



PURPOSE:

The purpose of these SOP's/SOG's is to provide the officers and firefighters with a standard plan of operation for emergency responses. The sections outline policies and procedures to be adhered to during all phases of company activity. The policies and guidelines should in no way limit the initiative of officers, engineers, or senior firefighters/EMS personnel, and should enhance the decision making process by providing a decision making framework. This manual in no way can address every situation. Members must use their training and experience to effect a successful operation.

AUTHORITY:

The Policies and Guidelines are established by the Chief. Members shall conform to the Policies and Guidelines in the performance of their duties.

Failure to comply:

SOP/SOG Violations:

- 1st Offense - written warning
- 2nd Offense - up to 30-day suspension
- 3rd Offense - referral to Trial board

NOTIFICATION:

The Chief shall notify all members of Policy and Guideline revisions.

Approval: _____ /s/Larry Zimmerman
Signature of Chief

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1.1 INCIDENT RESPONSE - RESPONDING TO THE SCENE

1.1.1 Fires : All members are to respond to the station. Exceptions : Line officers can respond to the scene at the discretion of the chief.

1.1.2 Accidents : All members are to respond to the station. Exceptions: 1) Line officers can respond to the scene at the discretion of the Chief. 2) A member can stop at the scene if the accident is blocking your normal route of travel to the station. Blocking is defined as you are unable to pass by the accident or take an alternative route to the station. If the emergency scene is blocking your route of travel and a member does stop, this does not authorize said member to perform in an emergency capacity or become involved in the emergency scene. The extent of said member's involvement is to ensure their safety and shall be to contact the Salem County Emergency Service dispatch 9-1-1 Center to provide the needed information. Said member shall continue to not be involved with the emergency scene for the duration of the incident unless directed otherwise by the OIC

1.1.3 Any other call : All members are to respond to the station. Exceptions : 1) Line officers can respond to the scene at the discretion of the Chief.

Normal travel route is defined as the quickest and most direct way in which you travel to the station.

1.1.4 If a member arrives at the station and all apparatus has left, the member is permitted to drive to the scene in their personal vehicles. This response shall be without blue lights obeying normal traffic patterns. The member shall park a good distance from the scene. The member shall then report to the IC for assignment.

Members are to keep safety foremost in their mind when responding to the scene. There are circumstances that can kill or injure you, ranging from violent patients to downed electrical wires. Your safety is the Companies priority – don't become a statistic, think be safe!

1.2 INCIDENT RESPONSE - GENERAL POLICY

1.2.1 Members responding to an alarm shall not assume any driving privilege not granted by NJ state laws. Blue lights, for which the member is authorized to operate, shall only be used within Pennsville Township.

1.2.2 All members are responsible for their actions while responding to alarms, and accept all liabilities, and legalities resulting from their actions.

- 1.2.3 Members shall don all protective clothing prior to mounting the apparatus.
- 1.2.4 Apparatus shall not leave the station inadequately staffed without waiting a reasonable time. Apparatus shall not respond undermanned when members are in station preparing to respond.
- 1.2.5 It shall be the responsibility of the senior officers in station to deploy manpower and apparatus, as necessary, to meet the needs of individual incident and manpower situations.
- 1.2.6 Apparatus officers shall insure that their apparatus is adequately staffed and all members and equipment are secured before leaving the station.
- 1.2.7 The driver/operator shall have control over the mechanical operation of the apparatus. The apparatus officer/navigator shall coordinate the use of all warning devices. In addition the officer/navigator shall; operate the radio, reference map and pre-plan books and other material as necessary. The officer shall also monitor the safe operation of the apparatus.
- 1.2.8 When approaching intersections commonly used by apparatus of this company, or other responding companies, the apparatus officer/navigator shall announce their approach.
- 1.2.9 Upon approach to incident, apparatus speed will be greatly reduced.
- 1.2.10 Driver/operators shall be aware of all activities involving their apparatus, making note of portable equipment removed and returned, hose lines in service, and mechanical problems arising while in service.
- 1.2.11 When apparatus is to be left unattended it, shall be parked out of the way and turned off.
- 1.2.12 Driver/operator and crew shall restore their apparatus to full service upon return to station. Driver/operators shall file equipment reports outlining any equipment problems.
- 1.2.13 No member shall leave the fireground or station prior to being released, without the permission of the IC.
- 1.2.14 Any member sustaining an injury, regardless of severity, while operating with this company shall notify the OIC, or the Chief for documentation and treatment, if necessary.

1.2.15 The IC shall insure that all applicable reports and attachments are filed.

1.3 INCIDENT RESPONSE - EMERGENCY DRIVING POLICY

1.3.1 The posted speed limit should be followed at all times.

1.3.2 A complete stop will be made at each stop street.

1.3.3 A complete stop will be made at every traffic light that is red in the apparatus direction of travel.

1.3.4 The apparatus is to decrease in speed when entering any intersection, even when the apparatus has the right of way.

1.3.5 Anytime the apparatus has to proceed through an intersection, audible warning devices are to be used.

1.3.6 Deleted

1.3.7 Deleted

1.4 INCIDENT RESPONSE - WARNING DEVICES

1.4.1 When responding to an incident at emergency speed, all warning lights and audible signals shall be in operation.

1.4.2 Audible signal use shall be curtailed upon approach to the incident scene to prevent interference with communications at the scene. Air horns shall not be used when approaching the scene due to fireground airhorn signal system in use.

1.4.3 Apparatus at incident scene, exposed to traffic flow shall have warning lights operating. When parked at night, headlights and Mars lights shall not be in operation to prevent on coming drivers from being blinded to crews that may be in street.

1.4.4 Apparatus at incident scenes isolated from traffic flow shall not have warning lights operating while parked.

1.4.5 Deleted – Covered in section 1.5

1.4.6 When apparatus is being backed across highway, or into stations, where necessary, warning lights will be in operation.

1.5 INCIDENT RESPONSE - REDUCE SPEED

1.5.1 When the order to Reduce Speed is received, driver/operators shall operate apparatus at traffic speeds and shall not attempt to have other motorists yield the right of way.

1.5.2 Apparatus officer/navigators shall discontinue use of warning devices, as soon as safely possible.

1.5.3 The following policy will be used when apparatus is instructed to respond at a Reduced Rate. A Reduced Rate will mean the following:

Apparatus warning system will be OFF; this includes warning lights and sirens. Apparatus will proceed through traffic as a normal vehicle. Upon arrival the apparatus will stage in a safe location and turn their warning lights ON

The direction to reduce the rate of the apparatus shall come from a Pennsville Fire & Rescue Line Officer or the officer (firefighter riding officer) on the first arriving apparatus. In cases where we are assisting another department, we are to follow the direction of the officer in charge of the district. Caution should be used to insure the apparatus is not in an intersection or other dangerous situation when warning systems are turned to the off position.

1.5.4 The following responses will be at reduce rate from dispatch, at the officer in charge discretion:

Any Cascade 5 response, cover stations, washdowns, Township landfill fires. and trash fires.

1.6 MEMBER RESPONSIBILITY

1.6.1 Any member in the station at the time of an alarm is responsible to respond to the alarm on the appropriate apparatus that is due.

1.6.2 Exception – (deleted, ambulance runs no longer apply)

1.6.3 If you are unable to respond to an alarm do to work or family responsibilities, you must leave the station immediately. Remember, it is a bylaw that you must make every possible attempt to respond to all alarms.

- 1.6.4 Any member in the station at the time of a training class must attend the training class or leave the station.
- 1.6.5 Members must ensure they are qualified to ride any vehicle before getting on for an emergency call. If a member is not qualified, he or she must receive permission from the officer prior to getting on the vehicle.
- 1.6.6 Any member who is not qualified to ride a piece of apparatus must get off of the apparatus if a qualified member arrives to get on the apparatus.

2.0 INCIDENT COMMAND SYSTEM

2.1 Purpose :

To effectively and efficiently control an emergency incident by providing an established command structure, and manageable spans of control.

2.2 Introduction

The ICS simplifies incident management by dividing the overall task of incident control into manageable sections. ICS positions consist of; Command positions, Command Staff positions, Division Officers, and Group Officers (figure 2.1 illustrates the organizational structure)

The ICS is in use at every incident, the only difference is in the size of the system. For instance a small brush fire may only have an incident Commander (IC) directing the actual firefighting, while a large operation may involve numerous positions dictated by the incident's size. The key to the ICS is that it is infinitely expandable. It can be as simple or complex as the IC makes it based on incident conditions.

2.3 Command Structure

The Company line officer chain of command (Figure 2.2) is always followed, and these individuals are usually the first to fill ICS positions at an incident. However, any member who is trained and knowledgeable in a particular situation may be appointed to an ICS position.

2.4 Responsibilities

Command must be established by the first arriving officer or senior firefighter on the first arriving apparatus. The IC must maintain constant communications with Salem County and other apparatus responding and/or on location. This is especially important on multiple unit/agency responses where coordination is crucial to a successful operation. The transfer of command shall include conditions upon arrival, actions taken to this point, and results of those actions

(what did you have?, what did you do?, how well is it working?). The initial IC will then be reassigned to other duties as required.

2.5 Position descriptions/duties

2.5.1 General staff positions

Operations Officer - Responsible for all tactical operations at the incident.

Logistics Officer - Responsible for providing facilities, services, and materials for incident.

Planning Officer - Responsible for the collection, evaluation, distribution and use of information about the development of the incident and the status of resources.

Finance Officer - Responsible for all costs and financial considerations of incident. Must be held by personnel authorized to expend funds.

2.5.2 Command staff positions

Incident Commander - The IC is responsible for the overall command and control of the incident. While the IC does not directly supervise each position and activity, he is responsible for the overall outcome of the incident. The IC must constantly monitor incident progress and expand or downsize the organization as necessary. The IC is responsible for the appointment of all positions and for detailing the objectives of each position.

Public Information Officer (PIO) - duties include briefing of media representatives with official press releases, fielding questions and requests of media representatives for the IC.

Incident Commander Aide - duties include, maintenance of incident log, and/or status board on involved incidents, recording actions taken, materials expended, agencies and/or other departments responding, handling communications and/or runner duties for IC.

Safety Officer (SO) - duties include monitoring of incident scene for adherence to safe work practices, advising division and sector officers of unsafe work practices, advising division and sector officers of unsafe work areas and suggesting corrective measures. The SO has the authority of the IC to immediately stop any operation which endangers the welfare of emergency personnel and/or victims.

Liaison - Functions as the point of contact for assisting or coordinating agencies.

2.5.3 Division (or sector) Officers

Responsible for a defined geographical area of the incident scene. Reports to the IC or Operations section when activated. Some examples of divisions are: Interior, Sides/exposures of building (A,B,C,D), Roof

2.5.4 Group Officers

Responsible for specified functional assignment. Reports to IC, or Operations when activated. Some examples of groups are:

- ❖ Extrication
- ❖ Ventilation
- ❖ Fire Attack
- ❖ Water Supply

2.6 Communications

2.6.1 Position Identification

IC - Officers will use assigned radio numbers and in the absence of an officer, individual apparatus, individual apparatus senior firefighters shall operate with their apparatus number with the Command suffix ie. Engine 5-1 Command. When it is apparent that the system will be expanded, or command will be transferred on involved incidents, the IC shall advise Salem County that they will be operating as Noun Name - Command.

Command Staff - radio designation will be assigned position, safety etc...

Command Officers - radio designation will be assigned position name, ie. Ops, Logistics, etc.

Division or Group Officers - radio designation will be assignment location or function, ie. Exposure B, interior, ventilation, extrication, etc...

2.6.2 The key to a successful operation is effective communications. Several methods shall be used to streamline communications and eliminate repeated or confused orders.

2.6.3 When transmitting and acknowledging messages the following format shall be used: The calling party should identify the requested party first and then his ID, and wait for acknowledgment, ie. Roof sector from _____, Roof sector.

2.6.4 The calling party should then again identify the requested party and proceed with

his message, ie. Roof sector, open the roof above the center archway. The requested party should then repeat the order and receive an acknowledgment or correction of orders, ie Roof sector received, open roof above center archway,affirmative.

2.6.5 Due to the amount of radio traffic during an involved incident, calling parties shall consider the use of face to face communications or runners whenever possible on non-priority messages. The following messages must always be made in the most expedient method possible:

- ❖ When an assigned objective is completed.
- ❖ When an assigned objective cannot be met.
- ❖ If there is a safety problem.
- ❖ When more resources are needed to accomplish an assigned objective.
- ❖ Other emergency, or absolutely necessary information.

3.1 USE OF FIRE APPARATUS/ CHILDREN ON APPARATUS

3.1.1 When apparatus must be taken out of service unscheduled repairs, the Chief or ranking officer shall be notified.

3.1.2 Children (18 years or younger) are not permitted to ride in the hose bed areas of apparatus. Any non member that is permitted to ride on the apparatus must ride in the same manor as a firefighter. (Seat belted and sitting) It shall be the officer in charge decision to allow any non member to ride on township apparatus. However, if the permission is granted, the non members must conform to our riding policy. Officers shall not allow the apparatus to ride more members/non members than the unit is capable of riding in accordance with Policy 6.4

4.1 FIRE APPARATUS MVA/MAJOR EQUIPMENT DAMAGE

4.1.1 Any motor vehicle accident involving fire apparatus will be reported to police having jurisdiction immediately. The Chief or ranking officer shall be notified as soon as possible.

4.1.2 Apparatus involved in an MVA while en route to an emergency incident shall notify Salem County and IC that they are out of service and await police arrival, except in cases where MVA is very minor and the apparatus involved is necessary

for the preservation of life and property. In all cases the apparatus must stop and check for injuries and damage before proceeding. Salem County shall be advised to contact police and advise of the circumstances surrounding the MVA.

- 4.1.3 Any major equipment damage, (pump, engine/transmission, etc...) is to be reported to the ranking line officer as soon as possible.
- 4.1.4 In the event a piece of apparatus is discovered to be having a mechanical problem the following procedure should be followed:
 - 4.1.4.1 Determine severity of the problem. If appropriate place unit out of service with the 911 center.
 - 4.1.4.2 Contact a Chief Officer.
 - 4.1.4.3 Wait for response from the Chief Officer.

4.2 PARADES/PUBLIC RELATIONS APPEARANCES

- 4.2.1 All activities shall have prior approval of the Chief.
- 4.2.2 An officer should be in attendance at all activities.
- 4.2.3 The responsible officer or senior firefighter shall be responsible for all personnel and apparatus of this company.
- 4.2.4 Drivers of apparatus shall not consume alcohol. Apparatus shall be considered out of service and shall not respond to any emergency incidents.
- 4.2.5 Members attending these activities shall be dressed uniformly.
- 4.2.6 Members shall conduct themselves at all times in the best interest of the company.
- 4.2.7 Non-firefighters shall not ride in, on, or operate apparatus or equipment. The OIC shall use discretion with firefighters of other departments.

4.3 DRIVER RESPONSIBILITIES

- 4.3.1 Drivers must bring their gear to all emergencies or when apparatus is on On Radio Status.
- 4.3.2 Drivers must wear seat belts.

- 4.3.3 Drivers must insure that crew members are prepared and in a safe position prior to placing the apparatus in motion. All personnel shall be seated, with seat belts secured.
- 4.3.4 Drivers are responsible for the safety of their crew and apparatus while traveling to and from the scene. Drivers must be cognizant of weather, traffic, and road conditions, and the type of incident responding to and shall adjust their route and rate of travel accordingly.
- 4.3.5 Deleted – Reduced speed covered in section 1.5.3
- 4.3.6 Drivers are responsible for restoring their apparatus to service after an incident or training evolution. All apparatus should be clean and ready for service. Any malfunctioning equipment should be reported to the OIC and an equipment report filed. The apparatus crew is also responsible for the completion of these tasks.
- 4.3.7 Drivers must ensure they are qualified prior to driving any vehicle. If a driver is currently in drivers training for that piece of apparatus, they may drive while under instruction or with the officer-in-charge's permission for emergency calls.

4.4 APPARATUS BACKING POLICY

- 4.4.1 Whenever apparatus must be backed, a guide will be utilized when available.
- 4.4.2 When apparatus must be backed without a guide, the driver/operator shall physically check the area around the apparatus for obstructions.
- 4.4.3 Deleted
- 4.4.4 When apparatus is to be backed in an emergency situation, one member shall dismount the apparatus and act as a guide. All other members shall remain seated.
- 4.4.5 When backing the apparatus at night, the guide shall be equipped with a light, and the rear spotlights should be directed toward the guide. No light shall be directed at the driver/operator or vehicle mirrors. The rear facing strobe lights shall not be in operation when backing the apparatus at night.
- 4.4.6 All apparatus warning lights shall be in operation while backing across the roadways, or into the station when necessary.
- 4.4.7 Apparatus room lights will be on when apparatus is backed into station.

4.5 SMOKING POLICY

- 4.5.1 Smoking shall be prohibited in or on any Township owned or operated apparatus or vehicle.
- 4.5.2 Smoking shall be prohibited on any incident scene, or training location, except in those areas designated by the IC or OIC.
- 4.5.3 Under no circumstances shall smoking be permitted in any structure where members are engaged in an incident.

4.6 BORROWING FIRE EQUIPMENT

- 4.6.1 No equipment shall be removed from the apparatus or station without the permission of the Chief or his designee.
- 4.6.2 Essential equipment shall not be borrowed for personal use.
- 4.6.3 Essential equipment to be borrowed for training or official business shall have the approval of the Chief or his designee.
- 4.6.4 Upon return of borrowed equipment, it shall be clean and serviceable, and in equal or better condition than when borrowed. An officer shall be notified, and an equipment report filed for any inoperative or damaged equipment.

4.7 DRIVER TRAINING POLICY

- 4.7.1 Scope
This policy is applicable to all members of the Pennsville Fire & Rescue Company.
- 4.7.2 Purpose
This policy is intended to provide a uniform minimum requirement to better insure the safest possible apparatus operator program.
- 4.7.3 Responsibility
The Chief is responsible for implementing this policy. All members of the Pennsville Fire & Rescue Company are responsible to adhere to this policy.
- 4.7.4 Definitions
Apparatus - All vehicles operated by the Pennsville Fire & Rescue Company.
Apparatus Operator - A person trained and qualified to drive, pump, &

operate all associated equipment on a designated piece of apparatus.

Chauffeur - The person driving a piece of apparatus which carries 4 or more people.

Driver - The person driving a piece of apparatus.

Emergency Speed - When operating at emergency speed apparatus is in a response mode with all warning system in service. Emergency speed **does not** mean drive faster.

4.7.5

Procedure

4.7.5.1

General

All members driving township owned vehicles are subject to driver license points check. This is for personnel safety and also required by the township insurance carrier.

No member's status shall change without the approval of the Chief's Office.

All Chief's have the authority to upgrade or change status of a member for the purpose of situation specific training. (Example: a member in training may be assigned to draft or operate pumps to offer good practical hands on training.)

Hours and specific requirements may not be listed for every topic within the policy. The list requirements are the department minimums. Lesson plans and candidate evaluation may require additional training other than what is listed. Member should follow the requirement of the lesson plans to complete all activities in the safe and effective manor.

4.7.5.2

Car 5 and transport vehicle

Any member may operate Car 5 or the transport car in a non-emergency capacity who meet the following requirements:

- 18 years of age or older
- have a current drivers license
- six or less points on their drivers license
- complete PFD new member training (Phase I)
- approved by the Chief's office

Any member qualified to operate any other emergency apparatus, at emergency speed, may operate Car 5 at emergency speed.

The transport car is not to be driven in an emergency response mode, except at the

discretion of a line officer.

4.7.5.3 Ambulances
Deleted

4.7.5.4 Support Apparatus

Members wishing to operate any support apparatus (5-7, Cascade 5) must meet the following requirements:

- ❖ 21 years of age or older
- ❖ have a current drivers license
- ❖ six or less points on the drivers license
- ❖ complete PFD new member training (Phase I)
- ❖ shall be approved by the Chief's Office
- ❖ Completed EVOC, CEVO, CDL, or equivalent

Specific training for trailer towing and cascade operation must be completed to operate Cascade 5.

A member must be qualified to operate 5-7 or 5-4 prior to being qualified to tow Cascade 5.

Members that are currently qualified to operate fire apparatus (engine, quint, rescue), or satisfy the Chief's Office as having significant previous experience, need only complete orientation on 5-7.

4.7.5.5 Engine - Quint – Rescue - Brush

Training for the Engine, Quint, Brush, and Rescue will be conducted in phases. The order in which the phases are performed is not specific. The phases include Motor Pump Operator, Aerial Operator, and Driver. When all required training is complete and approved by the Chief's Office, members are then considered a Qualified Apparatus Operator (QAO or AO).

MPO

Generally, members should complete all requirements of a black shield prior to starting MPO training. Non-Firefighting members will be handled on a case depending on background and current training levels.

Aerial Operator

Generally, member should complete all requirement of a black shield prior to

starting Aerial training. Non-Firefighting members will be handled on a case by case depending on background and current training levels.

Members wishing to drive the engine, quint, brush, or rescue must meet the following requirements:

Fire/Rescue Members

- ❖ 21 years of age or older
- ❖ have a current drivers licenses
- ❖ six or less points on their drivers licenses
- ❖ complete PFD new member training (Phase I}
- ❖ shall be approved by the Chief's Office
- ❖ shall be a current black shield or greater
- ❖ Completed EVOC,CEVO, CDL, or equivalent

After a minimum of 10 hours of behind the wheel training, the driver candidate can attempt the behind the wheel driving test with an approved instructor, which shall include a competency course.

A Qualified Apparatus Operator needs to complete a minimum of 5 hours behind the wheel training to qualify on an equal or smaller piece of apparatus.

For the Engine and Quint, pump and/or aerial training must be completed in addition to the requirements for driver certification.

In addition to the above requirements, specific training for off road driving must be completed to be qualified on Brush 5-4.

4.7.5.6 Deleted

4.7.5.7 Qualified to Drive

No member shall be considered a qualified driver, apparatus operator, motor pump operator or change training status without the approval of Chief's Office.

No member shall be reviewed by the Chief's Office for qualification without the completion of the minimum training requirement. All paper work must be submitted to the Chief or the Training Officer, reviewed to verify all requirement are met.

5.1 STATION POLICY - SECURITY OF STATION AND APPARATUS

- 5.1.1 When the station is not occupied, apparatus is not to be left outside the station and all station doors shall be secured.
- 5.1.2 Station doors shall not be left open needlessly, regardless of station occupancy.
- 5.1.3 Apparatus that must be left outside the station shall be periodically monitored. When apparatus that outside station has a keyed ignition switch, keys will be removed and placed at station watch desk.
- 5.1.4 The last member(s) to leave the station will insure that all doors are closed and lights out.
- 5.1.5 The combination and/or keys to the station locks are not to be given to non-members.

5.2 STATION POLICY - APPARATUS ROOM

- 5.2.1 To minimize exposure to diesel exhaust fumes, apparatus shall not be idled in station except during start up and shut down unless the exhaust vent system is connected to the tailpipe and operating.
- 5.2.2 Due to slippery floor, care must be exercised when using water on the apparatus room floors. When possible, all tank refills and truck washing will be done outside. When this is not possible members must use caution on wet areas, and squeegee the floor at job completion.
- 5.2.3 Members will use care in storage of material in apparatus rooms. Materials shall not be stored in high traffic areas.
- 5.2.4 To facilitate cleaning of apparatus room floors, and to eliminate a tripping hazard, all protective clothing shall be stored on assigned racks and not on floor. Members should try to keep shoes, jackets, etc., out of traffic areas when preparing to respond to incidents.
- 5.2.5 Apparatus room lights shall be on while preparing to respond to an incident and when backing the apparatus into the stations.
- 5.2.6 Apparatus room air and electric shore lines shall be connected at all times when apparatus is in station.

5.2.7 Apparatus compartment doors should be closed and secured at all times. If it is necessary to leave doors open (drying, etc.) a note should be posted on apparatus steering wheel.

6.1 PERSONAL PROTECTIVE CLOTHING

6.1.1 Scope:

This policy is applicable to all members of the Pennsville Fire & Rescue Company.

6.1.2 Purpose:

This policy is intended to provide the required Personal Protective Clothing needed for safe operation at all types of incidents.

6.1.3 Responsibility:

The Chief is responsible to enforce this policy. All other officers are responsible to assist the Chief in the enforcement of this policy. All members are responsible to provide peer guidance to insure all members' safety.

6.1.4 Definitions:

Brush Fire Gear - NFPA 1975 pants, approved brush pants or denim jeans, tee shirt, work gloves, eye protection, helmet, work boots (6" minimum), approved brush jacket or shirt.

Class A Uniform - Full dress, including dress pants, long sleeve shirt, jacket, bell cap, and dress shoes.

Class B Uniform - Short or long sleeve uniform shirt, all blue uniform pants or black/blue BDU pants, black boots or shoes.

Class C Uniform - Blue PFD Tee Shirt or Sweet shirt, all blue uniform pants or black/blue BDU pants, black boots or shoes.

Class D Uniform - Blue PFD Tee Shirt or Sweet shirt, blue or white shorts, white tennis shoes. (Septemberfest Uniforms)

RIC Team: 4 to 7 primary firefighters in a ready mode standing by at a major incident. This team goes into service to rescue firefighters, assist in high risk retreats, assist in the removal of trapped civilians that have been located.

Full Turnout Gear: Helmet on with chin strap in place, coat on and fastened, pants on and fastened, boots worn, gloves and nomex hood worn.

Red Flag Days - Days designated as such by the National Weather Service.

6.1.5 Procedure

6.1.5.1 General

PPE is important for your safety. It also provides you with the uniform of the team. This uniform is important for your identification as a team member. Please be as safe as possible and on the same team by wearing the correct PPE.

Blood borne pathogens PPE shall be worn in any situation that a potential of exposure exists. See the Blood Borne Pathogens Procedure for details on these requirements.

ATR SOP list the specific PPE requirements for each type of response. Comply with the ATR SOP for the PPE requirements.

Any problems with protective clothing should be reported to the officer in charge..

Members shall remove protective clothing from stations only for official functions related to the operation of the company. Functions include: Approved training schools and programs, performances of company business while using Department apparatus. Protective clothing shall be returned at completion of activity.

Members shall utilize only protective clothing issued to them or approved by the Chief's office. Spare gear can be made available as Personal Protective Clothing if needed.

On the spot PPE changes that vary from this policy may be made by a Chief officer or any other member given the authority by the Chief's Office.

All members are required to wear Highway Safety Vests (HSV) with the front of the vest fastened. HSV's are to remain on turnout gear at all times except when donning SCBA, when cleaning of turnout gear is required, during outside station fire training, or as directed by the OIC.

It shall be the Chief's responsibility to ensure that all members are issued compliant high visibility highway safety vests. It shall be the members

responsibility to inform a line officer if a replacement vest is needed.

6.1.5.2 Firefighters Personal Protective Clothing

Full Turnout Gear shall be worn as defined for response to all emergency incidents with the following exceptions:

- ❖ Water Rescues
- ❖ Dive Rescues
- ❖ ATR Assignments (see ATR SOP for Proper dress)
- ❖ Medical Assists
- ❖ Motor Vehicle Accidents (see MVAs in this policy)
- ❖ Brush Fires (see Brush Fire in this policy)

The IC shall use discretion on the level of protective clothing required after members arrive at an incident.

The OIC of a training activity may use discretion on the level of protective clothing required.

**** NOTE ****

MEMBERS INVOLVED IN ACTUAL FIREFIGHTING, OR STANDING BY FOR A FIRE, WHETHER AT AN ACTUAL INCIDENT OR TRAINING SESSION, SHALL HAVE ALL PROTECTIVE CLOTHING IN PLACE. THIS RULE IS NOT DISCRETIONARY.

While returning from an incident or training session, the apparatus officer/navigator may allow members in enclosed areas to doff coats. If an emergency assignment is received all members shall don coats before responding.

Each member is required to keep their assigned protective clothing clean and serviceable. Test show that dirt, and products of combustion significantly affect the protective properties of the equipment.

6.1.5.3 Brush Fires

Members engaging in brush fire activities must wear the minimum approved Brush Gear. If a brush coat is not available, a turnout coat shall be worn.

Full turnout gear must be carried on the apparatus at all times.

This standard applies to Primary firefighters only. Non-primary firefighters must wear full turnout at all times.

The following cases require the use of full turn out gear:

- ❖ Any activity on the down wind unburnt side of a fire
- ❖ Brush fires that involve hazardous materials (tire dump)
- ❖ The RIC team at a brush fire

6.1.5.4 Personal Protective Clothing - Vehicle Accidents

The minimum PPE for vehicle accidents and vehicle rescue training shall be: helmet, safety glasses or goggles, gloves, impact resistant footwear, full length pants, and safety vests. Full firefighter PPE, with safety glasses, meets these requirements.

6.1.5.5 Accident with No Fire Hazard

Ambulance Crews - (Deleted, ambulance runs no longer apply)

Rescue Crew - The rescue crew shall wear at a minimum: work boots, jeans or Class C uniform pants, turnout coat, helmet, work gloves, highway safety vest, and eye protection. The following are the only cases where gear can be down graded:

- ❖ The officer in charge has down graded the required protection.
- ❖ Red Flag Days - Class C uniform with turnout coat and helmet

Engine Crew - Full turnouts shall be worn by the engine crew at all times. The engine crew shall provide fire protection to the rescue and EMS crews.

6.1.5.6 Accidents with a Fire Hazard

- ❖ Vehicle on Fire
- ❖ Vehicle on side
- ❖ Vehicle Over Turned
- ❖ Vehicle carrying flammable materials
- ❖ Any other potential fire hazards

All personnel operating at an accident with a fire hazard **MUST** wear complete firefighter turnout gear.

6.1.5.7 Special Operations/Rescues/Service Assignments

Incident not specifically covered should be approached with logic as to the PPE

needs. If there is any fire hazard potential, full turnouts should be worn. On the other hand, rescues in many setting require no turnouts. Use good judgement.

In all cases, full turnout must be on the vehicle with you at all times. The minimum PPE requirements for these operations will be Class C uniforms with the appropriate head, eye, and foot protection.

6.1.5.8 Deleted.

6.1.6 General PPE Requirements

6.1.6.1 Eye and Face Protection

Protective eye and face equipment shall be required when there is a reasonable probability that injury resulting from dust, flying or falling objects or liquids can be prevented by the use of such equipment.

Types of Eye Protection:

Helmet face shield - Secondary eye/face protection to be used in conjunction with safety eyeglasses, goggles, or SCBA mask.

Safety Eyeglasses - Prescription, regular glass or plastic eyeglasses that meet ANSI Z87.1 Standards. Primary eye protection used for protection from ordinary hazards.

Safety Goggles - Primary eye protection, used for additional protection from flying liquids and when working with tools producing excessive dust, and/or flying particles.

SCBA Mask - While wearing SCBA, the face piece is considered primary eye protection.

Examples of work activities requiring eye protection:

Operation of power saws (K-1200, K-650, Sawzall, Chain saw) - Safety goggles stored with the listed saws shall be used when the SCBA face piece is not in place.

Operation of Rescue Equipment - The operator and all personnel in the vicinity of operating, power hydraulic equipment shall wear a minimum of safety eyeglasses. Safety goggles are recommended for the power unit

operator and tool operators.

Working with striking tools (axes, hammers, battering ram, etc...) - The operator and all personnel in the work area shall wear a minimum of safety eyeglass. Safety goggles and/or the helmet face shield should be used for additional protection if SCBA is not being used.

During overhaul activities when SCBA face piece is not in place (pulling ceilings, walls, etc...), a minimum of safety eyeglasses is required. In addition, the use of the helmet face shield is suggested.

While working with power equipment, or any equipment in the stations which may cause the conditions listed in 6.5.1.

The previously listed activities represent only the most common activities which may cause eye or facial injury. Common sense and the proper protective equipment shall be used during any activity which may create a hazardous condition.

6.1.6.2 Hearing Protection

Members working in a sustained high noise area, or members using or working near gas powered equipment shall utilize the appropriate hearing protection.

Types of Hearing Protection

Disposable ear plugs are used for general work in a high noise area, (ie. working near another member operating a power saw).

Ear Muffs are used are used when member will be exposed to very high noise levels, (ie. operating a gas powered saw). These may be used in conjunction with ear plugs for additional protection.

Radio Headsets provide hearing protection for pump operators, in addition to providing better radio communications. Pump operators shall wear headsets when engine is above idle speed.

Hearing protection is provided for the Jumpseats of the Engine and Truck . There use is mandatory due to high DB in the jumpseat areas.

6.1.6.3 Hand Protection

Types of Gloves:

Fire gloves - OSHA approved insulated glove to be used for all incidents

where members will be fighting fire, or standing by for a potential fire.

Leather work/Rescue gloves- Can be utilized by members not involved in firefighting, or stand by, for rescue incidents or other work where greater manual dexterity is required.

Latex (surgical) gloves - Shall be utilized by all members providing patient care or handling procedure for use.

Chemical protective gloves - Shall only be used by trained members, utilizing manufacturer supplied application table.

Members responding to or operating at the scene of any fire/emergency incident shall utilize the proper type of glove for the situation encountered

6.2 FIREFIGHTER SAFETY -USE OF SCBA

- 6.2.1 SCBA shall be during response by qualified members manning SCBA equipped positions for the following incident types:
- ❖ Reported structure fires and alarm systems.
 - ❖ Vehicle Fires
 - ❖ Hazardous materials incidents (fumes, materials spills, etc...).
 - ❖ Trash fires
 - ❖ All other incidents, by which their nature would indicate that SCBA is necessary.
- 6.2.2 All members who are to operate in a hazardous atmosphere, who have not donned SCBA en route, shall don same prior to the commencement of operations.
- 6.2.3 Any member with a beard, or other facial hair which may interfere with their face-mask seal may not utilize SCBA. These members shall not enter any known or suspected hazardous atmosphere.
- 6.2.4 Any member must activate the PASS device before entering SBCA required area.
- 6.2.5 Any member must conduct a negative fit-check prior to each use.
- 6.2.6 All members shall operate in pairs when working in a SCBA required area.
- 6.2.7 No member shall remove their SCBA in a SCBA required area.
- 6.2.8 The captains are required to insure that inspections of the SCBA on there apparatus

are made weekly

- 6.2.9 Members who use the SCBA are required to inspect them after each use
- 6.2.10 If any problems are found with the SCBA a incident statement form shall be completed and forwarded to the Chiefs office. The SCBA also shall be tagged and taken out of service.
- 6.2.11 A check list is provided on the following page to inspect them after each use.
- 6.2.12 Members issued a SCBA mask shall be required to maintain the mask in working order and report any problems with the mask.

6.2.13 Recommended Checkout Procedure - Scott, MSA, etc.

SCBA Checkout Procedures
(EXAMPLE)
Scott Pressure-Pak 2.2 and 4.5

- A. Backpack and Harness Assembly
 - 1. Straps
 - a. Visually inspect for complete set
 - b. Visually inspect for frayed or damaged straps
 - 2. Buckles
 - a. Visually inspect for mating ends.
 - b. Check locking operation
 - 3. Back Plate and Cylinder Lock
 - a. Visually inspect back plate for cracks, missing rivets, screws, etc.
 - b. Visually inspect cylinder hold-down mechanism and strap- check strap tightener and lock to insure it is fully engaged.
- B. Cylinder and Valve Assembly
 - 1. Physically check to insure that the cylinder is tightly fastened to the backplate.
 - 2. Visually inspect for large dents or gouges in the metal.
 - 3. Check hydrostatic test date to insure it is current (every five (5) years)

4. Determine that cylinder valve lock is working properly.
5. Inspect condition of gauge needle, face and lens.
6. Turn one cylinder, listen and feel around the packing for leaking. Take out of service if leakage is observed.

C. Regulator and High Pressure Hose

1. Listen or feel for leakage in hose or at hose-to-cylinder connector. Insure that the reducer hose coupling is hand tightened to the cylinder valve outlet.
2. Slowly press the center of the donning switch on the regulator and release.
3. Check that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise and pointer on knob upward).

6.2.14

Training Outline

The following topics are to be covered in the SCBA training.

1. Instruction in the principles of operation of the various types and models of SCBA available to the specific fire department.
2. Instruction on the construction details and limitations of each type and model of SCBA used by the specific fire department.
3. Instruction on the hazardous environments that may be encountered including environments with
 - a. Particulate contaminants
 - b. Gas and vapor contaminants
 - c. Combinations of gas, vapor and particulate contaminants
 - d. Oxygen deficiency
 - e. High temperature
4. Instruction and training for the actual use of SCBA=s shall include the following subject:
 - a. Procedures for donning and removing SCBA
 - b. Practice of controlled breathing
 - c. Emergency procedures
 - d. Preventive maintenance, care and cleaning

- e. Practice using SCBA in simulated hostile environments
 - f. Special problems involving the use of SCBA=s
 - 1) Low temperatures - lenses, exhaust valves, connections, material problems
 - 2) High temperatures
 - 3) Rapidly changing temperatures
 - 4) Communication difficulties
 - 5) Confined spaces
 - 6) Vision
 - 7) Facepiece-to-Face sealing problems
 - 8) SCBA=s do not provide protection from skin absorbed materials and skin irritants, ionizing radiation.
 - 9) Use around water
5. Instruction on the common causes of failures
- a. Abuse and misuse of equipment
 - b. Psychological and physiological factors
 - c. Unapproved equipment
 - d. Buddy breathing

6.4 FIREFIGHTER SAFETY - APPARATUS RIDING POSITIONS

- 6.4.1 Members riding apparatus shall be in a seated position with seat belt fastened.
- 6.4.2 Members shall not occupy the rear step while the vehicle is traveling to or from an incident or training assignment.
- 6.4.3 Members shall not attempt to stand, dismount, or disconnect safety straps and/or seat belts until apparatus has stopped.
- 6.4.4 No member shall occupy a position on the apparatus that is not equipped with a safety strap and/or seat belt while the apparatus is moving.
- 6.4.5 5-6 will be capable of riding 7 personnel.
- 6.4.6 5-9 will be capable of riding 6 personnel.
- 6.4.7 5-7 will be capable of riding 4 personnel.
- 6.4.8 5-1 will be capable of riding 6 personnel.

6.4.9 5-4 will be capable of riding 2 personnel on road, 4 off road.

6.4.10 Requirement to ride apparatus:

- ❖ Pass Phase I.
- ❖ Valid C.P.R. card.
- ❖ Pass individual apparatus test.

6.4.11 Requirements to ride ambulance:

Deleted

6.6 **FIREFIGHTER SAFETY - POWER EQUIPMENT**

6.6.1 Portable electric hand tools, lights, and fans should be inspected prior to use for damage, frayed or loose electrical connections or other obvious defects, and shall be equipped with a three pronged plug for grounding the equipment, or be labeled as double insulated

6.6.2 Gasoline powered saws, generators, fans and hydraulic power units shall be inspected prior to use for fuel leaks, damaged components, or other obvious defects.

6.6.3 The fuel level of gasoline powered equipment shall be checked prior to starting, and additional fuel or fuel/oil mix added as necessary. Gasoline powered equipment shall not be refueled while operating.

6.6.4 Hydraulic tools shall be checked prior to use for fluid leakage, damaged components or other obvious defects. Hydraulic hoses shall be checked for damage coupling, holes, abrasions or kinks.

6.6.5 Operators of power equipment shall use due caution when operating in the vicinity of others, and shall clear a sufficient working area prior to tool operation.

6.6.6 The operator of power equipment shall utilize personal protective equipment when using power equipment.

6.7 **FIREFIGHTER SAFETY - PERSONNEL ACCOUNTABILITY**

6.7.1 **PURPOSE:**

This procedure is designed to establish a means to track and located all fire department members operating at any incident or activity in which this company

becomes involved.

6.7.2 SCOPE:
All department personnel.

6.7.3 RESPONSIBILITY:
All department personnel and officers.

6.7.4 SAFETY:
It is the intention of this department to provide the optimal level of firefighter safety. The application of this procedure will assist all members to meet this goal.

6.7.5 DEFINITIONS:
IDLH – means Immediately Dangerous to Life and Health

Hazardous Area – means any location(s) that may pose a safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmosphere of the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist. Additionally, any area or location that predisposes a firefighter to become lost, disoriented or trapped, including any confined space, motor vehicle incident, rescue operation and wild land areas shall be considered a hazardous area for the purpose of this section.

PAS – Personnel Accountability System

PAT – Personnel Accountability Tag

IC – Incident Commander

PAO – Personnel Accountability Officer: means the person designated by the IC to monitor entry into and exit out of hazardous areas and/or structures for the purpose of ensuring accountability of all personnel in the hazardous area or structure.

PAR – Personnel Accountability Report: means the results of an accounting of all personnel on the emergency incident scene to the IC.

6.7.6 PROCEDURE:
This procedure applies to all members of this department when:

Operating at the site of any/all emergency responses.

- 1) Every member of this department will be issued two (2) Personnel Accountability Tags (PAT). The tags will be affixed to the front of their turnout coat. A third PAT may be issued to each member and retained by same as a means of identification. No PAT shall be attached to the firefighter helmet.
- 2) Each member, upon arrival at an incident, shall place one (1) PAT on the established Accountability ring for each apparatus as follows:
 - 5-1: Between the officer and can position
 - 5-4: Between the officer and driver position
 - 5-6: Between the force and can position
 - 5-7: Between the officer and driver position
 - 5-9: At the rear door of crew compartment
 - Car 5: To the front of the officer
- 3) Each member, upon entry to a hazardous area of structure, shall surrender the secondary PAT to the PAO as appointed by the IC. If a PAO has not been assigned, his/her PAT shall be placed at the point of entry. Upon leaving the hazardous area or structure, the member shall immediately retrieve his/her PAT from the PAO or point of entry and re-attach it to the front of his/her turnout coat.
- 4) A key element of personnel accountability is crew integrity. It will be the responsibility of all members and officers to ensure that crew integrity is maintained. Simply stated, all crews must enter together, stay together, and come out together unless otherwise directed by the officer.
- 5) All crews entering a hazardous area or structure should exit at the same point where entry was made. If hazardous conditions dictate that crews must exit the area or structure by a different route than where entry was made, the crew must immediately report to the PAO at the original entry point and retrieve their PAT's.
- 6) When multiple points of entry are used at a hazardous area or a structure, a PAO shall be appointed for each entry point.
- 7) It will be the responsibility of the PAO, IC, or designee to ensure that at least 2 members are assigned to each crew or task and that the location and function of each crew is communicated to the IC or designee.
- 8) If the need arises to evacuate a hazardous area or structure and an evacuation is

ordered, the PAO shall order an immediate PAR of all members operating at the incident to be conducted as soon as they exit the hazardous area. The PAO shall ensure that every member who has surrendered his/her PAT retrieves it and re-attaches it to the front of their turnout coat.

9) If, after a reasonable time, crews have not retrieved their PAT or conditions indicate that the area is immediately unsafe for crews and/or the PAO to operate in safely, the PAO shall immediately report to the IC or designee, advise that members are unaccounted for, and that the need for search and rescue may exist. If the PAO is not holding any PAT after an evacuation is ordered and a PAR has been completed, he/she shall report to the IC or designee that all members are accounted for.

10) Immediately upon receiving a report of an unaccounted firefighter(s), the IC or designee shall reassign all resources necessary to locate the unaccounted for firefighter(s).

11) On large or complex incidents, it becomes critical that all crews and companies operating be tracked. Any time a crew or company's assignment, location, or status changes, the change must be immediately communicated to the IC or designee. It will be the responsibility of the company officer or crew leader to report the status of their crew or company at all times.

12) The IC or designee will call for a PAR:

- If there is a report of a firefighter down or missing
- When an emergency evacuation is ordered.
- When changing attack modes (i.e. offensive to defensive)
- When the incident is declared under control
- Anytime the PAO, IC or designee feels a PAR is necessary

13) When it is announced that a PAR is to be conducted, all companies will conduct a roll call of the firefighters in that company to ensure all members are accounted for, cease all but emergency radio traffic, and report all firefighters accounted for or those that are unaccounted for.

14) If a firefighter should lose their primary PAT, they must immediately report this to a line officer, IC or designee.

15) Firefighters without PAT's shall not be permitted inside hazardous areas or structures. It shall be the decision of the IC or designee to allow non-fire department personnel (i.e. police, investigators, OEM, code officials, etc.) access to any incident related areas once it is determined to be safe. Furthermore, the IC

or designee shall ensure that they work with the aforementioned personnel and grant access as soon as safely possible.

6.8 FIREFIGHTER SAFETY - EMERGENCY EVACUATION SIGNAL

6.8.1 The IC shall notify Salem County to broadcast the Emergency Evacuation Signal any time a direct hazard to any personnel operating in, on, or around a structure or other hazardous area exists.

6.8.2 Upon receipt of the Emergency Evacuation Signal, apparatus operators shall sound air horns continuously for 30 seconds. Division, sector, and company officers shall pass the order to all personnel operating in the affected area and direct personnel to evacuate.

6.8.3 Upon broadcast of the Emergency Evacuation Signal, the IC shall implement accountability.

6.8.4 The Emergency Evacuation Signal shall not be utilized when no direct or immediate hazard exists.

6.9 FIREFIGHTER SAFETY - REHABILITATION

6.9.1 The IC shall designate a Rehabilitation Area (Rehab) when this Company is engaged in physically demanding work, and temperatures are such, that heat related problems can be expected

6.9.2 Rehab shall be designated away from the incident scene in a cool, or shaded area, or an air conditioned building. Rehab shall not be used as a manpower pool.

6.9.3 When designating Rehab, the IC should request a canteen unit to respond or make provisions to obtain cold water or other fluids (No soda, or alcoholic beverages) for hydrating personnel. The IC shall also place air conditioned vehicles in this area and consider placing a hose line in area for cooling personnel.

6.9.4 Rehab shall be staffed by a minimum of 1 EMT with 1 BLS ambulance. The EMT(s) staffing Rehab shall evaluate personnel, and determine their status for returning to duty. The decision of the EMT regarding return to duty is final and firefighters shall not attempt to return until released for duty.

6.9.5 The EMT(s) staffing Rehab shall have a copy of the baseline vital signs for firefighters and shall assess firefighters upon entering against their baseline. Assessment is to include:

- ❖ Ensure firefighter has removed all protective clothing.
- ❖ Vital signs (pulse, blood pressure, respiratory rate and temperature).
- ❖ Cognitive skills (when necessary have member count backward by sevens).
- ❖ Hydrate with a minimum of 16 ounces of cold water electrolyte solution.
- ❖ Firefighters should avoid drinks containing large amounts of sugar. Sugar impedes the body's ability to absorb fluids. Breathe 1 min. of 100% O₂.

6.9.6 Firefighters shall be kept at rest and re-evaluated every 10 minutes when the EMT observes:

- ❖ Abnormal vital signs (respiratory rate, pulse, or blood pressure exceed 10% of baseline values)
- ❖ Personnel without baseline with abnormal vitals (pulse greater than 110 or irregular, blood pressure is greater than 150/90, respirations are greater than 24, and/or an oral temperature is greater than 99.2).
- ❖ Changes in gait, speech, or behavior.
- ❖ Complaints of chest pain, dizziness, shortness of breath, weakness, or headache.

6.9.7 Several of the preceding conditions can be related to heat stress. Heat stress encompasses several conditions outline below:

Heat Exhaustion - Caused by loss of fluid due to profuse sweating. Members with heat exhaustion will still sweat, frequently profusely, have cool, clammy skin and also experience extreme fatigue, giddiness, nausea, or headache. The treatment for heat exhaustion is re-hydration and rest in a cool area.

Heat Stroke - May or may not be accompanied by sweating, skin is reddish and hot to touch, pupils constricted, initially rapid strong pulse, tremors, mental confusion and anxiety, deep rapid breathing, headache, dry mouth, convulsions or seizures. HEAT STROKE IS A TRUE EMERGENCY. The patient must be cooled immediately. Treatment includes stripping clothing, covering body with cool wet towels and cool water and administering oxygen. Patients exhibiting signs of heat stroke will be transported to hospital as soon as possible.

6.9.8 The IC shall attempt to prevent heat related problems by having members in manpower pools remove protective clothing and hydrate prior to working.

7.1 F.D. FORMS - DANGER TAGS

- 7.1.1 Danger tags shall be utilized any time equipment is found, or suspected of being in a hazardous condition.
- 7.1.2 Danger tags shall be filed completely and printed legibly in blue or black ink.
- 7.1.3 Completed Danger Tag copies are controlled documents and shall not be removed from the watch desk or file cabinet without the permission of the Chief.
- 7.1.4 Individual Danger Tags shall be complete and the hard copy hung on each energy source of the defective equipment, ie. a gas heater would have a tag on the gas isolation valve and on the electrical circuit breaker, or switch.
- 7.1.5 The purpose of the Danger Tag shall be explained to the owner or occupant of the property prior to affixing same.
- 7.1.6 The Danger Tag shall be completed as follows, (see Attachment 8.4) and the hard copy will be hung on the equipment, and the original attachment to the Incident Report.
 - ❖ Item - Individual item the tag is being attached to. ie. Gas dryer isolation valve.
 - ❖ Date - Insert date tag was written.
 - ❖ Address - Street address and occupant name (where applicable) where items is located.
 - ❖ Location - Location with building where item is located. ie. Laundry Room.
 - ❖ Owner/Agent - Print name of owner or occupant and have initialed by same.
 - ❖ Fire Dept. Official - Insert rank and name of member issuing tag.
- 7.1.7 A picture shall be taken at every incident where a danger tag is attached.

7.2 INCIDENT FORMS - INCIDENT REPORT NARRATIVE

- 7.2.1 The Incident Report Narrative shall be completed whenever additional information necessary to the Incident Report is required and a continuation page for any section is necessary.
- 7.2.2 The Narrative page shall be printed legibly in blue or black ink.
- 7.2.3 The completed Narrative page is a controlled document and shall not be removed

from the file cabinet without the permission of the Chiefs office.

- 7.2.4 EMS reports (deleted, ambulances no longer in the Company)
- 7.2.5 Refusal of service shall be completed on any patient that does not wish to be transported to the hospital. Any minor (under 18 years old) that can not have a parent or guardian sign shall be taken to the ER.
- 7.2.6 Corrections to errors on any reports shall be corrected by drawing a single line through the error and initialing.

7.3 FIRE DEPARTMENT FORMS - DRIVER/OPERATOR CERTIFICATION

- 7.3.1 The Driver/Operator Certification form shall be completed when a member has been tested for Driver/Operator certification.
- 7.3.2 This form is a controlled document and shall not be removed from the station without the expressed permission of the Chief.
- 7.3.3 All spaces must be completed, printing legibly, in blue or black ink.
- 7.3.4 The completed Driver/Operator certification form, and all related Activity Reports shall be forwarded to the Chief for records review and approval prior to certification.

9.1 MEDICAL LEAVE

- 9.1.1 Any member who cannot perform his or her normal duties as a result of an injury or illness and receives a physicians note stating such, shall be prohibited from participating in any company emergency operations, until such a time that a second note is received stating that the member can perform his or her normal duties.

10.0 DISPATCH PROCEDURES

- 10.1 In an effort to clarify the type of situations in which Pennsville Fire and Rescue Co. 1 should be alerted, the following list has been comprised. A report of any of the following calls should result in immediate notification of the Fire Company as per the Pennsville Emergency Operating Plan.
 - 10.1.1 Reports of any type of fire no matter what size.

- 10.1.2 Any fire alarm activation no matter what circumstances (ie. No smoke or fire evident, occupant reports false activation).
- 10.1.3 Any reports of smoke odors, burning odors, smoke in an area with unknown origin.
- 10.1.4 A report of any extinguished fire no matter what the circumstances.
- 10.1.5 Any reports of explosion
- 10.1.6 Any leaks, spills of unknown substance.
- 10.1.7 Any auto accident with injuries or unknown injuries.
- 10.1.8 Any accidents with a vehicle into a structure.
- 10.1.9 Any wires down or on fire.
- 10.1.10 Any trapped person no matter what mechanism
- 10.1.11 Any collapses structural or otherwise.
- 10.1.12 Any electrocution
- 10.1.13 Any stuck elevators.
- 10.1.14 Any drownings or water emergencies.
- 10.1.15 Any odors of natural gas

11.1 MINIMAL MANNING

- 11.1.1 The following list provides the number of required primary firefighters to respond on that piece for an emergency response:
 - Quint – 4 primary firefighters
 - Rescue – 4 primary firefighters
 - Brush – 2 primary firefighters, 4 for off road
 - Utility – 3 primary firefighters for FAST/RIC calls; 2 for brush callsPrimary firefighter means the firefighter is qualified to ride as a primary on the apparatus that is responding.

- 11.1.2 If the above minimum number of firefighters is not met, you must wait on station at least 4 minutes from the time you arrived at the station or 4 minutes from the time the last apparatus left the station. After the 4 minute wait period, a response may be made undermanned, unless otherwise directed by a Line Officer.
- 11.1.2 If you are responding undermanned it should be announced in the following manor:

Salem County - 5-9 responding undermanned

12.1 SEATBELTS/STANDING WHILE RIDING

- 12.1.1 After careful thought and consideration with the intent of providing the greatest possible safety to the membership of the Pennsville Fire & Rescue Co. #1, and to comply with current safety standards in the fire service, the line officers have adopted the following policy:
- 12.1.2 Effective 10/10/90 riding of the rear step of the apparatus will no long be permissible.
- 12.1.3 All personnel are to be seated with their seat belt fastened while the apparatus is in motion.
- 12.1.4 Deleted
- 12.1.5 Deleted
- 12.1.6 Deleted
- 12.1.7 Deleted
- 12.1.8 Deleted – ambulance no longer applies

13.1 BLOODBORNE PATHOGENS

- 13.1.1 The Township of Pennsville’s bloodborne pathogens policy is the controlling document for Pennsville Fire & Rescue. The policy is incorporated in its entirety below and all firefighters are responsible for following it as employees of Pennsville Township.

Pennsville Township
Exposure Control Plan
for Blood borne Pathogens

Policy

The Township of Pennsville is committed to provide a safe and healthful work environment for all employees. To fortify this commitment the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to Blood borne Pathogens in accordance with OSHA Blood borne Pathogens Standard, Title 29 Codes of Federal Regulations 1910.1030.

The EPC is a key document assist the Township on implementing protecting our employees. This ECP includes:

- I. Employee exposure determination
- II. Procedures for evaluating the circumstances surrounding an exposure incident.
- III. The schedule and method for implementing the specific sections of the standard including:
 - * Methods of compliance
 - * Hepatitis B Vaccination and post-exposure follow-up
 - * Training and communication of hazards to employees
 - * Record-keeping

PROGRAM ADMINISTRATION

* The Township Health/Safety Officer (HSO) and each Department Supervisor is responsible for the implementation of the ECP. The HSO will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks or procedures.

* Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in the ECP.

- * Department Supervisors will have the responsibility of maintaining good housekeeping protocols and will only purchase effective disinfectants and cleaning materials.
- * Department Supervisors and the HSO will be responsible for ensuring that all medical actions required are performed and that all medical records are maintained.
- * The HSO will be responsible for coordinating training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives.
- * Department Supervisors will maintain and provide all necessary Personal Protective Equipment (PPE), engineering controls (i.e. sharp containers, labels and disposal containers) as required by the Standard.

Employee Exposer Determination

Following is a list of job classifications in which some Township employees have occupational exposure:

Job Title	Department/Location	Task/ Procedures
Police Officer	Pennsville Township	Law Enforcement
Fire Fighter	Pennsville/Deepwater	Emergency Medical
Nurse	Pennsville VNA	Health Care
Trash Collector	Pennsville Maintenance	Trash Collection

Universal Precautions

All employees will utilize Universal Precautions. Universal Precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV and other Blood borne Pathogens and must be treated accordingly. **Attachment 1** of this plan will be used as guidelines for these precautions

Post Control Evaluation

Should an exposure incident occur, contact Department Supervisor immediately for proper medical treatment. Each exposure must be documented by the employee on an AEXPOSURE REPORT FORM@ (**Attachment 2**). The Department Supervisor or the HSO will add any additional information as needed.

An immediately available confidential medical evaluation and followup will be conducted by a qualified medical professional. The Memorial Hospital of Salem County is Prepared to handle these incidents 24 hours a day.

All elements of **Attachment 3** will be performed.

Compliance

Compliance of the standard must be carried out by following the blood borne Pathogens regulations and by having an informed work force not only of the hazards but what precautions are required as well as what to do in the event of an exposer. A copy of the OSHA 29 CFR 1910.1030 Occupational Exposure to Blood borne Pathogens - Final Rule is attached to this plan.

Hepatitis B Vaccination

The HSO will provide information on Hepatitis B Vaccinations addressing its safety, benefits, methods of administration and availability. A general overview of these considerations is given in **Attachment 4**. The Hepatitis B Vaccination series will be made available at no cost during working hours within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

- * the employee has previously received the series
- * antibody testing reveals that the employee is immune
- * medical reasons prevent taking the vaccination
- * the employee chooses not to participate

All employees are strongly encourage to receive the Hepatitis B Vaccination series. However, if an employee chooses to decline a HB Vaccination, then the employee must sign a statement (**Attachment 5**) to this effect. This documentation of refusal will be kept in the employees personal file with the employee=s other personal records.

The Pennsville Visiting Nurses Association will provide qualified personnel to administer the Vaccination.

Employees who decline the Vaccination series may request and obtain the vaccination at a later date.

HIGHLIGHTS OF HEPATITIS B VACCINATION AOTHER REQUIREMENTS

- * Participation in pre-screening is not a prerequisite for receiving Hepatitis B Vaccination
- * Hepatitis B Vaccination provided if employee declines but later request the Vaccination
- * Employee must sign a statement when declining Hepatitis B Vaccination
- * Vaccination administered by medical Professionals in accordance with United States Public Health Service (USPHS) recommended protocol.

- * HB Vaccination booster doses must be made available to employees if recommended by USPHS

Work Practice Controls

Examples of good work practice controls include, but are not limited to:

- * providing readily accessible hand washing facilities
- * washing hands immediately or as soon as possible after removal of gloves
- * at emergency scenes which lack hand washing facilities providing interim hand washing measures, such as antiseptic towelettes and paper towels provided until employees can later wash their hands with soap and water at washing facilities.
- * washing body parts as soon as possible after skin contact with blood or other potentially infectious materials occur
- * prohibiting the recapping or bending of needles
- * shearing or breaking contaminated needles is prohibited
- * prohibiting eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses at scenes or locations where there is a likelihood of occupational exposure
- * requiring that all procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, splattering and generation of droplets of other substances

NOTE - a properly registered, labeled SHARP COLLECTOR is maintained in the Emergency Management Office.

Proper Protective Equipment

Proper Protective Equipment will be provided by each Department Supervisor and will include but not limited to: gloves, face shields, masks, eye protection (splash - proof goggles).

Emergency Medical Service personnel will have available and quick access to kits having impervious gloves, resuscitation bags or mouthpieces, eye protection, aprons, disinfectant towelettes for hand washing, and biohazard-labeled red bags.

Removal and disposal of contaminated PPE items will be done in accordance with existing regulations. ALL personnel will exercise caution and use good judgement when removing contaminated PPE. Proper containers will be used when contaminated PPE. After removal, all contaminated PPE will be disposed in appropriate containers and not re-used.

Training and Recordkeeping

The employees training program will be given at time of initial assignment and annual thereafter containing:

- * an accessible copy of the text of the standard and an explanation of its contents
- * general explanation of the epidemiology and symptoms of blood borne diseases
- * explanation of the modes of transmission of blood borne pathogens
- * explanation of the employees exposure control plan and how the employees can get a copy.
- * information on Proper Protective Equipment
- * information on Hepatitis B Vaccination regarding safety, how administered, and the benefits
- * information on appropriate actions to take and persons to contact in an emergency involving potential contacts
- * explanation of the procedure to follow if an exposure incident occurs, including methods of reporting the incident and medical follow-up
- * information on the post-exposure evaluation and follow-up

Trainers shall be knowledgeable on the subject matter covered as it relates to the employees work place. The Pennsville Visiting Nurses Association will be available to assist in this training.

Recordkeeping will include:

- * dates of vaccination
- * copies of results of examinations and testing and follow-up procedures (as required)
- * copies of any Health Care Professional written opinion
- * copies of any information provided to the Health Care professional
- * employees medical records shall be kept confidential and not disclosed without the employees written consent.
- * records shall be maintained for the duration of employment, plus 30 years
- * medical records shall be available upon request for examination an copying to employees

Training Records

Records shall include:

- * dates and items of the training sessions

- * summary of the training

- * names and qualifications of the persons conducting and training

- * names and job titles of persons attending

- * records must be kept for 3 years

* employee training records shall be available upon request for examination and copying to employees

Training materials will include, but not limited to, New Jersey Department of Health approved videotapes and information hand-outs as well as training materials offered by manufacturers of Hepatitis B Vaccine.

14.1 BUNK ROOM POLICY

14.1.1 Priority will be given in the order of:

- ❖ Duty Crew
- ❖ Deleted (no longer EMS only members)
- ❖ Qualified Drivers
- ❖ Deleted (no longer EMS only members)
- ❖ Fire/Rescue Members
- ❖ Probationary Members

14.1.2 No one can be bumped after 2200 Hours

14.1.3 All persons using the bunk room must sign in prior to bedding down **NO EXCEPTIONS!!**

14.1.4 All persons must sleep in sweat clothes, scrubs, street clothes, etc. **NOT IN UNDERWEAR!!!!**

14.1.5 All persons using the bunk room shall make their bunk prior to bedding down and shall remove all linen from the bunk in the morning within one hour of getting up or prior to leaving the station. (Which ever comes first)

14.1.6 **NO SMOKING and NO FOOD OR DRINKS in the bunk room!!!**

14.1.7 If you are sleeping in, you must take every run regardless of how good or bad.

14.1.8 The following are the minimum requirements to stay in the bunk room:
Qualified to ride 5-1, 5-6, 5-9

14.1.9 The Chief's office shall issue a Standard Operating Procedure for sign up in advance.

14.1.10 All persons should maintain their upmost professional manners

- ❖ No horse play in the bunk room
- ❖ No loud noise after personnel have bedded down

- ❖ No two persons in one bed at any given time
- ❖ **DO NOT WAKE ANYONE SLEEPING IN THE BUNK ROOM**

15.0 FITNESS FOR DUTY

- 15.1 It shall be the responsibility of each member to show up for incident responses and training fit for duty and not under the influence of prescription drugs or alcohol.
- 15.2 If any alcohol or prescription drugs that can affect a member's ability to operate vehicles or machinery are taken within 5 hours of responding to an incident, the officer in charge shall be notified. Both the officer and the member must agree that said member is fit for duty prior to responding, given the circumstances. As an example, one beer consumed 5 hours ago with a meal would not necessarily cause a member to be considered unfit for duty.
- 15.3 If no prescription drugs or alcohol have been taken within 5 hours preceding an incident response, this does not necessarily guarantee that a member will be fit for duty. A member can be considered under the influence of prescription drugs or alcohol, even if neither was consumed in the preceding 5 hours. This is due to the time it takes for the body to metabolize prescription drugs and alcohol.
- 15.4 If there is any doubt as to a member's fitness for duty, that member shall not respond to the incident.
- 15.5 Under no circumstances are members of the fire company to use or possess illegal drugs.

16.0 UNIFORM POLICY

- 16.1 A dress uniform policy has been established in accordance with the by-laws of the Pennsville Fire Department as a guideline for company members. This policy shall be in full effect when a member of the Pennsville Fire & Rescue Co #1 is in full dress uniform.
- 16.2 Dress uniforms are required at many company functions such as parades, memorial services, awards ceremonies, and other public events. Members wishing to participate in these events must purchase a company uniform at a cost to be determined by the Executive Office. Payment questions and arrangements may be

made through the Vice President or Treasurer. The Pennsville Fire Company will pay the remaining cost of the uniform and the entire uniform will remain the property of Pennsville Fire & Rescue Co. #1. Upon resignation, transfer, expulsion, or lack of interest by any member, the full dress uniform will be returned to the Pennsville Fire & Rescue Co. #1. If a member wishes to purchase his/her uniform, arrangements may be made through the Executive Office, however, all badges and collar brass remain the property of Pennsville Fire & Rescue Co. #1. Each member is responsible for upkeep of his or her uniform. Any uniform problems should be directed to the Vice President.

- 16.3 Members in full dress uniform are to be neat in appearance. Ear rings, if worn, are to be stud type, no hoops or hanging ear rings. Members with long hair (hair which hangs past the bottom of their collar) are to pin/pull their hair up under their hat. All members with facial hair are to be shaven or neatly trimmed while in full dress uniform.
- 16.4 Officers of Pennsville Fire & Rescue Co. #1, or their designee who is placed in charge by the Chief's office, will be responsible for enforcing the uniform policy. All members, when in dress uniform, shall be subject to uniform inspection. The Officer in Charge, or designee, may dismiss any member who is not in compliance with the uniform policy, and if warranted, disciplinary charges may be filed. In turn, the officer in charge, or designee, may make exceptions to the uniform policy if needed. Such exceptions may be made due to weather, medical conditions, or other extenuating circumstances that may arise.
- 16.5 Full dress uniform shall consist of the following:
- Hat (Cover)
 - Hat Badge (silver)
 - Jacket – company patch on left shoulder
 - Dress Shirt (blue) – company patch on left shoulder, American flag on right shoulder.
 - Black tie (clip-on)
 - Badge (silver)
 - Badge holder (black leather)
 - Collar brass PFD/CO #1 (silver)
 - Name badge (silver)
 - Citation bars
 - Trousers
 - Black belt (silver buckle)
 - Black shoes
- 16.6 Hat, Jacket, Shirt, Trousers, Tie, and Name tag shall be obtained through Rush

Uniform Company. The Vice President shall be notified prior to any fittings.

- 16.7 The Vice President shall issue hat badges, breast badges, collar brass, and badge holder.
- 16.8 Shoes are to be purchased individually (not included with uniform cost). Shoes are to be black polishable leather (boots are acceptable). At no time are white socks to be showing from underneath a member's uniform. If socks are visible, they are to be black in color. Exceptions concerning shoes will be made in any cases where medical conditions exist.

16.9 Officers

Upon taking office, it will be the responsibility of both incoming and outgoing officers to exchange all necessary items. If new uniform items are needed, it will be the responsibility of the incoming officer to advise the Vice President and make the proper arrangements.

Line Officer shirts and hats will be white in color.

Captain's badges will be silver in color with designating insignia.

Chief's badges will be gold in color with designating insignia.

Chief's hat bands will be gold in color.

Chief Officers and Captains are issued collar cutouts (shirt) and collar discs (jackets) with their designating insignias, which are to be worn on the collar of the shirt and jacket.

Executive Officers will be issued collar discs with designating insignias which are to be worn on the collar of the shirt and jacket.

16.10 Placement

Hat badge – to be worn on the hat in the badge area

Badge holder, breast badge, name tag, citation bars – to be worn on the left breast of the outer most garment with name tag below badge and citation bars above badge.

Collar brass – worn on the uniform shirt collar; PFD on right collar, CO#1 to be worn on left collar

Citation Bars – to be worn on the badge holder above the badge. Citation bars will be worn in order of importance. The least important citation bar will be worn closest to the badge. No one will be permitted to wear more than 8 citation badges on their uniform at any one time.

Service award – to be worn above citation bars.

Mourning band – to be worn on breast badge only when directed by the OIC.

ORDER OF IMPORTANCE FOR CITATION BARS:

- | | | |
|------------------|-----------------|--------|
| 1. Valor | 4. Life Active | 7. FFI |
| 2. Chief's Award | 5. High Average | 8. EMT |

3. Unit Citation 6. Past Chief 9. Rescue Certified
10. Truck Certified

16.11 Uniform Stipulations

Members will not be permitted to wear more than 1 of the same citation bars on their uniform at any one time. Members who wish to display the total number of citations they have received may purchase a numerical cluster. This is a citation bar which contains a number that is in the center of the citation bar. If a member has received 4 Unit Citations, that member may purchase the above mentioned citation which would have the number 4 located in the center. If that member were to receive another Unit Citation during his/her career, they could simply replace the number 4 with the number 5.

16.11.1 No member will wear any item that is not issued by the Pennsville Fire & Rescue Co. #1. The Pennsville Fire & Rescue Co. #1 must approve citations, badges, or pins issued by another agency before placing them on their uniforms.

16.11.2 Members will not be permitted to wear sunglasses while participating in events such as memorial services, parades, or awards ceremonies. Exceptions will be made for those members who wear prescription sunglasses.

16.11.3 Any member who is participating in a memorial service, parade, or awards ceremony will not use chewing gum or chewing tobacco while in full dress uniform. This means while the event is actually taking place.

16.11.4 Members are encouraged to wear a plain white undershirt under their dress shirt. If a member chooses to wear an undershirt with writing, the member must be sure that the writing will not show through the dress shirt of the uniform.

17.0 FIREFIGHTER TRAINING AND QUALIFICATION

17.1 All training and qualification requirements for firefighters shall be determined by the Chief's office or designee.

17.2 After meeting minimum standards, qualifications are granted by the Chief's office or designee.

17.3 Failure to meet minimum standards can result in removal of qualifications.

18.0 USE OF RECORDING DEVICES

18.1 PURPOSE:

The purpose of this policy is to regulate the use of cameras, camera phones, video and audio recording devices during emergency incidents, drills, and training. This policy will serve to prevent citizens from viewing or hearing painful or emotional video, audio recordings, or pictures of themselves or their loved ones. This will serve to promote a professional atmosphere and protect patient privacy under HIPAA.

18.2 SCOPE:

The scope of this policy covers all emergency responders at emergency incidents, drills, or training under the command of Pennsville Fire & Rescue Co. #1, and all members at any emergency incident, drill, or training.

18.3 RESPONSIBILITY:

It is the responsibility of all emergency responders at emergency incidents, drills, or training under the command of Pennsville Fire & Rescue Co. #1 and all members to adhere to this policy.

18.4 PROCEDURE:

The use of cameras, camera phones, video and audio recording devices are strictly prohibited, except as outlined below.

18.4.1 The Chief, Incident Commander, or designee, may grant permission to use cameras, camera phones, video and audio recording devices at emergency incidents, drills, or training.

18.4.2 If permission is granted by the Chief, Incident Commander, or designee to use cameras, camera phones, video and audio recording devices, any and all recordings or pictures taken are considered to be the property of Pennsville Fire & Rescue Co. #1.

18.4.3 No pictures, video, or audio recordings are to be e-mailed, printed, disseminated, reproduced, or in any other way transmitted to another person, entity, or agency without the express permission of the Chief.

18.4.4 Any pictures, video, or audio recordings taken without permission will be confiscated.

18.4.5 Nothing within this policy should be construed to prevent the use of cameras, camera phones, video and audio recording devices by a law enforcement agency, or

other investigative agency, during the lawful collection of evidence during an investigation.

50.1 INCIDENT RESPONSE - STAGING

50.1.1 Level 1 Staging

50.1.1.1 House, buildings with no rear access, barn, garages, out building:

- ❖ **First Due Engine** - Pull past the A side of structure. Smoke or fire showing or smoke in residence (conformed) is an automatic lay.
- ❖ **First Due Rescue or Truck** - Stand by in the front of the structure. Position as to take full advantage of your apparatus.
- ❖ **All other units** - Standby in direction of travel 1 block from incident location. Do not limit access to the fireground.

50.1.1.2 Building fires with rear access:

- ❖ **First Due Engine** - Respond to the reported fire location either front or rear. If unknown respond to front of building.
- ❖ **First Due Truck** - Take a position that supports your primary function. Whether the function is primarily ventilation or search.
- ❖ **Second Due Engine** - Respond directly opposite if the first due engine.
- ❖ **All other Units** - Standby in direction of travel 1 block from the incident location.

50.1.1.3 All responding apparatus officer are to reference pre-plan and map books for hydrant locations and sprinkler standpipe connections where applicable.

50.1.1.4 Apparatus in level 1 staging shall remain in position until released.

50.1.1.5 The message "Arriving" shall indicate that apparatus is in level 1 staging. No other message is necessary.

50.1.2 Level 2 Staging

50.1.2.1 Initiated by IC and announced with staging area location i.e. Salem County 5-10 initiate level 2 staging at Ames Shopping Center parking lot.

50.1.2.2 Apparatus arriving in level 2 staging shall transmit their arrival to Salem County ie. Salem County 11-1 arriving Ames staging.

50.1.3 Companies already in level 1 staging shall remain there until reassigned.

50.1.4 A staging officer shall be appointed by the IC as necessary

50.2 INCIDENT RESPONSE - ATTENDANCE CREDIT

50.2.1 To receive credit for a fire incident, members must arrive at the station and report their presence prior to the return of the last apparatus.

50.2.2 Members may not receive credit if they leave prior to the apparatus equipment being restored, unless excused by an officer

50.2.3 Members are to sign the attendance sheet for credit and list their riding position.

50.2.4 Deleted (Ambulances no longer apply)

50.3 INCIDENT RESPONSES - RIC

50.3.1 A RIC team will be dispatched on all Hazard fires.

50.3.2 RIC response to Pennsville

- ❖ The RIC team commander shall report to the IC upon arrival on the fireground.
- ❖ All RIC team members shall have full protective clothing along with SCBA.
- ❖ The crew shall standby until directed into action by the IC.
- ❖ At the sound of a mayday or any other distress signal (Continuous PASS Alarm) The incident commander shall have every exterior forced to the open position. Additionally ventilation shall be increased as much as possible. Mutual aid shall also be requested. The 911 Center shall be contacted to advise all units to transmit emergency messages only. Additional lighting shall be provided. Attack positions shall be reinforced. An additional RIC team shall also be summoned.
- ❖ RIC team members shall perform a visual size up in case they are pressed into action.
- ❖ Radios shall be monitored to gain information about the incident.
- ❖ If the A side of the fire building is not laddered, the IC can assign two RIC members to this assignment These members are to stay in view of the RIC team officer and obtain the ladders from apparatus close to the fire building. If ladders will improve the safety for the interior crews, this option should be given strong consideration.
- ❖ The radio designation for the RIC team shall be RIC. The officer shall be designated as RIC command.

50.3.3

RIC Response Mutual Aid

- ❖ The vehicle used for RIC response shall be:
 1. First - Quint
 2. Second - Rescue
- ❖ The crew shall be minimum of Four. Preferable Six to Eight. Red Shield and Blue shield Firefighters shall be given preference over Black Shields
- ❖ Members shall bring the following equipment to staging:
 1. Rope, Hand lights, Irons, Radios, Ladders if applicable, Rabbit tool, Maul, RIC pack.
 2. Equipment that may be needed : K1200 saw, cable cutters, Slice pack, Hydraulic rescue tools, Air Bags, Cribbing. AED
 3. The crew shall locate the nearest hoseline and be prepared to place the line in service if necessary

50.4

INCIDENT RESPONSE - STRUCTURE FIRES

50.4.1

Riding positions

50.4.1.1

Engine

Chauffer

Duties - Operate Pump, Attach Supply line to Apparatus.
Tools - radio

Officer

Duties - Supervisor, Assist in getting attack line into position. Act as forceman if forceman at hydrant. Officer has to decide whether to take command or pass command. If the officer feels actions will effect the outcome of the operation, and they need to go into action, then the officer should pass command to the next due officer.
Tools - portable radio, hand light.

Can

Duties - Stretch hand line, act as nozzleman, nothing showing – PW can into structure with officer.
Tools - hand light, portable radio, PW Can

Forcible Entry

Duties - Provide forcible entry for hose line, feed line for nozzleman, if crew of four catch hydrant.

Tools - Irons, portable radio

Hydrant

Duties - Catch hydrant, await order to charge supply line.

Tools - Portable radio, hydrant accessories.

Extra

Duties - Assist in deploying Attack Line.

Tools - Place quartz light in main point of egress.

50.4.1.2

Quint or Rescue

Driver

Duties - If the main ladder is needed, set the ladder up. Place PPV in the hose line entry point and await orders to turn the blower into the structure. Join OVM to assist in his or duties. If the driver feels that the ladder may be needed, and it is not in the best interest of the operations to leave the ladder, he or she should radio the OVM and advise them that he will not be assisting them.

Tools - Job dependent.

Officer

Duties - Interior size up, primary search

Tools - Portable radio, hand light, halligan

Force

Duties - Primary search

Tools - Portable radio, hand light, irons, rabbit tool

Force Extra

Duties - Primary search. If not primary then throw ladders

Tools - Job dependent

OVM

Duties - Survey rear of structure and assess life hazard. Give radio report of conditions in the rear. Vent ahead of hoseline. Ladder rear of structure. In commercial occupancies, when it is evident that there is no rear life hazard nor any windows to vent, join driver to access roof and conduct vertical ventilation.

Tools - Portable radio, hand light, 6 Foot hook, ground ladder

OVM Extra

Duties - Assist OVM with duties.
Tools - Assist OVM with tools.

- 50.4.1.3 Rescue
If the Truck is already on location the rescue crews duties will be to fill any voids that are currently not being handled by the truck crew on the fireground. This assignment will be determined by the incident commander. If the Quint is OOS or unavailable it will be the rescue's job to fill in for the Quint.
- 50.4.2 Sides of the building shall be identified in a uniform manner as outlined below:
Side A: Tactical front structure.
Side B: Clockwise from side A
Side C: Rear of structure
Side D: Clockwise from side C
- 50.4.3 Interior areas shall be designated as follows:
Number One floor, 2nd Floor - Number Two Floor, 3rd Floor-
Number three floor. Etc
- 50.4.4 Any floors below grade shall be designated as basement.
- 50.4.5 Fireground activities shall be conducted as follows:
Establish Command
Establish water supply
Attack Fire wit an appropriate size handline
Back up the attack line with an appropriate size line
Ventilate
Conduct Primary Search
Conduct secondary Search
Ladder the exterior of the structure
Light the interior and exterior of the structure
Overhaul for fire extension
Salvage
Establish rehab
RIC team for standby
- 50.4.5.1 The order for these jobs may vary depending on conditions however every attempt shall be made to conduct these activities as follows:
Life safety
Fire control

Property Conservation

- 50.4.6 Upon receipt of the emergency evacuation signal, all personnel in or on the structure shall exit immediately and report to the IC for accountability. The emergency evacuation signal shall be a 30 second blast of the airhorn.
- 50.4.7 The emergency evacuation signal will be utilized when direct threat to the safety of any member exists. A routine change in operation IE offensive to defensive does not warrant the emergency evacuation signal.
- 50.4.8 Any member hearing an activated PASS alarm shall : Attempt to locate the source, Report the alarm to your supervisor, report the sounding over the tactical channel. Any firefighter that is in distress shall sound a mayday over the tactical channel. Upon recite of the mayday, the RIC team shall be activated to search for the firefighter. A call for a greater alarm shall be activated. All radio traffic shall be placed on a priority transmission only basis. The 911 center shall also be contacted to make an announcement over the radio that a mayday has been transmitted.
- 50.4.9 Upon fire control and confinement, a secondary search of the structure shall be preformed. The crew that conducted the primary search shall not complete the secondary search.
- 50.4.10 An SCBA refill station will be established near the entry/exit point of the structure and it's presence marked with a salvage cover. All spare cylinders and SCBA shall be brought to this area.
- 50.4.11 Structure security must be maintained at all times. Any member noticing unauthorized person in the structure shall monitor their actions and notify their supervisor.
- 50.4.12 Fire investigations shall be requested per SOP 52.1

50.5 INCIDENT RESPONSE - VEHICLE FIRES

- 50.5.1 Member manning SCBA equipped positions shall don same en route, with the exception of extra seats.
- 50.5.2 Apparatus shall be placed uphill and upwind at least 75' from the vehicle. When possible the apparatus shall be placed out of traffic flow, or on the shoulder of the road.

- 50.5.3 Vehicle should be stabilized when possible.
- 50.5.4 The IC shall verify that traffic flow is controlled and or coordinated with the police.
- 50.5.5 A minimum of (1) 1"3/4 hose line shall be placed in service when there is any significant involvement of the vehicle.
- 50.5.6 The IC shall attempt to locate the vehicle driver of the vehicle to ascertain the nature and location of any hazardous materials that may be in the vehicle.
- 50.5.7 Involved vehicle shall have the fuel system checked for leaks
- 50.5.8 The following information must be recorded for vehicle fires:
 - ❖ Operator name and address
 - ❖ Owner name and address
 - ❖ Vehicle registration, number and state
 - ❖ Vehicle identification number (VIN)
 - ❖ Vehicle year, manufacture, and model.
- 50.5.9 Fire investigations shall be requested per SOP 52.1

50.6 INCIDENT RESPONSE - AUTO ACCIDENTS

- 50.6.1 Arriving apparatus shall be positioned so that it does not obstruct the route of travel of EMS vehicles. Only necessary apparatus shall be positioned close to the scenes, additional apparatus shall be placed in a remote location.
- 50.6.2 Ambulance
Deleted
- 50.6.3 Treatment
All patients involved in an accident are to be treated in the following manner:
 - ❖ Manual C-spine control.
 - ❖ Cervical collar
 - ❖ Long back board.
 - ❖ Head immobilized to back board.
 - ❖ Patient strapped to board

50.6.4 Rescue Company

The rescue company's number 1 priority is patient care

If extraction is required it shall operate as follows:

Ensure vehicle(s) are stabilized prior to any entry or extraction efforts.

- ❖ Size up hazards
- ❖ Access to patient for EMS
- ❖ Patient assessment and immediate medical care.
- ❖ Disentanglement
- ❖ Patient packaging and treatment
- ❖ Removal and treatment
- ❖ Post rescue/equipment servicing

Ensure patient protection throughout extraction, taking whatever steps necessary to protect against further injury through breaking glass, forcible moved vehicle components, and flying objects.

50.6.5 Key hazards to avoid

- ❖ Front wheel drive vehicle DO NOT PULL STEERING COLUMN

- ❖ Hatch Backs - Remove hydraulic cylinders before cutting hatch back. DO NOT CUT HYDRAULIC CYLINDER.

50.6.6 Remember always have two action plans.

50.6.7 Engine Company

In cases where rescue crews are committed to EMS the engine crew shall provide extrication.

50.6.8 The engine company shall inspect all vehicles for fuel leaks or hazardous conditions.

50.6.9 The safety officer shall

- ❖ Monitor scene for any hazards that may arise during the incident and report to IC
- ❖ Monitor personnel for adherence to safe work practices
- ❖ Stop any act that may endanger the safety of the patient and/or rescuer
- ❖ The safety officer shall not become involved in actual work, but must monitor all operations

50.6.10 The crowd control officer

Secure scene perimeter using banner guard, rope, physical barriers, or other appropriate means beyond which only authorized emergency personnel will be permitted.

50.6.11 Patients refusing medical service must sign a refusal form. This should be accompanied by a witness signature. (Police officer, Relative) In cases where patients refuse to sign, two witness are to sign the form.

50.6.12 After operations are complete the IC is to give a brief summary to the Police and question whether they need any more Fire Dept. Services.

50.7 INCIDENT RESPONSE - SPRINKLER OCCUPANCIES

50.7.1 Engines that arrive should be alert to FD connection locations. In the event of a working fire the connections are to be made with (2) 2 1/2 water lines and a water supply secured. The FD connections are to be supplied at 150 PSI. Ensure that all valves are fully open, if able to verify. Ensure complete fire control and extinguishing before ordering shutdown of the sprinkler system. Maintain a charged hose line in the fire area until the system is restored or the building is turned over to the responsible party.

50.7.2 When responding to an alarm for water flow alarms, ascertain whether the system is operating (Motor gongs operating, sustained flow from system drains, water flowing from building.). Attempt to ascertain cause of alarm. (Fire, pressure surge, broken piping etc.) Ensure that a responsible party is on location or requested to respond.

50.7.3 Sustained system operation shall warrant immediate interior inspection. In such cases forcible entry is warranted.

50.7.4 Members shall not operate system controls, valves, or replace sprinkler heads with the following exception: In case of fire and the system is operating improperly and to prevent further property damage.

50.7.5 Buildings shall not be left unattended with a disabled sprinkler system. A responsible party, the owner, or an engine company shall stand by.

50.7.6 Inoperative sprinkler systems shall be reported to the Township Fire Official.

50.8 INCIDENT RESPONSE - BOMB THREATS/ EXPLOSIVE EMERGENCIES

50.8.1 Deleted.

- 50.8.2 IC shall provide Salem County with a level 2 staging area, remote from the threatened area.
- 50.8.3 Pennsville Township Police should be advised that apparatus is staged and standing by via telephone.
- 50.8.4 Under no circumstances shall any member assist in, perform a search for, remove, or assist in removal of any known or suspected explosion device.
- 50.8.5 Should an explosion occur, FD operations must proceed with extreme caution, as more than one device may be present. FD operations shall be assured the area is safe.

50.9 INCIDENT RESPONSE - SERVICE ASSIGNMENT - ASSIST POLICE

- 50.9.1 The IC shall attempt to ascertain nature of assist, then determine response speed (Emergency/reduced)
- 50.9.2 Members are not to enter any areas where police believe suspects may be located.
- 50.9.3 Members who are employed as police officers may be required to serve in their official capacity during these situations and will be given priority in manning the requested apparatus.
- 50.9.4 Members are not to confront any probable suspects unless a life threatening situation is apparent.
- 50.9.5 The IC shall use discretion when providing equipment to police at the scene if requested to do so.

50.11 CONFINED SPACE RESCUE

Department of Fire/Rescue Services
Pennsville Township
Confined Space Policy

Purpose : This policy is to insure the safety and well being of the members of the Pennsville Fire Department when entering or responding to incidents involving confined spaces.

Responsibility : All members of the Pennsville Fire & Rescue Company and the Deepwater Fire Company are responsible to comply with this policy at all

times. This includes but is not limited to: Emergencies-Fire & Rescue, training, general entry for required non-emergency work.

Definitions:

Acceptable environment condition means the limiting condition of health and safety required to be present before an employee can enter a confined space, such limiting being set by established safety and health standards.

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant=s duties assigned in the employer=s permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leaking beyond the plate.

Competent person - see Qualified Person

Confined space means a space that:

- (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- (3) Is not designed for continuous employee occupancy.

Double block and bleed means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the between the two closed valves.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided

(flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph (f) of this section.

Entry Supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

Note: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervision may be passed from one individual to another during the course of an entry operation.

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

(1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

(2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

(3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

(4) Atmospheric concentration of any substance for which dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;

Note: An atmospheric concentration of any substance that is not capable of causing

death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

- (5) Any other atmospheric condition that is immediately dangerous to life or health.

Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limited, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, 1910.1200 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit means the employer=s written authorization to preform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) means any condition that pose an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual=s ability to escape unaided from a permit space.

Note: Some material-hydrogen fluoride gas and cadmium vapor, for exampleBmay produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim Afeels normal@ from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be Aimmediately@ dangerous to life or health.

Inerting means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

Note: This procedure produces an IDLH oxygen-deficient atmosphere.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; mis-aligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent of oxygen by volume.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

- (1) Contains or has a potential to contain a hazardous atmosphere;
- (2) Contains a material that has the potential for engulfing an entrant;
- (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- (4) Contains any other recognized serious safety or health hazard.

Permit-required confined space program (permit space program) means the employer=s overall program for controlling, and where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system means the employer=s written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Qualified person means a person designated by the employer, in writing, as capable by education or specialized training, or both, of anticipating, recognizing, and evaluating employee exposure to hazardous substances or unsafe conditions in a confined space and capable of specifying necessary control or protective action both to insure worker safety.

Rescue service means the personnel designated to rescue employees from permit space.

Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Tac 5 and Tac 7 are rescue support apparatus. This apparatus responses to confined space

incidents to provide special support equipment and qualified personnel to assist and perform rescue activities.

Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

Training - Confined Space Level 1 - Awareness means a member that has been trained to identify a confined space, be an authorized entrant, and an attendant for non-emergency confined space operation. This member is not to enter a confined space or act as an attendant in a rescue or other emergency situation.

Confined Space Level 1 - Rescuer means a member that has been trained to identify a confined space, be an authorized entrant, and a attendant for non-emergency confined space operation. This member is not to enter a confined space in a Rescue or other emergency situation. This member may act as an attendant and assist Level ii personnel in the warm zone of a rescue or other emergency situation.

Confined Space Level II means a member that has been trained to identify a confined space, be an authorized entrant, and an attendant for non-emergency and emergency confined space operation. This member is trained to perform rescue activities.

Confined Space Level III means a member that has been trained to identify a confined space, be an authorized entrant, and an attendant for non-emergency and emergency confined space operation. This member is trained to perform and command rescue activities. This member is considered a competent person. This member may also act in the capacity of a line officer if none are present at an incident.

Zones - Hot Zone means the confined spaces and any area outside of the space that may be contaminated or hazardous.

Warm Zone means the area outside the hot zone where attendants, and rescue equipment are setup. The Rescue Safety Officer must stay in the warm zone throughout the rescue assignment.

Cold Zone means the area outside the warm zone which should remain safe throughout the incident. The command post, medical and manpower staging should be in cold zone.

Procedure: Non-Emergency Entry

1.0 prior to any non-emergency entry a chief or captain shall review the need for entry into a

confined space. If it is determined entry is required the Pennsville Township Confined Space Entry Program shall be followed.

Procedure: Emergency Rescue Entry

2.0 The following positions must be filled to respond:

- Rescue 5 Minimum of 2 Confined Space Level III members
 Minimum of 3 Confined Space Level II members
- Tac 5 Minimum of 2 Confined Space Level II members
- Tac 7 Minimum of 3 Confined Space Level II members

****NOTE****

Extra Level III members can fill the positions required as Level II responders. Additionally, Tac 7 should call responding and state the number of level III personnel on board. (Example: A7-7 responding with 2 Level III members@) These members can make up for Level III members needed on Rescue 5.

- 2.0.1 In the event 7-7a is not acting as the TAC Unit, 7-7a should stand by in the station for 8 to 10 minute from dispatch and call Station 5 prior to responding so as to get as many Level II and Level III members as possible. After 10 minute (from dispatch) join manpower with Station 5 and respond with as many trained people as are available.
- 2.0.2 On responses outside of Pennsville Township, Rescue 5 and Tac 7 should communicate manpower and other information by cell phone or tactical channel

2.1 ICS and Command Staff

- 2.1.1 One Level III member shall fill the position of Rescue Sector Officer.
 - a. The Incident Commander and the Rescue Sector Officer may be the same person until maintain IC and the lead Pennsville Townships responder will be Rescue Sector Officer. Members of Pennsville & Deepwater will assist, but may not deviate for this procedure for the safety of all personnel.
- 2.1.2 One Level III Member shall fil the position of *Rescue Safety Officer*.
- 2.1.3 The Rescue Liaison Officer must be filled by a Level III member. This position is

not required to begin actions but should be filled if and when manpower allows.

Duties of Responding Personnel

- 3.1 Upon arrival at the scene the Rescue Officer or IC shall make contact with the attendant or job supervisor to find out:
 - 1: Number of People in the space
 - 2: The last time there were verified Okay
 - 3: Size and configuration of the space
 - 4: Access to the space (size, ladder, etc.)
 - 5: Secondary access and/or ventilation location
 - 6: What hazards are in the space
 - Electrical
 - Mechanical
 - Hazardous material
 - Open piping or process lines
 - Damaged equipment (access ladders, stairs, etc.)
 - 7: Size of the people down in the space
 - 8: Are the downed entrant wear any retrieval equipment (full body or chest harness, retrieval line)
 - 9: Look closely for hazardous materials that work may not believe are hazardous.
- 3.1.1 If this was an unsupervised, non-compliant entry, the Rescue Sector Officer or IC shall make an effort to gather all of the same information. It may be advisable to assign a recon person to continue to gather more information as the incident progresses
- 3.2 Remaining Level II and Level III personnel shall make-up the entry team, back-up team and attendants. If all duties are being completed, an additional Level III member shall take the Rescue Liaison position.
- 3.3 Level I personnel may assist in moving and staging of equipment, setting up rehab, and staging medical supplies. Level I personnel are not to function as direct member of the entry team or back-up team. Upon completion of there assignment, Level I-Awareness personnel shall stage just outside of the warm zone where they can be available for additional assignment. Level I-Rescuers may remain in the warm zone if they are assigned a task to perform.
- 3.4 Untrained member may also assist Level I members with equipment, rehab and medical staging. Untrained members are not to remain in the area of a confined space rescue unless

directed to do so by the Rescue Sector Officer.

4.0 Initial Actions

- 4.1 Several things must occur simultaneously to maximize the efficiency of the operation.
 - 4.2 Space Preparation - The space should be tested prior to additional ventilation equipment being placed in-service. If a reading of greater than 75% LEL is found to be present STOP! Do not continue with space preparation until directed by the Rescue Sector Officer or the IC. Insure ventilation is established. (Electric fans are a good choice)
 - 4.3 Rescue & Back-up Team Preparation - The rescue and back-up teams shall don Class III harness, PASS alarms, and the Air Paks or Ska Pak if applicable. The back-up team will assist each other preparing for entry.
 - 4.4 Attendants and Support Personnel - The attendants and any additional support personnel shall set up the C.A.R.T., if applicable, and an appropriate retrieval system to remove the victim(s) and the Rescuer(s). Additionally, this team shall set up a tether line for each rescuer entering the space. The C.A.R.T. tracking board shall be set up and a timing watch shall be available to log entry and exit times. Radios and a boat horn or the mega-phone shall be operable at the entrance to the space. If the noise is too great, a light sign/signal or rope line signal (dive signals) must be agreed upon prior to entry.
 - 4.5 Rescue Sector Officer - Prior to entry, the rescue sector officer shall review and gather as much information as possible to develop the rescue plan.
 - 4.6 Rescue Safety Officer - Prior to entry, the rescue safety officer shall obtain atmosphere readings, insure proper ventilation is in place, identify all hazards, and attempt to control all hazards, and review all findings with the Rescue Sector Officer so as to assist in the development of the rescue plan.
 - 4.7 Rescue Liaison Officer - This position is not required for operations to begin. When this position is filled, the Rescue Liaison shall perform support functions for and assist the Rescue Sector Officer in rescue plan development and implementation.
- #### 5.0 The Rescue Plan
- 5.1 The Rescue Sector Officer, Rescue Safety Officer and Rescue Liaison (if applicable) shall develop a plan to, as safe as possible, rescue any and all trapped victims.
 - 5.2 Once the plan is formulated, the Rescue sector officer should convey the plan to the

functioning rescue team members.

- 5.3 If the victim is down for an undetermined reason, SCBA or Ska-Paks shall be use regardless of good atmosphere test reading.
- 5.4 If the victim is an injured person within a confined space (person fallen laceration,...) And all atmosphere test readings are good, SCBA or Ska-Paks may not be needed. If SCBA or Ska-Paks are not used for entry, they must still be staged in the warm zone for the Back-up Team if needed.
- 6.0 Entry To the Confined Space
 - 6.1 Rescue Sector Officer- Prior to entry the rescue safety officer shall review all information available, the rescue plan and if acceptable approve entry. The rescue Sector Officer shall remain in the area of the entrance to the space until all rescuers have been removed from the space.
 - 6.2 Rescue Safety Officer - Prior to entry the rescue safety officer shall review all atmosphere reading to insure they are acceptable, insure proper ventilation is in place and review with the entry team, back-up team, and attendants the reason worker(s) entered the space and the potential hazards of the space. Under extreme low manpower, the Rescue Safety Officer may fill the requirements of the attendant.
 - 6.3 Entry Team shall enter the space will all appropriate safety equipment in place. If at any point during the evolution an unplanned for hazzard arise, the entry team shall evacuate the space and redevelop the rescue plan to account for or remove the new hazard.
 - 6.4 Back-up Team shall be standing by with all the appropriate safety equipment on and ready for service. The back-up team shall remain ready for service until all persons are out of the confined space.
 - 6.5 RELIEF Crews - If the rescue entry into the confined space will last greater than 15 minutes, RELIEF personnel must be available. At 15 minutes the RELIEF crew or person shall be ready to enter the space. This is to account for a maximum of 20 to 25 minutes in the space for the initial entry team.
 - 6.6 Rehab Personnel - All personnel shall ne rehabed as needed. A rehab station should be setup by the medical group in the cold zone.

Additional Resources

- 7.1 The following Emergency Services Equipment is available:

- a) Rescue 11 - air system w/300ft HP reel
- some rope & harnesses
- b) Contry - Complete Decon Trailer (no manpower)
- c) PSE&G FD - 2 Air Source CARTS (delayed response)
- 4 SKA Paks w/ hose (approval required)
- Complete Haz-mat Team

7.2 Deleted

7.2.2 Deleted

8.0 Rescue Complete

8.1 Upon completion of the rescue effort all personnel shall be rehabed. This allows for safe break down of the rescue equipment after a rescue.

8.2 Command staff officers should review the incident prior to equipment break down.

8.3 All tactical work sheets should be saved and attached to the incident report.

50.12 INCIDENT RESPONSE - MUTUAL AID DUPONT CHAMBERS WORKS

50.12.1 In the event there is an emergency at the Chambers Work which cannot be handled due to lack of certain types of equipment or manpower, The Pennsville Fire And Rescue Co. #1 may be summoned.

50.12.2 Volunteer IC will be escorted to the emergency scene in order to assist Chambers Works Fire Chief evaluate the need of additional equipment and manpower.

50.12.3 A staging area will be located inside the Broadway gate N.E. of Consolidated Warehouse. All equipment and manpower will be escorted to the emergency scene by Dupont Chamber Works.

50.12.4 Damaged or contaminated equipment will be evaluated and replaced if necessary. (Damaged equipment must be reported immediately.)

50.12.5 The following are Chambers Works rules that must be adhered to at all times while operating in the plant:

- ❖ Smoking and eating in designated areas only.
- ❖ All responders must be escorted to and from the staging area.
- ❖ Safety glasses must be worn in designated areas.
- ❖ All injuries must be reported immediately.

50.13 INCIDENT RESPONSE - HELICOPTER LZ

- 50.13.1 The IC shall designate a LZ coordinator and relay this information to Salem County.
- 50.13.2 The LZ coordinator shall locate a suitable LZ utilizing the following criteria, and report the location to Salem County. A pre-designated LZ close to the incident. A parking lot, or large highway, with overhead obstructions, in which a 100' x 100' section can be marked. A flat, firm, dry, section of ground, with no overhead obstructions, in which a 100' x 100' section can be marked.
- 50.13.3 The LZ coordinator shall ensure that the proposed LZ is free of debris and the area surrounding the LZ is secure of vehicular and pedestrian traffic.
- 50.13.4 The LZ should be marked with a lightbox or cone at each corner. In addition, to assist the pilot in locating the LZ vehicle emergency lights should be on. At no time are spotlights to be directed at the helicopter.
- 50.13.5 Members standing by shall be at least 50' from the edge of the LZ on all four sides to prevent entry (manpower permitting). All members near the LZ shall use eye protection. Bystanders shall be prohibited from using cameras with flash attachments and video lights in prohibited from using cameras with flash attachments and video lights in proximately of the helicopter.
- 50.13.6 LZ communications to the helicopter shall be made by the LZ coordinator only. Exception: In case of imminent danger to helicopter, flight, and or ground crews.
- 50.13.7 While the helicopter is on the ground, no member shall approach the helicopter without specific instructions by the flight crew. Any approach must be made in the pilots view.
- 50.13.8 Prior to take off the LZ shall be secured.
- 50.13.9 The engine company shall standby at the closest hydrant, connect to the hydrant and standby. In the case of a crash the engine should proceed to the crash site and lead off with heavy caliber steam and address life safety.

50.14 INCIDENT RESPONSE - COVER STATION

- 50.14.1 Requested apparatus shall respond at a reduced rate.
- 50.14.2 Minimum manning for a cover station shall be Driver, (3) primary firefighters.
- 50.14.3 An officer should respond if possible.
- 50.14.4 Upon arrival at the station to be covered, the officer or acting officer shall notify the appropriate communications center, and insure that either a guide, or map of the district being covered are available.
- 50.14.5 While in the cover station, members shall only occupy or enter those areas of the station necessary, and shall not operate or move any equipment remaining in the station.
- 50.14.6 Apparatus committed to a cover assignment shall not respond back to the district unless dispatch from the cover station as being due on the alarm.
- 50.14.7 When released from the cover assignment, the OIC of Pennsville shall inform the cover station OIC of any incidents handled during the cover, and problem arising while in his station.

50.15 INCIDENT RESPONSE - BRUSH FIRES

- 50.15.1 Operations are to proceed with structural fire priorities:
 - ❖ Life safety
 - ❖ Property conservation (protect exposures)
 - ❖ Incident stabilization.
- 50.15.2 The first due brush piece is to respond to the incident location and extinguish the fire if possible.
- 50.15.3 All fires are to be attacked from the burnt side. Members are never to attack fire while standing in the fuel (i.e. grass).
- 50.15.4 At incidents involving Fort Mott State Park the following contacts should be made for technical assistance:
 - ❖ Fort Mott State Park ranger.
 - ❖ N.J. State forestry service.

50.17 INCIDENT RESPONSE - GAS LEAKS.

- 50.17.1 Apparatus shall respond per SOP 50.21
- 50.17.2 Apparatus shall not stage in normal pattern when responding to gas leaks inside of structures. The first due engine and or truck or rescue are to stage so that they do not place themselves in front of the structure.
- 50.17.3 The crew of the first due piece of apparatus shall perform size up by walking up to the incident, and investigating to determine the nature of the emergency.
- 50.17.4 Precautions are to be taken to avoid ignition. (close traffic, prevent smoking, etc.)
- 50.17.5 The IC shall as soon as possible contact SJ Gas for response.

50.18 INCIDENT RESPONSE - ELEVATOR RESCUE

- 50.18.1 Response shall be in accordance with SOP 50.21
- 50.18.2 The following tools shall be taken into the building for a elevator rescue run:
 - ❖ 6ft hook
 - ❖ Panel keys
 - ❖ Elevator keys
 - ❖ EMS Supplies
 - ❖ Lock out kit
 - ❖ (2) 4x4 cribbing
- 50.18.3 Operation for elevator rescue are to proceed as followed:
 - ❖ Lock out power to elevators
 - ❖ Determine what floor the elevator is stuck on.
 - ❖ Make contact with the occupants to determine if there are any medical problems
 - ❖ Open doors and remove occupants.
 - ❖ Contact the responsible party and leave power off to the elevator.

50.19 INCIDENT RESPONSE - MEDICAL ASSIST

- 50.19.1 There are several types of medical assist calls:
 - ❖ A) EMS response when no ambulances are available.
 - ❖ B) EMS response that requires more manpower i.e. cardiac arrest

❖ C) EMS that is on the scene requesting manpower.

- 50.19.2 The main purpose for a type A response is to provide EMS until the ambulance arrives. These responses shall be made in an emergency fashion.
- 50.19.3 The main purpose for type B response is to ensure that the ambulance has sufficient manpower for life threatening emergency. These responses shall be handled in an emergency fashion unless specified by the requesting EMS unit.
- 50.19.4 The main purpose in a type C response is to provide manpower for the EMS crew. These responses shall be handled in an emergency fashion unless specified by the requesting EMS unit.
- 50.19.5 A fire incident report is to be filled out for all dispatched medical assists.

50.20 INCIDENT RESPONSE - TOWNSHIP LANDFILL

50.20.1 Deleted.

50.20.2 Assignments :

Engine - Respond in main gate, lay 5" line at 2nd driveway on left hand side.
Continue to fire location lead off with squirt.

Utility - Respond to main gate, complete 5" lay from 5-6.

Brush – Respond to main gate, access fire if possible, and extinguish.

50.20.3 Station 7 may be needed for 4" relay. Consider using Squirt 20 and Squirt 16 or 126 for extended operations.

50.21 RESPONSE ORDER

50.21.1 The response order shall be in accordance with the response order board hanging in the engine bay.

50.21.2 An “X” in the next due block on the response order board indicates that no further response will be made unless requested by the IC.

50.21.3 Any fire response with a building exposure will respond using the structure fire response.

50.22 PENNSVILLE TOWERS

50.22.1 The Pennsville Towers creates unique operations. The objectives and procedures are outlined below to combat this structure.

50.22.2 Operations for the Pennsville shall be conducted in accordance SOG 50.4. The below listed items are changes to the normal operating guidelines because of the construction and occupancy of the towers.

50.22.3 Truck Company Objectives

Evaluate Fire Floor, Provide Primary Search in fire area, Open Bulkhead door and relay 8th Floor conditions, relay fire Room number and Floor number to Quint 5 Driver.

Driver - Make rescue size up of exterior of building, Raise Ladder to fire room, Remain with Ladder in case ladder needs to be moved for rescue of civilians or Firefighters.

Tools - Portable Radio

Officer - Make an electronic size up, Give floor information to driver, Evaluate fire floor provide shelter or removal of fire floor occupants, Contain or extinguish fire if possible, Search immediate area.

Tools - Portable Radio, Hand Light, High Rise Pack, Can.

Force - Using D tower proceed to the number eight floor open Bulkhead door.

Contact officer when hatch is open. Report conditions of number eight floor to officer. Report to fire floor assist officer.

Tools - Hatch Key, Radio, Hand Lights, Irons, Drop Rabbit tool at fire floor.

OVM - Go to floor above fire conduct primary search of room above fire room.

Rely conditions officer.

Tools - Radio, Hand light, Irons

OVM Extra - Team with OVM assist in his or her duties.

Tools - Radio, Hand light, Rabbit tool, Flat head Axe.

Force Extra - Team with officer assist in his or her duties

Tools - Radio, Hand Light, High Rise Pack, Can

50.22.4 Engine

Driver - Stop Engine at FD Connection. Lay 2.5 inch line from connection to hydrant in complex. Hook up the Engine to the hydrant and connect the one 2.5 water line to the pump panel. When the Engine is hooked to the hydrant and the 2.5

waterline is connected to the pump panel. Hand stretch a second 2.5 line to the connection. Await orders to charge the lines. Advise the IC when the lines are connected and ready to be charged.

Officer - Gather fire floor and room information from tactical radio. Report to fire and place handle in service.

Can and Force and Hydrant - Place handline into service on fire floor. Hydrant Shall make the standpipe connection and await orders to charge the line. An inline pressure gauge shall also be placed in service the reading on the gauge shall be relayed to the Engine officer.

50.22.5 Special operations

An electronic size up shall be performed by the officer in the lobby. If indications, such as mutiple floors and water flow alarms are shown, then access shall be made by the stair towers.

The elevator shaft shall be checked for smoke.

Keys are to be issued to members conducting primary searches on the floors.

Portable radios shall be used as much as possible as opposed to the phones.

When a primary search is conducted in a room, a green dot shall be placed on the mail box. A red dot indicates a secondary search has been conducted.

50.23 TRENCH RESCUE

50.23.1 Purpose

This policy is to insure the safety and well being of the members of the Pennsville Fire Department when entering or responding to incidents involving trenches excavations.

50.23.2 Responsibility

All members of the Pennsville Fire & Rescue Company and the Deepwater Fire Company are responsible to comply with this policy at all times. This includes but is not limited to : Emergencies-Fire & Rescue, training, general entry for required non-emergency work.

50.23.3 Definitions

Accepted engineering practice means those requirements which are compatible

with standards of practice required by a registered professional engineer.

Aluminum Hydraulic Shoring means a pre-engineered shoring system comprised of aluminum hydraulic cylinders (cross-braces) used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such system is designed, specifically to support the sidewalls of an excavation and prevent cave-ins.

Bell Bottom pier hole means a type of shaft or footing excavation, the bottom of which is made larger than the cross section above to form a belled shape.

Benching (Benching system) means a method of protecting employees from cave-ins by excavating the sides of the excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

Cave-in means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury or otherwise injure and immobilize a person.

Competent person means one who is capable of identifying existing an predictable hazard in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Cross brace means the horizontal members of a shoring system installed perpendicular to the ends of which bear against either uprights or wales

Excavation means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Ground Pads means a material use to distribute the human load while working at the edge of a trench. Ground pads should be 3/4" plywood or greater. Ground pads should cover at least two feet of the edge of the trench.

Faces or sides means the vertical or incline earth surfaces formed as a result of excavation work.

Failure means the breakage, displacement, or permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.

Hazardous atmosphere means an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or

otherwise harmful, may cause death, illness, or injury.

Kickout means the accidental release or failure of a cross brace.

Protective system means a method of protecting employees from cave-ins, from materials that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Ramp means an inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth or from structural materials such as steel or wood.

Registered Professional Engineer means a person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer, registered in any state is deemed to be a Registered professional engineer within the meaning of this standard when approving designs for manufactured protective systems or tabulated data to be used in interstate commerce.

Sheeting means the members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

Shield (Shield system) means a structure that is able to withstand the force imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Shields used in trenches are usually referred to as trench boxes or trench shields.

Shoring (shoring system) means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the side of an excavation which is designed to prevent cave-ins.

Sides . See Face

Sloping (Sloping system) means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

Stable rock means natural solid mineral material that can be excavated with

vertical sides and will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against caving-in or movement by rock bolts or by another protective system that has been designed by a registered professional engineer.

Structural ramp means a ramp built of steel or wood, usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

Support system means a structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, undergoing installation, or the sides of an excavation.

Tabulated data means tables and charts approved by a registered professional engineer and used to design and construct protective

Tac 5 and Tac 7 are rescue support apparatus. This apparatus response to confined space incidents to provide special support equipment and qualified personnel to assist and perform rescue activities.

Trench Level I means a member that has been trained to identify hazards of excavation emergencies, determine vibration zone, set-up ventilation, and perform witness questioning. This member is not to enter a trench or excavation in a rescue or other emergency situation.

Trench level II means a member that has been trained to preform all Level I activities, place in service shoring materials and perform rescue activities with limited supervision.

Trench III means a member that has been trained to preform all Level I and Level II activities. Additional, this member is trained to preform and command rescue activities. This member is considered a competent person. This member may also act in the capacity of a line officer if none are present at an incident.

Trench (Trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

Trench box. See Shield

Trench shield. See Shield

Uprights mean the vertical members of a trench shoring system placed in contact with the earth and usually positioned so that individual members do not contact each other. Upright placed so that individual members are closely spaced, in contact with or interconnected to each other, are often called Asheeting. @

Wales (walers) means horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

Zones - Hot Zone means the excavation and any area outside of the excavation that requires shoring or ground pads to allow relative safety for human occupancy.

Warm Zone means the area around and outside the hot zone where special equipment is not required to insure the safety of the area. This area is used for rescue equipment are setup, not staging. The Rescue Safety Officer must stay in the warm zone throughout the rescue assignment.

Cold Zone means the area outside the warm zone which should remain safe throughout the incident. The command post, equipment staging, medical and manpower staging be in cold zone.

1.0 Personnel Protective Clothing

1.1 The following is the minimum PPE to be used in Trench Rescue incidents and training :

1. Helmet or hard hat
2. Work boot or substantial shoe (no sneakers)
3. Leather gloves
4. Eye protection
5. Full length pants
6. Tee shirt or greater

1.2 Additional PPE may be required depending on weather or other special circumstances.

1.3 Firefighter turnout gear is not recommended for trench rescue operations. Turnouts are often to heavy and cumbersome for this type of rescue operations.

1.4 All members responding are still required to bring the turnouts in the event of a fire alarm when units become available or a special need at the trench incident.

2.0 The following position must be filled to respond :

Rescue 5	Minimum of 2 Trench Level III members Minimum of 3 Trench Level II members
Tac 5	Minimum of 2 Trench Level II members
Tac 7	Minimum of 3 Trench Level II members

**** NOTE****

Extra Level III members can fill the positions required as Level II responders. Additionally Tac 7 should call responding and state the number of level III personnel on board. (Example: A7-7 responding with 2 Level III members@) These members can make up for Level III members needed on Rescue 5.

2.0.1 In the event 7-7a is not acting as the Tac Unit, 7-7a should stand by in the station for 8 to 10 minute from dispatch and call Station 5 prior to responding so as to get as many Level II and Level III members as possible. After 10 minute (from dispatch) join manpower with hesitation 5 and respond with as many trained people as are available

2.0.2 On responses outside of Pennsville Township, Rescue 5 and Tac 7 should communicate manpower and other information by cell phone or the tactical channel.

3.0 ICS and command Staff

3.1 One Level III member shall fill the position of Rescue Sector Officer. The same person until additional resources arrive. For incidents outside of Pennsville Township, the local responding IC shall maintain IC and the lead Pennsville Townships responder will be Rescue Sector Officer. Members of Pennsville & Deepwater will assist, but may not deviate for this procedure for the safety of all personnel.

3.2 One Level III Member shall fill the position of Rescue Safety Officer.

3.3 The Rescue Liaison Officer must be filled by a Level III member. This position is not required to begin actions but should be filled if and when manpower allows.

4.0 Duties of responding Personnel

4.1 Rescue Sector Officer is responsible to formulate the rescue plan in conjunction

with the Rescue Safety Officer and Rescue Liaison Officer.

- 4.2 Rescue Safety Officer is responsible for scene safety within the hot and warm zones. This includes monitoring air quality, surface cracks and general work practices, The rescue safety officer shall use the Trench Rescue - Rescue Safety Officer Tactical Work Sheet as a guide to assist in his/her activities. The Rescue Safety Officer must not leave the warm zone.
- 4.3 Rescue Liaison Officer (Manpower permitting) shall assist the Rescue Sector Officer in carrying out the rescue plan.
- 4.4 Equipment Officer shall attempt to supply the Rescue Sector with all required equipment and supplies. The equipment sector is part of the logistics section of ICS. Thus the Equipment Officer will make request for supplies to the Logistics Officer and if the section of the incident command system is not activated, directly to the IC.
- 4.5 Level II and Level III members not filling command staff positions shall carry out the rescue plan
- 4.6 All personnel on the incident are responsible for safety. Any member witnessing a potential hazardous condition shall stop the operations until the problem is corrected and the Safety Officer or Rescue Sector Officer instructs the operation to continue.
- 5.0 The Rescue Plan
- 5.1 The Rescue Sector Officer, Rescue Safety Officer and Rescue Liaison (if applicable) shall develop a plan to, as safe as possible, rescue any and all trapped victims. This plan should set the priority and pace; rescue or recovery.
- 5.2 Once the plan is formulated, the Rescue Sector Officer should convey the plan to the functioning rescue team members.
- 5.3 If the victim is down for an undetermined reason, on sign of collapse or injury, this may be a confined space rescue within a trench. SCBA or Ska-Paks may be required for entry. Follow the ATR SOP for Confined Space Rescue.
- 5.4 If the victim is an injured person within a trench (person fallen, laceration, ...), the trench must still be shored up if there is a danger of collapse or if the trench is deeper than 5 feet.
- 5.5 For trench incidents greater than 19 feet, contact a Baltimore County Fire

Department ATR representative to respond. Additionally a Professional Engineer (PE) must be on sight to go 20 feet or deeper within a trench. The PE must approve the shoring method used in these situations. Within Pennsville Township, contact the township engineer through the police department. When providing mutual aid, the local fire department shall make this contact.

5.6 Plan for the worst! Check for changing weather conditions, adequate manpower and equipment.

6.0 Rescue Practices

6.1 Ventilation and monitoring of the trench shall start as soon as possible

6.2 Ground pads shall be in place before members work at the edge of a trench

6.3 Ever effort should be made to have no more than 2 people on a ground pad at one time

6.4 When ever practical, Air Shores and Shore Form Panel shall be used in leu of conventional tight sheet and shoring. Air Shore and Shore Form Panels offer speed, simplicity and safety to an operation.

6.5 Use the OSHA tabulated data for wood size determination when shoring is lumber.

6.6 Use the Airshore tabulated data to determine proper spacing of the shores.
(Airshore data is attached to this SOP)

7.0 Additional Resources

7.1 The following Emergency Service Equipment is available:

- A) Longwood, PA - 610-344-6363
 - Air Shores size A to E, 5 each
 - Panels & uprights
 - 20 + trained members
- B) Albion, NJ - Aire Shores size A to E
- C) Cherry Hill Fire Department
 - Paratech Rescue Struts
 - Lumber & Panels
- D) Baltimore County FD (Cave-In 55)
 - Air Shore all sizes
 - 12 Shore Forms & Lumber
 - Support Equipment

7.2 Technical Support can be found from the following:

7.2.1 Salem County Dispatch.

7.2.2 Deleted.

8.0 Rescue Complete

8.1 Upon completion of the rescue effort all personnel shall be rehabed. This allows for safe break down of the rescue equipment after a rescue.

8.2 Command staff officers should review the incident prior to equipment break down.

8.3 All tactical work sheets should be saved and attached to the incident report.

50.25 COLD WATER/ICE RESCUE

50.25.1 Purpose

This policy is to insure the safety and well being of the members of the Pennsville Fire Department when entering or responding to incidents involving cold water and ice rescues. This procedure is not for swift water.

50.25.2 Responsibility

All members of the Pennsville Fire & Rescue Company and the Deepwater Fire Company are responsible to comply with this policy at all times. This includes but is not limited to: Emergencies-Fire & Rescue training.

50.25.3 Definitions

Cold Water means water that has a temperature of less than 50 degrees.

Hypothermia means the drop in the body's core temperature.

Ice Awls means a tool used to pull ones self across the ice by sticking a pointed tip in the ice.

PFD means a Coast Guard approved Personnel Flotation Device.

Rescue Swimmer means a member of a Dive Team trained and equipped to enter the water rapidly to make the last seen position of a victim or assist in rescue of a victim on the surface of the water.

Tender signals mean the rope pull signals used to communicate with the rescuer. These are the same signals used by the dive team.

- 1 Are you Okay - I am Okay
- 2 Turn 180 degrees
- 3 Surface
- 4 Object recovered
- 5 In trouble, but needs no help at this time
- 5+5 In trouble, send help now

Training - Level I means a member that has been trained to identify rescue equipment and rope rescue equipment. All members qualified to ride rescue 5 should be considered Level-I. Level-I member should not be in the water or in exposure suits.

Level II means a member that has been trained to perform all level I activities, place in service the cold water rescue suits in a safe manner. These members are trained in both ice and cold water techniques.

Level III means a member that has been trained to perform all Level I and Level II activities. Additional, this member is trained to perform and command rescue activities. This member may also act in the capacity of a line officer if none are present at an incident.

1.0 Personnel Protective Clothing

1.1 The following is the minimum PPE to be used for entry in Cold Water & Ice Rescue incidents and training:

- 1. Sterns Immersion Suit
- 2. Helmet

1.2 The following is the minimum PPE to be used for shore personnel at the water line of a Cold Water Ice Rescue incidents and training:

- 1. Sterns Cold Water Survival Suit if not available appropriate clothing for the weather and a life jacket
- 2. Helmet
- 3. Gloves

1.3 Additional PPE may be required depending on weather or other special circumstances.

1.4 Firefighter turnout gear is not recommended for water rescue operations Turnouts may be hazardous if a member falls in the water.

1.4 All members responding are still required to bring the turnouts in the event of a fire alarm when units become available or a special need at the water rescue.

- 2.0 The following positions must be filled to respond:
 - Rescue 5 Minimum of 1 Level III members
 Minimum of 2 Level II members

 - Tac 5 Minimum of 2 Level II members
 Marine 1a

 - Station 7 Manpower will follow their procedure for dive team operations

****NOTE****

Extra Level III members can fill the positions required as Level II responders.
Responding and state the number of level III personnel on board.

- 2.0.1 One Response outside of Pennsville Township, Rescue 5 and 7-7 should communicate manpower and other information by cell phone or the tactical channel

- 2.1 ICS and Command Staff

- 2.1.1 Covered in SOP 2.0 Incident Command System.

- 3.0 Duties of Responding Personnel

- 3.1 At least 2 Level II trained member shall don the immersion suits for possible rescue effort. One member in an immersion suit shall remain on shore as a back-up/safety rescuer

- 3.2 The remainder of the members should don the work suits and prepare to tend the rescuer(s) and the back up members

- 3.3 The Rescue Sector Officer shall insure witnesses are interviewed and maintained on location until the dive officer no longer requires their assistance. Additional, the rescue sector officer shall insure the appropriate EMS and rescue support is responding to the incident.

- 3.4 EMS personnel should prepare to handle hypothermia and cardiac arrest. For CPR case be sure to have suction read to clear water and vomit from the airway. DO NOT attempt to use to SAED until the surface of the body has been dried. (See SAED SOP)

- 4.0 Tactical Considerations

- 4.1 When working in open water (no ice), assist the rescue swimmer in making the

victims last sighted position. If the Drive team is delayed the member in the immersion suit will have to attempt marking the last seen position.

4.2 When working on ice, the last seen position is most often obvious, efforts would be better spent assisting and setting up for the dive team.

4.3 The primary rescue effort by the Pennsville Fire & Rescue Company should be visible victims upon arrival. All other efforts should go into supporting the dive team.

4.4 When using boats in an ice environment, attach a line to the bow and turn the bow toward shore can pull the boat to shore easier than the boat crew can row.

5.0 The Rescue Plan

5.1 The Rescue Sector Officer, Rescue Safety Officer and Rescue Liaison (if applicable) shall develop a plan to, as safe as possible, rescue any and visible victims. Additional, the plan should include making the last seen location of the victim that is submerged. Preparation and assistance for the incoming dive unit should also be started.

5.2 Once the plan is formulated, the Rescue Sector Officer should convey the plan to the functioning rescue team members

5.3 If the victim is down for an undetermined time, this may be a recovery. Victims have approximately 1 hour of submerged time before hope of a viable patient reaches a slim margin. The amount of contaminants and the way the victim entered the water will also effect this visible patient time.

5.4 Insure you have an ambulance for each victim plus one ambulance for the rescue crew.

5.5 Plan for the worst! Check for changing weather conditions, adequate manpower and equipment.

6.0 Rescue Practices

6.1 Rescuer using the immersion suits shall be tended in all cases.

6.2 No member should enter the water without an immersion suit.

6.3 A back-up or safety person must be on shore ready to go in-service if a problem arises with one of the rescuers.

6.4 When ever practical, use rope (throw bags) or a pole to reach a victim. Direct victim contact is not recommended unless the patients is obviously running out of energy to keep themselves afloat.

6.5 Ground crews should have the heaters on in all ambulances and rescues.

6.6 All personnel near the water line shall wear PFDs.

7.0 Additional Resources

7.1 The following Emergency Services Equipment is available:

7.1.1 Deepwater Dive/Water Rescue Unit

7.1.2 Inflatable Boats
* NCC Station 18
*

7.1.3 The Dive Team can provide a desire list of assisting agencies.

7.2 Deleted

7.2.1 Deleted

8.0 Rescue Complete

8.1 Upon completion of the rescue efforts all personnel shall be rehabed. This allows for safe break down of the rescue equipment after a rescue.

8.2 Command staff officers should review the incident prior to departing the site.

8.3 All tactical work sheets should be saved and attached to the incident report.

50.27 INCIDENT RESPONSE - STORMS

50.27.1 During storm related emergencies i.e wires, transformers, trees down, responses shall be limited to one piece of apparatus.

50.27.2 Car 5 will be reserved for the IC

50.27.3 The station can handle 4 emergencies at once, after this a list will be compiled and calls will be handled on a priority basis.

- 50.27.4 Each call will be assessed for life and property hazard. After this assessment the determination will be made whether to keep emergency apparatus on the scene.
- 50.27.5 All information related to ACE pole numbers and telephone pole numbers are to be written down. This information shall be given to the 911 center. The exception to this is a life threatening emergency.
- 50.27.6 If a structural response is received during the storm units shall respond as available. If you are committed to a true emergency do not leave.
- 50.27.7 If several structural fires are received at once, every attempt shall be made to have the next responding unit respond to the call that has no unit assigned to the call.

50.28 INCIDENT RESPONSE - EMS

Deleted.

51.1 RADIO PROCEDURES

- 51.1.1 Radio use shall be kept to a minimum.
- 51.1.2 Members shall consider the use of face to face communications to relay communications when possible. Members shall also think before using the radio to determine whether their message is necessary.
- 51.1.3 The following communications will always be made in the most expedient manner available.
 - ❖ When an assigned objective is complete.
 - ❖ When an assigned objective cannot be met
 - ❖ If there is a safety problem.
 - ❖ When more resources are needed to accomplish an assigned objective.
 - ❖ Other emergency, or absolutely necessary information.
- 51.1.4 Upon arrival at an incident, apparatus shall announce their arrival, stage at the appropriate level, and await orders.
- 51.1.5 Apparatus officers shall not request orders via radio.
- 51.1.6 All orders regarding incident response shall be directed through IC, The first arriving officer/apparatus should give a complete report to Salem County.
- 51.1.7 Request to dispatch the station for special assignments and test shall be made

through an officer. These extra dispatches shall be kept to a absolute minimum.

51.1.8 Radio communications shall be as followed:

A) Command to 5-3 pull a backup line from 5-6 and follow the initial attack line into the structure.

B) 5-3 ok stretching a backup line from 5-6 and following the initial attack line into the structure

52.1 REQUEST RESPONSE OF A FIRE MARSHAL

52.1.1 A fire marshall response shall be requested for the following situations:

52.1.1.1 Any fire related life loss, or serious injury to a firefighter, or civilian.

52.1.1.2 Any structure fire which causes more than \$500 in damage.

52.1.1.3 Any incident involving an explosion or fireworks.

52.1.1.4 Any fire or incident with a suspicious cause or circumstances.

52.1.1.5 Any fire occurring within a private or public school.

52.1.1.6 Any fire involving a burn victim

52.1.1.7 Any fire involving a propane cylinder.

52.1.1.8 When deemed necessary by the IC.

52.1.1.9 Any fire in a commercial or industrial facility.

52.1.2 Scene security is of the outmost importance to a fire investigation. The IC must insure that the scene is secured by having apparatus stand by until the arrival of a fire investigator. This should be the first arriving engine when possible, so the fire investigator can be informed of conditions on arrival. Access to the fireground or property involved in fire by any unauthorized personnel shall be denied by the IC, and police assistance enlisted as necessary.

52.1.3 When requesting an investigator the first contact is to be the Pennsville Fire Official.

52.1.4 If there is indication that the incident is suspicious, contact PVPD.