

Standard Operating Procedures

Owego Fire Department

87 North Avenue, Owego, NY 13827

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(AS OF 10-2008 ALL PRIOR SOGS AND SOPS WILL NOW BE STANDARD OPERATING PROCEDURES)

OWEGO FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES
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(NOTE)- SOPs are updated and revised as needed. This version is in effect until a new version is approved by OFD Line Officers and Chief Officers.

FIREFIGHTER SAFETY AND HEALTH PROGRAM

It is the intent of the authority having jurisdiction to place the safety of our firefighters as a priority and to provide, to our utmost ability, for the safety of our personnel by developing, implementing, monitoring, and evaluating a safety and health program.

The Owego Fire Department is located in the County of Tioga, Village of Owego, and was

Organizational Statement

duly organized on 17 April 1862 as a Village Fire Protection District to provide fire protection.

Membership of the fire department is comprised of active, social, life, and honorary members, with a total active membership of approximately 125 members on average. Active membership is further divided into interior structural firefighters and non-interior structural firefighters.

The Owego Fire Department is organized to protect life and property by fire control services, emergency medical services, and other services and activities as deemed in the best interest of the fire department and the citizens of our community.

A membership certification program has been developed (see *Membership Certification Standards*) to provide a guideline for the following categories:

- A. Active Membership Status
- B. Inactive Membership Status
- C. Membership Certification Categories, including:
 - 1. Exterior Firefighters
 - 2. Interior Firefighters
 - 3. Emergency Medical Personnel
 - 4. Fire Police
 - 5. Apparatus Operators
 - 6. Other categories as identified and approved by the Chief of the

Department.

It is the commitment of the Owego Fire Department to:

- Promote safety as a primary goal in every operation and function.
- Prevent accidents, illnesses, and fatalities to the best of our ability.
- Comply with all applicable laws and regulations.
- Provide a safe working environment and to promote safe working habits.
- Establish guidelines and standard operating procedures to help meet these objectives.

Guidelines and standard operating procedures shall be put into place for such items as wearing self-contained breathing apparatus, dealing with special hazards such as gas leaks and energized electrical equipment, and other items as deemed necessary by the Chief of the Owego Fire Department to meet the goals and objectives of this Firefighter Safety and Health Program. These guidelines and standard operating procedures are provided in *the Owego Fire Department Standard Operating Procedures*.

A safety committee shall be appointed by the Chief of the department, and shall continue to serve in that position until relieved of those responsibilities. The committee shall serve in an advisory capacity to conduct research and to develop recommendations regarding safety and health issues for the review of the Chief of the department (reference *Owego Fire Department Standard Operating Procedures*). The safety committee shall meet at least once every six months.

A department Safety Officer shall be appointed

by the Chief of the department, and shall continue in that position until relieved of those duties. Each officer of the department, and other firefighters as identified by the Chief, shall be trained in emergency scene safety. If the Safety Officer is not available at emergencies where the incident commander deems that this staff position should be activated, an appropriate fire officer or firefighter shall be assigned the position of Safety Officer for the incident.

The Chief of the department, or his designee, shall establish a record collection system for maintaining records on the following:

- Injuries, illnesses, or deaths.
- Exposure to toxic substances and infectious diseases.
- Training received and levels of certification.
- Maintenance and inspection of the facilities of the Owego Fire Department.
- Maintenance and inspection of the apparatus and related equipment.
- Other areas as deemed appropriate by the Chief or as required by applicable laws and regulations.

Training and Education

Training shall be provided to employees commensurate with the duties they are expected to perform. No member shall perform a task that they have not been adequately trained to perform.

Membership certification standards have been developed to define the minimum proficiency requirements for active personnel. The training and proficiency requirements are based on NFPA

1001, IFSTA Essentials, and the NYS Office of Fire Prevention and Control (OFPC) Field Fire Training Curriculum. The Owego Fire Department recognizes the importance of adequate training, and provides frequent training to members to ensure a safe and effective working environment.

Reference the *Owego Fire Department Membership Certification Standard* for details on the training and proficiency requirements for active membership.

Additional membership training should include, but not be limited to, such topics as incident command, emergency operation procedures, procedures for evacuation from hazardous areas, right-to-know information (including MSDS documents), and special hazards in the community.

In addition to the training required to achieve and maintain certification, per the *Owego Fire Department Membership Certification Standard*, other training courses as identified by the Chief of the department may be required.

Emergency vehicle operators shall meet the training and certification requirements set forth in the *Owego Fire Department Membership Certification Standard* prior to operating any apparatus of the Owego Fire Department.

Department instructors shall be knowledgeable in the subject matter they assigned to instruct. Individuals having specialized knowledge or skills may be utilized as special instructors under the general direction of the department Training Officers and fire officers.

Fire officers shall have a working knowledge of

the policies and standard operating procedures of the Owego Fire Department. Fire officers should complete training in subject areas determined by the Chief of the department to be appropriate for their level of responsibility as a line officer. Such training may include, but not be limited to, courses in strategy, tactics, building construction, preparing for command, command and management, firefighter safety, and hazardous materials.

Vehicles and Equipment

Drivers and operators of apparatus shall be trained and certified according to the requirements defined in the *Owego Fire Department Membership Certification Standard*. All drivers and operators shall be physically able to operate the apparatus as assigned. Under no circumstances shall a firefighter operate an apparatus when under the influence of alcohol or other substance that may affect their ability to safely operate the apparatus.

Vehicles shall always be operated in a safe and prudent manner in accordance with the guidelines and standard operating procedures (*reference Owego Fire Department Standard Operating Procedures*) of the department. All vehicle operation shall be in compliance with the requirements of the NYS Vehicle and Traffic Law. In addition, it is the policy of the Owego Fire Department that all apparatus come to a complete stop at all red lights, stop signs, or other traffic control devices requiring a stop, before

proceeding through the traffic control device with caution.

While the driver is in control of the operation of the apparatus, it is the responsibility of the officer or acting officer (front seat passenger) to ensure the safe operation of the vehicle and to ensure that all passengers are securely positioned on the apparatus. All passengers shall be seated and shall use the passenger restraint devices provided on the apparatus.

All apparatus shall be equipped with backup alarm devices. In addition, one or more firefighters, if available, should be positioned at the rear or side of the apparatus to assist the operator when backing.

All apparatus should be examined on a regular basis for routine maintenance items. An examination checklist, provided by the Chief of the department, shall be completed to document the inspection. Any items found to be deficient or requiring service shall be reported to the responsible fire officer for action.

The Chief of the department shall arrange for a

Protective Clothing and Equipment

Protective clothing for all firefighters shall be provided by the Owego Fire Department commensurate with the duties they are expected to perform. It is the intention of the Owego Fire Department to provide personal protective equipment (PPE) that is fully compliant with the requirements of OSHA 29 CFR 1910.156, 1910.133, 1910.135, and 1910.136. The PPE shall be OSHA and/or NFPA approved, and shall include a coat, helmet, eye protection, gloves, and

maintenance program for the apparatus, in accordance with the manufacturer's recommendations. Service shall be performed by persons qualified to perform such apparatus service. Any unsafe or non-serviceable equipment should be removed from service until repaired.

The Chief of the department shall arrange for the testing of equipment such as fire pumps, hose, SCBA, fire extinguishers, etc., according to the manufacturer's recommendations. Ground ladders, in particular, shall be inspected at least annually for defects. It is the intent of the Owego Fire Department to ensure that all equipment be adequately maintained and be able to function in a safe, reliable manner.

As new apparatus is ordered, it shall incorporate enclosed seating areas for all firefighters manning that apparatus. In addition, other safety features may be incorporated as recommended by NFPA Standard 1901, the Chief of the department, or the apparatus committee.

3/4 length boots. As funding permits, bunker pants and boots shall be provided. The PPE shall be provided at no cost to the employee. As funding permits, bunker pants and boots shall be individually issued. PPE shall be used by all firefighters when exposed to a hazardous or potentially hazardous environment, in accordance with the manufacturer's recommendations. If work uniforms are provided, they shall meet the requirements of NFPA 1974.

Each member shall be trained in the routine maintenance and care of all PPE equipment personally issued, and shall have the

responsibility to maintain and inspect all personally issued equipment. Any defects shall be immediately reported to a department officer for corrective action.

Self contained breathing apparatus (SCBA) shall be purchased and used by the Owego Fire Department in accordance with *the Owego Fire Department Respiratory Protection Program* and the *Owego Fire Department Standard Operating Procedures*. All breathing apparatus shall be maintained and tested according to the manufacturer's recommendations, and as per OSHA 1910.134. Each interior firefighter shall be trained in performing a visual examination of the SCBA unit. All repairs shall be performed by persons trained to do so.

Personal alert safety system (PASS) devices shall be provided for each SCBA. These units shall be used at all times the SCBA is in use, and shall be tested prior to their use (reference the *Owego Fire Department Respiratory Protection Program* and the *Owego Fire Department Standard Operating Procedures*).

Life safety rope, harnesses, and hardware for rescue operations shall be purchased and maintained for that purpose only. Such equipment shall be examined for deterioration on a regular basis. It is the policy of the Owego Fire Department that if the rescue rope is used it shall be destroyed after use, in accordance with the NFPA 1983 standard.

shall be conducted in as safe a manner as possible, and in a manner as to recognize and prevent accidents and injuries. Live fire training shall be conducted using the NFPA 1403 standard as a guideline.

A safety officer shall be assigned when, in the opinion of the incident commander, the emergency has reached a level that requires additional safety precautions. In the absence of the safety officer, the incident commander shall assign a fire officer or firefighter to fulfill this responsibility. A safety officer may have additional duties at the emergency if manpower is limited. As the incident gets larger, the role of the safety officer must also become larger (reference the *Owego Fire Department Standard Operating Procedures*).

A personnel accountability system shall be established with each active member being assigned an accountability "tag", in accordance with the *Owego Fire Department Standard Operating Procedures*.

Special hazards may require special safety precautions. The special hazards shall be described along with the special precautions to be taken in the *Owego Fire Department Standard Operating Procedures* and the *Owego Fire Department Hazardous Materials Emergency Response Plan*. In addition, the guidelines shall be made available to each member. The Owego Fire Department recognizes that the development of these guidelines shall be an ongoing process. Each year these guidelines shall be reviewed for necessary additions and modifications.

EMS personnel and an ambulance shall be dispatched to emergencies where their services may be needed.

Emergency Operations

All training evolutions and emergency operations

The incident commander shall be responsible for the overall safety of the firefighters, and each fire department officer shall monitor the personnel under their control.

The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations. So as to allow for at least a team of four persons to perform interior structural firefighting (in accordance with applicable 2 in/ 2 out regulations), it is recommended that an operational company be staffed with at least four firefighters within five minutes of arrival at an emergency.

Facility Safety

Owego Fire Department

Fire stations operated by the Owego Fire Department shall comply with all applicable codes, and shall be inspected annually for code compliance. Additionally, a safety evaluation should be conducted at least quarterly for items that effect member safety.

New apparatus rooms shall be equipped with a vehicle exhaust removal system to automatically vent the vehicle exhaust. If practical, existing apparatus rooms may be retrofitted with such ventilation equipment. Until such time, it shall be the policy of the Owego Fire Department that all apparatus rooms be properly ventilated at any time a vehicle is operated.

Smoke detectors shall be installed and maintained in all meeting rooms and other areas, as recommended by the house operations committee.

Medical Requirements

All candidates for membership in the Owego Fire Department shall have a physical examination by a licensed physician prior to membership and be recommended for membership. The components of the examination shall include examination of the heart, lungs, allergies, and any other area identified by the physician that may restrict or impair the candidate's ability to perform the functions of a firefighter. The department shall identify any additional physical requirements that the candidate shall meet, commensurate with the duties that the candidate will be expected to perform.

MEMBERSHIP CERTIFICATION STANDARD

Introduction

The purpose of this document is to define the certification standards that will apply to all members of the Owego Fire Department.

The Owego Fire Department is made up from a diverse membership that performs many functions in service of the Department and the community. The purpose of this document is to define, in terms of performance based standards, job categories and minimum levels of proficiency required of members desiring to participate in the categories. It is the intent of the Owego Fire Department to be fully compliant with all applicable training regulations by ensuring that all personnel have been adequately trained to safely perform the tasks they are to be assigned.

For the purposes of defining job categories and their related proficiency standards, membership in the Owego Fire Department will be classified into two categories: Active Membership and Inactive Membership. These categories are defined solely on the basis of active emergency service as follows:

Active Membership - members that have been trained to perform a specific job or duty on an emergency scene, and have met the minimum annual training requirements to maintain that classification. Jobs and duties of active members are defined later in this document.

Inactive Membership - members of the Department that do not perform jobs and duties

at emergency scenes, or have not met the training requirements of Active Membership. Jobs and duties of Inactive Members may include administrative, social, educational, and other duties valuable to the Owego Fire Department.

The Owego Fire Department recognizes the value and contributions of all of its members, and has set forth the classifications above with the intent of protecting the health and safety of the membership. Each member desiring active status shall receive adequate training commensurate with their duties and responsibilities.

Entrance Requirements

New applicants seeking membership in the Owego Fire Department must complete the New Member Training Program. This program was developed to provide a safety and orientation training and is designed to serve as a basis for further training as required by the job categories the new member is to be assigned to. This new member training is required of all applicants, regardless of their desire to seek inactive or active membership status upon entrance to the Owego Fire Department.

In Service Requirements

Members desiring inactive status must remain a member of their Company within the Owego Fire Department, in accordance with the bylaws of the given company.

Members desiring active status shall annually complete the *Owego Fire Department Safety Refresher Program* or an equivalent (including

individualized training as approved by the Chief).

Active Membership Job Categories

The following job categories are defined to provide a performance-based standard commensurate with the duties to be performed under each category. For each category, the minimum skills required to safely perform the duties associated are defined. By successfully demonstrating proficiency in the skills outlined for a given category, members will be certified to perform the duties associated with the category as they are defined in the certification standards.

The Owego Fire Department recognizes the importance of adequate training to ensure the health and safety of our members, and to provide the most effective emergency services to our community. Members shall receive training commensurate with the requirements of the tasks they are to be assigned.

Active membership job categories include the following:

- Exterior Firefighter
- Interior Firefighter
- Emergency Medical Personnel
- Fire Police
- Apparatus Operator/Driver
- Other categories as identified and approved by the Chief of the Department.

Entrance Requirements

Active membership status is a prerequisite to certification in any one of the job categories above.

Applicants seeking certification to perform the duties associated with a given job category shall demonstrate proficiency in the minimum skills required by the category. The proficiency standards and requirements for each job category are described later in this document.

In Service Requirements

Any requirements to maintain certification in a category, other than active membership in the Owego Fire Department, are defined in the proficiency standards for the given category.

Proficiency Standards: Exterior Firefighter

These standards are based on industry-recognized standards, including NFPA 1001, IFSTA Essentials, and the NYS OFPC Basic Firefighter Course.

Fire Department Organization

1. Describe the organization of the Owego Fire Department.
2. Demonstrate a working knowledge of the *Owego Fire Department Standard Operating Procedures*.

Safety

Safety requirements are satisfied through successful completion of the Owego Fire Department New Member Training, Annual Safety Refresher Program, or an equivalent program approved by the Chief of the Department.

Fire Behavior

1. Define fire.
2. Define the fire triangle.
3. Recognize the following conditions and the hazards associated with each:
 - a. incipient fire
 - b. rollover
 - c. hot smoldering fire
 - d. flashover

- e. free burning state
- f. backdraft
4. Identify three products of combustion.
5. Define the three methods of heat transfer.
6. Define the three physical stages of matter in which fuels are commonly found.

Portable Extinguishers

1. Identify the classifications of fire as they pertain to the use of portable extinguishers.
2. Describe the use and application of the types of fire extinguishers used by the Owego Fire Department.

Personal Protective Equipment (PPE)

1. Identify the function of the following equipment:
 - a. helmet (with eye shield)
 - b. nomex hood
 - c. boots
 - d. gloves
 - e. protective coat
 - f. bunker pants
2. Demonstrate the donning and doffing of the equipment listed above.
3. Identify the hazardous environments that the above PPE is designed to protect against and the limitations of the equipment.

Forcible Entry

1. Identify the forcible entry tools used by the Owego Fire Department.

Ventilation

1. Define the principles of ventilation, and identify the advantages and effects of proper ventilation.
2. Identify safety considerations when performing ventilation.
3. Identify the types of tools used by the Owego Fire Department for ventilation.
4. Describe the procedures to perform the following types of ventilation:
 - a. vertical
 - b. horizontal
 - c. positive pressure
5. Describe how the following factors are used to determine the integrity of a roof system:
 - a. construction
 - b. visual observation
 - c. elapsed time of fire

Ropes and Knots

1. Explain the uses of a bowline knot and demonstrate.
2. Explain the uses of a clove hitch and demonstrate.
3. Explain the uses of a figure 8 knot and demonstrate.
4. Distinguish between life safety rope and utility rope.

Ladders

2. Identify methods of access through locked doors and windows using the tools carried by the Department.
1. Identify and describe the use of the following types of ladders used by the Owego Fire Department:
 - a. attic ladder (folding)
 - b. roof ladder
 - c. extension ladder
 - d. aerial ladder (841)
 - e. step ladder
2. Demonstrate the carry, raise, and position of a roof ladder.
3. Demonstrate the carry, raise, and position of an extension ladder.
4. Describe and/or demonstrate working from ladders with tools, hoses, and appliances.

Fire Hose, Appliances, and Streams

1. Describe the types, sizes, and applications of the hose used by the Owego Fire Department.
2. Demonstrate the use of nozzles, appliances, and adapters.
3. Demonstrate coupling and uncoupling the types of hose used by the Department.
4. Demonstrate the operation of a charged attack line, including the proper method of operating the nozzle.
5. Describe the types of hose loads used by the Department.
6. Describe water hammer and at least one method to prevent it.
7. Identify the appliances used by the Department and their application.

8. Describe the qualities of an effective fire stream.

Salvage

1. Identify the purpose of salvage, and its value to the public and the Department.
2. Demonstrate deploying of a salvage cover.
3. Demonstrate the proper folding of a salvage cover.
4. Describe uses of salvage covers and equipment to prevent water damage.

Overhaul

1. Identify the purpose of overhaul.
2. Identify indications of hidden fire and describe the procedure to eliminate.

Rescue

1. Describe and demonstrate the use of a rescue carry.

Water Supplies

1. Connect a supply hose to a hydrant, and operate the hydrant valve.
2. Assemble and connect the equipment necessary to draft water from a static source.
3. Describe the use of portable tanks as a static water source.

Sprinklers

1. Identify the foam application equipment used by the Owego Fire Department and its use.
2. Demonstrate the application of a foam fire stream.
1. Describe the value of an automatic sprinkler system.
2. Describe the fire department sprinkler connection and water motor alarm, and their use by the Department.
3. Describe how an automatic sprinkler head activates and releases water.

Proficiency Standards: Interior Firefighter

Prerequisites

Certification as an Exterior Firefighter is required to be certified as an Interior Firefighter.

An annual physical exam is required, as described in the *Owego Fire Department Firefighter Safety and Health Program*.

Training, including the use of SCBA, is required on at least a quarterly basis.

Self Contained Breathing Apparatus

1. Identify the hazardous environments requiring the use of respiratory protection.
2. Identify the physical requirements of an SCBA wearer.
3. Describe the uses and limitations of SCBA.
4. Identify each component and safety feature of the SCBA used by the Owego Fire Department.
5. Demonstrate the donning of an SCBA while wearing full personal protective equipment (PPE).
6. Demonstrate the use of SCBA in conditions of reduced visibility.
7. Demonstrate the use of hand tools, hose lines, and appliances while wearing SCBA.
8. Describe the function of the personal alert safety systems (PASS) used by the Department.
9. Demonstrate the replacement of an empty air cylinder with a full cylinder.
10. Describe and demonstrate the emergency procedures to be used in the event of an SCBA failure.
11. Describe and demonstrate the inspection procedure used to inspect the SCBA for defects. Demonstrate the procedure for returning the SCBA to service after use.

Proficiency Standards: Apparatus Operator

Prerequisites

The candidate shall be an active member of the Owego Fire Department, meeting the requirements for active membership as defined in the *Owego Fire Department Membership Certification Standard*.

General

1. The candidate shall be familiar with the N.Y.S. Vehicle and Traffic Law, and how this law pertains to the operation of emergency vehicles.
2. The candidate shall be familiar with the Standard Operating Procedures of the Owego Fire Department, in regards to emergency vehicle response.
3. The candidate shall hold a valid New York State drivers license.
4. The candidate shall be at least 18 years of age.
5. The candidate shall be familiar with all Owego Fire Department Standard Operating Procedures regarding emergency vehicle operation.

Proficiency Requirements

The operator shall successfully demonstrate the minimum proficiency for driving skills, including the following exercises:

- Serpentine
- Alley Dock
- Opposite alley pull in
- Diminishing Clearance
- Straight Line
- Turn Around

These exercises are as defined in NFPA Standard 1002, Apparatus Operators.

The operator shall be familiar with proper positioning of apparatus upon arrival at emergency scene

The operator shall understand their responsibilities:

- Safe transport of crew and apparatus to and from the Emergency scene
- The assigned duty of the apparatus at an Emergency scene

All apparatus operators shall be certified to operate the apparatus and approved for such operation by the Chief of the Owego Fire Department.

Specialized Requirements

The Owego Fire Department recognizes that each apparatus has unique capabilities that require specific training and skills. In addition to the skills listed above, operators shall demonstrate proficiency in all

specialized areas for each apparatus they are to be certified to operate.

Engine 801

The operator shall demonstrate proficiency as a pump operator, as defined in the NYSOFPC Pump Operator course

The operator shall demonstrate the proper usage of the electronically controlled automatic transmission.

Engine 802

The operator shall demonstrate proficient operation of the manual transmission, including downshifting as appropriate.

The operator shall demonstrate proficiency as a pump operator, as defined in the NYSOFPC Pump Operator course.

Engine 803

The operator shall demonstrate proficient operation of the manual transmission, including downshifting as appropriate.

The operator shall demonstrate proficiency as a pump operator, as defined in the NYSOFPC Pump Operator course.

The operator shall demonstrate the skills required to operate the Otterbine floating portable pump.

Pumper-Tanker 804

The operator shall demonstrate proficiency as a pump operator, as defined in the NYSOFPC Pump Operator course.

The operator shall demonstrate proficiency in operating 804 as a water tanker, including tanker shuttle operations.

Aerial Ladder 841

The operator shall demonstrate proficiency in operating the aerial ladder, in accordance with the skills defined in the NYSOFPC Ladder Company Operations course.

Brush Truck 842

The operator shall demonstrate skills in operating the portable pumps carried on 842.

The operator shall be familiar with the operation of the traffic control arrows on 842.

The operator shall be familiar with the four wheel drive operations of 842.

Rescue 851

The operator shall demonstrate the operations of the light towers on 851.

The operator shall demonstrate proficiency in using the cascade system to refill SCBA compressed air cylinders.

Ambulances 831, 832, and 833

Specialized certification requirements for the ambulance units are as defined in the *Owego Fire Department Ambulance Driver Certification Program*.

STANDARD OPERATING PROCEEDURE #1 INJURIES

A) Any firefighter or member of OFD injured and/or becoming ill at any fire department related function including any call or training, will report the incident to the Chief Officer or his designee within 12 hours or as soon as possible. Include the following:

Time, date, place where it occurred.

What caused the injury or illness.

The seriousness or extent of the injury or illness.

What P.P.E. were you wearing.

Have you been seen by a physician or hospital.

If you waive any claim or treatment, you must do so in writing

B) Firefighters or members of OFD under a doctor's care for an injury or illness must submit a written note from the doctor that states the individual is fit to return to active duty.

C) Any firefighter if involved in a motor vehicle accident while responding or returning will submit to any testing as required by the Village of Owego policy.

OWEGO FIRE DEPARTMENT
SOP #2--RESPONSE

Response in a personal vehicle

Members responding to an incident are liable for their own actions. Members must comply with all Vehicle and Traffic laws and regulations at all times. The use of a blue

light does not grant any exceptions to the V&T laws. *The Chief, prior to affixing to their vehicle and using the Blue light, must issue members a Blue card.*

All personnel shall respond directly to the Fire Stations to man the apparatus, unless they must pass the incident to do so.

If it is necessary to respond to the incident scene, the member shall park where directed. If no direction is given the member shall follow these guidelines:

- Park on the same side of the road as the incident
- Park no closer than 500 feet from the incident
- Park completely off the road
- Do not block driveways, side streets, intersections, or hydrants. Do not park on lawns.

Personnel responding to an incident in their personal vehicle are to stage at 851 or at the manpower staging area designated by the officer in charge.

Response in an emergency vehicle

The Chief in accordance with the Owego Fire Department Member Certification Standard shall certify apparatus operators.

At no time will any person operate apparatus while alcohol or drugs impair their ability.

The driver/operator is responsible for the apparatus and the crew when responding to an incident. Extreme caution should be exercised at all incidents, and speed should be adjusted according to weather conditions. Reference the *Owego Fire Department Member Certification Standard*.

Apparatus is to be staffed with a minimum of two members before responding to an incident, unless otherwise directed by the incident commander.

When present, the passenger front seat should be filled by the company officer.

The first responding apparatus is to radio enroute to Tioga County Fire Control, reporting their vehicle number, destination, and the type of call. All other apparatus responding are to announce they are enroute without calling Fire Control. For example, "851 enroute". This alerts the responding officers as to which apparatus is responding without

unnecessarily increasing the workload at Fire Control.

It is the policy of the Owego Fire Department that all apparatus are to use their headlights at all times. Flashing headlights (or "wig - wags") are not to be used after dark, and should be turned off when on the scene.

All members shall don Bunker gear prior to responding on Fire Apparatus. The driver shall have the option of putting his / her gear on at the scene. The driver shall remain with the apparatus unless reassigned by the Incident Commander.

STANDARD OPERATING PROCEDURE #3 COMMUNICATIONS

- A. English language is to be used when making radio transmissions. No "10-codes" are to be used. Common status designators are:

Responding	On the Scene
Returning	Relocating
Out of Service	Affirmative or Received

- B. Be short, specific, and clear. Know what you are going to say before you key the microphone. Choose precise, short terms and avoid uncommon or little-used words. Common language and standard firefighting terms are best understood. Operational orders should be specific.
- C. Avoid the use of distracting mannerisms, including "CB Lingo". Use a natural tone and avoid whispering, mumbling, or shouting. Speak in a clear tone at a

normal rate.

- D. Be certain that the receiver is ready to receive before transmitting. Make sure the message is understood. A brief restatement of the message is far more effective than "received".
- E. When returning to service, the transmission of status should be given by the officer in charge. This cuts down on unnecessary radio traffic.
- F. First responding apparatus is to radio out to Fire Control, reporting their vehicle number, destination, and type of call. All subsequent apparatus responding are to radio enroute to "dead air". For example, "851 responding" or "841 responding". This alerts other responding units as to which apparatus is responding without unnecessarily increasing the workload for Fire Control.

STANDARD OPERATING PROCEDURE #4 PERSONAL PROTECTIVE EQUIPMENT

Purpose

To provide each member of the Owego Fire Department clear direction that defines the proper and expected use of Firefighter & EMS protective clothing in order to ensure the safety of the fire department personnel. It is also essential for the safety of every Firefighter & EMS provider to keep their Personal Protective Equipment (PPE) in proper condition by performing regular inspections and maintenance of their PPE that will ensure this level of safety.

All members are to wear full PPE at all times on the incident scene, unless given permission not to do so by the Officer in charge based on conditions.

- Firefighters are not invincible. Even when wearing PPE the chance for injury still exists. Be aware of the limitations of the PPE and use caution.

- PPE is to be worn at all times when operating on the incident scene. Additionally, PPE is to be worn in training exercises where protective clothing is necessary.
- There are no exceptions for interior firefighting to be performed without the entire FULLY COMPLIANT NFPA APPROVED PPE.
- When responding, PPE should be donned before mounting the apparatus. The use of PPE provides additional protection in the event of an accident when responding. PPE should not be donned or doffed while riding in a moving apparatus. The apparatus driver is allowed to don his gear when arriving at the scene to allow for the safest possible driving mobility.
- $\frac{3}{4}$ Length Boots are NOT acceptable for ANY interior fire suppression activities and will not be issued to any member as PPE. $\frac{3}{4}$ Length Boot may be located on apparatus for use for support operations only when department issue PPE is not available.

- PPE including SCBA must be worn during interior firefighting AND overhaul until it can be assured the atmosphere is safe for normal breathing. CO must not be present.

(Tioga County Haz-Mat has CO meters available)

Personal protective clothing will consist of the following items when personnel are engaged in structural firefighting, fire suppression, or auto extrication. ALL PPE must be NFPA Approved or compliant. Any personally owned / purchased PPE MUST be fully NFPA compliant.

Helmet

Only those helmets provided by the department or are fully NFPA compliant are acceptable.

Helmet must be adjusted to fit properly.

Chinstrap must be in place and secured properly.

Earflaps must be down.

Eye shield must be in the down position when involved in any activity where there is a possibility of eye injury.

Goggles

Even though helmets have eye shields, additional eye protection may be required for certain operations, which may include:

Operating the chain saw

Operating the K-12 saw

Operating air powered chisels

Operating the Hurst rescue tool

Operating any other power equipment which may pose a hazard

Goggles are provided by the Department (carried on 851) and are to be used whenever performing an operation where there exists the possibility for eye injury. This is in accordance with requirements of OSHA 29 CFR 1910.133.

Flip-Down Eye Shields do not provide sufficient eye protection under these operations.

Flip-Down Eye Shields do not provide sufficient eye protection under these operations.

Nomex Hood

Should be worn at all times while engaged in fire suppression operations and or cold weather conditions.

May not be required for Grass / Brush Fire suppression activities based on existing conditions.

Bunker Coat

Only those coats provided by the department or those meeting the approval of the Chief are acceptable.

All liners are to be in place at all times.

When the coat is worn, all snaps and closures must be fastened or secured properly.

Collar should be up and secured.

May not be required for Grass / Brush Fire suppression activities based on existing conditions.

Note: During cold weather, extra clothing must be worn underneath coat for added warmth.

Shirts and blouses worn under bunker coats must cover the shoulders (for example: short sleeve T-shirt).

Bunker Pants

The Department may provide bunker pants.

Pants purchased by firefighters must meet the approval of the Chief prior to their use at an incident.

What to wear under bunker pants:

During cold weather, several layers of clothing under protective clothing provide added warmth.

Long pants must always be worn under 3/4 length boots, regardless of the weather.

Boots

Only those boots provided by the department or those meeting the

approval of the Chief are acceptable.

Socks should be worn at all times when wearing turnout boots.
3/4 length boots must be pulled up at all times while operating on the scene.

Short boots are only to be worn in conjunction with bunker pants.

Gloves

Firefighting Gloves

Only those gloves provided by the department or those meeting the approval of the Chief are acceptable.

Gloves must be worn when involved in any activity where the risk of hand or finger injury is present.

Firefighting Gloves during any fire scene activities which includes Overhaul and Apparatus replenishment.

Extrications Gloves

Extrication gloves are allowed while operating at Vehicle Accident scenes but not for fire suppression.

Heat Resistant Gloves

Special heat resistant gloves must be worn when using any equipment involved in the extinguishment of a chimney fire, including the chains, weights, or chimney nozzle. These gloves provide an added measure of heat protection.

Latex gloves

Latex Gloves are mandatory if assisting EMS at any incident where contact with bodily fluids can be an extreme health hazard.

Self-Contained Breathing Apparatus (SCBA)

To only be donned by Interior Level Firefighters. (Green Tags *)

Always donned when a smoke condition is present in area of activity.

Must be worn in accordance with the *Owego Fire Department Respiratory Protection Program* and other pertinent *Standard Operating Guidelines*.

* Green Tag - Members that have achieved the proper level of formal

training regarding interior fire suppression and rescue operations and have a current physical that verifies personal fitness to engage in interior operations.

Reflective Vests / Coats

All fire department personnel that are engaged in operations involving a public street or highway in the evening, night or morning shall wear approved reflective clothing. This can include department issued reflective vests or coats (rain or otherwise).

All Department personnel that are engaged in operations involving a public street or highway during the daylight hours must wear safety orange or safety green vest or clothing.

This will ensure the highest visibility to the approaching motorists at all times.

The Incident Commander (IC) may use his or her discretion in order to regulate the use of protective clothing where exceptions appear necessary (extreme weather, time duration, etc).

If any Firefighter or EMS Provider is engaged in firefighting, or vehicle extrication using hand or power tools, or exposed to broken glass or jagged metal, full PPE shall be worn.

- PPE shall be worn at all times that a hazard exists, or has the potential to exist.

- While training the proper level PPE for the training scenario, shall be worn.
- When PPE is required, it shall be worn in the proper and correct manner.
- Helmet face shield or NFPA approved goggles, shall be utilized at any time the need for eye protection is necessary.
- If there is any blood or body fluid contamination to bunker gear, the gear should be removed at the scene and washed as soon as possible.

When passing a scene without bunker gear, personnel shall report to staging and wait to be assigned. These personnel shall be utilized for non-hazardous duties only.

When performing duties after the hazards have been eliminated, or fire has been suppressed command can allow personnel to remove bunker gear. Gloves shall be worn when handling firefighting equipment and vests if any traffic hazards exist.

It is the responsibility of each OFD member to inspect his or her gear. The

inspection shall be done after each incident and once a month.

Inspections shall include looking for:

- Dirt, Wipe off, brush off, hose off, or scrub off and then wash in department washing machine if needed. (See cleaning PPE Section)
- Contamination of blood, hazardous materials, and/or hydrocarbons.
- Inspection of PPE coats and bunker pants must include a visual evaluation of the inner liner, vapor barrier and seams.
- Tears, holes, or wear shall require that the subject PPE shall be taken out of service and replaced or repaired.
- Damaged gear shall be sent to an NFPA approved repair facility for rehab of gear if repair is feasible.

All fire department personnel shall be required to turn in defective or worn out equipment to a Chief for replacements.

In the event equipment is lost, the OFD member shall immediately notify the Chief or their Company Officer.

Helmets shall have a minimum of reflectivity when issued. Reflective material may be added but not removed.

Any newly department purchased Bunker Coats shall have the Firefighters Last Name on the back in reflective letters to help assist with scene accountability.

Cleaning PPE

Bunker coat and pants can be machine washed one set at a time. ***Use the washing machine at the station #2 so you do not contaminate your home washing machine.*** If the gear is heavily soiled, wash with hose first, air-dry only.

Gear should be laundered no more than 2 times per year, but should be rinsed with water if soiled. Gear must be kept clean - dirty gear is a sign of contamination)

Boots, Gloves and Nomex Hoods shall be washed with warm water and mild detergent.

When ever possible, remove dirt and contaminates at the scene.

STANDARD OPERATING PROCEDURE #5 –INCIDENT COMMAND

1. **Incident Command:** Refers to those functions necessary to a successful accomplishment of strategic objectives in the mitigation of any and all types of Fire and EMS emergencies.
2. **Incident Commander:** That position in the incident command structure that is responsible for the overall management of incident operations. The term incident commander is a generic one that refers to both the position and function, rather than to a specific person or rank. As the identity of the incident commander changes through transfers of command, this responsibility shifts with the title. Aides who might be called upon to handle radio transmissions or track operations and times will often assist incident commanders in their command functions.
3. **Command Post:** A stationary location established early in an incident from which the management of the incident takes place. The incident commander must take up a position there to gather and analyze information necessary to the issuance of orders for mitigating emergency incidents. The command post

should be the communications center for the incident.

4. **Safety Officer:** Reports only to the incident commander and has the emergency authority to prevent or stop any and all directives that he (she) feels may result in the injury or death of personnel. Overall scene safety is the first and only responsibility of this officer.
5. **Operations Officers:** Will be responsible for translating the strategic directives of the incident commander into tactical objectives. They will assign manpower to the tasks necessary to effect the mitigation of the incident. If the incident escalates to involve multiple alarms, the operations officer shall assign responsibility for the accomplishment of the necessary tactical objectives to sector officers who shall see to their accomplishment and report back to him.
6. **Water Supply Officer:** Shall assume responsibility for the provision of a water supply adequate for the accomplishment of the tactical objectives.
7. **Staging Officer:** Will verbally assign manpower and equipment to report to specific sectors on the orders of the incident commander. All incoming unassigned units should report to a staging area. Staging areas should be located close to an incident, yet far enough away so as not to interfere with emergency operations. Rather than incoming units calling for assignments prior to arrival, such units should report to the staging areas to await assignment when needed. This will reduce the amount of "freelancing" and make control of emergency incidents more effective.
8. **EMS Officer:** Shares the same basic responsibilities as the operations officer, only their concern is with medical matters rather than fire or rescue operations. They will be responsible to assign manpower to the tasks necessary to the mitigation of the incident. As incidents escalate in scope, EMS officers shall assign sector officers who shall be responsible for the completion of essential tactical objectives.

Establishing Command

- A. The first arriving Fire Department or Emergency Squad Officer (or his designee) shall be designated as the initial incident commander, and shall remain in command until relieved by a higher ranking officer or until the incident is terminated. If no officer is on the scene, *the most experienced firefighter on scene shall establish command and be Incident Commander until relieved by an officer.*

The person assuming command shall transmit a brief initial radio report, known as an "arrival report". This report should include:

1. Command identifier (command should be identified by agency name, i.e.: *Owego Command*, or in the case of multiple incidents: *Owego Front St. Command*)
2. Size up report - 3-side size up, reporting what you have found and what your immediate plan of action is, *shall be given over the radio (not a portable) and repeated by the county dispatcher.*
3. Requests for additional resources (if needed)
4. Designated attack mode: The assumption is made that fires will be fought in an offensive mode (interior attack) unless the incident commander makes the decision to proceed in a defensive mode.

Organization of Emergency Scenes

- B. As the emergency incident develops, the incident commander must delegate various responsibilities to other officers. In most incidents an operations officer will be the first position filled.

The operations officer will begin the process of assigning crews to accomplish the overall objectives of the incident commander. As the incident continues to escalate, the operations officer will in turn assign tactical responsibilities to sector officers. The size and scope of the incident will determine what sectors will be created. Attention must be paid by the operations officer that he/she not tries to manage more than 4 or 5 sectors simultaneously. These "span of control" problems can quickly overcome a manager's ability to cope with changing situations.

The operations officer should assign sectors by function (for example, interior sector, ventilation sector, rescue sector, etc.).

Sectors may also be assigned by their location relative to the incident, using a clockwise numbering technique.

Clockwise Numbering of Sectors



Side 3

Front of Building, "Address Side"

Interior numbering starts at ground level floor as 1. As you go up the number gets higher for each floor (Interior 2, Interior 3, etc.). Below interior floor 1 is called interior basement.

Exposures are numbered according to the side of the structure they are exposed to (for example, exposure 2 would be on side 2 of the incident).

Summary

There can be little doubt that the best training in an incident command system will be the day to day use of the system at all incidents. Regular use will improve everyone's understanding of the system as well as providing experience for fine-tuning so that when the "big one" occurs the use of the incident command system will be routine.

STANDARD OPERATING PROCEDURE #6 - SPECIAL INCIDENTS

- 1) Firefighters, emergency squad and other sub-units of the OFD will report to the Central Fire Station with all PPE and stand-by until assigned or dismissed by the officer in charge.
- 2) Personnel may be sent to a staging area where they will be held until reassignment. An officer will be in charge of the firefighters and that officer will be in contact with the I.C. system.
- 3) Accountability tags will be collected at the staging area.
- 4) Radio traffic is to be kept to a minimum.
- 5) In the event of a disaster or major incident, do not report POV to the scene but go to Central Station or other designated staging area.
- 6) Stay with your unit. Do not freelance. Use the time to develop situational awareness.

STANDARD OPERATING PROCEDURE #7-PERSONNEL ACCOUNTABILITY SYSTEM

This Standard Operating Guideline describes the personnel accountability system used by the Owego Fire Department. This accountability system is to be used at each emergency incident.

Each active member shall be issued an accountability tag, bearing his or her name and a unique "tag number" assigned to that individual. This tag will be black in color, and designates that the individual is an exterior firefighter (reference the *Owego Fire Department Membership Certification Standard*). This black tag is to be carried by the individual to every emergency scene they respond to.

Upon arrival at the incident scene or staging area, each person is to turn in his or her black accountability tag. Tags are normally collected at 851. If 851 are not on the scene, tags may be left with the operator of the apparatus the member responded on, or be submitted to the incident commander.

Interior firefighters are issued an additional green accountability tag, which is used for on-scene accountability. These tags are also labeled with the member's name and tag number. Requirements for achieving certification as an interior firefighter are also explained in the *Owego Fire Department Membership Certification Standard*.

Interior firefighters are to turn in their green tags before entering a designated hazardous environment. An entrance officer will be assigned to keep track of the personnel entering a structure, and the green tags are to be left with this officer upon entry. When the interior firefighters exit the hazardous area they are to check back with the entrance officer and pick up their green tag. This system ensures that all personnel assigned to interior operations are accounted for at all times.

The assignments of the accountability tags to active personnel are to be reviewed annually, in accordance with the requirements of the *Owego Fire Department Membership Certification Standard*. This personnel accountability system meets the objectives of the *Owego Fire Department Firefighter Safety and Health Program*, and is an important part of the incident command system.

STANDARD OPERATING PROCEDURE #8 SELF CONTAINED BREATHING APPARATUS

Indications for use:

Hazardous atmospheres:

- a. Vapors and by-products of combustion have a very detrimental effect on the circulatory and respiratory system of the human body.
- b. All humans have an extremely low tolerance to these substances.
- c. During fire situations, oxygen levels may be depleted to a level below that needed to sustain life.
- d. Products of combustion are not only toxic, but are heavy enough and in such large quantity that they are able to exclude oxygen even in a partially open room.

Heated air:

- a. Heated air can damage the respiratory tract; cause a decrease in blood pressure, and cause swelling in the extremities and/or lungs, which interrupts the flow of oxygen in the blood.

Toxic materials:

- a. Incomplete combustion produces carbon monoxide gas, which the blood picks up more readily than oxygen. This can result in asphyxiation.
- b. Several types of toxic gases are formed as a result of fire. Any of these products may be capable of causing extreme respiratory distress, and in some cases, death.

Utilization of SCBA

- 1. All firefighters exposed to atmospheres known to be or suspected of being hazardous must have an SCBA in place and operating.
- 2. The decision not to wear SCBA's will be made by the officer in charge of

the scene, and not the individual firefighter.

3. SCBA's shall be used only after proper training and demonstration of proficiency, in accordance with the *Owego Fire Department Membership Certification Standard* and the *Owego Fire Department Respiratory Protection Program*.
4. Firefighters wearing SCBA's are not to work alone. The buddy system, working in teams of two, shall be used at all times.
 - a. If one or both low air alerts activate, both partners must exit at the same time.
 - b. Never leave one person alone in a hazardous environment.

Reference *Interior Operations SOP* for further details.

5. In accordance with the *Owego Fire Department Respiratory Protection Program*, SCBA's are not to be worn by those persons who:
 - a. Have already been exposed to extreme exertion or heavy smoke or vapors *or have already gone through two (2) tanks of air.*
 - b. Have been directed to stand down by the medical officer.
 - c. Have any respiratory problems (colds, asthma, bronchitis, etc.)
 - d. Have any facial hair that would prevent a proper face mask seal

Note: Individuals with heavy, matted hair at the temples; long sideburns; or with a beard are not to use SCBA because a proper face mask seal cannot be maintained.

6. It is the policy of the Owego Fire Department that SCBA's must be worn by individuals operating below ground level (including cellars, trenches, wells, septic tanks) or above ground level in contaminated atmospheres, or in situations where the atmosphere has the possibility of becoming hazardous.
7. Firefighters must resist the temptation to remove their SCBA's prematurely. During overhaul operations, carbon monoxide levels may still be at hazardous levels. SCBA's shall not be removed until ordered to do so by the incident commander.

STANDARD OPERATING PROCEDURE # 9 - ENGINE COMPANY OPERATIONS

The apparatus operator is responsible for the safe operation of the apparatus and equipment responding, during, and returning from any incident.

The cab rider –company officer when present- is responsible for radio communications during response and at the arrival of the apparatus. This may include the arrival report and initiating the incident command system.

At no time will anyone operate an apparatus under the influence of alcohol or drugs.

At no time will riders be allowed on the tail board of any apparatus while in motion.

Apparatus Operator Duties:

Respond to station

Know which apparatus is required for the incident

Clear all shore lines from the apparatus

Know where you are going and how you are going to get there (do not plan on crossing railroad tracks; East side use Erie St., West side use Front St.)

Check all passenger positions, seated and using seat belts

First due engine shall be the attack engine *and shall park just past the incident address.*

Position engine to allow additional apparatus room on the scene (841 for example)

Apparatus operator shall stay with the apparatus unless relieved by the incident commander.

Cab Rider Duties:

The cab rider shall radio out, in accordance with the Communications SOP.

Provide a 3-side size up upon arrival, radio the dispatch office in accordance with the Incident Command SOP and the Communications SOP

Additional Engine Assignments:

In the hydrant district, the second due engine is to stage at the nearest hydrant to prepare to supply water to the attack engine. Outside the hydrant district the second due engine is to proceed to the scene and stand by until assigned by incident command.

All additional engines shall stage at either the next available hydrant or at a convenient staging location until assigned. Radio incident command to get your assignment - do not commit the engine until assigned by incident command.

STANDARD OPERATING PROCEDURE # 10 – DRIVER LICENSE REQUIREMENTS

It is the policy of the Owego Fire Department that all operators of department vehicles shall hold a valid NYS Driver's License *and be 18yrs.old.*

Operators shall be certified on the apparatus they are to operate in accordance with the *Owego Fire Department Membership Certification Standard.*

STANDARD OPERATING PROCEDURE # 11 – MUTUAL AID RESPONSE

It is the policy of the Owego Fire Department that all personnel respond to their respective station when called for a mutual aid response. Do not take your private

vehicle to the scene unless a Chief Officer gives permission.

STANDARD OPERATING PROCEDURE # 12

Natural and Liquified Petroleum Gas Leaks

I. Information

- A. As much information as possible should be obtained from the person reporting the leak; information such as the type of product, amount or size of the container,

how long has it been leaking, are there any known ignition sources in the vicinity.

- B. Size-up (gathering of information) should start as soon as the alarm is received and continue while responding to determine the extent and details of the leak.
- C. Once size-up has been completed, apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.

II. Operational Guidelines

- A. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with the pertinent details covered such as the type of gas, source of leak, ventilation in place, and use of SCBA.
- B. The tactics should involve the minimum number (at least 2) of personnel needed to accomplish them, and all remaining personnel shall be staged in a safe and secure area. All operations that can be completed outside of the structure should be done outside. Every reported gas leak must be treated seriously and the risk to the firefighters managed as safely as possible.

III. Use of Equipment

- A. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area such as a basement. The area would be oxygen deficient, and you could suffocate.

Should an explosion occur, you will need to not only survive the explosive effect but also the burning gases. While the fire may only be a momentary flash, should you be inhaling a breath at that moment you could severely damage your respiratory system.

IV. General Considerations

A. Characteristics of Gases

- 1. Natural gas (methane) is colorless, treated with an odor detector, lighter than air -- rises and may be more predominant in the upper levels of a structure.
- 2. LP gas (propane or butane) is colorless, treated with an odor detector, heavier than air -- settles and may be more predominant in the lower levels of a structure. Caution if the structure has strong air currents. As an example, up open stairways or stud channels as may happen in a wood frame balloon constructed building. The vapors may also be found in the upper levels as well as the lower.

B. Ignition Sources

- 1. While it is impossible to identify every potential ignition source, some of the more common ones to be considered are as follows:
 - a. Pilot lights of appliances
 - b. Motors that may start
 - c. Arcing from electrical switches opening or closing -- could be as small as a flashlight to as large as a knife switch on an electrical cut off
 - d. Static electricity arc

While it is impossible to outline every possible problem that may be encountered or anticipated dealing with gas leaks or solutions to resolve them, they should be treated With the utmost care. Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignments.

It is essential that a good size-up be done, the real problems identified, a sound strategy developed, and tactical assignments made to support the strategy.

STANDARD OPERATING PROCEDURE # 13

Operational Guidelines for ALS Initial Response Vehicle 852 (FLY CAR)

I. Information

- A. Vehicle 852 is equipped to provide Advanced Life Support (ALS) Initial Response, and is intended to allow the on-call ALS technician to respond quickly to the emergency scene. Once on the scene, the technician can make a size-up of the situation and request additional resources as required. This vehicle shall supplement the EMS services provided by the Owego Fire Department Emergency Squad.
- B. Vehicle 852 shall meet the minimum standards for an ALS Initial Response vehicle, as determined by the State of New York. An equipment inventory shall be documented for this vehicle, and shall be reviewed and updated as often as necessary to ensure the full inventory is always maintained.

II. Operator Certification

- A. Operators of Vehicle 852 shall be certified by the Chief of the department (or his designee) prior to operating this vehicle. In accordance with the other Standard Operating Guidelines (SOPs) of the department, each operator shall be trained in safe emergency vehicle operations. In addition, the operator shall demonstrate proficiency in operating 852 and in locating and identifying all equipment carried on the vehicle.
- B. All operators, unless otherwise approved by the Chief, shall be active members of the Owego Fire Department Emergency Squad.

III. Operational Guidelines

A. Vehicle Response

- 1. Vehicle 852 may remain in the possession of the on-call ALS technician for the duration of their duty. When not in direct use by an on-call technician, the vehicle shall be housed at Central Fire Station. The Chief, or his designee, prior to exercising this privilege, must approve operators.
- 2. While in possession of the on-call ALS technician, the vehicle and its contents

are the responsibility of the technician.

3. Upon returning 852 to service, the on-call technician is to inventory and inspect all equipment to ensure that the vehicle is ready for use. Fueling the vehicle with the gas card provided shall be the responsibility of the technician when returning the vehicle to service.

B. Special Considerations

1. In freezing weather, it may be necessary to remove the drug box from the vehicle to keep the medications from freezing. The drug box is to remain locked at all times and should remain under the direct supervision of the on-call technician.

STANDARD OPERATING PROCEDURE # 14 RAPID INTERVENTION TEAMS

1. The Incident Commander shall appoint an Accountability Officer who shall have the responsibility of accounting for all personnel operating inside a structure. In accordance with the *Accountability System SOP*, the Accountability Officer shall check that all safety equipment (SCBA, PPE, PASS) are in place and operational before allowing a team to enter the structure. The team's accountability tags shall be collected by the Accountability Officer to identify all personnel operating within the structure.
2. Communications shall be maintained with all teams operating within a structure. Communications may be conducted via radio, voice, visual signals, or signal line.
3. The Accountability Officer shall have command of an adequate number of suitably equipped personnel to perform rescue duties should the need arise. A Rapid Intervention Team (RIT) shall consist of a minimum of two (2) fire fighters properly equipped to effect a rescue operation and shall be located in the nearest safe area so as not to be affected by any likely incident which would precipitate the need for their services. The RIT's primary responsibility shall be to standby to implement a rescue operation on a moment's notice.
4. The Accountability Officer shall dispatch the Rapid Intervention Team whenever he/she receives a request for assistance from those inside or whenever he/she is unable to determine their status. The Accountability Officer shall communicate with interior crews frequently enough to ensure their safety.
5. The Incident Commander shall assure that a minimum of three (3) fire fighters are assembled prior to implementing operations inside the structure involved unless, in his/her professional judgement, immediate action must be taken to prevent the loss of life or serious injury.

The following guidelines have been developed to assist the Incident Commander or individual members in making this decision:

- A victim in need of immediate rescue is visible, or is heard calling from, inside the structure or involved space.
- Citizens on scene advise you that they know or are reasonably certain that an occupant is still in the structure or involved space and you have a high degree of confidence in this information.

There is some other evidence to give you a high degree of certainty that someone is in the structure or involved space who needs immediate assistance.

- You believe that you may make an entry, reach the victim and remove him/her to a safe area with the available PPE and before the fire develops to a stage that will prevent your escape. Keep in mind that incoming units will attempt to rescue you, should you become incapable of self-rescue, probably eliminating any chance of rescue the victim may have had.
- You have some method of notifying incoming units of your intentions and whereabouts.
- Primary searches or property conservation are not adequate justification for entering prior to assembling three (3) persons.
- Individuals who attempt rescues without the safeguards in place will have their actions reviewed by the Chief. This review will be for educational purposes and to make recommendations on modification of this procedure.
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STANDARD OPERATING PROCEDURE # 15
LINE OFFICER RESPONSIBILITIES

The Captain and Lieutenant will be aware for the safety and welfare of firefighters working under their command.

The company officers will decide the incident plan of attack with a primary consideration on crew safety and work under the instruction of the Incident Commander.

The officers expect each firefighter riding the apparatus to form a team for the duration of the incident unless released by the officer.

The officers will encourage all firefighters to maintain up to date training as offered by NYS instructors, department instructors, and individual self education.

When appropriate the Captain and the Lieutenant will divide the crew into teams to achieve the goal and improve safety.

The officers will strive to know the location of firefighters on their team.

The Captain and Lieutenant will immediately listen to the safety comments of a fire fighter at an incident.

STANDARD OPERATING PROCEDURE # 16
FIREFIGHTER RESPONSIBILITIES

The goal of all firefighters is to be safe and follow the guidance of the company officers.

If you go to an incident on an apparatus, you are to remain as the crew of that apparatus unless otherwise directed by an officer. The engine is not a taxi cab providing a ride to the fire- it is a transportation system dependent on all occupants to perform a coordinated job.

Remain as a team. Do everything as a group and DO NOT leave the team under any independent circumstance.

Green tag fire fighters should select a hand tool when exiting the engine and follow the lead of the company officers.

Firefighters will take training courses to do their jobs safer and smarter.

Firefighters will help the officers be aware of the location of all firefighters and officers.

Firefighters will be free to make immediate comment to the Captain or Lieutenant about a safety issue.

If you go POV, then report to IC or staging and stay with it, until assigned by an officer.

STANDARD OPERATING PROCEDURE # 17
Operational Procedure for Fire Police response with 853

Vehicle 853 is equipped to provide Fire Police support to any Owego Fire Department Call where traffic control efforts are required. It will be stored at Owego Fire Department, station 1.

Vehicle 853 shall meet the minimum standards for any Emergency Response vehicle, as defined by the State of New York. An equipment inventory shall be documented for this vehicle, and shall be reviewed and updated as often as necessary to ensure the full inventory is maintained.

OPERATOR CERTIFICATION

Operators of vehicle 853 shall be certified by the Chief of the department (or his designee) prior to operating this vehicle. Designated OFP officers are Captain, Co-Captain, Lieutenant and the First Sergeant. In accordance with the other Standard Operating Procedures (SOP's) of the department, each operator shall be trained in safe emergency vehicle operation. In addition, the operator shall demonstrate proficiency in operating 853 and in locating, identifying and operating all equipment carried on the vehicle.

The Officer doing the certification must ensure all operators have a current drivers license prior to certifying them on vehicle 853.

All operators, unless otherwise approved by the OFD Chief, shall be active members of the Owego Fire Department Fire Police Squad.

OPERATIONAL PROCEDURES

Vehicle Response

While in the possession of the approved operator, the vehicle and its contents are the responsibility of the operator.

Upon arriving at an incident scene, the operator of 853 should position the

vehicle in a manner to be most visible as well as block/deter any vehicle that might accidentally hit it, so as not to cause harm to OFD, victims or police agency personnel working on the incident scene.

Upon returning 853 back to service, the operator is to inventory; list kept on vehicle, and inspect all equipment to ensure the vehicle is ready for use. Fueling the vehicle, with the provided gas card, shall be the responsibility of the operator when returning the vehicle to service and must be performed anytime the fuel tank is less than 1/2 full.

**STANDARD OPERATING PROCEDURE # 18
SAFETY OFFICER**

1. A safety officer shall be assigned to manage the fire department safety program.
2. The safety officer shall report directly to the fire chief.
3. The safety officer shall identify and analyze safety hazards and will be involved in corrective actions to deal with these hazards.
4. The incident commander shall have ultimate responsibility for scene safety.
5. The safety officer shall have the responsibility to identify and correct of safety hazards.
6. The safety officer shall have the authority to immediately correct situations that create an imminent hazard to members.
7. The safety officer shall monitor the scene and report the status of conditions, hazards and risks to the incident commander.
8. The safety officer shall ensure that the fire department's personnel accountability system is being utilized.
9. The safety officer shall ensure that hot, warm, decontamination and other zone designations are clearly marked and communicated to all members, when necessary.
10. The incident commander shall provide the safety officer with the incident action plan. The safety officer shall provide the incident commander with a risk assessment of incident scene operations, as necessary.
11. The safety officer shall ensure that established safety zones, collapse zones, hot zone, and other designated hazard areas are communicated to all members present on scene.
12. The safety officer shall evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards, as necessary.
13. The safety officer shall monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communications.
14. The safety officer shall communicate to the incident commander the need for assistant safety officers due to the need, size, complexity, or duration of the incident.
15. The safety officer shall survey and evaluate the hazards associated with the designation of a landing zone, as necessary.
16. The safety officer shall ensure that a rapid intervention crew is available and ready to respond.
17. Where fire has involved a building or buildings, the safety officer shall advise the incident commander of hazards, collapse potential and any fire extension in such buildings.
18. The safety officer shall evaluate visible smoke and fire conditions and advise the incident commander, sector officers, and line officers on the potential for flashover, back draft, blow-up, or other fire event that could pose a threat to operating teams.
19. The safety officer shall monitor the accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations.
20. Where non-imminent hazards are identified, the safety officer shall develop actions to correct the situation within the administrative process of the fire department. The safety officer shall

have the authority to bring notice of such hazards to whoever has the ability to cause correction.

21. At an emergency incident where activities are judged by the safety officer to be unsafe of to involve an imminent hazard the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at the emergency scene.
22. At an emergency incident where a safety officer identifies unsafe conditions, operations, or hazards that so not present an imminent danger, the safety officer shall take appropriate action through the incident commander to stop or eliminate the unsafe condition, operation or hazard at the scene.
23. The safety officer and assistant safety officers shall be readily identifiable on the incident scene.
24. The safety officer shall periodically survey operations, procedures, equipment and fire department facilities with regard to maintaining safe working practices and procedures. The safety officer shall report any recommendations to the fire chief.
25. The safety officer shall attend officers meeting and provide input on risk assessment and member safety.

**STANDARD OPERATING PROCEDURE # 19
RESPONSE STANDARDS**

Structure Fire (Including Chimney Fires):

<u>Within Village Limits:</u>	<u>Outside Village Limits:</u>
804	804
841	801
801	803 (As “Tanker”)
803	841 (If Needed)
851	EMS
EMS	

<u>MVA:</u>	<u>Automatic Alarms:</u>
851	
804 on 17/86 highway	1st Engine (Emergency)
1 Engine (801/804/803)	2 nd Engine (Non Emergency)
Other locations	EMS

841/851 (Non Emergency)
EMS

<u>CO Alarm Activation:</u>	<u>Vehicle Fires:</u>
804 (w/ meter)	1 Engine
851 (Non Emergency)	851
EMS	EMS

<u>Brush Fires:</u>	<u>Water Rescue:</u>
842/845	842 (w/ 843 & 844)
2 Engine(s)	851
851 (If needed)	EMS
EMS	

This is a “guideline” for a typical response for the Owego Fire Department, since no incident can be completely planned the Incident Commander (IC) may modify the response at any time during the incident.

Not Every apparatus needs to respond “Emergency”, listen to Incident Command and use DUE REGARD when responding any apparatus

STANDARD OPERATING PROCEDURE # 20
HAZARDOUS MATERIALS EMERGENCY

RESPONSE

1. Introduction

The purpose of this document is to establish a basic plan for Hazardous Materials Responses. This plan provides a basic philosophy and strategic plan for hazardous materials situations. All Owego Fire Department Standard Operating Procedures and Guidelines, unless superceded by a specific part of this plan, remain in effect for Hazardous Materials incidents.

Hazardous Materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions, explosions, and similar events. Hazards involved may include toxicity, flammability, radiological hazards, corrosives, explosives, health hazards, chemical reactions, and combinations of factors. This plan provides a general framework for handling a hazardous materials incident but does not address the specific tactics or control measures for particular incidents.

This procedure is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate safety precautions at every incident. The use of proper Personal Protective Equipment (PPE) and SCBA whenever appropriate and the utilization of all Standard Operating Procedures on a continuing basis is the starting point for this plan.

The Owego Fire Department operates at an awareness level, and does not currently have the capability to mitigate a hazardous materials incident. It is the intent of the Owego Fire Department to provide for the safety of our members and the community, and to activate the Tioga County Emergency Response Plan as

needed to address a hazardous materials incident.

2. Alarm and Dispatch

The person receiving the alarm will attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of container(s), problem (leak, spill, fire, etc.) and dangerous properties of the materials. The incident taker should stay on the telephone with the caller to gain additional information after dispatching apparatus, if possible, or transfer caller to Sheriff's dispatcher. Any additional information shall be relayed to responding units after dispatch.

If the call comes from a person with particular knowledge of the hazardous situation, have that person meet and direct the arriving units. Any firefighter left in station or the arriving relief driver will immediately begin to research the situation using resources at his disposal (pre-fire plans, reference books, telephone contact, etc.) They will also obtain the prevailing wind speed and direction and announce them to responding units.

3. Initiating the Incident Command System

The Incident Command system shall be utilized on all incidents involving hazardous materials, in accordance with the Owego Fire Department Standard Operating Procedures.

The first arriving unit will establish Command and begin a size-up. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography, and location of the situation. Command will advise ALL OTHER UNITS to stage until instructed to take specific action. Units must stage in a safe location, taking into account wind, spill flow, explosion potential, and similar factors in any situation.

4. Incident Command

For all hazardous materials incidents, other than those that are handled on a routine basis, command shall be established or transferred to an officer with the following qualifications:

Minimum of 24 hours of training equal to the first responder operations level and in addition have competency in the following areas:

- a. Know and be able to implement the incident command system;
- b. Know how to implement the Owego Fire Department Hazardous Materials Emergency Response Plan;
- c. Know and understand the hazards and risks associated with firefighters working in protective clothing;
- d. Know how to implement the Tioga County Emergency Response Plan;
- e. Know of the county and state emergency response plans and of the Federal Regional Response Team;

- f. Know and understand the importance of decontamination procedures.

5. Size-Up

Command must make a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to Fire Department personnel, and taking advantage of available protective equipment. The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A hazardous materials incident requires a more cautious and deliberate size-up than most fire situations.

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance.

Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident, and degree of risk to unprotected personnel. Take immediate action to evacuate and/or rescue persons in critical danger, if possible, providing for safety of rescuers.

The major problem in most cases is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, and shipping papers, refer to pre-fire plans, and ask personnel at the scene (plant management, responsible party, truck drivers, fire department specialist).

Utilize reference materials carried on apparatus and have dispatcher contact other sources for assistance in sizing up the problem (Chemtrec,

other agencies, fire department specialists, manufacturers of materials, etc.).

6. Action Plan

Based on the initial size-up and any information available, Command will have to formulate an action plan to deal with the situation.

Most hazardous materials are intended to be maintained in a safe condition for handling and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior. The strategic plan must include a method of getting the hazardous material back into a safe container, plans for disposal of material, neutralizing material, or allowing dissipation of the material. The specific action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource or to adopt a "holding action" wait for needed equipment or supplies.

As a general policy, the Tioga County Emergency Response Plan will be implemented to provide resources with the proper protective equipment; trained personnel; control material; and equipment.

The Action Plan must consider the following objectives::

1. Safety of Firefighters
2. Safety of citizens
3. Evacuation of endangered area, if necessary

4. Control of situation

5. Stabilization of hazardous materials

6. Disposal or removal of hazardous material.

Avoid committing personnel and equipment prematurely or "experimenting" with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

VI. Control of Hazardous Area

A hazardous material incident has two zones associated with the scene, similar to a fire. There are the HAZARD ZONE and the EVACUATION ZONE.

7. Hazard Zone

The Hazard Zone is the area in which personnel are potentially in immediate danger from the hazardous condition. This is established by Command and controlled by the Fire Department. Access to this area will be rigidly controlled and only personnel with proper protective equipment and an assigned activity will enter. All personnel and equipment will remain in designated staging areas until assigned. Personnel will be assigned to monitor entry and exit of all personnel from the Hazard Zone. The Hazard Zone should be geographically described to all responding units, if possible. (A Sector may be established to control access to the Hazard Zone and maintain an awareness of which personnel are working in the area.)

8. Evacuation Zone

The Evacuation Zone is the larger area surrounding the Hazard Zone in which a lesser degree of risk to personnel exists. All civilians would be removed from this area. The limits of this zone will be enforced by the Police Department based on distances and directions established in consultation with Command. The area to be evacuated depends on the nature and amount of the material and type of risk it presents to unprotected personnel (toxic, explosive, etc.).

In some cases, it is necessary to completely evacuate a radius around a site for a certain distance (i.e. potential explosion).

In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors).

NOTE: When toxic or irritant vapors are being carried downwind, it may be more effective to keep everyone indoors with windows and doors closed to prevent contact with the material instead of evacuating the area. In these cases, companies would be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems. In all cases, the responsibility for safety of all potentially endangered citizens rests with Command.

9. Use of Non-Fire Department Personnel

In some cases, it may be advantageous to use non-emergency personnel to evaluate hazards and perform certain functions for which they would have particular experience or ability.

When such personnel are outfitted with breathing apparatus, etc., they must be made aware of the functions, limitations and safety precautions necessary in their use. Emergency personnel with the necessary protective equipment must closely monitor and/or accompany such personnel for safety.

The Owego Fire Department understands that the incident commander is responsible for the safety of all personnel involved in any incident, and considers safety to be the top priority.

Listed are the SOP MINIMUM requirements for line and chief officers in OFD. All officers (LT, CAPT, 874,873,872,871) must be current for 8 hours of OSHA as described in our SOPs.

All courses below are to be taught at the National Fire Academy or NYS Fire Academy or by county NYS approved instructors. NIMS is offered by Homeland Security or equivalent. Certificates or NYS issued transcript or equivalent must be possessed.

- 1) Lieutenant- 2years in OFD, A-FF1 or Scene Support, B-NIMS 100, Certified on company apparatus
- 2) Captain- 3 years in OFD with 1 year as lieutenant. A-Building Construction, Combustible, B-EVOC+ pump operator and/or, aerial operator, and/or rescue. C-NIMS 200
- 3) 874- 4 years in OFD with 1 year as line officer with Captain's level courses. A-Intro to Fire Officer, B-NIMS 700,800 and C- Courage to be Safe
- 4) 873- 4 years in OFD + 1 year at 874. Fire Officer 1
- 5) 872- 5 years with 1 year at 874. A-Fire Officer 1, B- NIMS 300 (fire service)
- 6) 871- 5 years with 1 year at 874. A-Fire Officer 1, B-NIMS 300 (fire service)

NOTES: This will be fully implemented in 3 years at the time of annual nominations.

For the interim period from the time of adoption to 3 years by the time of the convention for nomination, all line and chief officers must be current for OSHA. 871 and 872: A-FF1 or Scene Support, B-Building Construction-Combustible, C-Courage to be Safe, D-Intro to Fire Officer, and E-prior Chief/Line Officer experience in OFD. In the event of no candidates due to the requirements, the fire officers may elect to temporarily reduce the educational qualifications for an election.

