

## FORWARD

The **Best Practice Guidelines** (BPG's) of the **Hepburn Township Volunteer Fire Company**, Cogan Station, Pennsylvania are to establish uniformity for all members. Providing a basis for "team work", cooperation and communication. The BPG's are not designed or intended to replace the established company By-Laws or Constitution.

This document is designed as a reference of company guidelines. Guidelines are a means of setting standards of functioning and a pre-plan so that personnel will know what to expect, as well as what is expected of them, on an incident scene.

It is important that each member thoroughly understand that the most important rule of conduct is COMMON SENSE. Situations and circumstances vary in the fire service; certain rules and regulations cannot be followed in the strictest sense and must sometimes be altered according to the prevailing circumstances. The Fire Chief or the Fire Officer in charge of an incident may change, at his/her discretion, any portion of the BPG's to suit the needs of a situation. These guidelines are intended to inform all members of the way their decisions and actions should be directed, but the individual Company member may not make changes to the guidelines without consent.

Members are also expected to learn, recognize and respect the "Chain of Command". It is only simple courtesy to keep the Fire Chief informed about the condition of apparatus, equipment, incident status, etc. In the absence of the Fire Chief, the next ranking Fire Officer available should be given the same courtesy. Any person determined to be in violation of these established BPG's shall be subject to disciplinary action.

The Company is composed of people with varying backgrounds and values, but bonded together with common goals:

- **To save lives.**
- **Protection of property.**
- **Protection of the environment.**
- **Safe and efficient operation of the Company.**

These common goals provide us, as a team, a focus and purpose as a valuable and vital service to our community and each other. We need to recognize and provide great customer service. Providing service to our community by members with a sense of responsibility and commitment to that goal or purpose. Today's volunteer fire person must realize that membership in the Company is important, that fellow members must be able to trust and depend on them, and that certain requirements must be met, and certain obligations to maintain membership and to participate in training must be fulfilled. Each fire person, when called to duty, is responsible not only for their own life and safety, but also for the lives and safety of other fire personnel as well as the lives and safety of those who may be victim!

It is believed that the guidelines presented will direct persons in the correct course of action and behavior. But it will be the individual member who shall make the final decision as to what action to take. Keep in mind that every member's personal conduct and behavior reflects on the Fire Company as a whole – and that it takes only one thoughtless word or one selfish act to destroy the fine image a lot of hard work took to establish.

## Definitions of Terms

1. **Company** – The entire organization, property, and apparatus known officially as “Hepburn Township Volunteer Fire Company”, which functions to provide primary fire/rescue/EMS service to Hepburn and Lycoming Townships and other surrounding communities.
2. **Administrative Officers** – The President, Vice-President, Secretary, Treasurer, Assistant Secretary/Treasurer, and (3) Directors.
3. **Fire Officers** – The Chief, Assistant Chiefs, Captains, Lieutenants.
4. **Chief Officers** – The Chief, Assistant Chief, 2<sup>nd</sup> Assistant Chief
5. **Line Officers** – Captain(s), Lieutenant(s), Safety Officer(s)
6. **Fire Police** – Fire Police Captain and Fire Police Lieutenant.
7. **Unit** – A manned fire company vehicle.
8. **Unit Officer** – The Officer in charge of a vehicle and its crew, usually a Line Officer. In some instances this could be a Chief Officer or a trained / qualified person acting as an Officer.
9. **Command Officer** – The Officer in charge at an incident scene. In the absence of an Officer, any trained / qualified firefighter can assume command until an Officer arrives.
10. **Rear step or tailboard** – The rear ramp extension of the apparatus.
11. **Engineer** – A member who has been properly trained and tested, then certified by the Chief to operate Company apparatus.
12. **Junior fire persons** – Members in the age group 14 to 18 who are restricted in their activity by Pennsylvania State Laws.
13. **Forward Lay** – Laying supply line from water source to fire scene; also known as “laying in”.
14. **Reverse Lay** – Laying supply line from fire scene to water source; also known as “backward lay” or “laying away”.
15. **Lead Off** – The initial hose work to be done by the apparatus upon arrival which may be to lay supply lines and/or use certain attack lines.
16. **Start Water** – The voice command to begin water flow; also known as “charge the line”.
17. **Blitz Attack** – A fire fighting technique using a large flow of water that is used immediately on heavily involved structures; this can be done with pre-connect lines or a deck gun.
18. **Opening Up** – Ventilation of the fire building by opening appropriate windows, doors, hatches, or cutting a hole in the roof above the fire to permit escape of the heat build-up and smoke.
19. **Knock Down** – The initial attack on the fire; the technique’s designed to control fire by preventing its spread; also known as “darkening the fire” or “blackening out”.

## Definition of Terms

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20. **Overhaul** – The process of completely extinguishing the fire in the damaged area and checking adjacent areas to eliminate hot spots and to prevent further fire extension.
21. **Box Alarm** – A fire in or threatening a structure.
22. **Tactical Alarm** – A fire in a vehicle, the woods, grass or brush, wires arcing, gas leak outside, CO Alarm with patient(s), etc.
23. **Still Alarm** – Incidents involving investigation for odors and electrical problems, lock-outs, containment or fuel spills, lifting assistance, CO Alarm with NO patient reported, etc.
24. **Rescue Calls** – Water rescues, land rescues, searches for lost persons, trench rescue, high angle rescue, etc.
25. **Vehicle Accident** – Incident involving motor vehicles
26. **Volunteer** – A person or organization committed to a purpose, with a stated obligation to be met to attain the goal; a “volunteer” person or organization must possess the characteristics of having standards, accountability, and responsibility.
27. **Insubordination** – Disobedience; not following recommended methods or orders; unwilling to submit to authority; rebellious; one who breaks with or opposes constituted authority or the established order.
28. **Certify** – To verify; to assure; make certain; to endorse authoritatively as being of the standard quality, preparation.
29. **Qualify** – To become fit or competent; to exhibit a required degree of ability in performing a task or duty.
30. **Slow Down** – Reduce response from emergency to routine (no lights, no sirens).

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**January 3, 2017**

**Additional topics and sections to be added in immediate future.**

**PURPOSE:**

**To establish guidelines and appearance of the fire station to all visitors and members.**

**BPG 100. – Fire Station Rules and Regulations**

**100.1 – Bunk Rooms**

- A. Any active member may bunk in. No other persons may bunk in unless given prior authorization by the Fire Chief.
- B. All members must review the company bunk room rules posted in the room.
- C. Members who have consumed alcohol or any other mind altering substance will not be permitted to sleep in the bunk room.
- D. Members who are too sick to work or respond to calls shall not bunk in. Members with a contagious illness shall not bunk in.
- E. Members bunking in are required to respond to calls. EMT's or First Responders bunking in on any given night are required to run Emergency Medical calls when the BLS unit is called.
- F. The President and Fire Chief have the authority to:
  - 1. Restrict a member from using the bunk room because of policy violations.
  - 2. Request or administer disciplinary action in cases of violations.

**100.2 – Restroom/Shower, Kitchen, Recreation Room In General**

- A. All members will maintain these areas in an orderly and clean condition at all times. These areas will be free of hazards and debris. All chairs, tables and furniture will be straightened up after use.
- B. All members will use common sense regarding behavior and use of these areas. Language must be appropriated for the area and those in attendance.
- C. Cleaning tasks shall be done after each use.
- D. There will be no smoking or chewing of tobacco products or vapor products in the building.

**100.3 – Restroom/Shower**

- A. Toilets must be flushed after each use.
- B. Dirty clothes, towels and other laundry must be taken out of the restroom with you. Dirty laundry found lying around will be disposed of without notice.
- C. Cleaning tasks shall be done after each use.

**100.4 – Kitchen**

- A. Food and snacks shall be kept in the cabinets.
- B. The countertop and table must be wiped off after each use and kept clean at all times.
- C. The refrigerator shall be cleaned at least once per week.

- D. All appliances and utensils shall be cleaned and properly stored after each use.

#### **100.5 – Engine Room**

- A. Car washing is permitted in the engine room with the exception of those times when training or work details are in session. It is the member's responsibility to clean down and squeegee wash area.
- B. No moving of equipment to wash personal vehicles.
- C. Use of stereo/tape/audio equipment is permitted at those times car washing is permitted with the exception of when the hall is rented and the noise level does not interfere with our guests.

#### **100.6 – General Conduct and Appearance in the Station**

- A. Conduct and appearance must be befitting the occasion. At no time shall unruly conduct be permitted, and enforcement of this is the responsibility of every member of the company.
- B. Personal phone calls shall be limited to three (3) minutes. It is recommended that personal cellular phones are used for personal phone calls.
- C. No parking in front of apparatus doors.
- D. The engine room must be kept orderly at all times. All gear, equipment and tools are to be kept in their place. In the building, all gear shall be kept in their lockers or gear racks in an orderly fashion.
- E. Any gear found lying on the engine room floor or out of place shall be locked up.

#### **100.7 – Apparatus, Equipment and Turn-Out Gear**

- A. Apparatus and Equipment shall remain available for service at all times. They may not be removed from the station without the knowledge of the Chief Officer and are to be used with station sanctioned activities only.
- B. Members using any tools or equipment at the station must return the tools or equipment to the proper location.
- C. Members are to keep their gear on station unless authorized by the Chief to remove it for any reason.
- D. Members must respect the cost and safety value of turn out gear. At no time deface yours or others gear. All gear is to be kept in safe working order. Members are responsible to notify the gear officer in the event issued gear needs attention.
- E. Personally owned gear and equipment is permitted to be used with the **approval** of the Fire Chief. The fire company will not be responsible for damage or wear.

#### **100.8 – Alcoholic Beverages/Controlled Substances**

Hepburn Township Volunteer Fire Company realizes and recognizes that a member's health may directly affect all aspects of their job performance as a Volunteer. It is the intent of the **Drug and Alcohol Abuse Policy** to provide members of the Hepburn Township Volunteer Fire Company with our position regarding alcohol and drug usage, and to provide guidelines for consistent application of this policy.

It is the intent of the Hepburn Township Volunteer Fire Company to uphold and to protect individual rights, such as due process of the law and freedom from discrimination, enumerated in the United States Constitution, through the use of this policy.

The Hepburn Township Volunteer Fire Company recognizes that alcohol and drug dependencies are diseases. Members with such diseases will be given the same consideration as members having other diseases. Hepburn Township Volunteer Fire Company is particularly concerned with those situations where the use of alcohol or other drugs interferes with the safety of the community, with member's health, safety and job performance, or safety of other members, or is considered to be detrimental to the operations of Hepburn Township Volunteer Fire Company. Early recognition and treatment of drug or alcohol use and dependency problems are important for successful rehabilitation, safety, productivity, and economic return of the member to active status.

However, it is important to state that the abuse of alcohol or drugs **WILL NOT** be tolerated.

### **ADMINISTRATIVE GUIDELINES AND RULES**

Rehabilitation itself is the responsibility of the employee or member. Hepburn Township Volunteer Fire Company supports approved treatment efforts. Therefore, an employee or member will not be jeopardized for initiating a request for assistance. However, constructive disciplinary measures may be utilized to provide motivation to seek assistance. Any member who has reason to believe that any individual within Hepburn Township Volunteer Fire Company is an abuser of drugs and/or alcohol is encouraged to contact the President or Fire Chief with such information. Confidentiality in all such contacts will be strictly maintained.

### **DRUG AND ALCOHOL RULES**

The following rules represent the Hepburn Township Volunteer Fire Company's policy concerning substance abuse. These are to be enforced uniformly with respect to all personnel, as indicated.

1. All personnel are prohibited from being under the influence of alcohol or illegal drugs during "working hours" or on any response for the Hepburn Township Volunteer Fire Company.
2. The sale, possession, transfer, or purchase of illegal drugs on Hepburn Township Volunteer Fire Company property, or while performing Hepburn Township Volunteer Fire Company business, is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal drug or controlled substance while on duty is cause for termination.
4. Any member who commits an unlawful act on or off Hepburn Township Volunteer Fire Company premises, or whose conduct discredits Hepburn Township Volunteer Fire Company in any way, will be subject to discipline, up to and including termination.
5. No alcoholic beverages will be brought or consumed on Hepburn Township Volunteer Fire Company premises. (Except for Social Hall Functions)
6. No prescription drug will be brought on Hepburn Township Volunteer Fire Company premises by any person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination, and quantity prescribed.

7. Any member, whose off-duty abuse of alcohol or illegal drugs results in the cause of an accident or poor work performance, is subject to referral for professional assistance with respect to rehabilitation and will face disciplinary action inclusive of termination.

8. For purposes of this rule, an alcoholic beverage is any beverage that may be legally sold and consumed, and has an alcoholic content in excess of 3% by volume.

9. Drug means any substance, other than alcohol, capable of altering an individual's mood, perception, pain level or judgment. A prescription drug is any substance prescribed for individual consumption by a licensed medical practitioner. An illegal drug is any drug or controlled substance the sale or consumption of which is illegal.

### **PURPOSE OF POLICY**

The purpose of the policy set forth is:

1. To establish and maintain a safe, healthy working environment for all members.
2. To ensure the reputation of Hepburn Township Volunteer Fire Company and its members within the community.
3. To maintain the highest level of job performance for fire company personnel.
4. To provide an avenue for rehabilitation assistance for any member who seeks such help.

5. Counseling referral will be available to personnel who either request counseling or are referred by a supervisor. The referral may or may not be as a result of a positive testing.

### **TESTING FOR SUBSTANCE ABUSE**

1. As part of this program, screening tests for drug and alcohol are authorized for:

- a. When there is a reasonable suspicion a member abuses the use of drugs or alcohol.
- b. In an authorized examination regarding **an accident or unsafe practice.**
- c. As part of, or as a follow up to, counseling or rehabilitation for substance abuse.

### **SELECTION OF INDIVIDUALS FOR DRUG AND ALCOHOL TESTING**

Upon the effective date of implementation, individuals may be selected for testing in the following categories:

**1. Reasonable Suspicion Testing :** Reasonable Suspicion Testing may be based upon, among other things:

- a. Observable phenomena, such as direct observation of drug/alcohol use or possession and/or physical symptoms of being under the influence of a drug or alcohol.
- b. A pattern of abnormal conduct or erratic behavior.
- c. Arrest or conviction for a drug or alcohol related offense, or the identification of an employee or member as a focus of a criminal investigation into illegal drug possession, use, or trafficking.
- d. Information provided either by reliable and credible sources or independently verified.



e. Evidence that a member has tampered with a previous drug/alcohol test.

Although reasonable suspicion testing does not require certainty, mere “hunches” are not sufficient to meet this standard.

## **2. Accident/Incident or Unsafe Practice Testing**

A member of the Hepburn Township Volunteer Fire Company involved in an accident/incident or unsafe practice will be directed to take a drug/alcohol test as part of an authorized examination into the accident/incident or unsafe practice whenever:

1. A fatality occurs as a result of the incident/accident.
2. A citation is issued by any law enforcement agency.
3. Any vehicle involved in the accident/incident needs towed.
4. Any injury is transported.
5. A company owned vehicle sustains significant damage.

The alcohol test is required as soon as possible post incident, but not to exceed **4 hours** and the drug test within **24 hours** of the incident.

**Additionally, based upon each accident/incident or unsafe practice, the Fire Chief or Chief Officer, as appropriate, may make a determination as to the need for alcohol and/or drug testing based on the circumstances of the accident/incident, or unsafe practice.**

## **3. Follow-Up Testing**

All members who undergo counseling or rehabilitation programs for use or abuse of drugs or alcohol may be subject to testing during and following completion of such a program for a period of one year.

## **4. Applicant Testing**

- a. Every Job Posting shall contain the following statement: “Successful candidate **may be** required to submit to a urinalysis screening for use or abuse of drugs or alcohol prior to hire.”
- b. Candidates shall be directed to an appropriate testing and collection facility, and tested as soon as possible, but not more than within 48 hours of notice.

## **FINDING OF DRUG/ALCOHOL ABUSE AND DISCIPLINARY CONSEQUENCES**

### **Drug and/or Alcohol Abuse Determination**

1. **A member may be found to abuse the use of drugs/alcohol on the basis of any appropriate evidence including, but limited to:**

- a. Direct observation
- b. Evidence obtained from an arrest or criminal conviction.
- c. A verified positive test result.
- d. Member's voluntary admission.

## **2. Duty Status**

Hepburn Township Volunteer Fire Company shall not allow a member to remain on duty after being found to abuse drugs/alcohol prior to successful completion of an approved rehabilitation program.

## **3. Range of Consequences**

Hepburn Township Volunteer Fire Company shall initiate action to discipline any member who is found to abuse the use of drugs/alcohol. Hepburn Township Volunteer Fire Company is not required to initiate any disciplinary action against a member who voluntarily identifies themselves as a user or abuser of drugs/alcohol prior to being identified through other means, obtains and completes approved counseling or rehabilitation, and thereafter refrains from using or abusing drugs or alcohol. Disciplinary action which may include, but is not limited to, any of the following measures must be initiated:

- a. **Reprimanding** the employee or member in writing.
- b. Placing the member in a **temporary leave status**, if the employee so requests voluntarily.

(NOTE: This is not available to those who use or sell drugs/alcohol while on duty or on Hepburn Township Volunteer Fire Company premises. Exclusion to this is consummation of alcohol at a Social Hall Event where the member is NOT on Duty.)

- c. **Suspension** until such time they successfully complete approved counseling or rehabilitation.
- d. **Termination** from Hepburn Township Volunteer Fire Company membership.

## **4. Initiation of Mandatory Removal From Service or Membership.**

Hepburn Township Volunteer Fire Company shall initiate action to remove any member for:

- a. Refusing to obtain counseling or rehabilitation after having been found to abuse the use of drugs/alcohol.
- b. Having been found **not** to have refrained from abuse of drugs/alcohol after a first finding of drug/alcohol abuse.

## **5. Refusal to Consent to a Drug/Alcohol Test**

An member's refusal to take a drug/alcohol test after the Hepburn Township Volunteer Fire Company has appropriately determined that the individual is required to do so will be terminated. The information regarding the refusal to take the drug/alcohol test and any Hepburn Township Volunteer Fire Company action as a result thereof shall be confidential.

## **6. Procedures for Requesting Drug or Alcohol Testing**

- a. If an individual demonstrates the symptoms outlined in the policy for drug and alcohol abuse, the Chief (or his designee) will be notified. (NOTE: This applies any time, day or night.)
- b. The Chief (or his designee), as appropriate, will make the decision if the employee or member will undergo testing as prescribed in the policy and advise the President of the incident at their earliest convenience.

- c. The Chief (or his designee) will make a written report of the incident.
- d. The member to be tested will be escorted to the testing laboratory by the Chief (or his designee), as appropriate.

### **7. Testing Procedure**

- a. Testing will be done at a hospital laboratory.
- b. A member who tests positive will be given a second test in order to confirm initial test results.
- c. The cost of testing will be paid by Hepburn Township Volunteer Fire Company.

### **8. Maintenance of Records**

- a. Hepburn Township Volunteer Fire Company will keep test results and other related records separated from other records in order to insure confidentiality.
- b. Member will have access to their own drug or alcohol abuse records.
- c. Hepburn Township Volunteer Fire Company will obtain consent for any necessary disclosure where possible.

### **100.9 – Visitors**

- A. Introduce yourself and offer other pertinent information. Encourage visitors to ask questions about the fire company.
- B. Visitors are permitted in the station and on apparatus in the station when accompanied by a member. Members are responsible for the conduct of their guests.
- C. Persons who are not active members of the company shall not ride apparatus.
- D. Visitors wishing to ride along must have permission from a Chief Officer.

### **Purpose:**

**To establish guidelines for venture crew and their parents.**

### **BPG 200. – Junior Members**

**200.1** – All Junior Members must abide by the Constitution and By-Laws of the Company, the Pennsylvania Child Labor Law and its amendments, and the “Guidelines for Junior Fire Persons” as established by the Company.

## **BPG 300. – New Members**

### **PURPOSE:**

**To provide new members with information about the operation of the fire company and help them become a firefighter.**

**300.01** – Read, learn, practice Company “Standard Operating Guidelines” and Company By-Laws.

**300.02** – Know all Fire Officers by name and by sight.

**300.03** – Recognize the Chain of Command, i.e. Chief 15, Chief 1-15, Chief 2-15, Captain 15, Captain 1-15, Lieutenant 15, Lieutenant 1-15, others as appointed by the Chief.

**300.04** – Learn the responsibilities of a firefighter. Conduct of a member. Attendance at training sessions and company functions, maintaining equipment, proper location and use of equipment.

**300.05** – Know the importance of responding to an emergency call. Safety #1 from the time the tone goes off until you arrive back home.

**300.06** – In addition, it is your duty to familiarize yourself with the Company Administrative Officers and their duties.

## **BPG 400. – Firefighter Response Policy**

### **400.1 PURPOSE**

To establish procedures for firefighter response to the station and incident scene, and to define the condition under which it is permissible for a firefighter to report directly to an emergency scene.

### **400.2 SCENE RESPONSE**

1. All members may use blue lights with the permission of the Fire Chief. Blue lights must conform to the Pennsylvania Vehicle Code. Blue lights may only be used in our primary response area. All probationary and Junior members are prohibited from using blue lights. Fire Police may use blue light under the supervision of the Fire Chief, Fire Police Captain, and B.P.G.
2. **All firefighters will respond directly to the station for the manning of equipment.**
3. Responding directly to the scene is approved under the following conditions:
  - Chief Officer responding direct to initiate command.
  - When authorized by the Chief, and when carrying the appropriate personal protective gear.
  - Personnel may respond to a medical emergency to assist Ambulance 15 on scene in our primary response area.
  - When, as part of Fire Police staff, responding to a request for Fire Police response. (Note: Fire Police are considered part of the initial response in Station 15 jurisdiction, therefore a specific request may not initially be made.)
  - A firefighter may stop and help on a scene if it is in the firefighters direct route to the fire house, and when carrying the appropriate personal protective gear.

### **400.3 PRIVATE VEHICLE RESPONSE PROCEDURES**

1. When responding directly to an emergency scene in a private vehicle, the following will be observed:
  - a. Have headlights on LOW beam.
  - b. Four way flashers are NOT to be used.
  - c. Approach with extreme caution.
  - d. STOP at roadblock (if it exists) and identify yourself as a firefighter.
  - e. Park away from the emergency scene. Attempt to park consistent with other vehicles to one side of road – not both sides. **DO NOT BLOCK TRAFFIC.**
  - f. Report to the Incident Commander/Accountability Officer for assignment.
2. Firefighters will obey all traffic rules and regulations when responding to the station or directly to the scene.
3. A timely response will be required for credit at an emergency call.

### **400.4 APPARATUS RESPONSE PROCEDURES**

1. Apparatus Pulling Orders shall be established in individual Guidelines for each incident type.
2. No personnel shall ride the tailboard of any apparatus. This includes parades and other non-emergency functions.
3. While vehicle is responding to alarms, all firefighters shall be seated and belted.

4. Firefighters shall stay with the apparatus they arrived on until ordered by the IC or apparatus Officer.
5. Firefighters shall return to the station with the same equipment in which they arrived unless directed to do otherwise by IC.
6. Firefighters shall return to the station to prepare equipment for the next incident.
7. Firefighters not returning with the same apparatus or to the station must inform the apparatus Officer and/or IC (and Accountability Officer, if applicable) prior to leaving the scene.
8. Firefighters responding to the station shall don personal turn out gear, and take a position on apparatus in the seating order, filling the seats accordingly.
9. All accountability tags shall be passed forward to the Officer or person in Officer Seat before apparatus leaves.
10. Officers shall don turn out gear and take position in the cab of the responding apparatus with the driver. Highest ranking Officer should be in the cab and the second highest Officer shall remain on station for other apparatus unless fulfilling the crew. In the absence of a fire Officer, a senior or highest level trained firefighter will fulfill the Officer Seat.
11. Firefighters may not respond on any company alarm under the influence of any intoxicating beverage, drug or compound, nor consume the same while on an emergency scene.
12. When returning apparatus in service, all crew must stay until work is done or given permission by the Officer to leave.

## **BPG 500. – Personal Protective Equipment**

### **500.1 PURPOSE:**

To provide guidelines for personal protective equipment and its use.

### **500.2 GUIDELINES**

1. Gear is issued to firefighters on an individual basis. In order to provide adequate protection turn out gear is distributed to personnel according to size as far as practical. The inventory and distribution of turn out gear is the responsibility of officer designated to hand out turn out gear.
2. All firefighters at the scene of a fire or incident shall wear full protective clothing, including at a minimum: turn out coat, bunker pants, firefighting boots, firefighting helmet, firefighting gloves, nomex hood, safety glasses, and ear protection. The color of the helmet will be determined by the amount of training and qualifications. White helmets are Chief Officers, red helmets are Line Officers, black helmets with black face plates are firefighters that have met the training requirements, black helmets with blue face plates or blue helmets are EMS/Rescue, black helmets with yellow face plate helmets are Support / Probationary members, and lime green helmets are Junior Members.
3. For non-emergency functions, such as parades and other public service details, firefighters shall have protective gear available to them on the apparatus.
4. In general, the IC will have the final decision on the level of protective clothing worn on all calls and trainings.

5. The wearing of turn out gear at some incidents may place the wearer in harm. Incidents of this type will include special protective clothing requirements within that particular BPG.
6. Turn out gear will remain available for service at all times. They may not be removed from the station without knowledge of a Chief Officer or for training purposes.
8. The engine room must be kept orderly at all times; all gear must be on the gear rack. Any gear that is on the floor and not cared for will be locked up.
9. Turn out gear shall be cleaned after every structure fire that a firefighter has made an interior attack. Turn out gear also will be cleaned when dirty from every day calls. The washing machine will be provided by the fire company. When washing gear the liner shall be separate from the coat and pants. The liners washed and then coat and pants. Only use liquid soap that is provided in the washing machine.

## **BPG 600. – Firefighter Training/Drills**

### **600.1 PURPOSE**

To establish guidelines / procedures to provide training opportunities for new members and veteran members.

### **600.2 TRAINING**

It is the Officer's responsibility to set up/schedule training and to keep the Chief and Assistant Chief informed of the status of the event. All firefighters are encouraged to make suggestions for training/drills and/or assist in planning/presenting them.

1. Training/Drill dates shall be announced/posted in advance by the Chief's or Line Officers.
2. In-house training is generally scheduled the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month starting at 1900 hours. Additional training sessions may be scheduled during the month.
3. During training/drills the company may view videos, discuss fire, rescue, or EMS tactics, use apparatus, and other equipment and practice techniques, etc.
4. Any member may have a training/drill with other members as long as apparatus remains in service, in the response area.
5. Training/drills neighboring / mutual aid companies is strongly encouraged.
6. All training/drills must be documented on a Roll Call sheet stating date, time, who, and what the training involved.
7. All members are required to keep state required courses/refreshers current. Failure to keep certifications current will result in the member not being able to respond to alarms until an appropriate course is successfully completed.

8. It shall be the responsibility of the officers of the company to make sure that mandatory training is conducted for all members of the company.

### **600.3 ENROLLMENT AT FIRE SCHOOLS or CLASSES**

1. Anyone interested in attending fire schools or classes shall contact the Chief and/or the Chief's designated training officer.
2. Dates of training/drills will be posted on the training board. Additional training may be posted on internet sites such as the Lycoming County Department of Public Safety website and can be accessed via [www.lyco.org](http://www.lyco.org).
3. Members successfully completing (meaning that a certificate is issued) approved courses or courses offered by recognized professional organizations, shall have the achievement recognized.
4. To receive a certificate for a course, a person must attend the full amount of hours required.
5. A copy of all training certificates received by members will be made and placed in the Training Mailbox. The certificates will be logged into a data base. A copy of an individual's training certificates must be kept in his/her personnel file in accordance with NFPA Standards. For classes involving a tuition expense, a copy must be made for the Relief Association to maintain with their file in accordance with regulations established by the Office of the PA State Auditor General.
6. Any member wishing to attend a class that has a tuition fee must speak with the Chief and/or the Chief's designated training officer prior to signing up in order to make sure that pre-requisites are met and for approval. Approval for enrollment will be signified by the Chief and/or the Chief's designated training officer's signature for the training. This includes, all Fire, Rescue, and Emergency Medical classes such as Emergency Medical Technician training.

### **600.4 COMPANY POLICY REGARDING TRAINING & PAYMENTS**

Hepburn Township Volunteer Fire Company believes that we are obligated to provide the residents in our coverage area with the best possible fire, rescue and EMS services, from properly trained responders. Our residents contribute funds to allow/help us to train, so it is our belief that our personnel should commit to providing the service for which our residents have contributed. The Fire Company will provide advance payment for the courses. The fire company expects that a service be given for a minimum of one year in return for training provided.

1. Any member, regardless of years of service, who registers for a class requiring payment, including but not limited to Fire Fighter Training, Rescue Training, Emergency Medical Training, etc., and does not attend the class or does not successfully pass the class within the designated amount of time permitted, must reimburse the total tuition fee to the Company.
2. Members attending training will be asked to sign an agreement or reply electronically through email or other means acknowledging the fees and expectations regarding the class and potential for reimbursement to the fire company.
3. If necessary, reimbursement payment arrangements can be made. Any unpaid reimbursements not paid in an agreed upon time period shall result in the Fire Chief recommending suspension of the member until said payments are made.
4. A member's failure to reimburse the amount owed shall result in the Company taking legal action in order to recover all associated fees.



## **BPG 700 – Apparatus Driving Policy**

### **700.1 PURPOSE**

To establish guidelines for the driving of fire company apparatus during all emergency and non-emergency functions.

### **700.2 GENERAL**

1. All apparatus shall be operated in compliance with the Pennsylvania Motor Vehicle Code.
2. The use of warning lights and sirens only requests the right-of-way from other drivers. Apparatus drivers must make every possible effort to make their presence and intended actions known to the other drivers.
3. Company vehicles shall be operated in a manner that provides for the safety of all persons and property. Apparatus drivers must complete and approved EVOC course.
4. During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.
5. When parked on scene, apparatus should be positioned to protect personnel from oncoming traffic. Warning lights shall be used to warn approaching traffic of the incident.
6. If it is not necessary to park apparatus in or near traffic lanes, use parking lots, shoulders, etc.
7. The first due engine will make room for an aerial apparatus as needed if possible.

### **700.3 INTERSECTION CROSSING POLICY**

1. Intersections present the greatest potential danger to emergency vehicles due to:
  - Restricted visibility.
  - Assumption of other driver's actions.
  - Confused drivers.
  - Vehicle density.
2. When approaching and crossing an intersection with the right-of-way, drivers shall slow down and proceed with caution once all vehicles have yielded.
3. When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.
4. When approaching a negative right-of-way intersection (red light, stop sign) the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way. Siren should also be used to warn approaching vehicles of your approach.
5. Caution should be given when attempting to make a left or right turn across stopped vehicles. Do not turn until you are sure the vehicle has yielded.

#### **700.4 BACKING POLICY**

1. Apparatus drivers should avoid backing whenever possible. The driver is responsible for the safe backing of the apparatus.
2. When backing cannot be avoided, spotters will be used. The person riding the Officer seat is the spotter.
3. At least one spotter will be used. This spotter shall be located at the driver's side rear corner.
4. Spotters shall remain visible to and within earshot of the driver at all times. If the primary spotter is not visible, the driver shall stop the vehicle.
5. If no spotters are available, the driver shall perform a walk around of the apparatus to determine if any obstructions are present before backing.
6. When backing must be conducted, the air horn or other vehicle horn shall be blown and the vehicle's emergency lights shall be in operation.

#### **700.5 SNOW CHAINS/FOUR WHEEL DRIVE**

1. Snow chains shall be used on all responses (both city and country) when all roads are completely covered with snow and/or ice.
2. Snow chains shall remain on those pieces of apparatus until an Officer deems to drop them, or all roads are cleared of snow and ice.
3. When operating with snow chains or on spot, the maximum speed shall be 35 mph.
4. If operating a four wheel drive vehicle, either in snow or off road, the four wheel drive must be disengaged prior to placing the vehicle on a hard or non slip surface.

#### **700.6 APPARATUS ACCIDENT**

1. All apparatus accidents shall be reported to a fire officer and the Chief immediately.
2. If an apparatus accident causes injury or is a reportable accident to Police, or the insurance company, the Engineer must have a drug and alcohol test done.
3. Any Engineer involved in a reportable accident will have their driving privilege revoked until an investigation is completed. At that time it will be determined whether or not to grant driving privileges.
4. The Engineer and crew must give individual written statements of what happened within 24 hours after the accident.

## **BPG 800 – Self Contained Breathing Apparatus**

### **800.1 PURPOSE**

To provide guidelines for the use of self contained breathing apparatus (SCBA).

### **800.2 SCBA USE**

1. All firefighters shall don respiratory protective equipment (S.C.B.A.) for all interior structural fires (including roof and overhaul operations), vehicle fires, dumpster and rubbish fires, fires in other confined spaces, areas where an oxygen deficient or toxic atmosphere may exist, and at other incidents that require respiratory protection.
2. Members performing exterior fire operations, excluding roof operations, are not mandated to use SCBA. However, SCBA is strongly suggested while performing these or similar tasks.

#### **NOTE: OSHA REQUIREMENTS**

*1910.156 (f) (1) (ii) Approved self contained breathing apparatus with full facepiece, or with approved helmet or hood configuration, shall be provided to and worn by fire brigade members while working inside buildings or confined spaces where toxic products of combustion or an oxygen deficiency may be present. Such apparatus shall also be worn during emergency situations involving toxic substances.*

### **800.3 OPERATION**

1. Firefighters shall be trained, and checked off with performance requirement Objective 6, in the proper pre-donning checks, donning procedures, facepiece seal check, operational procedures, and any emergency procedures for the SCBA.
2. Prior to the firefighter using the apparatus in a toxic environment, a fit test shall be conducted to ensure that a proper seal can be established of the facepiece. Any item such as frames of glasses, facial hair, or side burns that may prevent a proper facepiece seal shall be prohibited.
3. All breathing apparatus are equipped with a P.A.S.S. device. The device should be tested each time the breathing apparatus is checked and prior to each use.
4. When masks are removed, they shall not be dropped or left in a building or other area where they may be subject to damage or loss.
5. Every interior firefighter must wear an airpack 15 minutes a month, document it, and provide documentation to the Chief or the Chief's designated officer.
6. Document the use of the airpack on a roll call sheet.

### **800.4 MAINTENANCE/CLEANING OF SCBA**

1. Each user shall be trained in the operational checks and cleaning/disinfecting of the SCBA.
2. It shall be the responsibility of the user to ensure that the SCBA has been properly placed back into service following the incident.
3. Each airpack shall be inspected at least monthly and after each use utilizing the checklists.
4. Trained individuals shall perform repairs, adjustments, and replacement of parts.

5. If an airpack needs repairs, it shall be tagged out of service and why, and shall be placed under the Chief's window to the attention of the officers.

#### **800.5 FACIAL HAIR AND HAIR LENGTH REQUIREMENTS**

1. Facial hair and hair of excessive length pose significant health and safety hazards to firefighters wearing self contained breathing apparatus (SCBA). Therefore, safety standards for hair and beards are hereby established within the following guidelines. They shall apply to all firefighters who perform interior structural firefighting or any other operation that requires the use of self-contained breathing apparatus.
2. A satisfactory seal may be impossible to obtain on a bearded man. Therefore, beards shall be prohibited on firefighters who will be donning SCBA.
3. Mustaches are permitted but must be closely trimmed and must not extend more than 1" beyond the corners of the mouth and not below any portion of the upper lip. As with any facial hair, a mustache must NOT interfere with attainment of a proper facepiece seal.
4. Goatees must be kept neatly trimmed and close to the face. As with any facial hair, a goatee must NOT interfere with the attainment of a proper facepiece seal.
5. Sideburns are permitted but must be kept neatly trimmed, kept close to the face to avoid preventing a proper facepiece seal, and must not extend below the lower extremity of the ear.
6. Hair shall be of such length and style as desired, but shall not be excessive in length at any point. Hair of any length, including layered or cropped areas, must not protrude from protective clothing and must not interfere with the attainment of a proper facepiece seal.

### **BPG 900 – Structure Fires**

#### **900.1 PURPOSE**

To establish written guidelines for responses to and operations at structure fires and other related calls.

#### **900.2 SAFETY**

1. All personnel shall wear full turn out gear including self-contained breathing apparatus while performing interior and roof operations. SCBA shall also be worn during overhaul.
2. *REMINDER:*  
Firefighter Safety is Number 1 Priority!  
Victim Rescue/Safety is Number 2 Priority.  
Saving Property is Number 3.
3. Interior crews shall consist of no less than two interior trained firefighters. All interior crews shall have with them at least one forcible entry tool and a portable radio for communication.
4. Any personnel operating on the roof shall do so from a ladder or from the roofline.
5. As soon as possible in the incident, a rapid intervention team shall be assigned. This may be from an Engine Company, or Truck Company. The rapid intervention team shall assemble the necessary personnel and equipment.
6. No firefighter will begin interior operation until their ID tag is given to the Officer of the truck or IC.

### **900.3 RESPONSE**

Response to a structure fire or related call within our fire/EMS coverage area shall be according to the response board. All other responses will be based on unit(s) requested upon dispatch.

### **900.4 GENERAL**

1. The need to save lives in danger is always the first consideration at fire scenes. Once all possible victims have been rescued, attention is turned to stabilizing the incident. Last, firefighters should make all possible efforts to minimize damage to property.
2. The order of priority for assigning tasks is as follows:
  - Victim Rescue/Primary Search & Rescue
  - Fire Attack (Confinement & Extinguishment)
  - Extinguishment
  - Ventilation
  - Forcible Entry
  - Laddering
  - Salvage
  - Overhaul
  - The order of these tasks may be changed; tasks may be omitted or added based on fire conditions.
3. Structure fires will include fires inside the buildings not necessarily directly related to the structure, i.e., kitchen fires, chair/couch fires, chimney fire, etc. Vehicle fires inside a structure, such as a garage, are to be considered a structure fire.
4. The smallest hose line that shall be used to attack a residential house fire is 1 ¾".
5. The recommended hose line to be used on a commercial structure will be 2 ½". After the attack has been made, a 1 ¾" line may be used of overhaul. The 1 ¾" line is not a back up for the 2 ½" line.
6. All crews working interior shall not move floor to floor without telling the Incident Command Team.
7. It is recommended that IC do a 15 minute check of all crews (PAR - Personnel Accountability Request) especially while engaged in the operations of stabilizing the incident.

### **900.5 FIRST-DUE ENGINE COMPANY OPERATIONS**

1. Engine Companies are responsible for performing the following six (6) tasks:
  - Primary Search & Rescue
  - Fire Attack, Confinement, & Extinguishment
  - Water Supply
  - Fireground Communications
  - Overhaul & Salvage (Assisting the Truck/Rescue Company)
  - Ventilation (Assisting the Truck/Rescue Company)
2. The first due Engine shall then set up for fire attack, leaving room in front for the Truck Company.
3. Depending on conditions, the first due Engine may need to perform search and rescue or exposure protection. If victim rescue is needed, it will become the primary task of the first due Engine, and attack will be delegated to the second due Engine.

5. Once the fire location is known, the first attack crew shall meet the following priorities:
  - Protect trapped occupants and/or rescue
  - Protect primary means of egress
  - Protect interior exposures (other rooms)
  - Protect exterior exposures (other buildings)
  - Begin extinguishment from the unburned side
  - Operate master streams

#### **900.6 SECOND DUE ENGINE COMPANY OPERATIONS**

1. The second due Engine shall, unless otherwise assigned, ensure that an adequate water supply has been established.
2. Once the water supply has been established, proceed according to the following priorities:
  - Back up the initial attack line, or other attack line
  - Protect secondary means of egress
  - Prevent fire extension (confinement)
  - Protect the most severe exposure
  - Assist in extinguishment
  - Assist with Truck/Rescue Company operations

#### **900.7 TRUCK/RESCUE COMPANY OPERATIONS**

1. The Truck Company should be positioned in front of the fire building, if possible, to allow for optimal use of the aerial/master stream (if needed) and access to ground ladders.
2. Truck Companies have 9 fireground duties (in no particular order):
  - Conduct Search & Rescue
  - Perform Adequate Ventilation
  - Place Ladders
  - Perform Forcible Entry as Needed
  - Check for Fire Extension
  - Conduct Salvage (Property Conservation)
  - Control Utilities
  - Conduct Overhaul (Expose Hidden Fires)
  - Place Elevated Fire Streams
3. In the absence of a Truck Company, these duties shall be assigned to a Rescue or Engine.
4. Initially, observe the outside of the building for signs of victims needing immediate rescue.
5. An outside team shall raise the necessary ladders to perform exterior ventilation and provide for another means of egress should a situation develop where firefighters need to evacuate the structure.
6. Assist the Engine Companies in making the fire attack, as may be necessary.
7. At no time will there be one person a roof. We operate in a recommended team of two people for such operations.

## **900.8 TERMINATION**

1. Upon completion of the incident, the I.C. will verify that all personnel are accounted for according to proper accountability procedure.
2. All utilized equipment shall be cleaned and returned to its proper location apparatus. Any damaged equipment shall be placed out of service, and reported to the Officer of that truck ASAP.

## **BPG 1000 – Flue Fires**

### **1000.1 PURPOSE**

To provide guidelines for safely responding to and operating at flue fires and other related incidents.

### **1000.2 SAFETY**

1. All personnel shall wear full turn out gear.
2. Interior and Roof personnel should wear SCBA. Masks may remain off unless smoke conditions are present.
3. All personnel on the roof shall be operating from a ladder, tower, or shall remain on the roofline.

### **1000.3 RESPONSE/OPERATIONS**

1. Response to these incidents shall be in the following order: Engine, Tanker, Ambulance, Brush.
2. Extinguish the fire, establish ventilation. A recommended method would be to spray a small amount of water into the chimney using a water can, or using dry powder.
3. Ladder the roof and place a roof ladder to the roofline next to the chimney.
4. Using thermal imaging or a heat gun, check for signs of fire extension in all wall, attic, and roof areas adjacent to the chimney and heating device.
5. If any signs of extension are noticed, procedures should be taken to expose the area and investigate further.
6. Any material that is found to be on fire should be removed and extinguished. If necessary, use chimney brushes or a chain to clear the flue of accumulated debris (creosote, ash, etc.) in order to extinguish the fire. The fire company is not responsible to clean the chimney. Recommend to the owner/occupant to contact a Chimney Sweep Service to properly clean and inspect the chimney.

### **1000.4 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.
2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any damaged equipment shall be placed out of service and reported to an Officer as soon as possible.

## **BPG 1001 – Vehicle Fires**

### **1001.1 PURPOSE**

To establish guidelines for safely operating at the scene of vehicle fires.

### **1001.2 SAFETY**

1. Personnel shall be in full turn out gear along with SCBA (including while performing overhaul).
2. Keep all non-essential fire and non-fire personnel at least 100 feet away from vehicle.
3. When traffic cannot be sent around the scene safely, shut it down!
4. Set up 150-foot perimeter for crowd control.
5. Disconnect the battery if able.
6. Approach vehicle from side or at an angle to front or rear fender.

### **1001.3 OPERATIONS**

1. Response to vehicle fires shall be Engine or Tanker, Ambulance, Brush.
2. The Tanker shall be placed at least 75 feet away from the burning vehicle, at an angle to protect firefighters from traffic, and uphill and upwind if possible.
3. A minimum of one (1) 1 ¾ " hose line shall be pulled. Use near-straight stream to cool car as approaching. Bounce a straight stream off ground to hit undercarriage fires.
4. Eight (8) basic steps in vehicle firefighting:
  - Size up
  - Rescue
  - Exposure protection
  - Confinement
  - Extinguishment
  - Overhaul
  - Salvage
  - Ventilation
  - The first six steps (up to & including overhaul) must be done in that order. Salvage and ventilation can be done anytime. You may not use all of these tasks all the time.
5. Rescue methods:
  - Remove victim from vehicle
  - Place hoseline between victim and fire (protecting them as exposures when entrapment with fire exists).
  - Extinguish the fire
6. Pull backup line for safety.
7. Stabilize vehicle as soon as possible.
8. A vehicle fire in a structure (such as a garage) should be considered a structure fire.
9. Overhaul:
  - Thoroughly check for hidden fire (there are may voids in vehicles)



#### **1001.4 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.
2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any damaged equipment shall be placed out of service, and reported to an Officer as soon as possible.

#### **BPG 1002 – Brush/Wildland Fires**

##### **1002.1 PURPOSE**

To provide guidelines for safely responding to and operating at brush, grass, and other wildland fires.

##### **1002.2 SAFETY**

1. Minimal protective clothing and personal equipment shall include the following: wildland or jeans, long sleeved shirt, wildland or heavy duty jacket, leather work boots, hard hat, eye protection, and leather gloves.
2. For all responses to brush fires endangering a structure, firefighters shall wear structural firefighting protective clothing. Wildland gear should be taken along, but not worn until a size up indicates there is no structure or vehicle fire.
3. If caught in water drop, lie face down toward incoming aircraft with helmet and goggles on and feet spread. Hold hand tools at your side and place a hand over your helmet. Remain in this position until after drop. If possible, take shelter behind a large tree and avoid old trees, snags, etc.

##### **1002.3 TEN STANDARD FIRE FIGHTING ORDERS**

1. Keep informed on fire weather conditions and forecasts.
2. Know what your fire is doing at all times.
3. Base all actions on current and expected behavior of fire.
4. Have escape routes for everyone and make them known.
5. Post lookouts when there is possible danger.
6. Be alert, keep calm, think clearly, act decisively.
7. Maintain prompt communications with your men, your boss, and adjoining forces.
8. Give clear instructions and be sure they are understood.
9. Maintain control of your men at all times.
10. Fight fire aggressively, but provide for safety first.

## **1002.4 RESPONSE/OPERATIONS**

1. Minimum response to wild land fires shall be in the following order: Brush and Tanker, Engine, Ambulance. Reports of brush fire endangering a structure shall follow this response order.
2. Fire attack shall be accomplished using one of the following prescribed methods:
  - Direct Attack – control the fire directly at its perimeter by attacking if from within the unburned area
  - Indirect Attack – construct a firebreak at a distance from the fire perimeter. The firebreak should be built to the bare soil
3. Control line construction methods:
  - One Lick Method – each member does one to several strokes of work and continues moving forward along the line
  - Leap Frog Method – each member completes his/her section of line and moves around to the front of the line and starts a new section
  - Bump up Method – each member completes his/her section of line and instructs the next crewmember to “bump up”. When told to “bump up”, the next member moves ahead 10 feet and begins a new section
4. Specialized suppression techniques:
  - Cold Trailing – inspection partly dead fire edge by feeling with back of hand and exposing/extinguishing every live spot
  - Scratch Line – quick construction of a control line until a more secure line can be built
  - Rearranging Fuels – involves methods to reduce rekindle hazards
  - Fireproofing – involves eliminating heat sources and treating unburned fuels with foam

## **1002.5 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.
2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any damaged equipment shall be placed out of service and reported to an Officer as soon as possible.

## **BPG 1003 – Vehicle Accident**

### **1003.1 PURPOSE**

To establish guidelines for safely conducting rescue operations at the scene of vehicle accidents.

### **1003.2 SAFETY**

1. Fire/Rescue personnel shall be in full turn out gear, including eye protection and helmet.
2. If possible, position apparatus uphill and upwind of incident.
3. Do not work in an unstabilized environment and do not test the vehicle for stability.

### **1003.3 RESPONSE**

1. Minimum response to a vehicle accident shall consist of Ambulance and Engine. The Brush and then the Tanker would be next out.
2. Upon arrival, the apparatus shall be positioned with safety in mind and in such a manner as to least obstruct traffic or operations.
3. The apparatus should be as near to the scene as possible for easy access to its equipment.

### **1003.4 OPERATIONS**

1. Perform size up of hazards, type and number of vehicles, number and extent of injuries, etc.
2. Stabilize all vehicles and structures involved, even if no obvious problem is apparent.
3. Disconnect battery and air bag harness connector, if applicable.
4. Provide for the assessment and treatment of all accident victims. Treat all injuries in order of seriousness (triage) up to limits of training.
5. Victim location, victim position, and vehicle position shall determine patient access. Access shall be by the following priorities:
  - Doors
  - Windows
  - Compromising the vehicle body
6. The preferred method of extrication shall be in the following order of preference:
  - removal of doors
  - removal of roof
  - dash roll-up
7. Perform rescue/victim extrication operations using manpower, equipment, and tools as necessary. Coordinate with EMS crews as to the best method for patient removal.
8. Illuminate the area of operation as necessary.
9. Contain and mitigate hazardous materials and any other hazards present.
10. If there is fire, fuel leak, or entrapment/confinement, a minimum of one (1) 1 ½" hose line shall be pulled and charged. This hose line does not have to be manned, just available.

### **1003.5 AIR BAG OPERATIONS**

1. Verify air source.
2. Visually check hoses, valves, bags, and controllers.
3. Inflate slowly, coordinate, and shore up as you go.
4. NEVER work under a load supported only by air bags.
5. Watch for sharp/hot objects.

6. Do NOT place cribbing between air bags.
7. Only one person is to give the lift order.
8. Check stability continuously.

#### **1003.6 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.
2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any damaged equipment shall be placed out of service and reported to an Officer as soon as possible.

### **BPG 1004 – Gas Emergencies**

#### **1004.1 PURPOSE**

To establish guidelines to safely mitigate leaks and/or fires involving natural, L.P., or a similar gas.

#### **1004.2 SAFETY**

1. Stage units upwind and pointing away from scene if possible.
2. Personnel must wear full protective clothing and SCBA in areas that may contain gas vapors.
3. Prevent liquid propane from coming in contact with the skin. LP contacting skin will cause freeze burns and/or severe frostbite. Propane vapor has no effect on skin.
4. Approach all horizontal LP-gas tanks from the sides and, if possible, from upwind.
5. Consider evacuating nearby residents or workers if gas is accumulating in structures.
6. Eliminate any source of ignition.
7. A minimum of one (1) 1 ¾" hose line shall be used. If possible, a backup hose line shall be pulled.
8. Do not apply water to unignited gas leak. Only use water when attempting to close valves.
  - A. Always work from lowest valve to highest valve.

#### **1004.3 RESPONSE**

1. Minimum response to a gas emergency shall consist of Engine and Ambulance followed by Tanker and Brush.
2. Upon arrival, the apparatus shall be positioned in such a manner as to least obstruct traffic or operations.

#### **1004.4 OPERATIONS**

1. Notify Gas Company/Propane Dealers. Give location of leak, approximate pipe size, and whether vapor or liquid. Ask for nearby shutoffs.
2. Prepare for exposure protection. Prepare for post-event ventilation of nearby structures and gas monitoring if necessary.
3. Approach leaks or fires from upwind using either a one or two hose line method.
  - The one hose line method requires a minimum of two personnel on the line, a nozzle man and a backup man. The backup man is the one who shuts valves off.
  - The two hose line method requires more personnel and two hose lines. The Officer stands between the two hose lines and keeps the two even with each other to prevent gaps in streams. The Officer is the one who shuts valves off.
  - The Officer, in both instances, controls advancement and backing out of hose lines.
4. Cool cylinders using a straight stream, concentrating on top half of cylinders and any area of fire-impingement. Water will run down over tank, thus cooling it.
5. As approaching cylinders, gradually turn hose streams to fog stream.
6. At cylinders, place fog stream just beyond valves to be closed. This prevents placing hand shutting valve off into fire.
7. Shut off any valve that will stop the flow of gas. Always work lowest valve to highest valve.
8. When backing out, gradually change fog streams back to straight stream until in safe zone.
9. In unable to shut off the gas supply, control dispersal with a water fog.
10. In instances of small liquid leaks from an LP-gas transport truck, it may be desirable to wrap the valve in absorbing cloth and wet it down, allowing it to freeze itself off. This would permit the vehicle to be moved to some remote area where it can leak safely until the leak can be mitigated.
11. Small containers may be moved in an upright position to a remote area to leak away.

#### **1004.5 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.
2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any equipment that has been damaged shall be placed out of service and reported to an Officer as soon as possible.

### **BPG 1005 – Carbon Monoxide Incidents**

#### **1005.1 PURPOSE**

To establish procedures for the response to reports of carbon monoxide (CO) being present.

#### **1005.2 BACKGROUND**

1. Carbon Monoxide (CO) is a deadly, odorless, colorless, and tasteless gas that is a by-product of a fuel burning process. Many appliances can produce Carbon Monoxide. When a faulty or unusual condition exists, Carbon Monoxide may be vented into areas where people are present.

2. Carbon Monoxide poisoning may be difficult to diagnose. It's symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.
3. The Occupational Safety and Health Administration (OSHA) has established Workplace Exposure Limits (W.E.L.) of 50 PPM over eight (8) hours. The Environmental Protective Agency (EPA) has established residential Permissible Exposure Limits (P.E.L.) of nine (9) PPM over eight (8) hours or 35 PPM in one (1) hour.
3. Any atmosphere in excess of 35 PPM of Carbon Monoxide shall require the use of SCBA.

### **1005.3 RESPONSE**

1. Minimum response to a Carbon Monoxide emergency shall consist of Engine and Ambulance.
2. Upon arrival, the apparatus shall be positioned in such a manner as to least obstruct traffic or operations.
3. The apparatus should be as near to the scene as possible for easy access to its equipment.

### **1005.4 OPERATIONS**

1. Determine if anyone is exhibiting symptoms of CO poisoning. If not, then it will not be necessary to evacuate or ventilate the structure unless a level of over 9 PPM is detected.
2. Interview the occupant. Determine how long the detector has been alarming, what combustion sources were operating prior to the alarm activation, and if the structure was ventilated.
3. Take reading using a properly calibrated CO Meter. Reading should be taken at shoulder, mid, and knee level. Begin at front entrance and check near all fuel burning appliances and doors to attached garages. Record findings.
4. If you find a CO producing source, shut it off.
5. Inspect chimneys, flue pipes, and vents for debris, clogs, corrosion, holes, and separations.
6. Check flues or pipes for downdrafts.
7. Consider improper location of detector as a potential cause of the activation. Detectors should be installed at least 15 feet from fuel burning appliances and should be avoided in areas of extreme temperatures and humidity.
8. Have gas utility or fuel supplier notified if your meter reads 10 PPM or greater.
9. If readings of nine (9) PPM or less are found:
  - a. Inform the occupant that the Company's CO Meters DID NOT detect an elevated level of CO at this time.
  - b. Recommend the CO detector be checked per the manufacturer's recommendations.
10. If readings between nine (9) and 100 PPM are found:
  - a. Inform occupant that the CO Meter DID detect a potentially dangerous CO level.
  - b. Evacuate and ventilate the structure.
  - c. The structure may be occupied at the resident's discretion when the CO has returned to a safe level and the hazard has been removed.
11. If reading of 100 PPM or greater are found:
  - a. Inform the occupant that the CO Meter DID detect a potentially lethal CO level.
  - b. Evacuate and ventilate the structure.
  - c. The structure may be occupied at the resident's discretion once the CO has returned to a safe level.
12. Attempt to reset the detector.
13. Before leaving the scene, put everything back to the way it was.
14. Explain you findings to the occupant. If you feel service is needed on a furnace or appliance, tell the occupant. Inform the occupant to call 911 if detector activates again.
15. Fill out Carbon Monoxide incident report and give a copy to the occupant.

### **1005.5 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.

2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any damaged equipment shall be placed out of service and reported to an Officer as soon as possible.

## **BPG 1006 – Water Rescue**

### **1006.1 PURPOSE**

To establish guidelines for responses to rescues from moving or swift water. This SOG will minimize the risk to rescuers in these situations.

### **1006.2 SAFETY**

1. All personnel operating near water shall wear a Personal Flotation Device (PFD) and a rescue helmet.
2. Turn out gear is NOT to be worn at water rescue incidents. Turn out gear will drown a rescuer if caught in the water.
3. Never tie a rope around a rescuer. The rescuer may become entangled if pulled into the water.
4. Never attach rope line to a fixed stationary object, as this may cause victim to be pulled under water by current.
5. If swept into water, position yourself on back with feet downstream. Never put your feet down if swept away; it may cause your feet to become caught under an object.
6. Deploy upstream spotter(s) above the rescue site, ideally on both sides of the river. The spotters should be able to contact the Incident Commander directly to warn of floating hazards in the water.
7. Scene Priorities:
  - Self-Rescue
  - Rescue and Safety of Teammates
  - Victim RescueIf the rescue endangers our people, the rescue should not be performed.
7. Hepburn Township Volunteer Fire Company does not do under water rescue or recovery.

### **1006.3 RESPONSE**

1. Minimum response to a water emergency shall consist of Ambulance and Engine.
2. Upon arrival, the apparatus shall be positioned in such a manner as to least obstruct traffic or operations.
3. The apparatus should be as near to the scene as possible for easy access to its equipment.

### **1006.4 RESCUE TECHNIQUES**

1. Talk victim into a self-rescue.
2. Conduct a shore-based rescue:
  - Reach an object such as a pike pole, inflated hose, paddles, tree branches, etc.
  - Throw a rope bag or heaving line. Ring buoy or other flotation device may be attached to rope. Once victim grabs hold of rope, rescuer can pull victim in or perform a static or dynamic belay.
3. Utilize a line rescue system:
  - Support/Stabilization Line is used to support the victim, keeping the victim above water.
  - Snag (Double Line Weighted Tether) Line is used with foot or body entrapment.
  - Tag (Double Line Floating Tether) Line is used when victim is stranded on an object such as a rock.
4. Other rescue methods include boat-based, go to – rescuer swims to victim, and helicopter.
5. Multiple backup rescues should be set up and ready to be deployed in case the primary rescue attempt fails.



## **1006.5 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for according to proper accountability procedures.
2. All utilized equipment shall be field cleaned, or cleaned upon return to station, and returned to its proper location on the apparatus. Any equipment that has been damaged shall be placed out of service and reported to an Officer as soon as possible.

## **BPG 1007 – Response To Natural Or Manmade Disasters**

### **1007.1 PURPOSE**

To effectively manage all aspects of a disaster, whether it is natural or manmade, as it pertains to the fire service.

### **1007.2 GUIDELINES**

1. In many small communities, the fire department is expected to assume many roles in the mitigation of such disasters. Initially, these roles include (but are not limited to):
  - Victim rescue
  - Triage & EMS treatment/transport
  - Temporary sheltering
  - Scene safety
  - Fire extinguishment
  - Victim assistance with salvaged possessions. This does not include pumping basements
  - Establishment of Command Post
  - Search and recovery of fatalities
2. After the initial incident, recovery can, and has proven to be, a long-term commitment. The fire department is likewise expected to assist in that recovery effort. Long term roles can include (but are not limited to):
  - Periodic inspections of damage structures for stability
  - Deputized municipal security
  - Sheltering of displaced victims
  - Sheltering of relief workers
  - Maintenance of Command Post
  - Assist in providing basic public works
3. A disaster can be as simple as a number of flooded basements after a heavy rain, or as complex as a hazardous material incident involving multiple municipalities and governmental agencies. In any case some degree of mitigation will be necessary.
4. As mandated by FEMA (Federal Emergency Management Agency), every municipality is required to maintain an emergency disaster plan. The plan, detailing every aspect of recovery, can be found:
  - Local Emergency Management Director
  - Hepburn Township Building
  - Lycoming Township Building
  - Hepburn Township Volunteer Fire Company
5. It is imperative that all fire department personnel be familiar with the general content of the emergency disaster plan. Periodic revisions, based on changing emergency personnel, local resources, political appointments and the addition of potentially hazardous conditions, should be reviewed.

### **1007.3 RESPONSE**

1. Minimum response to a natural or man made disaster shall consist of manning the station for deployment of apparatus.

## **BPG 1008 – Hazardous Materials Incidents**

### **1008.1 PURPOSE**

To establish guidelines for incidents involving flammable liquids. For incidents involving other hazardous materials, consult the North American Hazmat Guide for operational procedures.

### **1008.2 SAFETY**

1. Establish a position uphill and upwind of the spill.
2. All personnel shall be wearing full turn out gear.
3. SCBA shall be worn in and around areas where toxic or flammable vapors are present (see 8002, section 1). The area shall also be monitored with a combustible gas meter.
4. Identify and remove sources of ignition.
5. Unless absolutely necessary to perform a rescue or to control a leak, personnel are not to work in the spill area. When this is necessary, the spill must be covered with AFFF and all possible precautions against ignition must be taken.

### **1008.3 RESPONSE**

1. Minimum response to a hazardous material disaster shall consist of manning the station for deployment of apparatus until a safe route of travel has been determined.

### **1008.4 SMALL SPILLS**

1. Locate source, type of product, and identify responsible party.
2. When a flammable vapor is present, a manned and charged protective hoseline may be used.
3. If necessary, isolate the area with Fire Line tape to ensure the safety of civilians.
4. Prevent the spill from entering storm drains, sewers, and waterways.
4. Absorbent shall be applied to the spill area, and upon completion, bagged for disposal.

### **1008.5 LARGE SPILLS**

1. Locate source, type of product, and identify responsible party.
2. Establish Hot, Warm, and Cold Zones. The area should be isolated using Fire Line tape.
3. Evacuations shall be carried out as needed.
4. Prevent the spill from entering storm drains, sewers, and waterways. If necessary, this may require the use of damming, diking techniques. If the spill has entered a sewer or waterway, the appropriate agency shall be notified. Sewer lines shall be flushed and/or ventilated.

### **1008.6 FIRE EXTINGUISHMENT**

1. Follow SOP #H-300.4 (Hazmat Incidents – Large Spills) in addition to this section.
2. The principal agent for flammable liquid firefighting is AFFF (Aqueous Film Forming Foam). Initial attack on any flammable liquid fire should be made with AFFF.
3. A secondary agent for flammable liquid firefighting is Protein foam at 3%. However, Protein foam had difficulty resealing if disturbed.
4. Alcohol-Resistant-AFFF is recommended for use on flammable liquids that are difficult or impossible to extinguish with AFFF, including alcohols, gasohol, kerosene, and other polar solvents. A higher application rate of AFFF or Protein foam at 6% may extinguish these fires.
5. Gasohol fires may be extinguished using AFFF or Protein foam at 6%. If AFFF will not extinguish a gasohol fire, apply a short application of water to separate the gasoline from the alcohol and water, allowing the fire to be extinguished as an ordinary gasoline fire.
6. See Appendix C for more information on foam types and their uses.

## **1008.7 TERMINATION**

1. Upon completion of the incident, the IC will verify that all personnel are accounted for and that all equipment has been returned to its proper place.
2. Upon return to station, any equipment used shall be cleaned and returned to the proper location on the apparatus. Equipment shall also be inspected for damage; damaged equipment, to a degree in which a safe operation is compromised, will be taken out of service and reported to an Officer as soon as possible.

## **BPG 1009 – Radio Operations**

### **1009.1 PURPOSE**

### **1009.2 RADIO GUIDELINES**

1. All personnel using radio devices licensed under this department will do so in a professional manner at all times.
2. Personnel will refrain from unnecessary radio traffic.
3. Always speak slowly and clearly. Do not scream.
4. TURN ON; TURN UP, TUNE IN before transmitting.
5. Wait two seconds after you key the transmitter before saying your message.
6. Transmit only pertinent and necessary information.
7. The department's private frequency radios are to be used only for department business, such as (but not all inclusive) emergency incidents, public service, administrative functions, and fundraising events.
8. When apparatus has responded to alarms, it shall be the IC or Officer in charge to make units available. A piece of apparatus may return to station without going available. This cuts down on radio time by not having every piece radio available.
9. When any piece of apparatus leaves the station, you shall radio out "on the street and back in quarters". DO NOT CALL County for this, just radio out "on the street".
11. Only elected or appointed Officers may use Fire 1, unless emergency traffic. Emergency traffic is defined as any persons or property that is in immediate danger. All other reportable incidents will be done on Loyalsock Tac to the station or by cell phone to County (570433-3166).
11. When using the radio, listen for other radio traffic before you transmit. This includes all frequencies. Try not to walk over other radio traffic. Nuisance traffic will not be permitted.
12. Fire Police shall operate on the Fire Police frequency.
14. All personal radios shall be authorized by the Chief prior to use on any frequency.
15. Hepburn Township Volunteer Fire Company's radio frequency (HEPBURN 8) may only be used when authorized the Chief or I.C.

### **1009.3 PAGING GUIDELINES**

1. All personnel shall know how to operate the paging system.
2. The department paging system is to be used only for official business and in emergency situations.

### **1009.4 RECEIVING CALLS FOR HELP IN STATION**

1. Whenever an emergency call is received at the station the following information must be obtained and written down:
  - Address or location of emergency
  - Nature of emergency
  - Name of person reporting emergency
  - Telephone number of caller
2. When receiving information by telephone, record the above information and advise the caller to call 911 from a safe location.
3. After recording the information, notify Lycoming County 911, preferably by phone.

## **BPG 1010 – Maintenance Of Apparatus**

### **1010.1 PURPOSE**

To establish procedures to ensure that apparatus are maintained in a constant state of readiness.

### **1010.2 APPARATUS GENERAL**

1. Keep apparatus clean at all times, rinsing apparatus wheel wells and undercarriage in winter months.
2. **Refuel whenever the fuel level drops to ¾ of a tank.**
3. After pumping apparatus from a river, pond, or other static water supply, the pump must be flushed and booster tank refilled off a hydrant. Priming reservoir must also be checked for level of fluid.
4. Engineers are assigned a monthly Engineers check. This should be done on the 3<sup>rd</sup> Monday of the month, or as soon as possible.
5. If any maintenance problems are noted, report them to Engineer 15, and document on the checklist if checking apparatus. If apparatus needs taken out of service, contact Engineer 15 and Chief 15.
6. All checklists and invoices will be given to Chief 1-15 for filing. The checklist will be put on clipboards outside the Chief's office, when done return the checklist there. The Treasurer will place copies of invoices in the Apparatus mailbox.
7. When refilling any fluids, contact the Officer of that apparatus to ensure correct fluids are replaced. If Officer is not there, contact Engineer 15 or any Chief.

### **1010.3 ANNUAL MAINTENANCE**

1. All fire apparatus will be state inspected and yearly fluid change done by certified garage. This includes generators.
2. All fire pumps will be tested and preventive maintenance check done by certified tester yearly.

## **BPG 1011 – Maintenance Of Portable Equipment/Ladders/Hose**

### **1011.1 PURPOSE**

To establish procedures to ensure portable equipment is in a constant state of readiness.

### **1011.2 GENERAL EQUIPMENT**

1. The company shall record and maintain a master list of all equipment. Chief 1-15 shall do this.
2. All fire company equipment shall be labeled to which piece of apparatus it belongs to. All Relief Association equipment shall be labeled with Relief number and sticker.
3. All equipment will have a sticker or a piece of color tape to identify apparatus. Engine – red tape, Tanker – blue tape, Brush – yellow tape, and Ambulance – purple tape.
4. All equipment shall be checked on the 3<sup>rd</sup> Monday of the month. All firefighters are on a team to do the check. Checklists will be hanging on clipboards outside the Chief's office.
5. All equipment shall be clean and in a state to operate.
6. When cleaning equipment, use soap and warm water to clean tools. All tools will be cleaned after each use or monthly. After equipment is cleaned, wipe down working end of tool with an oil rag to prevent rust. DO NOT OIL HANDLES.
7. When placing equipment out of service, write down and label tool to the reason why out of service. When placing out of service, which piece of apparatus and why, then notify Officer of the truck.

### **1011.3 LADDER - GENERAL**

1. The company shall record and maintain a master list of ladders. This will be done by Chief 1-15.
2. All ladders will be labeled to the size of ladder and the apparatus.
3. All ladders will be checked on the last Monday of the month with checklist.
4. All ladders shall be cleaned after each use with mild soap and warm water, if needed.
5. Any ladder that shows signs of failure during use or inspection shall be removed from service.
6. When placing out of service, write down why, when placed out of service, which piece of apparatus, and who. Then notify Officer of that truck.

### **1011.4 LADDER TESTING**

1. All ground ladders shall be service tested annually by a certified testing company.
2. The results of the test shall be kept on record by Chief 1-15.

### **1011.5 FIRE HOSE**

1. The company shall record and maintain a master list of hose.
2. All hose will be labeled:
  - A is all 1 3/4"
  - B is all 2 1/2"
  - C is all 3"
  - D is all 5"
3. Each section of hose shall be inspected and cleaned after each use, if necessary. The hose shall be cleaned with mild soap and brush, and rinsed thoroughly.
4. After each use all hose shall be rolled in a service roll before placing on apparatus. This will ensure all air is out of hose for better repacking.
5. As a general rule, no vehicle should drive over hose. It may become necessary to drive over hose, with the permission of an officer; the hose should be charged when driving over it. Mark hose so the hose can be tested after the incident. Notify the company officer whose hose it belongs right after it occurs.

### **1011.6 HOSE TESTING**

1. All hose shall be tested yearly and recorded on the hose test records in the Chief's Office.
2. All hose testing shall be to NFPA 1962, a copy of which is in the Chief's Office.
3. Hose shall be tested if driven over, or suspected damage has occurred to the section and notify the proper officer.

### **1011.7 POWER TOOLS**

1. Power tools – hydraulic tools shall be kept clean and in a state of readiness.
2. All power and hydraulic tools shall be checked monthly.
3. When refueling, contact the Officer of that apparatus to ensure correct fluids are used.

### **1011.8 SAFETY PRECAUTIONS**

1. Full protective clothing, including ear protection, shall be worn while using power/hydraulic tools.
2. Ear protection, safety shoes or boots, and eye protection shall be worn for purposes of inspection.
3. When operating tools, always have 2 people: 1 using tool and 1 spotter.
4. When bleeding or disconnecting a hose, make sure power source is turned off, then place a rag over the coupling to prevent from spraying.
5. Always carry saws with the engine stopped. The blade should be carried to the front.
6. Always turn off saw when unattended.
7. If conditions permit, scrape gravel and debris from cutting path to reduce danger of injury from flying chips and loose materials.
8. When operating power tools or hydraulic tools, try to have a hoseline or fire extinguisher.

## **BPG 1012. Fire Reports and Investigation**

### **1012.1 PURPOSE:**

To establish guidelines on proper techniques of how to fill out fire reports, incident reports, and investigation papers.

### **1012.2 GENERAL:**

1. Incident reports should be filled out on all incidents that the Hepburn Township Volunteer Fire Co. is dispatched on.
2. The incident reports should be filled out by the Incident Commander or the Officer of the first due piece of apparatus.
3. Fire Apparatus Report, Fire Incident Report Form, Narrative Supplemental (if needed), Billing Information Sheets, and Roll Call sheets must be filled out completely after every call, even if a piece of apparatus did not respond.
4. If no piece of fire apparatus responded, document how the call was handled and by whom.

## **BPG 1014. Discipline (draft status 1.3.16)**

### **1014.1 PURPOSE:**

To establish a structured discipline policy for Hepburn Township Volunteer Fire Company

### **1014.2 GENERAL:**

It shall be the responsibility of all company officers to make sure all company members follow all guidelines. It shall be the responsibility of all company members to abide by all the guidelines set forth by the company officers. If guidelines are not followed, efforts to enforce disciplinary action will be set forth in the following manor:

1. Member shall be given a verbal initial warning, stated as a first offense. Although verbal, this will be documented and maintained as such.
2. Member shall be given a written warning, stated as the second offense. This will again be documented and maintained as such.
3. Member shall be administered further disciplinary actions for the offense up to and including suspension and possible termination.
4. All members have the right to appeal any accusations set forth against them. This process must be done through the President and the Fire Chief.

## **BPG 1015. Changing BPG**

Any member who may request, that for any reason, a BPG should be changed must make a written account of the BPG before the request and then make any corrections on a separate account. This then must go through a fire officer's meeting for the request to be acknowledged and then changed after approval of the Fire Chief. All members will then be notified in writing.

## **BPG 1016 - SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The Hepburn Township Volunteer Fire Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to an Officer. If the neither is available or you believe it would be inappropriate to contact that person, you should immediately contact the President and/or the Fire Chief. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any Officer who becomes aware of possible sexual or other unlawful harassment must immediately advise the President and/or the Fire Chief so it can be investigated in a timely and confidential manner by them. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of membership.