

# **Gear Inspection Form**



Greensburg Volunteer Fire Department

SOG Appendix

# Request to Attend Training



Greensburg Volunteer Fire Department

SOG Appendix

# Travel Expense Reimbursement



Greensburg Volunteer Fire Department

SOG Appendix

# Infectious Disease Exposure Forms



Greensburg Volunteer Fire Department

SOG Appendix

**Bloodhound Team  
Firearms Qualification  
MPOETC 2020**

## **MPOETC 2020 Requirements for Firearms Qualification**

Title 37, Section 203 establishes the following regulatory requirements related to police firearms qualification.

- The Municipal Police Officers' Education and Training Commission (Commission) is required to publish requirements related to police firearms qualification. §203.12(3)(i)
- The minimum passing score for a firearms course is 75%. §203.11(11)(ii)(A)
- All waiver-of-training applicants and basic cadets must meet the Commission's standards for firearms qualification. §203.11(11)(ii)(A); §203.12(3)(i)
- All certified officers must complete annual qualification on a police firearms course with any firearms authorized for use, including personal weapons. §203.52(b)(1)(i)
- .38/380 is the minimum acceptable caliber for police firearms qualification §203.33(16)(i)
- Firearms instructors can refuse to qualify an individual on a weapon they have determined is unsafe, inadequate or not appropriate for police training. §203.33(16)(i)
- Failure to meet the Commission's standards for firearms qualification is grounds for revocation of certification. §203.14(a)(3)

MPOETC previously provided standards for annual firearms qualification that were intended to be used by departments when developing their qualification courses. This allowed a great amount of freedom for departments but also resulted in a lack of standardization across the state.

Beginning in 2020, MPOETC will require all certified municipal police officers to qualify on a standardized course of fire for duty weapon (handgun) qualification. The two-phase course mimics the course required in the basic training program but reduces the number of rounds from 60 to 50-rounds and has been modified to streamline use at the department level. The course specifies that officers use duty ammunition for at least the first phase of the course and also provides accommodation for departments who are required to qualify on reduced-distance ranges.

A modified course is also provided and is intended to be used for back-up duty weapons or off-duty weapons if the department chooses to qualify officers on them. This course reduces the maximum shooting distance from 25 to 15 yards to accommodate short barreled handguns and is also intended to be used to qualify retired officers. Due to the variety of holsters, locations of carry, and security features, this second course does not require a holster and allows shooters to begin each stage holding the weapon.

### **Rifles and Shotguns**

The requirements for shotguns or rifles have not changed. These qualifications must be completed on a generally accepted law enforcement qualification course for those weapons.

In situations where an officer is assigned a rifle or shotgun, he/she should qualify with that weapon. In situations where armory stored weapons will be used by multiple officers, all officers authorized to pull firearms must qualify on each weapon system or platform (AR, etc) but not on each individual weapon.

## **Firearms Instructors**

All basic academy firearms training and qualifications must be accomplished by Municipal Police Instructors employed by certified police academies.

All annual firearms qualification for in-service police officers must be conducted by a Certified Law Enforcement Firearms Instructor. Firearms Instructors who have successfully completed firearms instructor training can submit an application and, once approved by MPOETC, are authorized to conduct annual qualifications in Pennsylvania. More information about applying to be a Certified Law Enforcement Firearms Instructor is available on the MPOETC website at

<https://mpoetc.psp.pa.gov/training/Pages/Firearms.aspx>

## **Documentation**

Firearms instructors and Police Chiefs are responsible for producing and maintaining documentation of in-service firearms qualifications to include the number of rounds fired, individual scores, and firearms used.

Annual firearms qualifications must be documented in the MPOETC Training and Certification System (TACS). At a minimum, each officer's primary duty weapon qualification must be entered by the end of each calendar year to maintain certification. Qualifications for additional weapon systems may be entered.

Officers for whom no qualification is entered will show an "**expired**" certification (MPOETC number) and will be removed from the Administrative Office of Pennsylvania Courts (AOPC) until a qualification is entered.

**REMINDER: A weapon may not be carried on duty for which an officer is not qualified**

**2020 MPOETC Handgun Qualification Course (Two Phase Course)**  
**Phase One**  
**25 Rounds**

| Stage | Yards | Rounds | Time       | Task                      | Description   |
|-------|-------|--------|------------|---------------------------|---|
| 1     | 25    | 8      | 40 seconds | Precision Fire from Cover | From the 25-yard line, on the command to fire, shooter draws, takes cover, and fires <b>2 rounds</b> standing right side of barricade, <b>2 rounds</b> kneeling right side of barricade, <b>2 rounds</b> kneeling left side of barricade, and <b>2 rounds</b> standing left side of the barricade. Firing is done using a Roll-Out technique, firing two rounds per exposure and using a different location for each exposure. When all 8 rounds have been fired the shooter should perform a tactical (magazine save) reload.<br><b>Total time for 8 rounds is 40 seconds.</b> |
| 2     | 15    | 6      | 8 seconds  | Move to Cover             | From the 15-yard line, on the command to fire, shooter draws and fires <b>2 rounds</b> at target, <u>moves</u> to the right 2-3 yards to kneel behind low cover or simulated cover and fires <b>1 round</b> at target from behind cover.<br><b>Total time for 3 rounds is 8 seconds. Repeat Drill moving to the left.</b>   |
| 3     | 15-7  | 3      | 5 seconds  | Walk & Draw               | From the 15-yard line, on the command "Walk," shooter begins <u>walking</u> toward the target. On command to fire, shooter <u>stops</u> , draws, and fires <b>3 rounds</b> in <b>5 seconds</b> .  |
| 4     | 7     | 8      | 10 seconds | One handed firing         | From the 7-yard line, on the command to fire, shooter draws and fires <b>2 rounds <u>strong hand only</u></b> from eye level, de-cocks or engages safety, transfers weapon to support hand and fires <b>2 rounds with <u>support hand only</u></b> from eye level.<br><b>Total time for 4 rounds is 10 seconds.</b><br><b>Repeat Drill.</b>   |

**Instructions:**

All firing in this phase should be done using a two-handed grip unless otherwise annotated.

All draws are from a snapped holster or if a concealed plainclothes holster. No "alibis," except for an inoperable weapon. Shooter must clear all stoppages. After firing at all stages, shooters will scan 360° for additional threats.

Shooters will fire the course with full magazines and reload as necessary with no additional time accommodations.

Only factory-new duty ammunition or currently issued duty ammunition will be used for this phase.

**Total – 25 Rounds in this Phase**

**TQ 21 target scored 5-3 (Possible 125 points in this phase)**

**75% or 94 points must be attained to successfully pass this phase.**

At this point in the course, instructors will change, mark or paste the target.

**\*\*\*\*15-Yard Range Exceptions\*\*\*\***

The Handgun Qualification course requires a stage at the 25-yard line. Some in-door ranges are limited to 15 yards so when using a shooting range which is limited to 15-yard maximum distance, the qualification course shall be conducted using two different targets as described below.

The 25-yard stage will be conducted at the 15-yard line using a reduced sized TQ 22 target scored 5-3. This target will be scored immediately after the 25-yard rounds are fired and score for this target will be added to the score for the remaining stages of Phase 1.

A full-sized TQ-21 target will then be used for the remaining stages in Phase 1 and all the remaining stages will be conducted according to the distances stated in the qualification course.

**2020 MPOETC Handgun Qualification Course (Two Phase Course)**  
**Phase Two**  
**25 Rounds**

| Stage | Yards | Rounds | Time      | Task           | Description   |
|-------|-------|--------|-----------|----------------|---|
| 1     | 1     | 2      | 4 seconds | Shove-Shoot    | From the 1-yard line, on the command to fire, shooter <u>strikes</u> at target with support hand, <u>steps back</u> , draws and fires <b>2 rounds in 4 seconds</b> .  |
| 2     | 3     | 2      | 3 seconds | Reaction Shoot | From the 3-yard line, on the command to fire, shooter draws and fires <b>2 rounds in 3 seconds</b> .  |
| 3     | 3-7   | 4      | 8 seconds | Firing Retreat | From the 3-yard line, on the command to fire, shooter draws and fires <b>4 rounds in 8 seconds</b> while <u>moving back</u> to the 7-yard line.<br><br><b>Body Armor Drill:</b> When all shooters have recovered to the "Scan" position and are at the 7-yard line, the firearms instructor will call out "Body Armor!" and the shooters will fire one additional shot to the head. |
|       |       | 1      | 2 seconds |                |   |
| 4     | 7     | 6      | 4 seconds | Pivot Fire     | From the 7-yard line, with the shooter facing away from the threat (target) and with their weapon holstered, on the command to fire, shooter <u>pivots</u> 180 degrees to face the threat, draws and fires <b>2 rounds in 4 seconds</b> .<br><i>Ensure shooters do not draw until facing the target.</i><br><b>Repeat Drill a total of three times.</b>                             |
|       |       | 1      | 2 seconds |                | <b>Body Armor Drill:</b> After the third repetition, when all shooters have recovered to the "Scan" position, the firearms instructor will call out "Body Armor!" and the shooters will fire one additional shot to the head.   |
| 5     | 10    | 6      | 8 seconds | Lateral Firing | From the 10-yard line, on the command to fire, shooter draws and <u>moves</u> to left while engaging target with <b>3 rounds in 8 seconds</b> .<br><b>Repeat Drill moving right.</b>  |
| 6     | 10-5  | 3      | 8 seconds | Firing Advance | From the 10-yard line, on the command to fire, shooter draws and fires <b>3 rounds in 8 seconds</b> while <u>advancing</u> toward target.   |

**Instructions:**

All firing in this phase should be done using a two-handed grip.

If necessary for safety reasons, firearms instructors should use additional relays in stages involving movement to increase the shooter/instructor ratio and provide adequate space between shooters.

After firing at all stages, shooters will scan 360° for additional threats.

At the firearms instructor's discretion a "challenge drill" can be incorporated to include the "Universal Cover Mode" and "Verbal Challenges" to reduce the training scar that every draw should result in firing rounds.

Factory-new ammunition (either duty or practice ammunition) may be used for this phase.

**Total – 25 Rounds**

**TQ 21 target scored 5-3 (Possible 125 points)**

**75% or 94 points must be attained to successfully pass this phase.**

## 2020 MPOETC Back-Up Weapon & RLEIA Handgun Qualification Course

### 50 Rounds

| Stage | Yards | Rounds     | Time                       | Task                      | Description   |
|-------|-------|------------|----------------------------|---------------------------|---|
| 1     | 1     | 2          | 4 seconds                  | Shove-Shoot               | From the 1-yard line, on the command to fire, shooter <u>strikes</u> at target with support hand, <u>steps back</u> , and fires <b>2 rounds in 4 seconds</b> .  |
| 2     | 1     | 3          | 2 seconds                  | Weapon Retention          | From the 1-yard line, on the command to fire, shooter fires <b>3 rounds in 2 seconds</b> from a weapon retention position.  |
| 3     | 3     | 4          | 2 seconds                  | Reaction Shoot            | From the 3-yard line, on the command to fire, shooter fires <b>2 rounds in 2 seconds</b> . Perform a second time while <u>stepping</u> one step either left or right as directed by the instructor.   |
| 4     | 3-7   | 5<br><br>1 | 8 seconds<br><br>2 seconds | Firing Retreat            | From the 3-yard line, on the command to fire, shooter fires <b>5 rounds in 8 seconds</b> while <u>moving</u> back to the 7-yard line.<br><br><b>Body Armor Drill:</b> When all shooters have recovered to the "Scan" position and are at the 7-yard line, the firearms instructor will call out "Body Armor!" and the shooters will fire one additional shot to the head. |
| 5     | 7     | 8          | 10 seconds                 | One handed firing         | From the 7-yard line, on the command to fire, shooter draws and fires <b>2 rounds <u>strong hand only</u></b> from eye level, de-cocks or engages safety, transfers weapon to support hand and fires <b>2 rounds with <u>support hand only</u></b> from eye level.<br><b>Total time for 4 rounds is 10 seconds.</b>   |
| 6     | 10    | 8          | 10 seconds                 | Lateral Firing            | From the 10-yard line, on the command to fire, shooter draws and <u>moves</u> to left while engaging target with <b>4 rounds in 10 seconds</b> .<br><b>Repeat Drill moving right.</b>   |
| 7     | 10-5  | 5          | 10 seconds                 | Firing Advance            | From the 10-yard line, on the command to fire, shooter draws and fires <b>5 rounds in 10 seconds</b> while advancing toward target.   |
| 8     | 15    | 8          | 10 seconds                 | Move to cover             | From the 15-yard line, on the command to fire, shooter draws and fires <b>2 rounds</b> at target, <u>moves</u> to the right 2-3 yards to kneel behind low cover or simulated cover and fires <b>2 rounds</b> at target from behind cover.<br><b>Total time for 4 rounds is 10 seconds. Repeat Drill moving to the left.</b>   |
| 9     | 15    | 6          | 20                         | Precision Fire from Cover | From the 15-yard line, on the command to fire, takes cover behind a barricade and fires <b>3 rounds</b> standing right side of barricade and <b>3 rounds</b> standing left side of the barricade.<br><b>Total time for 6 rounds is 20 seconds.</b>  |

#### Instructions:

All firing in this course should be done using a two-handed grip unless otherwise annotated.

Due to the variety of holsters and carrying positions, all stages will begin with the weapon in the strong hand, the muzzle in Position Sul, with the Trigger Finger OFF the trigger, outside of the trigger guard, and registered on the frame of the weapon. After firing at all stages, shooters will maintain proper muzzle control and trigger finger management while scanning 360° for additional threats.

Factory-new ammunition (either duty or practice ammunition) may be used for this phase. Shooters will fire the course with full magazines and reload as necessary with no additional time accommodations.

If necessary for safety reasons, firearms instructors should use additional relays in stages involving movement to increase the shooter/instructor ratio and provide adequate space between shooters.

#### Total – 50 Rounds

**TQ 21 target scored 5-3 (Possible 250 points)**

**75% or 188 points must be attained to successfully pass this course.**