

THE CARLISLE FIRE COMPANY
STANDARD OPERATING GUIDELINES, DIRECTIVES,
AND POLICIES



2021 EDITION |
CARLISLE FIRE CO. OPERATIONS MANUAL

I. Rules, Regulations, and General Procedures

- A. Members
- B. Probationary Firefighters
- C. Jr Firefighters
- D. Officers
- E. Apparatus Response
- 1. Running Card
- 2. Dispatch Procedures
 - F. Travel Routes
 - G. House Rules
 - H. Apprentice Outline
 - I. Hose Testing

II. Standard Operating Guidelines (S.O.G.'s)

- A. Command Guidelines
- B. Staging
- C. Divisions
- D. Safety Guidelines
- 1. S.C.B.A.'s
- 2. L-42 Air System Operation
- 3. Protective Gear
 - A. Decon of Gear
- 4. Power Saw Operation
- 5. Use of Seat Belts
 - A. Apparatus SOG's
- 6. First Due Engine
- 7. Second Due Engine/Tanker
 - a) Hydrant Hook Up Procedure
- 8. Ladder 42
 - a) Ladder 42 Setup
- 9. Rescue
 - a) Air bags
- 10. Water Rescue (Boat 42)
- 11. Gator and trailer

III. Directives and Policies

- A. Alcohol Policy (96-01) [Revised 2020]
- B. Personnel Response Policy (98-01) [Revised 2020]
- C. Command 42 Policy (98-02) [Revised 2020]
- D. Junior Member Riding Policy (99-01) [Revised 2020]
- E. Response Time For Apparatus Policy (99-02) [Revised 2020]
- F. Use of Seat Belts (Directive 09-01) [Revised 2020]
- G. Accident Policy (Directive 20-01) [Revised 2020]
- H. Duty Crew Policy (Directive 19-01) [Revised 2020]

I. Rules, Regulations, and General Guidelines

A. MEMBERS

The term "member" shall include all officers, fire fighters, EMS personnel, and Fire Police. The term "Fire Department" shall include both the fire side and the EMS side of the Carlisle Fire Company, unless otherwise specified.

ALL MEMBERS AND EMPLOYEES SHALL:

1. Not act in any manner, which might bring discredit upon the Fire Department or its members.
2. Be prohibited from using or having in their possession any illegal drugs or intoxicants while at or responding to an alarm. Members shall not perform any Fire Department activity while under the influence of drugs or intoxicants.
3. Exhibit courtesy and respect to the public and their property.
4. Obey and show courtesy to officers and acting officers.
5. Not exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member or employee acting in obedience to an improper order shall be protected against penalty.
6. Upon receipt of any order that is in conflict with a previous order, inform the officer who issued the conflicting order and be governed by his instructions.
7. All members and employees shall be afforded free access to the CARLISLE FIRE COMPANY STANDARD OPERATIONAL GUIDELINE MANUAL.
8. Only members or employees of the Fire Department shall be allowed to ride on apparatus unless otherwise approved by the Fire Chief.
9. Only members or employees of the Fire Department and other authorized personnel shall be allowed or permitted within the area designated by the Fire Department as the incident scene area during the process of extinguishing, overhauling, or investigating the fire.
10. Articles found at the incident scene shall be given immediately to the OIC. If the articles are not claimed by the owner or owners they will be forwarded to the Fire Chief.
11. Suggestions for improving the Fire Department or well being of the members shall be carefully considered when presented through proper chain of command.
12. Religion, politics, or race must not be argued in or about the Fire Department.
13. The use of profanity and/or indecent, abusive, obscene, immoral, disrespectful, impudent or any other improper remarks in or about the Fire Department is absolutely prohibited. Members always shall be respectful to their superiors and equals, and be courteous to their subordinates and civilians.

14. Members and employees shall not abuse or waste public property and shall endeavor to economize in the use of electricity, fuel, and water while in the quarters or on an alarm.
15. Members and employees shall conform to, and implicitly obey, all laws, ordinances, rules, regulations, orders, and directions for the operation of the Fire Department. Should a member or employee at any time refuse to obey an order, action will be taken by the proper authority (i.e. Fire Chief, President, etc.).
16. Ignorance will not serve as an excuse for failing to perform duties on the fire ground.
17. Exercise precautionary measures and good judgement to avoid injury to themselves and others.
19. Exercise caution to avoid unnecessary damage or loss of Fire Department property, and be responsible for the safekeeping and proper care of all Fire Department property in their charge. Damaged or lost property must be reported to the OIC immediately.
20. Participate in drills and other training activities as directed, be thoroughly familiar with all equipment which they may be required to use in the full performance of their duties, and perform related work as required.
21. Familiarize themselves with and be obedient to the By-laws, and SOG's of the Company.
22. Accept responsibility for the performance of the duties of a higher rank when assigned to act in such positions.

I. Rules, Regulations, and General Guidelines

B. PROBATIONARY FIREFIGHTER

1. Ride the last responding apparatus until released by the Fire Chief to ride other apparatus, unless otherwise directed by a line officer.
2. In order to be released you must complete a Basic Firefighter Skills course or comparable training, and a Vehicle Rescue course.
3. If the alarm is an accident (MVC) you will ride the last apparatus on the running card (usually the second pumper).
4. See Bylaws Section 17 for all apprentice requirements.
5. The frontace piece on the helmet will be as follows:
 - Green – no experience or formal fire school
 - Yellow – entry level fire school and very little experience
 - Orange – core fire school courses and some experience
 - Black – experienced interior fire fighter

I. Rules, Regulations, and General Guidelines

C. JUNIOR FIREFIGHTER

1. Ride the last responding apparatus until released by the Fire Chief to ride other apparatus, unless otherwise directed by a line officer.
2. In order to be released you must complete a Basic Firefighter Skills course or comparable training, and a Vehicle Rescue course.
3. If the alarm is an accident (MVC) you will ride the last apparatus on the running card (usually the second pumper).
4. See Carlisle Fire Company Constitution and Bylaws for Jr member requirements.
5. The frontace piece on the helmet will be green.

I. Rules, Regulations, and General Guidelines

D. OFFICERS

The term "line officers" shall include all persons serving as such, either acting temporarily or permanently appointed.

The term "company officer" shall include all persons serving as such, either elected or appointed.

ALL OFFICERS SHALL:

1. Perform the duties, accept the responsibilities, and have the authority of the rank, which they are occupying, be it either a temporary or permanent assignment.
2. Enforce the By-laws, House Rules, and SOG's of the company. Any action that needs to be taken should follow the Constitution/By-laws sections dealing with suspension/expulsion.
3. When acting in a temporary capacity, yield command at fires and other emergencies upon arrival of a regular line officer.
4. Cause fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as it is practicable to do so. Cause accidents (MVC's) and other emergencies to be handled with the least possible danger to life and property to both the victims and fire /EMS personnel.
5. File, in orderly manner, reports and records relative to the functions of their positions.
6. Check for completeness and accuracy of all reports for which they are concerned.
7. Prevent members from exposure to unnecessary danger at all times.
8. Report all actions and conduct worthy of merit and recognition.
9. Report all incompetence, inefficiency, misconduct and negligence.
10. The Officer-In-Charge (OIC) is expected to see that all orders are followed through with fire fighters and Emergency Medical Services (EMS) personnel.
11. When a new member is voted in as an apprentice, familiarize that member with all the Company SOG's, requirements, and By-laws of the Carlisle Fire Co. Inc.

Carlisle Fire Company 2020 Apparatus Running Card

STRUCTURE FIRE	(HYDRANT DISTRICT)	42-3	LADDER 42	42-4	RESCUE 42	BLS	
STRUCTURE FIRE	(NON HYDRANT DISTRICT)	42-3	LADDER 42	TANKER 42	42-4	RESCUE 42	BLS
TRAILER FIRE		42-5	TANKER 42	RESCUE 42	BLS		
GAS LEAK/ CO DETECTOR/HAZMAT		42-3	LADDER 42	TANKER 42	42-4	RESCUE 42	BLS
MOTOR VEHICLE ACCIDENT		(2)BLS	RESCUE 42	42-5	42-3		
VEHICLE FIRE		42-5	TANKER 42	RESCUE 42	BLS		
DUMPSTER FIRE		42-3	TANKER 42	RESCUE 42	BLS		
FIELD/WOODS FIRE		BRUSH 42	42-5	TANKER 42	42-4	42-10 W/GATOR	
ELEVATOR RESCUE		RESCUE 42	42-5	LADDER 42	BLS		
WATER RESCUE		42-10 W/BOAT	RESCUE 42	42-5	BLS		
WASHDOWN		RESCUE 42	42-5				
WIRES/TRANSFORMER		BRUSH 42	RESCUE 42				
MED ASSIST/CPR/LANDING ZONE		42-5					
STANDBY/ COVERUP		42-5					

ASSIST OTHER DEPARTMENTS:

*ANY ALARM NOT LISTED IS TO BE RUN AS STRUCTURE FIRE RESPONSE

ENGINE COMPANY	42-5	42-4		WATER RESCUE	42-10 W/BOAT
TANKER COMPANY	TANKER 42	42-5			
LADDER COMPANY	LADDER 42	TANKER 42			
RESCUE COMPANY	RESCUE 42				
BRUSH COMPANY	BRUSH 42	TANKER 42	42-10 W/GATOR		

RUNNING CARD CAN BE CHANGED BY OIC AT ANY TIME DEEMED NECESSARY

**Ambulance Units respond first on all medical calls and MVC's, and after the first Fire Apparatus on all other calls*

I. Rules, Regulations, and General Guidelines

E. APPARATUS RESPONSE

2. Dispatch Procedures

1. Apparatus will be used in order in accordance with the Apparatus Response Card. The OIC of the alarm may be changed at any time at his/her discretion as they see fit for the alarm.
 2. Any alarm not specified on the Apparatus Response Card will warrant the Structural Response order.
- District Response and Mutual Aid regarding dispatch.
 1. The district will be divided into (9) quadrants known as grids. Each grid will be reviewed and submitted to the call board for proper dispatch procedures with mutual aid departments along with the submitted running card.
 2. Copies of each quadrant (grid) dispatch procedures will be available to all members inside the radio room located near the radio console.

**CARLISLE FIRE COMPANY
GRID 42E**

AUTOMATIC FIRE ALARM			NON DWELLINGS		
	42			42	49 52
ENGINE	E-42	E-42		ENGINE	E-42 E-42 E-49
LADDER	L-42			LADDER	L-42
TANKER	T-42			TANKER	T-42 T-52
RESCUE	R-42			RESCUE	R-42
OTHER	CV42			OTHER	CV42
MEDICAL	A42	B42		MEDICAL	A-42 B-42
			*AUTOMATIC DUAL RESPONSE FOR ANY 2ND EMERGENCY FROM 75 & 89		
CALLED IN STRUCTURE FIRE			WATER RESCUE		
	42	52 49		Other	42 57
ENGINE	E-42	E-42			42-10 Airboat 57
LADDER	L-42			Boat 42	
TANKER	T-42	T-52			
RESCUE	R-42				
OTHER	CV42				
MEDICAL	A42	B42			
			*AUTOMATIC DUAL RESPONSE FOR ANY 2ND EMERGENCY FROM 75 & 89		
WORKING FIRE UPGRADE			MEDIC		
	42	52 49 57			
ENGINE	E-42	E-42 42-5 E-52			
LADDER	L-42		L-49	T-57	
TANKER	T-42				
RESCUE	R-42				
OTHER	CV-42				
MEDICAL	A-42	B-42			MEDIC
			*AUTOMATIC DUAL RESPONSE FOR ANY 2ND EMERGENCY FROM 50 & 57		
2ND ALARM ASSIGNMENT			MEDIC		
	50 55 40 75				STANDBY AT 42
ENGINE	E-50		E-75		E-89
LADDER					L-78
TANKER		T-55			
RESCUE			R-40		
OTHER					
MEDICAL			A-52		A-49

Example:

I. Rules, Regulations, and General Guidelines

F. TRAVEL ROUTES

- 1 East of Milford
 - East of Route 1 (Coastal Hwy) from N. Dupont Blvd to New Wharf Road to Calvary Road for Lighthouse Estates, including Hampton Inn.
 - ⇒ NW Front St to Woodshaven, or for Route 1, North or South to scene.
 - East of Route 1 (Coastal Hwy) Cedar Neck Rd, Hidden Meadows, Knollic Acres
 - ⇒ NW Front St to Rehoboth Blvd south, left on Wilkins Rd overpass, then to scene.
 - East of Rehoboth Blvd. and Cedar Beach Rd (36) East, Fork Landing, Sapp Rd, Bucks Rd, Shawnee Acres, Meadows @ Shawnee, Matt Lin Estates, Cedar Creek Rd (30)
 - ⇒ NW Front St to Rehoboth Blvd, then to scene.
- 2 Southeast of Milford
 - S. Walnut St, Old State Rd and points South to Lincoln
 - ⇒ NW Front St to Maple Ave, left on Causey Ave to S. Walnut St, then to scene.
 - East of Walnut St and South of Mispillion River including Marshall St Ext to Lincoln, Eastman Heights, Orchard Hill, Shawnee Acres, Hearthstone Manor.
 - ⇒ NW Front St to Maple Ave, left on Causey Avenue to S. Walnut St, Left on McCoy St. then to scene.
 - South of Wilkins Rd overpass on Cedar Creek Rd
 - ⇒ NW Front St to Rehoboth Blvd, then to scene.
 - South of Wilkins Rd overpass on Route 1, Sara Glen Acres, Home of Brave, Sharps Rd, Argos Corner, Cedar Creek Landings, Brick Granery Rd, Pine Haven Rd, Crooked Rd, Slaughter Neck Rd.
 - ⇒ NW Front St to Rehoboth Blvd south to Route 1 on ramp at Rehoboth Blvd, south to scene
- 3 South Milford
 - West of S. Walnut St between S. Walnut and Lakeview Ave (North of School Place) Bay Health (MMH, Grier Bldg, Medical Arts Bldg)
 - ⇒ NW Front St to Maple Ave right on Lakeview, then to scene.
 - West of S. Walnut St and Lakeview (South of School Place), Milford Middle School, Lutheran Church, Milford School District Bldg, Hall Place.
 - ⇒ NW Front St turn left on US 113 South to Lakeview Ave, then to scene.
 - Area of S. Church St and Railroad
 - ⇒ NW Front St to Maple Ave, then to scene.

- West of Lakeview and South of Kings Hwy (Lakelawn Estates)
- ⇒ NW Front S to US 113, left on Kings Hwy

- Seabury Ave Area (New St, Hall Pl, Gagne Ln, Kent St, Cherry St, Elm St, Pine St, and Wilbur St)
- ⇒ NW Front St to US 113, left on Seabury Ave, then to scene.

- Lincoln Area and West of Christian Tabernacle to Elks Lodge Rd, Blueberry Hill
- ⇒ NW Front St to US 113, left on Johnson Rd (207), then to scene.

- 4 Southwest of Milford
- Shawnee Rd (36 West) to Staytonsville Rd, Union Church, Fitzgeralds Rd, Abbotts Pond Rd, Lindale Rd, Appels Rd, and Blacksmith Shop Rd.
- ⇒ NW Front St to US 113 South, right on Shawnee Rd (36 West), then to scene.

- Old Shawnee Rd area including Webb Manor, Stanley Manor, Evergreen Acres, Chestnut Knoll, Meadow Brook Ln, The Heath, The Retreat, and Kings Hwy Ext.
- ⇒ NW Front St to US 113 South, right on Old Shawnee Rd, then to scene.

- 5 West of Milford
- Milford Harrington Hwy (14 West) Williamsville Rd, Griffith's Lake Rd, Haven Lake Estates to Holly Hill Rd
- ⇒ NW Front St to Milford Harrington Hwy , left on Williamsville Rd, then to scene.

- 6 North and Northwest of Milford
- North of Milford Harrington Hwy and US 113 North including Banneker Heights, Rogers Dr, North St Ext, Roosa Ln, Warner Rd, NE 10th St, and Airport Rd
- ⇒ NW Front St to US 113 North, then to scene.

- 7 North and Northeast of Milford
- North of Mispillion River and West of N. Walnut St including N. Walnut St
- ⇒ NW Front Street East, then to scene.
- North of Overpass, IG Burton, Colonial South/West
- ⇒ N. Dupont Hwy to Thompsonville Overpass to Montour Dr, then to scene.
- North of Mispillion River and East of N. Walnut St to 10th St
- ⇒ NW Front St East, then to scene
- Rehoboth Blvd. North of KSI and N Walnut St North of 10th St
- ⇒ NW Front St to US 113 North, right on 10th St, then to scene

**** A LINE OFFICER CAN CHANGE THE ROUTE OF **
TRAVEL WHEN HE/SHE DEEMS NECESSARY**

I. Rules, Regulations, and General Guidelines

G. HOUSE RULES

1. When the sun goes down, the front (overhead) doors shall come down.
2. Do not touch the electrical panels unless you know what you are doing. (Authorized)
3. No trucks of businesses shall be filled with water in front of the building.
4. No beverages/food shall be allowed in the meeting room or radio room, in other parts of the building it will be okay to drink/eat, unless otherwise prohibited by the By-Laws.
5. People are not to park in the areas marked off. They are :
 - 1) the entrance to the dance hall, and
 - 2) east of the building where the apparatus turns into the station.
6. Members entering the firehouse shall at all times conduct themselves with the civility and propriety of ladies, gentlemen, and firemen. They shall not allow their house key access to be used by other persons who are not members of the Carlisle Fire Co.
7. Any member who brings into the firehouse any non-member shall be responsible for his guest. If this privilege is abused, written complaints from three members must be submitted to the President. The offending member shall be notified by the President through the Secretary and said guest shall no longer be permitted in the firehouse.
8. Any misdemeanor on the part of members, either boisterous conversations, or profane, or indecent language in the firehouse or on its premises is positively prohibited.
9. The Board of Directors shall govern the use of alcoholic beverages in the firehouse at official or social functions of the company. Any other use of alcoholic beverages on the premises is strictly prohibited. The Company will adhere to the prevailing state liquor laws pertaining to age limitations.
10. Any member leaving the firehouse knowing he is the last one to depart, shall see that the lights are out, that the building is secure, and that all appearances thereto are in proper order.
11. The boomer room and game room shall be closed promptly at the opening of any meeting or training session of the Company.

12. Any member or members defacing the property of the Carlisle Fire Company, breaking the locks or bolts, destroying furniture or equipment, etc., shall be notified by the Secretary by the authority of the President to pay for damages, upon refusal to do so, shall be barred from entering the fire house until said damages are paid by or repaired by the member or members in question or expelled from the company under Article 28 of the By-laws.

13. It shall be the duty of the officers and members of the Company to carry into effect these rules. Any officer or member refusing or deliberately neglecting to obey the House Rules now set forth by the Carlisle Fire Company shall be subject to 30-day suspension pending written charges filed by the President. It shall be his duty to act on the charges.

14. It shall be the duty of all members to see that the Company's property is well taken care of and to report all infringement of rules to the President of the Company.

15. Boots, gloves, coats, ladders, etc. must not be removed from the firehouse for other purposes except for fires, emergencies, or fire school training purposes without direct consent of the Fire Chief.

16. Any persons, other than authorized, appointed or elected officers, found tampering with the radios will be liable to expulsion.

17. Visitors are always welcome in the firehouse when accompanied by a member.

18. The boomer room is for members and their personal friends or Company sponsored organizations only. Members shall be responsible for their guests at all times.

19. Family members or friends may use the pool table only if the fire department member is in the room with them. Remember that they are your responsibility. Any damages by these persons are your total responsibility.

I. Rules, Regulations, and General Guidelines

H. Member and Apprentice Member Outline

1. Members shall fill apparatus in accordance to apparatus response card in place. Qualified members shall fill the apparatus on a first come first serve basis with the exception of the officer seat.
2. Apprentice members shall ride the last responding apparatus until released by the Fire Chief to ride other apparatus, unless otherwise directed by a line officer. In order to be released you must complete a Basic Firefighter Skills course or comparable training, and a Vehicle Rescue course. If the alarm is an accident (MVC's) you must ride the last responding apparatus on the running card (usually the second pumper).
3. The fire gear issued to you is your responsibility. It cannot be altered or removed from the firehouse without permission of the Chief. The only exception is if you are going to fire school. After fire school, it is to be returned to the station. The gear issued consists of the following:
 - bunker coat
 - bunker pants and boots
 - helmet with eye protection
 - firefighting gloves
 - extrication gloves
 - nomex hood
4. If your gear is damaged report this to the fire line officer in charge of distribution of fire gear for repair or replacement. If this officer is not available, then utilize the chain of command of the line officers.
5. When responding to the firehouse for an alarm, use headlights, a white flashing dash light and 4-way flashers. You must adhere to all traffic signals. If you are stopped by a policeman enroute for any violation, the Carlisle Fire Co. is not responsible for your actions.
6. Scheduled drill dates are every Tuesday night. It shall be prohibited from any member to conduct any other business on the grounds of Carlisle Fire Company property without participating in the active drill being conducted. Participation of the drill can be waived to the member in advance from the Fire Chief, or Training Officer conducting the drill. There are several nights and weekend days that are not required drills, but can be used to meet requirements. Regular drill nights begin at 1900 hrs sharp in the classroom. They normally last until 2200 hrs. Some drills start sooner at times, but will be posted.
7. At the scene of an alarm, stay on the apparatus until an officer or firefighter in charge tells you your assignment.

8. During an active fire alarm, no member shall leave the firehouse in a non alarm related matter prior to all apparatus returning from same and placed fully back in service and members have been released by OIC only in charge of the alarm. If a member elects to leave before officially being released, the member will forfeit his/her credit received for that alarm.

- The only exception will be only if the member is released by the most senior officer in charge at the station for reasons such as work, family matters, or anything else the officer may see fit for.

9. Do not respond directly to the scene of an alarm. The only persons allowed to respond directly are fire line officers, fire police or those with permission by the Fire Chief.

10. All members will utilize chain of command of the Line Officer staff. Chain of command shall signify that the Fire Chief is the head of the command staff as stated below:

- 1) Fire Chief: 42-15
- 2) Deputy Chief: Deputy 42
- 3) 1st Assistant Chief: 42-16
- 4) 2nd Assistant Chief: 42-17
- 5) 3rd Assistant Chief: 42-18
- 6) 4th Assistant Chief: 42-19
- 7) Fire Captain: 42-20
- 8) Fire Captian: 42-21
- 9) Fire Lieutenant: 42-22 (if appointed)
- 10) Fire Lieutenant: 42-23 (if appointed)

11. All members riding apparatus shall utilize the 800mhz radio provided to them in the apparatus for the assigned seat listed. All members who are actively interior performing interior operations or providing verticle and horizontal operations MUST be equipped with a 800mhz radio utilizing the gear pocket or radio holster strap.

12. If you are the last person to leave the firehouse, it is your responsibility to make sure the doors are down and all doors are locked.

13. Fire School- Any member that fails to attend a fire school class that they signed for without proper excusal from the Fire Chief, shall not ride apparatus or participate in public events attended by the Carlisle Fire Company until the outstanding no show bill has been paid in full by the member or a payment plan is established and followed authorized by the Fire Chief.

14. During an alarm do not drive across pad in front of the firehouse. This could cause an accident with the fire apparatus.

15. The Fire Chief of the Carlisle Fire Company shall have the authority of discipline action of member while operating on the event of a fire alarm, company drill, fire school, and public event where the member is representing the fire company. All Line officers shall recommend to the the Fire Chief to discipline a member for days of suspension from riding apparatus, attending drills, or public event representing the Carlisle Fire Company. A progressive amount of days of suspension shall start with (15) days for first offense.

16. Use extreme caution, during an alarm, when entering the staion by the apparatus bay doors. You are difficult for a driver to see as you appear around the corner. It is safer to used the personnel doors.

I. Rules, Regulations, and General Guidelines

I. Hose Testing

1. Hose testing will be performed by a private agency approved by the Fire Chief.

**This space reserved
for future use**

II. Standard Operating Guidelines (S.O.G.'s)

A. COMMAND GUIDELINES

1. The Incident Commander (IC) is responsible for the command function at all times. As identity of the IC changes, through the transfers of command this responsibility shifts with the title. The term "command" in this procedure refers jointly to both the person and the function.
2. Responsibilities assigned to the IC include but are not limited to the following outcomes:
 - b. remove endangered occupants and treat victims
 - c. successfully conclude the incident as quickly as possible without further damage or injury to life or property
 - d. provide for the safety and security of fire/EMS personnel.
3. The first officer to arrive at the scene shall assume command and remain in command until the incident is successfully terminated and all units are returning back to the station, or command has been transferred to another Officer.
4. When operating Arrival to fire scene, the OIC of the alarm will designate the parking area for each responding apparatus. **It shall not** be the responsibility of the driver of apparatus to find an alternate parking location or intentionally disregard the OIC's orders.
5. The person assuming command shall transmit a brief initial report to Kent Center including:
 - a. Establish geographical command
 - Example: Command 42 is on location 10th St and the Milford Bypass, two vehicle MVC on vehicle on its side 15 will have Command or Command 42
 - b. Size Up
 - condition of situation found, i.e., nothing showing, etc.
 - c. Command is responsible for the following tasks as required by the circumstances of the situation within his judgement:
 - d. INITIAL - assume an effective command position
 - transmit a brief initial report
 - rapidly evaluate the situation
 - assign units as required

e. CONTINUING- provide continuing overall command and progress reports until relieved by a ranking officer

- expand the command staff as needed (see II. C.)

6. All units responding to a multiple unit response will follow SOG's and staging guidelines to support Command (see II. B)

7. Assumption of Command is discretionary for the Fire Chief and Deputy Chief.

8. All Past Chiefs will use the call sign of 42-24 when acting in the capacity of a Line Officer on the fire scene.

9. Within the chain of command, the actual transfer of command will be regulated by the following procedures:

- a. arriving ranking officers assuming Command will communicate with the officer being relieved by radio or preferably face-to-face on arrival
- b. the officer being relieved will brief the officer assuming Command indicating the following:

1. general situation status

- fire location, extent, conditions, extension
- effectiveness of control efforts

2. appraisal of needs for additional resources at that time.

- notify Kent Center of Command change

10. The arrival of the ranking officer on the fire ground does not mean Command has been transferred to that ranking officer. The Command is transferred only when the above information has been obtained and communication functions have been completed, i.e., 42-15 assuming Command of incident at location.

11. In cases where Command is effectively handling a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that officer to continue in an active command role. In these cases, the ranking officer may assume a supportive role in the overall command function.

- Command shall notify all concerned when the situation is under control utilizing the proper radio designation.
- It will be the responsibility of Command to develop an organizational structure utilizing standard operating guidelines as soon as possible after arrival and implementation of initial control measures. The size and complexity will be determined by the dimensions of the particular incident.

Organizational Structuring at Fire Alarm Scenes:

- A. **Command** refers to those functions necessary for overall control and accomplishment of strategic objectives. The Command level should be staffed by the highest ranking officers who will plan overall strategy, develop an adequate and effective command structure and fire ground organization and provide the necessary support to meet these objectives.
- B. **Operations** refers to those organizational elements in situations that are complex enough to require an intermediate, or control level, in the organizational structure. Generally, operations elements will assume command of several sectors and will answer to Command.
- C. **Divisions** are identified as the immediate tactical level of command in the organizational structure. Divisions are commanded by Assistant Chief or Captain level line officers that concentrate on the more specific areas and tasks needed to meet the overall operational objectives. The Division Commander answers to Operations or, if the operations level has not been established, answers directly to command.
- D. **The Task Level** in the organizational structure refers to those evolution-oriented functions or company level operations and individual accomplishments. These are company functions with the company officer answering to the Division Commander.

12. The Chief Engineer will use the call sign of 42-25 while performing the duties of his/her position on the fire scene.

II. Standard Operating Guidelines (S.O.G.'s)

B. STAGING GUIDELINES

The objective of the Staging guideline is to provide a standard system of initial placement for responding apparatus, firefighters and equipment prior to assignment at tactical incidents.

1. This procedure will automatically apply to all multiple unit responses and will involve:
 - a. the first due apparatus responding directly to the scene and operating to best advantage.
 - b. all other units staging in their direction of travel, uncommitted, approximately one block from the scene until assigned.

Note: This will be known as Level I Staging

1. Units should continue response to the scene until a unit reports on scene. When a first arriving unit reports on the scene, staging will begin.
2. Staged units will, in normal response situations, report their on scene status and "staging." It may be necessary at times to be specific when reporting standby positions in extraordinary response situations. It is not necessary for the first unit and/or Command to acknowledge the staged units.
3. Staged units should stay off the radio until orders are received from the first unit and/or Command. In such cases whereby a reasonable amount of time has expired and nothing has been heard from the first unit and/or Command, stand by units should contact them and re-advise them of their standby status.
 - These staging procedures attempt to reduce routine radio traffic but in no way should reduce effective communications or the initiative of officers to communicate.
 - Prefire planning will identify exceptions to staging with regard to the special functions that must be performed in that particular occupancy.

II. Standard Operating Guidelines (S.O.G.'s)

C. DIVISION GUIDELINES

Divisions describes a standard system of dividing fire ground command into smaller command units or areas. Divisions reduce the span of control of the overall command function to more manageable (sized) units. Divisionalization allows Command to communicate principally with sector officers, providing an effective command structure and fire ground organization.

1. Divisions are responsible for operations involving a manageable number of units in close proximity to each other.
2. Each division officer is responsible for the tactical deployment of the resources at his disposal and for communicating needs and progress to Command.
3. Divisionalization reduces the overall amount of fire ground radio communication. Most routine communication is conducted inside the sector in a more effective face-to-face mode between the units and their sector officer.
4. Safety of firefighting personnel represents a major reason for divisionalization. Each division commander must maintain the capability to communicate with forces under his command so that he can control both the position and function of his companies.
5. Command should begin to assign divisions based on the following factors:
 - a. when he forecasts a situation which will eventually involve a number of units or companies beyond his capability to directly control
 - b. when he can no longer effectively cope with the number of units involved in the operation
 - c. units are involved in complex interior operations (more than one floor)
 - d. units are operating from tactical positions over which the Command has little or no control.
6. It will be the ongoing responsibility of Command to assign divisions as required for effective fire ground operations; this assignment will relate to both area sectorization for firefighting Command and divisionalization for specialized functions.
7. Divisions assigned to specific operating areas should be designated by directions (East Division, North Division, etc.).
8. Function groups will be identified by the function (Medical Group, etc.).

9. All officers and crew leaders will use the group designation, as well as their officer or seat assignment designation, in radio communications.
10. Divisions will be commanded by a division officer and such officers can be line officers or any other Fire Department member designated by Command.
11. Division officers will be in command and control of all assigned functions within their area. In accomplishing this he will be responsible for the following:
 - a. monitor work progress
 - b. redirect activities as necessary
 - c. coordinate with related activities
 - d. monitor welfare of division personnel
 - e. request additional resources as needed
 - f. reallocate resources within his area
 - g. crew accountability within his area.
12. Division officer should keep Command informed of conditions in his area through regular progress reports. He should advise Command immediately of significant changes in conditions in his area, particularly those involving ability or inability to complete mission, hazardous conditions, accidents, collapse, etc..
13. When a unit is assigned from Staging to an operating division, the company will be told to which division and which division officer the assignment is made. Once the division officer has been notified which particular units have been assigned to him it is his responsibility to transmit any instructions on the specific action(s) requested.
14. Division officers must be sufficiently mobile to be able to supervise the work of their assigned companies. This may mean actually going into interior operating positions to monitor progress while maintaining radio communications.
15. The primary function of a group leader working within a division is to direct the operations of his crew in performing assigned tasks. Leader will advise their division officer of work progress and if the leader determines he needs assistance on assigned work tasks, he will request such assistance from the division officer. These group leaders may also be known as Sector Chiefs.
16. Units assigned to a division will direct their routine communications to their division officer and should utilize non-radio modes whenever possible. Some communications within divisions must be done utilizing portable radios. When necessary a division officer should request a working channel for his division from the Command Officer. Division officers will conduct radio communications with Command and other division officers as is needed on the assigned operational tactical channel.

II. Standard Operating Guidelines (SOG's)

D. SAFETY GUIDELINES

1. SELF CONTAINED BREATHING APPARATUS

Repair & Maintenance – All SCBA equipment will be tested and serviced by an authorized vendor specializing in SCBA repair and maintenance authorized by the Fire Chief.

1. All Carlisle Fire Department personnel are expected to, or are likely to, function in areas of atmospheric contamination, therefore all members shall have available, and be trained in the proper use of the Department's Self Contained Breathing Apparatus (SCBA).
2. All Carlisle Fire Department personnel will complete a mandatory training session each year in order to be able to ride or drive any apparatus, or participate in any capacity at an emergency scene or training session.
3. Once SCBA use has been initiated, at the scene of an emergency, personnel should not remove or discontinue use until Command has directed such actions.
4. All SCBA's will be inspected for damage, proper operations and cleanliness, after every use.
5. SCBA facepiece will be cleaned after each use. To clean the facepiece use the wipes found on the wall in the mask room. Please do not use water.
6. All SCBA cylinders will be hydrostatically tested within the time period specified by the manufacture and government regulations.

7. Breathing air pumped by all department compressors shall be tested periodically to ensure that air quality meets or exceeds acceptable government air quality standards.
8. Any SCBA maintenance or repairs must be recorded using the SCBA repair tags. These are available where spare parts are stored. Tags should be forwarded to the Chief's office.
9. Members should refrain from making any alterations, adjustments, or special specifications to SCBA, unless they have been trained to do so, or unless they are working under direct supervision of an officer that has had the required training, and who will be responsible for the work performed.
10. Proper donning of the SCBA:
 - a. Put on the SCBA tank and harness assembly, tightening all the appropriate straps
 - b. When responding to a known working fire put on the facepiece and check for proper seal
 - c. The nomex hood is to be worn, it will be worn on the outside of the facepiece covering all exposed skin on the face
 - d. Helmet liners are to be pulled down and coat collars are to be pulled up
 - e. The air cylinder should only be turned on when approaching a working fire just before entry
 - f. If any problems with the SCBA occurs you will immediately exit the building with your partner, and place the SCBA out of service (**notify a line officer or the engineer**)
 - g. When finished using the SCBA be sure it is properly cleaned, filled, and put back into service
 - h. The SCBA shall be placed back in the seat assigned to it. This location designation can be found on the harness.
 - i. The air cylinder will be turned off, and the air bled from the high pressure line
 - j. There are three SCBA restraint systems used on Carlisle apparatus. Become familiar with each system so the unit is safe during travel and easily donned by the next fire fighter.

II. Standard Operating Guidelines (SOG's)

D. SAFETY GUIDELINES

2. L-42 AIR SYSTEM OPERATION

The air system operates through the use of an inline connector on the right side of the SCBA harness on the MSA SCBA. Each harness on L-42 has the inline connector. This is not the RIT fitting. Connection to the ladder truck air system is done by the use of a five (5) foot air hose kept in the metal boxes at the base of the ladder on the turntable.

1. As the firefighters begin to climb the ladder into a contaminated atmosphere they should be masked up according to Sec D # 1 self-contained Breathing Apparatus (SCBA).
2. The first firefighter up the ladder will activate the system by turning on the main valve on the side of the ladder (yellow air tank on the driver's side).
 - a. the round knob on top of the yellow tank activates the system **DO NOT TURN ANY OTHER CONTROLS**
3. Once the firefighters get to their working stations at the tip, the special 5 ft. air hose can be hooked into the quick connect coupling on either side of the ladder.
 - a. the air hose must be connected to the ladder first because the ladder system overrides the SCBA regulator. (If you hook up to your SCBA first you will **NOT** be able to breath until you get hooked up to the ladder system.
 - b. after the hose is hooked to the ladder you can hook up to your SCBA regulator.
 - c. hook up as soon as possible to conserve on your SCBA air in case you need to exit the ladder.
 - d. **Do Not** turn off your SCBA, so that if you need to exit the ladder you will have a continuous supply of air during the switch
4. To hook up to the ladder system:
 - a. push male end of the hose into air station and give a small tug to assure connection is complete
 - b. no adjustments are needed to the ladder regulator
 - c. twist the female coupling and push onto your regulator inlet
 - d. no adjustments are needed on your regulator
5. Removal of hose
 1. remove the coupling attached to your SCBA first by twisting the female coupling a 1/4 turn (clockwise) and gently pull apart fittings
 2. you should now be breathing off of your SCBA as before
 3. remove the hose from the ladder inlet in the same manner
 4. put all caps back in the female couplings to keep out foreign objects

6. Special notes:

- a. the ladder truck air system bypasses the SCBA regulator, therefore the emergency bypass control will not operate airflow when connected to the ladder system
 - b. the low air signal on the ladder air system is a beeping sound. The beep will sound in closer intervals until the air is near depletion, when a constant beep will sound
7. The driver/operator has a SCBA in a driver side compartment, and a special 5-ft. air hose in the metal box at the base of the ladder on the turntable. When necessary they should follow all the same procedures, using the air outlet at the turntable.

[For training see SOG E. 3A. L-42 Setup]

**This space reserved
for future use**

II. Standard Operating Guidelines (SOG's)

D. SAFETY GUIDELINES

2. PROTECTIVE GEAR

1. Full protective clothing consists of:
 - Helmet
 - Eye protection
 - Turnout coat
 - Bunker pants
 - Boots
 - Fire Gloves
 - Extrication Gloves
 - Nomex hood
2. Full protective clothing shall be worn while responding to alarms. Full protective clothing is optional for the Driver/Operator - Engineer and Aerial Operator. However it must be carried with them to the incident scene.
3. Full protective clothing shall be worn at all times when operating on the fire ground.
4. The use of turn out coats during overhaul operations will be the discretion of the officers.
5. All members shall wear whatever protective clothing is required to afford complete personal protection while operating at EMS incidents. Bunker pants, Bunker coat, eye protection, and latex gloves at a minimum.
6. Full protective clothing shall be worn, including eye protection, when operating forcible entry tools, vent saws, Hurst tools, as well as other equipment where damage to the body can occur.
7. Officers may use their discretion to regulate the above guidelines in those situations in which exemptions to that policy appears necessary, such as when the use of protective gear may compromise patient care, or when it is necessary to operate in close quarters where full protective gear cannot be worn.
8. Eye protection shall be utilized any time the need for eye protection seems apparent such as at all MVCs, during overhaul, and when operating hand or power tools.
9. Gloves shall be worn when engaged in firefighting, overhaul, when operating hand or power tools, and any other situation where injuries to the hands may be likely to occur.
10. Structure gloves shall be worn at all times. Rescue gloves can only be substituted during MVCs, and other technical rescue type calls.

II. Standard Operating Guidelines (SOG's)

D. SAFETY GUIDELINES

3. DECON OF GEAR

PURPOSE: To establish procedures to remove heavily soiled gear from service, clean and returned to service to help eliminate the amount of exposure to cancer causing carcinogens that exist with firefighting and align within the guidelines established in NFPA 1851.

FACTS: In recent studies, firefighters have been found to have an increased risk of cancer due to the very nature of their occupation. The unburned particles and carcinogens a firefighter is exposed to during and after an incident are the leading contributors to this risk.

1. When skin temperature is raised 5 degrees, the skin becomes 400 times more absorbent.
2. Gross decon alone is not enough to mitigate the risk of exposure.
3. Areas of greatest exposure are: the head, neck, throat, wrist, groin, and shins.

GUIDELINE: The following steps shall be taken by all members involved in an incident where the PPE and firefighter has been contaminated.

Part 1 – On Scene Gross Decontamination

Every member that has been involved in an incident where themselves and/or their gear has been contaminated or heavily soiled should be gross decontaminated on scene.

An apparatus designated by the OIC will responsible for setting up and performing decontamination duties. Each piece of apparatus has an “decon” kit placed on it, In that kit contains a spray bottle with soap, scrub brush, section of coiled hose (on engines without an booster line), 1 ½ to garden hose adapter, a boning tool (to remove hard contaminates on gear), and personal decon wipes.

All members should wipe their face, neck, throat, and wrist with the provided decon wipes after duties are performed and gear has been deconed.

Part 2 – Personal and Equipment Cleaning

Once cleared from the scene and members return to the station members should thoroughly clean all tools and equipment. The members gear (helmet, hood, gloves, mask, jacket, pants, and boots) should be washed and dried correctly in the provided gear washer and dryer at the station in a timely manner. Members will use spare gear at the station while primary gear is being washed.

It is **Highly Recommended** for **All** members to wash personal clothing and shower as soon as possible to reduce exposure to cancer causing carcinogens.

II. Standard Operating Guidelines (SOG's)

D. SAFETY GUIDELINES

4. POWER SAW OPERATION

1. Full protective gear shall be worn by those members operating, and those in close proximity to the operation of, power saws.
2. Eye protection shall be in position to provide protection to the eyes.

Carry the saw with the engine stopped, the blade forward and muffler away from your body.

3. Keep both hands on the control handles when operating the saw. Make sure of your footing before operating the saw.
4. Whenever possible a team of two shall perform cutting operations. The operator of the saw will be assisted and/or guided by the second person.
5. The saw shall always be shut down when unattended.
6. Have your plan of action before putting the saw into operation. Your plan should include:
 - a. Location and sequence of cuts and openings
 - b. Wind direction
 - c. A pre-planned escape route, a plan that should provide for at least two means of egress if possible.
11. Whenever possible an officer should be present to supervise cutting operations and to insure compliance with safety procedures.
12. Do not operate the saw in suspected flammable/explosive atmospheres.
13. Side pressure or twisting of the blade when operating the saw should be avoided. The saw should never be forced.
14. The saw blade should be only be as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse.

Note: The Quick vent saw must be operated by the guidelines set forth in the instructional video. Please adhere to the manufacture's instructions when operating the saw. They take precedence to Company SOP's.

15. If conditions permit, scrape gravel and debris from the path to be cut in order to reduce the danger of injury from flying chips and loose materials.

II. Standard Operating Guidelines (SOG's)

D. SAFETY GUIDELINES

6. USE OF SEAT BELTS

1. All drivers, Officers, firefighters, and EMS personnel, are required to use seat belts (see Directive 09-01).
2. Delaware's law requires everyone in the vehicle, including the driver and all passengers, even those in the back seat, to buckle up.
3. All personnel riding in the fire apparatus shall buckle up before the apparatus is put into motion. It is the responsibility of the driver to insure the safety of the personnel on board.

II. Standard Operating Guidelines (SOG's)

E. APPARATUS SOG's

1. GUIDELINES FOR FIRST DUE ENGINE

When responding to an alarm the following procedures will be followed:

1. All personnel will ride inside the apparatus wearing a seatbelt in accordance with Sec D. #6. (Use of Seat Belts).
2. All personnel will be in full turnout gear in accordance with Sec D. #3 (Protective Gear).
3. The firefighters in the mask seats will mask up according to Sec D. #1 (S.C.B.A.'s).
4. Bravo— The mask man directly behind the driver, (facing back) (left jump seat), is responsible for forcible entry and then assist with hose advancement. Portable radio designation 42-(apparatus #) bravo will be used.
5. Alpha— The mask man directly behind the officer, (facing back) (right jump seat), is responsible for suppression and advancing to the seat of the fire, as directed by the officer, as the nozzle man. Portable radio designation 42-(apparatus #) alpha will be used.
6. Edward— Once at the scene when the engine is finally placed the firefighter, facing the officer, (facing forward) (right jump seat), will be responsible for utility control, and placing a ground ladder to the second floor for emergency egress.
7. Charlie— The firefighter in the middle jump seat, (facing forward), is the crew leader this person should be an officer or a qualified firefighter. Must take TIC. Portable radio designation 42-(apparatus #) charlie will be used.
8. Delta— The firefighter in the jump seat behind the driver, (facing forward) (left jump seat), is the lay in or hydrant valve man. Portable radio designation 42-(apparatus #) delta will be used. He is responsible for pulling the supply lines ordered by the officer as follows:
 - a. 5" LDH hose will be pulled and wrapped around the hydrant (**BE SURE TO TAKE A HYDRANT WRENCH**) the hydrant will be flushed and then the LDH will be hooked to the steamer of the hydrant; upon direct order the hydrant will be opened all the way.
 - b. 3" supply line may be utilized as a supply from the second apparatus.

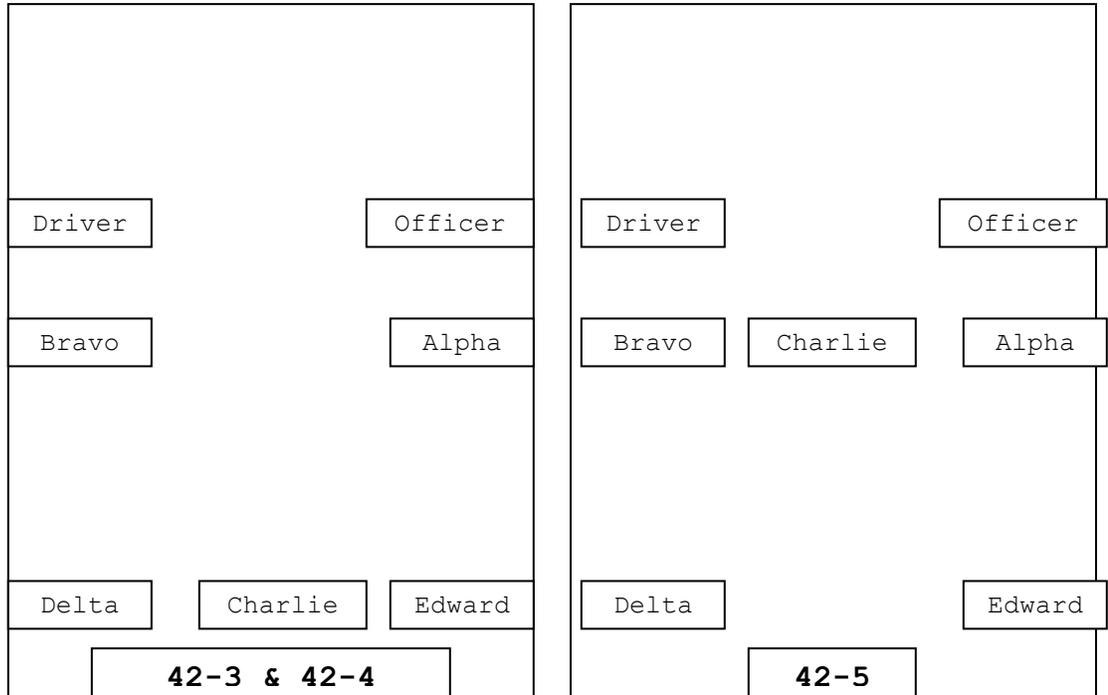
Note: The SCBA should not be donned until all these tasks are completed.

9. The officer will get out of the apparatus at the hydrant making sure the correct lines are pulled and determine when it is okay to proceed to the scene. Once the officer is back in the engine the engineer will lay up to the scene as directed by the OIC.

10. The officer in the first engine will be one of the following: the OIC; Operations; or part of Command Staff.

11. The engineer is responsible for hooking supply lines to the engine and maintaining water to the hand lines at the scene.

12. All operations should be over seen by the OIC (Command).



II. Standard Operating Guidelines (SOG's)

E. APPARATUS SOG's

2. GUIDELINES FOR SECOND DUE ENGINE/TANKER

1. All personnel will ride inside the apparatus wearing a seatbelt in accordance with Sec D. # 6 (Use of Seat Belts).
2. All personnel will be in full turnout gear in accordance with Sec D. #3 (Protective Gear).
3. The firefighters in the mask seats will mask up according to Sec D. #1 (S.C.B.A.'s).
4. When responding to an alarm the following procedures will be followed:

WHEN IN THE HYDRANT DISTRICT:

The second engine in will respond to the scene. The Officer will assume water supply officer position. When the first engine lays in with the 5" (LDH) the engine will set up the hydrant water supply (see below).

Manpower will report to Operations with a crew leader for assignment.

The crew will follow the seat assignments given in the first due SOG. If a second line is deployed the Alpha and Bravo firefighters will advance the hose and Charlie will lead the crew. Delta will help secure the hydrant operation and then report to Operations. Edward will report to Operations and become part of the RIT assignment.

WHEN OUTSIDE THE HYDRANT DISTRICT:

The Tanker will respond to the scene. The Tanker will pick up the supply line and begin to pump water to the scene. The officer of the Tanker will assume water supply officer, where applicable.

Manpower will report to Operations with a crew leader for assignment.

GUIDELINES FOR HYDRANT HOOK UP BY THE SUPPLY APPARATUS

These guidelines will be followed when supplying water to the attack pumper in a hydrant district.

1. The apparatus should be placed to complete the hook up of the 5" z-valve.
2. 5" line will be hooked from the apparatus 5" discharge to the valve.
3. 5" line will be hooked from the valve to the apparatus 5" intake.

4. The valve will be switched over to allow the FH to supply the apparatus at the hydrant.
5. The hydrant apparatus will continue to boost pressure as needed to the attack pumper.

II. Standard Operating Guidelines (SOG's)

A. APPARATUS SOG's

3. LADDER 42

When responding to an alarm the following procedures will be followed:

1. All personnel will ride inside the apparatus wearing a seatbelt in accordance with Sec D. #6 (Use of Seat Belts).
2. All personnel will be in full turnout gear in accordance with Sec D. #3 (Protective Gear).
3. The firefighters in the mask seats will mask up according to Sec D. #1 (S.C.B.A.'s).
4. Assignments will be determined by the Ladder officer for each response. Duty assignment will be as follows:
 - a. Vent Group – two firefighters assigned to ventilate and flow path control
 - Vertical (roof)
 - Horizontal (windows, doors, etc)
 - ** *This shall be coordinated with the Operations officer, and Interior officer. Placement of ventilation openings is a critical component of the suppression operation.*
 - b. Ladder Group – two firefighters assigned to place ground ladders
 - Operations officer shall give placement locations
 - Search & Rescue Group– two firefighters assigned to enter the structure and search for victims
 - These team members shall carry a radio, water can, TIC, and tools to aid in the search
 - Team members will coordinate the search with the Operations officer and the Interior officer(s)

II. Standard Operating Guidelines (SOG's)

A. APPARATUS SOG's

3A. LADDER 42 SETUP

When setting up the Ladder truck the following guidelines will be followed:

OPERATOR:

1. The operator will ensure:
 - a. wheel chocks are to be placed in front of and behind the front wheels
 - b. pads are to be placed with the handles in (toward the truck)
 - c. place safety pin in outriggers
 - d. be sure all passenger and compartment doors are shut before the ladder is set up
 - e. raise ladder out of bed
2. No one will mount the ladder turntable until the engineer has approved its safety.
3. General safety rules
 - a. air packs shall be worn at all times in contaminated atmospheres
 - b. ladder belts will be worn at all times by all personnel on ladder and will be locked in when reaching the working height
 - c. buddy system is preferred on the ladder
 - i. an officer is preferred as the second person
 - d. the firefighters may "ride" the ladder to the working height once pads are deployed
 - i. the ladder will be extended so that there is no overlapping of rungs before personnel can "ride"
 - e. the ladder will not move (with a "riding" fighter) until the ladder belt is secured
 - f. helmets will be properly secured by the chinstrap
 - g. as a general rule if you hear the ladder in fast idle mode something is moving and you should stay clear

OFFICERS:

1. The officer in charge of the scene (OIC) will make the decision to place the ladder in service.
 - a. the ladder officer shall suggest to the engineer where the ladder shall be placed
 - b. the engineer may reject placement if the ladder cannot be safely placed into service at that location
 - c. the placement location should take into account safety, and job performance.
2. The ladder officer shall make ladder assignments when notified of a ladder operation.

- a. which firefighters will be on the ladder
 - b. which firefighters will assist the engineer with water supply (if needed)
3. The ladder officer shall make a safety inspection prior to ladder operation.
 - a. outriggers, jacks, chocks, pins
 - b. proper placement and strength to support
 - c. clear of overhead obstructions
 - d. be sure all doors are closed prior to jacking
 - e. be sure all personnel are clear of the ladder truck while the ladder is in motion
 - f. be sure all ladder belts are worn and deployed
 4. The ladder officer will command the water flow (start, stop, and direction) of the ladder.
 - a. emergency shutoff is the exception
 5. No water will flow unless the structure has been cleared by all firefighters and voice confirmation is made with the OIC.
 6. The ladder officer will assist or designate someone to assist during backing movements of the ladder truck.
 7. The ladder officer will spot the tip of the ladder **every** time the ladder is raised and extended into place

All Carlisle Fire Co. members shall be required to become Ladder trained each year in order to climb the ladder and hook up to the air system. Training shall be provided by a Line Officer, the Fire Chief, or DSFS. Anyone who climbs without training will be subject to charges (brought on by the Fire Chief).

II. Standard Operating Guidelines (SOG's)

E. APPARATUS SOG's

4. RESCUE

When responding to a MVC scene where the Rescue tools are needed, the following guidelines will be followed:

1. All personnel will ride inside the apparatus wearing a seatbelt in accordance with Sec D. #6 (Use of Seat Belts).
2. All personnel will be in full turnout gear in accordance with Sec D. #3 (Protective Gear).
3. On the way to the MVC scene the firefighters in the Rescue will be given assignments by the Rescue Officer. Each fire fighter will have an assignment, once the task has been completed they will return to the Rescue Officer for further assignments.
4. At each scene the following assignments need to be accomplished in order:
 1. Scene size up (outside/inside)
 2. Scene safe (yes/no)
 3. Electric wires down
 4. Fuel spill
 5. Inside
 6. Intial patient assessment
 7. Level of entrapment
 8. Vehicle Stabilization
 9. Cribbing
 10. Struts (if necessary)
 11. Air Bags (if necessary)
 12. Battery Disconnect
 13. Extracation plan development
 14. Spreaders
 15. Cutters
 16. Ram
 17. Patient removal

Rescue Officer- the officer (or senior firefighter) that sets up the rescue assignments.

NOTE: All in coming manpower will stage at the Rescue Apparatus for further assignments. **NOT AT THE ACCIDENT SCENE.** This is to eliminate confusion at the vehicle when extricating a victim.

II. Standard Operating Guidelines (SOG's)

E. APPARATUS SOG's

4A. AIRBAGS

When responding to a MVC scene where air bags are needed, the following guidelines will be followed:

1. All personnel will ride inside the apparatus wearing a seatbelt in accordance with Sec D. #6 (Use of Seat Belts).
2. All personnel will be in full turnout gear in accordance with Sec D. #3 (Protective Gear).
3. All personnel will wear a safety vest in accordance with Sec. D. #5 (Safety Vest)
4. On the way to the MVC scene the firefighters in the Rescue will be given assignments by the Rescue Officer. Each fire fighter will have an assignment, once the task has been completed they will return to the Rescue Officer for further assignments.
5. One fire fighter will be assigned to the regulator. Regulator is in yellow box with air bags in the highside compartment officers side. His job is to get two (2) air cylinders (full) and report to the setup area, 15 feet from the rescue scene. He will then attach the air bag system regulator to one of the air cylinders, when completely hooked up he will charge the system. **DO NOT MOVE SETTINGS.** The fire fighter will then hook up the blue hose and the red hose to the regulator. He will operate the raising and lowering of the air bags when and where determined by the Rescue officer.
6. One fire fighter will be assigned to the air bags. It will be his job to connect the air hoses to the air bags when ready. Placement is determined by the Rescue officer. Protection will be provided when possible to keep from damaging the air bags. Plywood can be placed on the ground. There are truck mud flaps that can be used as well. Do not place the plywood between the air bag and the vehicle, or between air bags. This fire fighter and the regulator operator will work together to lift the vehicle.
7. The rest of the personnel will stabilize the vehicle as needed. They should bring cribbing to the set up area, and await instructions from the Rescue officer. They will crib as the lifting process takes place, making sure to keep the vehicle from lowering abruptly.
8. EMS shall follow Sec. D. #3 if they are in the car. They will give the Rescue officer an assessment of the situation from the victim's standpoint. They will be the liaison between the victim and the extrication team.
9. After the situation is under control the Rescue officer will advise the OIC and the system can be shut down and put away. Any problems with equipment should be brought to the attention of the Rescue officer, and so noted on the Incident Report sheet.

II. Standard Operating Guidelines (SOG's)

E. APPARATUS SOG's

5. WATER RESCUE

When responding to a water rescue the following guidelines will be followed:

1. All personnel riding in Brush 42 will be qualified to use the boat. Members who are not familiar with boats and waterways should ride R42 and take a supportive role.
2. No bunker gear will be worn during a water rescue alarm. Gear will be taken on the responding apparatus as a carry on only.
3. Water rescue suits and helmets should be worn by all personnel in the boat or entering the water from shore, when water temperatures are below 70 degrees. Otherwise, shoes, shirts, and shorts will be allowed in the boat.
4. PFD's (Personal Floatation Device) will be worn by all personnel in the boat at all times.
5. Three members will be in the boat at one time. One will operate the boat. One will coordinate the search and be known as the boat officer. The last will be the recovery expert.
6. The OIC will coordinate search efforts on land.
7. **NO** member, under any circumstances, will exit the boat to recover someone.
8. No member will go into the water from the shore without a buddy, and some type of rescue device and teather.
9. Always try to use a rope, pike pole, etc. to reach a victim. (Reach, Throw, Row, Go)

II. Standard Operating Guidelines (SOG's)

E. APPARATUS SOG'S

6. GATOR AND TRAILER

When responding to a call where the Gator has been requested the following guidelines will be followed:

1. The Gator and trailer will be a special call from the OIC and will be pulled to the scene with 42-10.
2. Anyone with an EVO driver's license will be allowed to drive the Gator.
3. When the Gator is being used someone from the Carlisle Fire Co. will be on board with a portable radio.
4. The Gator can be used in a variety of ways to include but not be limited to the following:
 - a. marsh, woods, and field fires
 - b. large incident alarms
 - c. to carry sodas and/or equipment to and from the scene when requested by the OIC
 - d. Community Events
 - e. Festivals
 - f. Parades
 - g. State Fair
 - h. any other uses approved by the Fire Chief
5. Any malicious or destructive use of the vehicle will be prohibited.