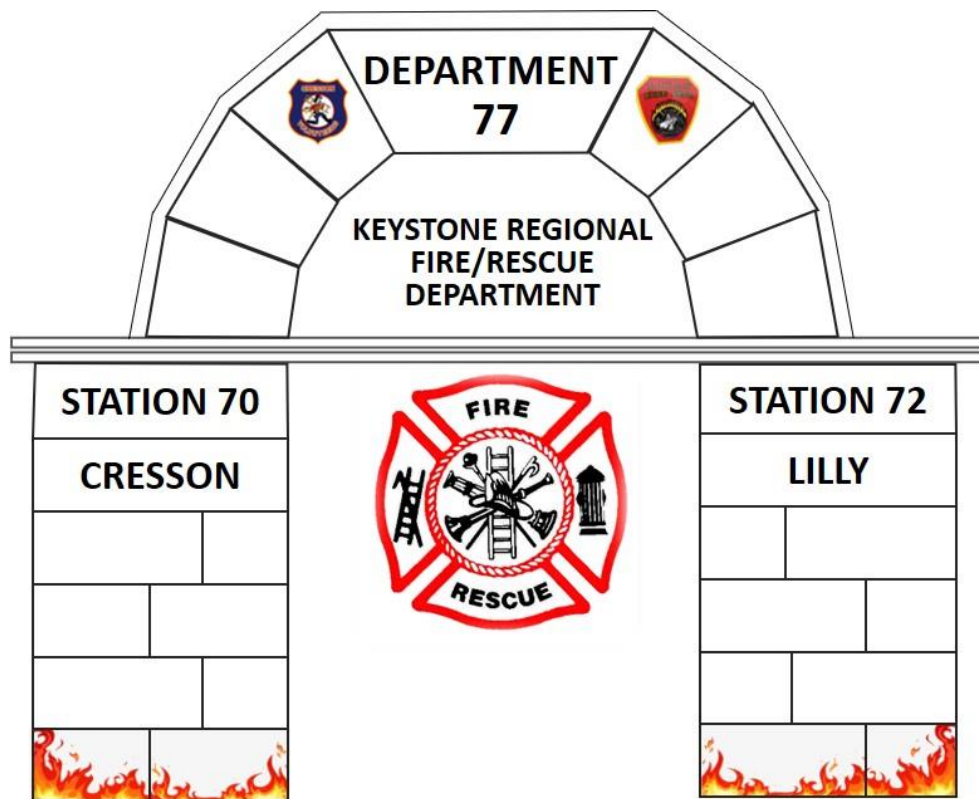


KEYSTONE REGIONAL FIRE RESCUE DEPARTMENT

Standard Operating Guidelines (SOG)



REVISED January 2020
January 2021
January 2022
January 2024

Overview

Due to the present standards promulgated through multiple agencies having direct or indirect control over the Keystone Regional Fire Rescue Department (KRFRD), it is necessary for a set of guidelines to be developed for use by the Department.

It should be remembered that the attached Standard Operating Guidelines (SOG) are only what is suggested, they are guidelines to be used to standardize operations.

All Department personnel should be aware of and remember that these SOG's serve to provide guidance and not as a set of orders or commands. Both the members and officers must be allowed leeway to use his/her best judgment, remembering that the main goal is to save lives and property and then to function in the best interests of the organization.

In addition to these principals, safety is of the utmost importance for both the staff of the Keystone Regional Fire Rescue Department, assisting emergency service agencies and civilians.

The SOG will be in effect for the calendar year of 2024. However, when contrary to the Keystone Regional Fire Rescue Department Bylaws, the Bylaws will be the governing documents.

The Keystone Regional Fire Rescue Department shall provide emergency services regardless of the race, age, sex, ethnic origin, sexual preference, ability to pay, or any other discrimination. Any form of discrimination shall not be tolerated.

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DEFINITIONS

Administrative Procedures—Standards of the Department that reflects the goals and mission of the organization and maintains the trust of the public who entrusts these members with the assets of the organization and with their safety, policies are in place to maintain the organization.

Apparatus---A firefighting vehicle that has been customized for firefighting operations. These duties can include firefighting and/or emergency medical services.

Department Chief Officer--signifies the Department Chief, Department Deputy Chief (2), and/or Department Assistant Chief (2).

Contract ---Any claim, amount or demand against or agreement with any entity, express or implied, and may include the designation of a depository of public or private funds.

Coverage Area --an area designated by established boundaries and/or contractual agreements between municipal governments or other entities and the Keystone Regional Fire Rescue Department in which the Keystone Regional Fire Rescue Department is the primary fire and rescue provider.

Fire Department or Department---signifies the Keystone Regional Fire Rescue Department (KRFRD).

Executive Officers--signifies President, Vice President (2), Trustees (4), Treasurer, Secretary, Financial Secretary, Department Chief, Department Deputy Chief (2), and Department Assistant Chief (2).

Family member ---signifies a spouse, significant other, minor children, and dependents.

Interest---signifies a direct or indirect monetary, financial or other material benefit, but does not include any benefit arising from the provision or receipt of fire protection or other emergency services generally available to the residents or businesses of the Keystone Regional Fire Rescue Department coverage area. A person is deemed to have an interest in the contracts of any firm, partnership or corporation of which he or she is an owner, partner, director, officer, employee or stockholder. A KRFRD officer or member shall not be deemed to have an interest in a contract of employment between the coverage area of which he is an officer or employee and his spouse, significant other, minor child or dependent.

Member of the Department or "Department member"---signifies a member of the Keystone Regional Fire Rescue Department.

Official powers and duties of a department member ---signifies the individual's powers and duties under applicable laws, and the rules, regulations, policies and guidelines adopted by the Department.

Officer---signifies a person serving as an elected or appointed officer of the Department to include but not limited to the President, Vice President (2), Trustees (4), Treasurer, Secretary, Financial Secretary, Department Chief, Department Deputy Chief (2), Department Assistant Chief (2) and Department Assistant Chief (2), appointed Line Officers and any appointed committee persons.

CODE OF ETHICS

Officers and members of the Keystone Regional Fire Rescue Department hold their elected and appointed positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties.

The Keystone Regional Fire Rescue Department recognizes that, in furtherance of this fundamental principle, there is a need for clearly defined and reasonable standards of ethical conduct. The standards by which all Officers and members of the Keystone Regional Fire Rescue Department shall follow are established in the CODE OF ETHICS.

Reference the: **Keystone Regional Fire Rescue Department Administrative Procedure #1**

Section 1.

GENERAL RULES

1. No member will respond to, or participate in, training or emergency activities if they are under the influence of alcohol or any substance, which impedes the individual's performance. Anyone failing to comply with this may face disciplinary measures.
2. Equipment will not be removed from any apparatus and/or taken from the fire station unless a Chief Officer has given approval. The location, the holder of the equipment and what time the equipment will be returned, shall be documented:
Cresson Station: on the board outside of the radio room
Lilly Station: common area
3. Upon answering an incident or arriving for training, all members are expected to stay at the station or at the scene of the emergency until the incident is concluded, unless a rational reason exists for their departure. If a member needs to leave, they will report out to the Officer in Charge (OIC) so accountability may be maintained at scene. Members leaving the station will report to the person in charge of the station.
4. All personnel will sign out on the personnel roster after all Department activities. Each person will individually sign out. The official sign out roster will not be produced for signatures until the culmination of the activity, to include the placing of all equipment back into service, and final approval of the OIC. Any personnel needing to leave early may sign out with permission of the OIC. However, the reason for them leaving must be noted on the incident sheet. Final determination of credit for the activity is up to the OIC of the activity.
5. Any member assisting another agency is not be covered by any Department's or municipal insurance unless an officer of the Department has sanctioned the assistance.
6. During Department training and emergency functions, visitors are not permitted in the station(s). If a visitor(s) is present at the time, it is the responsibility of the host (member) to assure they have left the station area or are in the care of an agreeing responsible member.
7. All firefighters will have all of his/her firefighting gear with them when riding on Department apparatus to an incident (emergency or non-emergency). The only exception will be brush/forestry fires where a minimum of long pants, long sleeved shirts, hard shoes, gloves, Nomex hood, helmets, and approved safety eye protection are to be worn.
8. A seatbelt is required to be worn as designed, at all times when any Department vehicle is in motion.
9. Any injury or possible injury to include mental health, occurring to any member or any occurrence involving a member that may possibly lead to medical/mental health attention, must immediately be reported to the OIC of the incident. In compliance with state regulations, the injured will be seen by an authorized treating facility. Upon immediate return to the station, both the injured party and the OIC will complete an initial accident report.

10. An activity log sheet is available for all persons participating in any Department activities including committee meetings, parades, public service details, fire preventions activities, etc. It is the responsibility of each member to sign the activity log prior to leaving for the activity for insurance/attendance related purposes. The Activity Log Book is kept in the stations' radio rooms.
11. All members, while functioning on behalf of the Department, will treat the public and their peers with the utmost respect. No obscene, derogatory or unruly actions is permitted.
12. It is the responsibility of all members to assist in placing equipment back into service after all Department functions.
13. When riding Department vehicles or other fire department vehicle, no member will ride the tail boards or running boards or on top of or in the hose bed of any vehicle and there will be no mounting or dismounting of any moving vehicle. Additionally, no member shall ride on the top of any apparatus. The full staffing of all apparatus will not exceed the seating capacity.
14. The primary incident signal will be the siren or pager alerts. Department information may also be distributed via electronic means, text message. (E-alerts, Active 911, etc.....). Information may also be distributed via phone calls.
15. During emergencies, the business phone will not be utilized for personal business (unless deemed necessary).
16. No member will be allowed to release any information from any incident to the public, government official or media unless the OIC has specifically sanctioned the release.
17. During certain types of incidents/functions, when excess staff exists at the station(s), the officer of the station will appoint crews and drivers to respond to an incident.
18. If a member is required to present a late work slip for employment the OIC will complete a late work slip verifying that the member was at an incident, to provide to their employer. The late work slip will be true and accurate to reflect the incident.
19. No member will respond to emergencies or participate in training while on compensation or disability unless it is within the guidelines established by the medical facility caring for that person.
20. It is the responsibility of the member to inform the officer(s), if they, the member, do not feel confident or capable of performing an assigned task beforehand.
21. No tobacco or vaping device is permitted to be used on or within any Department apparatus.
22. No unauthorized photography, sound or video recording is permitted of any incidents responded to by the Keystone Regional Fire Rescue Department. A member must have OIC permission to initiate any photography or video recording. (*Reference the: Keystone Regional Fire Rescue Department Administrative Procedure #10 and #11*)
23. The ranking of Department Line Officers is Department Chief, Department Deputy Chief (2), Department Assistant Chief (2), and Captain decreasing in rank by rise in number, Lieutenant decreasing in rank by rise in number, then the senior driver, to the senior firefighter.
24. At a minimum of monthly, apparatus and equipment checks will be made of all Department equipment. Documentation of the same will be made and documents will be provided to the Department Chief Officers.

25. If any apparatus is taken out of service or is unavailable for an incident, the unit officer will contact the Cambria 911 Center and convey the status of the unit. If applicable, a replacement unit will be named.
26. The only routine operation of Department apparatus by a non-appointed driver will be by a mechanic or non-member performing maintenance or other required service.
27. At any time, a problem is noted with a unit, the problem shall be documented in the apparatus logbook and contact a Department Chief Officer.
28. The driver and apparatus officer, along with the OIC, will be responsible for truck placement at a roadway incident, as well as protection of personnel from oncoming traffic, by utilizing the arrow sticks, cones, and apparatus as a buffer, when possible, approximately 300 to 500 feet before the emergency scene.

Section 2.

EMERGENCY FUNCTIONS AT INCIDENTS

1. All firefighters will remain with the unit they responded with, unless told otherwise. This will include remaining with the unit upon arriving at the scene, and reporting back to the unit at the completion of assigned tasks. In the case of a detail in which crews are assigned to officers, then the staff will report back to the officer who has control of their crew.
2. All members will familiarize themselves with the Personnel Accountability Report (PAR) and MAYDAY (Firefighter(s) is lost or trapped, injured or are missing/unaccounted for) system, as accepted by Cambria County 911.
3. No member will assume a cab position during an emergency unless so requested by the officer of the apparatus or the driver of the apparatus.
4. All members are required to use extreme caution when responding to incidents. Under no circumstances is it permissible to disobey traffic regulations.
5. No member will participate in any specific aspects of emergency operations unless they have been qualified on the equipment to be used during the emergency.
6. Anytime equipment is removed from an apparatus at an emergency scene; the person removing the equipment will inform the operator of the apparatus. In addition, removing the equipment will return the equipment to the apparatus and again inform the operator of such.
7. The most senior firefighter, in the absence of an officer, will assure that an incident report and personnel roster sheet is completed for all incidents. He/she must also obtain pertinent information for the State Police Fire Marshall report.
8. All members will respond to a fire station (Cresson or Lilly) for all emergencies unless they are passing the scene. However, if the latter is the case, the said member will be responsible for securing personal protective gear.
9. Only Self-Contained Breathing Apparatus (SCBA) mounted in seats will be donned while the vehicle is in motion and at the appointment of the apparatus officer. Seatbelts will not be removed while donning.
10. Firefighters who wear SCBA must follow the National Protection Association policy on facial hair. This states in summary that the wearing of beards or other facial hair, other than a trimmed mustache is not permitted during SCBA usage.
11. All members shall utilize all safety devices and procedures throughout all aspects of the incident to include: Seat belts, personal protective gear (eye and hearing protection, etc.).
12. Any personnel riding on Tower 70 will be qualified on truck procedures and operations (I.E., driver, pump operator, turn table, platform). A truck class or its equivalent must be obtained within one (1) year of membership date.
13. Responding to incidents with the Keystone Regional Fire Rescue Department is a privilege. A Chief Officer may restrict/limit any members ability to respond at any given time without just cause or reason. The restriction/limitation time frame is based on the Chief Officers discretion.

Alarm Assignments

1. The alarm assignments as adopted by the municipalities and the Keystone Regional Fire Rescue Department will be utilized. Judgment by the OIC as to specific needs, which may negate the alarm assignments or bolster them, will be acceptable as the situation determines.
2. The predetermined incident assignments should be utilized, however the final determination of using the alarm cards for additional apparatus will be up to the OIC of the incident.
3. The alarm cards that have been adopted by the Keystone Regional Fire Rescue Department, the municipalities and the Cambria County 911 Center are available for review in each station.

Section 3.

DUTIES OF OFFICERS AND CHAIN OF COMMAND

1. The Department will operate under the Incident Command System (ICS).
2. In complying with the ICS, the highest-ranking officer will assume command of the incident. Under Cambria County 911 guidelines, the officer will receive a radio designation of command.
3. The ranking officer of the Keystone Regional Fire Rescue Department will have final authority over all members of the Department at any incident in which they are involved.
4. When no officer is available to ride the cab of a unit, the driver of the unit will so appoint a competent person to assume the position.
5. Whenever an officer is assigned a task, the officer will report back to the appropriate designee upon completion of the task.
6. The unit officer will don the SCBA unit in the cab.
7. A stand-by department (transfer) will be placed into a station whenever the OIC deems the situation necessary.
8. If smoke or fire is showing, the first in engine will line in from the closest water source or intersection.
9. Officers should use the pre-established alarm assignments as adopted by the municipalities and the Department. However, variances from these are allowed as determined by the OIC.
10. The OIC will determine if a building is unsafe. At this point, a continual sound of the apparatus air horns will mean an immediate building evacuation by all staff working inside, and backing up of personnel in the immediate exterior area.
11. All officers and drivers will know the location of equipment on all apparatus and will be responsible for assuring that any removed equipment is replaced. The operator of that apparatus will be responsible and knowledgeable of the number of and who rode the apparatus during each response.
12. Officers will always place equipment at a safe distance from the emergency, remembering that specialized equipment may need special placement such as an aerial device or Emergency Medical Service (EMS) unit.
13. The officer will maintain knowledge of the location of all members of their crew at all times.
14. Whenever an incident occurs, the OIC will give updates to the applicable 911 Center for logging into their Computer-Aided Design system (CAD). In addition, if a unit is on scene, but available, this too will be forwarded to the 911 Center.
15. During response, it is the responsibility of the officer to inform the crew of updated information as assignments, so they can be prepared, when the engine arrives on scene.
16. Department/designee Officers will assume command of incidents within our coverage area.

17. Department Officers or personal will respond and confirm all automatic fire alarms either responding in the unit or approved personal responding direct. Officers have the discretion to accept a proper ID from an alarm company/institution police or safety officer to cancel all responding units.
18. The driver and apparatus officer, along with the OIC, will be responsible for truck placement at a roadway incident, as well as protection of personnel from oncoming traffic, by utilizing the arrow sticks (if available), cones, and apparatus as a buffer, when possible, approximately 300 to 500 feet before the emergency scene.

Safety Officers

1. The Safety Officer will act as an overseer for safety concern at any incident the Keystone Regional Fire Rescue Department is operating at and will:
 - a. Answer only to the OIC.
 - b. Be liaison between the OIC and Rapid Intervention Teams (RIT), when requested.
 - c. Oversee the accountability officers.
 - d. Be responsible to check with Department Officers in matters relating to PAR.
 - e. Ensure accountability procedures are followed.

Accountability Officer

1. An Accountability Officer will be placed at each entrance to a structure or hazardous area where firefighters shall be working under hazardous conditions.
2. All Firefighters shall work in teams of two (2), and shall be in constant contact with each other, and shall enter and exit any hazardous area together.
3. Accountability tag in/out system consists of three (3) tags:
 - a. One (1) Black tag issued to keep on person (recommended to be attached)
 - b. One (1) Red tag issued to keep on apparatus the member is riding
 - c. One (1) Gold tag to be given to an accountability officer at the entrance of the hazardous area or with the Safety Officer.
4. The Officer of the apparatus will collect the accountability tags of the members on the apparatus enroute to the scene, once on scene the Officer will give all the tags to the driver of the apparatus for accountability.
5. All firefighters must have tags on their gear/body or you do not ride the fire apparatus.
 - a. Non-emergency incidents or public service duties are up to the discretion of the OIC.
 - b. Firefighters with traffic duties, etc., riding the Department's apparatus will follow the same procedures.
 - c. Members are responsible for his/her own tags.

Section 4.

DUTIES OF DRIVERS

1. The primary duty to the drivers of the Keystone Regional Fire Rescue Department is the safety of all personnel on the apparatus and the public. The drivers of all apparatus are in charge of the vehicle while it is in motion.
2. Any Department driver who receives any suspensions or revocations of his/her driver's license or accumulates 5 or more points against their license must report this to the Department Chief immediately.
3. All drivers must immediately notify a Chief Officer if they are involved in any incident, whether internal or external to the Keystone Regional Fire Rescue Department that may cause their license to be suspended or revoked.
4. All drivers must immediately inform a Chief Officer of any traffic citations received while operating any Keystone Regional Fire Rescue Department vehicles.
5. All drivers will have a license check done periodically through the Keystone Regional Fire Rescue Department or insurance carrier.
6. Drivers will remain with their apparatus, unless otherwise relieved of duty. No Department apparatus will be left unattended unless the OIC has sanctioned it.
7. All officers and drivers will know the location of equipment on all apparatus and will be responsible for assuring that any removed equipment is replaced.
8. The driver of that apparatus will be responsible and knowledgeable of the number of and who rode their apparatus during each response.
9. All drivers will assure that their units are fully re-equipped, re-charged, re-fueled, and back in service before staff is allowed to leave the station(s) by informing the OIC.
10. During times of inclement weather, the driver will assure that their apparatus has been washed off and pumps are drained as applicable.
11. Under no circumstances will Keystone Regional Fire Rescue Department apparatus be used to directly draft from flooded basements or areas for the purpose of water removal, without the approval of a Chief Officer.
12. All drivers will qualify twice (2) a year and must operate said apparatus and can only qualify on one (1) piece of apparatus per training period or incident.
13. All drivers will have a valid PA Operator's License. The Department reserves the right to verify the operator's driving record.
14. Utilize all safety devices and procedures on apparatus.
15. When an apparatus is backing-up, Department personnel will be used as a spotter. All drivers will lower the driver's side window and use a backup spotter when backing the apparatus into a fire station and incidents.

16. When a unit goes out of station(s) the driver will put the location and/or status (Driver Training {DT} or *Out of Service*) on designated location in each station. In addition, the driver will complete the vehicle logbook and make sure all equipment is back in service.
17. Non-Officer drivers will relieve Officer drivers so they can perform the function of OIC or function as an Officer.
18. The driver and apparatus officer, along with the OIC, will be responsible for truck placement at a roadway incident, as well as protection of personnel from oncoming traffic. This is implemented by utilizing:
 - a. arrow sticks, cones,
 - b. apparatus as a buffer, when possible, approximately 300 to 500 feet before the incident scene.
 - c. other safety tactics
19. Reflective safety vests are worn during all roadway incidents.
20. All apparatus drivers will follow the Keystone Regional Fire Rescue Department Drug Policy.

Drivers Training

1. Drivers will have attained a minimum age of 21, shown an active interest for a minimum of six (6) months, and one (1) year as firefighter/active status.
2. Training for drivers will begin with the most common use vehicle and culminate with the most complex. The Department Chief can alter the order of progression based upon preference and competence.
3. All new drivers may be required to have a Department of Transportation drug screening before being permitted to start drivers training.
4. All candidates for driving will successfully complete an Emergency Vehicle Operators Course (EVOC) course or equivalent, prior to starting drivers training.
5. The Chief Officers will perform a consultation with the candidate seeking admission to be a driver. This will be an informal discussion explaining the objectives and responsibility of being a driver.
6. The candidate for driving will receive a packet to complete for qualification to operate Keystone Regional Fire Rescue Department apparatus. This book will include but not be limited to the following topics:

Pump Apparatus Practical Test:

- a. Demonstrate knowledge and skills on pumping the apparatus
- b. Demonstrate how to complete monthly checks.
- c. Successfully perform a road driving test meeting NFPA 1002 standards.
- d. Safety to be observed at all times.

Aerial Practical

- a. Demonstrate knowledge and skills of aerial operations.
- b. Demonstrate how to complete monthly checks.
- c. Successfully perform a road driving test meeting NFPA 1002 standards.
- d. Correctly set up aerial apparatus, extend the ladder and flow water.
- e. Demonstrate proper positioning for rescue operations
- f. Safety to be observed at all times.

Tender/ Tanker Practical

- a. Demonstrate knowledge and skills on pumping the apparatus.
 - b. Demonstrate how to complete monthly checks.
 - c. Perform a road driving test meeting NFPA 1002 standards.
 - d. Demonstrate dumping mechanism and set up of portable tanks corrects.
 - e. Safety to be observed at all times.
8. It is the responsibility of each individual member to record his/her driving activities on the standard form provided in the drivers' packet.
 9. Authorized members will initial the driver packet and submit the completed packet to the Chief Officers.
 10. It will be the individual driver trainee's responsibility to coordinate with the designated drivers' trainers, when available for training.
 11. Driver Trainees will be provided a reasonable amount of time to become trained. After such time has training time has expired, the trainee must resubmit and start Driver Training again. This training shall also show a minimum knowledge of the primary coverage area.
 12. Department Chief Officers will be the final authority in establishing the eligibility of a member to act as a driver based on completion of the program.

Section 5.

FIREFIGHTERS WITH TRAFFIC DUTIES, ETC.

1. The firefighters with traffic duties operate under the auspices of the Keystone Regional Fire Rescue Department and operate within their own command structure, which is Fire Fighter with traffic duties, Captain, Lieutenant, and then the most senior Firefighter with traffic duties officer.
2. Annually, the Mayor of Cresson Borough will swear in Officers Firefighters with traffic duties.
3. Each Firefighter with traffic duties will be issued equipment, as available, to properly carry out his/her function such as; radio, turn out gear, uniform coat, badge, blue light permit (if applicable), identification card (if applicable), flashlight(s), reflective safety vest and other items deemed necessary.
4. All firefighters with traffic duties are allowed to proceed directly to the scene of an incident.
5. At the conclusion of any incident, all firefighters with traffic duties will return to the station to sign out on the incident report sheet.
6. For a special event, the firefighters with traffic duties shall request prior authorization from a Department Chief Officer. This will also necessitate completing a sign out roster and fire incident report by the OIC of the activity.
7. If requested by another agency at the scene of an emergency, the firefighters with traffic duties are authorized to respond and/or remain on scene after the Keystone Regional Fire Rescue Department apparatus or personnel has been released. This practice should be the exception rather than the rule.
8. Requests that are sent regarding use of Department Firefighters with traffic duties be directed to the Firefighter denoted as traffic duty Captain. The Firefighter with traffic duties Captain will advise the Department Chief(s), if it is needed.
9. Portable radios will be utilized at both ends of an incident for traffic control.
10. The Keystone Regional Fire Rescue Department will not close roads or streets, unless there is a danger to Department personnel, EMS or civilians. In this case, the OIC shall make the determination to close roads or streets. If one-way traffic can be done with safety, the OIC shall make the determination to do so. Orange cones, at a minimum, are used to control and direct traffic.
11. When regular Firefighters or Active members are used in directing traffic, all available safety devices will be utilized per the Fire Fighters with Traffic Duties regulations. These items are, but not limited to:
 - a. reflective vests
 - b. hand lights/wands
 - c. portable radios
 - d. traffic cones/barricades
 - e. other available safety devices.

12. Fire Fighters with Traffic Duties will use the following guidelines while responding to incidents with the Keystone Regional Fire Rescue Department:
- a. First and foremost is your safety and the safety of your fellow firefighters.
 - b. Use common sense and operate safely on scene at all times.
 - c. Always have your portable with you; this is your only contact on scene to know what is going on around you.
 - d. When arriving on the scene, stay back and be prepared to direct traffic/or stop traffic at or before the scene.
 - e. While operating on incidents be sure that you are in a safe position with your vehicle and yourself. Always use a vehicle as a buffer to protect yourself and others.
 - f. Always wear your vest and/or gear. Dress warm for winter months as time on every scene is different, it may be 10 minutes or 10 hours, be prepared.
 - g. Do not self-initiate closure of a highway or roadway.
 - h. Always have and wear your Badge, Hat, and/or Helmet.
 - i. Do not leave your vehicle unattended and go free lancing on scene. If you must leave your vehicle, let the ranking officer know what you are doing.

Section 6.

REGULATIONS GOVERNING JUNIOR MEMBERS

1. The members of the Keystone Regional Fire Rescue Department, who are under the age of 18, shall hold the title of Junior Member. Any member from the age of 16-17 shall hold the title of **Apprentice Firefighter**. Any member from the age of 14-15 shall hold the title of **Explorer Firefighter**.
2. The Junior members of the Department will be under the supervision of the Department Chief Officers, Line Officers, Junior Leaders or a Senior Firefighter (over the age of 21) as designated by any of the previous personnel.
3. Junior members shall abide by all Federal, State, PA Child Labor Laws and Departmental rules, Bylaws, SOGs and policies. All Junior members will follow the Department SOGs except where there is a conflict and, in such cases, Junior SOGs shall supersede.
4. All Junior Members must obtain an employment permit before participation in Department activities. A copy will be kept in the personnel file of the Junior member.
5. All Junior members must sign in and out on the Junior Time Log Sheet. It must be completed each time the Junior member enters or leaves any property or functions under the control of the Keystone Regional Fire Rescue Department.
6. Junior Members shall not attempt to start any apparatus or attempt to move an apparatus. Juniors shall not enter the Driver/Officers area of the cab of an apparatus without permission.
7. When riding a piece of apparatus, Junior members shall position themselves in a seat with seat belts in place and securely fastened. Junior members must verbally inform the driver that their seat belt is fastened.
8. Junior Firefighters shall wear full protective turnout gear to all incidents, during all incidents and upon returning to a station from incident, unless otherwise instructed by a Line Officer or designated Junior Leader.
9. At no time is a Junior Member be permitted to ride an apparatus in the standing position and/or outside of an enclosed cab. If this situation occurs the Junior Member must stay in the station and not respond on that piece of apparatus. If the Junior Member is responding on an apparatus where no seat with a seatbelt is available except for the SCBA jump seat, the Junior Member shall remove themselves from the apparatus, unless authorized by the ranking officer on that vehicle and if such action occurs, the Junior shall have the seatbelt fastened before that unit responds.
10. Junior Members shall remove themselves from a vehicle if their seat is needed for a senior member of the Keystone Regional Fire Rescue Department or shall remove themselves from a vehicle if instructed by the officer of the apparatus that the Junior is riding.
11. Junior Members shall remain inside the apparatus at all times unless authorized by a designated officer or senior member. Upon leaving the apparatus the Junior Member shall stay in eyesight of the member designated to be the Junior Member ranking officer.

12. Junior Firefighters may not participate in support capacity for searches, wild fires, Hazardous Materials (HAZMAT) incidents, and/or body recovery,
13. In the event of an incident or training, a Junior Member may operate the base radio if properly trained and approved by the Department Chief. The Junior Member shall relinquish this duty to any senior member immediately upon the senior members arrival to the station. The Junior Member shall inform the senior member that the base radio duty is now relinquished to them verbally.

DRIVING OF PERSONAL VEHICLES

1. Only Junior Firefighters with a valid PA driver's license may drive motorized personal vehicles to/from a fire station and follow the SOG's of the Department and applicable state and federal laws.
2. All Junior Firefighters will report to a station upon an incident. If all designated apparatus has responded to the incident, the Junior Firefighter will remain in station, until the OIC should request additional personnel to the incident location. Junior Firefighters may not drive a personal vehicle to an incident/emergency scene.
3. If the Junior Firefighter, who is driving a personal vehicle encounters the emergency scene while enroute to the station, he/she shall find an alternate route and continue to the station. At no time is a Junior Firefighter permitted at an incident/emergency scene without direct supervision.
4. At no time shall a Junior Firefighter be permitted to operate a personal vehicle with a blue warning light activated or a motorized vehicle hazard warning lights while responding to a station for an incident.
5. All traffic laws and policies shall be followed while responding to/from a station for an incident/function. This is inclusive of but not limited to speed limits, stop signs, traffic signals, and passing laws and all other applicable laws.
6. The Keystone Regional Fire Rescue Department, the Officers and members, the Cresson Volunteer Fire Company Relief Association Officers and the Lilly Fire Company Relief Association Officers shall be indemnified and held harmless and is in no way liable for any moving violations received while enroute to a station or upon direct return the place of residence, employment, or higher education.
7. Failure to abide by these rules will result in disciplinary action, suspension and/or possible expulsion.
8. Any Junior Member responding to the station on a non-motorized vehicle shall also abide by all of the above rules (Driving of Personal Vehicles Paragraph #1-7).

EXPLORER MEMBERS- 14 AND 15 YEARS OF AGE

PROHIBITED AND RESTRICTED ACTIVITIES

1. Operating an aerial ladder, platform, or hydraulic jacks.
2. Using rubber electrical gloves, insulated wire cutters, life nets or acetylene cutting units.
3. Operating any water pumps of any apparatus at a fire scene.
4. Operating or driving any fire apparatus or other fire vehicles.
5. Entering a burning structure.
6. Operating a high-pressure hose line, except during training activities.
7. Ascending or descending ladders, except during training.
8. Ride an official emergency vehicle to a fire scene with audible and/or warning devices activated.
9. Refill SCBA cylinders and/or permanent or mobile cascade systems.
10. Participate in any activities on public roadways.
11. Shall not be permitted to extinguish any type of fire (brush, structural, automotive, commercial, rescue, etc.).
12. Explorer Members are prohibited from performing any function that would place them in danger or cause them harm.

EXPLORER MEMBERS SHALL BE LIMITED TO THE FOLLOWING:

1. Training
2. Cleaning and storage of equipment
3. Fund raising activities.
4. Operating base station (if approved by the Department Chief).
5. Clean-up service at the scene of a fire, outside the structure, after the fire has been declared by the OIC, to be under control.
6. Coffee wagon and food services

HOURS OF EMPLOYMENT

Maximum ...3 hours on a school day/18 hours per week

Maximum... 8 hours on non-school days/40 hours per non-school week

SUMMER VACATION

Maximum ...8 hours per day/40 hours per week

NIGHT WORK

School term...may not work after 7:00PM or before 7:00AM *

Summer Vacation... may not work after 9:00PM or before 7:00AM *

**...May be extended with parental permission to 10:00 PM if approval record on file*

APPRENTICE FIREFIGHTERS- 16 AND 17 YEARS OF AGE

PROHIBITED AND RESTRICTED ACTIVITIES

1. Operating and aerial ladder, platform or hydraulic jacks.
2. Using rubber electrical gloves, insulated wire cutters, life nets or acetylene cutting units.
3. Operating any water pumps of any apparatus at a fire scene.
4. Operating or driving any fire apparatus or other official fire vehicles.
5. Entering a burning structure.
6. Only Apprentice Firefighters who have completed a fire training course may participate in firefighting activities if they are under the direct supervision of a line officer or a senior member designated by the Keystone Regional Fire Rescue Department. If any of these members are not present, the Apprentice Firefighter shall remain with the apparatus they responded on.
7. Apprentice Firefighters are prohibited from performing any function that would place them in danger or cause them harm.

HOURS OF EMPLOYMENT

Maximum... 8 hours on any given day

Maximum...28 hours (Mon.-Fri.), plus an additional 8 hours on Saturday and an additional 8 hours on Sunday

Maximum...44 hours per week

SUMMER VACATION

Maximum ... 8 hours per day

Maximum... 44 hours per week

NIGHT WORK

School term...may not work after midnight Sunday through Thursday or before 6:00AM any day

Exception...Preceding non-school day 1:00AM

No limits during summer vacation

APPRENTICE FIREFIGHTERS SHALL BE LIMITED TO THESE ACTIVITIES AT AN EMERGENCY SCENE

1. First Aid (if properly trained).
2. Permitted to respond to emergencies on a responding apparatus (if applicable). The requirements are as follows:
 - a. Successful completion of the Department orientation program
 - b. PA State certified "Essentials of Firefighting"
 - c. Department Chief and parental consent to approve responding to incidents. This approval must be in the form of a written permission statement that will be retained in the member's personnel file.
3. May also participate in all functions of an Explorer Firefighter.

Brush Fires

1. An Apprentice Firefighter that has completed the required PA Forestry class may assist in the extinguishment of brush fires using Indian tanks or water vests, garden hose, or rakes.
2. Apprentice Firefighters responding to a brush fire shall wear minimum gear to include: boots, bunker pants, long sleeved shirts, helmet, Nomex hood, structural firefighting gloves and approved safety eye protection.
3. While extinguishing a brush fire, Apprentice Firefighters shall always stay within a direct line of sight of a Line Officer, Junior Leader, or designated senior member.

Section 7.

BLUE AND RED-LIGHT REGULATIONS

1. The Department Chief may issue blue and/or red-light cards in compliance with the PA Vehicle Code. The Department Chief or designee has the authority to ask any member for verification of auto insurance and/or proof of ownership of the vehicle he/she is requesting the permission for use of blue and/or red-light lights.
2. Permits to operate blue and/or red lights are a privilege and may be withdrawn from any member by the Department Chief as deemed necessary.
3. The Department Chief may issue red light and siren authorization(s) to the Department Chief Officers and the Firefighter with Traffic Duties title of Captain and Lieutenant.
4. Any member with Blue Light authorization acknowledges a blue light is a courtesy light only and:
 - a. The POV driver must comply with all traffic laws
 - b. The Department is not responsible for any accident(s), fines or tickets that are a result of not obeying all applicable traffic laws, careless or reckless driving
 - c. Do not pass vehicles in a no passing zone that do not pull over for you
 - d. The Department shall not be responsible for any POV illegal or reckless actions.

Section 8.

COMMUNICATION EQUIPMENT

1. Radios will only be used for authorized functions of the Department.
2. All radio usage will be in compliance with FCC and Cambria County 911 protocols.
3. Portable and mobile radios will be individually assigned to the Department Chief, Department Deputy Chief(s), and Assistant Chief(s). Portable radios will be individually assigned to Firefighters with Traffic Duties, title of Captain and Lieutenant. Portable radios may be assigned to all line officers and two (2) safety officers. They will be responsible for the care and charging of the radio.
4. No usage of radio equipment will occur without the appropriate approval of a Department Officer who has authority over the function occurring at the time.
5. When units respond to an incident, the unit will respond and give number of personnel on dispatch frequency and be acknowledged by the 911 Center. The Center in turn will assign and inform the unit to move to an operation frequency. Upon changing the radio to the appropriate frequency, the unit will identify itself and announce when it is on scene.
6. Based on availability and Department Chief authorization, pagers can be issued to participating members of the Department.
7. If misuse, negligence, or loss of a pager occurs, the member holding the unit will be responsible for paying the insurance deductible or damage repairs to the said unit.
 - a. If a pager of the Relief Association or Department is lost, this pager will be replaced without cost to the member. A second lost pager by the same person will require a \$100.00 fee by the person before replacement is provided. If this same person loses a third pager, this person will pay the current full replacement cost.
8. Whenever a person fails to be participating in the Department, their personal status and future intentions will be reviewed. If so deemed, the Department Chief(s) will request the return of the pager in the member's possession. After receiving the unit and its condition is checked, the personnel will receive a receipt from the Department Chief Officers.
9. During an incident, a station officer or the most senior firefighter at a station will determine the base radio operator's position.
10. Portable radios will be retrieved and used only by officers or firefighters functioning on a specific task.
11. Upon receiving orders, the receiving unit or officer will briefly repeat the orders back to the issuing officer to assure they were understood.
12. To avoid tying up radio frequencies and assure that any questions have been answered, all non-emergency communications with the 911 Center will be done by phone.
13. The Department is not responsible for any personal radio and/or pager equipment.
14. Non-members are not permitted to answer the phone or communication radio during an incident.

15. At the Department Chief Officers discretion, texts alerts (E-alerts, Active 911, etc.) subscriptions will be made available to members of the Department and/or other relevant persons.

Section 9.

TRAINING

Reference the: **Keystone Regional Fire Rescue Department Administrative Procedure #3**

1. All members must attend a minimum of two (2) in house training activities before responding to emergencies on apparatus, and then may only ride a secondary piece of apparatus to an incident until such time that they have completed a Pennsylvania State Fire Academy approved Essentials of Firefighting and Emergency Response course, or its equivalent. Only the Department Chief's discretion may override this requirement.
2. All members attending a training session will actively participate in one of the sanctioned events being conducted. Failure to participate will mean that credit for participation will not be applied. Events may include maintenance, training, or other housekeeping duties. Training sessions do not have a time restraint placed on them. Other duties such as committee meetings, appointed or elected duties will not be given credit for training.
3. All members wishing to participate in details requiring the following equipment will qualify bi-yearly on the same:
 - a. SCBA
 - b. tower operations
 - c. driving

In addition, new members will show an initial competency in the use of all equipment before the use of the equipment at a scene of an emergency. Minimal competencies for qualifications are available.
4. To qualify on apparatus the member must complete a packet to prove his/her competency on said piece of apparatus. The packet will be made up of basic knowledge and skills by the Department Chief Officers. The said packet will then be kept in a book with the members name attached in the Department Chief's office. Said book will also include training and other pertinent information referencing the member, to include but not limited to Driver's License Copy, Training Records, Drivers Packets, Equipment Qualification, Etc.

QUICK RESPONSE SERVICE (QRS)

1. QRS certified crew members are any PA Department of Health certified First Responder, EMT, Paramedic, or Pre- Hospital Nurse (PHRN).
2. Any certified QRS vehicle of the Department must have a minimum staffing of at least one PA Department of Health certified First Responder when responding to any QRS call. If this requirement is not met the station shall notify Cambria 911 and advise that a QRS crew is not available, but that a crew is available to respond for a lift assist.
3. Control of all aspects of patient care arises at an emergency medical scene shall be the responsibility of the on-scene individual, from the dispatched ambulance, which has the highest level of EMS certification/recognition and is affiliated or dispatched with a service whose response area includes the incident. The hierarchy of certification/recognition shall be as follows:
 - a. Medical Command Doctor
 - b. Health Professional
 - c. Paramedic
 - d. EMT
 - e. First Responder
4. QRS can respond to any non-emergency/emergency that is not 911 dispatched by either a Chief Officer or Line Officer request.
5. A pre-hospital patient care report (Trip Sheet) shall be legibly completed for each emergency medical call to which the Department/QRS responds. It shall be the responsibility of the highest certified member to complete the trip sheet for the incident. All Trip Sheets must be completed within 24 hours and placed in the Financial Secretary's locked box. The information for the trip sheet should include:
 - a. Patient demographics (name, address, phone number, date of birth, and Social Security number.)
 - b. Chief complaint
 - c. History of Present Illness (HPI)
 - d. Physical exam (if applicable)
 - e. Treatment (if applicable)
 - f. If not available at the scene, patient demographics can be obtained from the transporting ambulance after the call.
6. All active QRS members must maintain all certifications required by the Department and its medical director. Including Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) training and mandatory continuing education requirements.
7. Keystone Regional Fire Rescue Department QRS may assist other QRS/ ambulance services upon request.
8. QRS shall routinely supply the transporting ambulance with an emergency medical provider in order of the ambulance to assure its own proper staffing prior to response. Under emergency circumstances such as Cardiac Arrest, the Department/QRS crew chief or on scene Chief Officer may offer one of our providers to assist the ambulance service during the transport of patients, if EVOC trained.

9. When the QRS service arrives on scene of an emergency/mass causality incident that they were initially dispatched, the QRS are the primary care providers on scene to any and all patients until the ambulance arrives on scene. Unless a higher trained pre-hospital provider or a field medic command is on scene, the QRS will be responsible for patient care.
10. QRS will cooperative with all outside agencies in providing patient care.
11. If QRS arrives on scene prior to the ambulance the crew members will initiate patient care until the ambulance arrives. All patient care issues will be handled by the ambulance crew.
12. QRS accepts the PA statewide Basic Life Support Protocols for patient care.
13. All responders shall take universal precautions when coming into contact with every patient. Any responder with exposure to biological and chemical hazards shall file a report and/or submit it to the Department Chief.
14. Upon dispatch, the incident will be acknowledged on Fire Dispatch frequency.
15. Specific patient information shall not be discussed with anyone not directly involved with the patient. All patient charts shall be processed and stored in a manner that access to the charts by unauthorized people is prevented. Those who are authorized may only read patient charts. Under no circumstances shall the patient chart, information sheet, or copy thereof, be removed from the Keystone Regional Fire Rescue Department.

Section 11.

DISCIPLINE

Reference the: **Keystone Regional Fire Rescue Department Administrative Procedure #2**

Section 12.

GEAR AND LOCKERS

1. Based upon availability and applicability, active and firefighter members, and other members designated by the Department Chief, will be issued a full set of turn out gear, if applicable, which will include:
 - a. Firefighter's coat,
 - b. Firefighter's pants,
 - c. Firefighter's boots,
 - d. Firefighter's gloves (may include rescue gloves),
 - e. Firefighter's Nomex hood,
 - f. Firefighter's helmet
 - g. safety glasses.
 - h. It is the member's individual responsibility to maintain this gear. Failure to maintain this property will be viewed as willful destruction of Keystone Regional Fire Rescue Department equipment and shall be dealt with accordingly by the Executive Officers. Firefighters will make all gear available for inspection to the Department Chief Officers and said gear issuance may be withdrawn at any time.
 - i. Gear may be removed from a station only with a Chief Officer's approval. Chief Officers must be informed of this prior to removal from a station. Each member will be financially responsible for gear that is not returned or is misused and/or mistreated.
2. Based upon availability and applicability, active members and firefighter will be issued a locker. This locker is for storage of issued firefighting equipment. A small number of personal items may be kept in said locker as long as it does not hinder the storage of issued Firefighting gear. There is to be no storage on top of lockers. The Department Chief Officers at their discretion may inspect lockers. Only the Department Chief Officers or designee and the Firefighter assigned to a locker may access an assigned locker.
3. A quarterly review of members active status will be done on all members issued firefighting gear and lockers. This will include fire calls, trainings, and fund-raising events. If a member has been issued firefighting gear and/or a locker and is not maintaining a minimum level of activity, that is acceptable to the Chief Officers, then at their discretion, the Department Chief Officer(s) may recall said gear and/or locker.
4. Lockers will be marked with the firefighter's last name. No other markings are to be on the outside of said lockers without prior approval of the Department Chief Officers. No offensive or illicit materials may be posted on the locker or in common view.
5. Helmets may have approved Department stickers on them to include station number, an American flag, firefighting certifications and/or names. The Department Chief Officers must approve all stickers prior to their placement on an issued helmet. No offensive or illicit materials may be placed for public view.
6. Having gear issued by the Keystone Regional Fire Rescue Department is a privilege. A Department Chief Officer may revoke this privilege at any given time without just cause or reason. The restriction/limitation time frame is based on the Chief Officers discretion.

Section 13.

DEPARTMENT DRUG FREE POLICY

Reference the: **Keystone Regional Fire Rescue Department Administrative Procedure #14**

Section 14.

ACCIDENT AND INJURY INVESTIGATION

Reference the: **Keystone Regional Fire Rescue Department Administrative Procedure #7**

KEYSTONE REGIONAL FIRE RESCUE DEPARTMENT

DISCIPLINARY ACTION REPORT

Name: _____

Date: _____

Date of Incident: _____

Location: _____

Time of Incident: _____

Line Officer: _____

At the above incident, you were noted to have violated one or more policies as adopted by this Department. This is your official notice of such violation. This report will be kept in your personnel file for one year from the date of the incident.

As noted below, future violations of regulations governing the operations of this Department will result in progressive disciplinary action as noted below. It will also be noted that as the level of this infraction dictates, any of the below steps may be skipped, up to and including expulsion and civil action as determined by the membership of the Department.

1st offense- Reminder

2nd offense- Verbal reprimand

3rd offense- Written reprimand

4th offense- Suspension pending Membership review

Signature of Firefighter/Date

Signature of OIC of Incident /Date

Signature of Department Chief/Date

Signature of President/Date