

2023

STANDARD OPERATING GUIDLINES



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AUTHORITY

The Fire Chief will prescribe rules and regulations in the form of standard operating guidelines consistent with nationally recognized best practice and within the constraints of federal, Commonwealth of Pennsylvania, and Municipality of Mt. Lebanon ordinances for the administration of the fire department. This guideline establishes a process for writing, reviewing, and approving standard operating guidelines. Standard operating guidelines are binding upon all employees. Fire officers may deviate from rules and regulations with cause and justification.

APPLICATION

Standard operating guidelines encompass the administration, operations, training, safety, fire prevention, apparatus, and equipment aspects of the fire department including but not limited to organizational authority and structure, expectations, and pre-determined operational engagement instructions for emergency operations. It will be the responsibility of all employees to become familiar with, and abide by, the standard operating guidelines. All standard operating guidelines will be posted on the Mt. Lebanon Fire Department members website. Hard copies of the standard operating guidelines will be kept in the Duty Fire Office and issued to the Fire Chief, the Assistant Chief and the Deputy Chief of Operations and Safety.

ENFORCEMENT

Enforcement of these Standard Operating Guidelines is the responsibility of the fire department officers. Any person deviating from the provisions of these guidelines may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

CREATION AND REVIEW

The Deputy Chief of Operations and Safety is responsible for the management of the standard operating guidelines as well as the review cycle. The review cycle is the ongoing review time frame identified for each procedure. Guidelines are scheduled for review on annual basis and will be based on the following:

- A. Firefighter safety
- B. Critical operational function
- C. Regional consistency
- D. Correlation to local, state, or federal laws or recognized professional standards, e.g., Occupational Safety & Health Administration, National Fire Protection Association, Underwriters Laboratories, National Institute for Occupational Safety & Health, Federal Emergency Management Agency, United States Fire Administration.

The scheduled review date is ideally the deadline for a procedure to complete the review process. The Deputy Chief of Operations and Safety is responsible for initiating procedural reviews, making the necessary revisions, and posting.

UPDATES

New or proposed edits to a standard operating procedure will be emailed out for a thirty (30) day review by the Deputy Chiefs. During this period, feedback is reviewed by fire administration. Upon conclusion of the thirty-day posting, notification of the final standard operating guideline is emailed to the department and added to existing standard operating guideline manuals and updated on the fire department SharePoint. All employees are encouraged to recommend new standard operating guidelines or bring forward deficiencies in current standard operating guidelines to the fire chief outside of the scheduled review process.

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| A: REFERENCE | | | |
|---|-------------------------------|---------------------------------|--|
| MT. LEBANON FIRE DEPARTMENT | | | |
|  | Change and Review Log | | |
| | SOG Number: N/A | | |
| | Original Date: 9/2021 | Current Revision Date: 1/1/2023 | |
| | Section: Reference | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of the log is to track annual reviews, changes, and additions to the Mt. Lebanon Fire Department SOGs.

b. Scope

| SOG | Action | Reviewed by | Date |
|-------------------|--|-------------|----------|
| Change/Review Log | Updated to reflect the changes made | Christofel | 1/1/2023 |
| 101 | Remove Scope and Enforcement. Added Accountability, Gear readiness and Housekeeping | Christofel | 1/1/2023 |
| 102 | Remove Scope and Enforcement. Added verbiage about briefing of family member. Re-numbered. | Christofel | 1/1/2023 |
| 103 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 104 | Remove Scope and Enforcement. Re-numbered. Added language to allow the use of Engine Knox Box Key for inspections | Christofel | 1/1/2023 |
| 105 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 106 | Remove Scope and Enforcement. Re-numbered. Added requirement to notify shift commander and B-Shift. Added requirement to tag out of service and place in shop. | Christofel | 1/1/2023 |
| 107 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 108 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 109 | Remove Scope and Enforcement. Re-numbered | Christofel | 1/1/2023 |
| 110 | Remove Scope and Enforcement. Re-numbered. Added language about the peer support team. Changed phone number for EAP. | Christofel | 1/1/2023 |
| 111 | Remove Scope and Enforcement. Re-numbered. Added language for peer support team. Changed phone number for EAP. | Christofel | 1/1/2023 |
| 112 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 113 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 114 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |

| SOG | Action | Reviewed by | Date |
|-----|--|-------------|----------|
| 115 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 200 | Remove Scope and Enforcement. Re-numbered. Added specific order of operations to leave station. | Christofel | 1/1/2023 |
| 201 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 202 | Remove Scope and Enforcement. Re-numbered. Added operations manual suggestions for settings. | Christofel | 1/1/2023 |
| 203 | Remove Scope and Enforcement. Re-numbered. Added language for turning on system when building up air pressure. | Christofel | 1/1/2023 |
| 204 | New | Christofel | 1/1/2023 |
| 205 | New | Christofel | 1/1/2023 |
| 206 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 207 | New | Christofel | 1/1/2023 |
| 208 | New | Christofel | 1/1/2023 |
| 225 | Remove Scope and Enforcement. Re-numbered. Added language for still alarms with 2 personnel. | Christofel | 1/1/2023 |
| 226 | Remove Scope and Enforcement. Re-numbered. Update 1 st -5 th due assignment. | Christofel | 1/1/2023 |
| 227 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 228 | Remove Scope and Enforcement. Re-numbered. Add language for background and use of opti-com. | Christofel | 1/1/2023 |
| 229 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 230 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 231 | Remove Scope and Enforcement. Re-numbered. Add language to respond to station for QRS calls and operators. | Christofel | 1/1/2023 |
| 232 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists. | Christofel | 1/1/2023 |
| 233 | Remove Scope and Enforcement. Re-numbered. | Christofel | 1/1/2023 |
| 234 | Remove Scope and Enforcement. Re-numbered. Added RIT equipment list | Christofel | 1/1/2023 |
| 235 | Remove Scope and Enforcement. Re-numbered | Christofel | 1/1/2023 |
| 236 | Remove Scope and Enforcement. Re-numbered. Added verbiage from Directive | Christofel | 1/1/2023 |
| 250 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 251 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 252 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 253 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 254 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 255 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |


| SOG | Action | Reviewed by | Date |
|-----|---|-------------|----------|
| 256 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 257 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists. Added verbiage for electric cars and lithium-ion batteries | Christofel | 1/1/2023 |
| 258 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 259 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 260 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 261 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists. Added the use of the Mayday Command Board. | Christofel | 1/1/2023 |
| 262 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists. Added language from Directive on Dormont Tender Operations at small fires. | Christofel | 1/1/2023 |
| 263 | Complete Re-write to include F-500. | Christofel | 1/1/2023 |
| 264 | New | Christofel | 1/1/2023 |
| 265 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 275 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 276 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 277 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 278 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 279 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 280 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 281 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 282 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 283 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 284 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 285 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 300 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 301 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |

| SOG | Action | Reviewed by | Date |
|-----|---|-------------|----------|
| 302 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 303 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 325 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 326 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 327 | Complete Re-write to include F-500. | Christofel | 1/1/2023 |
| 350 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 351 | Complete Re-Write. Removed appendix with outdated names | Christofel | 1/1/2023 |
| 352 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 353 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 375 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 376 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 377 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 378 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 379 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 400 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 401 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 402 | Complete Rewrite by EMA and PIO | Christofel | 1/1/2023 |
| 403 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 404 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 451 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 452 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 501 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 502 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 503 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 504 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |

| SOG | Action | Reviewed by | Date |
|-----|---|-------------|----------|
| 505 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 506 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 507 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 600 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 601 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 603 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 604 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 605 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists. Removed command vehicle. | Christofel | 1/1/2023 |
| 606 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 607 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 608 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 650 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 700 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 701 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 702 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 703 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 704 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 705 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 706 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 707 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 708 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
| 709 | Remove Scope and Enforcement. Re-numbered. Reformatted numbered lists | Christofel | 1/1/2023 |
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B: ADMINSTRATIVE DUTIES

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Daily Duties | | |
| | SOG Number: 101 | | |
| | Original Date: 6/2014 | | Current Revision Date: 1/1/2023 |
| | Section: Administrative | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

The fire department prides itself on being an all-hazards response agency and responding with the appropriate tools and equipment and mitigating any hazards that may be present in a timely fashion. Being prepared is a fundamental principle of the fire department

III. Procedures

a. General


Everyone is equally accountable for the general readiness and appearance of the fire station, apparatus and equipment. Cooperation and teamwork within platoons and between platoons is essential and expected. Required duties should be completed by 10:00 am each day. Spend time as necessary at the end of the shift cleaning up and replenishing from the shift's activities. The Fire Prevention staff, when busy, is exempt from apparatus and quarters maintenance in the morning but expected to participate at shift end.

b. Required Daily Duties

Daily Duties List

1. Daily truck checks as described on daily check list
2. Personal fitness
3. Gear readiness and Accountability
4. General cleaning and Housekeeping (Hose storage, Towels, etc.)
5. Daily Roll-Call Meeting:
 - Calendar review
 - Review of daily staffing
 - Street closures and hydrant info
 - Any other pertinent information

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|--------------------------------|---------------------------------|--|
|  | Member Transported to Hospital | | |
| | SOG Number: 102 | | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 | |
| | Section: Administrative | Approval: KBC | |
| STANDARD OPERATING GUIDELINES | | | |

I. General

a. Purpose

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

II. Background

Our personnel are our most important resource. We need to ensure that they have a representative at the hospital to assist the member and subsequently, the family of the injured member in whatever way is possible.

III. Procedures

a. General


If a member is injured or has a medical event at any Fire Department function, either in station or out, and needs to be transported to the hospital by ambulance or department vehicle, a representative, a chief officer if available, will accompany the member.

The chief and assistant chief will be notified immediately if a member is transported to a medical facility.

Crews at the station will work with the incident commander to notify family and provide transport and or childcare or any other assistance needed to get a family member to the hospital with the member. The Family Assistance Unit (FAU) may be able to assist with childcare but does not negate the responsibility of the fire department representative.

Once a family member arrives the fire department representative will brief the family member on the situation and what is occurring with the injured member. Once reunification with the member and the family member has occurred, we will continue to support the family and the injured member until they no longer need the support.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|---------------------------------|---------------------------------|
|  | Radio Usage for Volunteer Staff | |
| | SOG Number: 103 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. General

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

b. Non-Emergency Communications

9. Dispatch and Operations channels should be avoided for non-emergency communications.
10. When no other means exists for non-emergency communications, the fire department administration channel should be utilized.
11. Radios should not be used to call in traffic signals burned out, disabled vehicles, etc. unless an immediate hazard or danger is involved.

c. Emergency Communications

Non-intrinsically safe radios must not be used in flammable environments. Use at normal structural fire incidents is acceptable but not at gas leaks or other hazardous material incidents unless the IC or his representative specifically authorizes it.

Initial crews that arrive prior to the first due apparatus should pass along only critical on-scene information and may choose to wait for a face-to-face if the first due unit is close. It is typically best for the first due unit to give a thorough on-scene report and establish command.


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

d. Blue Card Modifications

Task level crews will keep transmissions to a minimum. "Good news reporting" is not necessary. Crews will give CAN reports upon task completion and may also advise for priority traffic such as, change in conditions, and status changes such as, need to exit the building to rehab or ready for reassignment.

e. Highlight

Whenever an emergency occurs at the incident, and imminent danger is identified, the firefighter should immediately radio that information to Command or the first due unit. If a firefighter is in trouble at any time, a MAYDAY should be initiated. (See MAYDAY SOG 203.3)

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|---------------------------------|--|
|  | Knox Box | | |
| | SOG Number: 104 | | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 | |
| | Section: Administrative | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

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

II. Background

Because the Knox Box system houses keys to many buildings and businesses in town, it is crucial that we maintain the strictest control of the keys. We have built equity and trust over the years and our customers trust that we will use these keys in accordance with the laws.

III. Procedures

a. Response

1. Upon arrival, the Knox Box Key must be retrieved from the onboard master key retention unit. An authorized PIN code must be entered for the master key to be released for service. The key retention unit creates an audit trail of key access data by PIN code.
2. The Knox Box can be opened to access the building for operations at an emergency incident.
3. The IC will be responsible for ensuring that all keys removed from a Knox Box are returned before clearing the scene.
4. Building management will be notified as soon as practical after an incident indicating the nature of the incident and that the Knox Box was accessed.
5. The incident report will be state that the Knox Box was opened to gain access.


b. Inspection Activities

1. A Knox Box key can be retrieved from the Fire Prevention Deputy Chief or Fire Inspector. The key must be logged in and out from Fire Prevention and occupancies accessed utilizing the key documented.

2. If a fire apparatus is being used to transport the inspector to the building, the Knox Box Key on the apparatus may be used by entering the pin number on the master key retention unit.
3. The member logging out the key shall be responsible for ensuring the key is returned to fire prevention and for any key access activity while in their possession.
4. The member logging out the key shall be responsible for ensuring that all keys removed from a Knox Box are returned before leaving occupancy.
5. Building owners shall be notified in writing, utilizing the departmental inspection due notice, when Knox Box entry is required for fire prevention/inspection activities. This notification provides the owner with an opportunity to be present at the time of entry.

b. Police Usage

1. Police Department usage of the Knox Box is authorized under the following conditions:
 - 1.2 There is an emergency such that, if the police department did not have access to a building; they would otherwise force entry; or
 - 1.3 The police department receives permission from the building owner to enter the building; or
 - 1.4 If forced entry is not warranted and permission from the building owner is required, the police officer shall call the building owner from the duty fire office and receive permission to use the Knox box key, at which time, on duty fire personnel shall provide the police officer with the Knox box key.
 - 1.5 The police department shall be responsible for returning the Knox box key to the fire department and for any/all keys in the Knox box.
 - 1.6 On duty staff shall create an incident report for "Assist Police" documenting usage of the Knox box.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|---------------------------------|---------------------------------|--|
|  | Documentation of Response Times | | |
| | SOG Number: 105 | | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 | |
| | Section: Administrative | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

General

a. Purpose

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

II. Background

Having accurate times is crucial to ensure we are meeting our benchmarks for accreditation and to ensure that we are responding in accordance with our standards of cover and national averages. The only way to have accurate times is to use one time recorder. The county CAD times are not always accurate.

III. Procedures

a. General

1. The digital voice recorder is a web-based recorder that can be accessed from any fire department computer.
2. We should attempt to accurately record times of all apparatus arriving at the scene of the incident. This includes mutual aid companies as well. The recorder has the ability to record all channels that are in our dispatch console.


b. Standard Tracking

Four (4) times need documented for each response; 1) alarm time, 2) enroute, 3) on scene, and 4) notify time.

1. Alarm time, also referred to as dispatch time. This time is obtained from the dispatch channel subsequent to the dispatcher's announcement and the station tones. For consistency we will document the time after the dispatcher is done speaking.
2. Enroute time, the time when the engine is rolling with all passengers belted. This time is obtained from the operations channel when the unit calls in service. The time is taken from the earliest point of the radio transmission to call the unit in service.
3. On scene, this time is obtained from the operations channel when the unit calls on-scene. The time is taken from the earliest point of the radio transmission calling the unit on-scene.
4. Notified time, the time taken from the CAD when dispatch was notified of the incident. Refer to Critical Procedure 120.

c. Documentation

1. All times will be written in the appropriate fields of the preliminary report and added to the appropriate fields in Electronic Fire Incident Report.
2. Special circumstance. When special conditions exist that affect response times the circumstances will be indicated within the narrative. Example, icy road conditions, multiple calls, etc.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------------------|---------------------------------|
|  | Damage to Fire Department Equipment | |
| | SOG Number: 106 | |
| | Original Date: 6/2009 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. General

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


Examples:

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

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

In the event that equipment is damaged or found to be damaged the individual must report the issue to the shift commander, notify B-shift, tag the item as Out of Service and place the damaged item in the shop for repair or replacement.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|--|---------------------------------|--|
|  | Public Relations and Information Release | | |
| | SOG Number: 107 | | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 | |
| | Section: Administrative | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

In today's society we need our message to be consistent. Consistency leads to understanding, awareness, loyalty and trust.

III. Procedures


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

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

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

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

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------|--|---------------------------------|
|  | Personnel Files | | |
| | SOG Number: 108 | | |
| | Original Date: 8/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Administrative | | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | | |

I. General

a. Purpose

This procedure identifies how Fire Department Personnel Files will be accessed. Fire Department Files are confidential and all individuals accessing them will be expected to maintain that confidentiality.


II. Background

N/A

III. Procedures

- a. The following Fire Department personnel shall have full access to the files:
 - i. Fire Chief
 - ii. Assistant Chief
 - iii. Personnel Officer
 - iv. Payroll Section Employees
- b. All personnel shall have access to their own file. Arrangements must be made with the Fire Chief or Assistant Chief to review.
- c. Access of the files will be conducted only for official Fire Department business.
- d. Duplication or removal of document(s) from a file must verbally be authorized by the Fire Chief or Personnel Officer.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|---------------------------------|--|
|  | Ride Along (Observer) Program | | |
| | SOG Number: 109 | | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 | |
| | Section: Administrative | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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


II. Background

Ride-Along or observers are not members of the Mt. Lebanon Fire Department therefore are not covered by our insurances. To reduce the liability of the municipality we need to ensure we keep these personnel safe

III. Procedures

1. A well-developed procedure for ride along firefighters is necessary to protect the safety of the ride along, Mt. Lebanon Firefighters, and citizens. It must also protect the Municipality from liability. Therefore, ride along fire fighters shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the officer-in-charge.
2. Any person wishing to ride along with the Mt. Lebanon Fire Department must fire complete and sign a "Liability Release" form. A new form must be completed each time an individual participates as a ride along.
3. Ride along may respond on Mt. Lebanon apparatus to incidents at the discretion of the Officer in Charge (OIC).
4. Mt. Lebanon firefighters shall receive priority for riding positions on apparatus ahead of ride along.
5. Ride along must provide their own NFPA compliant personal protective equipment to include turnout coat, turnout pants, helmet, gloves, boots and hood.
6. At the OIC discretion, a ride along may be permitted to wear spare MTLFD personal protective equipment under exceptional circumstances.
7. Ride along will always wear safety vests at all incident scenes.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------------------|---------------------------------|
|  | Critical Incident Stress Management | |
| | SOG Number: 110 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

The purpose of this Critical Incident Stress Management (CISM) procedure is to provide intervention by CISM trained members within twenty-four (24) hours of a critical incident to minimize stress-related injury to personnel. The procedure identifies application of "Critical Incident Defusing" and "Critical Incident Debriefing". This should follow any situation which causes them to experience unusually strong emotional reactions having the potential to interfere with their ability to function either at the scene or at a later time.

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

Our Mental health Liaison is Peggy Kearney and can be reached at 724-732-8734.

II. Background

Research and experience demonstrate that immediate, focused professional intervention can, and does, significantly reduce the negative effects of exposure to traumatic events.

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

III. Procedures

a. Critical Incidents

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

1. Serious injury or unexpected death of fire district member or other emergency personnel.
2. Mass casualty incidents.
3. Serious injury or death of a civilian resulting from fire district operations (i.e., auto accident).
 - a. Death or violence to a child.
 - b. The following are examples of incidents that may need defusing and/or debriefing:
 - i. Loss of life following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by fire district members.
 - ii. An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.

- iii. Incidents that attract extremely unusual or critical news media coverage.
- iv. Incidents that are charged with profound emotion.
- v. Personal identification with the victim or the circumstances.

1. Initial Defusing:

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

2. Objectives of the Defusing

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

3. Notification

The Fire Chief and/or his designee shall be immediately notified by the shift commander if critical incident debriefing is needed. The Peer Support Team shall also be notified to gain our mental health liaison's assistance.

4. Debriefing

The critical incident debriefing is not a critique. Performance issues will not be discussed during the debriefing. It is a confidential, non-judgmental discussion of the involvement, thoughts, reactions, and feelings resulting from the incident. It serves to mitigate the normal stress impacts resulting from exposure to a critical incident through venting of feelings and education. Several types of debriefings may be conducted depending upon the circumstances of a particular incident. They may be conducted on an

5. Formal Debriefing Meetings

- a. Should be organized and conducted by the peer support team or other CISM team.
- b. Conducted within seventy-two (72) hours of incident.
- c. Confidential, non-evaluative discussion of involvement, thoughts, and
- d. feelings resulting from the incident.
- e. Discussion of possible stress-related symptoms.

6. Follow-Up Debriefing:

- i. Should be organized and conducted by the peer support team or other CISM team.
- b. Conducted weeks or months after incident.
- c. Concerned with delayed or prolonged stress symptoms.
- d. May be done informally.

7. Individual Confidential Consultation

Available at any time, as needed. Refer to Peer Support Team, CISM team or EAP.

8. Objectives of the Debriefing

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

c. On-site Management/Defusing

Minimizing members' exposure to physical and visual contact results in fewer stress related problems.

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

d. Activation of the Debriefing Process

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


e. Location

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

e. Confidentially

In all cases, the content of interventions will be STRICTLY CONFIDENTIAL.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Wellness/Fitness Program | | |
| | SOG Number: 111 | | |
| | Original Date: 2/2015 | | Current Revision Date: 1/1/2023 |
| | Section: Administrative | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

Wellness and Fitness Committee

- Duties: Review goals, objectives and standards of the wellness / fitness program, including, but not limited to fitness, nutrition, weight control, stress management, medical examination and fitness evaluations, and disease prevention/exposure control.
- Recommend changes in policy or guidelines.
- Review department-wide results for the program.
- Recommendations will be made to the chief, who must approve all changes prior to implementation.
- Members of the wellness / fitness committee will be chosen by the chief and the volunteer president. The position of the wellness / fitness coordinator will be chosen by the chief, with requisite training made available by the department.

Fitness Coordinator(s)

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

Wellness Coordinator

- a. The wellness coordinator or designee shall be responsible for the tracking annual attendance of medical evaluations of members.
- b. The wellness coordinator shall notify members to that they are due for their annual medical evaluation 90 days, 60 days, and 30 days prior to their anniversary date. The wellness coordinator shall include, as part of the notification, all necessary paperwork.
- c. All members shall notify the wellness coordinator when their medical evaluation is scheduled and when their medical evaluation is completed.

Physical Fitness

To encourage personnel to successfully maintain department standards, personnel are encouraged to use on-duty time to utilize the fitness facility.

- a. Fitness should be a daily priority; however, work-out times and length should be contingent upon supervisor discretion as to workload needs.
- b. Daily, a 1-hour time frame shall be made available for members wishing to take advantage of an on-duty workout program. Additional time may be provided as workload / schedules permit.
- c. All members shall complete a daily workout log, available in the fitness facility.
 - i. To log a member's workout there is a QR Code in the Gym and the apparatus bays that will keep a cumulative log
 - ii. Members may use the high school track, staffing permitting, and must remain available to respond in a timely manner.
- d. Members not meeting the department's standards for fit for duty shall be required to participate in mandatory fitness training, supervised by the fire department physician and fitness coordinator, until such time the member returns to fit for duty status.

Stress Management

The stress management component of the fitness / wellness program provides important tools to assist all members in effectively dealing with the emotional, physical, and mental stress of work and life. The tools consist of:

- a. EAP – The Employee Assistance Program helps members, and their immediate families solve personal and family challenges in a confidential manner. There is no charge to the member. The EAP is available to all members by calling 1-800-647-3327. It can also be reached online at www.lifesolutionsforyou.com. Our organization code is mtlebanonfire.
- b. CISM – The Pittsburgh Critical Incident Stress Management Team is available 24-hours a day to conduct debriefings for personnel who have been exposed to incidents of extraordinary emotion. For more Information, refer to the Critical Incident Stress Management SOG.
- c. Chaplain – The fire department chaplain provides spiritual guidance for members with personal problems, which may also include providing spiritual guidance for family members.
- d. Reassignment of staff duties or shift realignment.
- e. Peer Support Team- The peer support to team is a group of 4 firefighters that you can discuss sensitive issues with firefighters and be put in touch with the appropriate resources


Medical Examinations & Fitness Evaluations

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

Fire Department Physician

1. Duties: The fire department physician will work with the chief and the fitness / wellness committee to supervise the department's pre-employment and annual medical examinations / fitness evaluations in accordance with NFPA 1582.
2. Education: The fire department physician will deliver departmental education classes on nutrition, weight control, and fitness.
3. Rehabilitation: The fire department physician will assist members by developing nutrition, weight loss, fitness, and rehabilitation programs.

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| MT. LEBANON FIRE DEPARTMENT | | |
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|  | Cellular Phone & Camera Usage | |
| | SOG Number: 112 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

Current society requires us to safeguard our employees and customers personal information.

III. Procedures


a. Cellular Phones

1. Usage: Personal cellular telephones are permitted to be carried while on duty but should be placed on silent mode and allow voice mail to answer a call. Cellular phones may be used for personal purposes only a very limited basis and must never be cause for delay in responding and should never be used between the dispatch of a call and the time the call is completed.
2. Apparatus Operations: While operating apparatus, personnel shall not, under any circumstances, respond to or make a cellular telephone call, send text message, or check electronic mail.

b. Camera Usage

1. Usage: Under no circumstances shall any personnel be permitted to use the camera function of a personal cellular telephone while on duty. Personnel are only permitted to use cameras, videos, or other picture taking devices authorized by the Mt. Lebanon Fire Department and approved by the Incident Commander. All on-scene photography shall be for documentation purposes and conducted only at the discretion of the Incident Commander.
2. HIPPA: Any photographs containing individually identifiable information covered by the HIPPA Privacy Rule must be protected in the same manner as personnel and medical information.
3. Prohibited Images: No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, or distributed in any manner without the approval of the fire department. This prohibition includes posting photos on personal websites, or e-mailing images to friends, colleagues, or others.
4. Helmet Cams: Personal helmet video cameras are allowed only at discretion of the Fire Chief.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------|---------------------------------|
|  | Overtime Callouts | |
| | SOG Number: 113 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline establishes the policy for scheduling overtime (Callouts) when a shift vacancy occurs, or extra staffing is required.

II. Background

N/A

III. Procedures


a. Call Out Log

1. A call out log shall be used to select and record personnel contacted when an overtime fill is required for a call off or extra staffing. The call out log will be maintained by the Assistant Chief.
2. Call offs are situations where the use of sick days, personal days, or emergency leave result in a staffing deficiency.
 - a. The overtime fill should be made with a person of the same rank.
 - b. If all personnel available within the same rank have declined or are not available, then personnel outside the same rank will be contacted.
3. Extra staffing is a situation where additional staffing is required for special details, weather emergencies and the like.
 - a. The overtime fill is not dependent on rank.
 - b. The order to contact personnel, for either type of overtime fill, will be based on accumulated Total Regular Overtime Hours (not including paid man drill or Con Ed overtime).
 - i. The lowest available person will be contacted first. If the person does not answer, and a voicemail is left, adequate time should be given for them to call back,
 - ii. If the lowest available person declines, the next lowest will be contacted
 - iii. This continues until the overtime fill is completed.
 - iv. If no available personnel fill the open shift, a force overtime will be required to maintain minimum staffing. To fill the shift, the individual on the previous shift with the lowest hours on the callout log will be forced to stay. If this will result in a violation of the 24-hour rule, the shift will be split between the off going shift and the individual on the following shift with the lowest hours on the callout log will be forced to come in early. Rank will not be factored into the decision who will be forced.

4. Availability of Personnel shall be considered using the following criteria:
 - a. Those on PASS.
 - b. Those available to work 24 hours, per the Career Rules and Regulations.
 - c. Personnel using paid time off (vacation, holidays, personal days, emergency leave) or attending authorized training shall not be considered available.
5. The Total Regular Overtime (OT) hours Calculation will be performed as follows:
 - a. Paid Man Drill and ConEd OT hours are not included in this calculation.
 - b. Hours earned for station coverage when an All Call/Recall is reduced to a still will be included in Regular hours.
 - c. The Call Out Log will be updated at least every two (2) weeks at the end of the pay period.
 - d. Entries made into the Call Out Log shall include:
 - i. Date and shift overtime fill was needed (ex. 1-30-2010 Daylight).
 - ii. Date and time personnel were contacted.
 - iii. Response from personnel contacted (Y-Yes, N-No, Message).
 - iv. Total OT hours accumulated adjusted (if applicable)

b. Schedule Adjustment

1. Adjustments to the schedule to accommodate outside training or unique circumstances will be made by the Fire Chief and/or Assistant Chief.
2. When possible, accumulated total regular overtime will be considered.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--------------------------------|--|
|  | Social Media Policy | |
| | SOG Number: 114 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

Social networks have become an increasingly prevalent form of communication in our personal and professional lives. Used responsibly, social media can help positively shape the public's perception of local government and its products, services, and employees. Through social media, Mt. Lebanon Fire Department can show transparency and engage with residents and taxpayers – the two most important reasons for Mt. Lebanon Fire Department's use of social media. This policy promotes responsible use of social media. This policy is not intended to infringe upon an employee's Constitutional or statutory rights, nor does this policy supersede any collective bargaining agreement.

a. Purpose

This policy applies to both work and personal use of any form of social media or social networking, including Facebook, Twitter, Instagram, LinkedIn, Nextdoor, Foursquare, MySpace, Gowalla, Usenet groups, message boards, chats, bulletin boards, blogs and other similar social media or other sites where text, photos, videos, audio files, or other content may be posted and shared (hereinafter collectively referred to as "Social Media"). All employees should exercise good judgment and common sense when accessing and using social media. Employee use of social media should be consistent with this and other policies of Mt. Lebanon, including, but not limited to, the E-Mail and Internet Usage Policy and the discrimination, harassment, and confidential information policies. Employees are also directed to observe all copyright rules.

II. Background

N/A

III. Procedures

a. Personal Social Media Accounts

Typically, what employees do outside of work is their personal business and not subject to Mt. Lebanon policies, but certain activities, like use of social media, may affect employee compliance with policies. As such, use of social media as an employee of Mt. Lebanon is subject to certain restrictions.

All employees are strongly encouraged to consider the potential impact of social media statements prior to posting. The Municipality strives to be professional in its operations and processes. Posts that express favoritism and/or bias for or against any individual or group of individuals reflect poorly on the public official, as well as the Municipality and its residents. Further, comments suggesting such treatment can expose the

Municipality to liability and legal costs. Employees and officials should consider whether liking, sharing, retweeting, or commenting on any social media posts could be perceived as an endorsement of or about the Fire Department, its employees, constituents, other public officials, suppliers, vendors, or contractors.

b. General Prohibitions on Personal Use of Social Media

It is strongly suggested that employees refrain from posting information or images on social media that may be perceived by any party as detrimental to the goals and mission of the Mt. Lebanon Fire Department. Employees shall not reveal confidential information obtained during employment with Mt. Lebanon, including, but not limited to, trademarks, employee information, or information related to investigations. Photos taken while on the job for department social media purposes should be forwarded to the social media moderator for review and posting from the official department pages.

Employees shall refrain from using social media on any device during work hours for personal use.

Employees are permitted to access social media on their personal devices before and after work hours and during breaks.

Employees are prohibited from using social media in violation of state, federal or local law, and will be held legally responsible for their postings.

Employees should not misrepresent their identity when accessing and posting information and content on the Internet.

c. Be Respectful

When using social media, please be fair and courteous to fellow employees, residents, contractors, and vendors. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or a supervisor than by posting complaints to a social media site.

Employees are prohibited from posting content that is inconsistent with their duties and obligations as an employee of Mt. Lebanon Fire Department and from using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that falsely disparages fellow employees, residents, contractors, or vendors, or that might constitute harassment or bullying. Examples of such conduct include vulgar or violent words or images, sexually graphic content, racist or sexist comments, comments insulting, or threatening groups based on national origin, comments insulting or threatening Mt. Lebanon residents or the general public and statements that could constitute a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law. All such content tends to undermine the public trust and confidence in you, your co-workers, and Mt. Lebanon Fire Department.

Fire Department employees should reference Fire Department standard operating guidelines number 111 for cell phone and camera usage as it is more restrictive and detailed.

d. Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives everything; therefore, even deleted postings can be searched.

Never post any information or rumors that you know to be false about Mt. Lebanon Fire Department, fellow employees, residents, contractors, or vendors.

e. Express Only Your Personal Opinion

Employees of Mt. Lebanon Fire Department maintain their rights to speak about matters of public concern and may post information about Mt. Lebanon Fire Department on social media but should include a disclaimer that the views expressed are the employee's own views and are not the views of Mt. Lebanon Fire Department. When posting your point of view, you should neither claim nor imply that you are speaking on Mt. Lebanon Fire Department's behalf, unless you are authorized in writing by the Fire Chief to do so.

Employees should avoid using social media to engage in any activity that constitutes a conflict of interest.

f. Municipality-Related Complaints

If you receive a complaint related to the Fire Department on your personal Social Media account, the proper response is "Please contact the Mt. Lebanon Fire Department directly so the department administration may respond to you. You may submit your inquiry to 412-343-3402 or through our website at www.mtlfd.org." If you choose to respond via your personal accounts, you will open yourself to public record requests of that account. Fire Department supervisors should not use an employee's personal social media to make work-related requests.

g. Contacts by the Media

You should not speak to the media on Mt. Lebanon Fire Department's behalf unless authorized by the Fire Chief to do so. All media inquiries seeking comments from Mt. Lebanon Fire Department should be directed to the Fire Chief or the Public Information Office.

h. Appropriate Use of social media on Behalf of the Fire Department

Employees may post information or images on social media on behalf of the Fire Department after obtaining written permission from the Fire Chief. When posting information in the course of approved work activities about Mt. Lebanon Fire Department on social media, employees should use the official department pages or clearly identify themselves as an employee of Mt. Lebanon Fire Department. With the required approval, social media may be used for:

- a. Community outreach
- b. Time-sensitive notifications
- c. Recruiting and Employment
- d. Marketing and Advertising

All material posted should be confirmed to be factual. Correct known errors immediately and transparently.

i. Use of Municipal Accounts

All official Mt. Lebanon Fire Department presences on social media are considered an extension of the Municipality's information networks and are governed by the official Internet Usage Policy. Passwords are to be kept confidential. However, sign-in credentials should be given to the Public Information Office for use in an emergency.

When posting or moderating information on Fire Department Social Media accounts, follow all applicable laws. Visitors are entitled to First Amendment Rights. As such, we shall only remove posts or comments that violate the most egregious of public standards and our terms of use statement will clearly express that. Obscene pictures or language, threats of violence, spam/advertising or hacked material, and off topic comments from the public are subject to removal. Material critical of the Fire Department shall not be removed unless it contains the content. When possible, the commenter should be notified and given the opportunity to re-post the message using appropriate language. Posts and comments should not be removed or hidden without permission from the Fire Chief, Public Information Officer, or their designee.

Visitors to our sites/social media should not be permanently banned or blocked.

Do not argue with posters. However, you are permitted to correct misstatements of facts. Ignore trolls or comments meant only to provoke. Inform department leadership when comments or posts could adversely affect the department.

Be responsive to citizen concerns. Answer questions in a timely fashion. Do not speak for departments other than your own. Contact departmental leadership for accurate answers to questions for posting.

Fire Department accounts are not monitored 24 hours a day. Therefore, resident postings do not constitute official notice to the Fire Department about potential hazards or dangerous conditions. Once on duty, moderators should remind posters to contact 911 for any potential hazard.

Employees wishing to launch their own Social Media accounts/pages/group for the department may only do so with approval from the Fire Chief and must work with the Public Information Office to ensure proper use of logos and uniform branding with other Social Media properties.

Standards for employee posts on Municipal accounts are high; posts must reflect the highest level of sensitivity to taxpayer rights. Posts must not be political in nature, obscene or vulgar or make fun of any resident, taxpayer, or group. Do not use language that is racist, sexist, embarrassing, defamatory, demeaning or threatening. Follow all copyright standards including use of images. Do not share confidential information or private opinions.

j. Privacy


Employees do not have an expectation of privacy on social media accessed from networks and technology owned, operated, or leased by Mt. Lebanon. Even when content or postings are deleted or erased, it is still possible to retrieve and view that content or posting. Further, the use of passwords for security does not guarantee confidentiality. Mt. Lebanon reserves the right to monitor all activity on networks and technology owned, operated or leased by Mt. Lebanon; this includes all hardware that is a part of Mt. Lebanon's network of computers and information stored or backed up on site or off site by Mt. Lebanon or agents of Mt. Lebanon, and all cell phones and pagers/tablets/other mobile devices owned or leased by Mt. Lebanon. Employees should be aware that their posts may be brought to Mt. Lebanon's attention by other employees, supervisors or third parties. Mt. Lebanon Fire department also reserves the right to request that employees remove postings that are in violation of this policy.

All Municipally owned accounts will be archived and made available as required under the Right to Know Act.

k. Complaints

Employees who have seen and have legal access to posted information that violates Mt. Lebanon Fire Department's policy, or any federal, state, or local law should print the posting and provide a copy to the Fire Chief.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|--------------------------------------|---------------------------------|
|  | Exposure Control Plan Health Records | |
| | SOG Number: 115 | |
| | Original Date: 7/2009 | Current Revision Date: 1/1/2023 |
| | Section: Administrative | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for Health History for Exposure Control for MLFD personnel.

b. Scope

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

c. Enforcement

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

II. Background

N/A

III. Procedures


All Mt. Lebanon Fire Department personnel will be asked to complete a health history form.

- a) Applicants must provide written proof of any previous TB skin test results within two weeks of appointment, if available.
- b) Applicants will be offered TB skin test, HBV immunization, infection control education and training, after the completion of the appointment process.
- c) Applicants will show written proof of immunity for Measles, Mumps and Rubella, if available.
- d) Applicants will show proof of immunity for Chickenpox, if available. New personnel, who do not have immunity to chickenpox by reported history of the disease as a child, will be advised to obtain the chickenpox vaccine -Varivax. Personnel who receive chickenpox vaccine (Varivax) should submit proof of vaccination for inclusion in their medical record.
- e) Personnel exposed to a communicable disease off duty should contact the Designated Officer.
- f) All illnesses listed under the work restriction guidelines program are to be reported to the Designated Officer.

- g) The participation in the health history for exposure control is voluntary, the only vaccination that is mandatory to be offered is the HBV immunization and a firefighter can decline taking the vaccination by signing the HBV Vaccination Declination Form.

Refer to the MLFD Exposure Control Plan for information about vaccinations, communicable disease and OHS, CDC, and NFPA 1581 Requirements

C: OPERATIONS-VEHICLE OPERATIONS

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Apparatus Movement | |
| | SOG Number: 200 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operation | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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


II. Background

Boarding apparatus might be the riskiest tasks we perform. There are many moving parts, and the task is very dynamic and fluid. We have had several near misses in this area that could have been catastrophic.

III. Procedures

1. The apparatus operator shall perform the following steps in order, prior to moving the apparatus:
 - a. Activate the apparatus emergency lights
 - b. Beep the apparatus road horn twice
 - c. Release the air brakes
2. All fire department personnel will avoid any apparatus that is preparing to depart the station once the warning lights are activated. When a vehicle is running, all passengers must approach from the front in plain view of the operator and await their signal to safely board. Under no circumstance will anyone attempt to board approach a moving vehicle.
3. If an operator in plain sight motions for personnel to board, a member can be added to the apparatus. Parking brakes must be set and transmission in neutral prior to boarding.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Backing of Apparatus | | |
| | SOG Number: 201 | | |
| | Original Date: 1/2017 | | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to protect personnel while apparatus is backing into the station at 555 Washington Road, any incident scene or other detail.

II. Background

Due to the hazardous nature of backing up any of our large vehicles, larger than the pickup truck a spotter is required to ensure no personal injury or damage to property occurs while backing up a large apparatus.

III. Procedures

a. General

1. Preliminary

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

2. General Guidelines

3. Backing operations away from station:

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

Driver with one or more passengers:

- a. At least one of the onboard personnel must get off and act as a spotter.
- b. The officer riding position or a designee shall always disembark for backing and is responsible for spotting or appointing a spotter.
- c. Spotter shall be responsible to guide the driver, making sure the area is clear (high and low).
- d. Spotter shall maintain visual and if possible, radio contact with the driver.
- e. If driver loses sight of spotter, the vehicle will be stopped until contact is reestablished.
- f. All personnel involved with backing operations, except for the driver, will wear safety vests.

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

Driver only in vehicle:

- a. When backing is necessary, driver may use other personnel to act as a spotter (MLFD,MLPD,MRTSA,DPW).
- b. Driver shall exit vehicle and inspect area being backed into (360 degrees, high and low).
- c. When possible, a single operator shall position the vehicle in a manner to avoid backing.

4. Backing at Station

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

- a. When possible, apparatus should approach from Washington road, the use of Shady Drive for approach is not recommended for intersection control purposes.
- b. The driver should put down the driver side window and remove the headset so that if a stop command is yelled it can be heard.

Station personnel:

- a. All personnel involved will wear a class 2 safety vest or coat during the entire operation.
- b. Upon return of the apparatus, the traffic control signal and lights will be activated.
- c. All personnel will remain on the apparatus during the entire backing procedure and will not disembark until the vehicle is completely stopped and parked with the brakes set.
- d. Two traffic control assistants (when available) will be used to stop traffic on Washington Road. Assistants will remain on the sidewalk and will not enter the street.
- e. The Northern assistant will respond to the sidewalk just north of the last engine bay and will signal traffic to stop with the aid of a stop sign (lighted sign at night).
- f. The Southern assistant will respond to the sidewalk on Washington Road at the corner of Shady East. The assistant will stop traffic by signaling in the same manner as above. The Southern assistant will also pay attention to pedestrian cross walks at this intersection. Pedestrians should not be allowed to cross the intersection during backing operations and will be advised to wait until the next walking signal appears.
- g. Note: If there are not adequate personnel to safely return the vehicle in quarters, the apparatus is to be parked placed on the building apron until resources are present.

5. Traffic Control Devices

- c. When leaving and returning from the station, the traffic light control will be used to stop all traffic except southbound.
- d. When returning apparatus from the south, the apparatus shall put on the hazard lights in the passing lane. Pull far enough forward so that vehicles behind the apparatus can see the traffic light.

b. Station

1. It shall be the responsibility of the backer to connect the exhaust tube to the vehicle only after the vehicle is off and the brakes are set. (Refer to SOG 203)
2. The interior bay lights shall be switched on for all rows whenever vehicles are backing in the station.

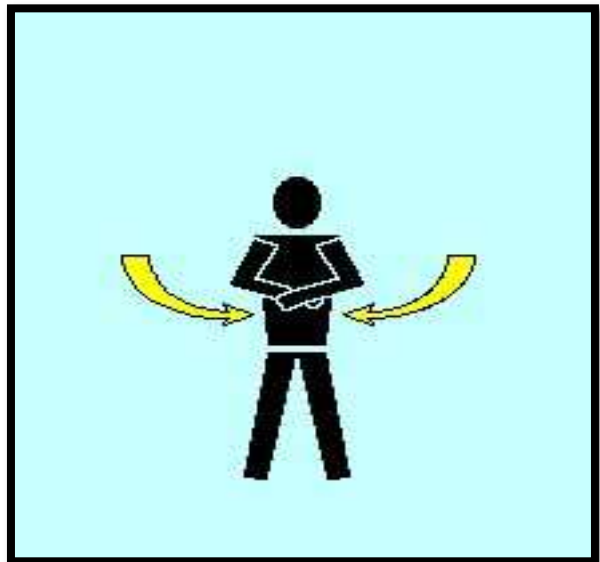
- a. Back-up cameras can be used to assist backing but are not a substitute for a spotter.
- b. Hand Signals: The following page lists the standard backing hand signals to be used.

b. Standardized Backing Hand Signals

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



**Back
Straight**



Stop




**Back
Right**



**Back
Left**

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------|---------------------------------|
|  | Secondary Braking Devices | |
| | SOG Number: 202 | |
| | Original Date: 1/2012 | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background


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

III. Procedures

a. General

1. The Jake brake has an on/off switch and a Low, Medium, and High position switch.
2. The driver shall use his/her discretion as to use Low, Medium, or High mode during normal driving conditions. In Western Pennsylvania the topography is hilly, and the operator’s manual suggests leaving the Jake Brake in the high setting. Only on flat surfaces such as interstates and expressways should the Jake Brake be in the low setting on dry pavement.
3. Use of the Jake brake will aid in stopping and reduce brake wear.
4. 3.4 The Jake brake should be turned off or switched to Low on all wet road conditions. If device is left on, skidding may occur on wet or slippery surfaces.
5. The Jake brake will be turned off on all slippery road conditions, such as snow- or ice-covered roadways. If device is left on, skidding may occur on wet or slippery surfaces.
6. Speeds will be reduced according to roadway conditions when driving with the Jake brake on the Low setting or when the device is turned off.
7. Transmission retarders shall be turned off for slippery conditions.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|---|---------------------------------|
|  | Station Exhaust System Connection to Vehicles | |
| | SOG Number: 203 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to connect station exhaust system to diesel vehicle.

II. Background

The International Association for Research of Cancer (IARC) classifies diesel engine exhaust as “carcinogenic to humans,” based on sufficient evidence that it is linked to an increased risk of lung cancer. IARC also notes that there is “some evidence of a positive association” between diesel exhaust and bladder cancer.


III. Procedures

a. General

The following guidelines will be used:

- No attempt will be made to secure the exhaust system connection while the apparatus is in motion or prior to the vehicle reaching its final resting position. Only after the spotter has signaled the operator that the apparatus is in the final position and the brakes have been applied will any attempt be made to attach the exhaust hose to the vehicle.
- The hose will be attached by the spotter only after the brakes have been set on the vehicle.
- If the air reservoirs on the apparatus are depleted by the backing operation, the operator will wait until notified by the spotter that the exhaust hose is in place before increasing rpm to build air pressure.
- It shall be the responsibility of the spotter to keep all personnel out of the area until such time as the apparatus is stopped and the brakes are set.
- While building up air pressure or performing daily truck checks the exhaust system must be turned on manually at the front of the apparatus bays to ensure that it continues running during the action being taken.
- The exhaust system automatically starts with the ignition of the vehicle but is on a timer and will shut off 1 minute after its activation.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------|---------------------------------|
|  | Daily Truck Checks | |
| | SOG Number: 204 | |
| | Original Date: 8/2022 | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to define the minimum expectations of the daily truck checks.

II. Background


Apparatus must be a constant readiness state. The fire department must maintain all of our equipment in top shape and be ready at moment's notice.

III. Procedures

a. General

1. Truck checks will be performed daily by the on-duty personnel and any volunteers that are available.
2. Truck checks should be completed as soon as possible after the morning workout.
3. On the first daylight shift, the truck check will be more encompassing and ensure that all functions of the apparatus are in working order and ready for deployment.
4. On the second daylight shift, the truck check can be reduced provided none of the equipment checked on the previous day was used. This includes equipment like gas meters, EMS equipment and the fire pump.
5. The truck check should be performed using the sheet provided by B-Shift (Resource Management) as a guide on the items to check. The guide is located at the front of the apparatus bays. This is only a guide; a thorough truck check may require checking additional items.
6. Once the truck check is completed document the truck check using the form provided by B-Shift (Resource Management). The form is located at the front of the apparatus bays.
7. If an issue that could affect the readiness of the apparatus is identified, the shift commander should be notified.
8. The shift commander will decide whether or not to mark the apparatus out of service.
9. The shift commander should e-mail or call the B-Shift Deputy Chief and make them aware of the situation and assist with any requests from B-Shift.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------|---------------------------------|
|  | Monthly Truck Checks | |
| | SOG Number: 205 | |
| | Original Date: 8/2022 | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of this standard operating guideline is to define the minimum expectations of the monthly truck checks.


II. Background

We check the operations of the primary vehicle function during daily truck checks. The monthly truck check is more conclusive and all encompassing of all of the vehicle components and tools.

III. Procedures

- Monthly truck checks will be assigned to all shifts at the beginning of the month by B-Shift (Resource Management)
- Each shift will be assigned an apparatus to complete.
- Each shift will set aside time at the discretion of the shift to complete the truck checks.
- Each piece of equipment should be gone over thoroughly and ensured that it is in working order and clean.
- The truck check should be performed using the sheet provided by B-Shift (Resource Management) as a guide on the items to check. The checklists are located in the duty fire office. This is only a guide; a thorough truck check may require checking additional items not on the sheet.
- All discrepancies or issues should be documented on the checklist.
- If an issue that could affect the operation of the apparatus is identified, the shift commander should be notified.
- The shift commander will decide whether or not to mark the apparatus out of service.
- The shift commander should e-mail or call the B-Shift Deputy Chief and make them aware of the situation and assist with any requests from B-Shift.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------|---------------------------------|
|  | Seat Belt Usage | |
| | SOG Number: 206 | |
| | Original Date: 5/2008 | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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


II. Background

N/A

III. Procedures

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

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Snow Chain Usage | | |
| | SOG Number: 207 | | |
| | Original Date: 8/8/2022 | | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of this standard operating guideline is to establish A policy for the appropriate use of both the vehicle mounted on-spot chains and the hard chains

II. Background

In an effort to ensure the safe operations with snow chains a policy for when and where it is appropriate to use both styles of chains and how to install them is necessary.

III. Procedures

1. Use of vehicle mounted chains.
 - a. We have either style of insta-chains and on-spot chains mounted on all heavy apparatus.
 - b. According to both manufacturers, the chains effectiveness is reduced when snow is above 4" and are ineffective when snow is above 6".
 - c. Chain must be deployed and retracted while the vehicle is moving to prevent damage to the mounting hardware and the actuator.
 - d. Speed should be limited to limited to 25 miles per hour.
2. Use of Hard Chains
 - a. If snow fall above 4" is expected or likely and at the discretion of the shift commander, we should install hard chains on the reserve engine. If multiple snow falls are expected the chains may be left on the reserve engine for an extended period and dropped if not needed.
 - i. This apparatus should be used at the officer's discretion
 - b. Hard chains can be installed on other apparatus at the discretion of the shift commander.
 - c. Any apparatus with hard chains installed shall have padding installed the entire length of the wheelbase between the tires and apparatus bay floor.
 - i. Padding is available in the form of carpet runners in the basement storage area on the shelving.
 - d. Speed should be limited to 25 miles per hour.
 - e. Follow attachment 1 to this SOG for proper installation of hard chains.

SOG 208 - ATTACHMENT 1

About the ramps:

DON'T use a jack under our major apparatus to lift them for installing the heavy chains. The automatic chains are bolted to the bottom of the axles and will be damaged when you lift on them by using a floor jack, or possibly allow the vehicle to fall on you. Chock the front tires as a precaution when on the ramps.

For our convenience, we use ramps to raise the vehicle off the floor. These are placed behind or in front of the inner tires on the back axle. *NOTE: The Truck's drive axle is the **forward** tandem.* Place the ramp in a direct line with the tire so the vehicle will correctly move onto them.

Prepping the chains:

Each of our major apparatus have a set of heavy chains made specifically for that application and stored in a box color-coded for that vehicle. The chain hooks and spreaders are also painted according to application. Please don't mix them up.



Remove the chains from the box and lay them beside the vehicle's rear tires.

Spread them flat, and remove all twists from the chains. This means the cross chains and also the main chains. For the main chains, the simple hook will be installed to the inside of the tire, and the locking hook will be on the outside. You'll see the cross chains are fastened to the main chains by bending down the "hook eyes". Make sure the hook eyes on the cross chains will be away from the tire, **not into** the tire which could cause cuts in the sidewall.

Installation:

Lift the chain by grabbing the main chain that will be placed behind the tire. Have your arms about shoulder's width apart, and drape the chain over the tire. If you've done it correctly, you should have the unfinished ends of the main chains about 1/4 of the way up the tire. This will make fastening and adjusting easier. Based on our FD's old-time ways, I prefer to make my connections to the rear of the tire.

Hook the inside main chain together, considering you may find an excessive length of chain available.

Slide the end link onto the hook to make sure it doesn't slap around when driving, and make your best guess on how many other links to capture so the chain will properly fit the tire when finished.

Adjust the lay of the cross chains so they are straight across the tire, as shown in the photo above.

Connect the locking hook temporarily, then make adjustments to the lay of the chains so the chains can be fastened as tight as possible. We usually complete the process via large pliers and a screwdriver. DON'T pry on the tire wall with the point of the screwdriver. It can easily puncture the tire wall. Loose chains will cause damage to the chains and vehicle.

Finish your installation by adding the "spreaders". Ours are springs on small chain loops, designed to be installed on the outside of the tire (as if you are covering the hub cap). They need to be tight, and are designed to help take up additional slop when the chains get a little loose. Make sure any spare links from the main chain are captured to prevent slapping.

Use:

Since the heavy chains mount on the outer tires, and the automatic chains (On-Spot and Insta-Chain) contact the inner tires, you can operate both at the same time if necessary.

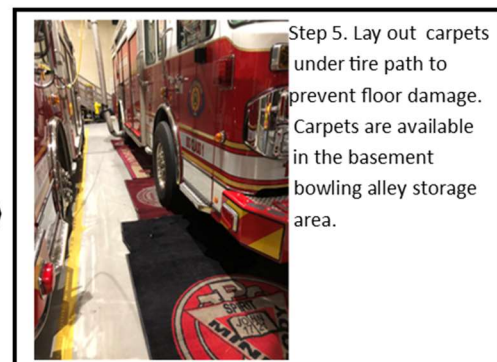
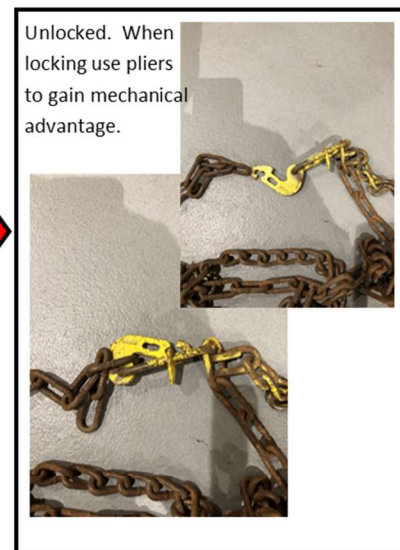
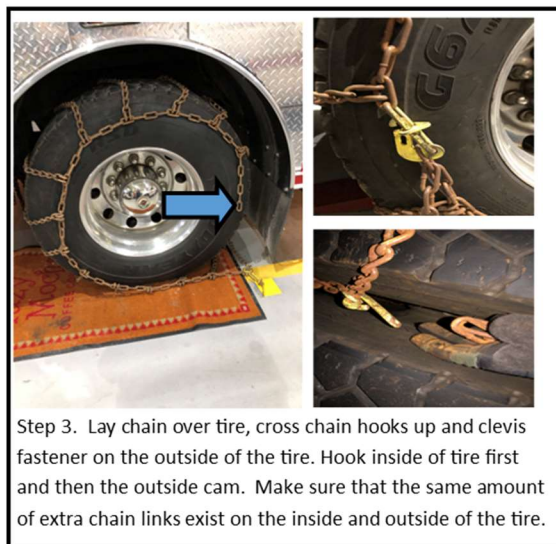
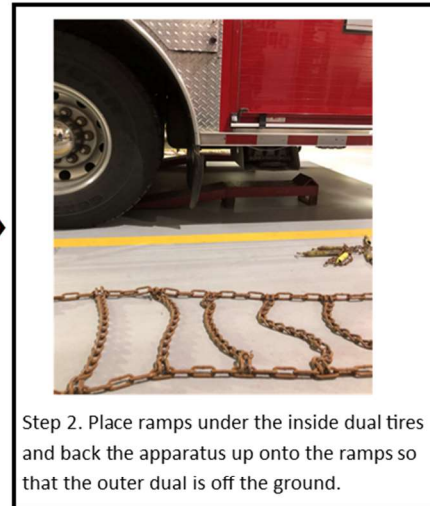
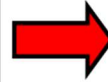
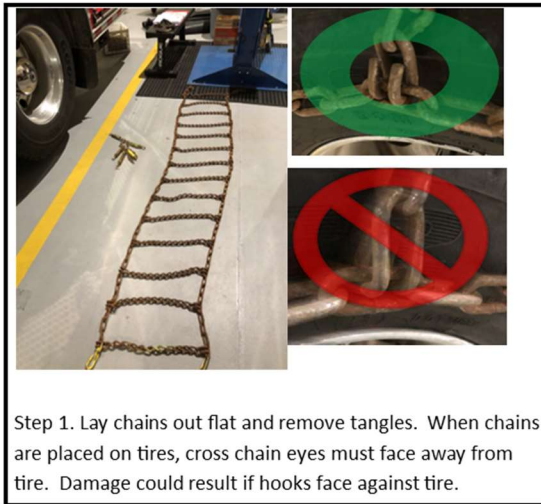
We limit our operating speed to 25 mph, as the heavy chain manufacturers dictate.

(On-Spot says 35 max, Insta-Chain says 30 max ----- SLOW IS BETTER)

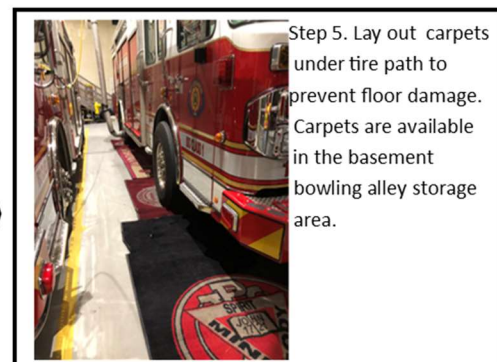
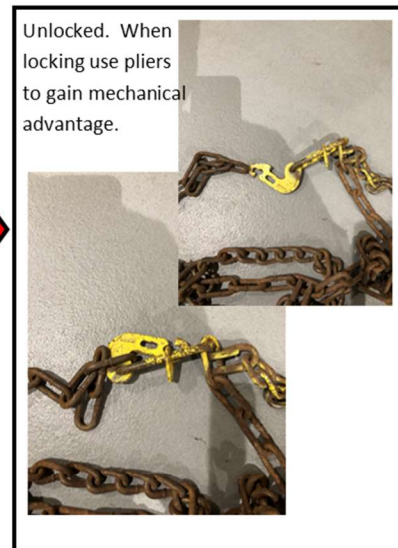
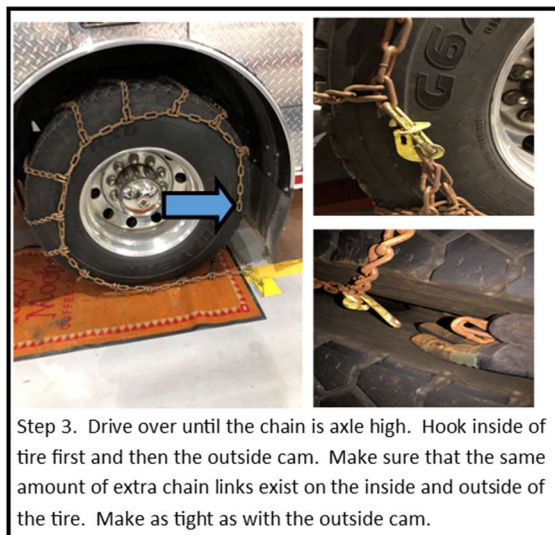
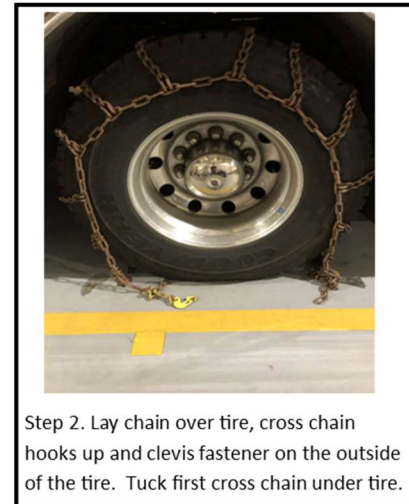
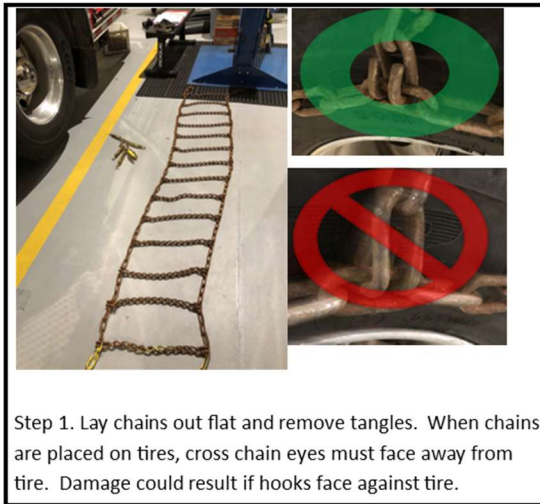
Check the heavy chains after each run to be sure they are still tight, and ensure the cross chains will survive the next run.


Reference: TIRE CHAIN MOUNTING INSTRUCTIONS from www.tirechain.com/TRUCKInstructions.pdf

METHOD # 1 RAMPS AVAILABLE



METHOD # 2 NO RAMPS AVAILABLE



| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | UTV USAGE | | |
| | SOG Number: 208 | | |
| | Original Date: 8/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Vehicle Operations | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish guidance on usage and operations of the UTV for both emergency and non-emergency responses.

I. Background

To ensure safe operation and towing of the TCESD1 Utility Terrain Vehicle (UTV) to any drill, incident, or function. Due to its unique design and handling characteristics, extreme caution must be exercised at all times while hauling, operating, and transporting patients with this vehicle.

III. Procedures

1. Usage and Authorization


- For non-emergency events such as first Fridays, 4th July events and other preplanned events, the UTV usage will be approved by the fire chief or assistant chief in advance.
- For emergency responses, the UTV will be requested by the on scene OIC. The only out of town response that is permitted is to Dormont. If the UTV is to be used out of these two areas a trailer must be secured and the UTV tied down in accordance with MCSAP (Motor Carrier Safety Assistance Program) Standards.

2. Response and Use

- Only trained and qualified apparatus operators are permitted to operate the UTV. Training will be conducted in accordance with a training plan by a qualified operator. A list of qualified operators will be maintained by the training division.
- For any response, the fire department should provide an escort vehicle to accompany the UTV to its assigned area and back to the station at the end of the event/incident.
- When below ½ tank the fuel should be filled. There is a 5-gallon gas can that is stored in the flammable cabinet in the apparatus bays. We will be purchasing non-ethanol gas from the Shell station on Route 88 in Castle Shannon. You will need to use the fleet card from the shop key box and get a receipt for administration.
-

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D: OPERATIONS-RESPONSE OPERATIONS

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Response Staffing | | |
| | SOG Number: 225 | | |
| | Original Date: 12/2016 | | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background


The fire department has researched different call types and applied critical tasking, life safety strategies and other variables to ensure that an adequate number of personnel are on scene in a timely fashion.

II. Procedures

In an effort to keep the response matrix clean it is contained on the next page.

| INCIDENT TYPE | STAFFING / ALARM TYPE |
|---|---|
| Automatic / Mutual Aid | Per pre-Plan |
| Rapid Intervention Team | All Call |
| Brush Fire | Still with minimum 2 personnel or Group Recall |
| EMS, Medical Assist, QRS | Still with minimum 2 EMT personnel or group recall |
| EMS, Medical Assist, MRTSA on-scene | Still with minimum 2 or group recall |
| Fire Alarm – Occupied Commercial 0800-2300 | Still with minimum 3 personnel or group recall |
| Fire Alarm – Occupied Commercial 2300 - 0800 | All-Call |
| Fire Alarm – Unoccupied Commercial | Still with minimum 3 personnel or group recall |
| Fire Alarm – Residential 0800 – 2300 | Still with minimum 3 personnel or group recall |
| Fire Alarm – Residential 2300 - 0800 | All-call |
| Good Intent Call | Still Alarm with 2 personnel or Group Recall |
| Hazardous Condition | Still Alarm with 2 personnel or Group Recall |
| Hazardous Materials | All Call |
| Multiple Still Alarms | All Call |
| Rescue – Elevator | Still Alarm with 3 personnel or All Call per Critical Tasking |
| Rescue – Other | Officer Discretion per Critical Tasking |
| Search (Lost Person) | All Call |
| Structure Fire | All Call |
| Vehicle Accident – Entrapment | Still Alarm with 6 personnel or All Call |
| Vehicle Accident – Fluid Cleanup | Still Alarm with 2 personnel or Group Recall |
| Vehicle Accident – Injuries Reported | Still with minimum 2 personnel or recall |
| Vehicle Accident – Unknown Injuries | Still Alarm with 2 personnel or Group Recall |
| Vehicle Fire – In Occupied Building | All Call |
| Vehicle Fire – In Open Parking Garage | All Call |
| Vehicle Fire – In Street | Still with minimum 4 personnel or All Call |

- An all-call can be used in lieu of a recall at the discretion of the Shift Commander when other information is present

| MT. LEBANON FIRE DEPARTMENT | | |
|---|---------------------------------|---------------------------------|
|  | Apparatus Assignments at Events | |
| | SOG Number: 226 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background


N/A

III. Procedures

a. Apparatus Assignments

1. A minimum of four suppression interior (4) firefighters shall be assigned per unit.
 - a. Apparatus assignments shall be made to 1st, 2nd, 3rd, 4th, and 5th unit responding, not by apparatus number. The first unit shall be assigned with the on-duty crew. The shift commander will stay back on still alarms for station coverage but will have the ability to respond if a larger incident that requires his or her attendance is dispatched. The second unit shall be assigned with at least one off-duty officer and suppression fire fighters. The third unit shall be assigned with off duty career firefighters and volunteers as available. This process will continue until all firefighters are assigned to a unit.
 - b. Response. The on-duty Deputy Chief or their designee shall determine which units will respond to any call received. The intercom or radio will be used to alert a unit or crew of a response. If the on-duty Deputy Chief responds to a call, the ranking career firefighter will assume the duties of assigning personnel for additional calls or assignments.
 - c. Accountability passports. Where possible, the Command Board and accountability hardware should be used to make assignments and track deployments.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------------|---------------------------------|
|  | Apparatus Response to Emergencies | |
| | SOG Number: 227 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background


In an effort to get the correct resources to an incident scene the appropriate apparatus must respond in a timely fashion.

Ultimately the vehicle chosen is up to the shift commander. If the shift commander feels that another apparatus may be appropriate for the call, then that apparatus should be used.

The entire response matrix is on the following page.

III. Procedures

| Type of Emergency | 1st Due | 2nd Due | 3rd Due | 4th Due |
|---|-------------------------|------------|------------|------------|
| Fire Response | | | | |
| 1 or 2 family Dwelling | Engine | Engine | Rescue | Squad |
| Commercial | Engine | Truck | Rescue | Squad |
| Brush Fire | Engine | Engine | Engine | Squad |
| Vehicle in street | Engine | Engine | Rescue | Squad |
| Vehicle in structure | Engine | Truck | Rescue | Squad |
| Vehicle in open air parking garage | Engine | Engine | Truck | Squad |
| Mutual Aid - 130 | Engine | Rescue | Squad | OIC Choice |
| Mutual Aid - Other | Per Request | Squad | OIC Choice | OIC Choice |
| Fire Alarms | | | | |
| Residential | Engine | Truck | Rescue | Squad |
| Commercial | Engine | Truck | Engine | Rescue |
| Rescue/Medical | | | | |
| MVC without injuries | Engine | Rescue | Squad | OIC Choice |
| MVC with injuries | Engine | Rescue | Squad | OIC Choice |
| MVC unknown injuries | Engine | Rescue | Squad | OIC Choice |
| MVC with entrapment | Rescue (Dormont Engine) | Engine | Squad | OIC Choice |
| Motorcycle, bicycle accident | Rescue (Dormont Engine) | Engine | Squad | OIC Choice |
| Pedestrian struck | Rescue (Dormont Engine) | Engine | Squad | OIC Choice |
| QRS | Engine | Engine | Rescue | OIC Choice |
| Lift Assist | Engine | Rescue | Engine | OIC Choice |
| Elevator incident | Rescue | Truck | Engine | OIC Choice |
| Technical Rescue | Rescue | Engine | OIC Choice | OIC Choice |
| Water Rescue | Rescue/Water Cache | Squad | OIC Choice | OIC Choice |
| Search | Engine | Rescue | Squad | Squad |
| Haz-Mat | | | | |
| Haz-Mat Investigation | Engine | Rescue | Squad | OIC Choice |
| Small spill/leak | Engine | Rescue | Squad | OIC Choice |
| Service Calls | | | | |
| Public Service | Engine | OIC Choice | OIC Choice | OIC Choice |
| Wires down | Engine | Squad | OIC Choice | OIC Choice |

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|---------------------------------|
|  | Emergency Response – Warning Lights & Sirens | |
| | SOG Number: 228 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

Significant research has been done on response and the use of TIMS (Opti-coms). With the use of TIMS and not outrunning the opti-com any response time is significantly decreased. Almost all the intersections in town have these systems in place.

III. Procedures

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

a. Emergency Response


This method includes the use of red lights and sirens.

1. The operator of the emergency vehicle is responsible for the safe operation of the vehicle at all times and will be able to stop the vehicle at any time during the response to avoid collisions regardless of weather conditions or traffic patterns.
2. Use of the opti-com (TIMS) should be used the emergency response.
 - a. Care should be used when determining if the use of the opti-com will cause traffic issues that will delay response (i.e. use when responding to 314 Washington Road will block the access to the building)
3. The determination of response mode is the responsibility of the highest-ranking person of the vehicle based on experience and guidelines established in the "Apparatus Response to Emergencies".
4. Emergency response will only be used when life or property is at risk.
5. Emergency vehicles using red lights and sirens will stop at all red lights before proceeding safely through the intersection. No exceptions.
6. Emergency vehicles using red lights and sirens may proceed slowly and safely through stop signs under the following conditions:
 - a. After slowing down as may be necessary for safe operation.
 - b. All lanes of the intersection are visibly clear of on-coming traffic, or traffic has yielded to the vehicle and given the emergency vehicle right-of-way.

c. The incident presents a significant risk to life warranting an emergency response.

b. **Non-Emergency Response**

1. Non-emergency response will be used for all incidents with no indication of risk to people or property at the discretion of the shift commander.
2. Use of the opti-com (TIMS) will be at the discretion of the OIC during the non-emergency response.
3. During non-emergency response, the operator will obey all posted signs and applicable vehicle laws for normal operation of a vehicle.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|---------------------------------|
|  | Response to Fire Alarms (Levels of Response) | |
| | SOG Number: 229 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A


III. Procedures

a. Response

When a fire alarm is received with no confirming emergency information, the first-due unit will respond in an emergency response mode if appropriate. All other equipment, including personal vehicles, will respond non-emergency unless situational information indicates an actual problem.

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

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------------|---------------------------------|
|  | Response to Multiple Alarms | |
| | SOG Number: 230 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

In an effort to coordinate resources and deploy the appropriate resources in a timely fashion there needs to be one person in charge of the station.


III. Procedures

1. The Officer in Charge (OIC) will utilize all available on-duty personnel to respond to incidents. The first available off-duty career person shall assume the position of **Response Manager**.
 - 1.1. Exception: When a large-scale event is anticipated, the OIC may choose to remain back at the station to coordinate and assume the role of **Response Manager**.
2. When multiple calls are anticipated from severe weather, the OIC should activate the EOC and implement "Storm Mode" operations. (Refer to SOG 403).

Response manager initial responsibilities:

- a. Begin tracking calls utilizing the multi-incident call log
- b. Secure the accountability board and track personnel
- c. Consider alarm upgrades and EMC activation (three levels of response available)
- d. Assign and keep at least one fire crew and engine available for structural Response.
- e. Assign an officer to handle the duties of starting incidents in the records management system and document response times.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------------|---------------------------------|
|  | Group Recalls | |
| | SOG Number: 231 | |
| | Original Date: 7/2014 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background


N/A

III. Procedures

a. General

1. The group recall plan is intended to ensure a reasonable response for incidents that would normally be taken as STILL ALARMS. As such, it is NOT intended to replace an all-call. Whenever an officer decides that a call should be a STILL ALARM but is uncomfortable with the available on-duty resources, he can opt to use the GROUP RECALL. It may also be used to complete staffing requirements for non-confirmed incidents and for all medical QRS response where additional staffing is required.
2. Recall Groups.
 - a. The Volunteer staff will be divided into three groups. Each recall group will be assigned to a calendar week for response and documented in the online fire department calendar and staffing program.
 - b. The Career staff will respond to all group recalls and not be assigned a specific group.
3. Response.
 - a. The group recall number will change Sundays at 8am. The group number will be posted at the front of the apparatus bays near the 1st due engine, the station accountability board and the fire department calendar.
 - b. Group recalls should remain a district response (East-West) however the following should be considered.
 - i. Group Recalls for QRS calls – All personnel should report to the station. The only exception to this is if an officer or EMT knows that the QRS response is understaffed.
 - ii. Volunteer Operators should respond to the station to ensure there is adequate coverage for all group recalls.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------------|---------------------------------|
|  | District Response to Full Alarms | |
| | SOG Number: 232 | |
| | Original Date: 6/2014 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: TBD |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

1. Districts

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

a. West District Incidents

- i. Full alarms in the West District will be responded to as follows:
- ii. Personnel in the station and all personnel in the West District respond directly to the scene. All personnel in the East District respond to headquarters or to a designated assembly point.

b. East District Incidents

- i. Full alarms in the East District will be responded to as follows:
 - a. Personnel in the station and all personnel in the East District respond directly to the scene.
 - b. All personnel in the West District respond to headquarters or to a designated assembly point.

c. Driving to Scene

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

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


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

d. Personnel at Station.

- a. Ranking officer in station shall account for incoming personnel and arrange them into response groups.
- b. Response groups shall be automatically dispatched to the incident scene until advised otherwise by command.
- c. Ranking officer at station shall arrange to have needed response vehicles moved to headquarters.
- d. Personnel from station will be released after vehicles are placed back into service and clean-up is complete.
- f. Ranking officer at station may release personnel sooner if little or no vehicle clean-up is needed.
- g. Off-duty career personnel in station shall be deployed in the following manner:
 - Those individuals on PASS
 - Those individuals on the opposite shift

c. Parking at the Scene

Personal vehicle parking at scenes will consider not blocking hydrants, driveways and/or access for secondary fire apparatus. No personal vehicles shall be parked directly in front of the incident address.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------------|---------------------------------|
|  | Mutual Aid Response | |
| | SOG Number: 233 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2013 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. Response

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


1. Engine – 4 personnel minimum
2. Truck – 4 personnel minimum
3. Rescue – 4 personnel minimum
4. Utility – 4 personnel minimum

Exception: For automatic or mutual aid calls to Dormont and Bethel Park, one engine will respond immediately with on duty staffing (minimum 1 person if multiple calls).

1. As additional personnel arrive at Station 198, the ranking officer in station shall determine how many additional personnel will respond and on which vehicles. At least one career officer shall cover the station.
2. All Mt. Lebanon personnel on the mutual aid emergency scene must arrive on vehicles which were dispatched from or by Station 198. Exception: Chief Officers should respond directly to the scene.
3. Level I accountability (ID Tags) will be collected and remain in the station. Level II accountability (passport) will be assembled and taken to scene.
4. If at any time, in the judgment of the ranking officer at Station 198, coverage for Mt. Lebanon is deemed inadequate, a mutual aid company shall be called to fill the station.

c. Apparatus

1. If apparatus is not specified upon dispatch, the responding units shall be as follows:
2. Suppression – one engine and one squad for a maximum of 10 personnel.
3. RIT – rescue and one squad for a total of 6 to 10 personnel.
4. Rescue – rescue and one squad for a maximum of 10 personnel.
5. Dormont – one engine with on duty staffing, truck/rescue, one squad for a maximum of 12-13 personnel.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------------|---------------------------------|
|  | RIT Response | |
| | SOG Number: 234 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to provide a Rapid Intervention Team response.

II. Background

N/A

III. Procedures

a. Apparatus & Personnel

1. Apparatus

- a. Unless unavailable, 198 Rescue will be used for all RIT responses. If necessary, one (1) utility vehicle will be used to fill out the call assignment on an ALL-CALL ALARM.

2. Personnel

- a. A minimum of four (4) personnel should respond on the Rescue. Additional personnel may respond in a utility as personnel become available. A total of six to eight qualified RIT and / or suppression personnel should respond to the incident between the two apparatus.
- b. If supporting RIT with a squad additional SCBA maybe required if the Rescue responded with a full crew as there is only 1 additional air pack.
- c. Except for Chief Officers, all personnel are to respond to the station for a RIT response.
- d. In the absence of RIT certified personnel, suppression firefighters will fill out the assignment.

3. Notification

- a. If manpower staffing for a RIT response is not available within five (5) minutes of dispatch, the requesting fire department will be notified immediately by county dispatch of this situation. A partial response of a minimum of two (2) qualified personnel may be considered.
- b. Upon arrival at the scene, the RIT Team will report to the Incident Commander, check with the Accountability Officer, and begin to stage equipment within sight of the Command Post.

b. PPE & Equipment


1. PPE: Each firefighter should have the following personal equipment:

1. Full structural Personal Protective Equipment (PPE).

2. SCBA
3. Flashlight and hand light
4. Portable radio

2. Equipment

- a. RIT equipment shall be staged close to the team staging area and include tools to cut, pry, lift and search. In addition, a thermal imager, AED and the RIT pack for firefighter air shall be mandatory equipment.
 - i. Red Stokes Basket
 - ii. Set of Irons
 - iii. 2 RIT packs
 - iv. Cordless Sawz-all
 - v. 6' New York Roof Hook
 - vi. RIT Rope
 - vii. RIT Mechanical Advantage Bag
 - viii. TIC
 - ix. Power Saws (as necessary)

| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------|---------------------------------|
|  | Station Coverage | |
| | SOG Number: 235 | |
| | Original Date: 1/2012 | Current Revision Date: 1/1/2023 |
| | Section: Operation-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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


II. Background

N/A

III. Procedures

1. Station Coverage. Upon arrival of the first responding career firefighter or volunteer operator at station 198, the station shall be considered covered for initial response purposes. The ranking off-duty career officer will determine additional staffing levels and equipment needs.
2. Communications. When station is covered, personnel in the station will contact the IC in the field to advise, "station covered."

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|---------------------------------|
|  | Station Management During Full Assignments | |
| | SOG Number: 236 | |
| | Original Date: 1/1/2023 | Current Revision Date: 1/1/2023 |
| | Section: Operation-Response | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to provide guidelines station management during all calls, group recalls and full assignments

II. Background


It is critical that the response to emergencies be organized. For that reason we must assign a station manager to handle these duties.

III. Procedures

1. The first off duty officer arriving at the station will be in charge of station management and become the Station OIC. A Deputy Chief may relieve a Lieutenant of station management duty.
2. In the event of a mutual aid response, the first arriving off-duty officer will be responsible for station management . A minimum of one Lieutenant shall stay at the station. The Station OIC will assign additional crews to respond via additional apparatus as deemed necessary.
3. The Station OIC will also ensure that we have a capable crew in station to cover our own alarms and/or call for a station fill as necessary.
4. The Station OIC should use the run cards to determine the station fill company. The company should be from the next alarm from the zone area.
5. If the alarm is upgraded requiring the company covering the station, AC911 will not automatically dispatch the company covering the station. The Station OIC will ensure the covering company responds.
6. In the event that we are on a working fire in a surrounding community and many of the local companies are working at the same incident, our backup full alarm fire assignment shall be the City of Pittsburgh. The Station OIC will request a full first alarm assignment from the City.
7. If an All Call occurs due to thunderstorms and heavy rain, a dedicated water rescue group should be considered in addition to the dedicated suppression group.

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E: OPERATIONS-FIRE OPERATIONS

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Command Procedures | | |
| | SOG Number: 250 | | |
| | Original Date: 8/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. Establish Command

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

1. Functions of Command

- Assume and announce Command and establish effective operating position (front seat of engine, chief's vehicle, platoon chief personal vehicle, command vehicle).
- Rapidly evaluate (size-up) the situations, give an initial on-scene report taking into consideration critical factors and risk management to identify an operational mode.
- Obtain a 360 and provide a 360 report, including number of stories in the rear, the type of basement, and whether the basement is involved.
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop an incident management plan, and assign companies and personnel consistent with plans and standard operating guidelines.
- Develop an effective Command organization.
- Review, evaluate, and revise the incident management plan, as necessary.
- Provide for the continuity, transfer, and termination of Command.
- Establish and maintain a safety sector throughout the incident.

b. Command Options

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

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

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

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

Certain incidents, by virtue of their size, complexity, or potential for rapid escalation, require immediate strong, direct, overall command. In such cases, the Company Officer will initially assume an exterior, safe, and effective command position and maintain that position until relieved by a Senior Officer.

c. Command Position

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

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


d. Large Scale Operations

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

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

- a. Coordinate activities with the Incident Commander.
- b. Implement the Incident Action Plan.
- c. Assign units to Sector/Branches based on tactical objectives and priorities.
- d. Build and effective organizational structure using Branches and Sectors.
- e. Provide Branches and Sectors tactical objectives.
- f. Manage Operations Section activities.
- g. Provide for life safety.
- h. Determine needs and request additional resources.
- i. Consult with and inform other sections and the Incident Commander as needed.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Fire Ground Communications | |
| | SOG Number: 251 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to provide a guide for standard communications in the hazard zone.

II. Background

N/A

III. Procedures

a. Response to Incidents

1. Responding to a dispatched incident
 - a. The unit responding to a dispatched incident should acknowledge the response via radio. The acknowledgement should include: the unit responding and the address and nature of the response. The unit's staffing may be included at the OIC discretion.
 - i. Ex. County, 198 Engine 3 is responding to 123 Main Street for the dwelling fire.
 - ii. Ex. County, 198 Rescue is responding to 456 Main Street in Bethel for the building fire with four.
2. Responding to an incident that is not dispatched.
 - a. If a request for response is received in any other manner other than normal dispatch, the responding unit will notify the dispatch center of the response and resources required.
 - i. Ex. County, 198 Engine 3 (wait for acknowledgement). Put me on a still alarm for a direct call to the station from 678 Main Street for a wire down.
3. Upgrading an alarm/confirming alarm upgrade.
 - a. If the incident requires an upgraded alarm response, the OIC should upgrade per the Response Staffing SOG (SOG 209). This can be done in the initial alarm acknowledgement or shortly after. If the dispatched incident should have an All Call on the initial dispatch, the OIC should confirm the All Call was transmitted.

b. Radio Communications in the Hazard Zone

1. Hazard Zone Communications

- a. There are 6 types of radio communications in the hazard zone: Initial on Scene Report, Follow up Report, Assigning Units to Operating Positions, Command Transfers, CAN Reporting and Strategic Shifts.
 - b. Communications should follow the Order Model. This will reduce the overall the amount of radio traffic, enhance the accountability process and it will prevent; deployment mistakes, directional mistakes and freelancing.
 - c. Order Model
 - a. Sender contacts receiver
 - b. Receiver states readiness to receive
 - c. Sender transmits message/order
 - d. Receiver briefly restates message to confirm understanding the message
 - e. Sender corrects any misunderstanding of the message
- 2. Initial On Scene Report
 - a. The first unit to arrive at the scene of a multiple unit response shall assume command of the incident. The initial Incident Commander (IC) shall remain in Command until Command is transferred, or the incident is stabilized, and Command is terminated.
 - b. The first arriving fire department unit or officer will initiate the command process by giving the Standard Initial Radio Report. The Standard Initial Radio Report was designed to be a size up for fire related incidents but can be modified to handle all incident types. The unit OIC may provide more or less information at their discretion based upon the incident type. Ex. An EMS call might not require the Standard Initial Radio Report. Informing dispatch that the unit is on scene is sufficient.
- c. The Standard Initial Radio Report:
 - a. Building/Area Description:
 - b. Size – small, medium, large, mega
 - c. Height – 1, 2, 3, etc.
 - d. Occupancy Type - Single family, multi-family dwelling, etc.
 - e. Problem Description:
 - i. Nothing showing, Light Smoke, Working Fire, Defensive Fire Conditions
 - ii. Location of the problem
 - f. Strategy/Mode: Offensive, Defensive, Investigating
 - g. Initial Incident Action Plan (IAP):
 - i. Task(s) – Water supply, hose stretch, leader line, Quick hit, Defensive Ops
 - ii. Location of task(s)
 - iii. Objectives – Primary Search, Fire Control, Recon
 - h. Resource Determination: Cancel Assignment, Hold Assignment, Upgrade Assignment
 - i. Assume and Name Command
 - i. Ex. County, 198 Engine 3 (wait for acknowledgement). On scene of a small two-story single family with an obvious working fire. Fire showing from two windows on the second division. We are in the offensive mode. I will have my hydrant. We will be stretching a 1 ¾ handline to division two for primary search and fire control. Upgrade to a second alarm. I will have Main Street Command.

- ii. Ex. County, 198 Rescue (wait for acknowledgement). On scene with a vehicle on its side in the middle of the road. Unknown if there are occupants. The rescue will be investigating and controlling hazards. You can continue the current assignment. I will have Main Street Command.
- 3. Follow-Up Report
 - a. After the unit arrives on scene and can better investigate the incident, a Follow-Up Report should be transmitted. All Follow-Up Reports should include any changes to the IAP and the Accountability Location.
 - b. Incidents involving or possibly involving fire in a structure should also include:
 - i. Results of the 360 – Not Completed or Completed
 - ii. Side Charlie report – Number of stories and conditions
 - iii. Basement Type – No basement, Window Well, Look-Out, Walk-Out, Walk-Up
 - a) County, Main Street Command (wait for acknowledgement). 360 complete. Two stories on side Charlie fire showing from one window on division two. We have a window well basement. We are remaining in the offensive mode. Accountability is with the Engine on side Alpha.
 - b) County, Main Street Command (wait for acknowledgement). We have one vehicle on its side with one trapped. We are beginning stabilization for extrication. Upgrade to an All Call. Accountability is with the Rescue.
- 4. Additional Arriving Units
 - a. When additional responding units are one to two blocks away from the scene, they should announce that they are Level 1 Staged.
 - b. The IC will provide the Level 1 Staged unit with a Task, Location and Objective.
 - a. Ex. 198 Truck: 198 Truck is Level 1. Command: 198 Truck, position to your best advantage on side Alpha. Send your crew On-Deck on side Alpha. 198 Truck: 198 Truck is OK. Positioning on side Alpha, sending crew On-Deck side Alpha.
- 5. Command Transfer
 - a. If the incident has escalated or will potentially escalate, command should be transferred from the Tactical IC to the next arriving officer. The Command Transfer should include a unit rundown and a request a CAN Report from the current IC. The new IC will transit via radio that they are assuming command, changes to IAP or Strategy, and Resource Determination.
 - b. Ex. 198 Chief: County, 198 Chief is on scene. Main Street Command from 198 Chief. Engine 3: Go ahead. 198 Chief: I'm in a position to assume command. If I understand correctly – you have yourself and 130 Engine on the second division for primary search and fire control. If that is correct give me a CAN. Engine 3: That's correct. We have a knock on the fire, checking for extension. We need an On-Deck company. 198 Chief: County, I will be assuming Main Street Command. We are remaining offensive and are OK with our current resources.
- 6. CAN Report/Radio Traffic
 - a. Units operating in the hazard zone should limit radio traffic to necessary transmissions. This keeps the channel open for Priority Traffic and MAYDAYs.


- b. CAN Report – This acronym stands for conditions, actions, & needs. These reports give valuable information back to the IC and helps to keep the strategy and IAP current. The CAN format should be followed, when possible, for hazard zone communications.

7. Types of radio traffic

- a. IC Driven – The IC can request a CAN report from a Unit if they need a progress report or notice changing conditions.
 - b. Priority Traffic – A victim is found, worsening fire conditions, potential collapse, strategic shift.
 - c. Status Change – Task completed, leaving structure due to low air, ready for reassignment.
 - d. Needs – Need additional equipment or staffing.
 - e. Routine Traffic – Should be avoided when possible.
 - f. Tactical Priorities Achieved – All Clear, Water on the Fire, Fire Control, Loss Stopped
 - g. Roof Report – Roof conditions, dead loads, fire wall(s) location

8. Strategic Shift

- a. If the incident conditions worsen and must move from offensive to defensive, the IC must transmit a Priority Traffic message to the units operating in the offensive area. This message should state to evacuate or abandon the structure and provide a P.A.R. upon exiting.
 - i. Evacuate vs Abandon - If the IC gives the order to exit the building, this means you withdraw interior lines, equipment, and personnel when changing to a defensive strategy. Abandon the building means all hose lines and heavy equipment are left in place and all members exit the structure as quickly and safely as possible.
 - ii. P.A.R. – Personnel Accountability Report is used to check a unit or teams accountability and location. The unit or team has P.A.R. if all members are accounted for.
 - i. Ex. Command, 198 Engine 3 has P.A.R. and has exited the structure on side Alpha.
- b. Once the units operating in the area with defensive conditions have been notified, the IC should contact dispatch to request the evacuation tones and announce that operations have moved from offensive to defensive.
- c. It is possible to be defensive in the main fire building and offensive in the exposures. The IC should announce this during the strategic shift.
- d. After all units have exited the area and are accounted for, the IC should clear the priority traffic and resume normal radio traffic.
- e. 2.2.8 Termination or Downsizing Incident
- f. At the conclusion of the incident, the IC will notify dispatch that command is terminated and all units may return to service.
- g. If the incident can be downsized to a single unit. The IC can transfer command to the first due unit officer.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Accountability | |
| | SOG Number: 252 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. Accountability

1. It shall be the responsibility of EVERY MEMBER to have thorough knowledge of the Mt. Lebanon Fire Department Accountability System. In addition, personnel are to follow its guidelines so that the appropriate steps are taken to ensure accountability of all personnel at all times during an emergency incident.
2. Accountability Tags.
 - a. Every member shall be issued six (6) Passport Accountability Tags that shall be color coded and shall include the firefighter's last name:
 - WHITE – Chief or Platoon Chief
 - RED – Career Firefighter
 - GREEN – Apparatus Operator
 - YELLOW – Interior Structural Firefighter
 - BLACK – Probationary/Non-Interior Firefighter
3. Level Accountability
 - a. Level I Accountability shall be used in the station
 - b. Level II Accountability shall be used to shall be used by all personnel at all incidents to track personnel utilizing the Passport Control Board.
4. In Station.
 - a. When coming on duty or available for calls while in the station, each member that is in the station will place 2 tags on the accountability board. The individual will notify the shift commander that they are going to respond on calls. If this conversation does not occur, then

the individual should assume they are not assigned to an apparatus. One tag stays on the accountability board and the other goes with the apparatus.

5. First Arriving Apparatus

- a. Upon leaving the station, firefighters riding the apparatus shall be assigned to an Apparatus Passport by shift commander. Upon arriving on scene, the crew being deployed for fire attack, search, extrication, etc., will attach their Passport to the Passport Control Board. The Passport on the first arriving apparatus will be collected by the Incident Commander, or an assigned Deployment Officer. Crews will then be established and designated by job function, locations, etc., by the Incident Commander by writing the job function, location, etc. above the Passport in the "Assignment" area.
- b. In the event the crew on the first arriving apparatus is short on manpower, the Incident Commander may assign additional arriving personnel to fill the crew. The Accountability Tags of these individuals will also be attached to the Passport of the first arriving apparatus and the crew leader notified. In the event it is necessary for all personnel on the initial apparatus to enter the hazard area prior to establishing a formal command, (i.e. attack, investigation mode, search, etc.) the crew's Passport shall stay attached to Officers seat in the initial apparatus. Once additional units arrive, the accountability board must be initiated as soon as possible.

6. Additional Arriving Apparatus

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

7. Personnel Arriving in Personal Vehicles

- a. Upon arriving on scene, all firefighters will report promptly with PPE and SCBA to the location of the accountability board where they will attach one (1) of their Accountability Tags to the Passport Control Board in the "Staging" area in order to be assembled into crews and given assignments. Upon assembling and assigning crew members, the Incident Commander or his designee will indicate the assignment, location, etc. of the crew by writing it above the Passport in the "Assignment" area.

8. Mutual Aid Response

- a. Upon leaving the station for a mutual aid response out of the fire district. Accountability tags will be transferred to the Passport located on the dash of the Apparatus. This Passport will be equipped with a ring and a hook to easily adapt to mutual aid accountability systems.

9. Crew Leaders

- a. The crew leader shall be responsible for ensuring that personnel working under his/her direction are operating in teams of two or more in order to accomplish a tactical objective. If not deployed, or in rehab, the crew leader shall be responsible for ensuring the crew is held together in readiness until assigned/reassigned. The crew leader shall be responsible for updating command for any changes in crew location, tactical function, upon splitting the

crew, or in the event a crew member is missing and/or in distress. The crew leader shall be responsible for maintaining crew integrity throughout the operation by periodically checking for all crew members and by notifying Command upon exiting the hazard area and entering rehab and upon the crew being ready for reassignment.

b. Communications

- a. Each crew being deployed shall have a minimum of one (1) portable radio, be given a tactical objective. If a unit assigned does not have a unit designation (ex. 198 Truck) a Team number will be assigned starting with team 5 (ex 198 Team 5).

c. Personal Accountability Report (PAR):

Events in which a PAR of the fire ground will be required shall include:

- A missing or trapped firefighters.
- An emergency evacuation of the building.
- A Mayday events.
- A crew exiting the hazard area.
- A change in operations from offensive to defensive.

d. CAN Reports

- a. When task level crews report via radio, CAN reports shall be utilized for normal radio traffic

- a. Conditions
- b. Actions
- c. Needs

e. Communications

- a. Each crew being deployed shall have a minimum of one (1) portable radio, be given a

f. PAR Reports

- a. PAR Reports. In the event the Incident Commander presumes a firefighter or crew may be missing or trapped, the Incident Commander shall initiate "Mayday" procedures thus directing operating crews to switch to an alternate fire ground frequency. At this time, a PAR of the emergency incident shall be initiated on the alternate frequency to confirm the status of the missing personnel.
- b. PARs may also be taken at certain time intervals or benchmarks throughout the incident such as: completion of primary search, fire under control, during overhaul, etc., at the discretion of the Incident Commander.


10. Evacuation Signal

The standard evacuation signal shall be three (3) long blasts of the air horn in conjunction with the activation of the evacuation signal via the Tac 5 Evac Communicators and a "PRIORITY" message from Command calling for an immediate evacuation of the building. Crews should report promptly to Command to ensure the accountability of all operating crews.

11. Manpower Staging Area

- a. With the addition of the tri-pod, the accountability board shall be placed away from the engine and within sight of the IC when possible. The Deployment officer will work with the accountability officer at this site to account for and assign crews and tasks throughout the incident.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------------|---------------------------------|
|  | Operations at Structure Fires | |
| | SOG Number: 253 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations – Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. General

1. The Incident Commander shall provide a Standard Initial Radio Report (SOG 251) and establish what general type Strategy/Mode shall be utilized on fire incidents. The strategy shall be chosen in accordance with the critical incident factors and risk profile of the incident.
2. Offensive Strategy/Mode: This attack should be utilized where Department personnel can enter the fire building without undue danger or risk. During these operations, coordinated ventilation should be utilized to assist with interior operations. This type of attack is most effective when searches must be conducted and for limiting the spread and damage of the fire. An offensive attack can be used to supplement fire suppression by a sprinkler system.
3. Defensive Strategy/Mode: This attack should be used when a building is too heavily involved in fire or there are other risks that make an offensive fire attack not possible. Exterior hose streams may be applied in order to control and cool the fire.

b. Fire Ground Priorities

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

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

- b. Primary Search. A primary search should be conducted at all working fire incidents where an interior attack can be made. A primary search shall be a quick and efficient examination throughout the living areas of the building. In an institutional or commercial setting, where there are multiple rooms or units, oriented search tactics will be utilized.
 - c. Secondary Search. A secondary search should be assigned as units become available from other assignments and following the completion of the primary search. A secondary search shall be a methodical examination of all segments of the building in order to locate any occupants that may not have been found during the primary search.
 - d. Evacuation. Evacuating residents from a building may be an important function of life safety. This should especially be utilized in large occupancy buildings where removing the people is the best tactic to protect life. Evacuated residents shall be gathered together and examined by EMS personnel. Depending on the situation, however, an evacuation may increase the life safety hazards and the Incident Commander may elect to have the occupants remain in their rooms or homes. This tactic is referred to as "protect-in-place."
 - e. If the booster back up water supply is established from Domont's Engine and the water tank is at $\frac{1}{4}$ tank the pump operator will notify the IC and the interior crews will be evacuated from the structure until a positive water supply is established
2. Incident Stabilization
- a. Exposure Protection. Protecting the exposures adjacent to or near the fire building is the second highest priority following life safety. The highest priority in general fire control should be to ensure that all buildings not already involved in fire upon arrival, do not become involved in fire. Effective plans to ensure that the exposures are not ignited should be implemented as soon as practical after life safety concerns have been addressed.
 - b. Fire Confinement. The fire should be confined to the smallest area in the building that is practical. If conditions permit, an offensive attack should be made which generally calls for entering the building at the lowest and least area of involvement and working towards the area of highest and heaviest involvement to confine the fire to areas already affected.
 - c. Extinguishment. The objective of extinguishing the fire should be addressed after life safety, exposure protection, and confinement have been addressed. If the immediate extinguishment of the fire addresses the preceding priority considerations, it is a tactic for those strategies, rather than a strategy within itself. The extinguishment of the fire should be completed with the least amount of property damage that is practical for the situation.
3. Property Conservation
- a. Building stabilization check. Once the incident is stabilized, and prior to major salvage and overhaul efforts, the building will be inspected for safety and stability by the interior officer.
 - b. Salvage. After all life safety and incident stabilization considerations have been addressed, conserving property should be addressed in the overall strategy of the

incident. General salvage evolutions, fixed fire extinguishing system control, limited water usage, etc. should be addressed as tactics in property conservation. The securing of the property and covering breaches in the roofs and walls should be considered a portion of property conservation.

- c. Overhaul. A complete overhaul must be conducted to ensure that the fire is totally extinguished to prevent rekindles of the fire. Overhaul procedures should be coordinated with the Fire Investigator.
- d. Investigation. The Incident Commander is responsible for ensuring that a fire investigation is conducted by the Allegheny County Fire Marshall's Office or other qualified individual or agency.

c. Water Supply Considerations

Refer to SOG 262 (Operations – Fire) cross reference.

d. Automatic Alarms

1. When an automatic fire alarm is received, the appropriate level of response shall be dispatched, according to the Dispatch Protocols.
2. Upon arrival, there shall be an effort to ascertain the location of the alarm. The initial investigation should normally be conducted in the area the alarm is believed to have originated from.
3. If a specific location or area cannot be determined, an entire building check shall be completed.
4. All personnel conducting an interior investigation shall be in full protective clothing, including SCBA. The SCBA need not be in operation unless its use is mandated in accordance with other standard operating guidelines such as smoke or fire conditions or any IDLH atmosphere.
5. If forcible entry would be required for an interior investigation, no entry shall be made and an exterior examination shall be conducted to determine if there are any indications of fire. If there are indications of fire, or if the ranking officer on the scene determines the need to force entry, entry can be forced into the building. If there are no exterior indications and the ranking officer does not feel the need to enter the building, the incident may be terminated.


e. Operations at Buildings with Fixed Fire Protection Systems

1. Refer to SOG 260 (Operations – Fire) cross reference
2. Fire Alarm Systems
 - a. The primary guidelines for responding to automatic fire alarm systems are included in Section d of this Standard Operating Guideline.
 - b. When responding to a facility with an automatic fire alarm, the first arriving unit should direct personnel to go to the alarm panel to determine the location or zone from which the alarm is being received.
 - c. After the alarm has been controlled every attempt should be made to fully restore the fire alarm system prior to leaving the scene. Whenever possible a building representative shall operate the system to reset it.
3. Smoke Control and Ventilation Systems

- a. In buildings where there is automatic smoke venting, positive pressure ventilation should be used at the exterior doors and windows to assist with the ventilation process.
 - b. In building with smoke removal fans, the same units dispatched to the lobby can normally be assigned to the operation of the fans. The fans should be operated in involvement only at the direction of the Incident Commander.
 - c. Portable smoke curtains may be deployed on interior doors at the discretion of the Incident Commander to control smoke and/or flow patterns.
- 4. Elevators
 - a. If the building is equipped with “fire department control” elevators, they should be recalled to the ground or primary floor.
 - b. Control of the elevators should be maintained throughout the incident. Under most circumstances, elevators should not be used unless the Incident Commander approves their use.
- 2. Fire and/or Smoke Barriers
 - a. In buildings that are equipped with automatic closing doors or other devices to contain fire and smoke, a unit should be directed to ascertain the status of automatic closing doors and other devices designed to confine the spread of fire or smoke.
 - b. In locations where there is significant fire impingement at these doors, hose lines may have to be placed into operation to ensure that the fire barrier is effective in prohibiting fire spread into the uninvolved areas.

h. Decontamination

Decontamination of all equipment, PPE, Apparatus and personnel will follow the Decontamination SOG (SOG 507)

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | On Deck Responsibilities | |
| | SOG Number: 254 | |
| | Original Date: 8/2019 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to define the roles and responsibilities of crews placed in an On Deck position at structure fires.

“On Deck” is defined as; a forward staging position located just outside the immediate hazard zone, safely distanced from the entrance of a tactical position, Sector, or Division. Once a crew is assigned to an On-Deck position, they are first and foremost a Rapid Intervention Crew until they are given an assignment into the hazard zone. The On Deck deployment model greatly assist an IC with managing hazard zone units work/rest cycles and their air supplies.

II. Background

With the addition of Blue Card command practices required a shift in how teams were deployed at fires.

III. Procedures

a. On Deck

On Deck crews will be supervised either by the Sector Officer or the Company Officer and they will remain On Deck until assigned by the IC or Sector Officer. The most likely assignments for On Deck companies are:

- Reinforce a position within an assigned sector
- Crew relief within an assigned sector
- Any other tactical position assigned by the IC
- Deploy as a RIT unit

Once the IC has deployed units to the critical sectors around the incident scene, the IC must then take a proactive aggressive approach to assigning additional resources to those sectors. This is best achieved by assigning staged resources as On Deck crews to those areas as soon as they arrive in staged positions. Layering On Deck crews around the fire ground will also provide the IC with the tactical reserves to manage the standard work cycle or sudden and unexpected incident events.

Assigning On Deck crews is done simply by contacting a staged company and directing them to go On Deck in a specific Sector. The order would sound like this: “Command to Engine 5, go On Deck on the

Charlie side of the structure, Engine 1 is your accountability and resource location, you are assigned to Charlie sector”.


A crew assigned as the initial On Deck crew will need to park their apparatus in a manner that does not block access to the scene. The initial On Deck crew must be in full PPE and shall gather, in addition to tools necessary for their crew, two (2) RIT Packs, RIT Rope, thermal imaging camera, and additional hand tools that will remain at the On Deck Location if the crew is assigned to relieve another crew.

On Deck crews must remain intact, in a ready state and always monitor the tactical channel. On deck crews must also size up the area that they are assigned to, this size up should include:

- Locating the structures entrance/exit points in their assigned area
- Interior and exterior conditions
- Unit ID of crews operating inside the structure
- Approximate location of interior crews
- Identify which crews are operating each hose line

When an on-deck crew is used as a relief crew, the Company Officer should do a face to face and transfer information with the officer exiting the structure. The information transferred should include:

- Interior conditions
- Routing instructions to the work area
- Interior obstructions
- Additional tools/resources required
- Sector objectives

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Two-In/ Two Out | |
| | SOG Number: 255 | |
| | Original Date: 5/2011 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. Safety

- Two-In/Two-Out. Members shall comply with the OSHA respiratory protection standard which requires that members engaged in fighting interior structural fires work in a buddy system and at least two standby members must be outside the fire area prepared to rescue the inside firefighters should the need arise. One of the outside firefighters must actively monitor the status of the inside fighters.

b. Two-In/Two-Out Exceptions.

- This guideline does not require the "two-in/two-out" provision if the fire is still in the incipient stage and it does not prohibit firefighters from fighting the fire from outside before sufficient personnel have arrived. It also does not prohibit firefighters from entering a burning structure to perform rescue operations when there is a reasonable belief that victims may be inside.


c. Command

- On occasions where there are less than four firefighters on scene, it is the incident commander's responsibility to judge whether a fire is an interior structural fire, whether rescue operations can be performed at a reasonable level of risk based on victim survivability profiles, and how the fire will be attacked.

d. Member Responsibility

- No member is "required" to perform any interior operation prior to the assembly of four firefighters.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | High Rise Operations | |
| | SOG Number: 256 | |
| | Original Date: 6/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

The Mt. Lebanon Fire Department changed their high-rise fire operations to the Denver Fire Department model in 2017. Several members attended a conference and brought the current operations back to Mt. Lebanon. In addition, members of the Denver Fire Department presented a class at Mt. Lebanon to reenforce these best practices

III. Procedures

a. Recon

The First-due company (minimum 2 members), shall be equipped with:

- Irons
- High-rise Rope Bag
- Can
- TIC
- Hydraulic Door Tool (if 3 members)
- 6' hook (if 3 members)

Recon should enter the lobby and obtain whatever information is available on the annunciator and give a conditions report. Next, locate and relay information concerning the following.

- Reported location of fire (if known).
- Elevators. (Are they useable? Have they been recalled and cleared? Is smoke or water visible in the elevator shaft?)

Do NOT take the Knox Box keys. Keys should be left in the lobby for the Lobby Control Officer.

The recon team should then proceed up the stair tower to the fire floor to:

- Determine the exact location of the fire

- Force entry to the fire apartment and attempt to knock down the fire with the can
- Search the fire apartment
- Gain control of the fire apartment door
- Establish area of refuge
- Evacuate the fire floor
- Identify the attack stair tower for the fire suppression team
- Estimate the hose stretch for the fire suppression team
- Check the attack stair tower above the fire floor for occupants
- Utilize high rise rope to hoist leader line up well or exterior (if necessary)
- Evacuate the floor above

b. Fire Suppression

The Second-due company (3 – 4 members) shall be responsible for fire attack. The second-in company shall proceed to the floor below the fire and shall connect to the standpipe or prepare to connect to a leader line in the stair tower identified by the recon team. The team shall be equipped with:

- Radios
- Denver Hose Packs (as specified by Recon)
- Standpipe Tool Bag
- Doorway Smoke Curtain

The fire attack team shall deploy an apartment or stairwell stretch, based on control of the door to the fire apartment.

c. Upper Branch

The Third-due company (minimum of 4 members) shall be responsible for all floors above the floor above the fire. Two members should go to the top floor moving down and two members should go to the floor above the floor above the fire and move up, checking conditions and the status of occupants on upper floors. The upper branch shall work on a tactical frequency assigned by Command.

d. Lower Branch

Additional companies and resources shall be staged two floors below the fire floor. Companies shall be equipped with:

- Backup Line (same equipment as fire suppression)
- Extra Air Cylinders
- Forcible Entry Tools
- AED

d. RIT/Ready

Two RIT Teams shall be staged two floors below the fire floor. In the event RIT is deployed for a firefighter emergency, or needed to fill another role, the team shall be replaced. RIT will report to the Lower Branch Officer.

e. Medical Unit

A medical unit shall be staged two floors below the fire floor for firefighter rehab and medical needs.

f. Water Supply

The second-due engine shall connect to the FDC with two 3" lines (first-due unit if staffing permits) and secure a water supply. Ideally, the overall primary water supply should be accomplished using at least two pumpers, tandem pumping, from the source.

g. Command Structure

Establish a Command Post including the following as needed:

- Command
- Command aide(s)
- Lobby Control (responsible for accountability; fire alarm, fire suppression, and internal communication systems; and elevators)
- Fire Suppression Branch Director (responsible for fire floor, floor above, and floor below)
- Lower Branch Director (responsible for forward staging, RIT, and floors below the floor below the fire floor, operating on an assigned tactical frequency)
- Upper Branch Director (responsible for search and evacuation of floors above the floor above the fire floor, operating on an assigned tactical frequency).
- Staging (responsible for Level II Staging)

h. Safety

Establish lobby control early in the fire to control elevators, communicate with residents, verify status of fire suppression systems, and maintain a running list of personnel in and out of the building.


The area below fire (exterior) should be kept clear for two hundred (200) feet in all directions due to the possibility of broken glass falling from above.

If elevators are judged safe to use, proceed two floors below fire floor and use stairwells the rest of the distance. The Initial fire attack crew will need relief in twenty minutes (this includes the time it takes to ascend to the fire floor.).

i. Communications

Communications are usually poor in a "steel skeleton" building utilizing portable hand radios. If the repeated channel does not work within the building, units should switch to a talk-around or tactical channel as directed through command. Sometimes, moving to open window or roof will improve communications. It may be possible to utilize building's intercom or phone system.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------|---------------------------------|
|  | Operations at Vehicle Fires | |
| | SOG Number: 257 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

If the vehicle fire involves an electric vehicle refer to SOG () for instruction on the safe handling of the battery after the fire is extinguished.

III. Procedures

a. General Passenger Vehicle Fires

1. Fires. A charged hose line of at least one and three quarters inch (1-3/4) in size and not less than 150 feet in length shall be used at the scene of all vehicle fires. Personnel operating at the scene of a vehicle fire shall utilize full protective clothing, including SCBA. Apparatus operators should be prepared to institute foam operations as needed.
2. Occupants will be removed from the vehicle as a first priority and the officer will be responsible for confirming that the vehicle is unoccupied.
3. Prior to an offensive attack, and once safe to do so, the tires of the affected vehicle will be chocked.
4. Firefighting crews will utilize angled attack approaches to the vehicle and avoid the front and rear bumpers which may have pneumatic struts which can explode during fire conditions.
5. The safety officer will check frequently for flammable liquid leaks and spills during vehicle fires. Class B foam or dry chemical agent may be required for larger leaks and spills during vehicle fire operations.
6. While fighting vehicle fires involving class D materials, such as magnesium, a dry powder agent will be used to extinguish the flammable solid fire prior to water or class B foam application. Adjacent areas of the vehicle may be cooled with water, but the attack crews should not apply water on the flammable solid under any circumstance while it is burning. Officers should take note of the flame color prior to choosing the extinguishing agent. Magnesium fires typically present with a bright white flame.
7. Efforts will be made to contain the run-off of contaminated water and hazardous liquids. If contaminants enter the sewer system, copious amounts of water will be used to flush the system and hazardous materials operational guides should be employed.

8. Batteries shall be disconnected as soon as safety possible.
9. Trunk and cargo areas will be searched for and hazards immediately after extinguishment.
10. A thermal Imaging camera will be utilized during overhaul.

b. Cargo vans and large trucks


1. All passenger vehicle rules apply
2. The vehicle will be checked for placards and markings to identify the possibility of hazardous materials on board. Use the DOT ERG from a distance to assist with product ID and tactical priorities.
 - a. If hazardous materials are involved, haz-mat SOG's will apply.
3. Larger wheel chocks will be needed to stabilize these vehicles.
4. Water supply should be considered for large fires.
5. Personnel will not enter cargo areas until all fire is extinguished from the exterior and visibility is clear.

c. Blended fuel fires

Typical gasoline now contains up to 15% ethanol and class B foam can be utilized at 6% for extinguishment when ethanol is involved with fire.

Decontamination

1. Decontamination of all equipment, PPE, Apparatus and personnel will follow the Decontamination SOG (SOG 507)

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Overhaul Operations | |
| | SOG Number: 258 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

In accordance with best practices in Cancer prevention the Mt. Lebanon Fire Department has instituted best practices including a guideline on overhaul at fires.

III. Procedures


a. SCBA

1. Self-contained Breathing Apparatus (SCBA) shall be used during all overhaul operations unless otherwise directed by the Incident Commander (IC) or their designee. Premature removal of SCBA must be always avoided. This is extremely important during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products.

Additional:

2. The decision to remove SCBA in routine fire situations shall be made by the Incident Commander, based on an evaluation of conditions. Prior to removal, fire areas shall be thoroughly ventilated, monitored for safe levels of CO, HCN and, where necessary, continuous ventilation shall be provided.
3. If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is tested and established as safe. Atmosphere testing devices shall be used when available.
4. Monitoring for Carbon Monoxide (CO) and Hydrogen Cyanide (HCN) shall continue through the entire overhaul operation. Our meters alarm at 35 ppm CO, and 4.7 ppm HCN.
5. Once the area is cleared to discontinue SCBA use, a dust mask accompanied by eye protection should be used for the remainder of overhaul.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Thermal Imaging Device | |
| | SOG Number: 259 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. General

When the need for thermal imaging device exists, the first arriving unit should deploy a camera immediately upon arrival. Secondary cameras arriving should be placed in service as soon as possible following the priorities listed below:

b. Prioritization

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

1. Life safety (civilian and emergency responder)
2. Incident stabilization
3. Property conservation

Specific examples are not limited to:


1. Search and rescue
2. Rapid Intervention
3. Suppression activities
4. Size-up
5. Ventilation and roof work
6. Salvage and overhaul

c. Storage and Maintenance

1. During the monthly truck check the TIC batteries should be changed out. If necessary, after usage, the exterior shell of the camera can be wiped clean with soapy water. Care must be

taken not to use any cleaning solutions on the lens or display screen. Plain water applied with a soft cloth can be used gently on the lens and screen if necessary.

2. Thermal imagers shall be used to perform all 360-degree evaluations of structures by the first arriving officer.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------------|---------------------------------|
|  | Rule of Air Management (ROAM) | |
| | SOG Number: 260 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

b. Scope

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

c. Enforcement

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

II. Background

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

III. Procedures


a. General

- It shall be the responsibility of EVERY MEMBER to monitor their air consumption at all times and consider how much reserve air will be needed to exit safely.
- When CAN reports are given, the team member with the lowest air level will be reported in ¼ increments i.e., full, three quarters, half, etc.

b. Basic Concepts and Guidelines.

The last 33% of your tank is emergency air. This air is not operational air and will not be used for exit unless an emergency mandates it. Put simply, we will no longer work in a hazardous environment until our low-air alarm goes off. Crews are expected to reach a safe area prior to their low-air alarms sounding.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Mayday Procedures | |
| | SOG Number: 261 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

a. Declaring a MAYDAY:

When an emergency responder identifies that he or a member of his team is lost, trapped, injured, or in need of immediate assistance, he shall (if possible) transmit a verbal message on the fire ground channel to Command stating, "Mayday, Mayday, Mayday". Command in return shall answer immediately, "Go ahead with your Mayday".

The person transmitting the Mayday shall give a brief situational status report if possible: (LUNAR)

- LOCATION: floor, side, room, etc.
- UNIT: in this instance 198....
- NAME: the fire fighter's call sign.
- ASSIGNMENT: search, fire attack
- RESOURCES: what is necessary for rescue, SCBA
- The emergency responder shall activate his pass device.

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

b. Command Response to MAYDAY


Overview

- Command should utilize the MAYDAY command board on the apparatus as a guide to ensure all critical factors are met.
- Utilize Mayday traffic radio discipline
- Ask Mayday what are needs
- Deploy appropriate resources to provide needs (closest appropriate unit)

- All non-emergency traffic shall cease and normal operations shall continue with radio discipline.
- Face-to-face communications for normal fire operations shall be necessary to keep the radio traffic to a minimum.
- Ask for Mayday tones

EX: (TONE) Command to all units, we have a MAYDAY in progress, two firefighters lost on division two, side-A, running low on air. Communications shall be command driven until the Mayday clears.

- Upon declaring a MAYDAY, the incident commander should consider additional resources:
 - Additional RIT
 - Additional alarms for equipment and manpower
 - Additional ambulances
 - Special rescue equipment E.G., heavy rescue unit, collapse trailer, etc.
- Upon clearing a MAYDAY, the Incident Commander or a designee should initiate a PAR for the entire fire ground on the alternate channel.
- NOTE: It is imperative that all units, upon hearing a MAYDAY, cease all radio transmissions immediately.
- Standard fire operations, specifically fire control, must be maintained within the structure with additional crews.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Water Supply | | |
| | SOG Number: 262 | | |
| | Original Date: 8/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

Based on UL's Fire Safety Research on Coordinated Fire Attack, in most instances, establishing a water supply should be secondary to the fast application of water from the booster tank and a primary search of the occupancy. In numerous live burns in acquired structures (single story, two-story, garden apartments), 250 gallons was sufficient to extinguish fires in multiple rooms and apartments

III. Procedures

a. Standard Water Supply for Residential Fires

Based on reported or observed conditions, the office in charge has the ability to deviate from this SOG.

1. Mt. Lebanon's 1st Due Engine will pull past the address, leaving room for the 1st Due Truck to position on the Alpha Side and place an attack line in service.
2. The 1st Due Truck (Dormont -130) will position at the address on side Alpha with the turn table at the corner of the structure. The operator will supply the 1st due engine with the water from its booster tank via a 3" line. (Relay pressure 50 PSI for 3" Hose)
3. The 2nd due engine (Mt. Lebanon or mutual aid) will establish a water supply and lay into either the engine or truck based on hydrant location and direction of approach.
- 4.

b. Water Supply Considerations

1. Fixed Water Supplies. The availability of an adequate water supply is a top priority. As a general guideline, whenever the incident is within one thousand (1,000) feet of an adequate fire hydrant, a supply line should be established between the hydrant and the fire ground. Water supply to be established through the direction of the first arriving officer, by either (1) having the second-due engine secure its own water supply or (2) having the third-due engine secure a water supply and either forward or reverse lay to the first-due engine.
2. A water supply officer should be established at all incidents that require a fire flow of greater than 1,500 GPM, at commercial fires where elevated and/or portable master streams are deployed, when there is a failure of the primary water supply, or at the discretion of the incident commander.

3. Alternative Water Supplies. An interruption in the fixed water supply or an area of low volume can hamper a fire suppression operation. Water tenders are available from other agencies. If there is a need for a water tender, the IC should make the request through the County 911 Center.
4. Fixed Fire Protection. Fixed fire protection, such as sprinkler or standpipe systems, should be fully utilized as outlined in Section 3 of this Standard Operating Guideline. Care should be taken to avoid “robbing” needed water from the system by using a hydrant in the same loop as the fire protection system.

b. Operations at Buildings with Fixed Fire Protection Systems

1. Sprinkler Operations
 - a) Upon arrival at a facility where a sprinkler alarm is sounding, and there are obvious fire conditions, or when a responsible party reports an interior fire, the first arriving unit should direct a unit to supply supplemental water to the sprinkler system.
 - b) Units directed to the fire department connection (FDC) during investigations of automatic alarms should prepare to supply the FDC but should not lay hose or take other actions until directed to do so by the Incident Commander.
 - c) All Siamese and standpipes will be supplied with a minimum of one 3” hose initially.
 - d) When an Incident Commander directs that the sprinkler system should be supplemented, the unit assigned should supply water to the FDC at a pressure of 150 psi at the FDC. If the hydrant is located nearby (100 feet or less), the apparatus can connect directly to the hydrant using a 5-inch supply line and connect into the Siamese using the 3-inch pre-connected hose from the step gun. If the FDC is greater than 100 feet from the hydrant, a reverse lay of 5-inch hose should be made from the engine at the FDC to the hydrant, this engine should pump from the hydrant.
 - e) The Incident Commander may direct a greater pressure than 150 psi if conditions indicate that numerous heads are opening or if a combination standpipe and sprinkler operations are in progress. The goal is to always maintain a residual pressure of 100 psi in the system.
 - f) Standpipe only systems (not tied into sprinklers) will be pumped at 150 PSI + 5 additional pounds/floor. Example: fire on fifth floor of five story building (base 150 + 25 elevation = 175 PSI at Siamese).
 - g) After commencing pumping operations, the unit assigned to the FDC should check all sprinkler valves to ensure that they are in an open position. If the unit believes that they have information that the sprinkler is flowing or not flowing water, they shall report such information to the Incident Commander.


Reference SOG 203 Operations at Structural Fires

d. Water Company

1. Authority. The overall authority of the fixed water supply system shall be Pennsylvania American Water Company.
2. Notification. The fire department should contact the water company whenever a hydrant is used for suppression activities, if there is a problem with the water supply, or when training

activities will have a greater than normal impact on the system. Notify D-Shift and the contact will be made via e-mail.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------------------|---------------------------------|
|  | Foam Operations for Structure Fires | |
| | SOG Number: 263 | |
| | Original Date: 3/2015 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

To provide Class A foam or F-500 for use at structure fires.

II. Background

Class A foam and or the use of F-500 will reduce the chance of rekindles and make the building safer during overhaul and occupant services

III. Procedures

Class A foam or F-500 shall be used at any structure or room and contents fire.

a. Foam Delivery Equipment

All MTLFD engine apparatus shall be capable of delivering Class A foam or F-500 through an injection pump system. Each engine is capable of a minimum of 250gpm at 3% foam solution.

Current Foam status on Mt. Lebanon Apparatus

- Engine 3
 - 85 Gallons F-500 (Class B Tank)
- Engine 1
 - 85 Gallons Williams Thunderstorm (Class B Tank)
 - 15 Gallons Class A Foam (Class A Tank)
- Engine 2
 - 85 Gallons Williams Thunderstorm (Class B Tank)
 - 15 Gallons Class A Foam (Class A Tank)
- Truck
 - 15 Gallons F-500


b. General

1. Class A and Class B foam concentrates shall never be mixed
2. Water supply should be established prior to foam operations
3. Upgrade for manpower needs
4. Contain run-off with diking and damming efforts

c. Application Rates and Procedures

Due to having different concentrates the application rates will be different dependent upon the apparatus being used. Each apparatus has a foam system capable of delivering the appropriate foam concentrate to certain discharges. The following are the specific procedures for each apparatus.

1. Engine 1
 - a. Place the Tank Selector Switch in the Class A position
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 0.3% for Class A Foam.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" rear green preconnect
2. Engine 2
 - a. Place the Tank Selector Switch in the Class A position
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 0.3% for Class A Foam.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay
3. Engine 3 (Engine 3 is outfitted with F-500)
 - a. Place the Tank Selector Switch in the Class B position (There is no foam in the "A" tank)
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 0.5% for F-500.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay
4. Truck (Truck is outfitted with F-500)
 - a. Turn on the foam system by pressing the "ON" button
 - b. The foam system should be preset to 0.5% for F-500.
 - c. The discharges served are:
 - Red Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay

| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------------|---------------------------------|
|  | Foam Operations for Class B Fires | |
| | SOG Number: 264 | |
| | Original Date: 3/2015 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

To provide AFFF/AR capability at incidents. Providing personnel with an effective flammable liquid firefighting agent that enables personnel to control or stabilize hazardous situations until additional resources and/or equipment can be obtained.

II. Background

Recent changes in foam delivery technology and the presence of PFSA's have directed the fire service toward the use of encapsulating agents versus standard foam.

III. Procedures

Class B foam or F-500 shall be used in any situation requiring vapor control or fire suppression involving flammable and combustible liquids.

a. Strategy & Tactics

Class B foam application differs significantly from that of Class A foam. Ample Class B foam concentrate must be available prior to the application of Class B foam solution (water and foam concentrate). Application of Class B foam without ample resources is a waste of foam concentrate. A water supply should be established prior to applying foam.

Each engine is equipped to cover and extinguish small flammable liquid fires of either hydrocarbon or polar solvents. Large fires or spills greater than 1000 sq. ft. hydrocarbon, or 250 sq. ft. polar solvent will require greater resources. Consider requesting a regional foam trailer through County 9-1-1.

Class B foam is not effective for extinguishing fires involving:

1. Gases, liquefied petroleum gases (such as butane and propane), or cryogenic liquids (such as liquefied natural gas).
2. Three-dimensional fires where fuels are flowing (such as tank or piping leaks).
3. Fires involving energized electrical equipment.
4. Fires involving combustible metals.
 - 4.1. The use of dry powder extinguishing agent or isolation and containment without extinguishment is an acceptable strategy.

b. Foam Delivery Equipment

All MTLFD engine apparatus shall be capable of delivering Class A foam or F-500 through an injection pump system. Each engine is capable of a minimum of 250gpm at 3% foam solution.

Current Foam status on Mt. Lebanon Apparatus

- Engine 3
 - 85 Gallons F-500 (Class B Tank)
- Engine 1
 - 85 Gallons Williams Thunderstorm (Class B Tank)
 - 15 Gallons Class A Foam (Class A Tank)
- Engine 2
 - 85 Gallons Williams Thunderstorm (Class B Tank)
 - 15 Gallons Class A Foam (Class A Tank)
- Truck
 - 15 Gallons F-500

Note: Most modern gasoline blends contain up to 15% ethanol that may require a solution rate higher than 3% E-85 is mostly ethanol and will require polar-solvent tactics.

Operational Considerations:

1. Class A and Class B foam concentrates shall never be mixed
2. Water supply should be established prior to foam operations
3. Upgrade for manpower needs
4. Consider calling for a foam trailer through County Dispatch
5. Each engine shall be equipped with a clamp-on aspirator for low-expansion aeration
6. E-3 shall maintain a mid-expansion nozzle for vapor suppression
7. A rain-down or bank-down method of foam application should be utilized
8. Personnel should remain uphill and upwind whenever possible
9. Do not stand in or allow run-off to pass personnel positions.
10. Contain run-off with diking and damming efforts
11. Contact county hazmat for larger incidents and spills

c. Application Rates

Precise Method:

.10 x square area of fire = solution rate in GPM for extinguishment x 15 minutes

- a. Ex: 40' by 40' = 1600 sf X .10 = 160 gpm X 15 min = 2400 gallons of solution
2. At 1% for hydrocarbons would be 24 gallons of solution
3. At 3% for Hydrocarbons would be 72 gallons of solution


4. For polar solvents and blended fuel .15X square fire area
- a. Ex: 1600sf x .15 = 240gpm x 15 min = 3600 gallons of solution
5. At 1% for polar would be 36 gallons of solution
6. At 3% for polar would be 108 gallons of solution

7. Non-Ignited Spills/Vapor Control:
 - a. Pure Hydrocarbons: Five gallons foam concentrate per 300 square feet
 - b. Polar Solvents: Five gallons foam concentrate per 125 square feet
8. The use of aeration for spill control will increase the capabilities of the foam.

d. Procedures

1. Engine 1
 - a. Place the Tank Selector Switch in the Class B position
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 1% for Class B Foam.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" rear green preconnect
2. Engine 2
 - a. Place the Tank Selector Switch in the Class B position
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 1% for Class B Foam.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay
3. Engine 3 (Engine 3 is outfitted with F-500)
 - a. Place the Tank Selector Switch in the Class B position (There is no foam in the "A" tank)
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 3% for F-500.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay
4. Truck (Truck is outfitted with F-500)
 - a. Turn on the foam system by pressing the "ON" button
 - b. The foam system should be preset to 3% for F-500.
 - c. The discharges served are:
 - Red Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|---|---------------------------------|
|  | Lithium-Ion Battery Response, Handling and Disposal | |
| | SOG Number: 265 | |
| | Original Date: 3/2015 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to protect personnel and outline the response to, the handling and the disposal of damaged lithium-ion batteries.

II. Background

Lithium-ion batteries power everything from cell phones and power tools to electric cars. Most of the time these batteries are stable. Due to manufacturing defects, damage, design flaws, abnormal or improper use, charging issues and/or low-quality components these battery systems can malfunction and go into thermal runaway causing serious fires.

III. Procedures

1. Firefighting Procedures

- a) Standard water will not be enough to overcome the heat output of lithium-ion batteries fires. You will need to use F-500 as an additive to the water. MLFD pressured water fire extinguishers have F-500 in them, and MLFD Engines carry F-500 in the foam tank. Follow the Foam SOG for percentages of F-500 to use. Continue to cool the battery with a fog stream until the packaging and disposal equipment arrives. Once the fire is out the battery is considered damaged follow the handling and disposal procedures listed below.

2. Handling Procedures

- a) Any battery that is damaged or suspected damaged shall be handled in accordance with this procedure. A damaged battery shall be considered one that was leaking, excessively hot during or after charging, involved in a fire or close to a fire.
 - i. PPE. Damaged batteries shall be handled on with full PPE including turnout gear, and SCBA
 - ii. Handling. The damaged battery shall be handled with a remote tool such as a shovel or pike pole.

3. Disposal


- a) Disposal of these damaged batteries is important because the damaged battery could go into thermal runaway up to 24 - 48 hours after the damage occurs. For this reason, we must take special precautions to prevent damage from thermal runaway.
 - i. Large Batteries. Batteries that are contained in electric vehicles that are damaged due to fire or a crash can be handled by McGann and Chester Towing. They have

had training in the handling of these batteries, they have an isolated area in the towing yard to store these vehicles and an on-site Haz-Mat cleanup crew and material to handle any materials released as part of the thermal runaway. You can contact McGann and Chester through the Mt. Lebanon Police Department or through Allegheny County 911.

ii. Small Batteries

- a. Smaller batteries used in scooters, cell phones and power tools can be handled at the local level. Lithium-ion battery containment kits have been placed on all of the Engines. The kits can handle up to 1000Kw/h in batteries. Kw/h capacities are listed on the battery label. There are directions for the safe packaging in the kit.
 - 1) Pour the cell block material into the chimney kit bucket so that only 2" of cell block material remains in the containment bucket.
 - 2) Place the batteries into one of the plastic bags provided and secure the bag by tying or a wire tie. Place the battery into the cell block material in the containment bucket. Allow 1-2" between articles when dealing with multiple batteries.
 - 3) over the battery(ies) with at least 2 inches of cell block material. Continue layering the batteries and covering with 2" of fill material
 - 4) Fill the pail with the remaining cellblock until the containment bucket is full.
 - 5) Place the lid on the bucket and ensure the latch and latch lock are engaged.
 - 6) Transport the containment pail back to the station in Squad 2 (pickup) and place it in the generator pen with at least 3 feet of clearance from any other object.
 - 7) Contact D-Shift and ensure they know to ship the damaged batteries.

F: OPERATIONS-RESCUE OPERATIONS

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Tiered Rescue Response | | |
| | SOG Number: 275 | | |
| | Original Date: 1/2022 | | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a tiered rescue response based on the complexity of the incident.

II. Background

Different rescue operations require different minimum critical tasking levels. For this purpose we must scale back or increase the level of supervision as the risk increases.

III. Procedures

Rescue responses are categorized as Tier 1 (Rescue Level I), Tier 2 (Rescue Level II), and Tier 3 (Rescue Level III). Responses are defined as follows:

Technical Rescue - Technical rescue covers a wide range of incidents, which include rope rescue, structural collapse rescue, confined space rescue, vehicle search and rescue, trench search and rescue, machinery search and rescue, water search and rescue, tower search and rescue. Technical rescue incidents have been classified as low probability, moderate consequence events. Risk has been categorized by type of technical rescue event:

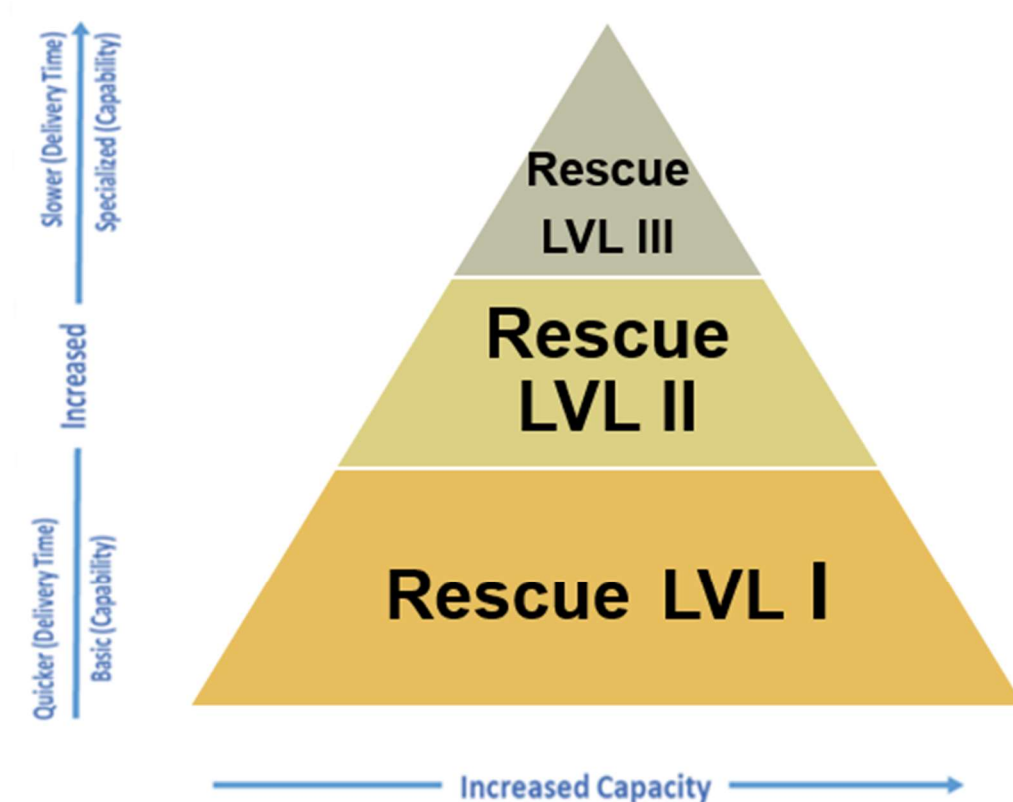
1. **Tier 1:** Rescue Level I responses have been classified as "low risk" and are typically Non-Emergency Responses. Rescue Level I responses establish the minimal rescue capability of identified: "First-Due" type apparatus. Most, but not all apparatus in Rescue Level I carry basic rescue tools/equipment.

These incidents include but are not limited to: MVC without injuries, and MVC with unknown injuries.


2. **Tier 2:** Rescue Level II responses have been classified as "moderate risk" and require an Emergency Response (Requiring a recall or all call to fill the minimum Effective Response Force "ERF" for technical rescue). Rescue Level II responses establish the basic rescue capability of identified Rescue Level II apparatus. With the addition of a Rescue at this level, rescue capability is increased to basic extrication and stabilization tools/equipment.

These incidents include but are not limited to: MVC with injuries, MVC with entrapment, Motorcycle / bicycle accident, Pedestrians struck, Elevator incidents (Stalled Elevators).

3. **Tier 3:** Rescue Level III responses have been classified as *“high risk”* and require an Emergency Response (Requiring Multiple Rescue Disciplines or staffing above the minimum Effective Response Force “ERF” for technical rescue). Rescue Level III responses establish the basic Technical Rescue capability for incidents involving or having the potential to involve advanced rescue techniques. Rescue Level III includes advanced capability/capacity for: command functions, technical rescue, hazardous materials, and EMS resource responses to advanced rescue situations.



These incidents include but are not limited to: Complex MVC with entrapment; Elevator incident requiring rescue; Water Rescues (Surface, Swift, Flood, Ice, Dive); Falls from extreme height >30 ft; Inaccessible / Entrapments (Mechanical Entrapments, Stokes Rescue, Ladder Slides); Traffic / Transportation Incident involving commercial vehicles or transit/school bus; Confined Space Rescue / Structural Collapse Rescue / Trench Collapses; Extrication / Trapped (Mechanical Entrapments); Rope Rescue (Low Slope, High-Angle, Tower/Crane); Train/Rail Incidents.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Confined Space Rescue | |
| | SOG Number: 276 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A


III. Procedures

a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following: what type of incident, entrapment, hazards, and additional resources needed (Rescue Company, Police Dept., Fire Dept. etc.). This information shall be relayed to County Communication.
 - a) The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene.

| CONFINED SPACE RESCUE OPERATIONS | |
|----------------------------------|----------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Rigging Team / main line | 3 |
| Rigging Team / belay line tender | 1 |
| Entry | 2 |
| Backup | 2 |
| Ventilation | 1 |
| Air Supply | 1 |
| Communications | 1 |
| Safety officer | 1 |
| TOTAL | 13 |

- b) R-198, an Air Unit, and the SHACOG TRT should be activated and started to the scene. Pittsburgh EMS Rescue is another resource that may be utilized.
 - c) An incident perimeter should be established to control scene access. Barrier tape should be used. Anyone involved with rescue services or EMS personnel not properly outfitted with protective gear and SCBA/SAR should not be allowed within the controlled area.
 - d) The Incident Commander should question workers and company representative as to type of injury, where patient(s) is located, type of entrapment, air quality, work being performed, and a copy of OSHA Permit-Required Entry form. The Mt Lebanon Fire Department Confined Space entry permit should be started at this time
2. A fan and ductwork should be set up and fresh air put into the confined space, air monitoring should be done at all levels. LEL, CO, HS2, O2 will all be monitored. The best access and egress points should be noted, and equipment placed for best access to patient(s).
 3. A Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
 4. Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the incident commander and County dispatch as soon as possible. At all times, cover the patient(s) with a space blanket to avoid injury and place hard protection between the patient and the extrication tools to avoid injury.
 5. If access to patient is being made, a team of two rescuers and two back-up rescuers will be secured. If rescuers are using the in-line respirators, an air supply officer will be appointed, to assure air flow from the air manifold and/or the air truck to the rescuers and patient. Anyone working around the access/egress hole should also be in an SCBA if it is deemed an hazardous atmosphere.
 6. Patient packaging: depending upon the situation there are a number of different ways of patient removal. The tripod can be used for vertical lifting using the 4:1 Haul Safe system. The SKED and the Yates Spec Pack are our primary means of patient packaging.
 7. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
 8. The Incident Commander shall be notified when all patients have been extricated.
 9. All equipment should be returned to the proper storage place on the apparatus as made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.
 10. The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------------|---------------------------------|
|  | Industrial Rescue Operations | |
| | SOG Number: 277 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2022 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

b. Scope

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

c. Enforcement

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

II. Background

N/A


III. Procedures

a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, entrapment, hazards, and additional resources needed (EMS, PD, special units). This information shall be relayed to County Communications.
 - a) The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical rescue incident the SHACOG Technical Rescue Team should be notified.

| INDUSTIAL ENTRAPMENT RESCUE OPERATIONS | |
|--|-------------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Patient access/care | 1 |
| Stabilization | 1 |
| Rescuer/Tools | 1 |
| Power control (lock-out / tag-out) | 1 |
| Safety officer | 1 |
| TOTAL | 6 |

- b) If possible, without compromising rescuer safety, triage of patients should begin.
 - c) An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.
 - d) Once the scene is determined to be safe, power should be shut off to the machinery causing the entrapment. Lock-out / tag-out equipment should be used. Shop mechanic or service personnel can make the extrication much easier through disassembly.
2. Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the incident commander and County dispatch as soon as possible. At all times, cover the patient(s) with a space blanket to avoid injury and place hard protection between the patient and the extrication tools to avoid injury.
 3. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
 4. The Incident Commander shall be notified when all patients have been extricated.
 - a) All equipment should be returned to the proper storage place on the apparatus are made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.
 - b) The Incident commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications off command termination and return all apparatus to ready status.
 5. performed and all equipment in service. Command shall notify County Communications off command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Large Vehicle Rescue | |
| | SOG Number: 278 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures


a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of crash, number of vehicles, entrapment, hazards, and additional resources needed (EMS, PD, Special units). This information shall be relayed to County Communications. If the incident is on the LRT tracks the Port Authority should be notified to stop rail traffic and start the re-railing truck to the scene.
 - a) The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue. Personnel at this scene should have Special Vehicle Rescue certification. The SHACOG TRT should be dispatched for large vehicle rescues that are complex in nature and/or have components of 2 different rescue disciplines.

| VEHICLE RESCUE OPERATIONS | |
|---------------------------|----------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Patient access/care | 1 |
| Stabilization | 1 |
| Rescuer/Tools | 1 |
| Fire protection | 1 |
| Safety officer | 1 |
| TOTAL | 6 |

- b) If possible, without compromising rescuer safety, triage of patients should begin.

- c) An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.
 - d) Once the scene is determined to be safe, the vehicle should be stabilized to prevent further movement. The position of cribbing, or other stabilization devices, should be placed strategically to avoid interference with other rescue operations to be performed. Mutual aid rescue services may need to be started for large vehicles to facilitate enough stabilization equipment on scene.
 - e) Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients in the vehicle and extent of injuries should be relayed to the incident commander as soon as possible. At all times, cover the patient(s) with an aluminized blanket to avoid injury from glass and place hard protection between the patient and the extrication tools to avoid injury.
 - f) If hazardous material or a Mass Casualty Incident County Communications should be notified to start the appropriate mutual aid.
2. If the size of the incident warrants, a safety officer shall be appointed. The safety officer will perform a secondary survey and report findings to the Incident Commander. The safety officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
 3. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
 4. The Incident Commander shall be notified when all patients have been extricated. The incident commander shall notify Allegheny County 911 of extrication time
 5. All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident commander and proper action will be taken.
 6. The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Rope Rescue Operations | |
| | SOG Number: 279 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures


a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, or person, will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, high angle or low angle evolution, hazards, and additional resources needed (PD, EMS, Additional rescue companies). This information shall be relayed to County Communications.
 - a) The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene.

| LOW/HIGH ANGLE RESCUE OPERATIONS | |
|----------------------------------|----------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Rigging Team / main line | 3 |
| Rigging Team / belay line tender | 1 |
| Rescuers low angle | 2 |
| Rescuer high angle* | 1* |
| Safety officer | 1 |
| TOTAL | 8 / 7* |

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

- b) An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with correct protective gear should not be allowed within the controlled area.
 - c) Once the scene is determined to be safe, the scene should be assessed for best access and egress. A working line and a belay line should be set up using appropriate anchors.
- 2. Equipment needed for patient care/packaging should be loaded into a stokes and crew and stokes lowered (or raised) at the same time, using an appropriate decent device or haul system and belay system.
- 3. Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and the extent of injuries should be relayed to the incident commander and County Communications as soon as possible.
 - a) Patients should be packaged, and the initial raising or lower system changed over to the opposite system for returning patient and crew to original staging area.
- 4. If the size of the incident warrants, a Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
- 5. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
- 6. The Incident Commander and shall be notified when all patients have been extricated. All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.
 - a) The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify Allegheny County 911 of command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Elevator Rescue | |
| | SOG Number: 280 | |
| | Original Date: 9/2020 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

After reviewing several elevator incidents involving elevators which moved after power was secured we reviewed and researched how other rescue companies were performing elevator rescues and adopted several practices as best practices.

III. Procedures

a. Initial Actions

1. Perform scene assessment to determine:
 - a) Location of the elevator:
 - I. Indicator lights
 - II. Contact with occupants / reporting party
 - III. Hoist way visual inspection
 - IV. Elevator control room
 - b) Number and condition of occupants in elevator.
 - c) Establish communication with occupants directly, by use of the lobby phone, elevator intercom system, or a call back number.
 - d) Determine if there are any occupants in need of medical attention, the number of patients, and extent of injuries.
2. Provide a Follow-Up Report containing the information gathered during the scene assessment:
 - a) Task. Type of incident (conventional or technical rescue operations), number of elevator occupants and their condition.
 - b) Location. Update and/or confirm location of elevator.
 - c) Objective. What actions you have already taken, and which do you intend to take.
 - d) Needs. What resources will be needed to execute the rescue. Consider an all-call, technical rescue team, and certified elevator mechanic.

b. Conventional Operations (Non-Emergency)

An incident where passengers are only inconvenienced by the stalling of an elevator and there is no evidence of elevator brake or other malfunction does not warrant use of forcible entry nor the removal of passengers by means other than through the normal elevator door operation with the elevator stopped within the landing zone (The location, usually within 18 inches above or below a landing, in which the elevator car doors will still be able to be unlocked and open.), presenting no fall hazard.

1. Conventional access techniques
 - a) Have occupants ensure the stop button is not depressed/activated.
 - b) Call elevator via buttons in the lobby
 - c) Place elevator in Phase 1
 - d) Check the condition of the elevator brakes for traction elevator.
2. If the brake is not engaged or overheated (use thermal imaging camera TIC), do not shut off power.
 - a) If brakes are ok, turn off power to car for 30 seconds, then turn power back on for a system reboot
 - I. Be sure to communicate with the occupants of the loss of power. Leave car lights (120-volt power) on if possible.
3. If conventional access techniques are not successful and the occupants remain only inconvenienced (non-emergency), rescue personnel should continue to maintain communication with and reassure the passenger(s) while awaiting arrival of a certified elevator mechanic.
4. With the power off, the use of elevators keys to open hoist way doors may be used only if a minimum of 5 personnel is on scene to fill the critical tasks below.


b. Technical Rescue Operations (Emergency)

An incident in which a passenger or victim has a life-threatening medical condition, is entrapped, or endangered (e.g., by smoke or fire) and requires a hoist way door (A door attached to the elevator shaft or hoist way at the floor landing, normally closed except when the elevator is stopped at the floor for passengers or freight to enter/exit.) to be manually opened. Critical tasks for technical rescue operations are outlined below.

1. Conventional operations should be attempted first to gain access to the patient. If unsuccessful, critical task assignments should be filled and technical operations initiated.
2. Technical rescue access techniques at the direction of the Rescue Group Supervisor may include:
 - a) Extrication via elevator car door
 - b) Extrication via top hatch
 - c) Extrication with brake malfunction
 - d) Extrication with victim entrapment (e.g., wall or pit)
3. Rope Rescue/Fall protection equipment and techniques shall be always used when working around any open hoist way door with a fall hazard.
4. If the elevator car doors are opened and the power is secured the Paratech struts along with the elevator adapters should be considered to ensure the elevator car does not move further trapping or injuring the patient and the rescuers.
5. Hydraulic Elevators may be lowered to the bottom floor to facilitate the safe removal of the occupants and not exposing them to a fall hazard. This action should be performed by a service technician whenever possible.

| CONVENTIONAL / TECHNICAL* OPERATIONS | |
|---------------------------------------|-----------------------|
| CRITICAL TASKS | PERSONNEL REQUIRED |
| Command | 1 |
| Elevator machine room / power control | 1 |
| Patient communications | 1 |
| Rescuer | 1 |
| Rigging Team / main line tender | 3* |
| Rigging Team / belay line tender | 1* |
| Safety officer | 1 |
| TOTAL | 5/9* |

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Structural Collapse | |
| | SOG Number: 281 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A


III. Procedures

a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit, or person, will do a windshield survey of the scene. An initial report will be given, including the following, what type of building collapse, entrapment, hazards, and additional resources needed (PD, EMS, Additional Rescue, SHACOG TRT, Urban Search and Rescue Strike Team, Collapse trailer from DPW). This information shall be relayed to County Communications.
2. The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene.

| STRUCTUAL COLLAPSE RESCUE OPERATIONS | |
|--------------------------------------|----------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Safety | 1 |
| Shoring Team | 4 |
| Rescue Team | 2 |
| Search Team | 2 |
| Building Triage | 1 |
| Cut Station | 1 |
| Air Monitoring/Ventilation | 1 |
| Hazard Control | 2 |
| TOTAL | 15 |

- a) If possible, without compromising rescuer safety, triage and extrication of surface patients should begin.
 - b) An incident perimeter should be established to control scene access. Anyone not involved with FD or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.
- 3. The incident commander should question family and friends of the missing patients as to their last location and the color of the carpeting and wall coverings in the room.
 - c) Initial stabilization should be done.
- 4. Position Rescuers around the structure and shut off all machinery, have one person call out for the missing patient with a megaphone, when a noise is heard all rescuers should point to where they heard it. This will triangulate the possible position of the missing patient.
 - d) Initial stabilization can begin from R198 with 8' and 12' shores, Air shore pneumatic shores, Ellis screw jacks, Ellis clamps, matched wedges, pneumatic nailer etc. The cutting station should be set up and the collapse box sent into the hot zone for measurements etc.
 - e) Notification of Utility companies, County EOC should be done early into the incident
- 5. Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients and extent of injuries should be relayed to the incident commander and County Communications as soon as possible.
- 6. If the size of the incident warrants, a Safety Officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
- 7. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
- 8. The Incident Commander shall be notified when all patients have been extricated.
 - f) All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.
 - g) The Incident Commander shall dismiss all personnel after accountability has been command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Trench Rescue | |
| | SOG Number: 282 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A


III. Procedures

a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish follow the Incident Command System guidelines and establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of incident, entrapment, hazards, and additional resources needed (SHACOG TRT, Trench Trailer from DPW, Pittsburgh EMS Rescue, PD, EMS.). This information shall be relayed to County Communications.
 - a) The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene.

| TRENCH RESCUE OPERATIONS | |
|--|----------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Panel /Rigging Team | 4 |
| Shoring Team / Setting & Rescuer | 1 |
| Shoring Team / Shooting | 1 |
| Air monitoring | 1 |
| Ventilation | 1 |
| Hazard Control (water, gas, vibration) | 1 |
| Safety officer | 1 |
| TOTAL | 11 |

- b) An incident perimeter of 100ft should be established to control scene access, barrier tape should be used. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area. Personnel should not stand on the spoil pile
 - c) The Incident Commander should question workers and bystanders as to where patient was last seen, and type of work being done. All traffic should be stopped, and all machinery shut off to stop vibrations in trench area, possibly causing a secondary collapse.
2. Once the scene is determined to be safe, the trench edges should have ground pads placed around edges to disperse the weight of the rescuers.
- a) A fan should be set up to supply fresh air into the trench and air quality monitoring should be done.
 - b) Access to patient should not be done until the trench has been properly stabilized. Stabilization can be stated with the Shore form panels, plywood, Air shore pneumatic struts, Ellis screw jacks, and 4x4 shoring
 - c) The number of patients and extent of injuries should be relayed to the Incident Commander
 - d) If the size of the incident warrants, a safety officer shall be appointed. The Safety Officer will perform a secondary survey and report findings to the Incident Commander. The Safety Officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
 - e) The IC and TRT personnel should meet and decide what additional equipment is needed and actions should be taken. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
 - f) The Incident Commander and shall be notified when all patients have been extricated.
 - g) All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident Commander and proper action will be taken.
 - h) The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communications of command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Vehicle Rescue | |
| | SOG Number: 283 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures


a. General

1. The first unit on scene shall follow the Incident Command System guidelines to establish command. This unit will do a windshield survey of the scene. An initial report will be given, including the following, what type of crash, number of vehicles, entrapment, hazards, and additional resources needed (EMS, PD, Special units). This information shall be relayed to County Communication.
 - a) The incident commanded should use the critical tasks for determine if there is adequate manpower to start a rescue/recovery. If a technical Rescue incident the SHACOG Technical Rescue Team should be notified and started to the scene.

| BASIC VEHICLE RESCUE OPERATIONS | |
|---------------------------------|----------------------------|
| CRITICAL TASKS | MINIMUM PERSONNEL REQUIRED |
| Command | 1 |
| Patient access/care | 1 |
| Stabilization | 1 |
| Rescuer/Tools | 1 |
| Fire protection | 1 |
| Safety officer | 1 |
| TOTAL | 6 |

- b) If possible, without compromising rescuer safety, triage of patients should begin.

- c) An incident perimeter should be established to control scene access. Anyone not involved with Fire Department or EMS personnel not properly outfitted with protective gear should not be allowed within the controlled area.
 - d) Once the scene is determined to be safe, the vehicle should be stabilized to prevent further movement. The position of cribbing, or other stabilization devices, should be placed strategically to avoid interference with other rescue operations to be performed.
 - e) Immediate medical assessment of the patient(s) should begin as soon as access is available. The number of patients in the vehicle and extent of injuries should be relayed to the incident commander as soon as possible. At all times, cover the patient(s) with an extrication blanket to avoid injury from glass and place hard protection between the patient and the extrication tools to avoid injury.
2. If the size of the incident warrants, a safety officer shall be appointed. The safety officer will perform a secondary survey and report findings to the Incident Commander. The safety officer has the authority to halt operations if rescuer or patient safety is in jeopardy.
 3. The tactical plan should not be limited to the operations at hand. The tactical plan should include a backup for each operation in case of equipment failure or other unexpected results. Equipment and personnel should be staged and ready for the next step in the operation to avoid time delays.
 4. The Incident Commander shall be notified when all patients have been extricated.
 5. All equipment should be returned to the proper storage place on the apparatus and made ready for the next incident. Any equipment not functioning properly shall be reported to the Incident commander and proper action will be taken.
 6. The Incident Commander shall dismiss all personnel after accountability has been performed and all equipment in service. Command shall notify County Communication of command termination and return all apparatus to ready status.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Water/Ice Rescue | | |
| | SOG Number: 284 | | |
| | Original Date: 7/2020 | | Current Revision Date: 1/1/2022 |
| | Section: Operations-Rescue | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to provide personnel with a general framework for approaching water related incidents.

II. Background

TBD

III. Procedures

a. General

| WATER/ICE RESCUE OPERATIONS | | | |
|-------------------------------|-----------------------------|---------------------|-----------------------------|
| SWIFT/FLAT/STILL/RISING WATER | | ICE | |
| CRITICAL TASKS | MINIUMUM PERSONNEL REQUIRED | CRITICAL TASKS | MINIUMUM PERSONNEL REQUIRED |
| Command | 1 | Command | 1 |
| Rescuer | 1 | Rescuer | 1 |
| Downstream Safety | 1 | Back-up Rescuer | 1 |
| Upstream Spotter | 1 | Shore / rope tender | 2 |
| Safety | 1 | Safety | 1 |
| TOTAL | 5 | TOTAL | 6 |

b. Initial Actions - OIC

- The first arriving Officer will provide the Initial On-Scene report.
 - Assess the entire scene.
 - Gather information about the circumstances of the event, preferably from direct witnesses.
- Provide a Follow-Up Report containing the information gathered during the scene assessment:
 - Task. Type of technical rescue involved, a description of the situation, the number of people in danger, description of hazards found, identify water movement type (Swift, Flat, Still, Rising, Ice)
 - Location. Update and/or confirm location of incident

- c) Objective. What actions you have already taken, and which do you intend to take.
 - d) Needs. What resources will be needed to execute the rescue. Boat based incidents may require additional technical rescue team dispatched. Ice incidents may require additional technical rescue team or dive team.
 - e) Command Choice. Tactical or Stationary
- 3. Assign the following positions as necessary and prudent (listed in order of priority).
 - a) Downstream safety
 - b) Downstream safety on opposite bank
 - c) Upstream spotters
- 4. Begin the Rescue Sequence

c. Swift, Flat, Still, Rising Water


1. Personnel must not wear any part of their structural firefighting gear within 10' of the water's edge.
2. Water Rescue PPE must be worn in the Hot Zone. The water is the Hot Zone.
3. The Warm Zone begins at the water's edge and extends to a minimum of 10' away from the water's edge.
4. All personnel in the Warm Zone must:
 - a) Wear at least a PFD.
 - b) Have a throw bag (if available).
 - c) Be free of all structural firefighter gear.
5. When a boat-based rescue is likely, and properly trained personnel are available prior to the arrival of the boat personnel, the following positions should be staffed, in order of priority:
 - a) Downstream Safety
 - b) Downstream Safety on opposite bank
 - c) Upstream Spotters
6. Downstream Safety and Upstream Spotters are only used when they have a reasonable chance of impacting the overall safety of the mission.
7. Flooding situations
 - a) Encourage stranded people to stay in place, especially if the water is receding.
 - b) Mark the edge of the water using means that will not wash off or wash away.
 - c) Ensure the water level is monitored continuously.
8. Shallow Water Crossing: A shallow water crossing is where personnel enter water with a Shallow Water Crossing Pole and walk to victim. The desired shallow water crossing team is three (3) but can be accomplished with one (1) rescuer. Rescuers should not be tied to and/or holding a rope to the shore. Water with laminar flow should have a downstream safety.
 - a) A general rule for moving water is a depth of 18 inches or less this type of rescue should be considered.
9. All victims should be placed in a minimum of a PFD before being moved. A victim helmet should be considered, especially in moving water.
10. After rescue operations are deemed unnecessary or have been completed:

- a) Ensure stranded vehicles are clearly marked with high visibility caution tape whenever it is safe to do so.
- b) If the incident involves a boat, other watercraft, or car, the make and color should be recorded and passed on to AC911.
- c) The Incident Commander must coordinate with the appropriate agency to deny access to flooded roadways or other hazardous areas.
- d) The Incident Commander must ensure that personnel and equipment are decontaminated, as necessary.

d. Ice

- 1. Water Rescue PPE must be worn in the Hot Zone. The ice is the Hot Zone.
- 2. The Warm Zone begins at the water's edge and extends to a minimum of 10' away from the water's edge.
- 3. All personnel in the Warm Zone must:
 - a) Wear at least a PFD.
 - b) Have a throw bag (if available).
 - c) Be free of all structural firefighter gear.
- 4. ☐ The OIC has the discretion to allow turnout coats in the Warm Zone for ice rescue if needed for protection from the elements.
- 5. The victim(s) entry point into the ice or last known location, must be marked physically or visually from shore.
- 6. If shore-based attempts are not successful or appropriate, a rescuer wearing water rescue PPE with a rope attached to the quick release ring on the Type V PFD, will attempt access the victim to provide floatation and remove the victim.
 - a) A back-up rescuer should be at the water's edge in water rescue PPE with a rope attached to the quick release ring of the Type V PFD.
 - b) Shore tenders should manage the ropes attached to rescuers and victim(s)
- 7. A boat-based rescue can be attempted at the discretion of the OIC or if conditions dictate the need.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Lock Out/ Tag Out | |
| | SOG Number: 285 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Rescue | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background


N/A

III. Procedures

a. General

1. Lockout/ tag out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or member exposure to live electrical parts or exposure to a stored energy source on any piece of machinery or equipment.
2. Whenever a situation is encountered that meets the above criteria upon arrival at the scene Mt. Lebanon Fire Department personnel shall check to see if building maintenance personnel or company personnel have begun Lockout/Tag out procedures. If they have begun the procedure, then Mt. Lebanon Fire Department locks and tags shall be added to the ones already present.
3. If Lockout/ Tag out procedures have not been initiated, then the Mt. Lebanon Fire Department personnel will initiate this guideline. Notify all affected personnel that a Lockout/Tag out procedure is required and the reason why (i.e., emergency). With the assistance of the building maintenance personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled will not be hurt any further.
4. Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches are not isolating devices.
5. Dissipate and isolate all stored energy (if applicable) such as that found in springs, elevated machine members, rotating parts, hydraulic systems and air, gas, steam, or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking/cribbing, bleeding down, etc.
 - a) Lockout the energy isolation devices with energy lockout device(s) in each of the lockout tag out kits. If one or more fire department is working at the same incident, then each department will put their individual lock(s) and or tag(s) on the energy lockout device.

- b) If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A Tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter at the controls to keep the machine/equipment from being activated shall be used.
 - c) Only after the equipment has been properly locked/tagged out shall emergency personnel begin to work to remove the entangled patient. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.
6. Once the disentanglement of the patient has been completed, the equipment shall remain locked/tagged out until proper notifications, investigations have been completed.

| G: OPERATIONS-EMS OPERATIONS | | |
|---|---------------------------------------|---------------------------------|
| MT. LEBANON FIRE DEPARTMENT | | |
|  | Quick Response Service & Patient Care | |
| | SOG Number: 300 | |
| | Original Date: 10/2019 | Current Revision Date: 1/1/2023 |
| | Section: Operations-EMS | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures


a. General

1. All QRS personnel shall not wear on their person, nor carry aboard any QRS vehicle or ambulance, any firearms, weapons, or explosives. This policy does not apply to law enforcement officers who are serving in an authorized law enforcement capacity.
2. All QRS personnel shall adhere to the following scene policy and procedures:
 - a) Control of all aspects of patient management at an emergency scene shall be the responsibility of the individual, from the dispatched service, in attendance, which has the highest level of EMS certification, and is affiliated or dispatched, with a service whose response area includes the incident scene.
 - b) Each QRS provider in the department shall operate under the guidelines of the PA Statewide BLS Protocols. The Protocols will also be used in developing EMS continuing education for QRS personnel and a review, including didactic and/or practical skills, of the Statewide BLS protocols shall be part of the yearly continuing education program. A copy of the PA Statewide BLS Protocols is kept in Duty fire with the Map Books.
3. The hierarchy of certification/recognition shall be:
 - a) Health Professional
 - b) EMT-Paramedic
 - c) Emergency Medical Technician
 - d) First Responder
 - e) Firefighter

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

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

5. When MTLFD units are responding to an EMS-only incident, the unit should call in service on the fire operations channel then on the EMS operations channel
6. Response to QRS incidents require a minimum of two EMT's or higher certification.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--------------------------------|---------------------------------|
|  | QRS Patient Care Documentation | |
| | SOG Number: 301 | |
| | Original Date: 10/2010 | Current Revision Date: 1/1/2023 |
| | Section: Operations-EMS | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to give the Incident Commander a guideline to follow for documentation of QRS calls in the records management system.

II. Background

N/A


III. Procedures

a. General

1. On the scene documentation. The MLFD QRS Survey form will be used on scene for data collection. This form will be filled out with as much information as possible and the white side given to the responding paramedics along with the verbal patient report. The yellow side will be retained to assist with in station documentation
2. Good patient care is primary over documentation on scene. If information is missing from the on-scene documentation the QRS crew can contact MRTSA or responding agency for patient information after the call has cleared.
3. Records Management Software
 - a) A fire report will be completed after each QRS call. Patient information should be entered into the Persons/entities involved section of the report and all patient assessment and treatments documented in the narrative portion of the report.
4. QRS Form
 - a) When MTLFD personnel arrive first start patient care, a state QRS form will be required to be completed.
5. Reporting to the PA DOH.
 - a) All QRS are required to collect, maintain and report reliable patient data and information for calls for assistance in electronic format. All patient care reports (PCRs) will be maintained in a secure area and access to these reports must be limited to authorize personnel of the QRS per 39 Pa.B. 6165. Documentation of patient care shall be kept for 7 years after the incident or for as many years till a minor reaches age 18.

6. Quality Assurance.

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

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|---------------------------------|
|  | QRS Scene Safety and Vehicle Positioning | |
| | SOG Number: 302 | |
| | Original Date: 8/2020 | Current Revision Date: 1/1/2023 |
| | Section: Operations-EMS | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to provide personnel with a general framework for scene safety for QRS incidents.

II. Background

N/A

III. Procedures


a. General Scene Safety/ Positioning

1. EMS personnel should utilize proper PPE based upon current PA BLS Protocols and/or MLFD SOGs or Directives.
2. At least one member should carry a portable radio
3. Position the vehicle to allow for the transport unit to enter and depart the scene.
4. When positioned on a divided roadway, utilize cones to create an early warning and work zone.
5. If a weapon is found on a patient, police should be notified, and the weapon should be handled by the police.

b. Scene Not Secure

6. Members should listen to and read the details of the dispatched incident.
 - a) Flagged the address, the OIC should request the reason. Consider staging near, but out of sight of the address until the police can secure the scene. Inform AC911 of staging location.
 - b) If the dispatch is for a violent patient, weapons involved, or a police incident – stage near but out of sight of the address until police can secure the scene. Inform AC911 of the staging location.
7. Members should consider wearing ballistic PPE when dispatched to a violent patient incident.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------|---------------------------------|
|  | Opioid Related Response | |
| | SOG Number: 303 | |
| | Original Date: 8/2020 | Current Revision Date: 1/1/2023 |
| | Section: Operations-EMS | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of this operating guideline is intended to set forth a procedure for response to and PPE associated with Opioid overdoses. Due to recent events in the illicit drug production and use several public safety officials have been exposed to a horse tranquilizer known as Carfentanil. Contact with this drug in all forms has caused several public safety officials to become a victim of an overdose.

II. Background

N/A

III. Procedures

1. Response

- a. When responding to a potential overdose medical call, responders should be aware of their surroundings and note any Opioid drug paraphernalia (i.e. needles, spoons laying around, lighters and tiny bags containing a white powder). If these items are present immediately call for police backup


2. Personal Protective Equipment

- a. Carfentanil is a highly potent Opioid drug that causes immediate effects. PPE required for all suspected Opioid overdoses shall be rubber gloves from the fire apparatus. Our gloves have a longer sleeve that provides added protection from standard gloves. An N95 respirator will be required, as it will filter out any particulate Carfentanil in the air. The last piece of required PPE will be safety glasses. These items will be stored in the medical bags for immediate use when responding to these incidents.

3. Recovery/Decontamination

- a. After a response to an Opioid overdose, members should visually inspect each other for potential exposures on clothing. If any powder is noted, do not touch it and carefully remove the garment without touching the substance. All contaminated garments will be sealed in a garbage bag and the Fire Department Safety Officer contacted for disposal. After any Opioid overdose, the members should take a shower upon returning to the station.

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| H: OPERATIONS-HAZARDOUS MATERIALS OPERATIONS | | |
|---|-------------------------------|---------------------------------|
| MT. LEBANON FIRE DEPARTMENT | | |
|  | Hazardous Materials Response | |
| | SOG Number: 325 | |
| | Original Date: 6/2014 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Hazmat | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to establish safe operations at potential or confirmed hazardous materials incidents.

II. Background

N/A

III. Procedures

a. General

4. Response Levels. Responses to hazardous materials incidents shall be according to the following tiers:

Tier 1 Response

- a) Still Alarm
- b) Non-emergency response
 1. Carbon monoxide alarm – No occupants with symptoms
 2. Natural gas leak – Outside or Inside
 3. Flammable / combustible liquid spill – Outside – Minor Quantity
 4. Investigation of possible chemical or gas odor
 5. A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment within an area immediately surrounding the point of release or potential release and where control of the incident is within the capabilities of the on-duty crew

Tier 2 Response

- a) Still Alarm
- b) Emergency response
 1. Carbon monoxide alarm – Occupants with symptoms
 2. Flammable / combustible liquid spill – Inside structure

3. Flammable / combustible liquid spill – Outside – Large quantity or significantly extending beyond the point of release
4. A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment beyond the point of release and where control of the incident is within the capabilities of the on-duty crew

Tier 3 Response

- a) All Call
- b) Requires Level B or above minimum Effective Response Force (ERF)
- c) Emergency Response
 1. A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment where control of the incident requires the Level B or above minimum ERF
 2. A spill, leak or condition that may adversely impact or threaten life, health, property, or the environment where control of the incident requires a full Allegheny County Hazardous Materials Team response.

b. Effective Response Force

Initial Critical Tasks & Effective Response Force for Level B Hazardous Materials / WMD Incidents:

| <u>Critical Tasks</u> | <u>Personnel Required</u> |
|------------------------------|----------------------------------|
| Command | 1 |
| Safety | 1 |
| Research | 2 |
| Dress Out | 2 |
| Entry Team | 2 |
| Backup Team | 2 |
| Decon | 2 |
| TOTAL | 12 |

c. Scene Operations

Hazardous materials operations shall be conducted in accordance with the following:

1. Approach/position uphill and upwind, if possible and as applicable
2. Isolate area/deny entry
3. Identify material(s)
4. Evaluate hazards and risks
5. Select protective clothing/equipment
6. Coordinate information resources
7. Establish control zones (hot, warm, cold)
8. Control and confine product/material
9. Decontaminate


10. Terminate (debrief/document/critique)

d. Atmospheric Monitoring

Self-contained breathing apparatus (SCBA) shall be utilized for continued operations in atmospheres where air monitoring indicates any of the following:

- i. 35 parts per million (ppm) or greater of carbon monoxide
- ii. 4.7 parts per million (ppm) or greater of hydrogen cyanide
- iii. Less than 19.5% of oxygen
- iv. 1 part per million (ppm) or greater of hydrogen sulfide (sewer gas)
- v. Any increase in background radiation above normal (60 – 100 counts per minute (cpm) is normal)

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------------------|---------------------------------|
|  | Flammable Gas Emergency Operations | |
| | SOG Number: 326 | |
| | Original Date: 2/2013 | Current Revision Date: 1/1/2023 |
| | Section: Operations- Hazmat | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

TBD

III. Procedures


a. Inside the Structure

1. Ensure all occupants are safe. Meter for LEL at the front door.
2. If no LEL on the meter but natural gas smell, use TIFF to track down the leaking in the structure.
3. If LEL at the front door, evacuate the structure and maintain a safe area. Shut off gas to the structure at an exterior valve (meter) if possible.
4. Attempt to determine which company provides service and have county notify them if not already notified. (Check nameplate on meter).
5. If unable to shut off the gas, consider having county contact Duquesne Light to shut off the power at the pole.
6. Work with the gas company representative and offer fans etc. as needed. If going to ventilate the structure; use electric fans powered from the apparatus or other outside power source. Make all connections to fans prior to energizing them at the apparatus.
7. Work with the Gas company to ensure that the structure is clear of flammable gas prior to allowing anyone to reenter the structure.

b. Outside the Structure

1. Use caution when approaching the scene. Position apparatus upwind and a safe distance away from the leak (flammable gas entering the engine air intake can cause a runaway engine).
2. If the leak has resulted in a fire from the gas line, protect exposures; do not attempt to extinguish the fire.

3. If not on fire, eliminate ignition sources. Establish a safe area around the leak. Allow to free flow, clamping off the flow may cause other leaks and gas to flow under the ground into the structures.
4. Attempt to determine which company provides service and have county notify them if not already notified.
5. If the leak is between the curb box and a structure, an attempt may be made to shut off the line at the curb box. Do not turn any valves back on once they have been closed. Have gas company personnel restore service.
6. If the leak is on any line other than a service line to a structure, do not attempt to shut off the curb boxes; establish a safe area and await gas company personnel.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|---|---------------------------------|
|  | Foam Operations for Hazardous Materials | |
| | SOG Number: 327 | |
| | Original Date: 3/2015 | Current Revision Date: 1/1/2023 |
| | Section: Operations - Fire | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

To provide Class B foam or F-500 for use at hazardous Materials incidents.

II. Background

Class B foam and or the use of F-500 can be used as a vapor suppressant to prevent the ignition of flammable liquids.

III. Procedures

Class B foam or F-500 shall be used at any flammable liquid spill where there is a potential for ignition.

a. Foam Delivery Equipment

All MTLFD engine apparatus shall be capable of delivering Class B foam or F-500 through an injection pump system. Each engine is capable of a minimum of 250gpm at 3% foam solution.

Current Foam status on Mt. Lebanon Apparatus

- Engine 3
 - 85 Gallons F-500 (Class B Tank)
- Engine 1
 - 85 Gallons Williams Thunderstorm (Class B Tank)
 - 15 Gallons Class A Foam (Class A Tank)
- Engine 2
 - 85 Gallons Williams Thunderstorm (Class B Tank)
 - 15 Gallons Class A Foam (Class A Tank)
- Truck
 - 15 Gallons F-500

b. General


1. Class A and Class B foam concentrates shall never be mixed
2. Water supply should be established prior to foam operations
3. Upgrade for manpower needs
4. Contain run-off with diking and damming efforts

c. Application Rates and Procedures

Due to having different concentrates the application rates will be different dependent upon the apparatus being used. Each apparatus has a foam system capable of delivering the appropriate foam concentrate to certain discharges. The following are the specific procedures for each apparatus.

5. Engine 1
 - a. Place the Tank Selector Switch in the Class B position
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 3% for Class B Foam.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" rear green preconnect
6. Engine 2
 - a. Place the Tank Selector Switch in the Class B position
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be preset to 3% for Class B Foam.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay
7. Engine 3 (Engine 3 is outfitted with F-500)
 - a. Place the Tank Selector Switch in the Class B position (There is no foam in the "A" tank)
 - b. Turn on the foam system by pressing the "ON" button
 - c. The foam system should be set to 3% for F-500.
 - d. The discharges served are:
 - Red Crosslay
 - Blue Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay
8. Truck (Truck is outfitted with F-500)
 - a. Turn on the foam system by pressing the "ON" button
 - b. The foam system should be set to 3% for F-500.
 - c. The discharges served are:
 - Red Crosslay
 - Yellow Crosslay
 - 2" Green Crosslay

I: OPERATIONS-JOINT POLICE OPERATIONS

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Police Scene Procedures | |
| | SOG Number: 350 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Police | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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


II. Background

TBD

III. Procedures

1. If incident is a result of a suspected crime, all personnel are to remain outside or away from the area, until Police have secured the area and found it appropriate for personnel to enter.
2. The first duty of the fire/rescue personnel is to attempt to render any medical attention that is warranted. However, if the victim is obviously dead and questionable circumstances exist, do not move the body for any reason.
3. Once it has been determined that the victim is dead, and the case may be of a homicidal nature, the personnel should leave the scene if there is no other reason for them to be there.
4. If in the process of determining whether the victim is dead, you must move something, the original position of the item that was moved should be noted to the investigating officer.
5. At the scene of a homicide or suicide, it is very important not to disturb anything.
6. Report all information that you have regarding the incident to the investigating officer.
7. Upon returning from these types of calls, you must complete a department incident report documenting the call from start to finish.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Terrorism Events | |
| | SOG Number: 351 | |
| | Original Date: 6/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Police | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to protect personnel and establish standard initial response procedures for any suspected or confirmed terrorist event.

II. Background

N/A

III. Procedures

a. Tactical Priorities

1. Protect initial responders
2. Coordinate with police early
3. Upgrade/Call for technical assistance such the FBI or Haz-mat
4. Evacuate immediate area and protect civilians
5. Control and utilize media

b. Initial Response

In the event of a terrorist type incident or suspicion, the shift commander shall stop normal response and coordinate in station with all members the initial dispatch and response. The response plan should be developed prior to sending apparatus and consider level II staging and limiting initial responders.

c. Responding Personnel

All Mt. Lebanon off-duty and volunteer responders should respond to the station or alternative staging area, if identified, and shall not respond directly to the scene.

1. All personnel shall remain in staging within their cars or apparatus until directed otherwise.
2. The initial engine crew and IC will remain within their vehicle if possible until a safe staging area can be identified.
3. The fire IC will coordinate with the police supervisor as soon as possible on-scene and establish a unified command.
4. Level II staging shall be identified and staffed with a staging officer.

d. Suspected Terror Incidents in tunnel

1. Do not use fire plan

2. 1 unit to investigate and start plan with command staff C-1 or duty officer
3. Fan direction through OCC
4. Standpipes may be inoperable
5. Secondary devices
6. Evacuating gasses? Or not
7. Rescue car may be good option in unaffected bore
8. See Tunnel SOG for further info (SOG 375)

e. Media

1. Set up remote media site early, off-site and out of hazard area
2. Notify PIO through EM activation
3. Provide safe video/media area
4. Build press release to include safety actions for citizens
5. Consider initiating a rumor control line through EOC
6. No info release from anyone except fire chief or manager or through PIO in EOC

f. EOC

1. Request for partial EOC activation immediately

g. Monitoring


1. Utilize all MTLFD meters at safe distance including county RAD meter
2. Request Allegheny County Green team for additional assistance

h. Special Equipment

1. Consider use of APR's vs. SCBA for long term events
2. Refer to Hazardous Material SOG when dealing with chemicals

i. Special Resource Considerations

1. Allegheny County EOC
2. Allegheny County Green Team for hazardous Materials
3. Allegheny County Bomb Squad
4. FBI
5. ATF

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Body Armor | |
| | SOG Number: 352 | |
| | Original Date: 3/13/17 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Police | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to protect personnel and identify use of body armor at certain types of incidents.

II. Background

N/A

III. Procedures

a. General

Body armor will be carried and available on several first-due units (TBD). The jackets will be stored flat and not folded. Crews are encouraged to wear body armor anytime they feel necessary. It is expected if one member of the crew wears body armor, the whole crew will do so. The OIC should mandate body armor for some situations as listed below:

1. Known shootings (active shooter)
2. Stabbings
3. Violent incidents at OIC discretion
4. Active act of terrorism

a) Style We will carry two styles of body armor, both soft armor and plated armor.

- i. The soft armor is designed more for small caliber and shotgun with close proximity threats much like medical calls or domestic incidents that may go bad while in close proximity. This style of armor is not designed and will not protect against most rifle rounds. Armor can be concealed under clothing. Cons are that it needs to be on prior to knowing use and not good for rifle bullets.
- ii. The plated armor is designed to slip heavy plates both front and back and is slightly heavier to wear. This armor is better against rifle rounds such as an active shooter type incident. Cons, not concealable and a bit heavy for use during normal operations such as medical calls.

- b) Incident Management – The overall incident management should be a unified command structure sharing incident critical factors as early as possible and developing and communicating Hot, Warm and Cold zones as soon possible.
 - i. Hot zone (kill zone) Direct immediate threat to personnel, not secured. FD personnel shall avoid hot-zone operations if possible. Victims should be removed from hot zone by PD units. If FD members are engaged in an area that becomes a hot-zone, immediate efforts should be made to retreat to a safe area.
 - ii. Warm zone Located between the hot and cold zone is typically designated and secure enough for FD personnel to operate with minimal risk to enter and exit the area with victims to be removed and treated in the cold zone. FD personnel operating in a warm zone should wear body armor and be in direct working distance with PD personnel. Working “strike-teams” should be established when possible, including FD, PD and EMS personnel.
 - iii. Cold zone Personnel can operate at low risk in the cold zone. This is where triage, treatment and transport will occur. Body armor will be at the OIC discretion. Command post and IC operation will be in the cold zone along with vehicle and manpower staging.

b. Perimeter


- 1. Perimeters PD tactical units will utilize perimeters in addition to the zones for tactical purposes
 - a) Outer perimeter- is at the cold and warm zone transition point with teams focused externally. This prevents outside unauthorized personnel from breaching security.
 - b) Inner perimeter – is at the warm/hot zone interface with PD teams focused with internal operations in the kill-zone for intelligence and containment. FD personnel should avoid the inner perimeter until cleared by PD.

c. Response & Staging

- 1. The initial FD OIC shall identify a safe level 2 staging area for additional responders and apparatus. The OIC shall consider safe travel routes and minimizing risk as the situation dictates. Personnel shall be moved upwards into the incident only after a conscious decision through the command team.
 - a) No personnel shall respond directly to the scene of an active shooter or act of terrorism. All personnel from home shall respond to the station first and respond in apparatus.

d. Operations Involving Fire

- 1. If fire is involved during an active shooter or civil unrest situation priorities should include:
 - a) First-responder safety
 - b) Utilizing intelligence and PD assistance to understand the additional threat before entering hot zone
 - c) Consider defensive tactics to control fire
 - d) Staging in a safe area until area is cleared by PD if threat is obvious
 - e) Staging or holding additional personnel and units to reduce risk until scene is cleared by PD

| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------------------|---------------------------------|
|  | Joint Incident Response with MLPD | |
| | SOG Number: 353 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Police | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is to establish protocol for joint response to incidents with the Mt. Lebanon Police Department. Joint response to routine calls and incidents of a more critical nature are best handled through unified incident command. In any response, regardless of the seriousness of the incident, good communication between responding police officers and fire fighters is paramount. Such communication must be clear, courteous and focused on the successful resolution of the incident, in keeping with the professional standards of this department.

II. Background

N/A

III. Procedures

During a joint response with any other emergency responders, fire fighters first two questions of other emergency responders at the scene should be:

“WHAT DO YOU HAVE?” and “WHAT DO YOU NEED?”

Responding firefighters should always check with the primary agency or incident commander to assist with unmet needs.

a. General

1. Motor Vehicle Accidents

a) Response

- i. Firefighters are required to respond to motor vehicle accidents when dispatched by Allegheny County 911.
- ii. One (1) Apparatus shall respond in a non-emergency mode for vehicle accidents with unknown injuries.
- iii. Both an engine (fire suppression) and the rescue (extrication) shall respond to vehicle accidents with entrapment.

- iv. It is common for the police department to arrive at an accident scene before the fire department. The first police unit on scene shall report to county 911 the following information:
 - Number of vehicles.
 - Injuries and their nature.
 - Conditions / Hazards.
 - Need for additional police units or other resources, including fire personnel.
- v. If the following conditions are met, officers MAY advise MLFD units to terminate their response:
 - No injuries
 - No entrapment
 - 6.0 No hybrid vehicle involvement
 - 7.0 No need for debris removal -
- vi. To ensure the MLFD is advised of the MLPD request to terminate a response, and to avoid any delays created by current County 911 dispatch procedures, police officers shall communicate the request directly to MLFD via radio Channel 9 (SFD Ops 2). The fire department shall cancel its response.

b) On Scene


- i. When working at accident scenes, the fire officer shall communicate his/her needs to the police officer in charge and coordinate activities.
- ii. The primary responsibility of the fire officer is responder safety. Due to the often-congested nature of traffic in our community, officers must remain cognizant that their actions to control traffic at a crash scene can have immediate ripple effects upon the broader roadway network. Therefore, officers must ensure that, in addition to tasks related to crash investigation, they take measures to maintain traffic flow and to reopen roadways as soon as it is safe and operationally feasible to do so; therefore, communication and coordination is essential.

2. Fire Scenes

- a) Often arriving before the fire department, police officers can play a critical role in the outcome of a fire incident. Police Officer actions upon arrival may include:
 - i. Verifying that the residents are out of the building,
 - ii. Conducting a lifesaving activity,
 - iii. Communicating the location of the nearest fire hydrant and any potential obstructions in the incident location,
 - iv. Communicating the nature and extent of the problem,
 - v. Providing for traffic control and/or scene security.
- b) Once adequate resources have been assembled, the incident commander shall either directly or shall designate a firefighter to communicate and coordinate all activity with the police officers on scene.
- c) Critical Incidents

- i. During all critical incidents police & fire shall establish joint incident command with representatives of both departments as participants. This allows for optimal coordination and safety.
- ii. When the presence of EMS or other departments is necessary, communication shall be established and maintained with them as well.
- iii. Most incidents clearly indicate which department takes a lead role and the other a support role, i.e., fire scenes, tactical events, etc. Establishment of joint command alleviates the competitive nature of response and allows for a safer, more efficient resolution.

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| J: OPERATIONS-MISCELLANEOUS | | | |
|---|-------------------------------|---------------------------------|--|
| MT. LEBANON FIRE DEPARTMENT | | | |
|  | PAT Tunnel Operations | | |
| | SOG Number: 375 | | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 | |
| | Section: Operations-Misc. | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

TBD

III. Procedures

a. Notification

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

1. Nature of the emergency
2. Number of cars involved
3. Approximate number of passengers
4. Inbound or outbound tunnel
5. Location in tunnel
6. Conditions of passengers
7. Conditions in tunnel
8. Have exhaust fans been activated? North or South?
9. Have standpipes been activated
10. Is overhead power shut down

b. Response

1. Fire Alarms & Minor Incidents

- a) Respond one engine to the South bore. May request Dormont to North bore.

2. Fires & Potential Mass Casualty Incidents

- a) For reported fires or potential mass casualty incidents in the tunnel, the run card filed with Allegheny County 911 is as follows:

| Alarm | Zones 1, 2 & 5 |
|-----------------------|--|
| 1st Alarm | <p>Mt. Lebanon – 1 Engine, Rescue to MTL Port</p> <p>Castle Shannon (119) – 1 Engine to MTL Port</p> <p>Upper St. Clair (284) – Rescue to MTL Port</p> <p>Bethel Park (110) – Go Team to MTL Port</p> <p>Dormont (130) – 1 Engine to Dormont Port</p> <p>Whitehall (301) – 1 Engine to Dormont Port</p> <p>Kirwin Heights (124) – Go Team to Dormont Port</p> <p>MRTSA (780) - Rehab</p> |
| 2 nd Alarm | <p>SHACOG Technical Rescue Team (385)</p> <p>Pleasant Hills (232) – Rescue</p> <p>Peters Twp. (361) – Rescue</p> <p>Bower Hill (255) – 1 Engine</p> <p>Glendale (257) – 1 Engine</p> <p>County (400) Command</p> |
| 3 rd Alarm | <p>East Carnegie (256) – 1 Engine</p> <p>Green Tree (163) – 1 Engine</p> <p>Heidelberg (170) – 1 Engine</p> <p>Bridgeville (117) – 1 Engine</p> <p>Presto (125) – Station Fill</p> |

3. Actions at the scene.


- a) Establish management system.
- b) Establish entry control.
- c) Establish accountability and record entry times.
- d) Send equipped assessment team into determine needs.
- e) Prepare equipment cart located at the tunnel entrance.
- f) Assemble needed equipment and manpower.
- g) Establish communications with OCC, PAT personnel and command post.

- h) Establish water supply and charge standpipe.
- i) Have OCC activate fans, if applicable, in appropriate bore. (Anticipate large amounts of smoke and/or dust exhausting from bore) Personnel at discharge end will need to be SCBA equipped.
- j) Record the number of passengers leaving the tunnel. Direct them to the station platform.

4. Water Supply

- a) There is a standpipe system at each end of the tunnel. Each standpipe runs down both bores to the mid-point.
- b) The standpipes are dry and can be fed domestically or supported by the FDC.
- c) For any confirmed fire the standard procedure will be to wet the system by turning on the domestic valves and to supply the FDC at both ends of the tunnel (Dormont and Mt. Lebanon sides)
- d) CHARGE THE STANDPIPE SYSTEM AT BOTH ENDS FOR THE CORRECT BORE BY OPENING THE OS&Y VALVE IN THE VALVE ROOMS
- e) THEN SUPPORT SYSTEM AT FDC'S WITH WATER SUPPLY ENGINE - USE KNOX BOX KEYS TO ACCESS VALVE ROOMS. Pressure to start at 150 psi.
- f) There are crossover valves located at the mid-point of the tunnel for both standpipes. These valves should be left normally open to tie the two sides together.
- g) When operating off the standpipe system, crews need to bleed the air from the system and purge the standpipe prior to connecting the hose.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|---------------------------|---------------------------------|
|  | Downed Power Lines | |
| | SOG Number: 376 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Misc. | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is to provide guidance for fire fighter safety and proper scene security at incidents involving downed power lines.

II. Background


N/A

III. Procedures

a. General

1. Treat any downed power line as energized and dangerous.
2. Request Duquesne Light to respond. Provide proper location of incident and pole number, if possible.
3. Set up an operational perimeter. Rule of thumb is to maintain distance of two poles from the location of the fallen wires.
4. Identify perimeter with traffic cones, caution tape, and post with "DANGER, High Voltage, Keep Out" signs. Deny entry.
5. If the incident commander deems it necessary to leave the scene (i.e. higher priority or numerous incidents) and if there is no imminent threat to property or people (i.e., low pedestrian and vehicle traffic area), and the scene has been properly identified per Section 2.4, and adjoining residents informed of the hazard, personnel may be released. Allegheny County 911 and MLPD shall be notified that the scene has been identified and MLFD apparatus is leaving the scene.
6. If it is necessary to leave the scene, the on-duty crew, or the next shift, should return to the location within a reasonable timeframe to ensure that Duquesne Light has addressed the hazard and to retrieve fire department equipment.
7. Consideration should be given to leaving one MLFD personnel with a support vehicle.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|--------------------------|---------------------------------|
|  | Post Incident Critique | |
| | SOG Number: 377 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Misc | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A

III. Procedures

1. It is the policy of the MLFD that a short initial incident critique is done with all members involved with a significant incident prior to dismissing personnel from the station.
2. After significant incidents, the OIC will gather all members for a brief initial critique after all equipment is back in service.
 - a) The critique shall utilize the MLFD Critique Form for Fire or Rescue incidents. This form is not to be filled out or discussed at length (10 minutes or less). The intent of the initial critique is to ensure all major areas of the incident were addressed by following a checklist. Further discussion, if necessary, will be done at a secondary critique.
 - b) For consistency purposes and to collect information towards a secondary critique, a member from the training platoon, if available, will conduct the initial critique.
 - c) Due to the importance of this initial critique, the learning and possible corrective actions that can be obtained from it, the chief has authorized overtime to do the critique.
 - d) Information from this critique along with photos, video, radio transmissions, etc. will be used to conduct a formal secondary critique later as directed by the Operations Chief.



Mt. LEBANON FIRE DEPARTMENT RESCUE POST- INCIDENT CRITIQUE

Scene Management:

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

Incident

Commander:

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

Communications:

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

Safety:

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

Scene Stabilization:

- ☐ Did we stabilize the vehicles?

Patient Safety:

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

Technique:

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

Time:

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

Metal Relocation:

- ☐ Were we able to put the car parts where we wanted them?

- ☐ Did we have an extrication pathway?
- ☐ Did the tool operators have control of the operations?

Equipment

Knowledge:

- ☐ Did our equipment perform as expected?

Extrication

Pathway:


- ☐ Did we extricate the patient with good cervical spine immobilization?
- ☐ Was the pathway big enough to extricate the patient safely?
- ☐ Was the area clear of tools and trip hazards?

Speed:

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

Other Agencies:

- ☐ Did we interact well with the Police Department?

| MT. LEBANON FIRE DEPARTMENT | | |
|---|---------------------------|---------------------------------|
|  | Rehab Operations | |
| | SOG Number: 378 | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Misc. | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

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

II. Background

N/A


III. Procedures

a. General

5. This procedure shall be implemented at all working fires, greater alarm emergencies or during extended operations. The situations that generally produce the need for the Rehab Sector include, but are not limited to:
 - a) Greater alarm structural fire operations (All Call or 2nd alarm)
 - b) Hazardous materials incidents
 - c) Technical Rescue Operations
 - d) Training exercises or special events
 - e) Any other situation deemed necessary by the IC
6. Medical Rescue Team South Authority (MRTSA) is recognized as the lead Rehab agency for MLFD. MLFD personnel shall work with MRTSA personnel to establish Rehab operations.
7. Rehab resources will be dispatched on all second alarm or greater incidents or when special-called by the IC. These resources shall include MRTSA's mobile rehab unit. At incidents involving large life loss, or extended rescue operations, the critical incident stress management (CISM) team should be contacted and assigned to the Rehab Sector.
8. Upon establishment of the Rehab Sector, an MLFD Rehab Officer shall be appointed to work with MRTSA and the incident Accountability Officer.

9. The Rehab Sector and associated vehicles should be located close to the Command Post (CP) and personnel staging area whenever possible.
10. The Rehab Sector area boundaries will be defined with scene tape or traffic cones and will have only one entry point.
11. During the MLFD morning Roll Call, the heat stress index or wind chill index for the day will be relayed as part of the shift report and rehab operations will be discussed as needed
 - a) Personnel shall report to the Rehab Area as a complete crew as follows:
 - i. Following the use of one 45 or 60-minute cylinder (dependent on environmental conditions)
 - ii. After 20 minutes of intense physical labor (dependent on environmental conditions)
 - iii. After performing duties in hazardous materials encapsulating suits
 - iv. When directed by an officer to do so
 - v. When feeling the need to do so
12. Supervisors shall be always aware of the condition of each member of their crew. Crew integrity shall be maintained throughout the rehab process and report back to the accountability officer when ready for duty.

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

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Pets Involved in Incidents | |
| | SOG Number: 379 | |
| | Original Date: 2/2020 | Current Revision Date: 1/1/2023 |
| | Section: Operations-Misc. | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to provide standard guidance when personnel encounter injured pets while on an incident scene.

II. Background

N/A

III. Procedures

Any pets involved in an incident, including MVCs, should receive prompt veterinary care if:


1. There is an obvious injury to the pet.
2. The animal was removed from the affected part of a structure fire.
3. The animal was involved in a vehicle crash with airbag deployment.

If the owner or other responsible party is able to care for the pet, it is recommended the animal remain with them. If the owner is absent or incapacitated, please use one of the following options:

1. Housing only (uninjured): Notify SHACOG Animal Control for care and transport. They have a shelter available and can provide non-monitored housing. NOTE: This shelter is not staffed and not suitable for injured animals.
2. Medical care or observation: If a pet involved in an emergency needs medical care, the pet shall be taken to:
 - a) Pittsburgh Veterinary Specialty and Emergency Center (PVSEC)
807 Camp Horne Rd, Pittsburgh, PA 15237.
 - Call 412-366-3400 and advise them you are bringing an injured pet. Please bring any information regarding the pet (pet type and name, owner name, description of reason for medical treatment). This information is used to track down the pet's medical history and so they can follow up with the owner or responsible party. If the animal is an "exotic" pet (rabbits, small mammals, birds, reptiles), you must call prior to transport to verify they are able to handle the patient.
3. The use of a MLFD squad is permitted to transport the animal. Animal crates are in the bowling alley.

4. MLFD will not be charged for any care. PVSEC has a fund if the owners are unable to pay. PVSEC will handle all further care for patients brought to them.
5. PVSEC brochures are provided for after the fire kits. Give these to the owners or their representatives if we are transporting.

EMERGENCY MANAGEMENT

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|---------------------------------|
|  | Emergency Management Center Activation | |
| | SOG Number: 400 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Emerg. Management | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to identify the three levels of Emergency Management Center (EMC) activation to be used in the situations outlined below.

II. Background

N/A

III. Procedures

a. General

1. It is the responsibility of the OIC to anticipate the need for EMC activation in preparation for large-scale events or the potential for large-scale or significant events. The OIC may choose from three levels of activation depending on the potential or size of the incident.
 - a. Initial Activation. Notifies one member of the Emergency Management Coordinator or Deputies to assess the situation and activate the EMC annex if necessary.
 - b. Initiation. The on-duty crew shall notify the Emergency Management Coordinator by phone or radio.

Examples:

- Severe thunderstorm warnings
- Tornado watch
- Heavy snow forecast (greater than 6 inches in a 12 hour period)
- Wide-spread utility outages
- Serious Haz-Mat incidents
- School emergencies (other than fire alarms or small incidents that do not involve evacuation)
- Significant target hazard emergencies
- Any unusual event that may affect a significant portion of the community
- Significant police events affecting facilities or neighborhoods
- Tornado warnings

- c. Partial Activation. Recalls the entire fire department and staffs several EMC positions. In addition, the municipal manager will be notified of the incident.

Initiation: The OIC shall request an all call for station 198 for a partial activation of the EMC and also notify the municipal manager utilizing the EMC call-out list.

Examples:


- Severe storms affecting multiple locations.
- Significant flooding (involves more than several residences or multiple areas)
- Any events in progress affecting a significant portion of the community.

- d. Full Activation. Fully staffs the EMC and recalls all members of the Municipal Emergency Management Team.

Initiation: Allegheny County should be notified to activate the EMC for a full activation.

Examples:

- Tornado touchdown in Mt. Lebanon
- Terrorist event
- Extended Haz-Mat incidents
- Mass casualty events
- Significant wide-spread utility outages

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Area Evacuations | |
| | SOG Number: 401 | |
| | Original Date: 8/2008 | Current Revision Date: 1/1/2023 |
| | Section: Emerg. Management | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for area evacuations if situations dictate.

II. Background

N/A

III. Procedures

a. General

1. In a variety of possible situations, it may be necessary to evacuate an area of the Community. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.
2. When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily factor in the determination of evacuation limits.
3. The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.
4. Fire companies and units will not normally be utilized for evacuation operations. However, they may be utilized if available and not needed for control operations.

a) Responsibility

- The police department OIC (Watch Commander or Chief officer) and the Fire Department OIC (Shift Commander or Chief Officer) should work together in a unified command system developing incident priorities.
- The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation.
- The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for operating within the evacuation zone.

b) Evacuation Centers

- In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- Community recreation centers and schools are designated as evacuation centers.
- The ultimate decision to open and man these shelters will rest with the Municipal Manager or, in his absence, the Coordinator of Emergency Services.

c) Organization of Evacuation

Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to affect the desired evacuation. This will be dependent on the resources available (Fire, Police & other agencies) and the type of situation. Personnel from one or several agencies may be involved in alerting citizens and assisting them to evacuate.

- Establish a Command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command Posts together, liaison will have to be established.
- Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion. Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- Advise personnel if evacuees are to be directed to Evacuation Centers.
- Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.

d) Additional Situations

In a variety of possible situations, it may be necessary to evacuate an area of the Community. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.
- The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.

- Fire companies and units will not normally be utilized for evacuation operations. However, they may be utilized if available and not needed for control operations.

e) Responsibility

- The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation.
- The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for operating within the evacuation zone.

f) Evacuations Centers

- In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- Community recreation centers and schools are designated as evacuation centers.
- The ultimate decision to open and man these shelters will rest with the Municipal Manager or, in his absence, the Coordinator of Emergency Services.

g) Organization of Evacuation

Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to affect the desired evacuation. This will be dependent on the resources available (Fire, Police & other agencies) and the type of situation. Personnel from one or several agencies may be involved in alerting citizens and assisting them to evacuate.

- Establish a Command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command Posts together, liaison will have to be established.
- Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion.
- Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- Advise personnel if evacuees are to be directed to Evacuation Centers.
- Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.


h) Additional Situations

In addition to conventional evacuations, some situations may indicate different approaches.

- Atmospheric Hazard: Some hazardous materials situations may pose a problem to persons exposed to outside air only. This may be caused by a wind- carried irritant vapor or gas. In

this case the best alternative may be to advise people to stay indoors with windows closed and air conditioners shut down.

- **Advisory Notification:** In some situations, it may be necessary to notify citizens of potential risk and suggest that they relocate for their own convenience. As an example, this situation could occur when street flooding is expected, but no immediate threat to physical safety is indicated.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|--|
|  | Emergency Notification Systems Guidelines | |
| | SOG Number: 402 | |
| | Original Date: 9/2021 | Current Revision Date: 1/1/2023 |
| | Section: Emerg. Management | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of this policy is to identify and outline the authorized uses of the Emergency Notification Systems.

II. Background

We use two types of web-based software for mass notifications: LeboALERT and LeboEmergency.

LeboALERTs are text and email notifications sent to subscribers who select categories based on their preferences of type of alert. These include some non-life-threatening emergencies but also may include inconveniences.

LeboEmergency notifications are pre-recorded telephone messages, texts and emails sent to voluntary subscribers as well as numbers automatically included on the Emergency Services List. These notifications are only for life-threatening emergencies per federal law. These alerts may be sent to specific geographic regions.

It is the policy of the Municipality of Mt. Lebanon to establish and maintain effective procedures guiding the use of the Emergency Alert System. Messages sent out to the community via the system are meant to inform the public and businesses of events or situations that directly affect the lives and safety of citizens in the community.

III. Procedures

1. Non-Emergency Notification – LeboALERT

The LeboALERT tool is for sending non-emergency messages (Critical Procedure 200).

The preferred method to send a LeboALERT is to have the Municipal PIO send it. Contact the PIO with the desired message. If the PIO is not available and a LeboALERT must be sent, the message needs to have approval from the Fire Chief, Assistant Chief, Police Chief, Emergency Management Coordinator (EMC) or Deputy EMCs. The message will only be sent to residents that have subscribed to the service. If it is a life-threatening emergency, use LeboEmergency.

2. Life-Threatening Emergency Notifications – LeboEmergency

Emergency Alerts should be sent with the LeboEmergency software (Critical Procedure 206).

The preferred method to send a LeboEmergency notification is to have the Municipal PIO send the LeboEmergency. Contact the PIO with the desired message. If the PIO is not available and a LeboALERT must be sent, the message needs to have approval from The Fire Chief, Assistant Chief, Police Chief, Emergency Management Coordinator (EMC) or Deputy EMCs.


3. Message/Alert Types:

In all cases, the potential risk to life should determine whether notifications are sent via LeboEmergency or LeboALERT.

Examples of when this would be the most appropriate method include, but are not limited to:

- A. Severe weather-related incidents such as tornadoes, floods or potentially dangerous storms that require a citizen action or understanding to protect themselves or others.
- B. Evacuation instructions and/or mandates for all or part of the community.
- C. Long-term or dangerous utility outages.
- D. Informing community of "need to know" police-related information. (specific crime activity, missing person information, etc.)
- E. Informing the public of police, EMS or fire activity in their neighborhood. (police stand-off or hazardous material release.)
- F. Activation of specialized response teams and/or emergency personnel. (fire department recall, police CERT team, emergency operations center activation.)
- G. Other topics may be appropriate but must be approved in advance by the Fire Chief, Assistant Chief, Police Chief, Emergency Management Coordinator (EMC) or Deputy EMCs.

All LeboALERTs should be followed up with an all-clear whenever the incident commander indicates. All-clears can be skipped if it is of small importance and it is late at night. All LeboEmergency notifications shall be followed up with an all-clear whenever the incident commander indicates

| MT. LEBANON FIRE DEPARTMENT | | |
|---|-------------------------------|---------------------------------|
|  | Storm Operations Mode | |
| | SOG Number: 403 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Emerg. Management | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to manage non-emergency call taking, dispatching, field unit radio communication, and equipment and personnel resource deployment during multi-incident responses.

II. Background

N/A

III. Procedures

Preliminary

- To manage multi-incident responses effectively and efficiently and to assist Allegheny County 911 (AC911) during high call demand time MTLFD may take over call taking and dispatching of all non-emergency dispatches. Emergency dispatch call taking will be handled by Allegheny County 911 (AC911). Emergency call information will be transferred via radio for dispatching by MTLFD.

Shift Commander

- When multiple calls and/or significant incidents are anticipated, the shift commander will remain at the station to initiate storm mode and fulfill the station deployment role.

Implementation

- When a natural or man-made event causes multiple responses requiring more than two response units at one time, this SOG will be implemented. Emergency management and/or Shift Commander/Designee may move to the Emergency Management Annex.

Staffing

- Staff, at a minimum should be a response manager, a call taker, a communications (Annex) person, a station deployment (1st floor conference room) manager and a documentation person (starting reports) .

Duties


- Operations Manager – Begin response triage and tracking via Accountability Board. Establish a communications link with Duty Fire for dispatch information. Ensure adequate staffing.
- Call Taker – The call taker will copy all requests for service via station phone or AC911. This document is posted by the radio console in duty fire and the emergency management annex
- Communications – Communicate with AC911 and responding units via radio.
- Station Deployment – Establish response crews and track availability of apparatus and crews. Dispatch crews as needed for calls and keep response manager updated on availability of crews and equipment. Maintain a suppression crew. Consider a water rescue crew if proper staffing available.
- Documentation – Fill out preliminary incident reports. Enter incident into electronic fire incident software.

Transfer

- Once all positions have been staffed notify AC 911 MTLFD has implemented Storm Mode and all dispatching will be done by MTLFD. Request that calls be transferred via CAD and pre-alerting software. Emergency calls will be announced on SFD channel.
- Triage of all calls will be completed by the Response Manager and dispatches made by communications in Duty Fire or the EMC Annex.
- The senior staff member or designee in MTLFD will oversee the maintenance of response crews and advise the Response Manager of the available units. If additional crews are needed mutual aid will be requested via the Response Manager and senior member.

Demobilization

- The response manager will evaluate the number of events and when it is deemed the number of reports has been reduced to a “normal” load normal call taking and dispatching will be restored.
- Notify AC911 MTLFD has returned to normal operations including call taking and dispatching.
- Return call forwarding of all appropriate lines. These are posted in the emergency management annex.
- Shut down all remote communications

| MT. LEBANON FIRE DEPARTMENT | | |
|---|----------------------------|---------------------------------|
|  | Snow Staffing | |
| | SOG Number: 404 | |
| | Original Date: 2/2011 | Current Revision Date: 1/1/2023 |
| | Section: Emerg. Management | Approval: TBD |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

Provide an initial response sufficient to initiate emergency scene activities whether or not other people are able to respond from home. Respond all first alarm apparatus with on-duty personnel; provide auxiliary services to community as needed.

II. Background

N/A


III. Procedures

a. General:

1. Situation: A
 - a) Roads are expected to be snow or ice covered for several hours. People can respond from home but likely to be slow or delayed.
 - b) Roads covered with ice or snow. Public works unable to keep up with the situation.
 - c) Staffing: 4
2. Situation: B
 - a) Road and driveways covered with deep snow hydrants buried.
 - b) Staffing: 5
3. Situation: C
 - a) Major event expected to last 24 hrs. or longer. Assistance rendered to MRTSA
 - b) Activate EOC. or other agencies for 1st responder, emergency transport etc....
 - c) Staffing: 6 or more, available volunteers

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F: TRAINING

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Live Fire Training Procedure | | |
| | SOG Number: 451 | | |
| | Original Date: 9/2009 | | Current Revision Date: 1/1/2023 |
| | Section: Training | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of this procedure is to establish standard guidelines for conducting structural training fires while complying with NFPA Standard 1403. All other Mt. Lebanon Fire Department procedures will also apply to training fires where applicable.

The objective of a training fire is to provide realistic fire ground training under actual fire conditions for firefighters while providing high levels of safety and minimizing risk.

Training fires will be designed to minimize the risk and to control the fire conditions so that firefighters are not unnecessarily exposed to hazards or injuries.

Training fires present the same hazards as those encountered at actual field incidents. The Incident Command System employed at actual fire incidents will be Standard Operating Procedure at all structural training fires.

II. Background

N/A


III. Procedures

1. It shall be the policy of the Mt. Lebanon Fire Department that all live fire training will be conducted in accordance with the latest version of the Pennsylvania State Fire Academy (PSFA) document "SBS Policy 2006-02 (2020 Revision)" and the National Fire Protection Agency (NFPA) 1403 Live Fire Training Standard (Current Revision).

The document is available for review at any time and can be found on Pennsylvania State Fire Academy Website at

<https://www.osfc.pa.gov/State%20Fire%20Academy1/Local%20Level%20Training%20Program/PSFA%20Live%20Fire%20Policy.pdf>

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|---|---------------------------------|
|  | Supervision of Less Experienced Personnel | |
| | SOG Number: 452 | |
| | Original Date: 8/2009 | Current Revision Date: 1/1/2023 |
| | Section: Training | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The purpose of this procedure is to describe the requirements necessary for supervising less experienced personnel at working incidents.

II. Background

An integral part of safe operations at an incident site is that the fire company functions as a team, supervised by the company officer. The company officer is responsible for the supervision and welfare of all personnel in his/her company and other fire fighters assigned to his/her supervision.

It is important to recognize that fire fighters gain "experience" at different rates. Experience levels depend upon time on the job, number, type and intensity of past incidents, and the quality of supervision and training that the fire fighter has gained.

It is also important to recognize that inexperienced personnel caught in a hot, smoke-filled environment with zero visibility, or other hazardous or unfamiliar environment, can easily take inappropriate action resulting in injury or death to themselves or others.

With the arrival of a new or less experienced fire fighter to the company, the company officer--and all crew members assume responsibility for the new fire fighter.

For the purpose of this procedure, a "less experienced" fire fighter is defined as:

1. Probationary fire fighter.
2. Any member with less than two years total experience as a member of the Mt. Lebanon Fire Department.

III. Procedures


It should be noted that two years of firefighting experience does not necessarily qualify that individual as being "experienced". Fire fighters may still require direct supervision regardless of time spent as a member. Those fire fighters determined to be inexperienced will be directly supervised by the company officer or a fire fighter with greater than two years total firefighting experience.

Direct supervision will be required now the fire fighter enters an area that exposes the firefighter to potential injury or death. Examples include:

1. Entering a building involved with smoke or fire.
2. Approaching a potential collapse area.
3. Potential explosion or flash fire.
4. Approaching a hazardous materials incident.
5. Entering an area where hazard line tape is present.
6. Any other area that could cause injury or death to the fire fighter.

The fact that a fire fighter has been a member of the department for greater than two years does not relieve the supervisor of his/her responsibilities. All personnel at an incident will be supervised by and accountable to a company officer or command officer.

The experienced fire fighter may be permitted, under appropriate and safe circumstances, to function at an incident without direct supervision of a company officer.

| G: SAFETY | | | |
|---|-------------------------------|---------------------------------|--|
| MT. LEBANON FIRE DEPARTMENT | | | |
|  | PPE Traffic Safety Vest | | |
| | SOG Number: 501 | | |
| | Original Date: 3/2009 | Current Revision Date: 1/1/2023 | |
| | Section: Safety | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to protect personnel while always operating in any roadway.

II. Background

TBD

III. Procedures

a. Procedure

1. All members shall don a Class 2 High Visibility Vest anytime they are in any roadway or right of way.
2. Traffic safety vests are located under or near each riding position on all MLFD apparatus for members to wear.


b. Exempt Personnel

1. Members shall be exempt from this guideline when they may be exposed to hazardous conditions where the use of such apparel may increase the risk of injury to personnel.
2. Exempt conditions include but are not limited to the following:
 - a) Attack fire fighters at a car fire
 - b) Rescuers in the HOT or Warm zones of an active hazmat incident
 - c) Fire Fighters involved in structural firefighting activities along a roadway.
7. When personnel are operating in hazard areas near a roadway, attempts should be made by the incident commander to shut down the roadway or provide adequate safety blocking.
8. As soon as the exempt members are finished working in a hazard area they shall don a traffic safety vest.

c. Station Backing

1. All members assisting with a backing operation at the station will wear a traffic safety vest or approved traffic safety coat. This includes all spotters and personnel controlling traffic.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Incident Safety Officer | | |
| | SOG Number: 502 | | |
| | Original Date: 8/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Safety | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to define the use and role of an Incident Safety Officer (ISO).

II. Background

N/A

III. Procedures

Incident Command (IC) will designate, as early in the event as possible, an Incident Safety Officer (ISO) at all significant or complex emergency incidents, incidents involving large geographical areas, training activities, public safety demonstrations and other situations where the potential for injury to responders and/or the general public exists.

1. The Incident Safety Officer (ISO) upon designation by the Incident Commander (IC) is in proper personal protective equipment (PPE) including a "Safety Officer" vest. When operating in a forward or otherwise hazardous position the Incident Safety Officer (ISO) will also meet the MLFD PPE SOG including wearing Self-Contained Breathing Apparatus (SCBA), have radio communication, and be accompanied by another firefighter.
2. A situation-status briefing will occur between Incident Command (IC) and the Incident Safety Officer (ISO) including a review of the incident action plan.
3. The Incident Safety Officer (ISO) will conduct a recon of the incident including a 360° inspection identifying existing or potential hazards especially as they relate to the incident action plan and provide the information to Incident Command (IC). These inspections will continue with updating information to Incident Command (IC) as needed.
4. In addition to the incident inspection the Incident Safety Officer (ISO) will apply the following risk assessment model:
 - a) We will risk a lot to save a lot (Savable lives).
 - b) We will risk a little to save a little (Savable property).
 - c) We will risk nothing to safe what is already lost (Lives and property already lost).
5. Assuring the incident action plan, conditions, activities, and operations fall within these criteria. The assessment should be an on-going process until the incident is terminated. If the perceived risk(s) are outside the risk model the Incident Safety Officer (ISO) should stop, alter, or suspend any activities, which pose an imminent threat to firefighter safety. Immediate notification to Incident Command (IC) is paramount after changing an activity. If the activity does not pose an imminent threat the Incident Safety Officer (ISO) should work through Incident Command (IC) to affect the needed change to mitigate or eliminate the unsafe condition, operation or hazard.

- h) The Incident Safety Officer (ISO) will ensure the use of the MLFD Accountability system and rapid intervention team is ready for immediate deployment. In the instance of a Mayday, they will immediately take a position in the command post and identify additional assistant safety officers as required.
- i) The Incident Safety Officer (ISO) will offer judgment to Incident Command (IC) regarding the establishing of control zones and no-entry zones and ensure the communication of this information to all members on scene.
- j) Evaluate motor vehicle incidents and establish scene safety by eliminating traffic hazards by vehicle placement and other appropriate methods.
- k) Monitor radio transmissions and stay alert for barriers, which could result in missed, unclear, or incomplete communications.
- l) Ensure there is a scene rehabilitation component established including re-hydration, nourishment and medical monitoring.
- m) Survey and evaluate hazards associated with landing zones and interface with helicopters.
- n) Recognize the potential need for critical incident stress debriefing.
- o) The incident safety officer (ISO) will evaluate visible smoke and fire conditions to advise incident command, task leaders and company officers the potential for flashover, back draft, or other events posing a threat to operating teams.
- p) Evaluate the need for technical experts in complex incidents including large fire incidents where collapse is possible, hazardous material incidents, technical rescues i.e., trench, confined space, high/low angle rescue, elevator/escalator, structural collapse, etc.

The incident safety officer (ISO) is responsible for completing the ISO Incident Checklist as required.

ISO INCIDENT CHECKLIST

Safety Officer: _____

Incident Number: _____

Date: _____

Response Type: _____

Location: _____

Incident Commander: _____

Group Supervisor(s): _____

Time of Incident: _____ Safety on Location: _____ Elapsed Time: _____

ISO Duties

1. Report to Incident Command. Discuss incident strategy, plan of action, safety plan.
2. Walk the incident and establish a perimeter, checking the following items as it relates to safety. Advise command staff of risk assessment of incident. Relate any immediate safety concerns to incident command.

✓ = OK X = Issue Circle applicable category

Strategy and Tactics

- Offensive/defensive/marginal attack
- Crews following incident commander strategy
- Ventilation (vertical/horizontal, fans, crew location, means of egress – windows/doors, smoke condition – volume/color force – as related to safety of personnel)
- Incident layout (site drawing, crew locations, rapid intervention team)
- Risk management (Is this action necessary?)

Hazards


- Utilities (water, natural gas, electric)
- Environmental (heat, cold, ice, snow, rain, wind)
- Structural conditions (roof, walls, floors, facades, signs, other construction features)

3. After the initial incident assessment, continue to observe all listed items as well as others that might affect the safety of personnel, including the following (periodically check back to incident commander for update briefing):
 - Accountability (set-up, Level 1, Level 2, PAR, rapid intervention team)
 - PPE (turnouts, hoods, helmets, shields, gloves, boots, SCBA)
 - Communications (radio, face-to-face, crews, divisions/groups, command)
 - Hazard control zone (Collapse, hot, warm cold)
 - Rehabilitation (location, fluids, food, crew rotation, manpower, shelter, heating/cooling, EMS)
 - Ladders (selection, placement, secured/heelled, hazards – wires/footing, two means of egress)

- Equipment use (selection/placement of hose lines, water supply, tools, safety equipment, lighting)
 - Apparatus (placement, collapse/heat zone, staging, effectiveness, enough resources)
4. Exercise emergency authority to stop or prevent imminent unsafe acts – notify the incident commander immediately – ensure all personnel are aware of any special circumstances or danger.
5. Other considerations
- 5.1. In other than imminent unsafe acts, individuals or crews violating MLFD policies and procedures will be addressed through the incident commander or through the post-incident analysis process.
 - 5.2. Be aware of the need for addressing critical incident stress debriefing.
 - 5.3. In the event of an accident/injury investigation, ensure the following is considered: scene preservation critical injury protocol, seize PPE/equipment, document the scene with digital photographs, scene sketch (locations, measurements, etc.) witnesses, and statements. Evaluate the need for MLPD involvement.

Scene Sketch

(Consider including direction, street names, apparatus, hose lines, hydrants, etc.)

| | | | |
|---|---|--|--|
| MT. LEBANON FIRE DEPARTMENT | | | |
|  | Accident, Injury and Property Damage Reporting | | |
| | SOG Number: 503 | | |
| | Original Date: 8/2008 | Current Revision Date: 1/1/2023 | |
| | Section: Safety | Approval: KBC | |
| STANDARD OPERATING GUIDELINES | | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for various types of accident reporting.

II. Background

It is imperative to ensure that our members are protected and taken care of that the appropriate paperwork and investigations are completed.

IV. Procedures

1. Injuries

- a) Any member that is injured as a result of any activities related to the Mt. Lebanon Fire Department shall immediately report the injury to the Shift Commander.
- b) Paperwork will be filled out and returned to the shift commander, assistant chief and chief within 24 hours of the injury.
- c) All injuries regardless of seriousness need to be reported to the fire chief and assistant chief immediately after any incident. This is to navigate any questions that municipal leaders may have if the incident is seen on the news.
- d) An incident report needs started if the injury did not occur at an incident scene. If it occurs at an incident scene it will be documented as a casualty on the incident report. If the injured did not occur at an incident use the following codes
 - i. Injury -Report only ----- (320) Rescue, EMS incident other)
 - ii. Injury – MLFD personnel aided ----- (3211) EMS Call, QRS
 - iii. Injury – MRTSA was there and aided ----- (311) Medical Assist, Assist EMS Crew
- e) All forms are located on the S:Drive/FORMS/Accident and Injury Reporting/Injury Reporting. The following forms will need filled out
 - i. Personal Injury Checklist (Emergency Scene or Non-Scene)
 - ii. Workers Comp. Injury Report Form (Volunteer or Career Specific)

2. Vehicle Accidents

- a) Any member that is involved in a vehicle accident involving a fire department vehicle must follow the following:
 - i. Make sure that the scene is safe, render any aid required and notify dispatch to have a police report started. Contact MLFD shift commander and have an incident report started.


- ii. Paperwork will be filled out and returned to the shift commander, assistant chief and chief within 24 hours of the accident.
- iii. All accidents regardless of seriousness need to be reported to the fire chief and assistant chief immediately after any incident. This is to navigate any questions that municipal leaders may have if the incident is seen on the news.
- iv. All forms are located on the S:Drive/FORMS/Accident and Injury Reporting/Accident Reporting. The following forms will need filled out:
 - A. Either vehicle accident municipal or personal vehicle checklist
 - B. Injury report if any injuries to personnel occurred.

3. Property Damage

- a) Any member that is involved in a vehicle accident involving a fire department vehicle that damages private property other than another vehicle must follow the following:
 - i. Make sure that the scene is safe, render any aid required and notify dispatch to have a police report started. Contact MLFD shift commander and have an incident report started.
 - ii. Paperwork will be filled out and returned to the shift commander, assistant chief and chief within 24 hours of the accident.
 - iii. All accidents regardless of seriousness need to be reported to the fire chief and assistant chief immediately after any incident. This is to navigate any questions that municipal leaders may have if the incident is seen on the news.
 - iv. All forms are located on the S:Drive/FORMS/Accident and Injury Reporting/Property Damage Reporting. The following forms will need filled out:
 - C. Property damage checklist
 - D. Injury report if any injuries to personnel occurred.

4. Safety Committee Obligations

- a) The safety committee will investigate all injuries, vehicle accidents and incident involving property damage. The intent is not to place blame but to ensure that the fire department is doing all it can possibly do in order to prevent reoccurrence.
- b) The safety committee will document all investigations using the appropriate forms.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|--|---------------------------------|--|
|  | Exposure Control Plan Exposure Reporting | | |
| | SOG Number: 504 | | |
| | Original Date: 7/2009 | Current Revision Date: 1/1/2023 | |
| | Section: Safety | Approval: KBC | |
| STANDARD OPERATING GUIDELINES | | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for Reporting and Exposure for MLFD personnel.

II. Background

N/A

III. Procedures

1. Exposure Definition – contact with eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood, other potentially infectious materials that result from the performance of an employee's duties or exposure to chemicals or carcinogenic products by inhalation, injection, absorption, or injection.
2. Reporting a Possible Bloodborne or Airborne Pathogen Exposure - The MLFD Exposure Reporting Form will be filled out by the firefighter after the exposure along with the workman's compensation medical paperwork.
 - Immediately after an exposure the wash skin injuries thoroughly with soap and water or use antimicrobial solution, Flush mucous membranes with running water for 10 minutes or use an Alcohol or cleaning agents if no water available
 - Immediately inform the Paramedic Supervisor and the M.D. treating the patient of the exposure.



Mt. Lebanon Fire Department

Infectious Exposure Form



Exposed Member's Name: _____ Position: _____

Soc. Sec. #: _____ Home Phone: _(____)_____ Incident # _____

Name of Patient: _____ Sex: _____

Age: _____ Address: _____

Suspected or Confirmed Disease: _____

Transported to: _____

Transported by: _____

Date of Exposure: _____ Time of Exposure: _____

Type of Incident (auto accident, trauma): _____

Type of protective equipment utilized: _____

What where you exposed to: Chemical(s) _____

Blood _____ Tears _____ Feces _____ Urine _____ Saliva _____ Vomitus _____

Sputum _____ Sweat _____ Other Possibly Infectious materials _____

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or rashes that became exposed? Be specific: _____

How did exposure occur? Be specific: _____



Mt. Lebanon Fire Department
Infection Control Officer's Report



Did you seek medical attention? ____ Yes ____ No

Where? _____ Date: _____

Contact Infection Control Supervisor: Date _____ Time: _____

Designated Officer's Signature: _____ Date: _____

Member's Signature: _____ Date: _____

Medical facility notified? ____ Yes ____ No

If Yes:

Name of Facility: _____ Date: _____

Address of Facility: _____

Name of Facility Contact: _____

Confirmed Exposure: _____

Member notified? ____ Yes ____ No


Member's Signature: _____ Date: _____

Medical Follow-Up Action: _____

Remarks: _____

Infection Control Officer's Signature: _____ Date: _____

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|-----------------------|---------------------------------|
|  | Exposure Control Plan | |
| | SOG Number: 505 | |
| | Original Date: 7/2008 | Current Revision Date: 1/1/2023 |
| | Section: Safety | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for Exposure Control for MLFD personnel.

II. Background


N/A

III. Procedures

1. Exposure Control Plan – the MLFD has a comprehensive exposure control plan written in 2007 and updated in 2009. All personnel should be familiar with the plan. The plan outlines the OSHA education guidelines. See Exposure Control Plan Section 3
2. Mt. Lebanon Fire Department recognizes that many of its personnel are involved in job responsibilities that may place them at risk for direct contact with blood and other potentially infectious materials (OPIM). It is the goals of the MLFD Exposure Control Plan to reduce exposure to our personnel thus reduce the incidence of occupational health risk. See Exposure Control Plan Section 2.
3. Documentation - The MLFD shall keep exposure documentation on all personnel for 30 years per OSHA 29CFR 1910.1030 and the OSHA medical record standard 29CFR 1910.1020.
4. Hepatitis B vaccination Program – All members of the Mt. Lebanon Fire Department must be offered the Hepatitis vaccination within 10 days of starting with the department. Personnel who decline to participate will be asked to sign a declination form in accordance with the provision of OSHA 29CFR 1910.1030. See Exposure Control Plan Section 4
5. Engineering Controls and PPE –infectious materials, equipment controls and the personal protective equipment outlined in the plan and will be updated annually. See Exposure Control Plan Sections 5 and 6

The MLFD Exposure Control Plan will be reflective of all current Centers for Disease Control recommended practices for protection of patients and staff and of applicable portions of the NFPA 1581 Infection Control Standards for the fire service.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------|---------------------------------|
|  | Safety Committee | |
| | SOG Number: 506 | |
| | Original Date: 11/2015 | Current Revision Date: 1/1/2023 |
| | Section: Safety | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to define participation, representation, composition, membership, and organization relative to the Safety Committee.

II. Background

N/A

III. Procedures

a. Participation

All members of the Mt. Lebanon Fire Department are encouraged to attend and speak at meetings of the Safety Committee. However, all official action and recommendation of said committee shall be conducted by the duly appointed members.

b. Representation

Every member, through the various member groups shall be represented on the Safety Committee. Each member group (i.e career staff, volunteer staff, and relief association shall seat one (1) member of their choosing on the committee.

c. Composition

The Safety Committee shall consist of a minimum of seven (7) regular voting members. It shall be the charge of the regular voting members to fulfill committee roles as set forth in NFPA 1500.

d. Membership

The seven (7) positions on the committee shall be apportioned as follows:

1. Safety Officer / Chairman as designated by the Fire Chief.
2. A representative from the career staff.
3. A representative from the volunteer staff.
4. A representative from the relief association.
5. A member appointed by the Fire Chief
6. A member appointed by the Fire Chief
7. A member appointed by the Fire Chief

e. Organization


The Safety Committee will be chaired by the Safety Officer. A vice-chairman shall be elected by the Committee. All business of the committee shall be approved by the majority of the voting members present. Four voting members shall constitute a quorum. The committee shall serve as a staff function and report directly to the Fire Chief.

f. Policy

The Safety Committee is dedicated to establishing the necessary policies and programs for the prevention and elimination of accidents, illnesses, injuries, and fatalities.

At a minimum, to advance these goals, the Safety Committee will:

1. Obtain compliance with applicable safety and health laws, standards, and rules and regulations.
2. Establish and maintain a safe and healthy environment toward the greatest benefit of all members.
3. Minimize the risk of human and economic losses resulting from unnecessary personal injury.
4. Assure the security, protection, and well-being of personnel.
5. Reduce the threat of injury, damage and liability and maintain a state of readiness to serve, through the adoption and implementation of progressive training programs and operational guidelines.
6. Investigate all accidents, injuries, and fatalities.
7. Investigate and follow up on all reported safety issues.
8. Annually update the Department's Risk Management Plan and measure compliance with NFPA 1500.
9. Provide information and programs to promote physical and mental wellness.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-----------------------|---------------------------------|--|
|  | Decontamination | | |
| | SOG Number: 507 | | |
| | Original Date: 8/2017 | Current Revision Date: 1/1/2023 | |
| | Section: Safety | Approval: KBC | |
| STANDARD OPERATING GUIDELINES | | | |

I. General

a. Purpose

The purpose of this operating guideline is intended to set forth a procedure for decontamination of personal protective equipment, apparatus, tools and personnel after they have been exposed to hazardous substances that are found in fire suppression activities and other responses.

II. Background

Research has shown a direct correlation to exposure to the byproducts of combustion and many cancers. It is the intent of this guideline to minimize the effects and exposure to these substances.

III. Procedures

a. Decontamination of Turn-Out gear

Turnout gear is meant to protect the firefighter but because of its protection abilities it also traps gases and liquids that are present in a fire and continues to release them after the fire thus creating a hazard to the firefighter that continues without his/her knowledge. It is the intent of this procedure that every time the turnout gear is worn during suppression activities that it is decontaminated. Turnout gear which is carried in the individual's privately owned vehicle should be placed into a fire department utility vehicle at the incident scene and not carried in a personally owned vehicle until thoroughly decontaminated. This is an attempt to reduce the carcinogens that are cross contaminated to the individual's vehicle and protect the firefighter and his/her family. Turnout Gear decontamination after a fire has been broken into a two or three step process as outlined below.

1. Level 3

- a) This level is performed at the incident scene. It is the decision of the safety officer and IC whether this step is necessary. If the soiling of the turnout gear is severe (i.e. Insulation, excessive soot/charring or odor. The individual shall be hosed down with water available from the engine and a garden hose adapter. This method will remove any particulate and lower the contamination level.

2. Level 2

- a) This level is to be performed at the incident scene. It is the decision of the safety officer and IC whether this step is necessary. If the soiling of the turnout gear is less than that of Level 1 but enough soiling exists that it may cross contaminate other items such as the cab of the apparatus or seats then this method would be appropriate. In this method, the turnout gear is removed from the individual, placed into a garbage bag, and sealed. The firefighters name will be written on duct tape and affixed to the garbage bag. This method may be used if the gear was subjected to a hazardous material during the fire. If needed for a privacy garment, a pair of Tyvek coveralls are available on all apparatus. The gear

will undergo cleaning in Level 1 prior to it being worn again. The garbage bags will be placed into the pick-up truck and taken back to the fire station decontamination room where it will be cleaned.

3. Level 1

- a) This level is done at the station in the decon area. The firefighter performing this process should wear disposable gloves. Every firefighter who was in the hazardous atmosphere or exposed to biohazards will complete this process prior to them wearing the set of gear again. The fire department has gone through great lengths to provide a second set of turnout gear. The purpose of not wearing the contaminated turnout gear is so that we do not cross-contaminate the fire apparatus that will be decontaminated as well. All turnout gear shall be washed in accordance with the procedure that is posted in the decon Area.

b. Decontamination of SCBA

SCBA shall be decontaminated after each use in fire suppression activities. The SCBA will be broken into three (3) parts for cleaning, the face piece and regulator, the cylinder, and the harness.

1. The face piece and regulator shall be cleaned and decontaminated in accordance with the manufactures recommended cleaning procedure. This procedure is posted in the decon area and is updated as new SCBA are purchased.
2. The Cylinder shall at a minimum be wiped down with a cleaning/degreaser solution (i.e., Simple Green, Formula 409, etc.) in addition, a rag. Disposable gloves should be worn during this process. If heavy soiling is present, the cylinder can be sprayed with the same cleaning solution scrubbed with a soft bristle scrub brush and pressure washed to rinse it. After rinsing the cylinder will be turned on briefly to remove any standing water from the thread assembly
3. Disposable gloves should be worn during this process. The harness assembly shall be sprayed down with a cleaning/degreaser solution (i.e., Simple Green, Formula 409, etc.) scrubbed with a soft bristle brush and pressure washed to rinse. Care should be taken not to direct the pressure washer directly into the high-pressure hose which attaches to the cylinder.

c. Decontamination of Apparatus

Disposable gloves should be worn during this process. Apparatus that were used to transport firefighter to and from the scene where fire suppression activities took place shall at a minimum be wiped down with a cleaning/degreaser solution (i.e. Simple Green, Formula 409, etc.) and a rag. Areas where heavy soiling may occur such as the floor area may be sprayed with the same cleaning solution, scrubbed with a soft bristle scrub brush and hosed off with a garden hose to rinse it. Apparatus windows should be rolled down and left open for a minimum of 1 hour after personnel return from suppression and overhaul operations. This will allow trapped gases and vapors to escape the apparatus. All headsets should be wiped down with a cleaning towelette.

d. Decontamination of Tools

Disposable gloves should be worn during this process. Tools that were used in the fire suppression activities shall at a minimum be wiped down with a cleaning/degreaser solution (i.e. Simple Green, Formula 409, etc.) and a rag. If heavy soiling is present, the tools can be sprayed with the same cleaning solution, scrubbed with a soft bristle scrub brush and hosed off with a garden hose to rinse it.

e. Decontamination of Personnel

An immediate action that firefighter can take to protect themselves from cancer is the use of body wipes to “remove as much soot as possible from the head, neck, jaw, throat, underarms, and hands while at the scene of a fire. A shower immediately after the fire is also highly encouraged.

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H: RESOURCE MANAGEMENT

MT. LEBANON FIRE DEPARTMENT



Removing Apparatus from Service

SOG Number: 600

Original Date: 8/2008

Current Revision Date: 1/1/2023

Section: Resource Management

Approval: KBC

STANDARD OPERATING GUIDELINES

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for removing apparatus from response capability.

II. Background


N/A

III. Procedures

a. General

1. Established criteria for removing vehicles and apparatus from service will be maintained by the Resource Management Platoon and posted as an Annex to this SOG. These criteria will be developed from manufacturers' recommendations, NFPA 1915 (Standard for Fire Apparatus Preventive Maintenance Programs) and / or 49 CFR, part 390 (Federal Motor Carrier Safety Regulations).
2. Daily checks of the apparatus will be made according to the "One and One" schedule posted in the apparatus bays. The oncoming shift is responsible for checking the safety and readiness of that platoon's assigned apparatus, as well as one additional apparatus or vehicle per the posted schedule. At any time, if a member believes that a mechanical or operational problem exists with a vehicle or fire apparatus that compromises its proper or safe operation, then the following guidelines must be followed:
 - a) The member reporting the vehicle or apparatus deficiency shall immediately notify the FD shift commander, providing a complete description of the issue as well as the step that were taken to resolve it.
 - b) The FD Shift Commander will attempt to resolve the issue utilizing the resources at his/her disposal, and temporarily place the vehicle out of service if unable to do so.
 - c) The FD Shift Commander will notify the Resource Management Chief or a Lieutenant to assess the vehicle and determine the best course of action to effect repairs.
 - d) If a Resource Management Officer is unavailable, the Fire Chief or the Deputy Chief will be notified, and the vehicle will remain out of service until it can be properly assessed.
 - e) In the event that the out-of-service vehicle is an engine, the reserve engine will be moved up to second run service and placed appropriately in the apparatus bays.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|--|---------------------------------|--|
|  | Personal Protective Clothing Care, Storage and Maintenance | | |
| | SOG Number: 601 | | |
| | Original Date: 3/5/2009 | Current Revision Date: 1/1/2023 | |
| | Section: Resource Management | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for the care, storage and maintenance of personal protective equipment (PPE).

II. Background

N/A

III. Procedures

a. Storage

1. All personal protective equipment shall be stored in a neat, orderly and ready fashion so as to allow for its immediate use in an emergency.
2. Members shall store one set of PPE in the station in their assigned rack.
3. Members shall store a second set of PPE to respond to calls from home, in their vehicle, in an issued gear bag or in an area where it is not exposed to direct sunlight. The PPE must be protected from ultraviolet light. Tinted windows will not protect PPE from ultra violet light. A dark trunk or gear bag should be used to protect PPE.

b. PPE Inspection

1. PPE shall be inspected after each use in a fire situation, or at a minimum semi-annually.
2. Semiannual visual inspections shall occur prior to the semiannual washings.
3. A thorough annual inspection shall be conducted by each member in December of each year. This inspection shall include all PPE components. The PPE shall be disassembled and thoroughly inspected.
4. Any deficiencies shall be recorded and reported to the Resource Management Platoon.
5. Annual inspections shall be documented using the current departmental inspection form and turned into the Resource Management Platoon.


c. Cleaning

1. All PPE shall be properly cleaned and dried after each use in fire conditions. Cleaning may include decontamination, machine washing and or rinsing at the scene.
2. Routine cleaning may be performed using a brush and hose to remove contaminants at the scene.
3. Advanced cleaning: All PPE shall be washed, at a minimum, semiannually using the department washer in the decon room.
4. Follow all posted instructions and approved cleaning agent list for advanced cleaning as provided and updated through the Resource Management Platoon.

- a) Veristol – Heavily Contaminated/Dirty
 - b) Specialty Fabric Cleaner – General Cleaning ***Must be used after versitol
 - c) Citron-D - Biohazards
5. Chlorine bleach shall never be used on PPE, exception: completely rubberized boots may be decontaminated with chlorine bleach.
 6. All cleanings shall be recorded in the maintenance log.

d. Repairs

1. PPE needing repair shall be inspected by the Resource Management Platoon.
2. If there is any question that a deficiency could cause injury to the firefighter, the item shall be immediately removed from service and repaired. Suitable replacement PPE will be issued by the Resource Management Platoon.
3. The Resource Management Platoon is responsible for all decisions regarding PPE repairs or taking gear in or out of service.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|---|--|---------------------------------|
|  | Fueling Department Vehicles and Equipment | | |
| | SOG Number: 603 | | |
| | Original Date: 9/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Resource Management | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to refuel fire department vehicles and acquire fuel for small engines.

II. Background

TBD

III. Procedures

a. Fuel for apparatus and vehicles

Gasoline and/or diesel fuel shall be obtained at Mt. Lebanon DPW, 1250 Lindendale Drive, Mt. Lebanon, PA 15228, whenever feasible.

Should travel, distance from the Municipality, and/or failure of the fueling facilities preclude the use of facility at Mt. Lebanon DPW, fuel credit cards should be obtained from the Municipal Finance Department. Personnel using these cards are required to retain all receipts to be forwarded to the Finance Department upon return of the cards. Standard grade (87 octane) fuel should be used in gasoline powered vehicles whenever available. Ultra-low sulphur diesel fuel is required for all diesel engines.

b. Frequency

All department vehicles shall be filled when the vehicle is returned to the station at the completion of the user's shift or following an incident or detail, should either of the following conditions be applicable:

For vehicles equipped with a single fuel tank when the gauge indicates $\frac{3}{4}$ of a tank.


c. Fuel for small engines

Gasoline for use in small engines is to be stored in the fuel cans located on various apparatus. A 3-gallon red can is located in the flammable liquid's cabinet in the apparatus bays and is filled with non-ethanol gas. If the can is below a $\frac{1}{4}$ full refill it at the Sunoco on Route 88 in Castle Shannon with Non-ethanol fuel.

A fuel credit card is available in the Fire Department Workshop to be used for these fuel purchases. All receipts are required to be forwarded to the Assistant Chief.

Fuel cans on apparatus should be refilled when they are $\frac{1}{2}$ of the container capacity. Fuel should be rotated from containers in reserve apparatus to containers on front-line apparatus to help prevent fuel from becoming stale.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Apparatus Maintenance Program | | |
| | SOG Number: 604 | | |
| | Original Date: 11/2009 | | Current Revision Date: 1/1/2023 |
| | Section: Resource Management | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

The primary purpose of this guideline is to provide requirements for inspection, maintenance, and testing that will ensure that fire apparatus is serviced and maintained to always keep them in safe operating condition and ready for response.

II. Background

This guideline shall apply to all fire apparatus, and all permanently installed components on fire apparatus. This guideline shall not apply to portable equipment carried on fire apparatus.


The authority/responsibility for the inspection, maintenance, testing, and repair of fire apparatus and permanently installed components on fire apparatus shall be the resource management platoon. The resource management platoon may rely upon the municipal mechanic or a qualified third-party vendor to complete the inspection, maintenance, testing, and repair of fire apparatus and permanently installed components on fire apparatus.

III. Procedures

a. General

1. Annual Inspection
 - a) All fire apparatus shall be inspected annually per state law for motor vehicle inspection.
2. Daily Inspection
 - a) Daily checks of the apparatus shall be made according to the "One and One" schedule posted in the apparatus bays.
3. Monthly Inspection
 - a) Monthly checks of the apparatus shall be made according to the shift/truck assignment and monthly apparatus checklist provided by the resource management platoon.
4. Scheduled Maintenance
 - a) Routine maintenance of all fire apparatus shall be performed per manufacturer's recommendations, either in the fire station via mobile service trucks or at a facility identified by either the resource management platoon or municipal mechanic as qualified to perform such maintenance. Routine maintenance of all permanently installed components on fire apparatus shall be performed per manufacturer's recommendations by qualified personnel.
5. Performance Testing
 - a) Pump Testing
 - i. Performance testing of fire pumps shall be conducted annually by qualified personnel.
 - b) Aerial Testing

- i. Performance testing of aerial devices shall be conducted annually by qualified personnel.
- c) Documentation
 - i. Records shall be maintained on the results of all apparatus inspections, maintenance requests, preventive maintenance, repairs, and testing. Separate files shall be established and maintained for each individual fire apparatus.
- d) Removing Apparatus from Service
 - i. At any time, if a member believes that a mechanical or operational problem exists with a vehicle or fire apparatus that compromises its proper or safe operation, the apparatus shall be removed from service in accordance with Standard Operating Guideline 600, Removing Apparatus from Service.
- 6. Repairs
 - a) Repairs shall be made in accordance with the manufacturer's recommendations. Parts or components used to maintain or repair the fire apparatus shall meet or exceed the original manufacturer's specifications.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Apparatus Replacement Policy | | |
| | SOG Number: 605 | | |
| | Original Date: 7/2009 | | Current Revision Date: 1/1/2023 |
| | Section: Resource Management | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is to outline the replacement guidelines for fire and rescue apparatus and vehicles.

II. Background


TBD

III. Procedures

a. General

1. To ensure the safest and most efficient use of Mt. Lebanon Fire Department resources, the following fire department apparatus and vehicle replacement guidelines shall be standard practice
2. The Department shall maintain an adequate number of first-line apparatus to meet ISO requirements and service demands.
3. The goal of this guideline is to have heavy apparatus (engines and trucks) replaced after fifteen years of first-line service, the rescue replaced after twenty years of first-line service, and light vehicles (squads and utilities) replaced after a maximum of twelve years of service.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|--|---------------------------------|
|  | Apparatus Taken Out of Service (Equipment Removal) | |
| | SOG Number: 606 | |
| | Original Date: 9/2021 | Current Revision Date: 1/1/2023 |
| | Section: Resource Management | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to establish a minimum list of equipment to remove when an apparatus leaving the station for maintenance or repairs.

II. Background

TBD

III. Procedures


a. General

Prior to apparatus leaving the station for maintenance or repairs, the following equipment should be removed:

- All apparatus
 - EMS bag and AED.
- First due apparatus
 - Essential equipment unique to the first due Engine/Truck/Rescue should be placed on the unit in place of the out of service unit:
 - Rad Meter
 - Extrication rescue tool(s)
 - Ballistic armor and helmets
 - Lifepak 1000 AED
 - QRS aid bag should be on 1st and 2nd due engines
- Rescue - In addition to the above, the following equipment should also be removed from the Rescue if it's anticipated to be out of service for > 1 day. This equipment should be added to a Squad for rescue responses:
 - Rescue Struts
 - Elevator Support Kit (Paratech)
 - Lift All Sling
 - Screw Shackle
 - Come-a-long with synthetic rope
 - J-Hooks w/synthetic snatch block and rope
 - Step Chocks
 - 2 High Lift Jacks
 - Hydraulic tools
 - Spreader

- Cutter
- Telescopic Ram
- Power plant (from basement)
- Hydraulic hoses
- Red Rigging Bag
- Blue Rigging Bag
- 2 - 200' Rope Bag

Upon the return of the apparatus, equipment should be returned to normal locations and a complete daily apparatus check should be completed before it is considered back in service.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|---|---------------------------------|
|  | PPE & Small Equipment Replacement Program | |
| | SOG Number: 607 | |
| | Original Date: 8/2021 | Current Revision Date: 1/1/2023 |
| | Section: Resource Management | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is to outline the replacement guidelines for small equipment and personal protective clothing.

II. Background

N/A


III. Procedures

To ensure the safest and most efficient use of Mt. Lebanon Fire Department resources, the following fire department PPE and small equipment replacement guidelines shall be standard practice and follow manufacturer recommendations and industry best practices. PPE and equipment may be replaced on a more frequent basis if there is a failure of the equipment during incidents and/or testing.

1. Turnout Gear, including boots, helmets, gloves, and hoods – every 5 years
2. Self-contained breathing apparatus – every 15 years
3. Level A Suits – every 5 years
4. Radios & Pagers – every 10 years
5. Life Safety Rope – every 5 years
6. Life Safety Harnesses – every 10 years
7. AED Batteries – every 2 years
8. Ice Rescue Suits – every 10 years
9. Atmospheric Monitoring – every 7-10 years
10. Air Bags – every 10 years

All other equipment shall be replaced as deemed necessary based on usage and condition.

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| MT. LEBANON FIRE DEPARTMENT | | |
|---|---------------------------------|---------------------------------|
|  | Approved PPE List and Procedure | |
| | SOG Number: 608 | |
| | Original Date: 1/2019 | Current Revision Date: 1/1/2023 |
| | Section: Resource Management | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | |

I. General

a. Purpose

This standard operating guideline is intended to establish a list of approved Personal Protective Equipment (PPE) to ensure the safety and well-being of the members while operating in the capacity of the Mt. Lebanon Fire Department. Additionally, the procedure to add or remove items from the list is outlined.

II. Background

The need for an approved PPE list is because of a past practice of MTLFD members using uniform account money to purchase and use PPE that did not meet NFPA standards or department safety standards. Therefore, we invoked an approved PPE list.

III. Procedures

a. General

1. Approved PPE List

- a) The Mt Lebanon Fire Department PPE committee's decision for issued Structural Fire Gear will automatically be added to the list.
 - i. The items include Structural firefighting coat, pants/suspender, boots, gloves, helmet, hood and escape system.
 - ii. The items chosen by the PPE committee will remain on the Approved PPE List for at least the duration the Department issues the items.
- b) The Safety Committee's PPE sub-committee will analyze, and research current department needs, industry standards and new products to compile the additional items on the Approved PPE List.
- c) The list will have no more than four options per PPE item.
- d) The committee will consult with the Operations and Resource Management Deputy Chiefs for input.
- e) The final list will be presented to the Fire Chief for final approval.
 - i. In lieu of the Safety Committee's process, the Fire Chief can add or delete items from the list.
 - ii. The Fire Chief can authorize a member to use/wear PPE not listed for special circumstances.
- f) The approved list is attached in Appendix i
- g) The list will be reviewed on an annual basis.
- h) It is the duty of the member to ensure that the PPE used/worn is within the manufacturer and/or industry standard service life.

2. Request to Approve New Item

- a) If a member would like to use/wear or suggest PPE that is not on the Approved PPE List, they must present the item to the Safety Committee.

- b) The Safety Committee's PPE sub-committee will research and test the item to evaluate the merit of the item.
 - c) If the new item would create more than four options in the item's category, the item's performance and safety characteristic will be considered against current listed items.
 - d) The results of the trial will be released to the requesting member in a timely manner. If approved, the item will be presented to the Fire Chief for final approval.
 - e) The approved item will be added to the Approved PPE List. The membership will be notified of the addition via email and at the business meeting.
 - f) If the approved item replaces another item, the membership will be notified via email and at the business meeting that the removed item is no longer approved for use.
3. Request to Remove Item
- a) If a member has a safety concern for an item listed on the Approved PPE List, they will submit their concern to the Safety Committee to review.
 - b) The results of the review will be released to the requesting member in a timely manner.
 - c) If the item is to be removed from the list for being unsafe, the membership will be notified via email and business meeting.
 - d) After a reasonable amount of time, the Safety Committee's PPE sub-committee will ensure the removed item is no longer in use by members while operating in the capacity of the Mt. Lebanon Fire Department.

| Appendix i | | | | | |
|--|---|---|--|--|-------------------------|
| | Option 1 | Option 2 | Option 3 | Option 4 | Notes |
| Structural Firefighting TOG | | | | | |
| Coat | Fire-Dex FXR TecGen71 | Janesville® V-Force® Bi-Swing Coat | | | |
| Pant | Fire-Dex FXR TecGen71 | Janesville® V-Force® Pant | | | |
| Boots | Globe Shadow | STC Marshall leather | Haix - Fire Hero Xtreme | Ranger Combat LB rubber boot | |
| Gloves | Fire-Dex Dex-Pro 3D Leather Glove | Shelby FDP Koala / Gore Glove | | | |
| Suspenders | PPE Mfr. Specific | Boston Leather (Black or red) | Boston Leather w/reflective trim | | |
| Hood | Innotex Gray Hood 25 | Majestic Halo Particle Filter Hood | PGI Cobra XL2 Carbon | *GORE® Particulate Hood Nomex Blend* | GORE being field tested |
| Structural Firefighting TOG Escape System | | | | | |
| Decent Device | MLFD Issued - CMC Pro Lock XL carabiner | Sterling F4 Escape | STERLING FCX | PETZL EXO AP | |
| Hook / Grab | Aluminum T Rated carabiner - MLFD Issued | Sterling Rope Lightning Escape Hook, NFPA | Sterling Rope Lightning GT Anchor Hook | Crosby Firefighter Anchor Hook | |
| Rope | MLFD Issued - 35'-7.5mm Kevlar rope | 7.5mm FireTech2 Rope - 35'-50' | 7.5mm SafeTech Rope - 35' - 50' | | |
| Belt | MLFD Issued - Honeywell RS-LADKV Life Grip™ Ladder and Escape Belt | | | | |
| Structural Firefighting Helmet and Accessories | | | | | |
| Helmet | Cairns 1044 Deluxe Helmet | Cairns N5A (2018 Update Preferred) | Cairns N6A (2018 Update Preferred) | Honeywell EV1 Traditional Firefighting Helmet | Rank Color |
| Lights | Streamlight Vantage | Streamlight Vantage II | Nightstick Helmet-Mounted Multi-Function Dual Light Flashlight | C-Clamp Side Mounted Helmet Light | |
| Straps | Rubber Helmet Band | Streamlight Deluxe Rubber Helmet Strap | FoxFire Illuminating Helmet Band | | |
| Chin Strap | A leather strap may be used if it is properly mounted and will hold helmet securely on head | | | | |
| Decal | All decals must be in good taste and not impeded operation and safety of the helmet. | | | | |
| Rescue TOG | | | | | |
| Helmet (Non-water) | Pacific R5SL | Bullard USRX with ESS Goggles, Dual Certified | Pacific Kiwi USAR Certified | Cairns 360R | Rank Color |
| Helmet (Water Only) | NRS Havoc Livery | CMC Cascade Swiftwater | | | Rank Color |
| Helmet (All-Hazard) | Team Wendy EXFIL SAR Tactical Helmet w/ or w/o Rails | Pacific WR5 Water Rescue/Rope Rescue Helmet | | | Rank Color |
| Gloves - Rope | Gloves must provide adequate protection for the task. NFPA 1951 is preferred, but not required. | | | | |
| Gloves - Extrication | Gloves must provide adequate protection for the task. NFPA 1951 is preferred, but not required. | | | | |
| Gear/Jumpsuit | Certified to both NFPA 1999 and NFPA 1951 | | | | |
| Boots | Certified to at least NFPA 1977 and NFPA 1951 | | | | |
| Misc. Accessories | | | | | |
| Eye protection | Safety Glasses must meet or exceed ANSI Z87.1+ standards | | | | |
| Hearing protection | Must meet or exceed Noise Reduction Rating (NRR) of 26dB | | | | |
| Radio holder/strap | Boston Leather Radio Strap | Boston Leather Reflective Leather Radio Strap | Homeland Six Tactical Radio Strap | Homeland Six Reflective Radio Strap w/Reflective Stripes | |
| SCBA Mask ID | IdentiFire® Gen 2 *SCOTT* SCBA Face Mask Nameplate | | | | |

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J: COMMUNITY SERVICE

MT. LEBANON FIRE DEPARTMENT



Block Party Participation

SOG Number: 650

Original Date: 8/2021

Current Revision Date: 1/1/2023

Section: Outreach

Approval: KBC

STANDARD OPERATING GUIDELINES

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for block party participation by the fire department.

II. Background

N/A

III. Procedures

1. Safety

To provide the safest environment possible, certain conditions will be imposed on the operator:


- a) The operator is responsible for the resident's safety.
- b) Set ground rules with group upon arrival.
- c) The apparatus will be spotted on the roadway with all brakes set and wheel chocks in place.
- d) The operator will advise the residents of the restrictions prior to their interaction with the apparatus.
- e) No rides are to be given by the operator.
- f) No residents are permitted to climb to the top of the apparatus.
- g) If the apparatus must depart for an emergency; the operator will do so with diligence and extreme caution. Apparatus will be checked, and vehicle movement supervised for resident safety.
- h) If present, use the volunteer assistant to aid in set up and presentation of the apparatus and in any other support role as needed.
- i) No flowing of water from the apparatus.
- j) Engine 2 or the Rescue should be considered due to the SCBA restraint system. If another unit is used care must be taken to ensure that the yellow handles are not pulled by children releasing the SCBA

2. Unit Readiness

- a) On Duty Career Firefighter: The unit shall remain in service with a delayed response.
- b) Off Duty Career or Volunteer Firefighter: The unit shall be considered out of service.
- c) Firefighter conducting block party shall be responsible for placing the apparatus back into service.
- d) Firefighter conducting block party shall be responsible for returning all unused material and the bin and advise if it needs to be restocked.

3. Attire
 - e) The operator and all other personnel assisting shall have a clean, neat appearance. This includes either a class B uniform or department polo shirt with dark blue slacks or approved uniform shorts and appropriate footwear.
4. Times
 - a) Each block party event should last approximately 45 minutes.
 - b) All shall be scheduled between the hours of 11:00 - 16:30 and 18:30 - 20:30.
5. Suggested Activities
 - a) Touring the inside of the cab, jump seats and rear step (Only permitted if two fire personnel are in attendance).
 - b) Use of S.C.B.A. and other P.P.E.
 - c) Showing emergency lights (no air horn or siren except when departing).
 - d) Open all compartments for viewing and explanations.
 - e) Encourage all adults to participate.
 - f) Consider asking the children present what fire safety messages that they have been presented in school and build upon that information
 - g) Discuss and market any upcoming department events. For example, citizen's fire academy.
6. Handouts (Supplies)
 - a) Bin
 - b) Information sheet
 - c) Kids helmets and badges
 - d) Lebo Emergency Cards (Code Red)
7. Scheduling
 - a) To be scheduled by department secretary.
 - b) Secretary will send email for apparatus operator availability
 - c) Secretary will schedule personnel to deliver visits based on the following:
 - d) 3 career on duty - 1 on duty firefighter to conduct visits.
 - e) 2 career on duty - call volunteer operators.
 - f) No Volunteer operators available, secretary to call resident and cancel our participation.
8. Compensation
 - a) Volunteer Operator - \$35.00 per block party
 - b) Volunteer Assistant - \$15.00 per block party (Only 1 paid assistant per visit).
9. Notification
 - a) The Shift or Firefighter scheduled to conduct the Block Party will be confirmed via phone or email.
 - b) Block parties will be scheduled into department calendar by secretary or on-duty personnel.
10. Reporting
 1. Firefighter conducting block party shall be responsible for filling out the activity report for each block party.

K: PREVENTION

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|---|--|---------------------------------|
|  | Elementary Fire Safety Program Class Scheduling | | |
| | SOG Number: 700 | | |
| | Original Date: 2/2015 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to schedule the Fire & Life Safety Elementary School Program.

II. Background


N/A

III. Procedures

Scheduling of classes is ongoing process that requires monitoring and follow-up. Since this process has been in place for some time, the schools and teachers are rather familiar.

1. Prior to the beginning of the school year, assemble a blank calendar to be used for the scheduling process (see attached sample) Note: the FD Administrative Assistant usually makes the calendar.
2. Check the calendar for dates that will be unavailable throughout the year such as Monthly Officer Drill dates. Make a red "X" through these dates so that no schedule conflicts arise.
3. Assemble the calendar and include an instruction sheet (see attached). Place these items into a three-ring binder.
4. Obtain the second-grade walking tour dates from the school district (contact an elementary school principal to find out who is in charge of scheduling these). Mark these in the calendar (note that this is only for the public schools; private schools will be scheduled using the calendar).
5. Contact Jason Ramsey at the school district to schedule all public schools fourth and fifth grade classes.
6. Once all public-school tours and fourth and fifth grades are scheduled, begin to circulate the schedule book to the schools (work through the school secretary). Begin with the public elementary schools. The teachers will enter the times they wish to have the fire safety classes in their rooms.
7. Ask the school secretary to contact you directly once all classes are scheduled for the school. This may require you to follow up with an occasional phone call to keep the process moving.
8. Review schedule between schools and enter into Fire Department calendar.
9. Once all 7 public elementary schools and the ancillary schools (Ava Maria, Jubilee Christian, Montessori, South Hills Catholic, Beverly Heights, Kindercare, 8th Grade cooking, High School Health, High School Life Skills, and Homeschools) are scheduled, the process is complete.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|---------------------------------|--|
|  | Preschool Apparatus Visit | | |
| | SOG Number: 701 | | |
| | Original Date: 2/2015 | Current Revision Date: 1/1/2023 | |
| | Section: Prevention | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to deliver a safe and age-appropriate preschool apparatus visit.

II. Background


N/A

III. Procedures

The education specialist, as requested by the preschool will schedule all visits. If a visit must be canceled, contact the preschool directly. When visiting the schools, please follow these procedures:

1. Check the notes section in the Outlook calendar entry to determine the age and number of students and if there are any special instructions. You will also find a contact name in the notes.
2. Assemble the following items for the visit: copy of Clifford – The Firehouse Dog (can be found on the desk of the education specialist).
3. Wearing a Class B uniform, drive the apparatus (ideally Engine 2 or 1 if available – check with the on-duty crew for final determination) to the location. Be sure to position the apparatus in a secure parking area (not on a street or in the middle of a busy parking lot).
4. Meet with the contact and let them know that the first 15 min of the class will be in the classroom. The final 15 min will be outside looking at the apparatus. Also, ask the contact how they would like the helmets, badges and tattoos handled. In the past, some preferred to hand these out at the end of the day just prior to the children going home.
5. In the classroom, read the Clifford book to the class. Note that the goal of these visits is to make the children comfortable with the fire department.
6. After the book is done, utilize the teachers to help bring the children to the apparatus. Show some basic components of the piece (hose, axe, ladders, etc). Note – For safety reasons, do not let the children handle the equipment.
7. NOTE – We do not do “Friendly Firefighter” with this age group.
8. At your discretion, you may allow the children to walk through the back of the cab to see what is inside. If this is done, be sure to have an additional person (teacher or FD personnel) on the other side to help the children down. You will need to help the children in.

9. Once complete and the apparatus is back in quarters, be sure to check that the apparatus is in order (especially if students were inside the cab). Then, fill out a Community Activity in ESO records management software.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-----------------------------------|--|---------------------------------|
|  | School Program Class Cancellation | | |
| | SOG Number: 702 | | |
| | Original Date: 12/2016 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to properly cancel school program classes if deemed necessary.

II. Background

N/A


III. Procedures

Canceling a scheduled call should be an option of last resort. However, if it is necessary:

1. Determine the grade level and lesson to be delivered by referencing the schedule book copy located on the desk of the educational specialist. This schedule will also provide the time, location and teacher for the lesson (note that the schedule is also entered into Firehouse)
2. Call the school directly to inform the school secretary that the scheduled class(es) will need to be cancelled. Be sure to confirm that the secretary will notify all teachers affected.

Notify the education specialist as soon as possible of the cancellation so the class can be rescheduled at a later date.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|--|---------------------------------|--|
|  | Delivery of the Fire Safety School Program | | |
| | SOG Number: 703 | | |
| | Original Date: 12/2016 | Current Revision Date: 1/1/2023 | |
| | Section: Prevention | Approval: KBC | |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to deliver the Fire & Life Safety Elementary School Program in a consistent manner.

II. Background


N/A

III. Procedures

The actual program to be delivered will depend on the grade level and lesson being taught. However, the following guidelines should be followed:

1. Determine the grade level and lesson to be delivered by referencing the schedule book copy located on the desk of the educational specialist. This schedule will also provide the time, location and teacher for the lesson (note that the schedule is also entered into Firehouse)
2. Locate the proper lesson plan in the attached curriculum.
3. Assemble the required materials as noted on the curriculum for that lesson. All materials can be located in the 3rd drawer of the file cabinet located next to the educational specialist with the exception of the smoke detector case for the 4.1 lessons and the neighborhood model for the 2.1 lessons. These two items can be found in the storage room located in the Mezzanine Training room.
4. Use the "Third Day Report" from the school district to determine the number of copies of handouts needed (this report can be found at the district web side and on the desk of the educational specialist. If no class counts are available (the private schools), use 26 as a general guideline.
5. Wearing a class B uniform, deliver the program as outlined in the lesson plan. All lessons are designed for delivery by one person with the exception of the trailer visit (4.3 lesson). This requires at least 2 personnel to safely deliver the lesson.
6. Upon completion of the lesson, please provide your name, what lesson was delivered and the number of students in each class to either the education specialist or administrative assistant to ensure the record is properly closed out in ESO records management software.

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Fire Station Tours | | |
| | SOG Number: 704 | | |
| | Original Date: 8/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure to provide a means of public education and to promote positive public relations, to provide the public with insight into the responsibilities and working routine of Fire Fighters and fire safety education and to give Mt. Lebanon citizens a historical perspective of their Fire Department as well as foster fire safety education, prevention and consciousness.

II. Background

N/A

III. Procedures

a. General

1. Normally, pre-arranged fire station tours shall be scheduled by the Fire Prevention Platoon.
2. The Fire Prevention Platoon shall enter the tour information into station management along with any special notes and/or circumstances.
 - a) Fire suppression officers may schedule station tours for their stations during their own shifts, subject to approval of the Officer-In-Charge. Non-scheduled fire station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to the approval of the Officer-In-Charge. If possible, every reasonable effort should be made to honor such citizen requests.
 - b) Activity reports should be completed for walk in station tours.
3. While conducting fire station tours, members shall be guided by the following:
 - a) Members shall always behave in a courteous, helpful, and professional manor.
 - b) Members shall remain with those persons on the tour and shall avoid taking them into possible areas of danger.
 - c) Instructions should be given to those on the tour concerning what to do in case the fire company must leave on an emergency call.
 - d) Fire Station tours should cover the major points of interest, such as the following:
 - i. The fire apparatus.
 - ii. The firefighting equipment.
 - iii. Protective clothing.
 - iv. The Fire Fighters daily routine and duties.
 - v. Fire prevention safety materials for appropriate age groups will be given out after tour (stickers, coloring books, brochures etc.)
4. Normally, pre-arranged fire station tours shall be scheduled by the Fire Education Division.



Fire and Life Safety Education Program

Lesson Plan Topics

- PreK: Clifford Visits the Fire Station and Fire Truck Visit: we looked at the hoses and equipment on the engine.
- Kindergarten: helpful/harmful fires—cooking, candle safety, adults need to keep an eye on fires to keep them safe.
- 1st: Cooling burns with cold water, learning your address, how to stay low and go (bear crawl) in case of fire. Also discussed finding exits (look for the sign) in an emergency.
- 2nd: Meeting Places: Should be in front of your house by the street where the firefighters can see you. 2.2: Station tour.
- 3rd grade: Exit drills in the home and fire inspections for the home. Discussed common causes of fires and how to prevent them. Cooking, candle, heating, and electrical appliance safety.
- 4th: Smoke Detectors: every floor, every sleeping area, less than 10 years old, check monthly. Fire triangle and sleeping with the door shut to protect ourselves, our pets, and our stuff.
- 5th: Weather Emergencies—storms and flooding, Natural Disasters, and Preparedness
- 6th: Cooking Fire Safety, grease fires, grill safety.



The 5-Minute Walk-In Station Tour Guide

Quite often parents will bring children to look at the trucks. Spending 5 minutes showing them around the bays helps reinforce that firefighters are friends and allows their parents to leave with a greater appreciation of what their tax dollars and local government provide.

0-2 years:

Children this age are often intimidated by the size of the trucks and will only want to look from a distance. Keep it short, and work more on the parents for describing what the different types of apparatus are for.

Show the kids the crosslays on the truck and talk about how and why they are different colors. Point out the aerial ladder and talk about how high it goes.

Some kids are going to be scared and not want to talk to you or go near the apparatus. Just talk to the parents for a few minutes and they generally move on. Let them know this is normal for this age.

3-5+ years:

Show them the crosslays and discuss why they are different colors and why. Show them the pump panel and let them figure out what lever turns the water on to those crosslays.

These kids are often much more curious about what we have. They may want to get in an apparatus— the Rescue or E2 don't have yellow handles that cause an SCBA to fall on them and should be used if you go this route. **NOTE: Help the child enter and exit the apparatus. The steps to the cab are sharp and can cut them.**


Refrain from putting on gear and going on SCBA with these groups. They will often become frightened at these early ages.

Children in the elementary schools will have some fire safety knowledge from the lessons we teach. The 2nd graders all visit the station already and may have more advanced questions.

To end the tour, bring them to the front to get their "equipment." Issue them fire hats and badges on their way out. Caution the parents that the hats may blow off as they walk away and let them decide if they want to carry them or not.

Remember, this is a great time to talk about smoke alarms and Lebo Emergency with the parents!

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------|--|---------------------------------|
|  | Fire Extinguisher Education | | |
| | SOG Number: 705 | | |
| | Original Date: 8/2008 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for providing the public with education concerning basic fire chemistry and behavior as well as providing information on the types, limitations, and proper usage of portable fire extinguishers.

II. Background

N/A

III. Procedures

1. The Fire Department shall actively pursue a program of public education in fire extinguisher usage.
2. The Fire Department shall provide extinguisher education to the industrial fire brigades, private company employees, school groups, medical personnel, city employees and other interested groups and organizations upon request.
3. Students enrolled in schools under the age of eighteen(18) years will not be allowed to take part in live fire extinguishing activities unless permission is given by a parent or guardian and the Fire Chief.
4. The scheduling of fire extinguisher education sessions shall be handled by the Fire Prevention Division. In the absence of available fire prevention division personnel, Shift suppression personnel will be asked to accommodate when possible.
5. Responsibility
 - a) Members conducting fire extinguisher education are responsible for insuring that such demonstrations are conducted in a safe and efficient manner.
 - b) Members conducting fire extinguisher education are responsible for informing the Fire Education Administrator and/or Fire Prevention Division of those programs conducted.
6. Procedure
 - a) The following is the recommended outline to be used when conducting a Fire extinguisher education:
 - i. Introduction of personnel and purpose of educational session.
 - ii. Type of extinguishers:
 - A. The requestor will be asked what types of extinguisher(s) are to be utilize, so that personnel can prepare for the educational session and be specific to the requestors work environment or home environment.
 - iii. Classification of Fires:
 - A. Ordinary combustible material "A"
 - o Wood, paper, cloth, rubber, plastics.
 - B. Flammable liquids "B"


- Gasoline, oil, grease, paint thinner, etc.
- C. Electrical "C"
 - Energized electrical equipment
- D. Combustible metals "D"
 - Magnesium, titanium, sodium potassium
- iv. Selection and placement of extinguishers
 - A. Selected on survey by Bureau of Fire Prevention
 - Hazard involved - type of fire potential
 - Amount of material
 - Type of building
 - B. Placement
 - Distance apart
 - Convenient location
 - Easily seen
 - Special extinguisher next to special hazard
- v. Maintenance and care
 - A. Temperature of room or installation
 - 40 degrees F to 120 degrees F
 - Total weight
 - Light enough to pick up
 - Corrosive atmosphere
 - Protect
 - Require a yearly inspection
 - B. Required to have a hydrostatic (pressure)
 - C. Inspection every five (5) to ten (10) years
- vi. Proper application of extinguisher
 - A. Class "A" fires
 - First fire; pressurized water (remove heat).
 - Second fire; dry chemical (remove air, some cooling, cover fuel).
 - Third fire; CO2 remove air, some cooling
 - B. Class "B" Fires
 - First fire; dry chemical (remove air, covering fuel)
 - Second fire; CO2 (remove air, cooling)
 - Third fire; booster line, then dry chemical
 - (Air, cooling of fuel)
- vii. Miscellaneous information
 - A. I. Dictionary definition - "A portable or wheeled apparatus for putting out small fires by ejecting fire extinguishing chemicals."
 - B. 95% of fires (except for large liquid or gas accidents and spills and explosions could be extinguished with an extinguisher at one time
 - C. Proper term for extinguishers - "First Aid Fire Appliance" ... Comparison - with a small cut, you use a band-aid; with a large cut, you see a doctor. The same applies here -- "A small fire you use an extinguisher -- a large fire, the Fire Department."
 - D. The Fire Department uses water because it is much cheaper than chemical agents.

- E. Some hazardous operations have large bottles or cylinders of dry chemical or CO₂ with which they can fill the entire room at once.
- F. Nearly all businesses and all manufacturing plants have one or more extinguishers; some large plants have several hundred.
- G. Fire Department recommends extinguishers for every home.

viii. Material needed:

- A. Educational hand-out
- B. PASS training
- C. Fire Extinguisher brochure

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| MT. LEBANON FIRE DEPARTMENT | | | |
|---|------------------------------------|--|---------------------------------|
|  | Fire Inspection and Re-Inspections | | |
| | SOG Number: 706 | | |
| | Original Date: 9/2021 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for pursuing an active and effective fire Inspection program to promote fire prevention, support fire suppression and to provide for the public safety of our community. All life safety and fire code violations shall be re-inspected by this department.

II. Background

N/A

III. Procedures

1. Preliminary

- a) The Fire Inspector is authorized to enter and examine any building, structure, marine vessel, vehicle or premises in accordance with Section 104.3 of the International Fire Code (IFC) for purposes of enforcing the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania.

2. Maintenance of Safeguards

- a) Whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or other feature is required for compliance with the provisions of the Life Safety and Fire Codes, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania.

3. Inspections


- a) The Fire Inspector is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of the adopted life safety and fire codes and to approve reports of inspection by approved agencies or individuals. All reports of such inspections shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified and issued by the Fire Inspector or Fire Prevention Platoon Chief. The Fire Inspector is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex technical issues subject to the approval of the governing body.

4. Re-inspection and Testing

- a) Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania. The work or installation shall then be resubmitted to the Fire Inspector for inspection and testing.

5. Re-Inspections policy

- a) The policy of the Mt. Lebanon Fire Department shall be to re-inspect all violations of the Life Safety and Fire Codes of the municipality of Mt. Lebanon, Pennsylvania whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or other required feature is inspected and/or tested and determined to be in non-compliance with these codes and applicable referenced standards.
 - b) The first re-inspection shall be made within 60 days of issuance of the initial fire inspection report. The second re-inspection shall be made within 60 days of issuance of the fire inspection report for the first re-inspection. Serious Life Safety Violations not corrected within 2 re-inspections will be referred for citation.
 - c) After one re inspection (actually two inspections at the company level) any unresolved inspections will be referred to The Fire and Life Safety Education Division. A second re inspection will include a notification to the property owner that a citation is pending. Should any violations remain at the time of a third re inspection, A citation will be issued with a notification being sent to the property owner that a citation has been issued.
6. Inspection Priorities
- a) Educational Facilities: Annually in August
 - b) Institutional Facilities – Hospitals, Nursing Homes, Hospices, Continuing Care Retirement Facilities, and other Health Care Facilities: Annually
 - c) Day-Care Facilities: Annually
 - d) Assembly Occupancies: Annually
 - e) Operational Permits: Annually
 - f) Other Mercantile/Business: Maximum 3 Years
 - g) Apartment Buildings: Annually

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|-------------------------------------|--|---------------------------------|
|  | Complaints and Fire Code Violations | | |
| | SOG Number: 707 | | |
| | Original Date: 8/2009 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

Citizen complaints of potential fire code violations, referrals of suspected fire code violations by other agencies or departments, and referrals of fire code violations observed by fire department personnel during emergency responses and other activities, need investigated in a timely manner outside of the routine inspection schedule.


II. Background

N/A

III. Procedures

1. Timeframe:
 - a) Complaints and referrals of fire code violations shall be investigated as soon as possible after receipt. Reported violations that are considered significant fire and/or life risks shall be investigated no later than 24 hours following receipt.
2. Procedure:
 - a) Fire department personnel noting or receiving a fire code violation complaint or referral shall record the following:
 - i. Date
 - ii. Time
 - iii. Property address
 - iv. Name of complainant or referring party (Note: Complainants may be kept anonymous)
 - v. Address of complainant or referring party (if not anonymous)
 - vi. Telephone number of complainant or referring party (if not anonymous)
 - vii. All pertinent information about the reported violation
3. Procedure:
 - a) All complaints and referrals of fire code violations shall be forwarded to the Fire Prevention platoon. Complaints and referrals that do not require immediate attention can be routed through normal inter-office correspondence. For complaints or referrals that appear to be serious in nature and/or require immediate action, contact Fire Prevention platoon personnel immediately.
4. The Fire Prevention platoon will handle apartment building complaints and referrals that do not require immediate attention.
5. Complaints and referrals are logged using the ESO Records Management Suite. In the ESO suite use the properties tab. Search for the property address and select schedule inspection. Schedule the inspection and assign the proper responsible inspector. If an immediately dangerous complaint it must be taken care of by the on-duty shift commander. If not immediately dangerous it can be assigned to the fire prevention.

- a) Written Complaints will be forwarded to fire prevention for records retention.
- 6. If access for an inspection is needed, contact the property owner or representative to advise them of the complaint and need to investigate. Permission to enter the premises and conduct the inspection shall be obtained from the property owner or representative. If entry or permission to conduct an inspection is refused, consult the Magistrate.
 - a) Inspections may be limited to the specific area(s) of the reported violation(s), as identified in the complaint or referral. If multiple violations throughout a building are reported, a full inspection may be warranted
 - b) Log any inspection using the ESO records management suite. Enter any violations noted, and corrective actions required. Mail the violation notice via regular mail. Contact the building owner or representative regarding any violations that require immediate attention.

| MT. LEBANON FIRE DEPARTMENT | | | |
|---|---|--|---------------------------------|
|  | Overcrowding and Significant Fire Code Violations | | |
| | SOG Number: 708 | | |
| | Original Date: 8/2009 | | Current Revision Date: 1/1/2023 |
| | Section: Prevention | | Approval: KBC |
| | STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for handling the discovery or report of overcrowding and other significant fire code violations requiring immediate department action.

II. Background

N/A

III. Procedures


a. Overcrowding

1. Upon discovery of an overcrowding situation, contact the owner, manager, or responsible party for the occupancy and advise the occupancy representative of the overcrowding violation.
2. Allow the occupancy representative an opportunity to resolve the problem by exiting the number of occupants necessary to comply with the occupant load for the occupancy.
3. If the occupancy representative refuses or delays correction of the overcrowding situation, advise the Shift Commander, if not on scene. Call out a Fire Prevention officer. If a Fire Prevention officer is unavailable, notify the Fire Chief. Consider police assistance.
4. The Fire Prevention officer and Fire Chief may issue a citation and pursue further action, as stipulated in the fire code, to gain compliance or prosecute the violation.
5. Upon correction of an overcrowding violation, re-inspect the occupancy at an appropriate later time, or post a fire department staff member, to verify continued compliance with the occupant load.

b. Fire Code Violations

1. Upon discovery of a serious fire code violation that is in plain sight as defined by the 4th amendment of the Constitution of the United States and presents an imminent danger and requires immediate correction, contact the owner, manager, or responsible party for the occupancy and advise the occupancy representative of the violation.
2. Allow the occupancy representative an opportunity to immediately abate the unsafe condition. Evacuate building occupants as necessary until the unsafe condition is corrected.
3. If the occupancy representative refuses or delays correction of the violation, advise the Shift Commander, if not on scene. Call out a Fire Prevention officer. If a Fire Prevention officer is unavailable, notify the Fire Chief. Consider police assistance.
4. The Fire Prevention officer and Fire Chief may issue a citation and pursue further action, as stipulated in the fire code, to gain compliance or prosecute the violation.

5. Upon correction of the violation, re-inspect the occupancy at an appropriate later time to verify continued compliance.

| MT. LEBANON FIRE DEPARTMENT | | |
|---|------------------------|---------------------------------|
|  | Fire Investigations | |
| | SOG Number: 709 | |
| | Original Date: 10/2020 | Current Revision Date: 1/1/2023 |
| | Section: Prevention | Approval: KBC |
| STANDARD OPERATING GUIDELINES | | |

I. General

a. Purpose

This standard operating guideline is intended to establish a procedure for the investigation of fires in Mt. Lebanon.

II. Background

N/A

III. Procedures

a. Fire Suppression Operations

1. After a fire incident is under control, all non-essential overhaul, salvage, and other incident operations that may damage evidence at the fire scene shall be delayed until an initial fire scene investigation can be completed.
2. Custody and security of the fire scene should be maintained until the initial fire scene investigation is complete.

b. Initial Fire Scene Investigation

1. All fires shall be investigated to determine their origin, cause, and classification.
2. Fire investigations should be conducted by at least one MLFD fire investigator, with the following exceptions:
 - a) Minor fires where a clear accidental cause/classification can be determined with no serious injuries or deaths.
 - b) Minor trash or outside fires with no witnesses or suspects, and no serious injuries or deaths occurred because of the fire.
 - i. If necessary, request a MLFD fire investigator and the fire investigation kit to the scene as soon as possible.
 - ii. Fire investigations shall follow best practices and may use the current edition of National Fire Protection Association (NFPA) 921 – Guide for Fire and Explosion Investigations as a reference.
3. Appropriate scene documentation should be completed and maintained with the fire department records.
4. Fires may be classified as accidental, incendiary, natural or undetermined.

c. Outside Agency Assistance

1. The Allegheny County Fire Marshal and/or ATF may be requested to assist with the fire investigation in the following situations.
 - a) A MLFD fire investigator is unavailable to conduct the fire investigation or has a need for additional assistance.

- b) Fires involving fatalities or serious injuries
 - c) Fires with an estimated loss in excess of \$500,000
 - d) Significant explosions or significant fires resulting from explosions
 - e) Suspected incendiary structure fires
 - f) Conflicts of interest involving the department or MLFD fire investigators
2. All fire investigations involving fatalities, serious injuries, or suspected incendiary causation shall be conducted with the Mt. Lebanon Police Department – Investigative Services Unit. The Mount Lebanon Police Watch Commander should be contacted to request a member of Investigative Services Unit if needed.

d. Release of investigative information

- 1. All requests for investigative information regarding any fire incident or investigation are subject to Pennsylvania Right to Know Laws and should be referred to the Assistant Chief.
- 2. Release of investigative information by unauthorized persons may hinder, prejudice, or interfere with investigative procedures and successful prosecution of a case. Therefore, any release of such information shall be restricted to Fire Investigations. Fire and rescue personnel should not prematurely speculate of a cause when an investigation is ongoing.