



UNITED HOOK & LADDER

21 North Bolton Street • New Oxford, PA 17350
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Section 1-1: Orientation of New Personnel (Revised 2015, Edited 2017)

Purpose: This guideline establishes a consistent procedure that all new personnel are trained and prepared to participate in Fire/Rescue activities.

Guideline:

1. All new firefighters will be given a copy of the Standard Operating Guidelines (SOG'S), By-Laws, Medical Evaluation forms and any other important information upon entry as a probationary member of United Hook & Ladder Company #33.
2. The new firefighter will receive an orientation check sheet. It will be the responsibility of the member to contact any Line Officer to complete all the objectives on the check sheet.
3. All Line Officers or designee are responsible to make sure that the new firefighter is adequately orientated to the operation, responses, inventories, and locations of equipment on all fire apparatus.
4. The Line Officers or designee will also date and initial upon completion of each skill.
5. When the orientation check sheet is completed, the Fire Chief must give the member the final approval to begin participating in Fire/Rescue activities.
6. The firefighter will then be issued turnout gear and a pager when he/she has completed their orientation and ready to start participating in Fire/Rescue activities or begin their training process.



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10 Hour Riding Status Orientation (Revised 2015)

General Operations

The new member's objectives:

He/She will be given an orientation on all equipment carried on all apparatus at all three stations.

He/She will be given an orientation and demonstration on the Self Contained Breathing Apparatus (SCBA).

He/She will review the order in which the apparatus is to respond to different types of incidents. (At all three stations)

He/She will understand the procedure for boarding apparatus for response to an emergency incident.

He/She will understand and review the Adams County box card system.

He/ She will have a basic understanding of the Adams County Radio System, to include the fleet map, use of the radios, and the emergency activation policy.

He/She will know the procedure for requesting to attend in county and out of county trainings.

He /She will understand the chain of command and officers for UHL#33.

He/She will understand Section 5-4 *Responding to Incidents* of the UH&L SOG's.

He/ She will be shown how to access the By-Laws and SOG's of the UH&L#33

Self Contained Breathing Apparatus (SCBA)

He/She will be able to describe the 4 main components of the SCBA.

He/She will be able to change the air cylinder and put the SCBA back into service.

He/She will be able to properly clean and disinfect an SCBA and placed back on the apparatus.

He/ She will be able to wear and operate the SCBA in emergency conditions.

Brush

He/She will know the location and equipment inventory.

He/She will understand the use of the forestry equipment.

Engines

He/She will know the location and equipment inventory.

He/She will have a working knowledge all of the hose loads carried on all three engines engines.

He/She will be able to repack a minuteman hose load.

He/She will know how to perform a hydrant connection to the engine.



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Mini Pumper

He/She will know the location and equipment inventory.
He/She will know the hose loads carried on the Mini Pumper.
He/She will know how to set up a draft and dump site.

Truck

He/She will know the location and equipment inventory.
He/She will know the hose loads carried on ladder truck.
He/She will know the different types, lengths, and purposes of the ladders carried on ladder truck.
He/She will know how to put a ground ladder into service.

Rescue

He/She will know the location and equipment inventory.
He/She will know the purpose of each Hurst hydraulic tool
He/She will be able to demonstrate making connections and disconnections of the hydraulic rescue tools to the hydraulic motors.
He/She will have basic knowledge of EMS supplies used for C-spine stabilization and methodology of patient removal.



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Appendix A

10 Hour Orientation of New Personnel Check List (2015 Edition)

General Operations

- _____ He/She will be given an orientation on all equipment carried on all apparatus at all three stations.
- _____ He/She will be given an orientation and demonstration on the Self Contained Breathing Apparatus (SCBA) and all provided Personal Protective Equipment.
- _____ He/She will review the order in which the apparatus is to respond to different types of incidents. (At all three stations)
- _____ He/She will understand the procedure for boarding apparatus for response to an emergency incident.
- _____ He/She will understand and review the Adams County box card system.
- _____ He/ She will have a basic understanding of the Adams County Radio System, to include the fleet map, use of the radios, and the emergency activation policy.
- _____ He/She will know the procedure for requesting to attend in county and out of county trainings.
- _____ He /She will understand the chain of command and officers for UHL#33.
- _____ He/She will understand Section 5-4 *Responding to Incidents* of the UH&L SOG's.
- _____ He/ She will be shown how to access the Events calendar, By-Laws and SOG's of the UH&L#33

Self Contained Breathing Apparatus (SCBA)

- _____ He/She will be able to describe the 4 main components of the SCBA.
- _____ He/She will be able to change the air cylinder and put the SCBA back into service.
- _____ He/She will be able to properly clean and disinfect an SCBA and placed back on the apparatus.
- _____ He/ She will be able to wear and operate the SCBA in emergency conditions.

Brush (B33)

- _____ He/She will know the location and equipment inventory.
- _____ He/She will understand the use of the forestry equipment.

Engines

- _____ He/She will know the location and equipment inventory.
- _____ He/She will have a working knowledge all of the hose loads carried on all three engines.
- _____ He/She will be able to repack a minuteman hose load.
- _____ He/She will know how to perform a hydrant connection to the engine.



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Mini Pumper

- _____ He/She will know the location and equipment inventory.
- _____ He/She will know the hose loads carried on the Mini Pumper.
- _____ He/She will know how to set up a draft and dump site.

Truck

- _____ He/She will know the location and equipment inventory.
- _____ He/She will know the different types, lengths, and purposes of the ladders carried on ladder truck.
- _____ He/She will know how to put a ground ladder into service.

Rescue

- _____ He/She will know the location and equipment inventory.
- _____ He/She will know the purpose of each Hurst hydraulic tool
- _____ He/She will be able to demonstrate making connections and disconnections of the hydraulic rescue tools to the hydraulic motors.
- _____ He/She will have basic knowledge of EMS supplies used for C-spine stabilization and methodology of patient removal.
 - Successfully completed Fire Department Physical
 - Issued Pager/ Assigned Active 911
 - Issued Personal Protective Equipment



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Section 2-1: Training Requirements (Amended 2015, Edited 2017)

Purpose: This guideline is to describe the minimum training requirements required to be able to ride the apparatus to emergency incidents and participate in Fire/Rescue activities as a member considered for minimum staffing. In addition, this guideline will outline required and suggested annual recertification.

Guideline:

1. All firefighters of the United Hook & Ladder Company #33 will maintain a minimum level of training. The department has numerous specialized pieces of equipment. Each piece of apparatus will have its own training requirements.
2. This guideline sets the standard for which type of training is required and will also address the training objectives and annually or bi-annually refresher courses that are needed to maintain the status of an active firefighter.
3. A timeline will be established for all new firefighters to obtain the training required to ride the apparatus as a member contributing towards minimum staffing. This will be at least a minimum of one (1) year from their date of becoming a member and should reflect goals discussed with the Chief. For example, if the individual wishes to be a firefighter, the expectation would be for the individual to be minimum staffing on UH&L engines within a year. If there would be a scheduling conflict or no classes available at that time, then special considerations may be made by the Fire Chief. If the timeline is not met or the firefighter does not put forth the effort to obtain the required training in the time allotted, then his/her riding privileges may be suspended or revoked. Local classes should be considered first for training opportunities.
4. The listed trainings below are the minimum required to ride the apparatus as a firefighter that counts towards minimum staffing. This list may be modified depending on the class schedule and availability. The Fire Chief may permit new personnel to ride on the apparatus as part of an ongoing training program. Certain types of incidents may require specialized training prior to riding. Those topics will be covered under the Apparatus Staffing and Response guidelines.
5. Personnel who do not meet the minimum staffing requirements may still ride the apparatus with the Unit Officer's permission but do not count toward minimum staffing. Unit Officers should allow those personnel that meet minimum staffing for that particular unit to comprise the crew prior to granting riding permission to non staffing members



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6. The Fire Chief has the final determination as to who is permitted to ride the apparatus.

7. Minimum Staffing Training Requirements

7.1 All Units and Call Types

7.1.1 General Certifications and Annual Recertification

Hazardous Materials Operations
CPR
AED
Blood Borne Pathogens
HIPPA Training
Completed 10-Hour Orientation

7.2 Engine 33-1, 33-2 & 33-3

PA Entry Level Interior Firefighter or equivalent (e.g. Essentials of Firefighting, Firefighter I)

7.3 Brush 33-3

PA Entry Level Interior Firefighter or equivalent (e.g. Essentials of Firefighting, Firefighter I)

7.4 Mini Pumper 33

PA Entry Level Interior Firefighter or equivalent (e.g. Essentials of Firefighting, Firefighter I)

7.5 Truck 33

PA Entry Level Interior Firefighter or equivalent (e.g. Essentials of Firefighting, Firefighter I)

Truck Company Operations I

Truck Company Operations II

Annual climb of the aerial ladder at full extension with a 70 deg angle and to at least 75'

Perform the skill of putting a ground ladder into service

7.6 Rescue 33 *

7.6.1 Structure Fires

PA Entry Level Interior Firefighter or equivalent (e.g. Essentials of Firefighting, Firefighter I)



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7.6.2 Vehicle Accidents

Vehicle Rescue Operations (e.g. Basic Vehicle Rescue, BVR- Operations)
Or Basic Vehicle Rescue (Prior to 2001)

7.6.3 Rapid Intervention Team

PA Entry Level Interior Firefighter or equivalent (e.g. Essentials of Firefighting, Firefighter I)
Firefighter Safety & Survival
Rapid Intervention Teams Operations (Z-Rite or equivalent)
Meet the current training requirement of the Hanover/ Penn/ Pleasant Hill/
United Regional RIT agreement

7.6.4 Confined Space

Confined Space Operations

7.6.5 Rope Rescue

Basic Ropes and Rigging
Rope Rescue I (or Equivalent)

7.6.6 Water Rescue

Water Rescue Awareness

7.7 Traffic Control Responses

(Traffic 33/ Service 33/ Utility 33)
Traffic Incident Management Systems

7.8 Emergency Medical Calls

7.8.1 Medical Assist/ First Responder

Emergency Medical Responder or Equivalent

7.8.2 Medical Assist- to assist EMS (CPR, Lifting)

CPR for the Professional Rescuer



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United Hook & Ladder Company #33 Respiratory Protection Standard Operating Guideline

Purpose: To reduce the risk of injury and illness to fire and rescue personnel while working in IDLH atmospheres, and in hazardous and/ or toxic atmospheres

Applicability: This guideline applies to all personnel of the United Hook & Ladder Company #33

Definitions:

Compressed Breathing Air- must be minimum air quality Grade D as specified by the Compressed Gas Association, G-7.1, 5th edition, 2004 Commodity specification for air

Extend- Air Breathing Support System- Supplemental feature on an MSA self contained breathing apparatus (SCBA) that allows a user to provide air to another user in need by hooking into a connection from the supplying firefighter's SCBA. This means that both firefighters are now breathing one on SCBA

Face Piece- The respirator component that covers the wearer's nose, mouth and in some cases, the eyes. It includes the headbands, exhalation valves, and in some cases components required to connect to a breathable air supply

FIT test- The use of a protocol to qualitatively (QLFT) or quantitatively (QNFT) evaluate the fit of a respirator on an individual

Hazardous and/ or Toxic Atmosphere- An environment that may present or contain respiratory hazards during UH&L activities, including but not limited to those related to overhaul, hazardous Materials, EMS, and fire investigation operations

Immediately Dangerous to Life or Health- An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere

N95 Respirator/ Mask- A surgical N95 respirator mask is a NIOSH approved respirator that has also been cleared by the Food and Drug Administration (FDA) as a surgical mask that has a filter efficiency of 95% or greater against solid particulates and non-aerosols that do not degrade filter performance.



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NFPA 1404- National Fire Protection Association Standard for Fire Service Respiratory Protection Training

Personal Alert Safety System (PASS) Device- a warning notification component of the Self- Contained Breathing Apparatus.

Qualitative Fit Test (QLFT)- a subjective test that relies on an individual's response to test the agent by his/ her ability to taste or smell the challenge agent used in a pass/ fail test. Used for respirators such as the N95 Respirator

Quantitative Fit Test (QNFT)- An assessment of the adequacy of the respirator fit that uses numerical measurements calculated by a computer- generated program and produces a numerical test result.

Respiratory Hazard- Any exposure to the products of combustion, superheated atmospheres, toxic gases, vapors, or dust, potentially explosive or oxygen deficient atmospheres, or any condition that creates a hazard to the respiratory system.

Self Contained Breathing Apparatus (SCBA)- An atmosphere- supplying respirator for which the breathing air source is designed to be carried by the user

Supplied Air Respirator (SAR)- a device that provides air from a stationary storage cylinder through a high-pressure hose. A SAR includes an escape cylinder with at least 5 minutes of breathing air.

Using SCBA- wearing and breathing air from the SCBA

Wearing SCBA—the user is wearing the SCBA with face piece ready for use, but not breathing air from the cylinder.

- I. Requirements for Respiratory Protection
 - a. All personnel must use appropriate Respiratory Protection Equipment with an operating PASS device when operating in an IDLH atmosphere or when entering a hazardous and/or toxic atmosphere.
 - b. SCBA shall be used by all personnel who are exposed to respiratory hazards, or who may be exposed to such hazards without warning. Personnel, who are operating in areas that may be subject to the hazards with sufficient warning to don SCBA, shall wear the unit.



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- c. SCBA or SAR shall be worn by all personnel operating in a confined space or other atmosphere where there is a possibility of a contaminated atmosphere and shall be used until it can be deemed safe after monitoring.
- d. Physical Requirements
 - i. Members with gross facial hair as to impede the seal of the face piece or respirator shall not use respiratory protection or be placed in a position requiring respiratory protection
 - ii. Members with long hair shall be required to secure in a bun
 - iii. The use of soft contacts is permitted, however the use of hard contacts lenses is prohibited (NFPA1500)
- e. "Safe Atmospheres"
 - i. No superheated gases
 - ii. No toxic gases
 - iii. No smoke beyond the density of a candle
 - iv. No active particulates (includes dust from drywall, plaster, etc.)
 - v. Meter reading of:
 - 1. Carbon Monoxide <50ppm
 - 2. Oxygen: between 19.5% and 23%
 - 3. Hydrogen sulfide: <10ppm
 - 4. Hydrogen Cyanide <4.5ppm
 - vi. No airborne communicable diseases

II. Operational Considerations

- a. Personnel using respiratory protection shall operate within a team of at least two people who are in contact by touch, sound, or sight at all times.
- b. Personnel shall use respiratory protection throughout the incident and even after the emergency is mitigated.
 - i. This includes stages of heavy overhaul during a structure/ vehicle/ dumpster fires
 - ii. N95 respirators are NOT considered approved methods of respiratory protection during structural firefighting or overhaul.
 - iii. Until the atmosphere has been monitored and rendered a "safe atmosphere" as defined in section I-e
 - iv. With permission of the Incident Commander with consultation of the Incident Scene Safety Officer
- c. The Incident Commander shall provide an initial stand by team and additionally means of Rapid Intervention for members making entry to an IDLH atmosphere
 - i. The Stand By Team and Rapid Intervention Team shall be trained in the discipline of the IDLH environment.



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- ii. May include a “tiered” response
 - 1. Initial Standby Team or Rapid Intervention Company
 - a. Pulled from units/ personnel from the initial alarm
 - 2. Full Rapid Intervention Team response
 - 3. Rapid Intervention Group
 - d. Extend Air Breathing Support System
 - i. May be used for a member to provide air to another member via the Breathing Support System Block found on the low pressure air line of the SCBA
 - ii. Requirements for use
 - 1. Firefighter providing must have more than half of original capacity of air in cylinder
 - 2. Must be more than 100’ from safe environment
 - 3. Firefighter needing air must not be entangled
 - 4. Must call a MAYDAY
 - 5. After calling the MAYDAY, both firefighters manually activate their PASS devices and exit the building.
- III. Returning SCBA, SAR, and face piece units to service
- a. After each use, both prior to, and after re-servicing, SCBA shall be placed on apparatus with all straps extended, all valves closed, high pressure air bled off of the system, and PASS device turned off
 - b. After each use, SCBA, SAR, and face pieces should be cleaned and re-serviced in accordance with the manufacturers recommendations for end users
- IV. Repairs and Service
- a. Any repairs outside of the scope of the end user per the manufacture’s recommendation should be directed to a qualified maintenance person.
 - b. Batteries in the PASS devices shall be exchanged for new batteries on a semi-annual basis.
 - c. All SCBA and SAR shall have service performed and performance test conducted annually.
 - d. All SCBA cylinders shall be hydrostatically tested per the manufacturer’s instructions in accordance with the Department of Transportation
- V. Annual FIT testing
- a. Quantitative FIT testing shall be conducted and required by operational members for the use of SCBA and SAR on an annual basis
 - b. Qualitative FIT testing shall be conducted and required by all operational members for the use of the N95 respirator.
 - c. All FIT testing shall be performed by an authorized service technician from the manufacturer or third party.



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- d. Any member requiring a different sized of respiratory protection other than that carried on the apparatus shall be issued and responsible to care for such equipment.

VI. Training

- a. Members shall attend training that meets NFPA 1404 prior to using SCBA and or SAR
 - i. The importance of fit tests.
 - ii. The need for obtaining a respirator used in "fit for duty" evaluations.
 - iii. Familiarity with the name and function of each portion of the SCBA.
 - iv. Demonstration and practice of the proper way to don and doff the equipment.
 - v. Recognizing and correcting perceived malfunctions during use.
 - vi. How to use the SCBA within restricted spaces.
 - vii. How to use the SCBA during emergency situations.
 - viii. How to use SCBA features during a Mayday.
 - ix. The situations when you should transmit a Mayday and how to do it.
 - x. Procedures to return an SCBA to service and how to refill the storage cylinder.
 - xi. Procedures to clean and disinfect the SCBA after use.

VII. Use of the N95 Respirator

- a. Limited to environments
 - i. With a communicable disease such as tuberculosis
 - ii. In a dust filled environment not as a result of a fire

VIII. Compressor Air Quality Testing

- a. The air quality of compressed breathing air produced by the UH&L#33 will be tested by a third party qualified testing agency on a semi-annual basis.
- b. Records will be kept for a period of 5 years



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Section 2-3: Personal Protective Equipment

Purpose: This guideline is to establish how the turnout gear and other equipment will be managed.

Guideline: This guideline will describe the process of issuing turnout gear and pagers, who is responsible for it, inspections, maintenance, unissued equipment use, and the signed agreement.

1. Issued Gear:

A. Each firefighter will be issued at least one (1) set of turnout gear. The firefighters that are more active than others will be issued a 2nd set of turnout gear. For firefighters that respond to incidents out of both stations will be issued a 2nd set of turnout gear if quantities are available.

B. Each firefighter will be issued a pager that will be programmed to activate for dispatched incidents for the United Hook & Ladder Company #33.

i. At no time, may a pager be reprogrammed or another departments dispatch tones added to it.

C. The set of issued equipment will consist of:

- Turnout Coat
- Turnout Pants
- 1 Pair of structural firefighting boots
- 1 Pair of structural firefighting gloves
- 1 Nomex hood
- 1 Helmet
- 1 Pair of safety glasses
- 1 Pair of leather work gloves
- 1 Gemtor belt
- 1 Gear bag or plastic tote
- 2 Accountability tags
- 1 Minitor pager
- 1 Set of Forestry Fire PPE based on availability

D. Each firefighter will be responsible for contacting the Line Officer in charge of gear when needing a set of gear.

E. When the firefighter is issued a set of turnout gear, all information will be obtained and documented on the turnout gear inventory and the date of issuance will be documented as well.



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- F. If at any time that a firefighter either becomes inactive or does not meet the standard the percentage of calls as outlined in the Active Member Policy (Administrative), then his/her equipment may be recalled and issued to another firefighter.
- G. This will be based on a need basis and the Fire Chief will have the final disposition.
2. Responsibility:
- A. Each firefighter is tasked with being responsible for his/her equipment.
- B. If at any time that the equipment becomes damaged, he/she is responsible to notify the Line Officer in charge of the equipment.
- C. If the equipment needs to be replaced, it will be up to the Line Officer to find another item that is safe for operating practices.
- D. The United Hook & Ladder Company #33 will assume all financial responsibility for any issued equipment.
- E. If the equipment is either lost or stolen, then the local police department having jurisdiction will be notified to begin an investigation.
3. Inspections:
- A. Each year there will be an annual gear inspection and inventory.
4. Maintenance:
- A. Each firefighter is responsible for the up keep and the maintenance for his/her turnout gear.
- B. This includes cleaning the gear when soiled. Most firefighters should be washing their gear every 6 months, or after an incident that it becomes severely soiled with dirt and contaminants.
- C. The inner liner and outer liner should be separated prior to washing, and both should be washed separately.
- D. If the firefighter does not take care of the equipment in a timely manner, then the Line Officer in charge of equipment has the right to take care of the issue. The Line Officer in charge of equipment must notify the individual and will not be responsible for placing the firefighters gear back in service.



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E. Members taking their issued gear in their privately owned vehicle are required to carry the garments and boots in a gear bag or plastic tote in order to protect the gear from sunlight and the occupants from any exposed contaminants.

5. Unissued Equipment:

A. Any firefighter may have the option of wearing unissued equipment.

B. If the firefighter chooses to wear unissued equipment then the following applies to final responsibility:

i. If the unissued equipment becomes damaged or destroyed during an emergency incident, then an insurance claim will be filed through the department to cover the cost of the equipment.

ii. If the unissued equipment becomes damaged or destroyed during a span of use, then it will be the responsibility of the firefighter to replace the equipment at their cost.

C. The Fire Chief or assistants hold the right to say whether the equipment is able to be used or must be taken out of service.

6. Signed Agreement:

A. Each firefighter will be required to sign a written agreement that shows all the information from the issued equipment.

B. When each firefighter signs this agreement, they also will abide by following the guide for the percentage of incidents needed to remain active.

C. If at any time a new piece of equipment must be issued, and then a new agreement will be signed to keep an accurate inventory and track of the equipment.

7. Percentage of Calls:

A. Throughout this guideline, a percentage of calls have been listed to maintain active status.

B. If a member cannot meet the percentage of 5-10% (based on 400 calls a year, equals 20-40 calls) of calls per year, then that member may be deemed inactive and have their equipment returned to the inventory and reissued to another member.



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PAGER AND PPE AGREEMENT

Date:

I, _____, agree to return all equipment issued to me upon my loss of membership in the United Hook & Ladder Company #33, or after a period of sustained inactivity in which the Line Officers declare me inactive. I understand that if all equipment is not returned in a timely manner the United Hook & Ladder Company #33 is authorized to use any means possible to secure all items issued and that I am responsible for all legal and administrative fees that may be incurred by the United Hook & Ladder Company #33 during such means. I understand that if all equipment is not returned in a similar condition in which it was issued that I may incur and am responsible for any repair bills needed to return all equipment to proper operational condition.

UH&L Equipment

Turnout Coat:

Serial #

Size

Turnout Pants:

Serial #

Size

Boots:

Style

Size

Serial #

Gloves:

Style

Size

Nomex:

Style:

Helmet:

Style

Serial #

Pager:

Serial #

FDID#

Officer Signature

Date

Member Signature

Date



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Section 2-4: In-County Training Requests (Revised 2015)

Purpose: This guideline is to assist firefighters with obtaining local level training courses. This guideline will also assist you with ascertaining the required annual and bi-annual training requirements.

Guideline:

1. Course Selection:

- A. When a firefighter is considering a training opportunity, he/she should first consult the Adams County Training schedule to see if the class is being offered locally. (www.acvesa.org)
- B. If a class is not being offered in the Adams County area, then the York County Fire School course schedule (www.yorkcountfireschool.org) should be checked. You may also check the Harrisburg Area Community College (www.hacc.edu) or Bucks County Community College (www.bucks.edu) course schedules.
- C. The objective is to utilize local level training classes first. This will ensure the proper student enrollment levels for local level training, as well as aide in a minimizing travel cost.

2. Application Process:

- A. When a firefighter selects a course that he/she is interested in attending at the Adams County Training Facility, York County Fire School, Harrisburg Area Community College, Bucks County Community College or the Pennsylvania State Fire Academy, a request form and enrollment application must be completed and submitted to the Training Officer or a Fire Chief for approval.
- B. Once the request has been approved by the Training Officer or a Fire Chief, it will then be then sent to the appropriate institution for class enrollment.
- C. If there is a cost associated with the attending a class, the application must be submitted in accordance with the guideline for Out of Area Training and Official Department Business Accommodations.



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3. Travel Arrangements:

- A. Once the application has been approved, the applicant is able to request permission to use a fire department vehicle for travel to the class.
- B. Approval for using a fire department vehicle will be based on:
 - i. Member eligibility on operating the vehicle.
 - ii. Services needs.
 - iii. Relevancy of apparatus in reference to course needs or training material.
- C. If the request for a fire department vehicle is denied or unavailable, then the applicants may drive their own vehicle. However, the applicant will not be reimbursed fuel costs for local training.
- D. Apparatus shall be fueled, cleaned, and washed by members using the vehicle upon returning.

4. Completion of the course

- A. Upon completion of the course, it is the responsibility of the member to provide at least 2 copies of the certificate/ certification to the department. One copy is to be distributed to the following as applicable:
 - 1. Individual in charge of training records management
 - 2. The Treasurer for verification of attendance and Relief Association audit
 - 3. Individual in charge of any grants tied to the individual or course (as applicable).



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Section 2-5: Out of Area Training and Official Department Business Accommodations

Purpose: This guideline is to establish an outline for members taking fire department related educational opportunities or conducting official business specifically for the United Hook & Ladder Company #33 at remote locations.

Guideline:

1. Applications for approval:

- A. Members wishing to attend out of area training must submit their training request to the Fire Chief, Training Officer, or designee at least 45 days in advance of the registration deadline. This will allow the proper approvals from the membership and board of officers.
- B. A letter requesting type of assistance required.
- C. Estimation of cost – in writing.
 - i. Tuition
 - ii. Housing
 - iii. Other associated fees (books, equipment, etc.)
- D. A training request form.
- E. Copy of the course/session registration form.
- F. Copy of the course/session description from the Educational Training Agency.
- G. The board of officers will consider the application and render a decision. The applicant will then be notified by the Fire Chief, Training Officer, or designee as to the board of officer's decision.

2. Housing

- A. Housing accommodations shall be of reasonable pricing as determined by the board of officers.
- B. Housing shall be granted for nights between the class start date and class end date.



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- C. Housing will be considered for the night prior to class start date if:
 - i. Class is more than 2 hours travel distance from the United Hook & Ladder Company #33 and class start time is 0800 hours or prior.

 - D. Housing will be considered for the night of the class end date if:
 - i. Class is more than 2 hours travel distance from the United Hook & Ladder Company #33 and class end time is 2200 hours or later.

 - E. Housing may also be approved by the United Hook & Ladder Company #33 board of officers for classes with extenuating circumstances.
- 3. Travel:**
- A. Members will be reimbursed for fuel used for traveling to, during, and from course at a rate of 56 cents per mile.

 - B. Members may request the use of a department owned vehicle for transportation. The Fire Chief will authorize or deny based on the following considerations:
 - i. Based on the member's eligibility on operating vehicle.
 - ii. Service needs.
 - iii. Relevancy of apparatus in reference to course needs or training material.

 - C. Apparatus shall be fueled, cleaned, and washed by members using the vehicle upon returning.
- 4. Food:**
- A. Each member will be permitted a \$40 per day food reimbursement.

 - B. Purchase of alcoholic beverages or tobacco products shall be prohibited with department funds.
- 5. General:**
- A. It is the responsibility of the member to:
 - i. Make all housing/travel/food/tuition/ and application arrangements.
 - ii. Be prepared with the proper equipment/attire as per the ETA and instructor.



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- iii. Submit all required paper work to required channels on time including the ETA.
- B. To receive full reimbursement the member must submit to the Treasurer:
- i. Receipts of all expenses requesting to be paid in a timely fashion.
 - ii. Copy of certificate of SUCCESSFUL course/session completion.
 - iii. Approval of Fire Chief/Training Officer/ or designee.
- C. To receive approval of Fire Chief/Training Officer/ or designee the member must:
- i. Utilize skills obtained as stated in the Training Request Form.
 - ii. Successfully complete course/session.
 - iii. Have a satisfactory conduct report.
- 6. Official Department Business:**
- A. Sections 2, 3, 4, and 5 also apply to members attending Official Department Business.



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Section 3-1: Chain of Command / Officer Qualifications

Purpose: This guideline is to outline the chain of command that is to be utilized by United Hook & Ladder Company #33. It also identifies the Officer Qualifications needed to hold either an elected position or appointed position.

Guideline:

1. Chain of Command

Elected Officers

Fire Chief
Deputy Fire Chief
Assistant Fire Chief

Appointed Officers

Captain
Lieutenant
Sergeants

2. Command Structure & Rank Format:

Fire Chief
Deputy Fire Chief
Assistant Fire Chief
Captain
Lieutenant
Sergeant
Past Chief's

- a. If at any time an officer is unavailable, then the next officer in the chain of command will be notified or unless otherwise deemed by the Fire Chief.
- b. If there is no Line Officer present on the incident, then the Driver/Operator or Senior most trained firefighter will take the lead as the Incident Commander unless he/she passes command to an incoming fire officer from another department, or another skilled senior firefighter from our department.

3. Officer Qualifications

A. Fire Chief

- i. Must have held the position of Deputy or Assistant for 1 year.
- ii. Firefighter I, Firefighter II, Instructor I, & Fire Officer I
- iii. Basic Vehicle Rescue
- iv. Haz-Mat Operations
- v. Emergency Responder or higher
- vi. Incident Command



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- vii. NIMS Compliant (100, 200, 700, 800)
- viii. Must be a driver on all apparatus

B. Deputy Fire Chief

- i. I. Firefighter I & Firefighter II
- ii. Basic Vehicle Rescue
- iii. Haz-Mat Operations
- iv. Emergency Responder or higher
- v. Incident Command
- vi. NIMS Compliant (100, 200, 700, 800)
- vii. Must be a driver on all apparatus

C. Assistant Fire Chief

- i. Firefighter I & Firefighter II
- ii. Basic Vehicle Rescue
- iii. Haz-Mat Operations
- iv. Emergency Responder or higher
- v. Incident Command
- vi. NIMS Compliant (100, 200, 700, 800)
- vii. Must be a driver on all apparatus

D. Captain

- i. Firefighter I
- ii. Basic Vehicle Rescue
- iii. Haz-Mat Operations
- iv. Emergency Responder or higher (not mandatory)
- v. Incident Command
- vi. NIMS Compliant (100, 200, 700, 800)

E. Lieutenant

- i. Essentials of Firefighting or equivalent
- ii. Basic Vehicle Rescue
- iii. Haz-Mat Operations
- iv. Emergency Responder or higher (not mandatory)
- v. Incident Command (obtain within year of promotion)
- vi. NIMS Compliant (100, 200, 700, 800)



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F. Sergeant

- i. Essentials of Firefighting or equivalent
 - ii. Basic Vehicle Rescue
 - iii. Haz-Mat Operations
 - iv. Emergency Responder or higher (not mandatory)
 - v. Incident Command (not mandatory)
 - vi. NIMS Compliant (100, 200, 700, 800) (In Process of obtaining)
4. If at any time the By-Laws of the United Hook & Ladder Company #33 describe any additional or higher training requirements, the By-Laws will supersede this document.
 5. If at any time a change is made at to the Officer Qualifications, the membership will be notified with an updated copy of the requirements will be posted.
 6. Prior to the beginning of each year, the newly elected Fire Chief will present how the interested members will submit their intent in obtaining a promotion to a higher rank.
 7. At any time, the Fire Chief may divert from the required training for appointed officers if deemed necessary.
 8. It should be the goal of interested members to obtain this training prior to being interested in a ranked position.



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Section 3-2: Accountability System

Purpose: The purpose of this guideline is to establish how accountability will be maintained and practiced during emergency incidents and trainings.

Guideline:

1. The guideline will describe the accountability tags, who is issued tags, the color coding on the tags, how and when the tags are to be used in coordination with the Adams County Volunteer Emergency Services System.
2. Accountability Tags
 - A. The Adams County Volunteer Emergency Services has adopted the use of the Adams Personnel Accountability System.
 - B. The accountability system requires the each member who responds or may respond on incidents, to be issued 2 accountability tags.
 - C. Each member will issued 2 Velcro tags, with appropriate color designations, name of the member, and county ID number.
3. Issued Tags:
 - A. Each member will be issued 2 accountability tags per set of personal protective equipment.
 - B. Both issued tags will remain attached with Velcro, issued by the department, to the member's helmet when system is not in use.
4. Color Designation of Tags
 - A. Each color designation will represent the following levels of training of the member.
 - i. Red: Essentials of Firefighting with burn session, equivalent, or greater
 - ii. Green: Haz-Mat Ops, equivalent, or greater
 - iii. White: Basic Vehicle Rescue Operations, equivalent, or greater
 - iv. Blue: Emergency Medical Responder, equivalent, or greater
 - v. Lime Green Outline: Fire Police Training
 - vi. All Orange Tag: Any junior member who is under 18 years of age



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5. County Identification Number
 - A. Each member will be issued an identification number on tag as follows.
 - i. AC0033-001
 - ii. AC: Adams County
 - iii. 033: Station Number
 - iv. 001: Personnel number assigned by Chief of the Department

6. Unit Collection Cards
 - A. Each piece of apparatus in the department will have a Primary (Red) Collection Card and 2 Secondary (White) Collection Cards.
 - i. The Primary Card will remain with the apparatus at all times.
 - ii. The Secondary Cards are to be taken to the designated Command Post for the Accountability Officer to use.

7. Accountability Tag Use
 - A. When a firefighter boards a piece of apparatus, they will place one accountability tag onto the Primary Card and one accountability tag onto the Secondary Card.
 - B. The tag of the driver of the apparatus will be placed on each accountability collection card upside down to designate them as the driver of the piece.
 - C. Upon arrival at the incident, the unit officer will take the Secondary Collection Cards to the Command Post for the Accountability Officer.
 - D. Upon being placed available by Command, the unit officer will retrieve the Accountability Collection Cards to be taken back to their apparatus.
 - E. After returning to station, each member shall remove their tag from the Accountability Collection Cards and place them back on their helmet.



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Radio Communications:

Purpose: This guideline is to establish efficient communications when using mobile and portable radios on emergency and non-emergency incidents.

Guideline:

1. This guideline is to establish common radio usage as Described in the Adams County Communications SOGs

2. Mobile Radios:

A. All apparatus is equipped with Adam Co. Fire Radios and York Co radios (the Bonneauville Station apparatus and Service 33 do not have York Co radios.)

B. These radios are to be used to communicate with Adams and York County 911 Centers in regards to response, arrival, on scene and returning from the incident.

C. The mobile radio will also be used to for on-scene communications (e.g. assignments).

3. Portable Radios:

A. Each Line Officer is issued a portable radio for on-scene communications.

B. The apparatus is also equipped with a portable radio per riding position to communicate on the incident scene.

C. To avoid radio feedback the portable radio should be turned to fire ground after arriving on the scene.

4. Use of Mobile and Portable Radios:

A. The first arriving unit should give a scene size-up report (smoke showing, 2 vehicles roadway blocked).

B. Firefighters should limit their radio transmissions to a minimum. The radios are to be used for emergency and fire ground operational messages only. The radio can be used by a firefighter if assigned as group leader or a position within the National Incident Management System - NIMS .

C. Line officers are responsible for keeping the Incident Commander – IC updated of the status of the incident and to obtain orders for their particular assignment.

D. The Line Officer or firefighter should wait until after the beep when pressing the transmit button before speaking to avoid part of their message from being lost.

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E. Remain calm at all times and know what you are going to say before pressing the transmit button. Radio transmissions should normally not exceed 30 seconds.

F. Clean and common language will be used at all times (e.g. no vulgar or profane language).

G. There is to be no use of codes (e.g. 10 codes). This is in accordance with the National Incident Management System and Adams County Communications SOGs.

Each member of the United Hook & Ladder Company #33 should read the guidelines set forth by the Adams County Department of Emergency Services Office. This will further describe how the radios are to be used.



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Section 5-1: Riding on Apparatus (Updated 2015)

Purpose: This guideline is to set forth the safety standard in regards to riding the fire apparatus.

Guideline: This guideline will describe what must be done prior, while, and after riding the apparatus to an incident. It will also give guidance as to safety standards, and what is to be done when arriving first at the scene of an incident.

1. All personnel will don their turnout gear prior to boarding the apparatus; the only exception may be the driver/operator.
2. The driver/operator may drive the apparatus without his/her turnout pants on, but must don his/her turnout pants upon arriving at the scene.
3. All personnel will board the apparatus in a safe and efficient manner; pushing or shoving to get on the apparatus will not be tolerated.
4. Personnel who meet the minimum training standard for that piece of apparatus for that particular type of incident will be given first preference and may board immediately. Personnel who do not meet the requirements may be directed to another piece of apparatus or may wait approval from the unit officer to board (see also Section 5-2: Apparatus Staffing Guideline)
5. When personnel board the apparatus, they will move to the center seats so other firefighters may board the equipment efficiently.
6. If there is an officer riding the piece of apparatus, this person will ride in the right front seat. The only exception will be if the officer tells someone else to ride in that position. If no officer is present, past Chief Officers shall have preference, and then the next highest trained firefighter will ride in the officer seat.
7. All personnel will wear their seatbelts. All personnel are to be seated and belted at all times when the apparatus is in motion.
8. Once the emergency lights are activated, no firefighter shall try to board the apparatus. This is a sign that the apparatus is staffed and ready to respond to the incident.
9. During the response, the assignments can either be given by the OIC, or a senior firefighter in the crew cab. The assignments should be made based on the type of incident and type of information being relayed by Adams County 911.
10. All personnel will don their reflective safety vest when operating on a roadway. The only exception will be incidents that are fire related emergencies in which SCBA are donned. If any additional situations exist where a reflective vest may become a hazard the OIC may make a decision to not wear their reflective vest.



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11. When the apparatus arrives on scene, all personnel will dismount the equipment and begin to perform the assigned tasks. At no time should any personnel leave the equipment without having a tool or a piece of equipment related to the incident in his/her hands.
12. The Fire Chiefs reserve the right to suspend anyone's riding privileges if deemed necessary.
13. Once the apparatus is returned to the station, it is the responsibility of the crew to make sure the unit is cleaned, restocked, and placed back into operational readiness for the next incident.



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Section 5-2: Apparatus Staffing (Revised 2015, Edited 2017)

Purpose: This guideline sets the minimum standard as to the amount of firefighters needed for apparatus to respond to an incident.

Guideline:

1. The following staffing guideline will be followed when making response of personnel that meet the minimum staffing training requirements for the particular type of incident found in section 2-1 of the UH&L33 SOG's.
2. If at any time the minimum staffing cannot be met, it will be up to the Officer in Charge (OIC) or the Line Officer on that specific piece of apparatus to either have another unit dispatched or handle the incident themselves.
3. If at any time these staffing requirements cannot be met, the apparatus may respond. They must advise AC911 of their status along with the Incident Commander of the incident.
4. If more personnel arrive at the station, units should wait until all seats are filled before responding.
5. If there are not enough firefighters to man more than one (1) piece of apparatus, then the most appropriate piece of apparatus should be staffed first.
6. Personnel who do not meet the minimum staffing requirements may still ride the apparatus with the Unit Officer's permission but do not count toward minimum staffing. Unit Officers should allow those personnel that meet minimum staffing for that particular unit to comprise the crew prior to granting riding permission to non staffing members
7. Officers should use their judgment in regards to the order of staffing the apparatus. If Truck 33 and Engine 33-1 are both due mutual aid, the Truck should be staffed first with qualified firefighters.
8. Minimum Staffing Requirements
 - A. Engines 33-1, 33-2, & 33-3 for all call types)
 - 1 – Driver/Operator
 - 1 – Unit Officer
 - 2 – Firefighters meeting the minimum staffing for engines
 - B. Truck 33 (for all call types)
 - 1 – Driver/Operator
 - 1 – Unit Officer that meets the minimum staffing for Truck 33
 - 2 – Firefighters meeting the minimum staffing for Truck 33



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- C. Mini Pumper 33
 - 1- Driver/ Operator

- D. Brush 33-3
 - 1. In UH&L Response area
 - 1- Driver/ Operator
 - 2. Mutual Aid
 - 1- Driver/ Operator
 - 1- Firefighter that meets the minimum staffing for brush trucks

- E. Rescue 33
 - 1. For any fire type call
 - 1 – Driver/Operator
 - 1 – Unit Officer
 - 2 – Firefighters meeting the minimum staffing for engines

 - 2. Motor Vehicle Accidents
 - 1- Driver/ Operator
 - 1- Unit Officer
 - 2- Firefighters that meet the minimum staffing for Rescue 33 on Vehicle Accidents

 - 3. Rapid Intervention Team calls
 - 1 – Driver/Operator
 - 1 – Unit Officer (ZRITE Certified or equivalent)
 - 3 – RIT qualified firefighters (1 may be the driver/ operator)

 - 4. Confined Space
 - 1 – Driver/Operator
 - 1 – Unit Officer (C-Space qualified)
 - 2 – C-Space qualified firefighters

 - 5. Rope Rescue Calls
 - 1 – Driver Operator
 - 1 – Unit Officer (Rope qualified)
 - 2 – Rope Rescue qualified firefighters

 - 6. Water Rescue Call
 - 1 – Driver Operator
 - 1 – Unit Officer (Water Rescue awareness qualified)
 - 2 – Water Rescue (awareness) qualified firefighters



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F. Service and Utility 33
1- Driver/ Operator

G. Transfer Assignment Response:
Engine 33-1

1 – Driver/Operator

1 – Unit Officer

2 – Firefighters that meet the minimum staffing requirements
for engines



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Section 5-3: Apparatus Response (Revised 2015, Edited 2017)

Purpose: This guideline describes the response order of apparatus to specific incidents.

Guideline:

1. The order of apparatus response to an incident may vary from incident to incident. This guideline applies to units that are **dispatched** at the same time, for the same call, from the same station. If a unit in the “response order” is not dispatched, personnel shall respond with the next **dispatched** unit in the preferred order.
 - a. Exceptions may be made by the Officer In Charge (OIC) when situations arise such as a dispatch where there is a known error or in extreme weather conditions
 - b. This does not apply to units that are “on the air”. Those units and unit officers shall make a justifiable decision to respond to the scene (if the call is in the UH&L first due area or in the path of travel to the station) or return to quarters in order to respond with another piece of apparatus
2. Personnel shall board the first piece required from each station that they meet the minimum staffing qualifications (See Section 2-1, Training Requirements and Section 5-2 Apparatus Staffing) for the appropriate type of call.
3. The Officer in Charge (OIC) may deviate from this guideline in order to fulfill the incident related objectives or if the compliment of personnel for another dispatched piece of apparatus is available in lieu of the preferred unit
 - a. For example, if a mutual aid fire is dispatched calling for E33-1, Truck 33 and the compliment of personnel arrive at the New Oxford Station meet the minimum training qualifications for an engine crew but not a truck crew. Even though the preferred order would be to take Truck 33 first, the Officer In Charge, after using the resources available to him/her, should make the decision to staff and respond with the engine.
4. This guideline applies when multiple units are dispatched at the same time for the same call. Generally, requests for units from different dispatches shall be filled in a “first called” basis.
 - a. For example, if Rescue 33 is called to Hanover Borough for RIT and a few moments later Truck 33 is called for second alarm then every effort to provide RIT services (provided qualified staffing for RIT) first shall be made.



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5. New Oxford Station
 - a. Structure Fires (where any combination of E33-1, TK33, & R33 are due), adaptive, Automatic Fire Alarms
 - i. For Box 33-1, 33-2, 33-3, 33-4, 33-6, 33-7, 33-8, 33-9, 33-13
 1. Engine 33-1
 2. Truck 33
 3. Rescue 33
 - ii. For Box 33-5, 33-10, 33-11, 33-12, 33-14, 33-15, 33-16, 33-17, 33-18, 33-19, 33-20, York County (YC) 33-100, YC33-101, YC33-102, and all mutual aid calls
 1. Truck 33
 2. E33-1
 3. Rescue 33
 - b. Chimney Fires
 1. Truck 33 should respond first from the New Oxford Station
 - c. Vehicle Accidents (where R33 and E33-1 are both due)
 1. Rescue 33
 2. Engine 33-1
 - d. Vehicle Accident with Fire or Auto Fires
 1. Engine 33-1
 2. Rescue 33
 - e. Brush/ Wildland Fire
 1. Engine 33-1
 2. Service 33
 - f. Medical Assist
 - i. First Reponder- Rescue 33
 - ii. Assisting EMS- Service 33
6. Abbottstown Station
 - a. Structure Fires (where any combination of E33-2, T33, & B33-2 are due), adaptive, Automatic Fire Alarms
 1. Engine 33-2
 2. Mini Pumper 33
 3. Traffic 33
 - ii. Areas with KNOWN access Issues (example: 660 Green Springs Road, Rogers Road, Box 33-102)
 1. Mini Pumper 33
 2. Engine 33-2
 3. Traffic 33



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- b. Brush Fires
 - 1. Mini Pumper 33
 - 2. Engine 33-2
 - 3. Traffic 33
- c. Vehicle Accidents
 - 1. Engine 33-2
 - 2. Traffic unit 33
- d. Vehicle Accidents with Fire or Auto Fires
 - 1. Engine 33-2
 - 2. Mini Pumper 33
 - 3. Traffic 33
- e. Medical Assist
 - 1. Mini Pumper 33
- 7. Bonneauville Station
 - a. Structure Fires (where any combination of E33-3, B33-3, & U33 are due), adaptive, Automatic Fire Alarms
 - 1. Engine 33-3
 - 2. Brush 33-3
 - 3. Utility 33-3
 - b. Vehicle Accidents
 - 1. Engine 33-3
 - 2. Utility 33 (For Traffic Control)
 - c. Vehicle Accidents with Fire or Auto Fires
 - 1. Engine 33-3
 - 2. Utility 33
 - d. Brush Fires
 - 1. Brush 33-3
 - 2. Engine 33-3
 - 3. Utility 33
 - e. Medical Assist
 - 1. Utility 33
- 8. When Mini Pumper 33 is being used as “fill in engine” as E33-1 or E33-3, that piece will respond in the order of that engine in conjunction with a support unit from that station (Utility 33, or Service 33) if the call is for a single engine response or mutual aid response for that engine.
- 9. Any call type not covered in this guideline shall refer back to the station officer for response order.



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Section 5-4: Responding to Incidents

UPDATED 1/31/2015

Purpose: This guideline is to establish an organized manner in which firefighters respond to incidents.

Guideline: This guideline describes the appropriate firefighter's response:

- Personnel responding to the station
- Personnel responding to the incident scene
- Apparatus responding to the incident
- Apparatus returning from the incident
- Personnel are **PROHIBITED** from using blue lights for POV response

1. Personnel Responding to the Station:

- A. When a call for service is received, it is important for members to respond to the closest fire station to staff the fire apparatus.
- B. All members will obey all traffic control devices, signage and laws when responding to the firehouse. The fire dept. is not responsible for any unlawful activity or reckless driving.
- C. Members must use extreme CAUTION when accessing the building through the bay doors due to the apparatus leaving the station and the floor being very slippery when wet.
 - a. If the warning lights on a piece of apparatus are activated, members shall not pass through that bay door.
- D. New Oxford Station (Station 1):
 - i. When personnel are responding to Station 1, the route of travel should be Golden Lane from either the East or West of the station.
 - ii. Extreme caution should be used at the intersection of Bolton St. and Golden Ln.
 - iii. Responders should limit the use of Bolton St. from Lincoln Way West. This will eliminate any traffic congestion when apparatus is responding.
 - iv. All personnel are to park their vehicles in a responsible manner when responding to calls.
 - v. If there are multiple vehicles parked on the apron, vehicles may be parked in for the duration of the incident.
 - vi. If personnel park their vehicle on the roadway in a zone not permitted for parking, he/she will be responsible for any resultant consequences that may occur.



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Abbottstown Station (Station 2):

- i. When personnel are responding to Station 2, the route of travel should be Water St. from either East or West of the station.
- ii. Extreme caution should be used at the intersection of Water St and German St.
- vii. Responders should limit the use of German St. coming from East King St. This will eliminate any traffic congestion when apparatus is responding.
- viii. All personnel are to park their vehicles in a responsible manner when responding to calls.

Bonneauville Station (Station 3)

- I. Personnel responding by accessing Elm Avenue by Hanover Road or Maple Street shall park either in the parking area in front of the training building or in one of the three parking spots in front of the flag pole.

2. Personnel Responding to the Incident Scene:

- A. When a call for service is received, it is important for members to respond to the station to staff the fire apparatus.
- B. If an incident occurs between the location of member and the station, personnel may respond to the incident scene if they have the appropriate equipment (e.g. a set of turnout gear) to provide assistance.
- C. If the call for service is not within your normal travel distance from where you are to the station, then you should respond to the station.
- D. If the incident requires more assistance or has a long duration, you may contact the Officer in Charge and find out if your assistance is needed on the scene.
- E. You should never pass the fire station to respond to an emergency scene, unless you are a Chief, Duty Officer or have been given special instructions to do so.
- F. When a call for service is received, and the call for service is in another company's box area, personnel should respond to the station to staff the apparatus that is due unless you are a Chief or Duty Officer.
- G. If the call for service is close to the location of the member, then they may respond to the scene if they have the appropriate equipment (e.g. a set of turnout gear).
- H. When personnel arrive on the scene of an incident, they are to park their vehicle out of the way of responding apparatus.
- I. The vehicle should not be used to stop or block traffic at any time, unless permission is given (e.g. fire police vehicles).



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- J. Once the vehicle is parked out of the way and secured, the personnel should report to the Incident Commander for an assignment and to be included in accountability. If Command has not been established, then the member may begin to obtain information about the incident and relay the information to the Incident Commander upon their arrival.

3. Apparatus Responding to the Incident:

- A. When a call for service is received, it is important for members to respond to the station to staff the fire apparatus due on the incident.
- B. The order and mode of response will be followed according to the Apparatus Response Guideline.
- C. Upon the arrival of qualified driver's, they will board the apparatus in the order of response.
- D. Any other driver's responding to the station will staff the remaining apparatus according to their response.
- E. All driver's will have the option to either wear their turnout pants while driving or take it with them and don it, once they arrive on the scene.
- F. While the apparatus is waiting for personnel to arrive at the station, the emergency lights will not be turned on.
- G. Once the apparatus has either met the minimum staffing as listed in the Apparatus Staffing Guideline, is fully staffed, or at the direction of the Unit Officer, the emergency lights will be activated, and the apparatus may begin to exit the building.
- H. The driver must use extreme caution while exiting the station. There may still be members arriving and entering the building.
- I. Once the apparatus has responded to the incident, the driver must remain with the apparatus at all times unless given permission from the Unit Officer or Incident Commander.
- J. The apparatus should always be operated in a safe and responsible manner.
- K. The driver must be aware of other driver's action and react accordingly.
- L. While responding the driver must follow all driving laws under the PA Vehicle Codes.
- M. When the fire apparatus approaches a stop sign or a red stop light, the driver must yield to the intersection before proceeding through the intersection.
- N. When the ambulance approaches a stop sign or red stop light, the driver must stop the vehicle before proceeding through the intersection.
- O. The driver will operate the apparatus with due regard to the safety of other drivers and pedestrians.



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4. Apparatus Returning from the Incident:

- A. When the apparatus is finished being used at the incident scene, the apparatus is to return to the station for cleaning and restocking.
- B. While returning to the station, the driver is to make sure the apparatus is parked with no less than three quarters (3/4) of a tank of fuel.
- C. If the driver wishes he/she may return to the station to be cleaned and restocked and then taken for fuel.
- D. It will still be the responsibility of the driver and Line Officer to make sure the apparatus is fueled and ready for the next incident.
- E. Upon returning to the station, all equipment that was used will be cleaned and checked for any problems.
- F. If the equipment is found to be damaged or unusable, then it will be tagged and placed out of service.
- G. If the apparatus itself is dirty, then it is to be washed and dried with the appropriate equipment.
- H. If any problems are found with the apparatus then the appropriate people will be notified to repair the problem.
- I. It is the responsibility of the driver, Line Officer on the apparatus, or the Incident Commander to make sure that all equipment and apparatus are returned to operational status.
- J. The entire crew should assist with this function after returning.

5. The use of Blue Lights:

- A. The members of the United Hook & Ladder Company #33 are **PROHIBITED** from using Blue Lights for Personal Vehicle response on any type of incident. This includes response to fire stations and emergency scenes.
- B. The members of the United Hook & Ladder Company #33 are permitted to use a Blue light if they respond to a scene in accordance to above SOG for scene safety only. You can only turn Blue light on when vehicle is in the parked position at scene or approach the scene when encountering stopped traffic.
- C. The United Hook & Ladder Company #33 is not responsible if any member is caught by the police department for violations while driving when using a Blue Light.
- D. The Fire Chief will maintain a list of all members that use a blue light.
- E. This list will be updated every year at the beginning of the year.
- F. The blue light may only be used on a vehicle that is registered to the member.
- G. The list will be sent to the PA State Police to be kept on file.
- H. Any member caught using a Blue Light in the response mode with face disciplinary actions.



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Section 6-1: Driver/Operator Training (Revised 2015)

Purpose: The purpose of this guideline is to set a guideline that all personnel are trained to be able to function as a Driver/Operator of the apparatus.

Guideline: This guideline will recognize the stages and steps in the driver/operator training program. It will also provide the training requirements needed to begin the process and the training that is needed to remain a driver. Each piece of apparatus will have its own training and testing process, which can be obtained from the Training Officer.

1. Driver Classifications:
 - A. Driver Trainee
 - B. Probationary Driver
 - C. Driver
 - D. Administrative Driver
- A. Driver/Operator Trainee Program:
 - i. Personnel shall request permission in writing from the Fire Chief prior to becoming a driver trainee on a designated piece of apparatus.
 - ii. Personnel requesting permission shall meet the following criteria:
 - Be at least 21 years of age.
 - A member in good standing of the fire company for at least six (6) months.
 - Not on probation for either membership or disciplinary reasons.
 - Possess a PA class "C" driver's license or above.
 - Have certification of an Emergency Vehicle Operator's Class (EVOC)
 - Have completed the core requirements for the vehicle wishing to initiate driver/ operator training on (example Pump Operations I for Engine Company, Aerial Apparatus Operator for Truck 33, etc.)



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B. Driver Trainee:

- i. Driver trainees are permitted to drive in controlled environments under the supervision and instruction of a Line Officer or an approved driver trainer.
- ii. The focus in this stage shall be on actual driving and mastering control of the designated piece of apparatus and shall transition to basic apparatus knowledge and operation.
- iii. Driver trainees will be permitted to drive to non-emergency functions (such as parades and returning from calls) with and at the discretion of a Line Officer.
 - a. Note: a "non emergency response" to a dispatched call is still considered an emergency call for service and a driver trainee should not be permitted to drive unless acquiring a required emergency driving evaluation.
- iv. A part of the KSA checklist, the department Training Officer or Training Committee will incorporate a written/ oral (verbal) examination which may include but not limited to the following:
 - Apparatus specifications (e.g. height, weight, fluid capacity, etc.).
 - Equipment location and inventory.
 - Maintenance procedures.
 - Reporting procedures for defects.
 - Out of service criteria.
 - Knowledge of operations (e.g. pump calculations, ladder limitations, rescue techniques, etc).
 - Demonstration of operations (e.g. pump operations, equipment uses).
- v. Upon completions of the Driver/ Operator Trainee KSA checklist, recommendation from a Line Officer, and approval from the Fire Chief, the individual shall be granted status to Probationary Driver for a minimum of a 6-month period.



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C. Emergency Response Requirement for Driver Operator Training Packets

- a. Upon successful completion of the Driver/ Operator Trainee KSA checklist, recommendation from a Line Officer, and approval from the Fire Chief, shall be permitted to drive to emergency calls under the supervision and approval of a Line Officer riding the piece of apparatus and under the direct supervision of another driver.
 - The driver supervising the skills of the operator trainee must remain with the trainee during the entire incident.
 - The Line Officer may revoke the opportunity based on incident needs (e.g. limited personnel) or should the learning environment become compromised (e.g. MAYDAY or extenuating circumstances).
 - During this period, personnel should have a written evaluation completed by a Line Officer for at least three (3) emergency incidents.

D. As part of the KSA checklist, the department Training Officer or Training Committee may incorporate a written and practical examination which may include but not limited to the following:

- Apparatus Specifications (e.g. height, weight, fluid capacities, etc).
- Inventory.
- Maintenance procedures.
- Reporting procedures for defects.
- Out of service criteria.
- Knowledge of operations (e.g. pump calculations, ladder limitations, rescue techniques, etc).

E. Probationary Driver:

- i. Probationary drivers are permitted to drive on all functions, opportunities, and incidents.
- ii. Personnel included in the Probationary Driver status shall be subject to continuous review by the Line Officers.
- iii. New drivers included in this category shall be placed on an initial six (6) month probationary period.
- iv. Time and evaluation requirements for personnel placed into this category due to disciplinary or remedial reasons shall be determined by the Fire Chief or designees.



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- v. Upon successful completion of the probationary period the Chief may approve the candidate to:
 - Grant status to Driver for the specified piece of apparatus.
 - Extend the probationary period.
 - Require remedial training.
 - Demote to Operator Trainee.
- F. Driver:
 - i. Obtained the privilege to drive on all approved fire department functions.
- G. Administrative Driver:
 - i. The Fire Chief may approve personnel to drive fire department apparatus or vehicles on administrative purposes providing they possess a valid PA driver's license for the weight class of vehicle that they are driving (e.g. non-operational personnel driving the service truck to run errands, or a Class A driver assisting in moving apparatus for maintenance).
2. General:
 - A. Personnel are reminded that driving is a PRIVILEGE and not a right.
 - B. Driving privileges may be suspended at any time by a Line Officer for demonstration of unsafe or unauthorized practices that are not with due regard for the safety of others or not in a positive interest of the department and are in violation of the law.
3. Desired Qualification Path:
 - A. Service/ Utility Truck
 - B. Brush Trucks
 - C. Tanker
 - D. Engines
 - E. Rescue
 - F. Truck
4. Driver Training Packets:
 - A. Driver training packets shall be provided by and available from the department Training Officer/Training Committee.
 - B. Information and skills required shall be under continuous review.



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5. Incumbent driver/ operator training for similar type of apparatus
 - a. An incumbent training program is available for similar type of apparatus (example engines, brush trucks, and engine driver to tanker driver) for a driver on one piece of UH&L#33 apparatus to gain credentialing on another piece of similar apparatus (example Engine 33-1 to E33-2)
 - b. Where as the full training programs for the particular breed shall be designed to train the candidate specific and general KSA's, the incumbent process is geared towards familiarization on that particular apparatus of the same type.
6. Reduction of requirements due to previous experience and certification
 - a. The Chief may reduce the driving time requirement and training time due to previous experience that is verified by certificates of the requirements for National Fire Service Professional Qualifications Board for that particular type of apparatus. The candidate does not have to have the Pro Board Certification but needs to possess the certificates for classes that are equivalent.
 - b. This applies only to the time requirements and the specific skills must be completed in order to familiarize the candidate with operations concurrent with UH&L and verify required local competencies.



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Section 6-2: Driver Responsibilities (Revised 2015)

Purpose: The purpose of this guideline is to establish the role and responsibility of the Driver/Operator.

Guideline:

1. The driver/operator is responsible for the safe and effective operation of the unit that he/she is driving at the time.
2. The driver will also attempt to assist with several tasks on the fire ground prior to the arrival of next due units:
 - A. Establishing a water supply to a hand line in service.
 - B. Placing a backup hand line into service at the point of entry.
 - C. Throwing ground ladders to second floor windows if needed for egress.
 - D. Establishing a tool staging area on vehicle accidents.
 - E. Being able to advise where all equipment is to someone not familiar with the piece of apparatus.
3. These are just a few tasks that may be needed on the scene of the incident; however, the driver/operator should always be checking his unit to make sure it is functioning properly.
4. The driver/operator should only leave his unit in an emergency situation or instructed by the officer in charge.
5. Responsible for ensure the unit and all equipment is returned to service, operational readiness



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Section 6-3: Apparatus Accident Reporting

Purpose: This guideline is to outline the process of reporting an apparatus accident.

Guideline:

1. This guideline will explain the following:
 - A. What is considered a vehicle accident?
 - B. How the scene will be managed.
 - C. Who will investigate the accident?

- A. What is considered a vehicle accident:
 - i. An accident will be considered anytime contact involving a vehicle operated by United Hook & Ladder Company #33 personnel, moving or stationary, and any other motor vehicle, person, animal, or object, regardless of fault, nature, and extent of personal injury or property damage.
 - ii. This shall include accidents resulting in no damage to vehicle or property.
 - iii. Management of Accident Scene:
 - a) All motor vehicle accidents/incidents involving apparatus from United Hook & Ladder Company #33 will be investigated.
 - b) All accidents shall be immediately reported to the Adams County 911 Center, Fire Chief, and Duty Officer.
 - c) The accident will be investigated by the police department having jurisdiction if deemed necessary by Chief or Duty Officer.
 - d) A vehicle accident report and written statements will be obtained from the driver involved and all crew members on the apparatus at the time of incident. Paper work must be completed immediately after returning to the station.
 - e) The vehicle and Driver/Operator shall remain at the scene of any accident until the arrival of the police department and if directed by Fire Chief or Duty Officer.
 - f) The Driver/Operator shall cooperate with law enforcement and department investigation. The Driver/Operator shall make no statement to anyone regarding fault or liability.



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- g) The Driver/Operator or anyone from the crew shall make no alteration that will change the condition of the vehicle that would affect the nature of any investigation.
- h) The Driver/Operator shall provide the department with a copy of any paper work or citations that are issued.
- i) The Driver/Operator is responsible for completing the written Incident Report form and any property damage or loss reports.

B. Investigation Responsibilities:

- i. The Unit Officer or Driver will notify the Fire Chief and Duty Officer of the accident/incident.
- ii. The Fire Chief or Duty Officer will notify family members of Fire/EMS personnel that are injured as a result of the vehicle accident/incident.



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Section 6-4: Safe Backing of Apparatus (Revised 2015)

Purpose: This guideline is to outline the process used when backing the apparatus.

Guideline:

1. This guideline describes the process that will be followed when the backing of apparatus is necessary.
2. The backing of vehicles shall be avoided whenever possible.
 - A. When backing of a vehicle is unavoidable, spotters will be used when available.
 - B. In addition, spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
3. Emergency lights shall be operating (if equipped) when backing into vehicular traffic.
4. Spotters shall be utilized when backing any apparatus.
 - A. Spotters should be located at as many corners as possible with at least one spotter at the driver's side rear corner of the apparatus.
 - B. All crew members, including the unit officer, shall dismount the apparatus and act as spotters when needed.
 - C. The vehicle shall not be backed until all spotters are in position and communicate their approval to start the backing.
 - D. The unit operator shall deem how many spotters are necessary for the safe movement of the apparatus.
 - E. Spotters must remain visible to the driver.
 - F. Anytime the driver loses sight of a spotter, the vehicle shall be stopped immediately until the spotter is visible and the communication to continue backing is processed.
 - G. Spotters must never function directly behind the backing vehicle.
 - H. When appropriate, spotters shall discuss the backing plan with the driver before moving the vehicle.
 - I. The communication and warning process shall be agreed upon prior to backing.
 - J. Both the driver and passenger front windows shall be in the down position to allow for maximum communication and hearing between the spotters and the driver.
 - K. All radio volumes shall be turned down.
 - L. Spotters are not permitted to ride the back step of any vehicle while backing fire apparatus.
 - M. Spotters must wear a minimum of a safety vest when operating at night or in limited visibility conditions.



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5. In cases where only the driver is available, the driver shall attempt to utilize any available fire department personnel to act as spotters.
6. When no additional personnel are available to assist, the driver shall get out of the vehicle and make a complete 360 degree survey of the area around the vehicle to determine if any obstructions are present.
7. When the apparatus is being backed into any fire station, a spotter will be used if available and all internal building lights will be turned on.



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Section 7-4: Apparatus Equipment Marking (Revised 2015, Edited 2017)

Purpose: This guideline is to outline markings for property belonging to the United Hook & Ladder Company #33 and to define the appropriate markings for the equipment belonging on a particular unit.

Guideline:

1. All equipment will be marked with a sticker or marking identifying the United Hook & Ladder Company #33.
2. All equipment will be marked with a sticker or marking representing its numerical location in the United Hook & Ladder Company #33, which will designate which account the funds for payment came from.
 - A. This also applies to any equipment bought by the Abbottstown Fire Company Relief Association, the Bonneauville Fire Company Relief Association, or the New Oxford Community Fire Company Relief Association.
 - B. All equipment shall carry the “United Hook & Ladder Company #33” sticker or markings.
3. All equipment shall undergo an annual inventory to ensure adequate marking and be restored as necessary.
4. Equipment shall also carry a color-coding or reference to the unit that it is assigned to.
 - A. Color Referencing:

Unit	Color
Engine 33-1	Black
Engine 33-2	Yellow
Engine 33-3	Lime
Truck 33	Red
Rescue 33	Blue
Mini Pumper 33	Green
Traffic 33	Brown
Brush 33-3	Purple
Service 33	Orange
Utility 33	Gray
Duty 33	White



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5. Self Contained Breathing Apparatus shall carry a separate marking system that identifies the coordinating seat.
6. SCBA cylinders are not covered under this guideline and may be interchanged as needed to meet the operations needs of the department.



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Section 8-1: Uniforms

Purpose: This guideline is to set the standard for the uniform for the United Hook & Ladder Company #33.

Guideline:

1. Uniform Types

A. Class A Dress Uniform:

i. Rank Assistant Chief and higher including Past Fire Chief's

- White dress cap with gold hat badge
- Dress jacket with gold collar pins and badge
- White uniform shirt with gold collar pins and badge
- Black belt
- Dress blue uniform pants with white stripe down the side (no Dockers or work pants)
- Black socks
- Black shoes
- Black tie

ii. Rank Captain and Lieutenant

- Blue dress cap with gold hat badge
- Dress jacket with gold collar pins and badge
- White uniform shirt with gold collar pins and badge
- Black belt
- Dress blue uniform pants with white stripe down the side (no Dockers or work pants)
- Black socks
- Black shoes
- Black tie

iii. Rank Executive Officers

- Blue dress cap with gold hat badge
- Dress jacket with gold collar pins and badge
- Blue uniform shirt with gold collar pins and badge
- Black belt
- Dress blue uniform pants with white stripe down the side (no Dockers or work pants)
- Black socks
- Black shoes
- Black tie



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- iv. Rank Firefighter
 - Blue dress cap with silver hat badge
 - Dress jacket with silver/red collar pins and badge
 - Blue uniform shift with silver/red collar pins and badge
 - Black belt
 - Dress blue uniform pants with white stripe down the side (no Dockers or work pants)
 - Black socks
 - Black shoes
 - Black tie

B. Class B Uniform:

- i. Rank Assistant Chief and higher including Past Fire Chief's
 - White uniform shirt with gold collar pins and badge
 - Black belt
 - Blue uniform pants (Dockers accepted)
 - Black socks
 - Black shoes
- ii. Rank Captain and Lieutenant
 - White uniform shirt with gold collar pins and badge
 - Black belt
 - Blue uniform pants (Dockers accepted)
 - Black socks
 - Black shoes
- iii. Rank Executive Officer
 - Blue uniform shirt with gold collar pins and badge
 - Black belt
 - Blue uniform pants (Dockers accepted)
 - Black socks
 - Black shoes
- iv. Rank Firefighter
 - Blue uniform shirt with silver/red collar pins and badge
 - Black belt
 - Blue uniform pants (Dockers accepted)
 - Black socks
 - Black shoes

*In the event that a member does not own a Class A uniform, and that uniform is required, the Class B uniform may be worn providing that it is worn with a tie and hat.



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- C. Class C Uniform:
 - i. All Ranks
 - Blue Polo shirt, Company T-shirt, Job shirt (whichever the OIC deems appropriate)
 - Black belt
 - Blue uniform pants (Dockers accepted)
 - Black socks
 - Black shoes
2. Patches on Uniforms
 - A. The only accepted patches on the Department uniform shall be the United Hook & Ladder Company #33 patch on the left sleeve and the American Flag patch on the right sleeve of the dress shirts and dress jackets.
3. Badge, Hat Badge, and Collar Pin Insignia
 - A. Fire Chief including Past Fire Chief's: Gold 5 bugle scramble
 - B. Deputy Fire Chief: Gold 4 bugle scramble
 - C. Assistant Fire Chief: Gold 3 bugle scramble
 - D. Captain: Gold 2 bugle scramble
 - E. Lieutenant: Gold 1 bugle
 - F. Executive Officer: Gold/Red firefighter and 33 pins, Gold badges
 - G. Firefighter: Silver/Red firefighter and 33 pins, Silver badges
4. Name Plates
 - A. Name plates may be worn on the jacket or shirt, whichever is outermost.
 - B. These must be the same color as the badge and be worn on the opposite side of the badge.
5. Commendation Bars
 - A. Rookie of the Year –
 - B. Harry Moul Firefighter of the Year –
 - C. Bill Staub Member of the Year –
 - These bars will only be worn on the Class A uniform jacket and above the name plate and past officers pins. They shall be worn in the following manner; Member of the year in the middle, flanked by Rookie of the Year on the left and Firefighter of the Year on the right.



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6. Service Striping
 - A. Members will receive 1 Maltese Cross for every 5 years of service to the department.
 - B. These will be affixed to the jacket above any rank striping.
 - C. The Maltese Crosses will be color coded according to rank.

7. Rank Striping
 - A. Rank striping will be worn on both sleeves of the jacket by all Line Officers.
 - B. The number of stripes will be the same as the number of bugles on the badge.

8. Past Officer Pins
 - A. Past Officer Pins may be worn on the uniform shirt or jacket, whichever is outermost.
 - B. Past Officer pins shall be worn on the opposite side of the badge, above the name plate and below the commendation bars.

9. Mourning Band
 - A. A black mourning band shall be worn around the badges while attending funerals, viewings or any other appropriate time.

10. Honor Guard
 - A. When a member stands for Honor Guard duty, they shall wear a Class A uniform.
 - B. In addition they shall wear white gloves.
 - C. This shall also apply when in uniform and serving as a pallbearer and when carrying the colors of the American and State flags.



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Section 9-1: Blood Borne Exposure Plan (Revised 2015)

Purpose: The purpose of this guideline is to establish what an actual exposure is, who is notified of the exposure and what is done about the exposure.

Guideline:

Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupation exposure to blood other potentially infectious material. The exposure determination is made without regard to the use of personal protective equipment (PPE) (i.e., employees are considered to be exposed even if they wear PPE). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At United Hook & Ladder Company #33, the following job classifications are in this category:

- Firefighter
- Rescuer

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. All employees in these categories would be expected to incur exposure to blood or other potentially infectious materials. Tasks or procedures that would cause these employees to have occupational exposure are also required to be listed.

The job classifications and associated tasks for these categories are as follows:

<u>Job Classification</u>	<u>Task/Procedure</u>
* Firefighter	Suctioning Patient *
* Rescuer	CPR */**
	Would Cleansing */**
	Applying Dressing */**
	Emergency Airway Maintenance */**
	Assisting in childbirth *



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Compliance Methods

Universal Precautions will be observed at United Hook & Ladder Company #33 in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees of this organization. Where occupational exposure remains after institution of these controls, PPE shall be utilized.

Hand Washing

Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA required that these facilities be readily accessible after incurring exposure. For United Hook & Ladder Company #33 employees, hand washing facilities are located at:

- The receiving hospital Emergency Department
- The receiving facility that routine transports are taken to and from
- The United Hook & Ladder Company #33 fire station(s)

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with an appropriate anti-bacterial solution. If an appropriate solution is not available or cannot be accessed within a reasonable period of time, anti-bacterial towelettes are provided in each first in bag and in the apparatus. A supply of these towelettes will be maintained as part of the daily equipment check by the on-duty crew of the Adams Regional EMS. Replacement towelettes are available in the supply cabinet in the EMS room.

If employees incur exposure to their skin or mucus membranes, then those shall be washed or flushed with water as appropriate and as soon as feasible following contact.

Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Any needles found during clean-up or any other activities shall be reported to either the Fire Chief or Operations Manager.



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Regulated Waste Disposal

Contaminated sharps are to be placed immediately into appropriate sharps containers after use. At the United Hook & Ladder Company #33, the sharps containers are puncture resistant, labeled with a bio-hazard label and are leak proof. Sharps Containers are located on Rescue 33 and on any EMS unit.

Sharps containers will be inspected as part of the daily equipment check by the on-duty crew. Full sharps containers will be appropriately sealed and returned to the Emergency Departments at Hanover or Gettysburg, for proper disposal. Replacement sharps containers are available in the EMS Room supply cabinet.

Regulated waste, other than sharps, shall be placed in appropriate containers. Suction containers are located in the receiving hospital Emergency Department and in the EMS Room supply cabinet at the United Hook & Ladder Company #33 station.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, counter tops or bench tops where blood or other potentially infectious material are present.

Contaminated Equipment

Equipment which has become contaminated with blood or other potentially infectious material shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the decontamination of the equipment is not feasible.

Personal Protective Equipment

All PPE used by this organization will be provided without cost to employees, PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.



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Each employee shall use the appropriate PPE except when, under rare and extraordinary circumstances, it was the employees' professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increase hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

All PPE will be cleaned, laundered and/or disposed of by United Hook & Ladder Company #33 at no cost to the all employees or members; all repairs and replacements will be made by the employer at no cost to the employees.

In situations where a "Large splash" exposure hazard exists (i.e. major trauma or field delivery) gowns are available on each ambulance.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, or other potentially infectious materials, non-intact skin, and mucous membranes. Gloves are available in each United Hook & Ladder Company #33 fire apparatus.

Disposable gloves used by personnel are not to be washed or decontaminated for re-use and are to be replaced as soon as possible when they become contaminated or as soon as feasible. Or if they are torn, punctured, or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields are required to be worn whenever splashed, sprays, splatter or droplets of blood or other potentially infectious materials may be generated; and eye, nose or mouth contamination can reasonable be anticipated.

All garments which are penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All employees are to maintain an extra uniform at the station during their shift. In the event an employee's uniform becomes penetrated with blood or other potentially infectious materials, the unit to which the employee is assigned will go out of service until the employee can change uniforms.

Uniforms that are penetrated by blood or other potentially infectious materials shall be handled as little as possible with a minimum of agitation. Contaminated uniforms shall be bagged or containerized at the location where it was used, if possible, and shall not be sorted or rinsed in the location of use.



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Whenever contaminated uniforms are wet and present a reasonable likelihood of soak through or leakage from the bag or container, the uniform shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

Employees who have contact with contaminated uniforms shall wear protective gloves and other appropriate personal protective equipment.

Containerized contaminated uniforms are to be laundered at the United Hook & Ladder Company #33.

PPE considered “disposable” (i.e. masks, gowns, and gloves) should be placed in appropriate containers (SEE Regulated Waste Disposal).

Protective eyewear that have been contaminated by blood or other potentially infectious materials should be scrubbed clean with an appropriate anti-bacterial agent, soaked in a designated solution for a minimum of ten (10) Minutes, and rinsed.

All PPE will be removed prior to leaving the work area.

All non-disposable equipment (i.e. suction units, AED, etc) that have been contaminated with blood or other potentially infectious materials will be scrubbed clean with an appropriate anti-bacterial solution, soaked in a designed solution for a minimum of ten (10) minutes, and rinsed.

Any broken glass which may be contaminated will not be picked up directly with the hands. The following procedures will be used:

- Brush and Dust pan
- Forceps

TASK	Gloves	Protective Eyewear	Mask	Gown
Suctioning Patients	*	*	*	
Wound Cleansing	*			
Applying Dressing	*			
Emergency Airway Maintenance	*	*	*	
Assisting with Childbirth	*	*	*	*



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Hepatitis B Vaccine

All employees/ members who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost to the employee. The vaccine will be offered upon their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee/ member has previously had the vaccine or wishes to submit to antibody testing which shows the employee/ member to have sufficient immunity.

Employees who decline to Hepatitis B vaccine will sign a waiver.

Employees who initially decline the vaccine, but who later wish to have it, may then have the vaccine provided at no cost.

The Operations Manager shall have the responsibility to ensure all employees are offered the vaccine and those who decline sign the waiver.

The series of three (3) injections will be administered by and under the guidance of the staff at the approved facility. They will maintain records of all immunizations. Two month after the last of the series, titers will be drawn to check the immunization.

Post-Exposure Evaluation and Follow-Up

When the employee incurs an exposure incident, it should be report to the EMS Coordinator.

An employee/ member who incurs an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.



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- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded. If the employee decides to have blood tested, then testing will be conducted on the day of exposure and then at intervals of 3 months, 6 months, and 1 year after the date of the exposure.
- The employee will be offered post-exposure prophylaxis in accordance with current recommendations of the U.S. Public Health Service.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) have been designated to assure that the policy outline here is effectively carried out as well as to maintain records related to this policy.
 - Operations Manager
 - Fire Chief

Interaction with Health Care Professional

A written opinion shall be obtained from either the Operations Manager.

Written opinions will be obtained in the following instances:

1. Whenever an employee is sent to obtain the Hepatitis B vaccine
2. Whenever the employee is sent to Hanover Works following an exposure incident

The Operations Manager shall be instructed to limit their opinion to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation, and



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3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: the written opinion of the EMS Coordinator is not to reference any personal medical information.)

Training

Training for all employees will be conducted within 1 year of hire. Training will be conducted in the following manner:

Training for the employees will include the following explanation of:

1. The OSHA standard for Blood Borne Pathogens.
2. Epidemiology and symptomatology of blood borne disease
3. Modes of transmission of blood borne pathogens
4. This Exposure Control Plan (i.e. points of the plan, lines of responsibility, how the plan will be implemented.)
5. Procedures which might cause exposure to blood or other potentially infectious material at this organization.
6. Control Methods which will be used at the organization to control exposure to blood or other potentially infectious material.
7. Personal protective equipment available at this organization and who should be contacted concerning:
 - a. Post-exposure evaluation and follow-up
 - b. Signs and labels used at United Hook & Ladder Company #33
 - c. Hepatitis B vaccine program at United Hook & Ladder Company #33

Record Keeping

All records required by the OSHA standard will be maintained by the Operations Manager and/or EMS Captain.

Dates

All provisions required by the standard will be implemented by January 1, 2000

All employees will receive annual refresher training. The outline for the training material will be in the EMS Office at the United Hook & Ladder Company #33 Station #1. Employee training will be conducted under the supervision of the Operations Manager and utilizing videotapes, lectures or online courses.



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Section 10-1: Progressive Discipline

Policy: United Hook & Ladder Co. #33 will follow a progressive discipline approach whenever possible and as appropriate based upon the severity of the offense, and other important factors to help insure compliance with established policies and standards.

Procedure:

I. Background

a. Progressive Disciplinary Model

1. This is a structured, but flexible disciplinary plan, whereby discipline will be handled in phases, and the severity of the discipline will generally increase based upon the severity or frequency of the violation.
2. It will use this model where appropriate and necessary, but certain violations may warrant immediate and more serious action, based upon the nature or degree of the violation and other factors.
3. Progressive discipline is accomplished through four levels for disciplinary violations – verbal warning, written warning, suspension and expulsion. All attempts will be made to follow this progression whenever possible, but it may skip a step or move to more serious discipline at its discretion, depending on the particular circumstances.
4. An overlying theme to administration of discipline is to ensure thorough review of each situation and to make an objective determination. Members subject to discipline will have an opportunity to be heard and to present their “side of the story” whenever possible.

II. Standards

- a. Depending upon the nature and severity of the offense, interviews and statements of persons involved in the incident may be required.



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- b. The Fire Chief will initiate corrective counseling and the Fire Chief and or Board of Officers will impose appropriate discipline if necessary after an investigation of the incident has occurred.
- c. All personnel involved in any incident investigation are expected to fully cooperate with any such investigation.
- d. Corrective counseling will be used whenever possible to correct work performance and improper conduct, or in situations where guidelines have been violated.
- e. Disciplinary action will be imposed when deemed necessary, depending on the facts and circumstances of the incident. At no time will any disciplinary action be based upon race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.

III. Levels of Violations

- a. Progressive Discipline Model is structured as follows:
 1. Verbal Warning: Note is placed in the personnel file as a reminder only of the date of the violation. Verbal warnings will be held on record for a period of (1) year.
 2. Written Warning: Written documentation shall be placed in the personnel file.
 3. Suspension: The Board of Officers will determine if a suspension is warranted. Written documentation of the nature of the offense and the starting date of the suspension will be placed in the personnel file.
 4. Expulsion: The Board of Officers will determine if expulsion from United Hook & Ladder Company #33 is warranted.
- b. Minor violations will typically begin with a verbal warning, while more serious violations can result in suspension or in rare cases, expulsion. United Hook & Ladder Company #33 reserves the right to impose any level of discipline upon any member for any type of violation as is necessary to maintain operational integrity.



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IV. Types of Violations

- a. The following are examples of the types of conduct that can result in discipline, as imposed at the discretion of the Fire Chief and/or Board of Officers, based upon the degree and frequency of the offense.
 1. Violations of any guideline contained within this Standard Operation Guidelines Manual, including but not limited to:
 - Rules infractions.
 - Damage or loss of company property due to carelessness.
 - Possession, use, or under the influence of drugs or Alcohol
 - Theft or misappropriation of property

V. Non-Work Activities

- b. The Fire Chief or Board of Officers shall have the discretion to impose appropriate discipline in situations where off duty activities adversely affect United Hook & Ladder Company #33, its reputation, its obligations, or your ability to perform your job.



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Section 11-1: Knox Box (Revised 2015)

Purpose: This guideline is to provide a policy as to the usage of the Knox Boxes within the United Hook & Ladder Company #33.

Guideline:

1. It shall be the policy of the United Hook & Ladder Company #33 to carry Knox Box keys on Engine 33-1, Engine 33-2, Truck 33, and Rescue 33
2. These keys are to serve as the primary means of entrance to secured buildings in the event of an emergency.
3. The United Hook & Ladder Company #33 has the Key Secure System in which each member has their own code for entry.
4. Each active member will be assigned a four (4) digit number which will serve as their access to the Knox Key system, and will be known as the member PIN (Personal Identification Number).
5. This number will be at the discretion of the member, to determine the combination.
6. Periodically, the Key Secure will be "downloaded" to determine which members are unlocking the Key Secure, and when they are doing it.
7. These records will be kept in a file, in the Chief's office for security purposes in the event that suspicious activity has taken place at any location where a Knox Box is present.
8. The Key Secure system may also be downloaded at any time by the authority of the Police Department, with proper justification, or any other form of the Judicial System.
9. The United Hook & Ladder Company #33 may assist law enforcement with making access into secured buildings.
10. This provides a date and time, on record, to coincide with the date contained in the Key Secure.
11. A note should also be included on the Company Incident sheet for entrance into the narrative portion of the incident sheet for the same incident.
12. Notification does not need to be made if members are training with their numbers, or securing keys into a newly installed box.
13. If training is to occur at a facility where a Knox Box is present, it shall not occur unless the owner, occupant, or manager is notified that it will be taking place, and an entry will be made in the company log book, stating the same.
14. A current list will be kept at the United Hook & Ladder Company #33 Station 1 stating which buildings have Knox Boxes, and will be updated accordingly.



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15. All requests for Knox Boxes will go through the Knox Box program coordinator, which is assigned by the Fire Chief.
16. Any personnel found to be abusing the Knox keys, or using them maliciously will face disciplinary action by the Fire Chief, board of officers, and may be referred Law Enforcement.
17. The Knox Box program coordinator reserves the right to suspend any members PIN at any time in the event of, or on the suspicion of malicious use.
18. The Fire Chief or his designate can suspend any members PIN at any time.



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Section 11-4: Duty Officer (Revised 2015)

Purpose: This guideline is to provide guidance and expectations for those serving as the Duty Officer for the United Hook & Ladder Company #33.

Guideline:

1. The Duty Officer schedule shall be established on a monthly basis and posted by the 1st of each month. The Chief Officers shall submit their availability by the 20th of the previous month for the upcoming schedule. Any vacancies shall be offered to Captains and Lieutenants at the Fire Chiefs discretion. In the event that vacancies still occur, the Fire Chief may authorize a Past Chief to fulfill the role of the Duty Officer.
2. Duty shifts will generally be scheduled in 12 hour increments from 0700-1900 hours and 1900-0700 hours.
3. The Duty Officer will be responsible for primary command level functions for the United Hook & Ladder Company #33 first due area. This includes but is not limited to:
 - A. Incident Command
 - B. Operations
 - C. Safety Officer
 - D. Accident Investigation.
 - E. Injury Investigation
 - F. Smoke Investigation
 - G. And calls for service unless relieved by a higher ranking officer or in the event that strategies and tactical considerations of the incident dictate otherwise.
4. Unless in close proximity to the incident or deemed to be an extensive incident, all other Chief Officers are to report to the closet fire stations to staff the apparatus.
5. These incidents include but are not limited to:
 - A. Box Alarms (any incident that requires a pre-alert from ACDES
 - B. Motor Vehicle Accidents with Entrapment or Roll Over
 - C. Mass Casualty potential incidents where as duty to the extensive nature of the incident.
6. The goal is to “build out” the command chart and immediately designate the necessary command functions.
7. When responding to an incident, officers between the rank of Chief and Lieutenant shall use their rank designation for radio communications.
8. In the event that a Past Chief is the assigned as Duty Officer, then the designation “Duty Officer 33” shall be used.
9. Once on the scene, the appropriate NIMS terminology shall be used if the incident meets criteria in establishing a formal command post.



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10. In the event of a mutual aid call, the Duty Officer shall use discretion as to respond to the incident, report to the closest fire station to ensure staffing, or remain to provide and ensure (coordination of transfer companies) coverage to the first due area.
11. Duty vehicles shall be assigned to elected Chief Officers based on operational needs and abilities of the department.
12. Any person utilizing a duty vehicle shall at the end of the shift, return the vehicle to an agreed location with the on-coming duty officer or the assigned officer.
13. The vehicle shall have at least $\frac{3}{4}$ tank of fuel and be clean in appearance.
14. If a Mileage log is used for that vehicle it shall be completed with general descriptions of use and travel.
15. Weekly, the duty vehicle shall be given a thorough cleaning to include washing, vacuuming, interior cleaning, and waxing as necessary.
16. When a duty vehicle is out of service or being used for other official department business, the Chief or designee may authorize the use of another vehicle such as the Service Truck.



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Section 11-5: Photography and Video Policy

Update 10/01/2014

Purpose: From time to time United Hook & Ladder Company #33 authorizes use of cameras on emergency scenes for the cataloging of our involvement with emergencies, meetings, social events and community service work details.

This policy is specifically developed for our members/employees and formulates rules restricting the use of photography cameras, (still and video) cellular phone cameras, cellular phone video as well as the use of any pictures taken in the course of United Hook and Ladder Company #33 fire/EMS operations whether on duty or off duty. The important aspect of this policy to remember is that while a member of United Hook and Ladder Company #33, your conduct, use of these devices and posting of photos taken in the course of your duties is governed by United Hook and Ladder Company #33 policy.

United Hook and Ladder Company #33 operations' are carried out in the public domain and as such are open to public scrutiny and the free exercise of people's rights to photograph us in action or at any time that we are performing our duties. These policies govern our members/employees conduct and limitations while performing their duties in order to protect the privacy of the public and for the effective management of the fire department.

Policy:

- The installation, attachment or use of unauthorized camera's on fire department turnout gear or equipment is prohibited.
- Photography and video taking of United Hook & Ladder Company #33 apparatus response from inside the vehicles are strictly prohibited without the permission of the Fire Chief.
- The use of ANY photographic equipment by members actively engaged in firefighting or rescue operations is PROHIBITED unless authorized by the Fire Chief or the Incident Commander.



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- Posting images of victims, graphic material of emergency scenes, the interior of private dwellings or pictures of our customers by fire department members on any web sites of personal use such as but not limited to Facebook, Twitter and/or other social media is prohibited while a member/employee of United Hook & Ladder Company #33. Additionally, the opening of any social media website, blog or other communications using the name of the United Hook & Ladder Company #33 is prohibited unless approved and regulated by the Fire Chief or President.
- Members will not interfere with any private person or news organization performing photography whether public or private. Members who feel photographers are interfering with their duties shall immediately report such interference to their incident commanders for referral to the police or modification of the operational plans.
- Pictures of fire department operations, equipment and personnel are permissible for purposes of training, historical documentation of the department and improvement of service delivery. Photographs and videos taken by members of the department and used to embarrass or demean other members of the department that are called to the departments' attention can be a basis for determining the conduct of unbecoming a member.



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Section 11-6 Social Media Policy

Purpose:

To establish policy for using social media hardware and software in a manner consistent with the best interest of the organization.

Statistics indicate approximately two of every three Americans visit social media networks online. Facebook alone boasts more than 900 Million account holders worldwide. Average Facebook users add 90 pieces of content per month to their personal profile; are tied to more than 130 “friends” on their account; and 50 percent log in on a daily basis. Coupled with Twitter, Linked In, and other social media it is necessary to manage the posting and transmission of information on these sites.

Policy:

United Hook & Ladder Company #33(UH&L#33) maintains a website, Facebook, and Twitter account for the purpose of communicating key organizational information about our organization to the general public. In addition, volunteers (members) are joining social media networks and web sites at a rapid pace. Facebook, YouTube, Twitter, LinkedIn, personal web pages and blogs are only a few of the current social media resources that are tapped frequently. UH&L#33 members’ usage, as well as photographic and video-based images on their personal social media sites, as well as on fire company sites can create a multitude of problems as individuals and as an organization.

As such, UH&L#33 may have an interest with their members’ social media communications that are considered a breach of confidential information, inappropriate, offensive, unprofessional, disparaging, defamatory, discriminatory or harassing. Among other risks, UH&L#33 could be held liable for its members’ postings on their personal social media networking sites.

An inherent conflict regarding social media is an individual’s reasonable expectation of privacy or confidentiality when the content (written text, pictures or videos) is being disseminated on the World Wide Web. Any person posting a video on YouTube, for example, is essentially the owner of his or her own international Internet distribution center or “television” station. A UH&L#33 member’s social media content could be distributed for “the world to see” even when it’s not the intention. An email, Facebook post, photograph, blog or video, could be passed along to an endless number of recipients.



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While individuals may attempt to limit who has access to their social media sites or communications, these communications frequently land in the hands of unintended recipients. Inappropriate, offensive or personal communications have been called to the attention of UH&L#33 leaders who are left to determine what actions, if any, could or should be taken against the members who authored the written content or posted the pictures or videos.

When such incidents occur, a variety of different factors will be taken into consideration when assessing the UH&L#33 interest in objecting to members' social media usage:

UH&L#33 has a vested interest in what behavior or activities its members are engaged in. Members should be cognizant of their inappropriate usage of UH&L#33-owned telephones, computers or other devices to communicate offensive, intimidating, discriminatory, harassing or other unprofessional social media content.

Members may also be disciplined when using personal computer or smartphone when engaging or discussing UH&L#33-related business. Members may post pictures, videos or written text on their personal social media sites. However, it is crucial members understand that postings made from their computer or Smartphone, and while off UH&L#33 property can still harm UH&L#33, its members and the community served. Under a variety of circumstances, these communications can be tied directly to business-related activities, personal or professional reputation within the community or co-worker relationships.

Based upon the aforementioned issues which pose challenges to effectively manage and protect UH&L#33, this policy shall apply to determine what constitutes a conflict and related social media offense for review by the UH&L#33 Board of Officers.

1. Inappropriate usage of the Emergency Service Organization's time or equipment (i.e. computers) or is otherwise detrimental to productivity, morale, work culture or the mission and purpose of the UH&L#33
2. Conduct unbecoming of a member/Code of Conduct – The emergency services industry relies heavily on the public trusting in the integrity and professionalism of its members. UHL#33 can discipline members for behavior on or off duty that reflects poorly on the integrity and professionalism of the UH&L#33and its membership. (See Bylaw Article XIII, Sec. 13.01)
3. Breach of confidentiality or unauthorized communications regarding private business-related information. This may include financial information, operational data, sensitive personnel matters or even photos or videos taken at emergency scenes.



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4. Posted images or information from the scene of any incident must be void of any information that could identify the victim, suspect, etc. Facial images of the victim, suspect etc., license tags, business names on vehicles involved all must be blurred to secure privacy. Any audio captured must also be void of any references to names of owners or victims or suspects, as well as void of any references to the cause, nature or potential cause of the incident (Reference Section 11-5 in the SOG's).
5. Personnel are prohibited from posting content that, if used in the workplace, would constitute a violation of an employee's equal employment opportunity rights, i.e. racial intolerance or sexual harassment. In addition personnel are prohibited from posting content that can be construed as condoning the violation of any person's civil rights. Offensive, rude, inappropriate, racial/racially intolerant, abusive, or threatening postings/statements/images will result in disciplinary action. This includes HIPAA violations and/or confidential departmental information.
6. Representing UH&L#33 – An individual's social media site may indicate he or she is a member of UHL#33. The member must understand that representations made by that person on the social web site could be misperceived as representing the views of the UH&L#33. Misrepresenting the Company, conduct unbecoming in any social media site or forum, emerging media site or forum or networking sites of any kind while representing oneself as a representative of the UH&L#33 or affiliated organization in any form or fashion.
7. Only personnel that are authorized by the Board of Officers or the Incident Commander of an emergency scene (via the PIO) may distribute information that is disseminated by the UH&L#33 official media outlets.
8. Repeat and/or consecutive violations. Repeated or consecutive violations of one or more of the above regardless of order will result in progressive discipline.

The intention of this policy is to bring focus and awareness to the use of social media and place reasonable restrictions on the content that may reflect negatively on UHL#33 and its members.