

Mt. Lebanon Fire Department

# Standard Operating Guidelines

Version 4.0

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Mt. Lebanon Fire Department

# Administration

Standard Operating Guidelines Version 1.0

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Daily Duties

Number  
101

Date  
8/2008

Pages  
2

### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a daily routine for all members to insure equipment and personnel are ready for duty.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### **2.0 Procedure**

**2.1.** Everyone is equally accountable for the general readiness and appearance of the fire station, apparatus and equipment. Cooperation and teamwork within platoons and between platoons is essential and expected. Required duties should be completed by 11:00am each day. Spend time as necessary at the end of the shift cleaning up and replenishing from the shift's activities. The Fire Prevention staff, when busy, is exempt from apparatus and quarters maintenance in the morning, but expected to participate at shift end.

#### **2.2. Required Daily duties.**

- Daily truck checks as described on daily check list
- Personal fitness
- MDT boot up for all apparatus
- Daily Roll-Call Meeting:
- Outlook calendar review
- Riding assignments
- Street closures and hydrant info
- Any other pertinent information

7/1/09 – Origination date

**Revision and Review**

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Member Transported to Hospital

Number  
101.1

Date  
8/2008 New

Pages  
1

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to insure that if a member is injured at an incident, training activity or has a medical event; they will not be taken to the hospital alone.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** If a member is injured or has a medical event at an emergency incident or at a training exercise and needs to be transported to the hospital by ambulance or department vehicle, a representative, a chief officer if available, will accompany the member.

**2.1.1.** Crews at the station will work with the incident commander to notify family and provide transport and or childcare or any other assistance needed to get a family member to the hospital with the member.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Radio Usage for Volunteer Staff

Number  
101.2

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish radio usage guidelines for radios issued to volunteer staff.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

- All radio communications should be as brief and succinct as possible.
- All radio communications should follow the Mt. Lebanon Fire Department unit identification convention and communication sequence model.
- To ensure effective communications, the "Echo System" should be used. The receiver acknowledges a message by briefly repeating it back to the sender.

#### **2.1 Non-emergency Communications**

- Dispatch and Operations channels should be avoided for non-emergency communications.
- When no other means exists for non-emergency communications, the fire department business channel should be utilized.

- Radios should not be used to call in traffic signals burned out, disabled vehicles, etc. unless an immediate hazard or danger is involved.

**2.1.1 Emergency Communications.** The newly issued non-intrinsically safe radios must not be used in flammable environments. Use at normal structural fire incidents is acceptable but not at gas leaks or other hazardous material incidents unless the IC or his representative specifically authorizes it.

If a volunteer is first to arrive at an incident scene, he/she is not to take/assume command. He/she is not to make entry into the building prior to arrival of the first responding apparatus. A radio report should only be given when valuable information is observed. Ex: smoke showing, flames showing, wires down, fuel leaking, entrapment, injuries on scene, scene access problems, special equipment needed, etc.

When assigned to a crew, only the crew leader should routinely communicate by radio to the assigned Sector or Command. If the crew is physically divided and geographically separated, intra-crew radio communications are at the discretion of the crew leader but should be kept to a minimum.

**NOTE:**

Whenever an emergency situation occurs at the incident, an imminent danger is identified or the firefighter is in trouble, he/she should immediately, radio that information to Command and take whatever actions the emergent situation dictates.

**Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Knox Box

Number  
102

Date  
9/3/2008

Pages  
2

## **1.0 General**

**1.1 Purpose.** The purpose of the Knox Box Guideline is to provide the Mt. Lebanon Fire Department with rapid, non-destructive access to certain occupancies while providing the highest levels of service and security for property owners.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** The Fire Chief is ultimately responsible for providing security for the Knox Box keys. Any missing key shall immediately be reported verbally and followed up in writing. Maintenance of security of lock box keys is essential to maintain credibility of the program and any loss will be thoroughly investigated and appropriate action initiated.

No member will be issued a key that will unlock any Knox Box within the system. Fire Apparatus is equipped with a Master Key retention device that allows the master key to only be released from a unit via individual PIN codes. Additional Knox Box keys can be signed out for inspection activities from the Fire Prevention Office.

## **2.0 Procedure**

### **2.1. Response**

- 2.1.1 Upon arrival, the Knox Box Key must be retrieved from the onboard master key retention unit. An authorized PIN code must be entered for the master key to be released for service. The key retention unit creates an audit trail of key access data by PIN code.
- 2.1.2 The Knox Box can be opened in order to access the building for operations at an incident.
- 2.1.3 The IC will be responsible for insuring that all keys removed from a Knox Box are returned before clearing the scene.

- 2.1.4 Building management will be notified as soon as practical after an incident indicating the nature of the incident and that the Knox Box was accessed.
- 2.1.5 The incident report will be state that the Knox Box was opened to gain access.
- 2.1.6 The Knox Box shall only be accessed for Mt. Lebanon Fire Department operations.

## **2.2. Inspection Activities**

- 2.2.1 A Knox Box key can be retrieved from the Fire Prevention Platoon Chief or Fire Inspector. The key must be logged in and out from Fire Prevention and occupancies accessed utilizing the key documented.
- 2.2.2 The member logging out the key shall be responsible for ensuring the key is returned to fire prevention and for any key access activity while in their possession.
- 2.2.3 The member logging out the key shall be responsible for insuring that all keys removed from a Knox Box are returned before leaving occupancy.
- 2.2.4 Building owners shall be notified in writing, utilizing the departmental inspection due notice, when Knox Box entry is required for fire prevention/inspection activities. This notification provides the owner with an opportunity to be present at the time of entry.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Operational Permits – Private Alarm System

Number  
103

Date  
02/2009

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline defines the process for initiating or updating the Operational Permits for Private Alarm Systems.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department (MLFD) assigned to issuing the referenced permit.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Background**

- 2.1 Operational permits are required for all private alarm systems annually.
- 2.2 Private alarm systems are those alarm systems monitored by an alarm receiving station.
- 2.3 Permit fees are applicable for this operational permit and are set annually by the commission.
- 2.4 Permit fees can be referenced in the Municipality's Comprehensive Fee Schedule.

#### **3.0 Procedure**

- 3.1 New permit requests will follow the attached flow chart.
- 3.2 Permits will be entered and tracked in the Firehouse occupancy module.
- 3.3 Existing permits will be renewed using the Firehouse occupancy module.
- 3.4 Applications, invoicing and contact update forms for this permit will be issued by MLFD.
- 3.5 Payments received will be receipted and forwarded per the Municipality's Receipts Deposit Policy.
- 3.6 All returned permit applications and contact update forms shall be copied and forwarded to police records

3.7 Permit applications shall be scanned and the scanned file attached to the occupancy record in Firehouse.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Police Crime Scene Operations

Number  
104

Date  
6/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to direct fire department personnel how to manage a potential police crime scene.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

- If injury is a result of a suspected crime, all personnel are to remain outside or away from the area, until Police have secured the area and found it appropriate for personnel to enter.
- The first duty of the fire/rescue personnel is to attempt to render any medical attention that is warranted. However, if the victim is obviously dead and questionable circumstances exist, do not move the body for any reason.
- Once it has been determined that the victim is dead, and the case may be of a homicidal nature, the personnel should leave the scene if there is no other reason for them to be there.
- If in the process of determining whether or not the victim is dead, you must move something, the original position of the item that was moved should be noted to the investigating officer.

- At the scene of a homicide or suicide, it is very important not to disturb anything.
- Report all information that you have regarding the incident to the investigating officer.
- Upon returning from these types of calls, you must complete a department incident report documenting the call from start to finish.

- **Revision and Review**

- 7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Damage to Department Issued Equipment

Number  
105

Date  
6/2009 Revised

Page  
1

#### **1.0 General**

**1.1 Purpose.** The intent of this policy is to establish a method to identify and deter the negligent damage or loss to department issued equipment. This policy shall also promote and identify methods to limit such damage, in an attempt to provide the individual with the highest level of protection possible at all times.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** The Fire Chief, and/or his designee shall investigate damage or loss of equipment. At the inspector's discretion, damage/loss caused by negligence shall be repaired or replaced at the individual's expense.

#### **2.0 Procedure**

It shall be the individual's responsibility to take all necessary precautions within reason to prevent damage or loss of department issued equipment.

Examples:

- During high-temperature situations such as live-fire training, the individual shall remove non-essential items such as visors, goggles, voice amplifiers, etc., prior to the evolution. Precautions will also be observed to prevent damaging exposure to essential protective equipment at all times.
- Chinstraps shall be utilized to prevent the loss of the helmet.
- Equipment placed on a flat surface of an apparatus shall be removed prior to placing the vehicle in motion.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Public Relations and Information Release

Number  
106

Date  
6/2009

Page  
1 of 2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure regarding the release of departmental information to the public and media.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

Releasing information to the News Media or general public shall be the duty of the shift commander. No information shall be released regarding names of patients or firefighters. The extent of injuries/illness or any other matter relating to the details of an incident or internal functions of the Department shall not be released without proper authorization.

This includes, but is not limited to, written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices such as cell phones, PDAs, etc, and/or social media (Twitter, Facebook, MySpace, etc). Any written, auditory, and/or visual messages communicated by a member that are relative to the Mt. Lebanon Fire Department in any capacity are the sole property of the Mt. Lebanon Fire Department. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices and/or social media.

Should you receive such a request, simply state you are not authorized to give out that information and refer them to the respective shift commander.

Under no circumstances is an incident report to be copied or given out to anyone without the authorization of the Fire Chief or Administrative Platoon Chief.

## **Revision and Review**

7/1/09 – Origination date

10/11/10 – Added sole property section

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Personnel Files

Number  
107

Date  
8/2008 Revised

Page  
1

## **1.0 General**

**1.1 Purpose.** This procedure identifies the means by which Fire Department Personnel Files will be accessed. Fire Department Files are confidential and all individuals accessing them will be expected to maintain that confidentiality.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Procedure**

- 2.1 The following Fire Department personnel shall have full access to the files:
  - Fire Chief
  - Administrative Platoon Chief
  - Personnel Officer
  - Payroll Section Employees
- 2.2 All personnel shall have access to their own file. Arrangements must be made with the Fire Chief or Administrative Platoon Chief to review.
- 2.3 Access of the files will be conducted only for official Fire Department business. Duplication or removal of document(s) from a file must verbally be authorized by the Fire Chief or Personnel Officer.

## **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Ride along (Observer) Program

Number  
108

Date  
8/2008 Revised

Pages  
2

## **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for an appropriate level of participation for ride along firefighters.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Procedure**

2.1 A well-developed procedure for ride along firefighters is necessary to protect the safety of the ride along, Mt. Lebanon Firefighters, and citizens. It must also protect the Municipality from liability. Therefore, ride along fire fighters shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the officer-in-charge.

2.2 Any person wishing to ride along with the Mt. Lebanon Fire Department must fire complete and sign a "Liability Release" form. A new form must be completed each time an individual participates as a ride along.

2.3 Ride alongs may respond on Mt. Lebanon apparatus to incidents at the discretion of the Officer in Charge (OIC).

- 2.4 Mt. Lebanon firefighters shall receive priority for riding positions on apparatus ahead of ride alongs.
- 2.5 Ride alongs must provide their own NFPA compliant personal protective equipment to include turnout coat, turnout pants, helmet, gloves, boots and hood.
- 2.6 At the OIC discretion, a ride along may be permitted to wear spare MTLFD personal protective equipment under exceptional circumstances.
- 2.7 Ride along fire fighters shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the OIC.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Critical Incident Stress Management

Number  
109

Date  
6/2009 Revised

Pages  
4

## **1.0 General**

### **1.1 Purpose.**

The purpose of this Critical Incident Stress Management (CISM) procedure is to provide intervention by CISM trained members within twenty-four (24) hours of a critical incident to minimize stress-related injury to personnel. The procedure identifies application of "Critical Incident Defusing" and "Critical Incident Debriefing". Research and experience demonstrate that immediate, focused professional intervention can, and does, significantly reduce the negative effects of exposure to traumatic events.

An incident does not have to be a disaster of major proportions for personnel to experience the effects of a traumatic event. Proper intervention assists personnel in recognition of stress symptoms and enhances their ability to deal with distress.

This should follow any situation which causes them to experience unusually strong emotional reactions having the potential to interfere with their ability to function either at the scene or at a later time.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Procedure**

Critical Incident Stress Debriefing -24 hour answering at 412-647-2473

**2.1 Initial Defusing:** Defusings are primarily informational and shall be conducted shortly after the incident by the OIC or designee. The purpose is to offer support and information, allow venting of reactions, establish a need for a formal debriefing, and stabilize members so they can go home or return to service. Defusing shall include an update and status report on the incident and related injuries, as well as a brief review of stress-related symptoms and techniques for stress relief.

### **2.1.1. Objectives of the defusing**

1. Allow participants to tell what happened.
2. Allow for freedom of discussion on the "worst part" for participants.
3. Allow for venting of reactions to the incident.
4. Offer information on possible signs and symptoms of stress that participant may or may not experience and information on what they can do about it.

**2.2 Debriefing:** Critical incident debriefing *is not a critique*. Performance issues will not be discussed during the debriefing. It is a confidential, non-judgmental discussion of the involvement, thoughts, reactions, and feelings resulting from the incident. It serves to mitigate the normal stress impacts resulting from exposure to a critical incident through venting of feelings and education. Several types of debriefings may be conducted depending upon the circumstances of a particular incident. They may be conducted on an individual basis or, more typically, in small groups of not more than twenty members.

### **2.3. Formal Debriefing Meetings:**

- a. Conducted within seventy-two (72) hours of incident.
- b. Confidential, non-evaluative discussion of involvement, thoughts, and feelings resulting from the incident.
- c. Discussion of possible stress-related symptoms.

#### **2.3.1 Follow-up Debriefing:**

- a. Conducted weeks or months after incident.
- b. Concerned with delayed or prolonged stress symptoms.
- c. May be done informally.

**2.3.2 Individual confidential consultation:** Available at any time, as needed. Refer to CISM team or EAP.

#### **2.3.3 Objectives of the debriefing:**

- a. Provide stress education.
- b. Provide a mechanism for venting of feelings before they can do harm.
- c. Provide reassurance that what participants are experiencing is normal.
- d. Forewarn those who have not been impacted that they may be impacted later and inform them of ways to deal with it.
- e. Reduce the fallacies of "uniqueness" and "abnormality".
- f. Provide positive interaction between groups.
- g. Screen those who may not be ready to return to service.
- h. Refer those requesting or requiring additional services.

## **3.0 The Critical Incident**

Emergency response to incidents that expose members to unusually strong emotional involvement, which has the potential to interfere with their ability to function either at the scene or later, may qualify for "Critical Incident Defusing" and/or "Critical Incident Debriefing".

**A. The following are examples of incidents that *will* automatically trigger notification of the CISM Team Coordinator and a defusing or debriefing to be offered.**

1. Serious injury or unexpected death of a fire district member or other

emergency personnel.

2. Mass casualty incidents.

3. Serious injury or death of a civilian resulting from fire district operations (i.e., auto accident).

4. Death or violence to a child.

**B. The following are examples of incidents that *may* need defusing and/or debriefing:**

1. Loss of life following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by fire district members.

2. An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.

3. Incidents that attract extremely unusual or critical news media coverage.

4. Incidents that are charged with profound emotion.

5. Personal identification with the victim or the circumstances.

#### **4.0 On-site Management/Defusing**

Minimizing members' exposure to physical and visual contact results in fewer stress related problems. Command should reduce this exposure by limiting physical and visual contact to **only** those members necessary to mitigate the emergency. Company officers, command officers, CISM trained members, and base hospital coordinators are responsible for identifying/recognizing significant incidents that may qualify for defusing/debriefing.

#### **5.0 Activation of the Debriefing Process**

When an incident is identified as a "Critical Incident" that causes or has the potential to cause an adverse impact of personnel involved, a request for debriefing should be made as soon as possible. Any command officer may initiate the debriefing process. Company officers whose crew may have experienced a traumatic event may also initiate the debriefing process. Any personnel who recognize the need for activation may contact the Duty officer. The Duty Officer will investigate and contact the debriefing team.

Critical Incident Stress Debriefing -24 hour answering at 412-647-2473

#### **6.0 Location**

Defusings/debriefings should be conducted in a location that provides ample space, privacy, and freedom from distractions.

#### **7.0 Confidentiality**

**In all cases, the content of interventions will be strictly confidential.**

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Wellness/Fitness Program

Number  
110

Date  
10/2009

Page  
1 of 4

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish general guidelines for the department's wellness / fitness program to (1 ensure that members maintain appropriate strength, flexibility, aerobic capacity and body composition required for the performance of their duties, (2 reduce the frequency and severity of injuries, and (3 extend members health and longevity. The intent of this guideline is not to be punitive, but to reduce the burden of fire service occupational morbidity and mortality while improving firefighter safety and effectiveness.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3. Enforcement.** Enforcement of this standard operating guideline shall be the responsibility of the fire chief, fire department physician, and/or wellness/fitness committee, as appropriate.

#### **2.0 Wellness / Fitness Committee**

**2.1 Duties:** Review goals, objectives and standards of the wellness / fitness program, including, but not limited to: fitness, nutrition, weight control, stress management, medical examination and fitness evaluations, and disease prevention/exposure control.

2.2 Recommend changes in policy or guidelines.

2.3 Review department-wide results for the program.

2.4 Recommendations will be made to the chief, who must approve all changes prior to implementation.

2.4 Members of the wellness / fitness committee will be chosen by the chief and the volunteer president. The position of the wellness / fitness coordinator will be chosen by the chief, with requisite training made available by the department.

### **3.0 Fitness Coordinator(s)**

- 3.1 Duties:** Complete an approved training program for peer fitness evaluator.
- 3.2** Work with department members to improve fitness by providing fitness programs / instruction.
- 3.3** Recommend purchases of fitness equipment and provide oversight of fitness facility.
- 3.4** Make recommendation to the wellness / fitness committee and/or the chief for improvement of the wellness / fitness program.
- 3.5** Provide fitness / wellness oversight and remedial training for members who do not meet the department standards for fit for duty.

### **4.0 Physical Fitness**

- 4.1** In order to encourage personnel to successfully maintain department standards, personnel are encouraged to use on-duty time to utilize the fitness facility.
- 4.2** Fitness should be a daily priority; however, work-out times and length should be contingent upon supervisor discretion as to workload needs.
- 4.3** Daily, a 1-hour time frame shall be made available for members wishing to take advantage of an on-duty workout program. Additional time may be provided as workload / schedules permit.
- 4.4** All members shall complete a daily workout log, available in the fitness facility.
- 4.5** Members may use the high school track, staffing permitting, and must remain available to respond in a timely manner.
- 4.6** Members not meeting the department's standards for fit for duty shall be required to participate in mandatory fitness training, supervised by the fire department physician and fitness coordinator, until such time the member returns to fit for duty status.

### **5.0 Stress Management**

- 5.1** The stress management component of the fitness / wellness program provides important tools to assist all members in effectively dealing with the emotional, physical, and mental stress of work and life. The tools consist of:
  - a. **EAP** – The Employee Assistance Program helps members and their immediate families solve personal and family challenges in a confidential manner. There is no charge to the member . The EAP is available to all members by calling 1-800-342-6137.

- b. **CISM** – The Pittsburgh Critical Incident Stress Management Team is available 24-hours a day to conduct debriefings for personnel who have been exposed to incidents of extraordinary emotion. For more Information, refer to the Critical Incident Stress Management SOG.
- c. **Chaplain** – The fire department chaplain provides spiritual guidance for members with personal problems, which may also include providing spiritual guidance for family members.
- d. **Reassignment** of staff duties or shift realignment.

## **6.0 Medical Examinations & Fitness Evaluations**

- 6.1 The purpose of the medical examination / fitness evaluation is to (1 determine whether an individual is physically and mentally able to perform essential job duties without undue risk or harm to themselves or others, (2 monitor the effects of exposure, (3 detect changes in an individual's health, (4 detect any patterns of disease that might indicate underlying work-related problems, and (5 provide a cost-effective investment in early detection, prevention, and health promotion of members.
- 6.2 A medical examination and fitness evaluation shall be conducted on all members prior to employment and annually thereafter, to determine whether an individual is able to perform essential job functions. These physicals shall be conducted every 12 months, as outlined in NFPA 1582, and shall include the following components:
  - a. Physical Examination
  - b. Laboratory Test
  - c. Vision test
  - d. Hearing Test
  - e. Pulmonary Test
  - f. Chest X-Ray
  - g. EKG and Stress Test
  - h. Fitness Evaluation
- 6.3 Except for those exemptions in the labor contract, the chief shall receive a letter from the fire department physician indicating whether or not a member is fit for duty.
- 6.4 Members that are not fit for duty shall be required to submit a duty status form indicating the types of tasks and non-suppression activities in which they are capable of safely participating.
- 6.5 As appropriate to the member's medical condition, members that are not fit for duty based upon the results of the annual physical, may be placed in a non-suppression status and on a mandatory supervised fitness program until such time that the chief or fire department physician returns the member to a fit for duty status.

## **7.0 Fire Department Physician**

**7.1 Duties:** The fire department physician will work with the chief and the fitness / wellness committee to supervise the department's pre-employment and annual medical examinations / fitness evaluations in accordance with NFPA 1582.

**7.2 Education:** The fire department physician will deliver departmental education classes on nutrition, weight control, and fitness.

**7.3 Rehabilitation:** The fire department physician will assist members by developing nutrition, weight loss, fitness, and rehabilitation programs.

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Cellular Phone & Camera Usage

Number  
111

Date  
11/2009

Page  
1 of 2

## **2.0 General**

**2.1 Purpose.** To prevent distractions in the workplace and help ensure the safety and privacy of all personnel and customers we serve.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3. Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Cellular Phones**

**2.1 Usage:** Personal cellular telephones are permitted to be carried while on duty, but should be placed on silent mode and allow voice mail to answer a call. Cellular phones may be used for personal purposes only a very limited basis and must never be cause for delay in responding, and should never be used between the dispatch of a call and the time the call is completed.

**2.2 Apparatus Operations:** While operating apparatus, personnel shall not, under any circumstances, respond to or make a cellular telephone call, send text message, or check electronic mail.

## **3.0 Camera Use**

**3.1 Usage:** Under no circumstances shall any personnel be permitted to use the camera function of a personal cellular telephone while on duty. Personnel are only permitted to use cameras, videos, or other picture taking devices authorized by the Mt. Lebanon Fire Department and approved by the Incident Commander. All on-scene photography shall be for documentation purposes and conducted only at the discretion of the Incident Commander.

3.2 **HIPPA:** Any photographs containing individually identifiable information covered by the HIPPA Privacy Rule must be protected in the same manner as personnel and medical information.

3.3 **Prohibited Images:** No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared or distributed in any manner without the approval of the fire department. This prohibition includes posting photos on personal websites, or e-mailing images to friends, colleagues or others.

3.4 **Helmet Cams:** Personal helmet video cameras are prohibited.

Mt. Lebanon Fire Department

# Operations-Fire

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Command Procedures

Number  
201

Date  
3/2008 New

Pages  
3

## **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to effectively manage personnel and resources and to provide for the safety and welfare of personnel.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Procedure**

**2.1 Establishing Command** The first officer or unit to arrive on scene shall assume command of the incident. The Incident Commander shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated.

### **2.1.1 Functions of Command**

- Assume and announce Command and establish effective operating position (front seat of engine, chief's vehicle, platoon chief personal vehicle, command vehicle).
- Rapidly evaluate (size-up) the situations, give an initial on-scene report, and identify operational mode.
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop and incident management plan, and assign companies and personnel consistent with plans and standard operating guidelines.
- Develop an effective Command organization.

- Review, evaluate, and revise the incident management plan as necessary.
- Provide for the continuity, transfer, and termination of Command.
- Establish and maintain a safety sector throughout the incident.

**2.2 Command Options.** The responsibility of the first arriving unit or member to assume Command of the incident has several options, depending on the situation.

- Investigative Mode – These situations generally require investigation by the initial arriving company while other units remain in staging. The officer should go with the company to investigate while utilizing a portable radio to command the incident.
- Fast Attack - Mobile Command Mode: Situations that require immediate action to stabilize, requires the Company Officer's assistance, and direct involvement in the operation. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:
  - Offensive fire attacks (especially in marginal situations).
  - Critical life safety situations (i.e. rescue) must be achieved in a compressed time.
  - Any incident where the safety and welfare of fire fighters is a major concern.
  - Obvious working incidents that require further investigation.

Where fast intervention is critical, utilization of portable radio will permit the Company Officer's assistance and direct involvement in the attack without neglecting Command responsibilities. This mode should not last more than a few minutes and will end when:

- Situation is stabilized.
- Situation is not stabilized and the Company Officer must withdraw to the exterior and establish a Command Post.
- A senior officer arrives on scene and Command is transferred. When a Senior Officer is assuming Command, the senior officer may opt to return the Company officer to his/her crew, utilize the Company Officer as Operations, or assign him/her as a Sector Officer.
- Command Mode – Stationary Command Post

Certain incidents, by virtue of their size, complexity, or potential for rapid escalation, require immediate strong, direct, overall command.

In such cases, the Company Officer will initially assume an exterior, safe, and effective command position and maintain that position until relieved by a Senior Officer.

**2.3 Command Position.** A command position in a vehicle that provides appropriate communications and some isolation from outside distractions will make Command more effective. This position may be in the front seat of the first-due engine, a command or squad vehicle, or the platoon chief's personal vehicle, depending upon scene access and the Command Officer's ability to assume an effective Command position.

**2.3.1** When an effective Command position is established in a vehicle, the Deployment Officer shall be assigned to coordinate activities and the deployment of resources. The Deployment Officer shall assume an exterior and central position, near Accountability, to coordinate activities with the Incident Commander.

**2.4 Operations** On larger incidents or any incident going to a third alarm or greater, or upon activation of the Incident management Team, an Operations Section will be assigned. Operations shall be responsible for the tactical priorities, and the safety and welfare of the personnel working in the Operations Section.

On larger incidents (i.e. haz-mat incident, high-rise fire), tactical communications will be funneled through the Operations Section with the roles and responsibilities of Operations including:

- Coordinate activities with the Incident Commander.
- Implement the Incident Action Plan.
- Assign units to Sector/Branches based on tactical objectives and priorities.
- Build an effective organizational structure through the use of Branches and Sectors.
- Provide Branches and Sectors tactical objectives.
- Manage Operations Section activities.
- Provide for life safety.
- Determine needs and request additional resources.
- Consult with and inform other sections and the Incident Commander as needed.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### High Rise Operations

Number  
202

Date  
5/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a means of combating fires in high rise buildings, gain control of the building early in the fire stages and insure the safety of all the building occupants.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** The First-In company should enter the lobby and obtain whatever information is available and give a conditions report. Next, Locate and relay information concerning the following;

- Reported location of fire (if known).
- Safety of elevators. (Are they useable?)

Attempt to determine if rescue problem exists. Call for additional help if necessary.

**2.1.1 Command Structure.** Establish a Command Post including the following as needed:

- Resources Staging Area
- Lobby Control
- Operating Staging Area

- Stairwell Support

**2.2 Safety.** Establish lobby control early in the fire to control elevators, utilities and running list of personnel in and out of the building. The area below fire (exterior) should be kept clear for two hundred (200) feet in all directions due to the possibility of broken glass falling from above. The Command Post should be a minimum of two hundred (200) feet from the fire building. If elevators are judged safe to use, proceed two floors below fire floor and use stairwells the rest of the distance. For rescue purposes, there are generally approximately one hundred (100) occupants per floor in a high rise building. The Initial fire attack crew will need relief in twenty minutes (this includes the time it takes to ascend to the fire floor.).

**2.4 Communications.** Communications are usually poor in a "steel skeleton" building utilizing portable hand radios. Sometimes, moving to open window or roof will improve communications. It may be possible to utilize building's intercom or phone system. To minimize radio traffic over the emergency scene channel interior sector officers may make use of the building telephone system to contact the Fire Ground Command Post through the cellular telephone system.

**2.5 Operation.** Locate fire - leaving one member in lobby to establish lobby control. Prepare for standpipe operation. Pump to both standpipe and sprinkler system. If evacuation is necessary, you may be able to move the occupants to safe area two or three floors above or below fire, rather than evacuating everyone out by way of the lobby. A command post shall be established and other high rise operational positions shall be implemented as needed to insure an efficient operation. Ventilation is most effectively carried out by removing (if possible) or breaking out the windows on the fire floor (horizontal ventilation). If you must ventilate vertically using stairwells, make sure that escape is not cut off for anyone; also that only a smoke tower stairwell be used.

### Revision and Review

7/1/09 – Origination date

# Mt. Lebanon Fire Department

Standard Operating Guideline

Operations at Structural Fires

Number  
203

Date  
12/2008 Revised

Pages  
6

## 1.0 General

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to structure fire related incidents.

**1.2 Policy.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## 2.0 Procedure

**2.1** The Incident Commander shall establish what general type of fire attack shall be utilized on fire incidents. The fire plan shall be chosen in accordance with the general strategy set forth by the incident's priorities. The general fire conditions, hazards to personnel, and life safety of citizens must be taken into account to establish which type of fire attack to utilize at an incident.

**2.2 Offensive Attack.** This attack should be utilized where Department personnel can enter the fire building without undue danger or risk. During these operations, coordinated ventilation should be utilized to assist with interior operations. This type of attack is most effective when searches must be conducted and for limiting the spread and damage of the fire. An offensive attack can be used to supplement fire suppression by a sprinkler system.

**2.3 Defensive Attack.** This attack should be used when a building is too heavily involved in fire or there are other risks that make an offensive fire attack not possible. Exterior hose streams may be applied in order to control and cool the fire.

**2.3.1 Master Stream Attack.** Where there is too much danger to approach a fire building, a defensive attack utilizing master streams should be considered rather than having

personnel approach the building with hand lines. A master stream attack generally provides the least danger to Fire Department personnel.

### **3. Fire ground Priorities**

**3.1** The following functions shall be carried out on the fire ground as listed according to their priority. Many tactics may and should be utilized in order to assist with the various strategies that are set forth.

#### **3.2 Life Safety**

**3.2.1 General Life Safety Tactics.** Numerous tactics can be utilized to assist in preventing the loss of life at a fire. This may include advancing an interior hose line to confine the fire to a specific area of the building, normally between the occupants and the fire, while evacuations or searches are ongoing. It may include ventilation that will allow for the release of smoke and heat from the building. It may also encompass providing water to a fixed fire protection system in order to check the fire at its earliest stages.

**3.2.2 Primary Search.** A primary search should be conducted at all working fire incidents where an interior attack can be made. A primary search shall be a quick and efficient examination throughout the living areas of the building. In an institutional or commercial setting, where there are multiple rooms or units, oriented search tactics will be utilized.

**3.2.3 Secondary Search.** A secondary search should be assigned as units become available from other assignments and following the completion of the primary search. A secondary search shall be a methodical examination of all segments of the building in order to locate any occupants that may not have been found during the primary search.

**3.2.4 Evacuation.** Evacuating residents from a building may be an important function of life safety. This should especially be utilized in large occupancy buildings where removing the people is the best tactic to protect life. Evacuated residents shall be gathered together and examined by EMS personnel. Depending on the situation, however, an evacuation may increase the life safety hazards and the Incident Commander may elect to have the occupants remain in their rooms or homes. This tactic is referred to as “protect-in-place.”

**3.2.5 General Life Safety Tactics.** Numerous tactics can be utilized to assist in preventing the loss of life at a fire. This may include advancing an interior hose line to confine the fire to a specific area of the building, normally between the occupants and the fire, while evacuations or searches are ongoing. It may include ventilation that will allow for the release of smoke and heat from the building. It may also encompass providing water to a fixed fire protection system in order to check the fire at its earliest stages.

#### **3.3 Incident Stabilization**

**3.3.1 Exposure Protection.** Protecting the exposures adjacent to or near the fire building is the second highest priority following life safety. The highest priority in general fire control should be to ensure that all buildings not already involved in fire upon arrival, do not

become involved in fire. Effective plans to ensure that the exposures are not ignited should be implemented as soon as practical after life safety concerns have been addressed.

**3.3.2 Fire Confinement.** The fire should be confined to the smallest area in the building that is practical. If conditions permit, an offensive attack should be made which generally calls for entering the building at the lowest and least area of involvement and working towards the area of highest and heaviest involvement to confine the fire to areas already affected.

**3.3.3 Extinguishment.** The objective of extinguishing the fire should be addressed after life safety, exposure protection, and confinement have been addressed. If the immediate extinguishment of the fire addresses the preceding priority considerations, it is a tactic for those strategies, rather than a strategy within itself. The extinguishment of the fire should be completed with the least amount of property damage that is practical for the situation.

### **3.4 Property Conservation**

**3.4.0 Building stabilization check.** Once the incident is stabilized, and prior to major salvage and overhaul efforts, the building will be inspected for safety and stability by the interior officer.

**3.4.1 Salvage.** After all life safety and incident stabilization considerations have been addressed, conserving property should be addressed in the overall strategy of the incident. General salvage evolutions, fixed fire extinguishing system control, limited water usage, etc. should be addressed as tactics in property conservation. The securing of the property and covering breaches in the roofs and walls should be considered a portion of property conservation.

**3.4.2 Overhaul.** A complete overhaul must be conducted to ensure that the fire is totally extinguished to prevent rekindles of the fire. Overhaul procedures should be coordinated with the Fire Investigator.

**3.4.3 Investigation.** The Incident Commander is responsible for ensuring that a fire investigation is conducted by the Allegheny County Fire Marshall's Office or other qualified individual or agency.

## **4. Water Supply Considerations**

- Refer to SOG 206 (Operations – Fire) cross reference.

## **6. Automatic Alarms**

**6.1** When an automatic fire alarm is received, the appropriate level of response shall be dispatched, according to the Dispatch Protocols.

**6.2** Upon arrival, there shall be an effort to ascertain the location of the alarm. The initial investigation should normally be conducted in the area the alarm is believed to have originated from.

**6.3** If a specific location or area cannot be determined, an entire building check shall be completed.

**6.4** All personnel conducting an interior investigation shall be in full protective clothing, including SCBA. The SCBA need not be in operation unless its use is mandated in accordance with other standard operating guidelines such as smoke or fire conditions or any IDLH atmosphere.

**6.5** If forcible entry would be required for an interior investigation, no entry shall be made and an exterior examination shall be conducted to determine if there are any indications of fire. If there are indications of fire, or if the ranking officer on the scene determines the need to force entry, entry can be forced into the building. If there are no exterior indications and the ranking officer does not feel the need to enter the building, the incident may be terminated.

## **7. Operations at Buildings with Fixed Fire Protection Systems**

**7.1** Refer to SOG 206 (Operations – Fire) cross reference

### **7.2 Fire Alarm Systems**

**7.2.1** The primary guidelines for responding to automatic fire alarm systems are included in Section 7 of this Standard Operating Guideline.

**7.2.2** When responding to a facility with an automatic fire alarm, the first arriving unit should direct personnel to go to the alarm panel in order to determine the location or zone from which the alarm is being received.

**7.2.3** After the alarm has been controlled every attempt should be made to fully restore the fire alarm system prior to leaving the scene. Whenever possible a building representative shall operate the system to reset it.

### **7.3 Smoke Control and Ventilation Systems**

**7.3.1** In buildings where there is automatic smoke venting, positive pressure ventilation should be used at the exterior doors and windows to assist with the ventilation process.

**7.3.2** In building with smoke removal fans; the same units dispatched to the FDC can normally be assigned to the operation of the fans. The fans should be operated in the area of involvement only at the direction of the Incident Commander.

### **7.4 Elevators**

**7.4.1** If the building is equipped with “fire department control” elevators, they should be recalled to the ground or primary floor.

**7.4.2** Control of the elevators should be maintained throughout the incident. Under most circumstances, elevators should not be used unless the Incident Commander approves their use.

## **7.5 Fire and/or Smoke Barriers**

**7.5.1** In buildings that are equipped with automatic closing doors or other devices to contain fire and smoke, a unit should be directed to ascertain the status of automatic closing doors and other devices designed to confine the spread of fire or smoke.

**7.5.2** In locations where there is significant fire impingement at these doors, hose lines may have to be placed into operation to ensure that the fire barrier is effective in prohibiting fire spread into the uninvolved areas.

## **8 Reports**

**8.1 Reports.** A Fire Incident Report shall be completed for all requests for service

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Overhaul Operations

Number  
203.1

Date  
3/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to create a model for the proper use of SCBA during overhaul operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Self-contained Breathing Apparatus (SCBA)** shall be used during all overhaul operations unless otherwise directed by the Incident Commander (IC) or their designee.

##### **2.1.1 Additional**

- Premature removal of SCBA must be avoided at all times. This is extremely important during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products.
- The decision to remove SCBA in routine fire situations shall be made by the Incident Commander, based on an evaluation of conditions. Prior to removal, fire areas shall be thoroughly ventilated, monitored for safe levels of CO, HCN and, where necessary, continuous ventilation shall be provided.
- If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is tested and established

as safe. Atmosphere testing devices shall be used when available.

\* Monitoring for Carbon Monoxide (CO) and Hydrogen Cyanide (HCN) shall continue through the entire overhaul operation. Our meters alarm at 35 ppm CO, and 4.7 ppm HCN.

\* Once the area is cleared to discontinue SCBA use, a dust mask accompanied by eye protection should be used for the remainder of overhaul.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Thermal Imaging Device

Number  
203.2

Date  
5/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to promote rapid deployment of the thermal imager.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** When the need for thermal imaging device exists, the first arriving unit should deploy the camera immediately upon arrival. If deployment of the thermal imager is not possible with the initial arriving unit, the incident commander should assign a "camera team" as soon as possible. A minimum of two personnel should be utilized when placing a camera in service.

**2.2 Prioritization.** The camera(s) use during fire operations should follow the incident priorities of:

- **Life safety (civilian and emergency responder)**
- **Incident stabilization**
- **Property conservation**

Specific examples are not limited to:

- Search and rescue
- Rapid Intervention

- Suppression activities
- Ventilation and roof work
- Salvage and overhaul

**2.3 Storage and maintenance.** Upon the first day of each daylight shift, the camera on the first out engine should be removed and verified for full charge on both batteries and for operational use. If necessary after usage, the exterior shell of the camera can be wiped clean with soapy water. Care must be taken not to use any cleaning solutions on the lens or display screen. Plain water applied with a soft cloth can be used gently on the lens and screen if necessary.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Mayday Procedures

Number  
203.3

Date  
8/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for personnel to declare a Mayday transmission if the situation requires.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

##### **2.1 Declaring a MAYDAY:**

- When an emergency responder identifies that he or a member of his team is lost, trapped, injured, or in need of immediate assistance, he shall (if possible) transmit a verbal message on the fire ground channel to Command stating, "Mayday, Mayday, Mayday". Command in return shall answer immediately, " Go ahead with your Mayday".
  - The person transmitting the Mayday shall give a brief situational status report if possible:
    - LOCATION: floor, side, room, etc.
    - UNIT: in this instance 198....
    - NAME: the fire fighter's call sign.
    - ASSIGNMENT: search, fire attack
    - RESOURCES: what is necessary for rescue, SCBA
    - The emergency responder shall activate his pass device.

The person(s) declaring the Mayday shall then attempt by all means to self- rescue.

**NOTE:** If there is no or a delayed response to the Mayday transmission, the fire fighter should activate the distress alarm on the TAC III device.

## 2.2 Command Response to MAYDAY

- Immediately deploy Go-Team.
- After receipt of Mayday and immediate situational status, the Commander shall notify dispatch requesting the MAYDAY TONE.
- After the tone, Command shall announce the MAYDAY situation over the fire ground channel and identify an alternative channel for all Non-Mayday traffic to switch to.

EX: (TONE) Command to all units, we have a MAYDAY in progress, two firefighters lost on division two, side-A, running low on air. All non-mayday units switch to channel \_\_\_\_\_.

### Command Response to MAYDAY (cont.)

- Upon declaring a MAYDAY the incident commander should consider additional resources:
  - Additional Go-Teams
  - Additional alarms for equipment and manpower
  - Additional ambulances
  - Special rescue equipment E.G., heavy rescue unit, collapse trailer, etc.
- Upon declaring a MAYDAY, the Incident Commander or a designee should initiate a PAR for the entire fire ground on the alternate channel.
- NOTE: It is imperative that all units, upon hearing a MAYDAY, cease all radio transmissions immediately. An alternate channel for fire ground operations should be utilized.

### Revision and Review

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Air Management

Number  
203.4

Date  
9/2010

Pages  
5

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a procedure to account for all personnel operating at the scene of an emergency.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

**2.0 Air management Principal** The basic concept of air management is to maintain adequate air reserves at all times to allow for a safe exit of a hazardous environment. In addition, firefighters must understand that all situations are different and the amount of reserve air needed for safe exit will vary greatly due to many factors.

**2.1** It shall be the responsibility of **EVERY MEMBER** to monitor their air consumption at all times and consider how much reserve air will be needed to exit safely.

#### **2.2 Basic concepts and guidelines.**

- The last 25% of your tank is emergency air. This air is not operational air and will not be used for exit unless an emergency mandates it. Put simply, we will no longer work in a hazardous environment until our low-air alarm goes off. Crews are expected to reach a safe area prior to their low-air alarms sounding.

ery member shall be issued two GRACE Tac III Evac Communicators and six (6) Passport Accountability Tags that shall be color coded and shall include the firefighters last name:

WHITE – Chief or Platoon Chief  
RED – Career Firefighter

GREEN – Apparatus Operator  
YELLOW – Interior Structural Firefighter  
BLACK – Probationary/Non-Interior Firefighter

**2.3 Level I Accountability.** Level I Accountability shall be used by all personnel at all incidents to track personnel utilizing the Passport Control Board.

**2.3.1 Level II Accountability.** Level II Accountability shall be used to provide for additional accountability in specialized situations or on larger incidents such as: hazardous materials incidents, confined space emergencies, high rise fires, LRT tunnel incidents, etc.

In these situations, a second tag shall be used by an entry control officer, sector or division officer, etc. to provide for additional accountability.

**NOTE:** For RIT responses, one passport will be left on the accountability board in the station with the names of responding personnel. A second passport will be assembled for on scene accountability of personnel responding on fire apparatus.

**2.4 In Station.** When coming on duty or available for calls while in the station, all personnel shall place one (1) accountability tag on the Station Passport Control Board located outside the assembly room. It is the responsibility of the member to inform the shift commander of their status. If the Passport for the first-due engine is not on the Station Passport Control Board, the member shall locate the shift commander who may have the Passport with them.

**2.5 First Arriving Apparatus.** Upon leaving the station, firefighters riding the apparatus shall be assigned to an Apparatus Passport by shift commander. Upon arriving on scene, the crew being deployed for fire attack, search, extrication, etc., will attach their Passport to the Passport Control Board and activate their Tac III Evac Communicators. The officer in charge of the first arriving apparatus shall initiate the incident in the In-Command Software on the laptop computer. The Passport on the first arriving apparatus will be collected by the Incident Commander, or an assigned Deployment Officer. Crews will then be established and designated by job function, locations, etc., by the Incident Commander by writing the job function, location, etc. above the Passport in the “Assignment” area and assign a Team Number on the bottom of the Passport.

In the event the crew on the first arriving apparatus is short on manpower, the Incident Commander may assign additional arriving personnel to fill the crew. The Accountability Tags of these individuals will also be attached to the Passport of the first arriving apparatus and the crew leader notified. In the event it is necessary for all personnel on the initial apparatus to enter the hazard area prior to establishing an exterior command, (i.e. fast attack, investigation mode, search, etc.) the crew’s Passport shall be attached to the exterior of the Board in the “Initial Crew” location. Once additional units arrive, the accountability board must be initiated as soon as possible. The initial crew shall automatically be assigned Team Number “1”.

**2.5.1 Additional Arriving Apparatus.** Upon leaving the station, firefighters riding the apparatus shall be assigned to an apparatus Passport by the Platoon Chief or on-duty crew. Upon arriving on scene, the crew will report to Command for assignment. Upon assignment, the Incident Commander or his designee will indicate the assignment, location, etc. of the crew by writing it above the Passport in the "Assignment" area and assign a Team number on the bottom of the Passport. In the event the crew is short on manpower, the Incident Commander may assign additional arriving personnel to fill the crew. The Accountability Tags of these individuals will also be attached to the Passport and the crew leader notified.

**2.5.2 Personnel Arriving in Personal Vehicles.** Upon arriving on scene, all firefighters will report promptly to the location of the accountability board where they will activate their Tac III Evac Communicator and attach one (1) of their Accountability Tags to the Passport Control Board in the "Staging" area in order to be assembled into crews and given assignments. Upon assembling and assigning crew members, the Incident Commander or his designee will indicate the assignment, location, etc. of the crew by writing it above the Passport in the "Assignment" area and assign a Team Number on the bottom of the Passport.

**2.6 Mutual Aid Response.** Upon leaving the station for a mutual aid response out of the fire district. Accountability tags will be transferred to the Passport located on the dash of the Apparatus. This Passport will be equipped with a ring and a hook to easily adapt to mutual aid accountability systems. Upon arriving on scene, all members shall activate their Tac III Evac Communicators. The officer-in-charge shall be responsible for monitoring personnel utilizing the Super Cell device.

**2.7 Crew Leaders.** The crew leader shall be responsible for ensuring that personnel working under his/her direction are operating in teams of two or more in order to accomplish a tactical objective. If not deployed, or in rehab, the crew leader shall be responsible for ensuring the crew is held together in readiness until assigned/reassigned. The crew leader shall be responsible for updating Command for any changes in crew location, tactical function, upon splitting the crew, or in the event a crew member is missing and/or in distress. The crew leader shall be responsible for maintaining crew integrity throughout the operation by periodically checking for all crew members and by notifying Command upon exiting the hazard area and entering rehab and upon the crew being ready for reassignment.

**2.8 Communications.** Each crew being deployed shall have a minimum of one (1) portable radio, be given a tactical objective, and be assigned a crew designation, i.e. Search 1, Attack, Division 2, etc. and Team Number. Tactical designations should continue to be used for normal radio traffic.

**2.8.1 Personal Accountability Report (PAR):**

- Events in which a PAR of the fire ground will be required shall include:
- A missing or trapped firefighters.
- An emergency evacuation of the building.
- A Mayday event.
- A crew exiting the hazard area.
- A change in operations from offensive to defensive.

**2.8.2 PAR Additional.** In the event the Incident Commander presumes a firefighter or crew may be missing or trapped, the Incident Commander shall initiate “Mayday” procedures thus directing operating crews to switch to an alternate fire ground frequency. At this time, a PAR of the emergency incident shall be initiated on the alternate frequency to confirm the status of the missing personnel.

PARs may also be taken at certain time intervals or benchmarks throughout the incident such as: completion of primary search, fire under control, during overhaul, etc., at the discretion of the Incident Commander. PARs may also be initiated utilizing the Tac III Evac Communicators, at which time the individuals receiving the PAR request shall be required to acknowledge.

**3.0 EVACUATION SIGNAL.** The standard evacuation signal shall be three (3) long blasts of the air horn in conjunction with the activation of the evacuation signal via the Tac III Evac Communicators and a “PRIORITY” message from Command calling for an immediate evacuation of the building. Crews should report promptly to Command to ensure the accountability of all operating crews.

#### **4.0 Tac III Personnel Emergency Activations**

4.1 Distress Alarms – The TAC III device is capable of transmitting a personal distress signal from the user by depressing the front button on the face of the unit for three seconds. This can be used in any situation where the user needs assistance and normal communications are not effective.

\*Note: Because false alarms from the device(s) are possible, the initial emergency signal from a TAC III should be considered a potential emergency (much like an initial PASS alarm activation) and not necessarily a Mayday until communications with the sender is attempted. If the IC cannot make immediate contact with the sender of the distress alarm, the situation will then be upgraded to a “Mayday” situation. Reference SOG 203.3 Mayday.

#### **. Revision and Review**

9/2010 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### PAT Tunnel Operations

Number  
204

Date  
5/2008 Revised

Pages  
4

#### **1.0 General**

**1.1 Purpose.** To establish response protocols for incidents involving the Port Authority tunnel.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure.**

**2.1 Notification.** Monitor initial dispatch and request resources as needed; attempt to determine the following information from OCC:

- Nature of the emergency
- Number of cars involved
- Type of car(s) - LRV or PC
- Approximate number of passengers
- Inbound or outbound tunnel
- Location in tunnel
- Conditions of passengers
- Conditions in tunnel
- Have exhaust fans been activated? North or South?
- Have standpipes been activated
- Is overhead power shut down

**2.1.1 Dispatch.** Have Allegheny County 911 Communications dispatch the call as follows:

- Fire
  - Accident
    - Derailment
    - Evacuation
    - Multiple Casualties
  - Smoke/heat detector activated north end
  - Smoke/heat detector activated south end
  - Individual medical emergency - outside the tunnel

**Mt. Lebanon F.D. – All Call  
Dormont F.D. – All Call  
Castle Shannon - Standby**

**Dormont F.D. – All Call**

**Mt. Lebanon F.D. - Still Alarm**

**MRTSA to T-stop as determined by motorman.**

**2.2 Response.**

**- INCIDENT IN SOUTHERN HALF OF TUNNEL**

<u>MT. LEBANON</u>	1st due engine 198 Rescue 198 Truck	To loading area on Shady Dr. East
	2nd due engine	To standpipe Siamese
	MCP	Establish command post at South portal
<u>DORMONT</u>	1st due Engine 130 Truck	To South portal
	2nd due Engine	To North portal on Raleigh Ave.

**- INCIDENT IN NORTHERN HALF OF TUNNEL**

<u>DORMONT</u>	1st due Engine 2nd due Engine 130 Truck	To North portal area on Raleigh Ave.
<u>MT. LEBANON</u>	198 Rescue 198 Truck	To North portal area on Raleigh Ave.

<b>W. Liberty. Raleigh Ave.</b>	<b>1st due Engine</b>	<b>To Siamese at McFarland &amp; Prepare to lay to hydrant on</b>
	<b>MCP</b>	<b>Establish command post at North portal</b>
	<b>2nd due Engine</b>	<b>South portal on Shady Drive East</b>

### **2.3 Actions at the scene.**

- Establish command system.
- Establish entry control.
- Send equipped assessment team into determine needs.
- Prepare equipment cart located at the tunnel entrance.
- Assemble needed equipment and manpower.
- Establish communications with OCC, PAT personnel and command post.
- If SCBA is needed, MRTSA personnel will NOT enter portal.
- If tunnel not contaminated, MRTSA personnel may accompany assessment team.

### **2.4 Incident Command.**

The Incident Commander will take up position at the Portal (north/south) command post. He will be responsible for:

- Assign a SAFETY OFFICER who will position himself at the mouth of the tunnel. His duties will be:
  - Keep track of all personnel entering the tunnel by taking their accountability tags.
  - Record their entry time and their air supply (60 minute SCBA).
  - All personnel entering the tunnel must have breathing apparatus on. They can enter with the face piece unhooked if the fans are running. If breathing air is required after arrival at the car or due to fan failure, the individual will head out of the tunnel immediately upon hearing their quarter service alarm.
  - Record all personnel leaving tunnel.
  - Record the number of passengers leaving the tunnel. Direct them to the station platform.

- Establish contact with PAT personnel both at the OCC and those on the scene via telephone hookup and personal contact.
- Have medical command report to the command post to coordinate efforts.
- Staff the mobile command post with personnel to maintain communications with incoming manpower and equipment. Attach the interconnect to tunnel phone system.
- Have the police establish security at each end of the tunnel. On the Mt. Lebanon end they will close off Shady Drive at Washington Road and at Castle Shannon Blvd. They will close off Alfred Street at Washington Road. On the Dormont end they will close off Raleigh Ave. at McFarland and Park Blvd.
- Establish a staging area for ambulance, fire apparatus, air trucks, etc. Mt. Lebanon staging will be on Parse Way. Dormont end staging will be on Raleigh Avenue.

**2.5 Rescue Car considerations.** Based on information received from OCC and the first firefighters in the tunnel. The incident commander may have to consider asking for a relief car to travel into the unaffected tunnel to pick-up passengers at the closet cross over door between the two tunnels. EMS personnel should ride in on the rescue car.

**Note.** The Rescue car should be brought into the clear (unaffected) tunnel with the fan wind at its rear. This will require him to reverse a car already on the clear tunnel track or have it switched over to the clear bore track.

**REASON:** If the car is brought in from the smoky end of the tunnel it will create a piston effect and pull the smoke into the clear bore.

Once the rescued passengers are loaded aboard the rescue car, this car must be brought out the same way it went in. Any rescue car should not exceed 10 MPH.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Operations at Vehicle Fires

Number  
205

Date  
12/2008

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to vehicle fires.

**1.2 Policy.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

##### **2.1 Passenger Vehicle Fires**

**2.1.1 Fires.** A charged hose line of at least one and three quarters inch (1-3/4) in size and not less than 150 feet in length shall be used at the scene of all vehicle fires. Personnel operating at the scene of a vehicle fire shall utilize full protective clothing, including SCBA. Apparatus operators should be prepared to institute foam operations as needed.

**2.1.2** Occupants will be removed from the vehicle as a first priority and the officer will be responsible for confirming that the vehicle is unoccupied.

**2.1.2** Prior to an offensive attack, the tires of the affected vehicle will be chocked.

**2.1.3** Firefighting crews will utilize angled attack approaches to the vehicle and avoid the front and rear bumpers which may have pneumatic struts which can explode during fire conditions.

**2.1.4** The safety officer will check frequently for flammable liquid leaks and spills during vehicle fires. Class B foam or dry chemical agent may be required for larger leaks and spills during vehicle fire operations.

**2.1.5** While fighting vehicle fires involving class D materials, such as magnesium, a dry powder agent will be used to extinguish the flammable solid fire prior to water or class B foam application. Adjacent areas of the vehicle may be cooled with water, but the attack crews should not apply water on the flammable solid under any circumstance while it is burning. Officers should take note of the flame color prior to choosing the extinguishing agent. Magnesium fires typically present with a bright white flame.

**2.1.6** Efforts will be made to contain the run-off of contaminated water and hazardous liquids. If contaminants enter the sewer system, copious amounts of water will be used to flush the system and hazardous materials operational guides should be employed.

**2.1.7** Batteries shall be disconnected as soon as safety possible.

**2.1.8** Trunk and cargo areas will be searched for and hazards immediately after extinguishment.

**2.1.9** A thermal imaging camera will be utilized during overhaul.

## **2.2 Cargo vans and large trucks**

**2.2.1** All passenger vehicle rules apply

**2.2.2** The vehicle will be checked for placards and markings to identify the possibility of hazardous materials on board. Use the DOT ERG from a distance to assist with product ID and tactical priorities.

**2.2.3** If hazardous materials are involved, haz-mat SOG's will apply.

**2.2.4** Larger wheel chocks will be needed to stabilize these vehicles.

**2.2.5** Water supply should be considered for large fires.

**2.2.6** Personnel will not enter cargo areas until all fire is extinguished from the exterior and visibility is clear.

## **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Water supply

Number  
206

Date  
6/2009 Revised

Pages  
3

### 1.0 General

**1.1 Purpose.** This standard operating guideline is intended to define the expectations for the water supply apparatus and the utilization of the existing water supply during incidents.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### 2.0 Procedure

#### 2.1 Water Supply Considerations

**2.1.1 Fixed Water Supplies.** The availability of an adequate water supply is a top priority. As a general guideline, whenever the incident is within one thousand (1,000) feet of an adequate fire hydrant, a supply line should be established between the hydrant and the fire ground. Whenever the incident is farther than one thousand (1,000) feet from an adequate water supply, a second engine will be used to support the hydrant utilizing the humat valve.

- Water supply to be established through the direction of the first arriving officer, by either (1) having the first-due engine secure its own water supply or (2) having the second-due engine secure a water supply and either forward or reverse lay to the first-due engine.
- A water supply officer should be established at all incidents that require a fire flow of greater than 1,500 GPM, at commercial fires where elevated and/or portable master streams are deployed, when there is a failure of the primary water supply, or at the discretion of the incident commander.

**2.1.2 Alternative Water Supplies.** An interruption in the fixed water supply or an area of low volume can hamper a fire suppression operation. Water tenders are available from other agencies. If there is a need for a water tender, the IC should make the request through the County 911 Center.

**2.1.3 Fixed Fire Protection.** Fixed fire protection, such as sprinkler or standpipe systems, should be fully utilized as outlined in Section 3 of this Standard Operating Guideline. Care should be taken to avoid “robbing” needed water from the system by using a hydrant in the same loop as the fire protection system.

### **3. Operations at Buildings with Fixed Fire Protection Systems**

#### **3.1 Sprinkler Operations**

**3.1.1** Upon arrival at a facility where a sprinkler alarm is sounding, and there are obvious fire conditions, or when a responsible party reports an interior fire, the first arriving unit should direct a unit to supply supplemental water to the sprinkler system.

**3.1.2** Units directed to the fire department connection (FDC) during investigations of automatic alarms should prepare to supply the FDC, but should not lay hose or take other actions until directed to do so by the Incident Commander.

**3.1.3** All siamese and standpipes will be supplied with a minimum of one 3” hose initially. When a reverse lay from the FDC is used, the manifold will be supplied with a 5” hose and the manifold to FDC line will be a minimum of one 3.5” hose.

**3.1.4** When an Incident Commander directs that the sprinkler system should be supplemented, the unit assigned should supply water to the FDC at a pressure of 150 psi at the FDC. If the hydrant is located nearby (100 feet or less), the apparatus can connect directly to the hydrant using a 5-inch supply line and connect into the siamese using the 3 inch pre-connected hose from the step gun. If the FDC is greater than 100 feet from the hydrant, a reverse lay of 5-inch hose should be made from the engine at the FDC to the hydrant, this engine should pump from the hydrant. The Siamese will be supported from the 5” manifold with at least one section of 3.5 inch hose.

**3.1.5** The Incident Commander may direct a greater pressure than 150 psi if conditions indicate that numerous heads are opening or if a combination standpipe and sprinkler operations are in progress. The goal is to maintain a residual pressure of 100 psi in the system at all times.

**3.1.6** Standpipe only systems (**not tied into sprinklers**) will be pumped at 150 PSI + 5 additional pounds/foot. Example: fire on fifth floor of five story building (base 150 + 25 elevation = 175 PSI at siamese).

**3.1.7** After commencing pumping operations, the unit assigned to the FDC should check all sprinkler valves to ensure that they are in an open position. If the unit believes that they have information that the sprinkler is flowing or not flowing water, they shall report such information to the Incident Commander.

- Reference SOG 203 Operations at Structural Fires

#### **4.0 Dormont Water Supply**

Reference SOG #216, Dormont Fire Department to respond one engine for water supply to all confirmed incidents.

#### **5.0 Water Company**

**5.1.1 Authority.** The overall authority of the fixed water supply system shall be Pennsylvania American Water Company.

**5.1.2 Notification.** The fire department will contact the water company whenever a hydrant is used for suppression activities, if there is a problem with the water supply, or when training activities will have a greater than normal impact on the system.

#### **Revision and Review**

7/1/09 – Origination date  
1/23/2010-Revised

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Post Incident Critique

Number  
207

Date  
6/2009 Revised

Pages  
3

#### **1.0 General**

**1.1 Purpose.** The purpose of this document is to establish guidelines and a standard checklist for Initial Post Incident Critiques

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** It is the policy of the MLFD that a short initial incident critique is done with all members involved with a significant incident prior to dismissing personnel from the station

**2.2** After significant incidents, the OIC will gather all members for a brief initial critique after all equipment is back in service.

The critique shall utilize the MLFD Critique Form for Fire or Rescue incidents. This form is not to be filled out or discussed at length (**10 minutes or less**). The intent of the initial critique is to ensure all major areas of the incident were addressed by following a checklist. Further discussion, if necessary, will be done at a secondary critique.

For consistency purposes and to collect information towards a secondary critique, a member from the training platoon, if available, will conduct the initial critique.

Due to the importance of this initial critique, the learning and possible corrective actions that can be obtained from it, the chief has authorized overtime to do the critique.

Information from this critique along with photos, video, radio transmissions, etc. will be used to conduct a formal secondary critique at a later drill date

### **Revision and Review**

7/1/09 – Origination date



# Mt. LEBANON FIRE DEPARTMENT

## RESCUE POST- INCIDENT CRITIQUE

### Scene Management:

- Was the scene organized?
- Were hazards controlled?
- Was traffic controlled?

### Incident Commander:

- Did we use ICS?
- Did we have a plan?
- Did we follow it?
- Did we have an alternative plan?

### Communications:

- Did we work as a team?
- Did information flow to all members of the team?
- Was there one decision maker?
- Were orders clear and concise?
- Was Dispatch updated?

### Safety:

- Did we make the scene safe?
- Did we survey the vehicles for SRS?
- Were all operations conducted with safety in mind?
- Did we wear PPE?
- Did we watch out for each other?

### Scene Stabilization:

- Did we stabilize the vehicles?

### Patient Safety:

- Did we focus on the patient?

- Did we use patient protective devices?
- Did one member of the team maintain patient contact and ensure safety?

### Technique:

- What were our options?
- Did we use the most effective and efficient technique first?
- Did we produce the desired results in the most efficient way?
- Did we use the right toll for the job?

### Time:

- How long did the extrication take?
- How can we be more efficient?
- Did we get time updates from Dispatch?

### Metal Relocation:

- Were we able to put the car parts where we wanted them?
- Did we have an extrication pathway?
- Did the tool operators have control of the operations?

### Equipment Knowledge:

- Did our equipment perform as expected?

### Extrication Pathway:

- Did we extricate the patient with good cervical spine immobilization?

- Was the pathway big enough to extricate the patient safely?
- Was the area clear of tools and trip hazards?

### Speed:

- Did we confuse speed with haste?
- Did we act efficiently or just rush?
- Did we perform all tasks and integrate them in an efficient manor?

### Other Agencies:

- Did we interact well with the Police Department?
- Did we interact well with the paramedics?
- Did we interact well with other Rescue services?
- Were crews rehabbed?

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Castle Shannon Siren Activation

Number  
208

Date  
10/18/2010

Pages  
2

## 1.0 General

**1.1 Purpose.** The purpose of this standard operating guideline is to establish standard protocols for activation of Castle Shannon VFD sirens for alarms, requiring or potentially requiring a large commitment of personnel on an emergency basis.

**1.2 Scope.** This standard operating guideline shall apply to all members of The Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## 2.0 Procedure

**2.1 Response** When an activation of the Castle Shannon Fire Department by Allegheny County 9-1-1 occurs, the on-duty shift at MLFD will selectively activate the CSVFD sirens. This will also open their garage doors.

**2.2 Authorization** Based on the types of incidents listed below, and the judgment of the MLFD shift commander, CSVFD sirens will be activated using the Zetron Model 25 Tone Generator at the MLFD console. Any CSVFD firefighter may also request the sirens be activated by contacting MLFD.

### **2.3 Activation**

**2.3.1** Insure the fire dispatch channel is clear (no transmissions occurring)

**2.3.2** Press the "CSVFD SIREN" button on the tone encoder

**2.3.4** If the sirens are accidentally activated, the SIREN CANCEL will shut down the siren, but will not close their garage doors.

## 3.0 Incident types

<b>INCIDENT TYPES</b>
Structure Fires
Vehicle Fires
Vehicle Accidents – Entrapment
Rescue – Elevator, Machinery, High Angle/Rope, Trench
Hazardous Materials
Mutual Aid, including Rapid Intervention Team requests
Multiple Alarms, or multiple minor incidents
Weather related emergencies, a.k.a. storm staffing
Other incidents likely requiring a large commitment of manpower
Upon request from CSVFD

**Revision and Review**

10/18/2010 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Response Staffing

Number  
209

Date  
3/2009

Pages  
2

### 1.0 General

**1.1 Purpose.** The purpose of this standard operating guideline is to establish standard protocols for minimum staffing levels for responses to emergencies.

**1.2 Scope.** This standard operating guideline shall apply to all members of The Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### 2.0 Response Staffing

INCIDENT TYPE	STAFFING / ALARM TYPE
Automatic / Mutual Aid	Per pre-Plan
Rapid Intervention Team	All Call
Brush Fire	Still with minimum 2 personnel or Recall
EMS, Medical Assist	Still with minimum 2 EMT personnel or Recall
EMS, Medical Assist, MRTSA on-scene	Still with minimum 2 or recall
Fire Alarm – Occupied Commercial 0800-2300	Still with minimum 3 personnel or All Call
Fire Alarm – Occupied Commercial 2300 - 0800	All Call
Fire Alarm – Unoccupied Commercial	Still with minimum 3 personnel or All Call
Fire Alarm – Residential	Still with minimum 3 personnel or All

0800 – 2300	Call
Fire Alarm – Residential 2300 - 0800	All Call
Good Intent Call	Still Alarm
Hazardous Condition	Still Alarm
Hazardous Materials	All Call
Multiple Still Alarms	All Call
Rescue – Elevator	Still Alarm with 3 personnel or All Call per Critical Tasking
Rescue – Other	Officer Discretion per Critical Tasking
Search (Lost Person)	All Call
Structure Fire	All Call
Vehicle Accident – Entrapment	Still Alarm with 6 personnel or All Call
Vehicle Accident – Fluid Cleanup	Still Alarm
Vehicle Accident – Injuries Reported	Still with minimum 2 personnel or All Call
Vehicle Accident – Unknown Injuries	Still Alarm
Vehicle Fire – In Occupied Building	All Call
Vehicle Fire – In Open Parking Garage	All Call
Vehicle Fire – In Street	Still with minimum 4 personnel or All Call

### **Revision and Review**

7/1/09 – Origination date

1/1/10 – Revised

8/18/10 – Revised (CB) - EMS response added two EMT's required when MRTSA not on scene

Mt. Lebanon Fire Department

# Operations-Response

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Apparatus Assignments at Events

Number  
210

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to provide for the swift and efficient deployment of equipment and manpower to incidents at times when significant numbers of firefighters are available.

**1.2 Scope.** The on duty Platoon Chief or their designee will pre-assign crews to apparatus. At the beginning of the event, all apparatus assignments will be read aloud to the personnel assembled.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Apparatus Assignments**

**2.1** A minimum of four combat interior (4) firefighters shall be assigned per unit. Apparatus assignments shall be made to 1st, 2nd and 3rd unit responding, not by apparatus number. The first unit shall be assigned with at least one (1) on-duty firefighter. The remainder of the first unit may be staffed with additional on-duty firefighters so long as at least one (1) on-duty firefighter is held back. Volunteers shall be assigned with first priority going to combat structural firefighters. The second unit shall be assigned with the remaining on-duty career firefighter along with off duty career firefighters and volunteers as available. The third unit shall be assigned with off duty career firefighters and volunteers as available. All remaining personnel will be unassigned and will only respond upon the direction of the on duty Platoon Chief or their designee.

**2.2 Response.** The on duty Platoon Chief or their designee shall determine which units will respond to any call received. The intercom or radio will be used to alert a unit or crew of a

response. If the on duty Platoon Chief responds to a call, the ranking career firefighter will assume the duties of assigning personnel for additional calls or assignments.

**2.3 Accountability passports.** Where possible, the Command Board and accountability hardware should be used to make assignments and track deployments.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Apparatus Response to Emergencies

Number  
210.1

Date  
6/2008 Revised

Pages  
4

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish standard protocols for apparatus response to primary and secondary emergencies. In addition, to help ensure that Department apparatus are operated with due regard for the safety of the public and the Department's members.

**1.2 Scope.** This standard operating guideline shall apply to all members of The Mt. Lebanon Fire Department. All primary response apparatus shall respond to emergencies in the sequence listed below. **The Shift Commander may modify the standard response as situations dictate.**

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Response Matrix.**

<b>TYPE OF EMERGENCY</b>	<b>PRIMARY RESPONSE APPARATUS (Automatic)</b>	<b>SECONDARY RESPONSE APPARATUS (Per protocol or by request of IC)</b>
<b>VEHICLE ACCIDENT</b>		
Fluids on street	Engine	Squad Rescue
Injuries	Engine	Rescue

**All Others:** Including:

Unstable Vehicle, Bicycle, Motorcycle, Pedestrian, Extrication	Rescue Engine Rescue	Command Unit Squad Squad
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<b>AUTOMATIC AID</b>	Per Pre-Plan	Per Pre-Plan
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<b>BRUSH FIRE</b>	Engine	Engine(s)
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<b>TYPE OF EMERGENCY</b>	<b>PRIMARY RESPONSE APPARATUS (Automatic)</b>	<b>SECONDARY RESPONSE APPARATUS (Per protocol or by request of IC)</b>
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<b>HAZARDOUS MATERIALS</b>	Engine Rescue	Command Unit Squad 2
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Small spills/leaks	Engine Squad	As requested
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ALL PHYSICAL RESCUES INCLUDING:

Elevator, High Angle Confined Space, Trench, Extrication (caught or trapped)	Rescue Engine Squad	Command Unit Truck Squad
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<b>SEARCH</b>	Engine(s) Command Unit	Rescue Squad
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**STRUCTURE FIRE**

1 or 2 family residential	Engine Engine Rescue Command unit	Squad
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All other structures	Engine Truck Engine Rescue Command unit	Squad Engine
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**VEHICLE FIRE**

In structure	Per the type of structure protocol	
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In open-air parking garage	Engine Engine	Truck Rescue
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In street	Engine	Engine Rescue
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RIT	Rescue Squad	As requested
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<b>TYPE OF EMERGENCY</b>	<b>PRIMARY RESPONSE APPARATUS (Automatic)</b>	<b>SECONDARY RESPONSE APPARATUS (Per protocol or by request of IC)</b>
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**FIRE ALARMS**

**0800 to 2300**

Residential	One engine	Engine Rescue Squad
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All Commercial	One engine	Truck Engine Rescue Squad
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**2300 to 0800**

Residential	Engine Engine	Rescue Squad
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Occupied Commercial	Engine Truck Engine	Rescue Squad
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Unoccupied Commercial	One engine	Truck Engine
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Rescue  
Squad

- Exception: use all call response for any pull station or water flow at all times.

**OTHER**

As needed

**Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Response to Fire Alarms (levels of response)

Number  
210.1.1

Date  
6/2008 Revised

Pages  
1

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to reduce traffic and response hazards of secondary response vehicles, personnel and the public for fire alarms.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Procedure**

**2.1 Response.** When a fire alarm is received with no confirming emergency information, the attack engine and/or the first vehicle in service from the field will respond in an emergency response mode. All other equipment, including personal vehicles, will respond non-emergency unless situational information indicates an actual problem.

Exception: The OIC may upgrade the response of the apparatus at any time at his/her discretion.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Response to multiple alarms

Number  
210.1.2

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a process for safe operations when responding to multiple calls (more than 2) such as flooding and storm calls..

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Procedure**

**2.1** The Officer In Charge (OIC) will utilize all available on-duty personnel to respond to incidents. The first available off-duty career person shall assume the position of *Response Manager*.

**Exception:** When a large-scale event is anticipated, the OIC may choose to remain back at the station to coordinate and assume the role of *Response manager*.

#### **Response manager initial responsibilities:**

- Begin tracking calls utilizing the multi-incident call log
- Secure the accountability board and track personnel
- Deploy the Tactron board to track teams and apparatus assignments
- Consider alarm upgrades and EMC activation (three levels of response available)
- Assign and keep at least one fire crew and engine available for structural Response.

7/1/09 – Origination date

## **Revision and Review**

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Seat Belt Usage

Number  
210.1.3

Date  
5/2008 Revised

Pages  
1

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish A policy that mandates the use of seatbelts to provide personnel safety while operating or riding in a municipal vehicle.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Procedure**

**2.1 1** Prior to vehicle motion, all occupants will fasten their seatbelt and leave them on while the vehicle is in motion. The operator and officer will also be responsible for double-checking that all passengers are seated and belted prior to movement.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Emergency Response – Warning Lights and Sirens

Number  
210.1.4

Date  
10/2008 Revised

Pages  
2

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a safe operating procedure for emergency vehicles when responding with red lights and sirens

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Response modes**

**2.1** There are two acceptable methods of response for emergency vehicles responding to incidents, emergency and non-emergency.

**2.2 Emergency response** – This method includes the use of red lights and sirens

**2.2.1** The operator of the emergency vehicle is responsible for the safe operation of the vehicle at all times and will be able to stop the vehicle at any time during the response to avoid collisions regardless of weather conditions or traffic patterns.

**2.2.2** The determination of response mode is the responsibility of the highest ranking person of the vehicle based on experience and guidelines established in the "Apparatus Response to Emergencies" .

**2.2.3** Emergency response will only be used when life or property is at risk.

**2.2.4** Emergency vehicles using red lights and sirens will stop at all red lights before proceeding safely through the intersection. **No exceptions.**

**2.2.5** Emergency vehicles using red lights and sirens may proceed slowly and safely through stop signs under the following conditions:

1. After slowing down as may be necessary for safe operation
2. All lanes of the intersection are visibly clear of on-coming traffic, or traffic has yielded to the vehicle and given the emergency vehicle right-of-way
3. The incident presents a significant risk to life or property warranting an emergency response

### **2.3 Non-emergency response.**

**2.3.1** Non-emergency response will be used for all incidents with no indication of risk to people or property at the discretion of the shift commander.

**2.3.2** During non-emergency response, the operator will obey all posted signs and applicable vehicle laws for normal operation of a vehicle.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Secondary Braking Devices

Number  
210.1.5

Date  
3/5/09

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for using secondary braking devices while operating fire apparatus that are equipped with one.

**1.2 Scope.** This standard operating guideline shall apply to all operators of Mt. Lebanon Fire Department apparatus.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Background**

2.1 Secondary braking devices include engine brakes, exhaust brakes and drive shaft retarders. Some MLFD apparatus are equipped with exhaust brakes or "Jacob (Jake) Brakes" only. Secondary or auxiliary braking systems are important braking devices for heavy vehicles. They can account for 50% or more of braking power. However, in conjunction with service brakes on slippery roads, the use of auxiliary brakes can cause the drive wheels to lock-up and cause a skid.

#### **3.0 Procedure**

3.1 The Jake brake has an on/off switch and a Low, Medium and High position switch.

3.2 The driver shall use his/her discretion as to use Low, Medium or High mode during normal driving conditions.

3.3 Use of the Jake brake will aid in stopping and reduce brake wear.

3.4 The Jake brake should be turned off or switched to Low on all wet road conditions. If device is left on, skidding may occur on wet or slippery surfaces.

3.5 The Jake brake will be turned off on all slippery road conditions, such as snow or ice covered roadways. If device is left on, skidding may occur on wet or slippery surfaces.

3.6 Speeds will be reduced according to roadway conditions when driving with the Jake brake on the Low setting or when the device is turned off.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Apparatus movement

Number  
210.1.6

Date  
6/2009 Revised

Page  
1

#### **1.0 General**

**1.1 Purpose.** To establish a standard for safe exiting of emergency apparatus when responding to incidents from fire department quarters. Secondly, to signal personnel that an apparatus is about to exit the engine bay area and to avoid the vehicle involved.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** The apparatus operator shall beep the road horn twice and activate the vehicle's warning lights (order is not important) just prior to releasing the vehicles air brakes and exiting the station.

**2.2** All fire department personnel will avoid any apparatus that is preparing to depart the station once the horn / warning light notification is given.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

Standard Operating Guideline

District Response to Full Alarms

Number  
210.1.7

Date  
6/2009

Pages  
2

## **1.0 General**

**1.1 Purpose.** To respond to full and greater alarms in Mt. Lebanon in a manner that provides a fast, effective emergency response while minimizing risk to the public and fire department personnel

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Procedure**

**2.1 Districts.** Mt. Lebanon will be divided along a north-south axis into two response districts, and further sub-divided within the districts into zones. Washington Road and all points east will be the East District (Zones 3 and 4). All points west of Washington Road will be considered West District that contains zones (1, 2 and 5).

**2.2 West District incidents.** Full alarms in the West District will be responded to as follows:

Personnel in the station and all personnel in the West District respond directly to the scene. All personnel in the East District respond to headquarters or to a designated assembly point.

**2.3 East District incidents.** Full alarms in the East District will be responded to as follows:

Personnel in the station and all personnel in the East District respond directly to the scene. All personnel in the West District respond to headquarters or to a designated assembly point.

**2.4** Personnel in the District designated for station response who, by driving reasonably would arrive at the scene prior to the initial apparatus may respond directly to the scene.

**2.5** Any personnel whose most direct route to the station passes the incident scene may stop at the scene.

### **3.0 Personnel at Station.**

**3.1** Ranking officer in station shall account for incoming personnel and arrange them into response groups.

**3.2** Response groups shall be automatically dispatched to the incident scene until advised otherwise by command.

**3.3** Ranking officer at station shall arrange to have needed response vehicles moved to headquarters.

**3.4** Personnel from station will be released after vehicles are placed back into service and clean-up is complete.

#### NOTES:

- Ranking officer at station may release personnel sooner if little or no vehicle clean-up is needed.
- Off-duty career personnel in station shall be deployed in the following manner:
  - Those individuals on PASS
  - Those individuals on the opposite shift

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Response Times

Number  
210.1.8

Date  
5/2009

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to track response times utilizing the digital voice recorder.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** The digital voice recorder located in Duty Fire will be utilized for tracking all response times for any type of incident response in Mt. Lebanon.

**2.2** The first engine is the only mandatory apparatus for purposes of voice recorder tracking. Times for secondary apparatus should be tracked using the voice recorder when possible, but can also be tracked from County CAD information.

**3.0 Standard tracking.** Three times need documented for each response; 1) alarm time, 2) enroute, and 3) on scene.

**3.1.1** Alarm time, also referred to as dispatch time. This time is obtained from the dispatch channel at the time that the station tones finish and prior to the dispatcher's announcement. This is the second set of tones from the county.

**3.1.2** Enroute time, the time when the engine is rolling with all passengers belted. This time is obtained from the operations channel when the unit calls in service. The time is taken from the earliest point of the radio transmission to call the unit in service.

**3.1.3** On scene, this time is obtained from the operations channel when the unit calls on-scene. The time is taken from the earliest point of the radio transmission calling the unit on-scene.

#### **4.0 Documentation.**

**4.1** All times will be written in the notes section of the preliminary report and added to the appropriate fields in Firehouse.

**4.2** Special circumstance. When special conditions exist that affect response times the circumstances will be indicated within the narrative. Example, icy road conditions, multiple calls, etc.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Apparatus Staffing

Number  
210.2

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish standard protocols of apparatus staffing for full alarms and structural-related incidents.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Apparatus Response**

**2.1.** All primary response apparatus shall respond as listed in the "Apparatus Response to Emergencies SOG." Staffing of apparatus with on-duty/in-station personnel shall be as follows:

- If there are three or less personnel in station, all personnel will respond on the first-due engine. The second-due engine and/or truck shall respond with off-duty and/or volunteer personnel.
- If there are four or more personnel in station, three members will staff the first-due engine and one member will staff the second-due engine or truck.
- Staffing shall not include non-suppression firefighters.

**2.1.1 Considerations.** It shall be the responsibility of the Officer on the first-due engine to make a determination as to whether or not it is necessary for the first-due engine to establish its own water supply or allow the second-due engine to establish a water supply based upon observed conditions, reports from other units, confirmation of a working fire, proximity of hydrant to incident location, immediate rescue needs, etc.

**Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Accountability

Number  
210.3

Date  
8/2008 Revised

Pages  
4

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a procedure to account for all personnel operating at the scene of an emergency.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Accountability**

**2.1** It shall be the responsibility of **EVERY MEMBER** to have thorough knowledge of the Mt. Lebanon Fire Department Accountability System. In addition, personnel are to follow its guidelines so that the appropriate steps are taken to ensure accountability of all personnel at all times during an emergency incident.

**2.2 Accountability Tags.** Every member shall be issued two GRACE Tac III Evac Communicators and six (6) Passport Accountability Tags that shall be color coded and shall include the firefighters last name:

WHITE – Chief or Platoon Chief  
RED – Career Firefighter  
GREEN – Apparatus Operator  
YELLOW – Interior Structural Firefighter  
BLACK – Probationary/Non-Interior Firefighter

**2.3 Level I Accountability.** Level I Accountability shall be used by all personnel at all incidents to track personnel utilizing the Passport Control Board.

**2.3.2 Level II Accountability.** Level II Accountability shall be used to provide for additional accountability in specialized situations or on larger incidents such as:

hazardous materials incidents, confined space emergencies, high rise fires, LRT tunnel incidents, etc.

In these situations, a second tag shall be used by an entry control officer, sector or division officer, etc. to provide for additional accountability.

**NOTE:** For RIT responses, one passport will be left on the accountability board in the station with the names of responding personnel. A second passport will be assembled for on scene accountability of personnel responding on fire apparatus.

**2.7 In Station.** When coming on duty or available for calls while in the station, all personnel shall place one (1) accountability tag on the Station Passport Control Board located outside the assembly room. It is the responsibility of the member to inform the shift commander of their status. If the Passport for the first-due engine is not on the Station Passport Control Board, the member shall locate the shift commander who may have the Passport with them.

**2.8 First Arriving Apparatus.** Upon leaving the station, firefighters riding the apparatus shall be assigned to an Apparatus Passport by shift commander.. Upon arriving on scene, the crew being deployed for fire attack, search, extrication, etc., will attach their Passport to the Passport Control Board and activate their Tac III Evac Communicators. The officer in charge of the first arriving apparatus shall initiate the incident in the In-Command Software on the laptop computer. The Passport on the first arriving apparatus will be collected by the Incident Commander, or an assigned Deployment Officer. Crews will then be established and designated by job function, locations, etc., by the Incident Commander by writing the job function, location, etc. above the Passport in the “Assignment” area and assign a Team Number on the bottom of the Passport.

In the event the crew on the first arriving apparatus is short on manpower, the Incident Commander may assign additional arriving personnel to fill the crew. The Accountability Tags of these individuals will also be attached to the Passport of the first arriving apparatus and the crew leader notified. In the event it is necessary for all personnel on the initial apparatus to enter the hazard area prior to establishing an exterior command, (i.e. fast attack, investigation mode, search, etc.) the crew’s Passport shall be attached to the exterior of the Board in the “Initial Crew” location. Once additional units arrive, the accountability board must be initiated as soon as possible. The initial crew shall automatically be assigned Team Number “1”.

**2.8.1 Additional Arriving Apparatus.** Upon leaving the station, firefighters riding the apparatus shall be assigned to an apparatus Passport by the Platoon Chief or on-duty crew. Upon arriving on scene, the crew will report to Command for assignment. Upon assignment, the Incident Commander or his designee will indicate the assignment, location, etc. of the crew by writing it above the Passport in the “Assignment” area and

assign a Team number on the bottom of the Passport. In the event the crew is short on manpower, the Incident Commander may assign additional arriving personnel to fill the crew. The Accountability Tags of these individuals will also be attached to the Passport and the crew leader notified.

**2.8.2 Personnel Arriving in Personal Vehicles.** Upon arriving on scene, all firefighters will report promptly to the location of the accountability board where they will activate their Tac III Evac Communicator and attach one (1) of their Accountability Tags to the Passport Control Board in the “Staging” area in order to be assembled into crews and given assignments. Upon assembling and assigning crew members, the Incident Commander or his designee will indicate the assignment, location, etc. of the crew by writing it above the Passport in the “Assignment” area and assign a Team Number on the bottom of the Passport.

**2.9 Mutual Aid Response.** Upon leaving the station for a mutual aid response out of the fire district. Accountability tags will be transferred to the Passport located on the dash of the Apparatus. This Passport will be equipped with a ring and a hook to easily adapt to mutual aid accountability systems. Upon arriving on scene, all members shall activate their Tac III Evac Communicators. The officer-in-charge shall be responsible for monitoring personnel utilizing the Super Cell device.

**2.7 Crew Leaders.** The crew leader shall be responsible for ensuring that personnel working under his/her direction are operating in teams of two or more in order to accomplish a tactical objective. If not deployed, or in rehab, the crew leader shall be responsible for ensuring the crew is held together in readiness until assigned/reassigned. The crew leader shall be responsible for updating Command for any changes in crew location, tactical function, upon splitting the crew, or in the event a crew member is missing and/or in distress. The crew leader shall be responsible for maintaining crew integrity throughout the operation by periodically checking for all crew members and by notifying Command upon exiting the hazard area and entering rehab and upon the crew being ready for reassignment.

**2.8 Communications.** Each crew being deployed shall have a minimum of one (1) portable radio, be given a tactical objective, and be assigned a crew designation, i.e. Search 1, Attack, Division 2, etc. and Team Number. Tactical designations should continue to be used for normal radio traffic.

#### **2.8.1 Personal Accountability Report (PAR):**

- Events in which a PAR of the fire ground will be required shall include:
- A missing or trapped firefighters.
- An emergency evacuation of the building.
- A Mayday event.
- A crew exiting the hazard area.

- A change in operations from offensive to defensive.

**2.8.3 PAR Additional.** In the event the Incident Commander presumes a firefighter or crew may be missing or trapped, the Incident Commander shall initiate “Mayday” procedures thus directing operating crews to switch to an alternate fire ground frequency. At this time, a PAR of the emergency incident shall be initiated on the alternate frequency to confirm the status of the missing personnel.

PARs may also be taken at certain time intervals or benchmarks throughout the incident such as: completion of primary search, fire under control, during overhaul, etc., at the discretion of the Incident Commander. PARs may also be initiated utilizing the Tac III Evac Communicators, at which time the individuals receiving the PAR request shall be required to acknowledge.

**3.0 EVACUATION SIGNAL.** The standard evacuation signal shall be three (3) long blasts of the air horn in conjunction with the activation of the evacuation signal via the Tac III Evac Communicators and a “PRIORITY” message from Command calling for an immediate evacuation of the building. Crews should report promptly to Command to ensure the accountability of all operating crews.

#### **4.0 Tac III Personnel Emergency Activations**

4.1 Distress Alarms – The TAC II device is capable of transmitting a personal distress signal from the user by depressing the front button on the face of the unit for three seconds. This can be used in any situation where the user needs assistance and normal communications are not effective.

\*Note: Because false alarms from the device(s) are possible, the initial emergency signal from a TAC III should be considered a potential emergency (much like an initial PASS alarm activation) and not necessarily a Mayday until communications with the sender is attempted. If the IC cannot make immediate contact with the sender of the distress alarm, the situation will then be upgraded to a “Mayday” situation. Reference SOG 203.3 Mayday.

#### **. Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Mutual Aid Response

Number  
210.4

Date  
6/2008 Revised

Pages  
2

#### **1.0 General**

**1.2 Purpose.** The purpose of this standard operating guideline is to respond to calls for assistance in a manner that provides the requested resources while maintaining an appropriate level of protection in Mt. Lebanon.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Procedure**

**2.1 Response.** Apparatus manning shall be the following (Unless another S.O.G. calls for less):

- a. Engine – 4 personnel minimum
- b. Truck – 4 personnel minimum
- c. Rescue – 4 personnel minimum
- d. Utility – 4 personnel minimum
- e. MCP– Refer to MCP Response SOG

- For all out of town calls, including station coverage, all but one on-duty personnel shall be deployed to rapidly place apparatus in-service to the requesting community. When insufficient personnel are on-duty to fully staff the apparatus for response, off duty and volunteer combat firefighters will be utilized.

- As additional personnel arrive at Station 198, the ranking officer in station shall determine how many additional personnel will respond and on which vehicles. At least one career firefighter shall cover the station.
- All Mt. Lebanon personnel on the mutual aid emergency scene must arrive on vehicles which were dispatched from or by Station 198. Exception: The Duty Officer who has reported his response by radio.
- Level I accountability (ID Tags) will be collected and remain in the station. Level II accountability (passport) will be assembled and taken to scene.
- If at any time, in the judgment of the ranking officer at Station 198, coverage for Mt. Lebanon is deemed inadequate, a mutual aid company shall be called to fill the station.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Mobile Command Post Response

Number  
210.5

Date  
6/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a standard manning complement and response for the Command Unit.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2. Command Unit Response Procedures.**

**2.1 Response.** When the Command Unit response is required or requested, the on-duty crew will respond the unit to the incident immediately with 1 operator. The on-duty responder will park the unit in a manner to best serve the incident and begin the set-up process for use.

**2.11 Additional manning.** In addition to the operator a representative from emergency management and the fire chief will be notified

Original 6/09

Revised 12/09 (CB) – Changed manning to on-duty response and notify Fire Chief and EM

# Mt. Lebanon Fire Department

## Standard Operation Guidelines

### Fire Operations

Number  
210.6

Date  
8/2008 Revised

Pages  
2

### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for operations when responding to fire related incidents. These guidelines shall also provide a framework for handling incidents where fire, or the possibility of a fire, is a consideration.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### **2.0 Fire Attacks or Plans**

**2.1** The Incident Commander shall establish what general type of fire attack shall be utilized on fire incidents. The general fire conditions, hazards to personnel, and life safety of citizens must be taken into account to establish which type of fire attack to utilize at an incident.

**2.2 Offensive Attack.** This attack should be utilized where fire personnel can enter the fire building without undue danger or risk. During these operations, coordinated ventilation should be utilized to assist with interior operations. This type of attack is most effective when searches must be conducted and for limiting the spread and damage of the fire. An offensive attack can be used to supplement fire suppression by a sprinkler system.

**2.3 Defensive Attack.** This attack should be used when a building is too heavily involved in fire or there are other risks that make an offensive fire attack imprudent. Exterior hose streams may be applied in order to control and cool the fire.

**2.4 Master Stream Attack.** Where there is too much danger to approach a fire building, a defensive attack utilizing master streams should be considered rather than having personnel approach the building with hand lines. A master stream attack generally provides the least danger to Fire personnel.

#### **Revision and Review**

7/1/09 – Origination date

# Mt Lebanon Fire Department

## Standard Operating Guideline

### Go Team (RIT) Response

Number  
210.7

Date  
6/09/2009 Revised

Pages  
3

## **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to Provide a Rapid Intervention Team response as part of the South Hills Regional Go-Team.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2. Response**

**2.1 Apparatus.** Unless unavailable, 198 Rescue will be used for all RIT responses. In addition, one (1) utility vehicle will be used to fill out the call assignment on an ALL CALL ALARM.

**2.2 Personnel.** Ideally a minimum of three (3) personnel should respond on the Rescue. Additional personnel may respond in a utility as personnel become available. A total of seven to eight qualified RIT and / or interior qualified personnel should respond to the incident between the two apparatus.

Mt. Lebanon Fire Department personnel are to respond to the station for a GO-Team response.

A minimum of one (1) career firefighter shall respond. One (1) Combat qualified volunteer operator is recommended. Preference shall be given to Go-Team certified personnel. Non-Go-Team certified combat fire fighters and support fire fighters may respond if an adequate number of Go-Team certified personnel are unavailable.

**2.3 Additional.** Level 1 accountability (ID tags) will be collected and kept at the station. Level 2 accountability (passport) will be assembled and taken to the scene.

Minimum manning requirements shall be maintained at Mt. Lebanon Fire Department:

- Monday – Friday daylight: three (3) on duty.
- Two (2) on duty all other times.

Personnel not assigned to the GO-Team or not necessary to maintain minimum manning at Mt. Lebanon Fire Department may be released by the OIC.

No personnel are to respond directly to the scene of an incident within the District without the approval of the Incident Commander.

**2.4 Notification.** If manpower staffing for a GO-Team response is not available within five (5) minutes of dispatch, the requesting fire department will be notified immediately by county dispatch of this situation. A partial response of a minimum of two (2) qualified personnel may be considered.

Upon arrival at the scene, the GO-Team will report to the Incident Commander, check with the Accountability Officer and begin to stage equipment within sight of the Command Post.

### **3.0 PPE & Equipment**

#### **3.1 PERSONNEL:**

Each firefighter should have the following personal equipment:

- Full structural Personal Protective Equipment (PPE).
- SCBA with spare cylinder
- Flashlight and hand light
- Portable radio

#### **3.2 EQUIPMENT:**

Equipment (Primary Team Kit) staged on a tarp at the scene is a minimum of:

- Axes
- Haligans
- Maul / Sledge
- Pop-It tool
- Roof hook
- Search rope
- Cut-Off saw
- Emergency SCBA with face piece
- Thermal Imaging Camera (TIC)

- Charged hose line
- Ladders (if not in place for secondary egress)
- GO-Team Officer Checklist

### **Revision and Review**

7/1/09 – Origination date

# Mt Lebanon Fire Department

## Standard Operating Guideline

Helmets off when riding in apparatus.

Number  
210.8

Date  
2/2008 New

Pages  
1

### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to operate in compliance of personnel safety while riding in apparatus (NFPA 1901).

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### **2. Procedure**

**2.1** When riding in fire apparatus, all occupants will remove their helmets and store them in a safe manner while the vehicle is in motion.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard operating Guideline

### Rehab Operations

Number  
210.9

Date  
6/2008 Revised

Pages  
2

## **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a process for safe operations. To provide a framework for the establishment and operation of a Rehab Sector to support the physiological needs of firefighters and other responders engaged in emergency operations, extended duration incidents, and training exercises.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon fire department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2. Procedure**

**2.1** This procedure shall be implemented at all working fires, greater alarm emergencies or during extended operations. The situations that generally produce the need for the Rehab Sector include, but are not limited to:

- Greater alarm structural fire operations (All Call or 2<sup>nd</sup> alarm)
- Hazardous materials incidents
- Technical Rescue Operations
- Training exercises or special events
- Any other situation deemed necessary by the IC

Medical Rescue Team South Authority (MRTSA) is recognized as the lead Rehab agency for MLFD. MLFD personnel shall work with MRTSA personnel to establish Rehab operations.

During the MLFD morning Roll Call, the heat stress index or wind chill index for the day will be relayed as part of the shift report and rehab operations will be discussed as needed

Rehab resources will be dispatched on all second alarm or greater incidents or when special-called by the IC. These resources shall include MRTSA's mobile rehab unit. At incidents involving large life loss, or extended rescue operations, the critical incident stress management (CISM) team should be contacted and assigned to the Rehab Sector.

Upon establishment of the Rehab Sector, an MLFD Rehab Officer shall be appointed to work with MRTSA and the incident Accountability Officer.

The Rehab Sector and associated vehicles should be located close to the Command Post (CP) and personnel staging area whenever possible.

The Rehab Sector area boundaries will be defined with scene tape or traffic cones and will have only one entry point.

**2.1.1** Personnel shall report to the Rehab Area as a complete crew as follows:

- Following the use of **one** 45 or 60-minute cylinder (*dependent on environmental conditions*)
- After 40 minutes of intense physical labor (*dependent on environmental conditions*)
- After performing duties in hazardous materials encapsulating suits
- When directed by an officer to do so
- When feeling the need to do so

The Rehab Officer will collect accountability passports from crews reporting to the Rehab Entry Point. After a minimum twenty-minute stay and with approval of the Rehab Officer, crews will be available for reassignment.

Supervisors shall be aware of the condition of each member of their crew at all times.

\* **NOTE:** Reference the document "Rehab Detail" for further information concerning this topic.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Backing of Apparatus

Number  
211

Date  
6/2008 Revised

Pages  
5

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while apparatus is backing into the station at 555 Washington Road.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Preliminary** In an effort to provide a safe environment for backing apparatus into the station, personnel assisting with backing will use safety vests, traffic control signs, and traffic light control systems every time an apparatus backs into the station. **Personnel will not enter into the roadway in front of the station to control traffic.**

#### **2.2**

##### **General Guidelines**

- *Driver and passengers shall take all possible precautions to avoid a backing accident.*
- Driver shall position vehicle to avoid backing when possible.
- Driver shall use both vehicle mirrors.
- Driver shall use vehicle horn to alert others of vehicle movement or change in direction.  
(1 beep = stop, 2 beeps = forward, 3 beeps = reverse).
- When vehicle must be backed where other traffic exists, all warning lights shall be operated.

## **Backing operations away from station:**

### **Driver with one or more passengers:**

At least one of the onboard personnel must get off and act as a spotter.

The officer riding position shall always disembark for backing and is responsible for spotting or appointing a spotter.

Spotter shall be responsible to guide the driver, making sure the area is clear (high and low).

Spotter shall maintain visual and if possible radio contact with the driver.

If driver loses sight of spotter, the vehicle will be stopped until contact is reestablished.

All personnel involved with backing operations, with the exception of the driver, will wear safety vests.

If spotter is not used and an accident occurs, driver and passenger(s) shall be held equally responsible and will be subject to disciplinary action.

### **Driver only in vehicle:**

When backing is necessary, driver may use other personnel to act as a spotter (MLFD,MLPD,MRTSA,DPW).

Driver shall exit vehicle and inspect area being backed into (360 degrees, high and low).

When possible, a single operator shall position the vehicle in a manner to avoid backing.

**2.3** Personnel will follow the following procedures when assisting backing operations at station 198:

- All personnel involved will wear a class 2 (hi-vis green) safety vest during the entire operation.
- Upon return of the apparatus, the traffic control signal and lights will be activated.
- All personnel will remain on the apparatus during the entire backing procedure and will not disembark until the vehicle is completely stopped and parked with the brakes set.
- Two traffic control assistants (when available) will be used to stop traffic on Washington Road. Assistants will remain on the sidewalk and will not enter the street.
  - The Northern assistant will respond to the sidewalk just north of the last engine bay and will signal traffic to stop with the aid of a stop sign (lighted sign at night).
  - The Southern assistant will respond to the sidewalk on Washington Road at the corner of Shady East. The assistant will stop traffic by signaling in

the same manner as above. The Southern assistant will also pay attention to pedestrian cross walks at this intersection. Pedestrians should not be allowed to cross the intersection during backing operations and will be advised to wait until the next walking signal appears.

- **Note:** If there are not adequate personnel to safely return the vehicle in quarters, the apparatus is to be parked placed on the building apron until resources are present.
- The following page lists the standard backing hand signals to be used.

## Standardized Backing Hand Signals

These standardized hand signals are used to guide the apparatus when backing. Apparatus must always have someone behind the rig to guide it when it is backing up, due to the size of the vehicle and lack of rear visibility. These are to be used by the main spotter located at the driver's side rear of the vehicle.



**Back Straight**



**Stop**



**Back Right**



**Back Left**

7/1/09 – Origination date

## **Revision and Review**

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Station Exhaust System Connection to T-198

Number  
211.1

Date  
8/2009

Page  
1 of 2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while aerial apparatus is backing into the station at 555 Washington Road.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** The following guidelines will be used:

- All personnel involved will wear a class 2 (hi-vis green) safety vest during the entire operation.
- No attempt will be made to secure the exhaust system connection while the apparatus is in motion or prior to the vehicle reaching its final resting position. Only after the spotter has signaled the operator that the apparatus is in the final position and the brakes have been applied will any attempt be made to attach the exhaust hose to the vehicle.
- The hose may be attached by the spotter or by a person designated by the spotter.
- If the air reservoirs on the apparatus are depleted by the backing operation, the operator will wait until notified by the spotter that the exhaust hose is in place before increasing rpm to build air pressure.
- It shall be the responsibility of the spotter to keep all personnel out of the aforementioned area until such time as the apparatus is stopped and the brakes are set.

- It shall be the spotter's responsibility to cause the exhaust hose to be attached at the appropriate time and to notify the operator when that task is completed.

### **Revision and Review**

6/13/2010 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Station Coverage

Number  
212

Date  
8/2009 Revised

Pages  
1

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to provide guidelines for career station coverage during any emergency response that leaves the station void of personnel for any period of time.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Station Coverage.** Upon arrival of the first responding career firefighter at station 198, the station shall be considered covered for initial response purposes. The ranking off-duty career officer will determine additional staffing levels and equipment needs.

**2.2 Communications.** When station is covered, personnel in the station will contact the IC in the field to advise, "station covered."

#### **Revision and Review**

7/1/09 – Origination date

8/23/09 – Revision of 2.1 and addition of 2.2 (CB)

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Post Incident Critique

Number  
213

Date  
8/2008 New

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish guidelines and a standard checklist for Initial Post Incident Critiques.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** It is the policy of the MLFD that a short initial incident critique is done with all members involved with a significant incident prior to dismissing personnel from the station.

**2.2.** After significant incidents, the OIC will gather all members for a brief initial critique after all equipment is back in service. The critique shall utilize the MLFD Critique Form for Fire or Rescue incidents. This form is not to be filled out or discussed at length (**10 minutes or less**). The intent of the initial critique is to ensure all major areas of the incident were addressed by following a checklist. Further discussion, if necessary, will be done at a secondary critique.

**2.2.1.** For consistency purposes and to collect information towards a secondary critique, a member from the training platoon, if available, will conduct the initial critique.

**2.2.2** Due to the importance of this initial critique, the learning and possible corrective actions that can be obtained from it, the chief has authorized overtime to do the critique. Information from this critique along with photos, video, radio transmissions, etc. will be used to conduct a formal secondary critique at a later drill date.

**2.2.3** The appropriate checklist shall be used for the critique process.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Arrow Stick Usage

Number  
214

Date  
10/2008 Revised

Pages  
1

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to provide incident scene safety by alerting motorists to the presence of emergency vehicles and personnel and directing them safely past the incident scene.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** Arrow Sticks are not to be used while the vehicle is in motion.

**2.2** When the vehicle is parked on the street, the Arrow Stick shall be used to warn approaching traffic.

**2.3** The directional arrow feature shall be used whenever traffic can be routed past the parked vehicle without entering the on-coming traffic lane.

**2.4** The non-directional warning feature shall be used whenever approaching traffic cannot be routed past the parked vehicle without entering the on-coming traffic lane.

\*\*\***EXCEPTION**\*\*\* If traffic is being directed by police or fire personnel and on-coming traffic is being controlled, the directional arrow feature may be used.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Lock out / Tag out

Number  
215

Date  
3/09 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while working around mechanical or electrical equipment.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** Lockout/ tag out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or member exposure to live electrical parts or exposure to a stored energy source on any piece of machinery or equipment.

**2.2** Whenever a situation is encountered that meets the above criteria upon arrival at the scene Mt. Lebanon Fire Department personnel shall check to see if building maintenance personnel or company personnel have begun Lockout/Tag out procedures. If they have begun the procedure then Mt. Lebanon Fire Department locks and tags shall be added to the ones already present.

If Lockout/ Tag out procedures have not been initiated then the Mt. Lebanon Fire Department personnel will initiate this guideline. Notify all affected personnel that a Lockout/Tag out procedure is required and the reason why (i.e. emergency). With the assistance of the building maintenance personnel shut down the equipment using the

normal shut-down procedure if you can assure that the person entangled won't be hurt any further.

Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches **are not** isolating devices.

Dissipate and isolate all stored energy (if applicable) such as that found in springs, elevated machine members, rotating parts, hydraulic systems and air, gas, steam or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking/cribbing, bleeding down, etc.

**2.3** Lockout the energy isolation devices with energy lockout device(s) in each of the lockout tag out kits. If one or more fire department is working at the same incident then each department will put their individual lock(s) and or tag(s) on the energy lockout device.

**2.4** If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A Tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter at the controls to keep the machine/equipment from being activated shall be used.

**2.5** Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.

Once the disentanglement of the patient has been completed, the equipment shall remain locked/tagged out until proper notifications, investigations have been completed.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Dormont Water supply for confirmed Incidents

Number  
216

Date  
8/13/08

Pages  
1

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to establish a response procedure to place an additional water supply engine on first alarm for all confirmed structural fire incidents.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** Dormont Fire Department will automatically place an engine in service for water supply when Mt. Lebanon is dispatched for a confirmed structural fire. This response will cover all confirmed structural fires 24/7/365. The Dormont engine will respond immediately and typically will be staffed with one operator only.

**2.2** The Mt. Lebanon OIC shall also request or confirm the Dormont response via radio.

**2.3** When Mt. Lebanon has a water supply engine already in service it will be the responsibility of the Mt. Lebanon OIC to coordinate water supply response via radio.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

Effective Firefighting Force (15 on-scene)

Number  
217

Date  
4/1/09

Page  
1

### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to track when 15 people are on-scene at structural fire incident as an effective firefighting force. This applies to any incident that will be coded “structure fire” in the Firehouse reporting software.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department’s officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### **2.0 Procedure**

**2.1** At all structural fire incidents, the accountability officer will track when 15 members are on-scene and make a radio announcement to Command stating, “Command from Accountability...15 personnel on-scene.”

**2.2** If an accountability officer is not in place for a smaller incident, it will be the responsibility of Command to provide the time check.

### **3.0 Reporting**

**3.1** The 15 person on-scene time will need downloaded from the voice recorder and will be documented in the narrative of the report.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Limited (Group ) Recalls

Number  
218

Date  
12/2009

Page  
1 of 2

#### **1.0 General**

**1.1 Purpose.** To establish an off-duty emergency recall program that is limited to less than the full department.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 USE.** The limited recall plan is intended to ensure a reasonable response for incidents that would normally be taken as STILL ALARMS. As such, it is NOT intended to replace an all-call. Whenever an officer decides that a call should be a STILL ALARM but is uncomfortable with the available on-duty resources, he can opt to use the LIMITED RECALL. It will authorize between four and five off-duty staff to respond on an overtime basis to help fill the resource shortfall.

**2.2 Recall Groups.** The career staff, with the exception of the Fire Chief will be divided into three groups. Each group will be a mix of staff from all platoons. Each recall group will be assigned to a calendar day beginning at 0800 hrs.

**2.3 Response.** Whenever a Limited Recall is chosen, the on-duty staff will respond to the incident in question and "empty the station". Any member of the assigned recall group who chooses to respond will go to the station to provide fill in coverage while the on-duty staff handles the call.

**Original**  
**Revision 12/09 CB**

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Quick Response Service / Patient Care

Number  
219

Date  
10/2010

Page  
1 of 2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for QRS Operations and meeting the PA DOH BEMS recommended guidelines.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** All QRS personnel shall not wear on their person, nor carry aboard any QRS vehicle or ambulance, any firearms, weapons or explosives. This policy does not apply to law enforcement officers who are serving in an authorized law enforcement capacity.

**2.2** All QRS personnel shall adhere to the following scene policy and procedures:

**2.2.1** Control of all aspects of patient management at an emergency scene shall be the responsibility of the individual, from the dispatched service, in attendance, which has the highest level of EMS certification, and is affiliated or dispatched, with a service whose response area includes the incident scene.

The hierarchy of certification/recognition shall be:

- (1) Health Professional
- (2) EMT-Paramedic
- (3) Emergency Medical Technician
- (4) First Responder
- (5) Firefighter

**2.2.2** Each QRS provider in the department shall operate under the guidelines of the PA Statewide BLS Protocols. The Protocols will also be used in developing EMS continuing education for QRS personnel and a review, including didactic and/or practical skills, of the Statewide BLS protocols shall be part of the yearly continuing education program. A copy of the PA Statewide BLS Protocols is kept in Duty fire with the Map Books.

**2.3** Each QRS apparatus driver, as identified on the QRS service personnel roster, who operates apparatus for the MLFD meets the following qualifications:

- a. At least 18 years of age
- b. Holds a valid driver's license
- c. Will Observe relevant traffic laws
- d. Is not addicted to, or will not drive under the influence of drugs or alcohol
- e. Is free from any physical or mental defect or disease that may impair his/her ability to drive an emergency vehicle
- f. Has not been convicted within the last four (4) years of driving under the influence of alcohol or drugs, and within the last two (2) years, has not been convicted of reckless driving, or had a driver's license suspended under the point system
- g. Has taken an Emergency Vehicle Operators course recognized by the PA DOH

Any emergency vehicle driver convicted as stated in "F" above, will successfully complete an Emergency Vehicle Operator's Course of instruction after their conviction.

## **Revision and Review**

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### QRS Patient Care Documentation

Number  
219.1

Date  
10/2010

Page  
1 of 2

#### **11.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for documentation of QRS calls in Firehouse Software.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** On the scene documentation. The MLFD QRS Survey form will be used on scene for data collection. This form will be filled out with as much information as possible and the white side given to the responding paramedics along with the verbal patient report. The yellow side will be retained to assist with in station documentation

**2.1.1.** Good patient care is primary over documentation on scene. If information is missing from the on scene documentation the QRS crew can contact MRTSA or responding agency for patient information after the call has cleared.

**2.2.** Firehouse Software Documentation. A fire report will be completed after each QRS call. Patient information should be entered into the Persons/entities Involved section of the report and all patient assessment and treatments documented in the narrative portion of the report.

**2.2.1** In the future the EMS documentation portion of Firehouse Software maybe turned on for reporting patient and response information to the PA DOH as required by state law.

**2.3.** . Reporting to the PA DOH. All QRS are required to collect, maintain and report reliable patient data and information for calls for assistance in electronic format. . All patient care reports (PCRs) will be maintained in a secure area and access to these reports must be limited to authorize personnel of the QRS per 39 Pa.B. 6165. Documentation of patient care shall be kept for 7 years after the incident or for as many years till a minor reaches age 18.

**2.3.1** Quality Assurance. Patient care reports will be read for accuracy and patient care issues. Initial Q/A will be by a data entry clerk looking for times and information accurately and the second level of Q/A will be by an officer for patient care consistency and possible training issues.

## **Revision and Review**

Mt. Lebanon Fire Department

# Operations-Hazmat

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Hazardous Materials Response

Number  
220

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The purpose of this standard operating guideline is to provide a safe uniform set of guidelines for personnel and apparatus of the Mt. Lebanon Fire Department while operating on the scene of a potential or confirmed hazardous materials emergency.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1. HAZARDOUS MATERIALS RESPONSE CALLS** may be handled as an ALL CALL ALARM or STILL ALARM if they are in Mt. Lebanon or bordering communities. The level of response will be determined by the on-duty crew in accordance with information received at the time of the incident. Calls to other locales will be handled as ALL CALL ALARMS and we will assemble at our station before responding.

#### **EQUIPMENT TO BE DISPATCHED**

- In Mt. Lebanon 198 rescue and/or 1 engine, more if required
- In a bordering community 198 rescue, and/or 1 engine if requested
- Other locales 198 squad, and/or engine if requested
- District Haz Mat Team Support as needed.

LEVELS OF A HAZARDOUS MATERIALS INCIDENT CAN BE HANDLED BASED ON THE SIZE-UP IN THE FOLLOWING MANNER:

- Can be handled by first arriving manpower and crew.
- Call out of our own trained members of the Haz Mat Team.
- Activation of the District SIT Team

All hazardous materials operations shall be conducted in accordance with the following eight-step Incident Management Procedure:

- Isolate area/deny entry
- Identify material(s)
- Evaluate hazards and risks
- Choose protective clothing/equipment
- Coordinate information resources
- Control and confine product/material
- Decontaminate
- Terminate (debrief/document/critique)

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Flammable Gas Emergency Operations

Number  
221

Date  
6/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish safe operations at flammable gas incidents.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

##### **2.1 Inside structure**

- Insure all occupants are safe.
- Attempt to determine which company provides service and have headquarters call them if not already notified. (Check nameplate on meter).
- Shut off gas to the structure at an exterior valve (meter) if possible.
- If #3 is not possible, don full PPE and SCBA and enter structure with LEL monitoring device(s) and tools necessary to shut off gas supply to the building.
- If unable to shut off the gas, evacuate the structure and maintain a safe area. Consider disconnecting the electrical service to the building only if it can be done external to the structure and safely

(Note: removal of most commercial building electric meters will not disconnect electric service).

- Vent structure as needed; use electric fans powered from the apparatus or other outside power source. Make all connections to fans prior to energizing them at the apparatus.
- Insure that the structure is clear of flammable gas prior to allowing anyone to re-enter the structure.

## 2.2. Outside structure

- Use caution when approaching the scene. Position apparatus upwind and a safe distance away from the leak (flammable gas entering the engine air intake can cause a runaway engine).
- If the leak has resulted in a fire, protect exposures; do not attempt to extinguish the fire. Exception: If #6 below applies, the fire may be extinguished by shutting off the curb box.
- If not on fire, eliminate ignition sources. Establish a safe area around the leak.
- Attempt to determine which company provides service and have headquarters call them if not already notified.
- If the leak can be reduced or stopped relatively safely, attempt to do so. Full PPE and SCBA are required; use non-sparking tools if available.
- If the leak is between the curb box and a structure, an attempt may be made to shut off the line at the curb box. Do not turn any valves back on once they have been closed. Have gas company personnel restore service.
- If the leak is on any line other than a service line to a structure, do not attempt to shut off the curb boxes; establish a safe area and await gas company personnel.

### **Revision and Review**

7/1/09 – Origination date

Mt. Lebanon Fire Department

# Operations-Rescue

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Confined Space Rescue

Number  
240

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Confined Space Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure.**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, will do a windshield survey of the scene. An initial report will be given, including the following: what type of incident, entrapment, hazards, and additional resources needed (Rescue Company, Police Dept., Fire Dept. etc.). This information shall be relayed to County Communication.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
Command	1
Safety	1
Rigging Tripod / Haul	3
Entry + Attendant	3
Ventilation	1
Air Monitoring	1
Back up Team + Attendant	3
Air Supply	1
<b>TOTAL</b>	<b>14</b>

**2.1.2.** R-198, an Air Unit, and the SHACOG TRT should be activated and started to the scene. Pittsburgh EMS Rescue is another resource that may be utilized.

**2.1.3.** An incident perimeter should be established to control scene access. Barrier tape should be used. Anyone involved with rescue services or EMS personnel not properly outfitted with protective gear and SCBA/SAR should not be allowed within the controlled area.

**2.1.4.** The Incident Commander should question workers and company representative as to: type of injury, where patient(s) is located, type of entrapment, air quality, work being performed, and a copy of OSHA Permit-Required Entry form. The Mt Lebanon Fire Department Confined Space entry permit should be started at this time

**2.2.** A fan and ductwork should be set up and fresh air put into the confined space, air monitoring should be done at all levels. LEL, CO, HS2, O2 will all be monitored. The best access and egress points should be noted and equipment placed for best access to patient(s).

**2.3.** A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.4.** If access to patient is being made, a team of two rescuers and two back-up rescuers will be secured. If rescuers are using the in-line respirators, an air supply officer will be appointed, to assure air flow from the air manifold and/or the air truck to the rescuers and patient. Any one working around the access/egress hole should also be in an SCBA if it is deemed a hazardous atmosphere.

**2.5.** Patient packaging: depending upon the situation there are a number of different ways of patient removal. The tripod can be used for vertical lifting using the 4:1 Haul Safe system. The SKED and the Yates Spec Pack are our primary means of patient packaging.

**2.6.**The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.7.** The Incident Commander and shall be notified when all patients have been extricated. The Incident Commander shall notify County Communications of patient status

**2.8.** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and the Technical Rescue Team Leader and proper action will be taken.

**2.9.**The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

### **Revision and Review**

Revision 2/17/10

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Industrial Rescue Operations

Number  
241

Date  
8/2008 New

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Industrial Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 PROCEDURE**

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, entrapment, hazards, and additional resources needed (EMS, PD, special units). This information shall be relayed to County Communications.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical rescue incident the SHACOG Technical Rescue Team should be notified

CRITICAL TASKS	PERSONNEL REQUIRED
Command	1
Stabilization	1
Patient access/Care	1
Hand Tools	1
Power Tools	1

Lock-out/tag-out	1
Safety / Fire Protection	1
<b>TOTAL</b>	<b>7</b>

**2.1.2.** If possible, without compromising rescuer safety, triage of patients should begin.

**2.1.3.** An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.1.4.** Once the scene is determined to be safe, power should be shut off to the machinery causing the entrapment. Lock-out / tag-out equipment should be used. A shop mechanic or service personnel can make the extrication much easier through disassembly.

**2.2.** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the incident commander and County dispatch as soon as possible. At all times, cover the patient(s) with a space blanket to avoid injury and place hard protection between the patient and the extrication tools to avoid injury.

**2.3.** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.4.** The Incident Commander and shall be notified when all patients have been extricated.

**2.4.1.** All equipment should be returned to the proper storage place on the apparatus are made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.4.2.** The Incident commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications off command termination and return all apparatus to ready status.

### **Revision and Review**

2/17/10 Revision Date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Large Vehicle Rescue

Number  
242

Date  
8/2008 New

Pages  
3

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Large Vehicle Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of crash, number of vehicles, entrapment, hazards, and additional resources needed (EMS, PD, Special units). This information shall be relayed to County Communications. If the incident is on the LRT tracks the Port Authority should be notified to stop rail traffic and start the re-railing truck to the scene.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue. Personnel at this scene should have Special Vehicle Rescue certification. The SHACOG TRT should be dispatched for technical rescue incidents

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
Command	1
Stabilization	1
Patient access/Care	1
Hand Tools	1
Power Tools	1
Safety / Fire Protection	1
<b>TOTAL</b>	<b>6</b>

**2.1.2.** If possible, without compromising rescuer safety, triage of patients should begin.

**2.1.3.** An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.1.4.** Once the scene is determined to be safe, the vehicle should be stabilized to prevent further movement. The position of cribbing, or other stabilization devices, should be placed strategically to avoid interference with other rescue operations to be performed. Mutual aid rescue services may need to be started for large vehicles to facilitate enough stabilization equipment on scene.

**2.1.5.** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients in the vehicle and extent of injuries should be relayed to the incident commander as soon as possible. At all times, cover the patient(s) with an aluminized blanket to avoid injury from glass and place hard protection between the patient and the extrication tools to avoid injury.

**2.1.6.** If hazardous material or a Mass Casualty Incident County Communications should be notified to start the appropriate mutual aid.

**2.2.** If the size of the incident warrants, a safety officer shall be appointed. The safety officer will perform a secondary survey and report findings to the Incident Commander. The safety officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.3.** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.4.** The Incident Commander and shall be notified when all patients have been extricated.

**2.5.** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident commander and proper action will be taken.

**2.6.** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

### **Revision and Review**

2/17/10 revision date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Rope Rescue Operations

Number  
243

Date  
8/2008 New

Pages  
3

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Rope Operation.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, or person, will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, high angle or low angle evolution, hazards, and additional resources needed (PD, EMS, Additional rescue companies). This information shall be relayed to County Communications.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene

### Low Angle Rescue

CRITICAL TASKS	PERSONNEL REQUIRED
Command	1
Safety	1
Rigging / Haul System	6
Belay System	1
Patient Care/Stokes	5
Hazard Control	1
<b>TOTAL</b>	<b>15</b>

### High Angle Rescue

CRITICAL TASKS	PERSONNEL REQUIRED
Command	1
Safety	1
Rigging / Haul system	6
Belay System	1
Patient Care /Stokes	2
Hazard Control	1
<b>TOTAL</b>	<b>12</b>

**2.1.1.** If possible, without compromising rescuer safety, triage of patients should begin. Distance patient assessment with binoculars may be necessary

**2.1.2.** An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with correct protective gear should not be allowed within the controlled area.

**2.1.3.** Once the scene is determined to be safe, the scene should be assessed for best access and egress. A working line and a belay line should be set up using appropriate anchors.

**2.2 .** Equipment needed for patient care/packaging should be loaded into a stokes and crew and stokes lowered (or raised) at the same time, using an appropriate decent device or haul system and belay system.

**2.3.** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and the extent of injuries should be relayed to the incident commander and County Communications as soon as possible.

**2.3.1.** Patients should be packaged and the initial raising or lower system changed over to the opposite system for returning patient and crew to original staging area.

**2.4.** If the size of the incident warrants, a Safety Officer shall be appointed. The Safety

Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.5.** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.6.** The Incident Commander and shall be notified when all patients have been extricated. All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.6.1.** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

### **Revision and Review**

2/17/10 – Revision Date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Elevator Rescue

Number  
244

Date  
8/2008 Revised

Pages  
3

#### 1.0 General

**1.1 Purpose.** The purpose of this guideline is to give the Incident Commander a guideline to follow for Elevator Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### 2.0 Procedure

**2.1** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, will do a survey of the scene. An initial report will be given, including the additional resources needed (EMS, PD, Building Maintenance). This information shall be relayed to County Communications.

**2.1.1.** The incident commander shall assess the scene, if a hoistway door needs to be accessed the call should be upgraded to an All Call and the critical tasks manning should be utilized

CRITICAL TASKS	PERSONNEL REQUIRED
Command	1
Patient Access	1
Patient communications	1
Tools	1
Lock-out/tag-out	1
Safety	1
<b>TOTAL</b>	<b>6</b>

**2.1.2. NON-EMERGENCY INCIDENTS.** An incident where a passenger(s) are only inconvenienced by the stalling of an elevator. A non-emergency elevator incident does not warrant use of forcible entry nor the removal of passengers by other than the normal elevator entranceway.

- **SIZE-UP:** Upon arrival, the crew: Should check to insure that the occupants are not in immediate danger and do not have a life threatening situation. Contact may be facilitated by the Lobby Phone, Elevator Intercom System or by direct method from the nearest floor. **Contact County Communications for number to elevator phone for direct call back to occupant**
- Contact the elevator maintenance person or building manager for assistance.
- If non-forcing entry techniques are to no avail, rescue personnel should continue to maintain communication with and reassure the passenger(s) while awaiting arrival of a certified elevator mechanic.

**2.1.3. EMERGENCY INCIDENTS.** An emergency elevator incident is one in which a passenger or victim is sick, injured, pinned, or endangered (i.e., by smoke or fire).

- If there is a medical emergency, determine the location of the elevator (i.e. what floor, in-between what floors, etc)
- The number of patients in the elevator car and extent of injuries should be relayed to the Incident Commander and County Communications as soon as possible.
- Passengers involved in emergency incidents are removed from an elevator through one of two openings: Normal entranceway and top emergency exit
- The opening used will depend on the location of the elevator car, available exit and disposition of the passenger. (i.e., inconvenienced, sick, injured, etc.)
- Hydraulic Elevators may be lowered to the bottom floor to facilitate the safe removal of the occupants and not exposing them to an fall hazard.

**2.2. NORMAL ENTRANCEWAY.** Where possible and safe to do so passengers should be removed through the normal entranceway.  
*NOTE: When this can not be done and a non-emergency condition*

*exists, no attempt should be made to remove them through one of the emergency exits.*

- After a certified elevator mechanic arrives he can determine what course of action should be taken to effect safe removal of the passengers.
- NOTE: Rope Rescue/Fall protection equipment and techniques shall be used at all times when working around any open hoist way door
- If an elevator entrapment where patient is trapped between the car and wall or car and pit the incident will now be a technical rescue. The SHACOG TRT should be activated and started to the scene.
- If the size of the incident warrants, a Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
- The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
- The Incident Commander and shall be notified when all patients have been extricated.
- All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and the Rescue Coordinator and proper action will be taken.
- The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify county dispatch of command termination and return all apparatus to ready status.
- **Revision and Review**
- 2/17/10 Revision Date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Structural Collapse

Number  
245

Date  
8/2008 New

Pages  
3

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is to give the Incident Commander a guideline to follow for Structural Collapse Rescue.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure.**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, or person, will do a windshield survey of the scene. An initial report will be given, including the following, what type of building collapse, entrapment, hazards, and additional resources needed (PD, EMS, Additional Rescue, SHACOG TRT, Urban Search and Rescue Strike Team, Collapse trailer from St Clair, Pleasant Hills VFD Collapse truck). This information shall be relayed to County Communications.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
Command	1
Safety	1
Shoring Team	4
Search Team	2
Rescue Team	2
Building Triage	1
Cutting Station	1
Ventilation/monitoring	1
Hazard Control	2
<b>TOTAL</b>	<b>15</b>

**2.1.2** If possible, without compromising rescuer safety, triage and extrication of surface patients should begin.

**2.1.3** An incident perimeter should be established to control scene access. Anyone not involved with FD or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.2.** The incident commander should question family and friends of the missing patients as to there last location and the color of the carpeting and wall coverings in the room. Initial stabilization should be done.

**2.3.** Position Rescuers around the structure and shut off all machinery, have one person call out for the missing patient with a megaphone, when a noise is heard all rescuers should point to where they heard it. This will triangulate the possible position of the missing patient.

**2.3.1.**Initial stabilization can begin from R198 with 8'.and 12' shores, Airshore pneumatic shores, Ellis screw jacks, Ellis clamps, matched wedges, pneumatic nailer etc. The cutting station should be set up and the collapse box sent into the hot zone for measurements etc.

**2.3.2.**Notification of Utility companies, County EOC should be done early into the incident

**2.4.**Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the incident commander and County Communications as soon as possible.

**2.5.** If the size of the incident warrants, a Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or

patient safety is in jeopardy.

**2.6.** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.7.** The Incident Commander and shall be notified when all patients have been extricated.

**2.7.1.** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.7.2** The Incident Commander shall dismiss all personnel after accountability has been command termination and return all apparatus to ready status.

### **Revision and Review**

2/17/10 - Revision Date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Trench Rescue

Number  
246

Date  
8/2008 Revised

Pages  
3

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Trench Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish follow the Incident Command System guidelines, and establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, entrapment, hazards, and additional resources needed (SHACOG TRT, Trench Trailer, PHVFD Collapse Truck, Pittsburgh EMS Rescue, PD, EMS.). This information shall be relayed to County Communications.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
Command	1
Safety	1
Shoring	2
Cutting Station	1
Rigging	2
Air Monitoring	1
Entry Team	2
Water Removal	1
Hazard Control	1
Ventilation	1
<b>TOTAL</b>	<b>13</b>

**2.1.2.** An incident perimeter of 100ft should be established to control scene access, barrier tape should be used. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area. Personnel should not stand on the spoil pile

**2.1.3.** The Incident Commander should question workers and bystanders as to where patient was last seen and type of work being done. All traffic should be stopped and all machinery shut off to stop vibrations in trench area, possibly causing a secondary collapse.

**2.2.** Once the scene is determined to be safe, the trench edges should have ground pads placed around edges to disperse the weight of the rescuers.

**2.2.1.** A fan should be set up to supply fresh air into the trench and air quality monitoring should be done.

**2.3.** Access to patient should not be done until the trench has been properly stabilized. Stabilization can be stated with the Shore form panels, plywood, Airshore pneumatic struts, Ellis screw jacks, and 4x4 shoring

**2.3.1.** The number of patients and extent of injuries should be relayed to the Incident Commander

**2.4.** If the size of the incident warrants, a safety officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.5.** The IC and TRT personnel should meet and decide what additional equipment is needed and actions should be taken. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in

case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.6.** The Incident Commander and shall be notified when all patients have been extricated.

**2.7.** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.

**2.8.**The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

### **Revision and Review**

2/17/10 Revision Date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Vehicle Rescue

Number  
247

Date  
8/2008 Revised

Pages  
2

### **11.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Passenger Vehicle Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

### **2.0 Procedure**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, will do a windshield survey of the scene. An initial report will be given, including the following, what type of crash, number of vehicles, entrapment, hazards, and additional resources needed (EMS, PD, Special units). This information shall be relayed to County Communication.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene

CRITICAL TASKS	PERSONNEL REQUIRED
Command	1
Stabilization	1
Patient access/Care	1
Hand Tools	1
Power Tools	1
Safety / Fire Protection	1

<b>TOTAL</b>	<b>6</b>
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**2.1.2.** If possible, without compromising rescuer safety, triage of patients should begin.

**2.1.3.** An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.

**2.1.4.** Once the scene is determined to be safe, the vehicle should be stabilized to prevent further movement. The position of cribbing, or other stabilization devices, should be placed strategically to avoid interference with other rescue operations to be performed.

**2.1.5.** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients in the vehicle and extent of injuries should be relayed to the incident commander as soon as possible. At all times, cover the patient(s) with an extrication blanket to avoid injury from glass and place hard protection between the patient and the extrication tools to avoid injury.

**2.2.** If the size of the incident warrants, a safety officer shall be appointed. The safety officer will perform a secondary survey and report findings to the Incident Commander. The safety officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.3.** The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.4.** The Incident Commander and shall be notified when all patients have been extricated.

**2.5.** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident commander and proper action will be taken.

**2.6.** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communication of command termination and return all apparatus to ready status.

### **Revision and Review**

2/17/10 revision date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Water Rescue

Number  
248

Date  
8/2008 New

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to give the Incident Commander a guideline to follow for Water Rescue Operations.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure.**

**2.1.** The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, number of vehicles, entrapment, hazards, and additional resources needed (PD, EMS, Pittsburgh EMS River Rescue etc.). This information shall be relayed to County dispatch.

**2.1.1.** The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene

<b>CRITICAL TASKS</b>	<b>PERSONNEL REQUIRED</b>
Command	1
Safety	1
Rope or Boat Systems	4
Upstream Spotter	1
Rescue Team	4
Debris Removal	1
Patient packaging	2
Hazard Control	1
<b>TOTAL</b>	<b>15</b>

**2.1.2.** All personnel should be outfitted with Personal Floation Devices (PFD), and Helmets. NO BUNKER GEAR

**2.1.3.** An incident perimeter should be established to control scene access. Anyone not involved with emergency services or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area. Set up a hot/warm/cold zone around the scene.

**2.2.** The patient should be instructed what to do by megaphone or unit PA system  
A long pike pole or other long device shall be used to try and reach the patient if this  
Water rescue rope should be thrown over the patient. The patient should be instructed to grab rope and wrap it around himself.

**2.2.1.** The water rescue rope should be body belayed by a rescuer. DO NOT STATICALLY BELAY THE WATER RESCUERS ROPE. Static belays may cause the patient to be pulled under the water. The belayer should move down stream with patient working patient to side of water. Back up rescuers should be stationed downstream and the inside of corners with throw ropes.

**2.2.2.** If an ice incident the Cold weather suits and horse shoe ring and Nebulus floatation device shall be used to facilitate rescue safety in the rescue attempt. Personnel performing the rescue shall be training in ice rescue or on the SHACOG TRT

**2.3.** Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the Incident Commander and County Communications as soon as possible.

**2.4.** If the size of the incident warrants, a Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.

**2.5.** The tactical plan should not be limited to the operations at hand. The tactical plan

should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.

**2.6.** The Incident Commander and shall be notified when all patients have been extricated.

**2.7.** All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident commander and the Rescue Coordinator and proper action will be taken.

**2.8.** The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communication of command termination and return all apparatus to ready.

### **Revision and Review**

2/17/10 Revision Date

Mt. Lebanon Fire Department

# Emergency Management

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Emergency Management Center Activation

Number  
301

Date  
9/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to identify the three levels of Emergency Management Center (EMC) activation to be used in the situations outlined below.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1.** It is the responsibility of the OIC to anticipate the need for EMC activation in preparation for large-scale events or the potential for large-scale or significant events. The OIC may choose from three levels of activation depending on the potential or size of the incident.

**2.1.1 Initial Activation.** Notifies one member of the Emergency Management Platoon to assess the situation and activate the EMC annex if necessary.

**2.1.2. Initiation.** The on-duty crew shall notify one person from the Emergency Management Platoon by phone or radio.

#### **Examples:**

Severe thunderstorm warnings

Tornado watch

Heavy snow forecast (greater than 6 inches in a 12 hour period)

Wide-spread utility outages

Serious Haz-Mat incidents  
School emergencies (other than fire alarms or small incidents that do not involve evacuation)  
Significant target hazard emergencies  
Any unusual event that may affect a significant portion of the community  
Significant police events affecting facilities or neighborhoods  
Tornado warnings

**2.1.3. Partial Activation.** Recalls the entire fire department and staffs several EMC positions. In addition, the municipal manager will be notified of the incident.

**Initiation:** The OIC shall request an all call for station 198 for a partial activation of the EMC and also notify the municipal manager utilizing the EMC call-out list.

**Examples:**

Severe storms affecting multiple locations.

Significant flooding (involves more than several residences or multiple areas)  
Any events in progress affecting a significant portion of the community.

**2.1.4. Full Activation.** Fully staffs the EMC and recalls all members of the Municipal Emergency Management Team.

**Initiation:** Allegheny County should be notified to activate the EMC for a full activation.

Examples:

Tornado touchdown in Mt. Lebanon  
Terrorist event  
Extended Haz-Mat incidents  
Mass casualty events  
Significant wide-spread utility outages

**Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Area Evacuations

Number  
302

Date  
8/2008 Revised

Pages  
4

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for area evacuations if situations dictate.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** In a variety of possible situations, it may be necessary to evacuate an area of the Community. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.
- The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.

- Fire companies and units will not normally be utilized for evacuation operations. However, they may be utilized if available and not needed for control operations.

### **2.11 Responsibility.**

- The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation.
- The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for operating within the evacuation zone.

### **2.1.2 Evacuation Centers**

- In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- Community recreation centers and schools are designated as evacuation centers.
- The ultimate decision to open and man these shelters will rest with the Municipal Manager or, in his absence, the Coordinator of Emergency Services.

**2.1.3 Organization of Evacuation.** Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available (Fire, Police, other agencies) and the type situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

- Establish a Command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command Posts together, liaison will have to be established.
- Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion. Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- Advise personnel if evacuees are to be directed to particular Evacuation Centers.
- Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.

**2.1.4 Additional Situations.** In a variety of possible situations, it may be necessary to evacuate an area of the Community. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.
- The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.
- Fire companies and units will not normally be utilized for evacuation operations. However, they may be utilized if available and not needed for control operations.

#### **2.1.5 Responsibility.**

- The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation
- The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for operating within the evacuation zone.

#### **2.1.6 Evacuation Centers**

- In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- City recreation centers and schools are designated as evacuation centers.
- The ultimate decision to open and man these shelters will rest with the City Manager or, in his absence, the Coordinator of Emergency Services.

**2.1.7 Organization of Evacuation** Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available (Fire,

Police, other agencies) and the type situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

- Establish a Command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command Posts together, liaison will have to be established.
- Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion.
- Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- Advise personnel if evacuees are to be directed to particular Evacuation Centers.
- Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.

**2.1.8 Additional Situations** In addition to conventional evacuations, some situations may indicate different approaches.

- **Atmospheric Hazard:** Some hazardous materials situations may pose a problem to persons exposed to outside air only. This may be caused by a wind-carried irritant vapor or gas. In this case the best alternative may be to advise people to stay indoors with windows closed and air conditioners shut down.
- **Advisory Notification:** In some situations it may be necessary to notify citizens of potential risk and suggest that they relocate for their own convenience. As an example, this situation could occur when street flooding is expected, but no immediate threat to physical safety is indicated.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Lebo-Alert Emergency Notification System Guidelines

Number  
303

Date  
10/30/2008

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The purpose of this policy is to identify and outline the authorized uses of the Lebo-Alert Emergency Notification System.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Definition**

Lebo-Alert is a web-based mass call system that automatically distributes pre-recorded telephone messages, text, paging and email communication to specific geographic areas encompassing residences and/or businesses within Mt. Lebanon. The system is divided into two use groups 1) Emergency and 2) Non-Emergency. This policy specifically addressed the emergency system.

It is the policy of the Municipality of Mt. Lebanon to establish and maintain effective procedures guiding the use of the Emergency Alert System. Messages sent out to the community via the system are meant to inform the public, business and the news media of events or situations that directly affect the lives and safety of citizens in the community.

#### **2.1 Procedure**

A. Message/Alert Authorization:

1. All messages/alerts initiated will be authorized by the Municipal Manager, Fire Chief, Police Chief or Emergency Management

Coordinator. This authorization will encompass both content and destination addresses/areas.

B. Message/Alert Types:

1. In all cases, the urgency to share important information should determine whether or not the system is the most appropriate method to use.
2. Examples of when this would be the most appropriate method include, but are not limited to:
  - i. Severe weather related incidents such as tornado's, floods or potentially dangerous storms that require a citizen action or understanding to protect themselves or others.
  - ii. Evacuation instructions and/or mandates for all or part of the community.
  - iii. Long-term or dangerous utility outages.
  - iv. Informing a community of "need to know", police related information. (e.g., specific crime activity, missing person information, etc).
  - v. Seeking information from the community regarding a specific crime or crimes. (e.g., witness information, soliciting the "eyes and ears" of the community, etc).
  - vi. Informing the public of police, EMS or fire activity in their neighborhood. Ex: Police stand-off, or hazardous material release.
  - vii. Activation of specialized response teams and/or emergency personnel. Ex: Fire department recall, police CERT team, emergency operations center activation.
  - viii. Other topics may be appropriate but must be approved in advance by the Municipal Manager or his designee.

**2.2** Use of the system and more specifically, the Verizon ® E911 database is governed by a variety of state privacy and Freedom of Information statutes. As a result, the following uses of the R911 system are strictly prohibited:

- i. Fundraising
- ii Political and/or campaign messages
- iii. Any other message or alert that does not directly promote the health or safety of an individual within Mt. Lebanon during an emergency preparation, response, or recovery.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Storm Operations Mode

Number  
304

Date  
11/2010

Pages  
3

#### **General**

**Purpose.** This standard operating guideline is intended to establish a procedure to manage non-emergency call taking, dispatching, field unit radio communication, and equipment and personnel resource deployment during multi-incident responses.

**Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department (MTLFD).

**Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **Procedure**

**Preliminary.** In an effort to effectively and efficiently manage multi-incident responses and to assist Allegheny County 911 (AC911) during high call demand time MTLFD will take over call taking and dispatching of all non-emergency dispatches. Emergency dispatch call taking will be handled by Allegheny County 911 (AC911). Emergency call information will be transferred via radio for dispatching by MTLFD.

**Shift Commander.** When multiple calls and/or significant incidents are anticipated, the shift commander will remain at the station to initiate storm mode and fulfill the station deployment role.

**Implementation.** When a natural or man-made event causes multiple responses requiring more than two response units at one time, this SOG will be implemented. Emergency management and/or Shift Commander/Designee will move to the Emergency Management Annex.

**Staffing.** Staff, at a minimum, response manager, call taker, and communications (Annex) and station deployment (1<sup>st</sup> floor conference room).

#### Duties

Response Manager – Begin response triage and tracking via Tactron Board. Establish a communications link with Duty Fire for dispatch information.

Call Taker – Transfer X5300 lines from AC911 to ring locally. AC911 will “ring down” all non-emergency calls. The Multi-Incident Log will be used to begin tracking all incidents. This document is posted by the radio console in the emergency management annex. (

Communications – Establish radio communications on SFD ML (Channel 6) and FOPS - 7 (Channel 7). Other communications may be needed based on the event.

Station Deployment – Establish response crews and track availability of apparatus and crews. Dispatch crews as needed for calls and keep response manager updated on availability of crews and equipment.

**Transfer.** Once all positions have been staffed notify AC 911 MTLFD has implemented Storm Mode and all dispatching will be done by MTLFD. Remind AC911 contact all non-emergency calls should be transferred to 412-531-5300. Emergency calls will be announced on SFD channel.

Triage of all calls will be completed by the Response Manager and dispatches made by communications in the EMC Annex.

The senior staff member or designee in MTLFD will oversee the maintenance of response crews and advise the Response Manager of the available units. If additional crews are needed mutual aid will be requested via the Response Manager and senior member.

**Demobilization.** The response manager will evaluate the number of events and when it is deemed the number of reports has been reduced to a “normal” load normal call taking and dispatching will be restored.

Notify AC911 MTLFD has returned to normal operations including call taking and dispatching.

Return call forwarding of all appropriate lines. These are posted in the emergency management annex.

Shut down all remote communications.

11\2010 – Origination date

**Revision and Review**

Mt. Lebanon Fire Department

# Training

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Live Fire Training Procedure

Number  
401

Date  
9/2009

Page  
1 of 2

#### **1.0 General**

**1.1 Purpose.** The purpose of this procedure is to establish standard guidelines for conducting structural training fires while complying with NFPA Standard 1403. All other Mt. Lebanon Fire Department procedures will also apply to training fires where applicable.

The objective of a training fire is to provide realistic fire ground training under actual fire conditions for firefighters while providing high levels of safety and minimizing risk.

Training fires will be designed to minimize the risk and to control the fire conditions so that firefighters are not unnecessarily exposed to hazards or injuries.

Training fires present the same hazards as those encountered at actual field incidents. The Incident Command System employed at actual fire incidents will be Standard Operating Procedure at **all** structural training fires.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department and members of outside agencies participating in live fire training sponsored and/or conducted by the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

It shall be the policy of the Mt. Lebanon Fire Department that all live fire training will be conducted in accordance with the latest version of the Pennsylvania State Fire Academy (PSFA) document "SBS Policy 2006-02 2008 Revision".

The document is available for review at any time and can be found on the municipal fire department server at: S:\FORMS\Training.

### **Revision and Review**

1/2010 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Supervision of Less Experienced Personnel

Number  
402

Date  
8/2009

Page  
1

#### **1.0 General**

**1.1 Purpose.** The purpose of this procedure is to describe the requirements necessary for supervising less experienced personnel at working incidents.

The integral part of safe operations at an incident site is that the fire company functions as a team, supervised by the company officer. The company officer is responsible for the supervision and welfare of all personnel in his/her company and other fire fighters assigned to his/her supervision.

It is important to recognize that fire fighters gain "experience" at different rates. Experience levels depend upon time on the job, number, type and intensity of past incidents, and the quality of supervision and training that the fire fighter has gained. It is also important to recognize that inexperienced personnel caught in a hot, smoke-filled environment with zero visibility, or other hazardous or unfamiliar environment, can easily take inappropriate action resulting in injury or death to themselves or others. With the arrival of a new or less experienced fire fighter to the company, the company officer--and all crew members assume responsibility for the new fire fighter.

For the purpose of this procedure, a "*less experienced*" fire fighter is defined as:

- Probationary fire fighter.
- Any member with less than two years total experience as a member of the Mt. Lebanon Fire Department.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

It should be noted that two years of fire fighting experience does not necessarily qualify that individual as being “*experienced*”. Fire fighters may still require direct supervision regardless of time spent as a member. Those fire fighters determined to be inexperienced will be **directly** supervised by the company officer or a fire fighter with greater than two years total fire fighting experience.

Direct supervision will be required at the moment the fire fighter enters an area that exposes the firefighter to potential injury or death. Examples include:

- Entering a building involved with smoke or fire.
- Approaching a potential collapse area.
- Potential explosion or flash fire.
- Approaching a hazardous materials incident.
- Entering an area where hazard line tape is present.
- Any other area that could cause injury or death to the fire fighter.

The fact that a fire fighter has been a member of the department for greater than two years does not relieve the supervisor of his/her responsibilities. **All** personnel at an incident will be supervised by and accountable to a company officer or command officer.

The experienced fire fighter may be permitted, *under appropriate and safe circumstances*, to function at an incident without direct supervision of a company officer.

#### **Revision and Review**

1/2010 – Origination date



Mt. Lebanon Fire Department

# Safety

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### PPE Traffic Safety Vest

Number  
501

Date  
3/09

Page  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while operating in any roadway at all times.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

2.1 All members shall don a Class 2 High Visibility Vest anytime they are in any roadway or right of way.

2.2 Traffic safety vests are located under or near each riding position on all MLFD apparatus for members to wear.

2.3 Traffic safety vests shall be issued to all members of the department to be worn when responding to district calls from home.

#### **3.0 Exempt Personnel**

3.1 Members shall be exempt from this guideline when they may be exposed to hazardous conditions where the use of such apparel may increase the risk of injury to personnel.

3.2 Exempt conditions include but are not limited to the following:

- Attack fire fighters at a car fire
- Rescuers in the HOT or Warm zones of an active hazmat incident

- Fire Fighters involved in structural fire fighting activities along a roadway.

3.3 When personnel are operating in hazard areas near a roadway, attempts should be made by the incident commander to shut down the roadway or provide adequate safety blocking.

3.4 As soon as the exempt members are finished working in a hazard area they shall don a traffic safety vest.

#### **4.0 Station Backing**

4.1 All members assisting with a backing operation at the station will wear a traffic safety vest or approved traffic safety coat. This includes all spotters and personnel controlling traffic.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Incident Safety Officer

Number  
502

Date  
5/09

Pages  
5

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to define the use and role of an Incident Safety Officer (ISO).

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** Incident Command (IC) will designate, as early in the event as possible, an Incident Safety Officer (ISO) at all significant or complex emergency incidents, incidents involving large geographical areas, training activities, public safety demonstrations and other situations where the potential for injury to responders and/or the general public exists.

- The Incident Safety Officer (ISO) upon designation by the Incident Commander (IC) is in proper personal protective equipment (PPE) including a "Safety Officer" vest. When operating in a forward or otherwise hazardous position the Incident Safety Officer (ISO) will also meet the MLFD PPE SOG including wearing Self-Contained Breathing Apparatus (SCBA), have radio communication, and be accompanied by another firefighter.
- A situation-status briefing will occur between Incident Command (IC) and the Incident Safety Officer (ISO) including a review of the incident action plan.

- The Incident Safety Officer (ISO) will conduct a recon of the incident including a 360° inspection identifying existing or potential hazards especially as they relate to the incident action plan and provide the information to Incident Command (IC). These inspections will continue with updating information to Incident Command (IC) as needed.
- In addition to the incident inspection the Incident Safety Officer (ISO) will apply the following risk assessment model:
  - a. **We will risk a lot to save a lot (Savable lives).**
  - b. **We will risk a little to save a little (Savable property).**
  - c. **We will risk nothing to safe what is already lost (Lives and property already lost).**

assuring the incident action plan, conditions, activities, and operations fall within these criteria. The assessment should be an on-going process until the incident is terminated. If the perceived risk(s) are outside the risk model the Incident Safety Officer (ISO) should stop, alter, or suspend any activities, which pose an imminent threat to firefighter safety. Immediate notification to Incident Command (IC) is paramount after changing an activity. If the activity does not pose an imminent threat the Incident Safety Officer (ISO) should work through Incident Command (IC) to affect the needed change to mitigate or eliminate the unsafe condition, operation or hazard.

- The Incident Safety Officer (ISO) will ensure the use of the MLFD Accountability system and rapid intervention team is ready for immediate deployment. In the instance of a Mayday, they will immediately take a position in the command post and identify additional assistant safety officers as required.
- The Incident Safety Officer (ISO) will offer judgment to Incident Command (IC) regarding the establishing of control zones and no-entry zones and ensure the communication of this information to all members on scene.
- Evaluate motor vehicle incidents and establish scene safety by eliminating traffic hazards by vehicle placement and other appropriate methods.
- Monitor radio transmissions and stay alert for barriers, which could result in missed, unclear, or incomplete communications.
- Ensure there is a scene rehabilitation component established including re-hydration, nourishment and medical monitoring.
- Survey and evaluate hazards associated with landing zones and interface with helicopters.
- Recognize the potential need for critical incident stress debriefing.

- The incident safety officer (ISO) will evaluate visible smoke and fire conditions to advise incident command, task leaders and company officers the potential for flashover, back draft, or other events posing a threat to operating teams.
- Evaluate the need for technical experts in complex incidents including; large fire incidents where collapse is possible, hazardous material incidents, technical rescues i.e. trench, confined space, high/low angle rescue, elevator/escalator, structural collapse, etc.

The incident safety officer (ISO) is responsible for completing the *ISO Incident Checklist* as required.

### ISO INCIDENT CHECKLIST

Safety officer: \_\_\_\_\_ Incident  
Number: \_\_\_\_\_ Date: \_\_\_\_\_

Response type: \_\_\_\_\_ Location:  
\_\_\_\_\_

Incident commander: \_\_\_\_\_ Group Chief(s):  
\_\_\_\_\_

Time of incident: \_\_\_\_\_ Safety on location: \_\_\_\_\_  
Elapsed time: \_\_\_\_\_

#### ISO Duties

1. Report to Incident Command. Discuss incident strategy, plan of action, safety plan.
2. Walk the incident and establish a perimeter, checking the following items as it relates to safety. Advise command staff of risk assessment of incident. **Relate any immediate safety concerns to incident command.**

✓ = OK      X = Issue      Circle  
                 applicable category

#### Strategy and Tactics

- Offensive/defensive/marginal attack
- Crews following incident commander strategy

- Ventilation (vertical/horizontal, fans, crew location, means of egress – windows/doors, smoke condition – volume/color force – as related to safety of personnel)
- Incident layout (site drawing, crew locations, rapid intervention team)
- Risk management (Is this action necessary?)

### **Hazards**

- Utilities (water, natural gas, electric)
  - Environmental (heat, cold, ice, snow, rain, wind)
  - Structural conditions (roof, walls, floors, facades, signs, other construction features)
3. After the initial incident assessment, continue to observe all listed items as well as others that might affect the safety of personnel, including the following (*periodically check back to incident commander for update briefing*):
- Accountability (set-up, Level 1, Level 2, PAR, rapid intervention team)
  - PPE (turnouts, hoods, helmets, shields, gloves, boots, SCBA)
  - Communications (radio, face-to-face, crews, divisions/groups, command)
  - Hazard control zone (Collapse, hot, warm cold)
  - Rehabilitation (location, fluids, food, crew rotation, manpower, shelter, heating/cooling, EMS)
  - Ladders (selection, placement, secured/heeled, hazards – wires/footing, two means of egress)
  - Equipment use (selection/placement of hose lines, water supply, tools, safety equipment, lighting)
  - Apparatus (placement, collapse/heat zone, staging, effectiveness, enough resources)
4. **Exercise emergency authority to stop or prevent imminent unsafe acts – notify the incident commander immediately – ensure all personnel are aware of any special circumstances or danger.**
5. Other considerations

- a. In other than imminent unsafe acts, individuals or crews violating MLFD policies and procedures will be addressed through the incident commander or through the post-incident analysis process.
- b. Be aware of the need for addressing critical incident stress debriefing.
- c. In the event of an accident/injury investigation, ensure the following is considered: scene preservation critical injury protocol, seize PPE/equipment, document the scene with digital photographs, scene sketch (locations, measurements, etc) witnesses, and statements. Evaluate the need for MLPD involvement.

### **Scene Sketch**

(Consider including direction, street names, apparatus, hose lines, hydrants, etc)

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Accident, Injury and Property Damage Reporting

Number  
503

Date  
8/2008 Revised

Page  
1

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for various types of accident reporting.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

**2.0 Procedure** In the event of accident involving personal injury, municipal property or a personal vehicle related to a fire department activity the appropriate form shall be completed. The necessary forms are in the Forms folder on the S drive.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Exposure Control Plan Health Records

Number  
504

Date  
7/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for Health History for Exposure Control for MLFD personnel

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** All Mt. Lebanon Fire Department personnel will be asked to complete a health history form.

- Applicants must provide written proof of any previous TB skin test results within two weeks of appointment, if available.
- Applicants will be offered TB skin test, HBV immunization, infection control education and training, after the completion of the appointment process.
- Applicants will show written proof of immunity for Measles, Mumps and Rubella, if available.
- Applicants will show proof of immunity for Chickenpox, if available. New personnel, who do not have immunity to chickenpox by reported history of the disease as a child, will be advised to obtain the chickenpox vaccine -Varivax. Personnel who receive chickenpox vaccine (Varivax) should submit proof of vaccination for inclusion in their medical record.

- Personnel exposed to a communicable disease off duty should contact the Designated Officer.
- All illnesses listed under the work restriction guidelines program are to be reported to the Designated Officer.
- The participation in the health history for exposure control is voluntary, the only vaccination that is mandatory to be offered is the HBV immunization and a firefighter can decline taking the vaccination by signing the HBV Vaccination Declination Form.

Refer to the MLFD Exposure Control Plan for information about vaccinations, communicable disease and OHS, CDC, and NFPA 1581 Requirements

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Exposure Control Plan Exposure Reporting

Number  
505

Date  
7/2009Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for Reporting and Exposure for MLFD personnel

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Exposure Definition** – contact with eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood, other potentially infectious materials that result from the performance of an employee's duties or exposure to chemicals or carcinogenic products by inhalation, injection, absorption or injection.

**2.2 Reporting a Possible Bloodborne or Airborne Pathogen Exposure** - The MLFD Exposure Reporting Form will be filled out by the firefighter after the exposure along with the workman's compensation medical paperwork

2.2.1 Immediately after an exposure the wash skin injuries thoroughly with soap and water or use antimicrobial solution, Flush mucous membranes with running water for 10 minutes or use an Alcohol or cleaning agents if no water available

2.2.2 Immediately inform the Paramedic Supervisor and the M.D. treating the patient of the exposure.

7/1/09 – Origination date

**Revision and Review**



# Mt. Lebanon Fire Department Infectious Exposure Form



Exposed Member's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ Home Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Incident #  
\_\_\_\_\_.

Name of Patient: \_\_\_\_\_

Sex: \_\_\_\_\_

Age: \_\_\_\_\_ Address:

\_\_\_\_\_

Suspected or Confirmed

Disease: \_\_\_\_\_

Transported

to: \_\_\_\_\_

Transported by:

\_\_\_\_\_

Date of Exposure: \_\_\_\_\_ Time of Exposure:

\_\_\_\_\_

Type of Incident (auto accident, trauma):

\_\_\_\_\_

Type of protective equipment

utilized: \_\_\_\_\_

What where you exposed to: Chemical(s)

\_\_\_\_\_

Blood \_\_\_\_\_ Tears \_\_\_\_\_ Feces \_\_\_\_\_ Urine \_\_\_\_\_ Saliva \_\_\_\_\_ Vomitus

\_\_\_\_\_

Sputum \_\_\_\_\_ Sweat \_\_\_\_\_ Other Possibly Infectious materials \_\_\_\_\_

What part(s) of your body became exposed? Be

specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Did you have any open cuts, sores, or rashes that became exposed? Be specific: \_\_\_\_\_

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How did exposure occur? Be specific:

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Did you seek medical attention? \_\_\_\_ Yes \_\_\_\_ No

Where? \_\_\_\_\_ Date: \_\_\_\_\_

Contact Infection Control Supervisor: Date \_\_\_\_\_ Time: \_\_\_\_\_

Designated Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



# Mt. Lebanon Fire Department Infection Control Officer's Report



Medical facility notified? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes:

Name of Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Name of Facility Contact: \_\_\_\_\_

Confirmed Exposure: \_\_\_\_\_

Member notified? \_\_\_\_\_ Yes \_\_\_\_\_ No

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Follow-Up

Action: \_\_\_\_\_

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Remarks: \_\_\_\_\_

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Infection Control Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Exposure Control Plan

Number  
506

Date  
7/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for Exposure Control for MLFD personnel

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Exposure Control Plan** – the MLFD has a comprehensive exposure control plan written in 2007 and updated in 2009. All personnel should be familiar with the plan. The plan outlines the OSHA education guidelines. See Exposure Control Plan Section 3

**2.2** Mt. Lebanon Fire Department recognizes that many of its personnel are involved in job responsibilities that may place them at risk for direct contact with blood and other potentially infectious materials (OPIM). It is the goals of the MLFD Exposure Control Plan to reduce exposure to our personnel thus reduce the incidence of occupational health risk. See Exposure Control Plan Section 2

**2.3 Documentation** - The MLFD shall keep exposure documentation on all personnel for 30 years per OSHA 29CFR 1910.1030 and the OSHA medical record standard 29CFR 1910.1020.

**2.4 Hepatitis B vaccination Program** – All members of the Mt. Lebanon Fire Department must be offered the Hepatitis vaccination within 10 days of starting with the

department. Personnel who decline to participate will be asked to sign a declination form in accordance with the provision of OSHA 29CFR 1910.1030. See Exposure Control Plan Section 4

**2.5 Engineering Controls and PPE** –infectious materials, equipment controls and the personal protective equipment outlined in the plan and will be updated annually. See Exposure Control Plan Sections 5 and 6

The MLFD Exposure Control Plan will be reflective of all current Centers for Disease Control recommended practices for protection of patients and staff and of applicable portions of the NFPA 1581 Infection Control Standards for the fire service.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Station Exhaust System Connection to T-198

Number  
507

Date  
8/2009

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while aerial apparatus is backing into the station at 555 Washington Road.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** The following guidelines will be used:

**2.1.1** All personnel involved will wear a class 2 (hi-vis green) safety vest during the entire operation.

**2.1.2** No attempt will be made to secure the exhaust system connection while the apparatus is in motion or prior to the vehicle reaching its final resting position. Only after the spotter has signaled the operator that the apparatus is in the final position and the brakes have been applied will any attempt be made to attach the exhaust hose to the vehicle.

**2.1.3** The hose may be attached by the spotter or by a person designated by the spotter.

**2.1.4** If the air reservoirs on the apparatus are depleted by the backing operation, the operator will wait until notified by the spotter that the exhaust hose is in place before increasing rpm to build air pressure.

**2.1.5** It shall be the responsibility of the spotter to keep all personnel out of the aforementioned area until such time as the apparatus is stopped and the brakes are set.

**2.1.6** It shall be the spotter's responsibility to cause the exhaust hose to be attached at the appropriate time and to notify the operator when that task is completed.

### **Revision and Review**

8/21/09 – Origination date

Mt. Lebanon Fire Department

# Resource Management

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Removing Apparatus from Service

Number  
601

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for removing apparatus from response capability.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1** Established criteria for removing vehicles and apparatus from service will be maintained by the Resource Management Platoon, and posted as an Annex to this SOG. These criteria will be developed from manufacturers' recommendations, NFPA 1915 (Standard for Fire Apparatus Preventive Maintenance Programs) and / or 49 CFR, part 390 (Federal Motor Carrier Safety Regulations).

**2.2** Daily checks of the apparatus will be made according to the "One and One" schedule posted in the apparatus bays. The oncoming shift is responsible for checking the safety and readiness of that platoon's assigned apparatus, as well as one additional apparatus or vehicle per the posted schedule. At any time, if a member believes that a mechanical or operational problem exists with a vehicle or fire apparatus that compromises its proper or safe operation, then the following guidelines must be followed:

1. The member reporting the vehicle or apparatus deficiency shall immediately notify the FD shift commander,

providing a complete description of the issue as well as the step that were taken to resolve it.

2. The FD Shift Commander will attempt to resolve the issue utilizing the resources at his disposal, and temporarily place the vehicle out of service if unable to do so.
3. The FD Shift Commander will notify the Resource Management Chief or a Lieutenant to assess the vehicle and determine the best course of action to effect repairs.
4. In the event that a Resource Management Officer is unavailable, the Fire Chief or the Deputy Chief will be notified and the vehicle will remain out of service until it can be properly assessed.
5. In the event that the out-of-service vehicle is an engine, the reserve engine will be moved up to second-run service, and placed appropriately in the apparatus bays.
6. Any time an apparatus (excluding utility vehicles) is placed out of service, the FD Shift Commander will notify the Allegheny County 9-1-1 center by phone to that effect.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Personal Protective Clothing Care, Storage and Maintenance

Number  
602

Date  
3/5/09

Page  
2

#### **1.0 General**

- 1.1 **Purpose.** This standard operating guideline is intended to establish a procedure for the care, storage and maintenance of personal protective equipment (PPE).
- 1.2 **Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department
- 1.3 **Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Storage**

- 2.1 All personal protective equipment shall be stored in a neat, orderly and ready fashion so as to allow for its immediate use in an emergency.
- 2.2 Members shall store one set of PPE in the station in their assigned rack.
- 2.3 Members shall store a second set of PPE to respond to calls from home, in their vehicle, in an issued gear bag or in an area where it is not exposed to direct sunlight. The PPE must be protected from ultraviolet light. Tinted windows will not protect PPE from ultra violet light. A dark trunk or gear bag should be used to protect PPE.

### **3.0 PPE Inspection**

3.1 PPE shall be inspected after each use in a fire situation, or at a minimum as specified in section 3.2.

3.2 Semiannual visual inspections shall occur prior to the semiannual washings.

3.3 A thorough annual inspection shall be conducted by each member in December of each year. This inspection shall include all PPE components. The PPE shall be disassembled and thoroughly inspected.

3.4 Any deficiencies shall be recorded and reported to the Resource Management Platoon.

3.5 Annual inspections shall be documented using the current departmental inspection form and turned into the Resource Management Platoon.

### **4.0 Cleaning**

4.1 All PPE shall be properly cleaned and dried after each use in fire conditions. Cleaning may include decontamination, machine washing and or rinsing at the scene.

4.2 **Routine cleaning** may be performed using a brush and hose to remove contaminants at the scene.

4.3 **Advanced cleaning:** All PPE shall be washed, at a minimum, semiannually using the department washer and dryer in the decon room

4.4 Follow all posted instructions and approved cleaning agent list for advanced cleaning as provided and updated through the Resource Management Platoon.

4.5 Chlorine bleach shall never be used on PPE, *exception:* completely rubberized boots may be decontaminated with chlorine bleach.

4.6 All cleanings shall be recorded in the maintenance log.

### **5.0 Repairs**

5.1 PPE needing repair shall be inspected by the Resource Management Platoon.

5.2 If there is any question that a deficiency could cause injury to the firefighter, the item shall be immediately removed from service and repaired. Suitable replacement PPE will be issued by the Resource Management Platoon.

5.3 The Resource Management Platoon is responsible for all decisions regarding PPE repairs or taking gear in or out of service.

### **6.0 Revision and Review**

7.0 7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Fueling Department Vehicles and Equipment

Number  
603

Date  
6/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to refuel fire department vehicles and acquire fuel for small engines.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

- \* **2.1 Fuel for apparatus and vehicles**
- \* Gasoline and/or diesel fuel shall be obtained at Mt. Lebanon DPW, 1250 Lindendale Drive, Mt. Lebanon, PA 15228, whenever feasible.
- \* Should travel, distance from the Municipality, and/or failure of the fueling facilities preclude the use of facility at Mt. Lebanon DPW, fuel credit cards should be obtained from the Municipal Finance Department. Personnel using these cards are required to retain all receipts to be forwarded to the Finance Department upon return of the cards. Standard grade (87 octane) fuel should be used in gasoline powered vehicles whenever available. Ultra-low sulphur diesel fuel is required for all diesel engines.
- \* **2.2 Frequency**
- \* All department vehicles shall be filled to capacity when the vehicle is returned to the station at the completion of the user's shift or following an incident or detail, should either of the following conditions be applicable:
  - \* For vehicles equipped with a single fuel tank, when the gauge indicates  $\leq \frac{3}{4}$  of a tank.
  - \* For vehicles equipped with dual tanks, when either tank indicates  $\leq \frac{1}{2}$  of a tank. In addition, when the tank is filled, the operator shall

switch to the opposite tank to help prevent fuel from becoming stale.

\* **2.3 Fuel for small engines**

- \* Gasoline for use in small engines is to be stored in the fuel cans located on various apparatus.
- \* A fuel credit card is available in the Fire Department Workshop to be used for these fuel purchases. All receipts are required to be forwarded to the Administration Platoon Chief.
- \* The highest grade of fuel available should be purchased for small engine use, and should be treated with the appropriate amount of fuel stabilizer, stocked in the Fire Department Workshop flammable liquid cabinet.
- \* Fuel cans should be refilled when they are  $\leq \frac{1}{2}$  of the container capacity. Fuel should be rotated from containers in reserve apparatus to containers on front-line apparatus to help prevent fuel from becoming stale.

**Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Apparatus Maintenance Program

Number  
604

Date  
11/2009

Pages  
2

#### **1.0 General**

**1.1 Purpose.** The primary purpose of this guideline is to provide requirements for inspection, maintenance, and testing that will ensure that fire apparatus are serviced and maintained to keep them in safe operating condition and ready for response at all times.

**1.2 Scope.** This standard operating guideline defines the minimum requirements for inspection, maintenance, and testing of fire apparatus.

**1.3 Application.** This guideline shall apply to all fire apparatus, and all permanently installed components on fire apparatus. This guideline shall not apply to portable equipment carried on fire apparatus.

**1.4 Authority.** The authority/responsibility for the inspection, maintenance, testing, and repair of fire apparatus and permanently installed components on fire apparatus shall be the resource management platoon. The resource management platoon may rely upon the municipal mechanic or a qualified third-party vendor to complete the inspection, maintenance, testing, and repair of fire apparatus and permanently installed components on fire apparatus.

#### **2.0 Inspections & Maintenance**

**2.1 Annual Inspection.** All fire apparatus shall be inspected annually per state law for motor vehicle inspection.

**2.2 Daily Inspection.** Daily checks of the apparatus shall be made according to the "One and One" schedule posted in the apparatus bays.

**2.3 Monthly Inspection.** Monthly checks of the apparatus shall be made according to the shift/truck assignment and monthly apparatus checklist provided by the resource management platoon.

**2.4 Schedule Maintenance.** Routine maintenance of all fire apparatus shall be performed per manufacturer's recommendations, either in the fire station via mobile service trucks or at a facility identified by either the resource management platoon or municipal mechanic as qualified to perform such maintenance. Routine maintenance of all permanently installed components on fire apparatus shall be performed per manufacturer's recommendations by qualified personnel.

### **3.0 Performance Testing.**

**3.1 Pump Testing.** Performance testing of fire pumps shall be conducted annually by qualified personnel.

**3.2 Aerial Testing.** Performance testing of aerial devices shall be conducted annually by qualified personnel.

**4.0 Documentation.** Records shall be maintained on the results of all apparatus inspections, maintenance requests, preventive maintenance, repairs, and testing. Separate files shall be established and maintained for each individual fire apparatus.

**5.0 Removing Apparatus from Service.** At any time, if a member believes that a mechanical or operational problem exists with a vehicle or fire apparatus that compromises its proper or safe operation, the apparatus shall be removed from service in accordance with Standard Operating Guideline 603, Removing Apparatus from Service.

**6.0 Repairs.** Repairs shall be made in accordance with the manufacturer's recommendations. Parts or components used to maintain or repair the fire apparatus shall meet or exceed the original manufacturer's specifications.

## **Revision and Review**

11/4/09 – Origination date

# Mt. Lebanon Fire Department

Standard Operating Guideline

Apparatus Replacement Policy

Number  
605

Date  
7/2009

Page  
1

## **1.0 General**

**1.1 Purpose.** This standard operating guideline is to outline the replacement guidelines for fire and rescue apparatus and vehicles.

## **2.0 Procedure**

**2.1** To ensure the safest and most efficient use of Mt. Lebanon Fire Department resources, the following fire department apparatus and vehicle replacement guidelines shall be standard practice

**2.2** The Department shall maintain an adequate number of first-line apparatus to meet ISO requirements and service demands.

**2.3** The goal of this guideline is to have heavy apparatus (engines and trucks) replaced after fifteen years of first-line service, the rescue replaced after twenty years of first-line service, the command vehicle replaced after twenty-five years of front-line service, and light vehicles (squads and utilities) replaced after a maximum of twelve years of service.

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Apparatus Taken Out of Service (equipment removal)

Number  
606

Date  
6/2010 New

Page  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to protect personnel while apparatus is backing into the station at 555 Washington Road.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

List of equipment to be pulled when the vehicle is placed OOS

##### **Short term (anticipate $\leq$ 1 week):**

- Portable radios
- TIC
- Meter bag
- Hotline tester
- Cell phone
- Digital camera
- Laptop

For the Rescue, also:

- GPS
- Ice rescue raft (in season)
- Junkyard Dog struts

- Elevator kit, pole, & book

Long term (anticipate > 1 week):

- SCBA/Spare cylinders
- RIT pack
- Power saws
- Cordless tools
- Knox Box key
- Watchdog

For the Rescue, also:

- Rope equipment
- Stokes baskets
- Air bags & controllers
- Hi-Lift jacks
- Hydraulic jacks
- Hydraulic tools & portable pump
- Supplied air respirators/hoses/manifold
- Air tools
- Rope equipment
- Stokes baskets
- Air bags & controllers
- Hi-Lift jacks
- Hydraulic jacks
- Hydraulic tools & portable pump
- Supplied air respirators/hoses/manifold

Mt. Lebanon Fire Department

# Community Service

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Block Party Participation

Number  
801

Date  
8/2008 Revised

Page  
3

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for block party participation by the fire department.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

##### **2.1 Safety**

To provide the safest environment possible, certain conditions will be imposed on the operator:

- Set ground rules with group upon arrival.
- The operator is responsible for the resident's safety.
- The apparatus will be spotted on the roadway with all brakes, wheel chocks in place.
- The operator will advise the residents of the restrictions prior to their interaction with the apparatus.
- No rides are to be given by the operator.
- No residents are permitted to climb to the top of the apparatus.
- If the apparatus must depart for an emergency; the operator will do so with diligence and extreme caution. Apparatus will be checked and vehicle movement supervised for resident safety.

- If present, use the volunteer assistant to aid in set up and presentation of the apparatus and in any other support role as needed.
- No flowing of water from the apparatus.

## **2.2. Unit Readiness**

- On Duty Career Firefighter: The unit shall remain in service with a delayed response.
- Off Duty Career or Volunteer Firefighter: The unit shall be considered out of service.

## **2.3. Attire**

- The operator and all other personnel assisting shall have a clean, neat appearance. This includes either a class B uniform or department polo shirt with dark blue slacks or approved uniform shorts and appropriate footwear to serve as recognition.
- 

## **2.4. Time**

- Each block party event should last approximately 45 minutes.
- All shall be scheduled between the hours of 11:00 - 16:30 and 18:30 - 20:30.

## **SUGGESTIONS:**

Activities that can be done with the residents:

- Touring the inside of the cab, jump seats and rear step.
- Use of S.C.B.A. and other P.P.E.
- Showing emergency lights (no air horn or siren except when departing).
- Open all compartments for viewing and explanations.
- Encourage all adults to participate.
- Consider asking the children present what fire safety messages that they have been presented in school and build upon that information

## **HANDOUTS (Supplies):**

- Folding table and supply bin which includes:
- Sticky badges
- Telephone stickers
- Volunteer Recruitment Materials

- Notepad (for residents information requests, to be forwarded to fire prevention or outreach).
- Discuss and market any upcoming department events. For example citizen's fire academy
- Seasonal safety brochures as appropriate.

#### **SCHEDULING:**

To be done by department secretary.

- 3 career on duty - 1 on duty firefighter to conduct visits.
- 2 career on duty - call volunteer operators; then compensation time offered to career firefighters

#### **COMPENSATION:**

- Career - 1 hour compensation time per block party
- Volunteer Operator - \$35.00 per block party
- Volunteer Assistant - \$15. 00 per block party

#### **NOTIFICATION:**

- Block parties will be posted on the duty fire room board.
- Scheduled into department calendar.

#### **REPORTING:**

- Firefighter conducting block party shall be responsible for filling out the public education report for each party and putting the apparatus back into service.

#### **Revision and Review**

7/1/09 – Origination date

Mt. Lebanon Fire Department

# Prevention

Standard Operating Guidelines

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Elementary Fire Safety Program Class Scheduling

Number  
701

Date  
7/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to schedule the Fire & Life Safety Elementary School Program.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

Scheduling of classes is ongoing process that requires monitoring and follow-up. Since this process has been in place for some time, the schools and teachers are rather familiar.

- Prior to the beginning of the school year, assemble a blank calendar to be used for the scheduling process (see attached sample) Note: the FD Administrative Assistant usually makes the calendar.
- Check the calendar for dates that will be unavailable throughout the year such as Paid Man Drill dates. Make a red "X" through these dates so that no schedule conflicts arise.
- Assemble the calendar and include an instruction sheet (see attached). Place these items into a three ring binder.
- Obtain the second grade walking tour dates from the school district (contact an elementary school principal to find out who is in charge of scheduling these). Mark these in the calendar (note that this is only for the public schools; private schools will be scheduled using the calendar).

- Contact Mary Ann Fox at the school district to schedule all public schools fourth and fifth grade classes.
- Once all public school tours and fourth and fifth grades are scheduled, begin to circulate the schedule book to the schools (work through the school secretary). Begin with the public elementary schools. The teachers will enter the times they wish to have the fire safety classes in their rooms.
- Ask the school secretary to contact you directly once all classes are scheduled for the school. This may require you to follow up with an occasional phone call to keep the process moving.
- After each school is complete, make two copies of the schedule prior to sending the book to another school. One copy is to be given to the FD administrative assistant to be entered into Outlook and Firehouse. The other copy should be kept with the education specialist.
- Once all 7 public elementary schools and the three private schools (St. Bernard's, Jubilee Christian and Montessori) are scheduled, the process is complete.

- **Revision and Review**

- 7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Preschool Apparatus Visit

Number  
702

Date  
7/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to deliver a safe and age appropriate preschool apparatus visit.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

The education specialist, as requested by the preschool will schedule all visits. If a visit must be canceled, contact the preschool directly. When visiting the schools, please follow these procedures:

- Check the notes section in the Outlook calendar entry to determine the age and number of students and if there are any special instructions. You will also find a contact name in the notes.
- Assemble the following items for the visit: children's helmet for each student, stick-on badges for each student and temporary tattoos for each student and a copy of Clifford – The Firehouse Dog (can be found on the desk of the education specialist).
- Wearing a Class B uniform, drive the apparatus (ideally Engine 2 or 3 if available – check with the on duty crew for final determination) to the location. Be sure to position the apparatus in a secure parking area (not on a street or in the middle of a busy parking lot).
- Meet with the contact and let them know that the first 15 min of the class will be in the classroom. The final 15 min will be outside looking at the apparatus.

Also, ask the contact how they would like the helmets, badges and tattoos handled. In the past, some preferred to hand these out at the end of the day just prior to the children going home.

- In the classroom, read the Clifford book to the class. Note that the goal of these visits is to make the children comfortable with the fire department.
- After the book is done, utilize the teachers to help bring the children to the apparatus. Show some basic components of the piece (hose, axe, ladders, etc). Note – For safety reasons, do not let the children handle the equipment.
- NOTE – We do not do “Friendly Firefighter” with this age group.
- At your discretion, you may allow the children to walk through the back of the cab to see what is inside. If this is done, be sure to have an additional person (teacher or FD personnel) on the other side to help the children down. You will need to help the children in.

Once complete and the apparatus is back in quarters, be sure to check that the apparatus is in order (especially if students were inside the cab). Then, fill out an occupancy activity form.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### School Program Class Cancellation

Number  
703

Date  
7/2009 Revised

Page  
1

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to properly cancel school program classes if deemed necessary.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

Canceling a scheduled call should be an option of last resort. However, if it is necessary:

- Determine the grade level and lesson to be delivered by referencing the schedule book copy located on the desk of the educational specialist. This schedule will also provide the time, location and teacher for the lesson (note that the schedule is also entered into Firehouse)
- Call the school directly to inform the school secretary that the scheduled class(es) will need to be cancelled. Be sure to confirm that the secretary will notify all teachers affected.

Notify the education specialist as soon as possible of the cancellation so the class can be rescheduled at a later date.

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Delivery of the Fire Safety School Program

Number  
704

Date  
7/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to deliver the Fire & Life Safety Elementary School Program in a consistent manor.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

The actual program to be delivered will depend on the grade level and lesson being taught. However, the following guidelines should be followed:

- Determine the grade level and lesson to be delivered by referencing the schedule book copy located on the desk of the educational specialist. This schedule will also provide the time, location and teacher for the lesson (note that the schedule is also entered into Firehouse)
- Locate the proper lesson plan in the attached curriculum.
- Assemble the required materials as noted on the curriculum for that lesson. All materials can be located in the 3<sup>rd</sup> drawer of the file cabinet located next to the educational specialist with the exception of the smoke detector case for the 4.1 lessons and the neighborhood model for the 2.1 lessons. These two items can be found in the storage room located in the Mezzanine Training room.
- Use the "Third Day Report" from the school district to determine the number of copies of handouts needed (this report can be found at the district web side and on the desk of the educational specialist. If no class counts are available (the private schools), use 20 as a general guideline.

- Wearing a class B uniform, deliver the program as outlined in the lesson plan. All lessons are designed for delivery by one person with the exception of the trailer visit (4.3 lesson). This requires at least 2 personnel to safely deliver the lesson.

Upon completion of the lesson, please provide your name, what lesson was delivered and the number of students in each class to either the education specialist or administrative assistant to ensure the record is properly closed out in Firehouse.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Fire Station Tours

Number  
705

Date  
8/2008 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure to provide a means of public education and to promote positive public relations, to provide the general public with insight into the responsibilities and working routine of Fire Fighters and fire safety education and to give Mt. Lebanon citizens a historical perspective of their Fire Department as well as foster fire safety education, prevention and consciousness.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

**2.0 Procedure** Normally, pre-arranged fire station tours shall be scheduled by the Fire Education Division.

**2.1** The Fire Education Division shall enter the tour information into station management along with any special notes and/or circumstances.

**2.2** Fire suppression officers may schedule station tours for their stations during their own shifts, subject to approval of the Officer-In-Charge. Non-scheduled fire station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to the approval of the Officer-In-Charge. If at all possible, every reasonable effort should be made to honor such citizen requests.

**2.3** While conducting fire station tours, members shall be guided by the following:

\* Members shall always behave in a courteous, helpful and professional manor.

\* Members shall remain with those persons on the tour and shall avoid taking them into possible areas of danger.

\* Instructions should be given to those on the tour concerning what to do in case the fire company must leave on an emergency call.

\* Fire Station tours should cover the major points of interest, such as the following:

1. The fire apparatus.
2. The firefighting equipment.
3. Protective clothing.
4. The Fire Fighters daily routine and duties.
5. Education utilizing the "Fire Safety Zone".
6. Fire prevention safety materials for appropriate age groups will be given out after tour (stickers, coloring books, brochures etc.)

#### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Fire Extinguisher Education

Number  
706

Date  
8/2008 Revised

Page  
1

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for providing the public with education concerning basic fire chemistry and behavior as well as providing information on the types, limitations and proper usage of portable fire extinguishers.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Policy**

**2.1** . The Fire Department shall actively pursue a program of public education in the area of fire extinguisher usage.

**2.2** The Fire Department shall provide extinguisher education to the industrial fire brigades, private company employees, school groups, medical personnel, city employees and other interested groups and organizations upon request.

**2.3** Students enrolled in schools under the age of eighteen(18) years will not be allowed to take part in live fire extinguishing activities unless permission is given by a parent or guardian and the Fire Chief.

**2.4** The scheduling of fire extinguisher education sessions shall be handled by the Fire Prevention Division. In the absence of available fire prevention division personnel, Shift suppression personnel will be asked to accommodate when possible.

## **2.5 Responsibility**

**2.6** Members conducting fire extinguisher education are responsible for insuring that such demonstrations are conducted in a safe and efficient manner.

**2.7** Members conducting fire extinguisher education are responsible for informing the Fire Education Administrator and/or Fire Prevention Division of those programs conducted.

## **2.8 Procedure**

**2.9** The following is the recommended outline to be used when conducting a Fire extinguisher education:

- A. Introduction of personnel and purpose of educational session.
- B. Type of extinguishers:
  - 1. The requestor will be asked what types of extinguisher(s) are to be utilize, so that personnel can prepare for the educational session and be specific to the requestors work environment or home environment.
- C. Classification of Fires.
  - 1. Ordinary combustible material "A".
    - a. Wood, paper, cloth, rubber, plastics.
  - 2. Flammable liquids "B".
    - a. Gasoline, oil, grease, paint thinner, etc.
  - 3. Electrical "C".
    - a. Energized electrical equipment.
  - 4. Combustible metals "D".
    - a. Magnesium, titanium, sodium potassium.
- D. Selection and placement of extinguishers.
  - 1. Selected on survey by Bureau of Fire Prevention.
    - a. Hazard involved - type of fire potential.
    - b. Amount of material.
    - c. Type of building.
  - 2. Placement.
    - a. Distance apart.
    - b. Convenient location.
    - c. Easily seen.
    - d. Special extinguisher next to special hazard.
- E. Maintenance and care.
  - 1. Temperature of room or installation.
    - a. 40 degrees F to 120 degrees F.
  - 2. Total weight.
    - a. Light enough to pick up.
  - 3. Corrosive atmosphere.
    - a. Protect.
  - 4. Require a yearly inspection.

5. Required to have a hydrostatic (pressure) inspection every five (5) to ten (10) years.
- F. Proper application of extinguisher.
1. Class "A" fires.
    - a. First fire; pressurized water (remove heat).
    - b. Second fire; dry chemical (remove air, some cooling, cover fuel).
    - c. Third fire; CO2 remove air, some cooling.
  2. Class "B" Fires
    - a. First fire; dry chemical (remove air, covering fuel).
    - b. Second fire; CO2 (remove air, cooling).
    - c. Third fire; booster line, then dry chemical (air, cooling of fuel).
- G. Miscellaneous information.
1. Dictionary definition - "A portable or wheeled apparatus for putting out small fires by ejecting fire extinguishing chemicals."
  2. 95% of fires (except for large liquid or gas accidents and spills and explosions could be extinguished with an extinguisher at one time.
  3. Proper term for extinguishers - "First Aid Fire Appliance" ... Comparison - with a small cut, you use a band-aid; with a large cut, you see a doctor. The same applies here -- "A small fire you use an extinguisher -- a large fire, the Fire Department."
  4. The Fire Department uses water because it is much cheaper than chemical agents.
  5. Some hazardous operations have large bottles or cylinders of dry chemical or CO2 with which they can fill the entire room at once.
  6. Nearly all businesses and all manufacturing plants have one or more extinguishers; some large plants have several hundred.
  7. Fire Department recommends extinguishers for every home.
- H. Material needed:
1. educational hand-out
  2. PASS training
  3. Fire Extinguisher brochure

## Revision and Review

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Fire Inspection Re-Inspections

Number  
710

Date  
8/2009 Revised

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for pursuing an active and effective fire inspection program to promote fire prevention, support fire suppression and to provide for the public safety of our community. All life safety and fire code violations shall be re-inspected by this department.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Preliminary** The Fire Inspector is authorized to enter and examine any building, structure, marine vessel, vehicle or premises in accordance with Section 104.3 of the IFC for purposes of enforcing the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania.

**2.2 Maintenance of Safeguards** Whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or other feature is required for compliance with the provisions of the Life Safety and Fire Codes, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania..

**2.3 Inspections** The Fire Inspector is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of the adopted life safety and fire codes and to approve reports of inspection by approved

agencies or individuals. All reports of such inspections shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified and issued by the Fire Inspector or Fire Prevention Platoon Chief. The Fire Inspector is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex technical issues subject to the approval of the governing body.

**2.4 Re-inspection and Testing** Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania. The work or installation shall then be resubmitted to the Fire Inspector for inspection and testing.

**2.5 Re-Inspections policy** The policy of the Mt. Lebanon Fire Department shall be to re-inspect all violations of the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or other required feature is inspected and/or tested and determined to be in non-compliance with these codes and applicable referenced standards.

**2.6** For occupancies not inspected annually, the first re-inspection shall be made within 60 days of issuance of the initial fire inspection report. The second re-inspection shall be made within 60 days of issuance of the fire inspection report for the first re-inspection. **Serious Life Safety Violations not corrected within 2 re-inspections will be referred for citation.** For occupancies inspected annually, re-inspections will only be performed when the annual inspection reveals continuing uncorrected violations.

## **2.7 Inspection Priorities**

1. Educational Facilities: Annually in August
2. Institutional Facilities – Hospitals, Nursing Homes, Hospices, Continuing Care Retirement Facilities, and other Health Care Facilities: Annually
3. Day-Care Facilities: Annually
4. Assembly Occupancies: Annually
5. Operational Permits: Annually
6. Mercantile/Business: 4 Years
7. Apartment Buildings: 2 Years

## **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Complaints and Fire Code Violations

Number  
711

Date  
8/2009 Revised

Page  
2

#### **1.0 General**

**1.1 Purpose.** Citizen complaints of potential fire code violations, referrals of suspected fire code violations by other agencies or departments, and referrals of fire code violations observed by fire department personnel during emergency responses and other activities, need investigated in a timely manner outside of the routine inspection schedule.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department.

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

**2.1 Timeframe:** Complaints and referrals of fire code violations shall be investigated as soon as possible after receipt. Reported violations that are considered significant fire and/or life risks shall be investigated no later than 24 hours following receipt.

**2.2 Procedure:** Fire department personnel noting or receiving a fire code violation complaint or referral shall record the following:

- Date
- Time
- Property address
- Name of complainant or referring party (Note: Complainants may be kept anonymous)
- Address of complainant or referring party (if not anonymous)
- Telephone number of complainant or referring party (if not anonymous)
- All pertinent information about the reported violation

**2.3** All complaints and referrals of fire code violations shall be forwarded to the Fire Prevention platoon. Complaints and referrals involving apartment buildings shall also be forwarded to the Community Services and Outreach platoon. Complaints and referrals that do not require immediate attention can be routed through normal inter-office correspondence. For complaints or referrals that appear to be serious in nature and/or require immediate action, contact Fire Prevention platoon personnel immediately.

**2.4** The Community Services and Outreach platoon will handle apartment building complaints and referrals that do not require immediate attention. All other referrals and complaints will be the responsibility of the Fire Prevention platoon.

**2.5** Complaints and referrals are logged using the Firehouse software Occupancy Module, under the “Inspections & Activities” tab. The type of activity shall be the applicable “Referral / Complaint” code. File written complaints and referrals in the occupancy’s file.

**2.6** If access for an inspection is needed, contact the property owner or representative to advise them of the complaint and need to investigate. Permission to enter the premises and conduct the inspection shall be obtained from the property owner or representative. If entry or permission to conduct an inspection is refused, consult the Magistrate.

**2.7** Inspections may be limited to the specific area(s) of the reported violation(s), as identified in the complaint or referral. If multiple violations throughout a building are reported, a full inspection may be warranted

**2.8** Log any inspection using the Firehouse software Occupancy Module, under the “Inspections & Activities” tab. The type of activity shall be “Inspection – Special”. Enter any violations noted, and corrective actions required. Mail the violation notice via regular mail. Contact the building owner or representative regarding any violations that require immediate attention.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Overcrowding and Significant Fire Code Violations

Number  
712

Date  
8/2009

Pages  
2

#### **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for handling the discovery or report of overcrowding and other significant fire code violations requiring immediate department action.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

#### **2.0 Procedure**

##### **2.1 Overcrowding**

- 2.1.1 Upon discovery of an overcrowding situation, make contact with the owner, manager, or responsible party for the occupancy and advise the occupancy representative of the overcrowding violation.
- 2.1.2 Allow the occupancy representative an opportunity to resolve the problem by exiting the number of occupants necessary to comply with the occupant load for the occupancy.
- 2.1.3 If the occupancy representative refuses or delays correction of the overcrowding situation, advise the Shift Commander, if not on scene. Call out a Fire Prevention officer. If a Fire Prevention officer is unavailable, notify the Fire Chief. Consider police assistance.
- 2.1.4 The Fire Prevention officer and Fire Chief may issue a citation and pursue further action, as stipulated in the fire code, in order to gain compliance or prosecute the violation.

- 2.1.5 Upon correction of an overcrowding violation, re-inspect the occupancy at an appropriate later time, or post a fire department staff member, to verify continued compliance with the occupant load.

## **2.2 Fire Code Violations**

- 2.2.1 Upon discovery of a serious fire code violation that presents an imminent danger and requires immediate correction, make contact with the owner, manager, or responsible party for the occupancy and advise the occupancy representative of the violation.
- 2.2.2 Allow the occupancy representative an opportunity to immediately abate the unsafe condition. Evacuate building occupants as necessary until the unsafe condition is corrected.
- 2.2.3 If the occupancy representative refuses or delays correction of the violation, advise the Shift Commander, if not on scene. Call out a Fire Prevention officer. If a Fire Prevention officer is unavailable, notify the Fire Chief. Consider police assistance.
- 2.2.4 The Fire Prevention officer and Fire Chief may issue a citation and pursue further action, as stipulated in the fire code, in order to gain compliance or prosecute the violation.
- 2.2.5 Upon correction of the violation, re-inspect the occupancy at an appropriate later time to verify continued compliance.

### **Revision and Review**

7/1/09 – Origination date

# Mt. Lebanon Fire Department

## Standard Operating Guideline

### Fire Cause Investigation

Number  
720

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8/2009

Pages  
2

## **1.0 General**

**1.1 Purpose.** This standard operating guideline is intended to establish a procedure for the investigation of fires to determine their origin and cause.

**1.2 Scope.** This standard operating guideline shall apply to all members of the Mt. Lebanon Fire Department

**1.3 Enforcement.** Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

## **2.0 Procedure**

### **2.1 Investigation**

- 2.1.1 Investigate all fires to determine their origin and cause.
- 2.1.2 Delay non-essential overhaul, salvage, and other incident operations that may damage evidence at the fire scene until clearance is given by the fire investigator.
- 2.1.3 Maintain custody of the fire scene until the initial fire scene investigation is complete.
- 2.1.4 Use the most current edition of the National Fire Protection Association (NFPA) 921 – Guide for Fire and Explosion Investigations as a reference during investigations.
- 2.1.5 Document the fire investigation in the incident report.

### **2.2 Certified Department Fire Investigators**

2.2.1 Fire investigations shall be conducted by a certified department fire investigator, with the following exceptions:

- Minor fires where a clear accidental cause can be determined, and no serious injuries or deaths occurred as a result of the fire.
- Minor trash or outside fires with no witnesses or suspects, and no serious injuries or deaths occurred as a result of the fire.

2.2.2 Call out a certified department fire investigator as necessary if one is not on scene. If a certified department fire investigator is unavailable, request the Allegheny County Fire Marshal to conduct the fire investigation.

### **2.3 Outside Agency Assistance**

2.3.1 The Allegheny County Fire Marshal shall be requested to assist with the fire investigation in the following situations.

- Fires involving fatalities
- Fires with an estimated loss in excess of \$1 million
- Suspected incendiary structure fires

2.3.2 Mt. Lebanon Police Department shall be notified in the following situations.

- Fires involving fatalities
- Suspected incendiary fires

### **Revision and Review**

7/1/09 – Origination date

Mt. Lebanon Fire Department

# Temporary

Standard Operating Guidelines