MOUNTAIN LAKE FIRE COMPANY

STANDARD OPERATING GUIDELINES

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The following Standard Operating Guidelines do not supersede the bylaws or the constitution of the Mountain Lake Fire Company’s

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**MISSION STATEMENT**

It is the mission of the Mountain Lake Fire Company to protect life and property. To provide the best possible care to the people that live, visit and travel through the area served by the Mountain Lake Fire Company. The Mountain Lake Fire Company will provide fire suppression, protection, treatment or other required services. The services will be provided to all persons without prejudice to race, color, creed, religion or sexual orientation. We are constantly striving for improvements in the care delivered, the quality of membership, the quality of training, education provided to our members and services to the members of the community we serve.

**Introduction**

The following document sets forth the standard operating guidelines for the Mountain Lake Fire Company. All members past, present and future shall be in full compliance with all provisions set forth in this document within one year after its enactment or date of membership**.**

These standard operating guidelines (SOG's) are for the guidance and information of Fire Company members. Its purpose is to give company members complete information regarding the SOG, assignments and general knowledge for proper conduct and behavior as a member of the Mountain Lake Fire Company (MLFC). The MLFC intends to use these SOG to train personnel and provide equipment and methods that will accomplish tasks necessary for effective emergency operations.

In service to the public, the company member must remember that his first duty is the protection of life and property, and that he/she is doing something for someone, whether it be rescue, protection of property, or special services. Personal safety is a top priority, fellow member is next.

In order to perform their duties properly, it is essential that the members of the Fire Company familiarize themselves thoroughly with all the rules, regulations, and assignments and SOG pertaining to their position and to conduct themselves, both on and off duty, in such a manner that will not discredit the company.

The right is reserved to amend or revoke any of the assignments and SOG or to make additional ones as the circumstances or the good of the service may require. No arbitrary rules can be established which will embrace all cases arising in the general discharge of company duties; something must be necessarily left to the intelligence and discretion of the individual, but if that discretion is used by a company member wantonly or consistently, he is answerable to higher authority.

It shall be the responsibility of all MLFC members to become totally familiar with this SOG.

When the fire department is requested to respond to any call, members will report to the firehouse to make certain that apparatus has responded. If the truck is on the scene, respond to the scene. Members that live on the other side of town will be allowed to carry their gear and respond directly to the scene on a case by case basis. Members must have completed fire fighter one and finished their probationary period. All decisions on members carrying their gear and responding to the scene will be made by the chief at his discretion on a case by case basis.

Active firefighters of the department are the only people who may respond to emergencies on fire department apparatus.

All members responding on apparatus will be in full turnout gear before boarding apparatus, at scene all members will be in full turnout gear before entering the fire ground.

Drivers of apparatus will don balance of turnouts upon arrival at the fire scene. No member shall ride on any of the steps of any apparatus. All members are to be belted in before the apparatus may move. The driver will be responsible for ascertaining that this has been accomplished before moving the apparatus. The driver may delegate this responsibility to the firefighter riding in the passenger seat, who will advise the driver that the apparatus is ready to move.

Before apparatus moves from the firehouse to answer a call, check for approaching members, if they are needed, wait for them. This includes checking the IAR (I am responding) screen.

**GENERAL REQUIREMENTS**

All members will know and understand the Standard Operating Guidelines (SOG) set forth by this company. No members will speak to television, radio or newspaper reporters at the scene of an emergency, fire or accident. All questions will be handled by the Chief or Officer in Charge (OIC), unless authorized by the OIC. This includes social media posts of people or identifying property. The privacy of the citizens we serve will be respected at all times. No comments about any alarm we receive will be discussed outside of the fire company.

The Chief or OIC will report to Warren County Communication Center, as soon as possible, conditions found and status of equipment needed.

No member shall respond to any call while under the influence of drugs or alcohol.

All members are expected to conduct themselves as professionals on scene, at the fire house and when wearing anything bearing the fire company name.

**FIREFIGHTER INJURIES**

Firefighters who are injured while responding, at an incident or returning from an incident shall notify the Officer in Charge and complete an accident/injury form.

All injuries will be reported to the O.I.C. or appointed Safety Officer in charge.

Injured firefighters requiring treatment away from the scene will be accompanied by their teammate or department line officer.

No names of injured firefighters will be broadcast over department radio channels or released to the press for their own privacy.

A line officer or member designated by the O.I.C. will notify the family of the injured firefighter in person and offer any assistance to the family at the earliest possible time.

A line officer or member designated by the O.I.C. will respond to the facility where the injured firefighter is being treated to provide any information, assistance or transportation. This will be done at the earliest possible time.

**CHAIN OF COMMAND**

A. CHIEF

B. FIRST ASSISTANT CHIEF

C. SECOND ASSISTANT CHIEF

D. FIRST RESPONDING ACTIVE PAST CHIEF

E. SENIOR FIREFIGHTER

By following the Chain of Command, the responsibilities of various actions are assigned to a particular Officer by rank and relieves the others to pursue the function of their position more adequately.

Each line officer must be thoroughly familiar with the requirements and responsibilities of the fire ground command procedures as it pertains to his rank and those above his, in the event that circumstances require him to act as the Officer in Charge.

**PROTECTIVE CLOTHING**

The purpose of this guideline is to assure that all personnel are prepared for fire suppression or rescue operations immediately on arrival at an emergency scene while maintaining the highest degree of personnel safety for all personnel.

This guideline shall apply to all personnel operating at the scene of any emergency incident or training exercise. As with any guideline, primary responsibility for adherence to this guideline rests with the individual.

Company Officers are responsible for enforcement of this guideline. Authority to deviate from this guideline rests solely with the Company Officer who bears full responsibility for the results of any deviation.

For the purpose of this guideline, full protective equipment shall consist of helmet with face shield or goggles, sock hood, turnout coat, turnout pants, boots, gloves and safety vest. All equipment is to be properly fastened and closed with sock hood on, coat collar turned up and helmet ear flaps turned down.

All equipment shall be manufactured in accordance with appropriate NFPA standards. Alterations to any equipment, such as the removal of coat or pant liners, are prohibited. If the need for some alteration is needed, it must first be approved by the Chief Officer. Damaged equipment shall be brought to the attention of the Chief.

Protective equipment shall be worn by all personnel during fire or rescue calls.

It is the responsibility of each member to maintain the cleanliness of the Personal protective equipment assigned to them.

**SCBA**

The purpose of this guideline is to assure that all personnel are prepared to perform emergency operations while maintaining the highest degree of personal safety for all personnel.

The use of self-contained breathing apparatus (SCBA) is an essential part of the complete personal protective equipment provided for each member of this fire company.

All qualified personnel are expected to use the SCBA whenever the need for respiratory protection is indicated. This shall include any atmosphere that maybe contaminated with smoke, gases or other byproducts of combustion or any atmosphere that contains any known contaminants not normally present in clean air.

Each member is responsible for restoring to service the SCBA they used during an emergency. This shall include replacing the cylinder with a full cylinder, cleaning of the face piece and harness, testing the unit for proper operation and storing the SCBA in its assigned position. Any problems should be immediately reported to the Officer in Charge and be tagged as “OUT OF SERVICE”.

The definition of qualified personnel is a member who has completed annual training, fit testing and medical surveillance each calendar year. All qualified members will have a SCBA Qualified reflective sticker attached to their helmet to signify qualification.

**CASCADE SYSTEM**

The Cascade system will only be used by members that are properly trained. Members must have demonstrated the proper use of the mobile and station cascade systems. This encompasses but is not limited to proper bottle identification, correct Pressure Hydro date, and bottle life. Bi-annual refresher training will be held to maintain required training levels. The Chief or his designee will ensure the system and air is tested at regular intervals. A list of trained personal will be posted next to the station cascade system.

**ENGINE OPERATIONS**

The driver of the engine shall be in charge of the pump operations, have a working knowledge of the apparatus and type of pump being used. Be knowledgeable of all fire hose appliances, gauges and valves on the apparatus. Must have knowledge of the location, types of hydrants, standpipes and drafting sites in Fire Company’s coverage area.

Must attend basic pump class and annual training at drills to remain an operator.

**QUADRANT SYSTEM**

The quadrant system assigns a specific letter to each side of the structure and exposure. This system shall be used on all emergencies and all members shall be thoroughly knowledgeable with this system and its use.

The Officer in Charge shall take up a position on side A of the incident. This position is to ensure ease of access to the Officer in Charge and allow subordinate officers and/or personnel to easily direct others to the Officer in Charge.

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Divisions will be used to determinate each floor as follows.

 Division 1 First Floor

 Division 2 Second Floor

 Division 3 Third Floor

 Attic

 Basement

 Roof

**RESPONDING**

Under no condition shall any member place himself, members of the fire department or the public in danger due to excessive speed or reckless operation of fire department vehicles or personal vehicles while responding to an alarm.

Members responding to the emergency scene in their private vehicles shall exercise caution and proceed in an orderly and safe manner.

Members shall make every effort to ride the apparatus to the scene as to reduce the congestion at the emergency scene. Members who do respond to the scene in their personal vehicles shall park as to not interfere with the access or egress of other emergency vehicles.

Once members reach the emergency scene they are to report directly to the OIC for assignment.

Under no condition shall any member be allowed to operate any fire department vehicle or respond to an emergency scene while under the influence of alcohol or drugs.

**Ideal number of member for apparatus to respond to an emergency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apparatus** | **# of Members** | **Apparatus** | **# of Members** |
| **72-62** | **3-6** | **72-71** | **1-3** |
| **72-63** | **2-3** | **72-83** | **2-5** |
|  |  |  |  |

When responding to a call, each apparatus will advise dispatch of the number of firefighters and which apparatus is in route.

Firefighters responding in personal or department vehicles in emergency situations will obey all traffic laws.

Members are responsible for the appearance and cleanliness of all equipment, apparatus and the firehouse. Remember, you might be the next person to use something, please try to keep things clean, neat and orderly.

Lights and sirens will be used on all emergency calls, unless we are advised by dispatcher or O.I.C. to proceed with caution, then lights only.

All apparatus drivers will be in control of their apparatus at all times and will be responsible for the appearance and cleanliness of the apparatus and the equipment on the apparatus.

After a call, the driver will make sure that the booster tank, primer pump reserve tank, and fuel tank have been refilled. He will also complete driver's run sheet for that particular apparatus.

In non-emergency situations (drills, pumping details, road tests, etc.) warning lights will be used (overhead beacons or strobes to be used at 0.I.C.'s discretion).

The O.I.C. will declare a call finished when all apparatus and equipment is ready to respond to another call. The OIC will then call dispatch to declare all apparatus are available and request times of call.

Any member having to leave a call before it is completed will report to the OIC of the call and advise him of this.

**ACCOUNTABILITY**

**PURPOSE:**

1. To establish a procedure to efficiently account for all personnel at the scene of any incident or event.
2. The Personnel Accountability System gives fire ground commanders a fast and efficient means to account for all Fire/Rescue personnel at the scene of any incident or event.

**IMPLEMENTATION:**

1. **PERSONNEL ACCOUNTABILITY TAG (PAT)**
2. All firefighters of Mountain Lake Fire Company shall be issued two PAT's with his/her name on it.
3. Each member shall keep his or her PAT's attached to an eyehook on the front of their turnout coat when not, in use.
4. At the initiation of a call, all firefighters riding the apparatus shall place their PAT on the collector tag. Personnel responding to the scene will likewise place the PAT on the collectors tag.
5. **COLLECTOR TAGS**
6. The collector tag shall consist of a large ring with a tag that states the apparatus number on it.
7. All emergency apparatus shall have collector tags.
8. Collector tags shall be maintained in the apparatus cab and shall not be removed with the exception of 72/83 tag will be at fill station in driver’s side rear compartment.
9. **TEMPORARY ACCOUNTABILITY TAG**
10. Personnel without assigned PATS or who do not have his/her PAT present may be assigned a temporary numbered PAT from the OIC. This temporary PAT ensures constant accountability of members at the scene.
11. The numbered PATS will be located on 72/83
12. Temporary PATS are only to be removed from this vehicle for use with permission of the OIC or safety officer.

**COMPLIANCE:**

1. The PAT shall be considered a part of each member's Personal Protective Equipment
2. During LEVEL 2 & 3 incidents, personnel must have a PAT to actively participate in any incident.
3. Personnel without his/her PAT may participate only after reporting to the OIC to be assigned a temporary accountability tag.

**LEVEL 1 ACCOUNTABILITY:**

1. During response each member shall attach his or her first PAT to the apparatus collector tag.(green truck)
2. After arriving on the scene, the driver / operator or officer shall ensure that all personnel have attached their PAT to the collector tag. The officer or senior man will be responsible for all personnel riding the apparatus.
3. The driver / operator or officer shall ensure the collector tag remains on the apparatus unless a Level 3 exists.
4. Personnel responding to the scene other than on emergency apparatus shall report to the OIC and place their PAT with the first due apparatus and wait assignment.

**LEVEL 2 ACCOUNTABILITY:**

1. When the OIC determines the incident or event requires more stringent accountability, he/she will implement POINT OF ENTRY CONTROL (PEC).or (Accountability Officer)
2. To implement PEC, the designated officer or fire fighters will monitor all points of entry into the structure, confined space or area involved.
3. The individuals responsible for the entry points will be referred to as ENTRY CONTROL or Accountability Officer.
4. Entry control personnel shall collect the firefighters second PAT upon entry and return the firefighter's PAT upon leaving the point of entry. (Red – I.D.L.H.)
5. When personnel are unaccounted for, the Entry Control shall notify the IC in order to institute search and rescue operations.
6. If personnel exit from a different, location than they entered, they will promptly return to their original point of entry to collect his/her PAT.
7. If a situation demands, entry control shall maintain a record of air duration, time of entry, time of departure and assignment.
8. Personnel outside the Point of Entry shall use Level I or Level 3 accountability.
9. During Level 2 accountability, the Entry Control shall use the Accountability Control Boards when the situation or geographical location warrants more stringent control personnel.

**LEVEL 3 ACCOUNTABILITY:**

* 1. When the Incident Commander indicates LEVEL 3 Accountability, all collector tags shall immediately be removed from the apparatus located at the scene and taken to the Command Post (CP).
	2. Level 3 shall be activated when conditions exist or may develop that pose a potential or probable danger to operational personnel due to collapse, rapid fire extension or separation of personnel due to complex configurations of buildings, or large geographical areas involved.
	3. When LEVEL 3 is indicated, The Accountability Control Boards shall be used.

**DEFINITIONS:**

**LEVEL 1 ACCOUNTABILITY:**

To be used for basic responses such as a car fire, car accident, landing zone (LZ), alarm activation, small brush fire.

**LEVEL 2 ACCOUNTABILITY:**

Any response having a single point of entry such as a medium size brush fire, structure fire, or confined space entry.

**LEVEL 3 ACCOUNTABILITY:**

Any response having multiple points of entry such as a large HAZMAT incident, structure fire, large brush fire or when conditions exist or develop that may endanger personnel due to collapse, rapid fire extension, and separation of personnel due to complex configurations of building or an incident covering a large geographical area.

**SIZE UP**

Rescue is the top priority when you arrive at the scene, followed by exposure protection, confinement of the fire, followed by extinguishment and overhaul. With salvage and ventilation being performed as needed.

The O.I.C. will make decision as to the need for mutual aid. All structure fires occurring between 6:00 a.m. and 4:00 p.m. will have mutual aid dispatched automatically at the discretion of the current chief. Upon approaching the alarm scene, every effort must be taken to observe at least three sides of the structure before returning an initial report and entering the involved structure. Whether smoke or fire is seen is not a determining factor in proceeding in for an initial interior examination.

The O.I.C. will direct and assign duties as well as delegate duties and authority.

First arriving Officer or apparatus will advise situation such as follows:

* Nothing Showing
* Smoke Showing
* Flames Showing
* Occupants Trapped Inside
* Fully Involved Fire
* Structure construction and number of stories
* Leak or Haz-Mat Situation
* MVA, Entrapment, Number of Patients, number and type of vehicles involved
* Wires/Pole down
* Establish Command (Landmark or Street name)

All apparatus will acknowledge message.

Officer in Charge (O.I.C.) is officer or senior member other than pump operator on first arriving apparatus or first officer on scene. O.I.C. will advise all other units of who is O.I.C. by radio. Command can pass to senior officer arriving after senior officer is advised of situation by O.I.C. and advises senior officer that command has passed. This change of command will be broadcast to all units.

Second and subsequent apparatus will be deployed by O.I.C.

**RESCUE**

Rescue is the top priority when you arrive at the fire scene. The Officer in Charge shall attempt to ascertain whether there is any person or persons in the structure and try to pinpoint where they are. The search and rescue team must make a quick and thorough search of the structure. The rescue team shall consist of a minimum of two firefighters.

**VEHICLE FIRES**

Upon arrival at the scene of a vehicle fire the engine should be placed no closer than 75 feet away from the auto on fire. In the event a tractor trailer is involved, first check for placards or indications that hazardous materials are involved. If no hazardous materials are present, then the apparatus should be placed no closer than 120 feet. If hazardous materials are present or suspected, stay up-wind and refer to NFPA Guide / D.O.T. guidebook to Hazardous Materials carried in each vehicle.

Do not position the apparatus near the fuel tanks of the vehicle involved. When Possible position Engine uphill and upwind taking into account for overhead wires. Full protective clothing including SCBA is required.

Attack of the fire shall be made from the front corner of the vehicle involved. In the event of a vehicle fire Engine 72-62, Engine 72-63 and Tanker 72-71 shall respond.

In the event of a vehicle fire near or in a structure Engine 72-62, Tanker 72-71 and Engine 72-63 shall respond.

**MVA MOTOR VEHICAL ACCIDENT WITH INJURIES**

Ideally, first apparatus should be positioned in a blocking position to protect personal 50 to 100 feet from the scene, preferably uphill or as directed by the OIC.

Second and subsequent apparatus will ideally park behind first apparatus at an appropriate distance and stretch a fill line to first apparatus.

When directed by the OIC one line will be pulled from the first apparatus and be charged, with a crew wearing full bunker gear and SCBA. A second backup line will be set up as soon as possible.

In the event of a Med Evac, O.I.C. will be responsible for providing L.Z. preparation and protection. The L.Z. will contain the proper area to land the air­craft, an apparatus will be at the L.Z. The minimum area for a LZ will be 100’by 100’and will be outlined with road flares if possible.

Smoking is prohibited at all motor vehicle accidents, Haz-Mat incidents or Med Evac scenes.

During an auto accident involving injuries, the Officer in Charge shall take charge of the scene and coordinate efforts with the scene EMS person in charge of patient care. If the ranking officer is taking part in patient care, then the next ranking line officer shall assume the responsibilities of the Officer in Charge. The Officer in Charge shall decide when the scene is safe for the EMS persons to operate near or in the vehicles involved.

Engine 72-63 and Utility 72-83 shall respond to all MVA’s.

Engine 72-62 shall respond to cover any landing zone operations or to assist at the scene as directed by the Officer in Charge.

**MVA MOTOR VEHICAL ACCIDENT WITH ENTRAPMENT**

Ideally, first apparatus should be positioned in a blocking position to protect personal 50 to 100 feet from the scene, preferably uphill or as directed by the OIC.

Second and subsequent apparatus will ideally park behind first apparatus at an appropriate distance and stretch a fill line to first apparatus.

When directed by the OIC one line will be pulled from the first apparatus and be charged, with a crew wearing full bunker gear and SCBA. A second backup line will be set up as soon as possible.

When arriving at scene, make a quick assessment. Full protective clothing must be worn by all members working at the scene. Stabilize auto with sidewinders, Struts, cribbing blocks or equivalent method. Extricate patient with (JAWS) cutter, spreader and ram as required to free the patient.

EMS providers should try and gain access to patient. Be careful of broken glass, jagged metal, etc. Maintain manual cervical stabilization, check ABC’s and primary assessment. Begin DEFINITIVE EMERGENCY CARE until rescue unit arrives.

Engine 72-63 and Utility 72-83 shall respond to all MVA’s. Engine 72-62 shall respond to cover any landing zone operations or to assist at the scene as directed by the Officer in Charge.

**CHIMNEY FIRES**

Upon arrival at the scene of a chimney fire the first arriving officer shall take a hand light and survey the situation. All firefighters shall be in full turnout gear. A 13/4 inch attack line shall be pulled to the door at the direction of the OIC. The line shall be charged and bled of air as directed by the Officer in Charge. The line should not enter the structure, unless directed to do so by the Officer in Charge or visible fire is present inside the structure. The chimney kit shall be placed at the door until directed by the Officer in Charge to empty the fire box.

To minimize damage all other firefighters shall remain outside the structure unless instructed by the Officer in Charge.

Engine 72-62, Tanker 72-71 Engine 72-63 and Utility 72-83 shall be the primary responding apparatus responding in this order.

**STRUCTURE FIRES**

All operations shall be a team effort and no person shall ever work as an individual and disregard the SOG established by the department. It is the duty of all members to report unsafe operations, unnecessary destruction of property, and to report violations of the departmental rules and regulations.

Only the highest ranking officer of the department shall comment to the media with regard to the call.

The following generalities shall be used:

1. With regard to Cause
	1. Under Investigation
	2. The investigation is incomplete

3. Not yet determined

4. No comment

1. With regard to Injuries
	1. We had \_ number injured
	2. Condition is unknown at this time
	3. No comment
2. With Regard to Damage
	1. Light
	2. 2. Moderate
	3. Heavy
	4. No comment

All arson suspected fires shall be reported to the Chief ASAP and in the event of a death or excessive injuries or loss, the County and State Fire Marshall, local or State Police investigators shall be notified immediately.

When a fatality has occurred as a result of fire, all efforts shall be made to preserve the scene. If the victim is obviously deceased, then the body shall be covered by salvage covers and left where found until the arrival of the County, State Fire Marshall, local or State Police investigators. The fire scene should be viewed as a crime scene until proven otherwise.

A minimum of two firefighters shall be maintained when operations occur inside the structure or on the roof. When one of the two firefighters has to leave, both members must exit. No firefighter shall exit or leave their team without reporting to the team leader.

No member shall mount or dismount the apparatus, unless the vehicle is at a full stop.

No member shall mount the apparatus in a position where they cannot carry out the duties assigned to it unless specifically told to do so by an officer.

All members reporting to the scene in their personal vehicles shall report directly to the officer. When released from the scene all members shall return to the station to assist in the cleaning and reloading of hose and other tasks required to return the apparatus to an “IN SERVICE” condition. Any person who wishes to leave for work must notify the officer in charge.

When inside a structure and you hear 2 long blasts on the air horns or sirens and/or three pulses in water pressure on the hose, exit the structure immediately.

The driver of the initial attack apparatus or Scene Commander will attempt to position the apparatus a minimum of 100 feet from the scene and attempt to provide a view of at least two sides of the structure. This position should include positioning with safety in mind and with wires, downed utility poles, and wind direction in mind.

The OIC will direct the attack and decide on the method of suppression, and will communicate this to all apparatus and crews.

The OIC will make decision as to need for mutual aid. All structure fires occurring between 6:00 a.m. and 4:00 p.m. at the discretion of the current chief will have mutual aid dispatched automatically. Upon approaching the alarm scene, every effort must be taken to observe at least three sides of the structure before returning an initial report and entering the involved structure. Whether smoke or fire is seen is not a determining factor in proceeding in for an initial interior examination.

The OIC will direct and assign duties as well as delegate duties and authority.

Full Bunker Gear and SCBA will be worn by all firefighters on attack, suppression, salvage and overhaul duties unless advised by O.I.C. that they are not needed.

All initial attack crews will operate in full bunker gear and SCBA. Firefighters using SCBA will be limited to two 30 minute bottles at any fire scene, and must report to rehab to be checked out, No more than two 30 minute bottles in any 24 hour period. Any exceptions on scene to be made by medical personnel present.

All members will report to the O.I.C. for assignments unless advised otherwise. O.I.C. will be positioned at one place and will broadcast to all drivers / pump operators of this place.

**FOREST/BRUSH FIRES**

The mission of the Mountain Lake Fire Company to protect life and property. The first priority of the company would be structural protection and or evacuation as determined by the OIC on a large event. On smaller events containment and extinguishment. All operations shall be a team effort coordinated with New Jersey Forest Fire Service.

**MUTUAL AID**

Out of town calls:

Respond only units as requested, i.e. request tankers only or pumper, tankers. Any other units at O.I.C. discretion.

Fill Engine 72-63 should respond.

Engine and manpower 72-62 should respond.

Tanker taskforce 72-71 should respond

Cascade manpower 72-83 should respond

If 72-63 is out of service, 72-62 will be the out of town truck. In this situation, the O.I.C. will place another department on standby and have that department respond a truck to the township.

Ideally, one firefighter will remain in town to answer other calls with standby department.

In the event this cannot be done, or the situation warrants, another station will be placed on alert to cover all calls. This decision will be made by the O.I.C.

Members on standby at their station, will remain there until relieved by O.I.C.

**COMMUNICATIONS**

Before transmitting, know what you intend to say. Push the transmitting button and hold for approximately 2 seconds and speak using a normal tone of voice. Do not transmit with the siren going, and keep background noise down when members are transmitting on the radio. Use plain language. Do not use “10" codes. If you don’t know what you are doing, stay off of the radio. Remember speak slowly and clear so you can be understood.

Members having any problems with radio communications should direct their questions to officer in charge after the call.

The call log book is located in the radio room. When alarms are received, the following information should be logged:

1. Date

2. Time of Call

3. Location

4. On Scene Time

5. Return to Quarters Time

6. In Service Time

Times are based on the first truck out, first truck on-scene, etc.

**DRIVER TRAINING**

This program is intended to provide the department with qualified drivers. Drivers are to be classified as **Drivers** or **Drivers in Training**.

**DRIVERS**

All Drivers must be at least 21 years of age. Drivers of Fire Trucks shall have a working knowledge of pump and hose operations and all portable equipment carried on the trucks.

Drivers shall successfully pass the Driver Training program or be grandfathered in as a Driver.

**DRIVERS IN TRAINING**

All members shall first be approved by the Chief before becoming a Driver in Training. All Drivers in Training shall be at least 21 years of age.

All Drivers in Training must complete at least 10 hours of driving and pump operations time on each piece of apparatus. The driving time shall be completed with the supervision of a Driver. A minimum of twenty miles must be drove.

After completing the mandatory driving time, all Drivers in Training must satisfactorily demonstrate proper driving ability and use of apparatus.

# DRIVING REGULATIONS

Drivers must have a currant New Jersey driver’s license Class A, B, C, D. If there are any changes in license status the chief must be notified.

Proper distance shall be maintained between moving apparatus to avoid rear-end collisions. Right of Way at intersections shall be yielded.

No driver shall attempt at any time to leave members in the station or the station’s general area by quick response to an alarm. Remember to check the (IAR) I am responding screen. This will avoid the use of personal vehicles.

Any mechanical problem found in any apparatus while in use shall be reported to the Officer in Charge and the foreman. If in doubt as to any harm being done to the apparatus, stop the vehicle at once.

Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the response.

Only personnel who have successfully completed and passed the departmental driver/operator training course are permitted to operate department vehicles, unless the vehicle is being operated under the supervision of an officer or driver as part of the driver/operator training program.

The driver shall not move the apparatus until all personnel have their seat belts fastened.

All audible and visual devices shall be in operation when making an emergency response.

Firefighters involved in an accident shall notify the Chief or Officer in Charge immediately. Firefighters at times may be required to act as the Officer in Charge. They should be knowledgeable of the officer’s duties.

The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.

When an emergency vehicle must approach an intersection the driver shall come to a complete stop until all other traffic in the intersection has yielded.

The sole responsibility of the driver during an emergency response is to drive. The driver shall not operate the radio, lights, sirens or other equipment if they have passengers to do so. On approaching the emergency scene all drivers shall watch for emergency vehicles approaching from other directions

**TRAINING REQUIRMENTS**

All new Firefighters shall complete the following training.

New Jersey Fire Fighter One or equivalent recognized by New Jersey.

Hazardous Materials Awareness Class.

Blood borne Pathogens.

Right to Know.

First Aid with CPR.

Incident Command 100 and 700

**TRAINING REINBURSTMENT**

The purpose of this guideline is to: ensure consistency in the reimbursement of expenses incurred by members of the Mountain Lake Fire Company and to ensure a good return on the investment the Company makes in its members training activities. Outside training **(training that is not conducted by Mountain Lake Fire Company or Warren County Fire Academy)** is considered a privilege, not a right.

The Chief must be notified in writing or email of the intention to enroll in a course before the start of the class. If a class is dropped before the starting date the Chief must be notified in writing or email of this.

Members must take courses commensurate with their training levels. Members must not be involved in advanced courses prior to completing their basic firefighting training. Members not maintaining the minimum hours and attendance required by the Company’s by-laws will not be entitled to reimbursement for outside training. No member will be considered eligible for reimbursement if by the determination of the Officers that the subject attendance will not provide for career advancement or enhancement of the company. In order to qualify for reimbursement, the member must submit to the Chief and Treasurer copies of receipts (or other verification) for the cost of registration, tuition, etc.

The Chief and Treasurer of the Department may prepay the cost of tuition in lieu of the member asking for reimbursement**. The member must attend and pass the class; otherwise, the member must reimburse the Treasurer for all prepaid costs.**

**HAZARDOUS MATERIALS**

When an alarm is received for a hazardous materials incident a full response will be dispatched to the incident The Officer in Charge should immediately establish a command post up-hill and up-wind of the incident and a hazard zone should be established. Once the hazardous materials incident has been confirmed, additional agencies should be notified as needed. The Officer in Charge should notify fire police and local Law Enforcement Agencies to stop traffic in both directions of the incident. The OIC shall work with County, State Hazmat, officials of the plant/carrier/etc. and determine the guidelines necessary to handle the incident.

**MEDICAL ASSIST**

Members Assisting Emergency Medical Services Personnel must work within their scope of training. This includes, but is not limited to, EMT-basic, First responder and CPR certified personal.

Responding to Medical assist. Lift assist 72-83 or POV if closer than the station. Medical Assist other 72-83 and or 72-63 order depends on available members. Driver request remember if you are not a driver you can still assist with getting person to the ambulance.