

# West Lake Road Fire Association, Inc.



The following document is the 2009 version of the West Lake Road Fire Assn., Inc.'s Standard Policies and Guidelines for the Operations side of the fire department. This document provides guidelines and polices for members to follow which enable them to perform their tasks more safely, more quickly, and to reduce overall liability.

## Standard Polices and Guidelines

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

The purpose of this operating system is to establish the policies and guidelines for members of the West Lake Road Fire Association, Inc. to follow during operational evolutions. These policies and guidelines have been developed to direct all actions and tasks performed by the department so that they may be performed efficiently, safely, and in accordance with current accepted firefighting practices.

It is expected that all members of the department will become familiar with these guidelines and conduct themselves in accordance with them. They are meant to protect the department and all of its members from bodily harm as well as liability.

This is a “living” document that is to be revised as the Chief of the department and his/her officers see fit. It should be updated as needed due to new experiences, developments, or as new national or local standards are developed.

Revisions and additions will be posted for members to see and familiarize with.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 1-Safety

---

**1.1-Firefighting** and related response activities are inherently dangerous in nature. High mental and physical stress is common during fire, rescue, and EMS evolutions. This is true whether our members are dealing with a high scale emergency or working on a hot summer night at a department drill.

It is the responsibility of each member to maintain safety awareness at all times. To help to insure safety awareness, each member should plan on attending periodic training sessions scheduled by the training or safety officer

**1.2 Safety Officer**-Each year the Chief shall appoint a Safety Officer. This position may be filled with a current Line Officer or maybe filled with another member. The Safety Officer will be responsible for the development and administration of the department's Safety program. The program shall include yearly NIOSH compliant safety training that is coordinated through the Training Officer. The Safety Officer should observe all evolutions of the department in regard to safety and advise the Chief or Incident Commander of any actual or potential threats to member or civilian safety. It shall be the duty of the Safety Officer to administer a monthly building fire inspection

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 2- Operating Emergency Vehicles

---

**2.1 Qualification-** Members that wish to operate department owned emergency vehicles must be a minimum of 18 years of age and must have a *Valid New York State Class "D"* Drivers license. Each driver candidate must attend driver training and qualify on each piece of apparatus. If the apparatus is equipped with a pump, the candidate must also qualify on the pump to drive the apparatus. Drivers are also responsible for knowing where all equipment is on each vehicle. The Chief has final discretion on whether a driver is deemed "qualified". Once qualified, the driver/operator shall attend yearly training to remain certified on each apparatus.

**2.2 Riding on Apparatus-** Riding anywhere on the outside of apparatus is strictly forbidden for any reason. When riding in apparatus, seat belts must be worn at all times. Active Members, Active Medical Members, and Auxiliary Members are authorized to ride on apparatus during any situation because department and county insurance will cover them. Junior Members are authorized to ride on apparatus during non-emergency situations only. Members of mutual aid departments may ride on apparatus during emergency situations in which mutual aid has been activated. Maintenance personnel hired by the department specifically to perform work on the apparatus are authorized to ride providing it is necessary to accomplish their work.

**2.3 Circle of Safety-** Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed, and any physical obstructions are moved out of the way. During the circle of safety, the emergency vehicle driver shall encircle the vehicles and visually inspect all 4 sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

**2.4 Warning devices and true emergencies-** When Responding to a true emergency<sup>1</sup>, all audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle aware of your presence. Warning devices only request right-of-way, they do not insure right-of-way.

1- True Emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions of the emergency vehicle operator may reduce the seriousness of the situation.

**2.5 Vehicle control and right-of-way-** All drivers shall attempt to maintain control of the vehicle that they are driving in such a manner as to provide the maximum level of safety for both

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

their passengers and the general public. Emergency vehicle drivers should be aware that civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right-of-way to an emergency vehicle, the emergency vehicle cannot force the right-of-way, nor can you assume the right-of-way, therefore you do not have the right-of-way until the other vehicle yields to you.

**2.6 Response speeds-** When responding to a true emergency only, drivers shall operate the vehicle they are driving as close to the posted speed limit as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to:

Slippery Road Conditions  
Inclement Weather  
Poor Visibility  
Heavy or Congested Traffic  
Sharp Curves

**2.7 Railroad intersections-** At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following before proceeding:

Turn off all sirens and horns  
Operate motor at idle speed  
Turn off any other sound producing equipment or accessories  
Open the window and listen for a train's horn

**2.8 Non-emergency response-**all drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

**2.9 Response in private owned vehicles (P.O.V.)-**When any member responds to the station or to the scene of an emergency in his/her P.O.V., each member must strictly adhere to all applicable motor vehicle laws. P.O.V.'s are not provided the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle law. While it is recognized that timeliness in response to an emergency is important, it is imperative that all driver understand that their **private vehicles are not emergency vehicles and therefore are not afforded exemptions or special privileges under state law.** Any member observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner

**WEST LAKE ROAD FIRE ASSOCIATION, Inc.**  
**Standard Policies and Guidelines**

will be subject to disciplinary action including, suspension, loss of driving privileges and withdrawal of courtesy light permit.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 3- Accountability

---

**3.1- Personnel Accountability System-** An incident accountability system shall be in place at all incident scenes when personnel may be required to enter a hostile atmosphere or at any other incident where the Incident Commander deems it necessary. All members of the department shall be issued one (1) tag. Each tag will have the member's name on it; additionally tags will be colored yellow for exterior firefighters and red for interior firefighters and will be labeled accordingly.

Accountability boards shall be kept in the left front compartment of each apparatus. The incident commander shall instruct a member to be in-charge of the system and shall account for personnel entering the hostile environment. This job may also include having mutual aid firefighter's tags on the board, so it is imperative that the person assigned to this task pays close attention to persons entering and exiting. If at any time the Accountability Officer has a question or concern about the whereabouts of personnel, they are to contact the Incident Commander immediately. Our system shall be made available to mutual aid companies at our incidents if they have no system in place.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 4-Operating on roadways

---

**4.1- Roadway PPE-** It shall be the policy of the department then when directing traffic for any reason or at anytime of day, members shall wear reflective garments in compliance with *Guideline 20* of this document in effort to make them more visible.

**4.2-Traffic-** It is ideal that traffic be shut down for incidents on any roadway to make for optimal responder safety. If the road is to be shut down, personnel from the department or mutual aid departments shall respond to the closest intersections and divert traffic. It is imperative these responders stay in radio contact with the Incident Commander. If all resources are needed at the scene, law enforcement shall be requested to handle traffic. If only one lane is to be shut down, traffic control devices such as flares and cones shall be placed on the roadway to “push traffic away” from the scene. A member shall be placed at each end with a traffic control device and a radio.

**4.3-Apparatus placement-** In all cases, responding apparatus should be parked in a manner that they protect the scene and its responders from on-coming traffic.

**4.4- Placement of personal vehicles-** Whenever working on roadways, members driving personal vehicles should make every effort to park on the same side of the road.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 5-Training

---

**5.1 General Requirements-** The department shall establish and maintain a training and education program with a goal of preventing occupational deaths, illnesses, and injuries. The fire department shall provide training and education for all department members commensurate with the duties and functions that they are expected to perform.

**5.2 Topics-** Topics are to include department operations, safety, emergency medical services, and policies and procedures.

**5.3-Training Officer-** It shall be the duty of the Chief to appoint a department Training Officer. The Training Officer shall over see the department's entire training program.

**5.4 Training Frequency-** The department shall provide training for all members as often as necessary to meet applicable State, Local, and Department requirements. Department requirements are as follows:

All Members- Initial Training + 8hrs Yearly Refresher

Interior- All of above + an additional 20hrs yearly training

Operators/Drivers-Initial Training + Initial Driver/Operator Training  
8 hrs Yearly Refresher + Annual Driver/Operator Refresher

Emergency Medical- EMS personnel shall abide to the training requirements of the Finger Lakes EMS Council and the State of NY

Specialized Rescue- Members trained in any Specialized Rescue Field shall attend an additional 8 hrs of rescue training/refresher training each year in addition to any other applicable training requirements

**5.5 Training Authorization Policy-**It shall be the policy that any member of the organization that does not complete satisfactorily, is removed from, or fails to attend a department funded class/training session will be held solely responsible for the cost of said class or training. This policy pertains to any and all classes funded by this organization. Before a department funded class may be attended, the member wishing to take the class must first acknowledge this policy by signing the "Training Authorization Policy Acknowledgement" form. Failure to sign said form will result in no funding for the desired class or training session what so ever. This policy is to be upheld at the discretion of the Chief of the Department and in his absence, the Assistant Chiefs.

\*\*See Training Acknowledgment Form\*\*

**WEST LAKE ROAD FIRE ASSOCIATION, Inc.**  
**Standard Policies and Guidelines**

**Training Acknowledgement Form**

**Date:** \_\_\_\_\_

**5.5 Training Authorization Policy**-It shall be the policy that any member of the organization that does not complete satisfactorily, is removed from, or fails to attend a department funded class/training session will be held solely responsible for the cost of said class or training. This policy pertains to any and all classes funded by this organization. Before a department funded class may be attended, the member wishing to take the class must first acknowledge this policy by signing the "Training Authorization Policy Acknowledgement" form. Failure to sign said form will result in no funding for the desired class or training session what so ever. This policy is to be upheld at the discretion of the Chief of the Department and in his absence, the Assistant Chiefs.

I \_\_\_\_\_ (Print Name) acknowledge the above policy (WLR 5.5). I understand that I will be held solely responsible for the cost of the class or training if I fail to complete it as described above.

**Class Requested:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **6-Facial Hair Policy**

---

**6.1-**It shall be department policy that all members donning an airpack will insure that they have an effective seal with the facepiece. Therefore, all members using SCBA's will comply with the West Lake Road Assn. Respiratory Protection Program. In particular, all members must be aware of the fact that facial hair may interfere with proper facepiece seal. Facial hair such as beards and sideburns are, therefore, prohibited unless it is proven by a FIT test that a proper seal can be accomplished.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **7-Alterations to Protective Clothing**

---

**7.1-** When protective clothing is purchased for members or by members it will meet the applicable safety codes and regulations in effect at the time of purchase. Alterations to any protective clothing will not be allowed without first checking with the Safety Officer and seeking approval of the Chief. Examples of alterations include, but are not limited to: sew-on patches, stick-on decals, cutoff boots, and devices attached to helmets.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 8-Mutual Aid Plan

---

**8.1a-Requesting Mutual Aid-** If both Engines are committed for any reason, all manpower is committed to scene or detail, or any other situation deemed necessary by the Officer in Charge, a fill-in company shall be requested. If the incident is South of Reed Rd, White Springs shall be requested. If the Incident is North of Reed Rd., Bellona shall be requested. If Bellona or White Springs are unavailable to cover; Geneva, Dresden, or Hall shall be requested to cover at the OIC's discretion.

**b. Large Diameter Hose-** The following is a general guideline for requesting Large Diameter hose:

5in-Dresden, Stanley, Penn Yan, Bellona, Benton, and Hall

4in-White Springs, Geneva, North Side

**c. Tankers-**

Ontario County 1<sup>st</sup> Alarm

Bellona TA14 3000gal

Benton TA28 3500gal

Hall 1333 1000gal

Stanley 2641 1800gal

North Side 1941 2500gal

Ontario County 2<sup>nd</sup> Alarm

Dresden PT21 2100gal

Penn Yan TA18 2500gal

Oaks Corners 3231 1500gal

Border City 225 3000gal

Yates County 1<sup>st</sup> Alarm

Bellona TA14 3000

Benton TA28 3500

Dresden PT21 2100

Penn Yan TA18 2500

Yates County 2<sup>nd</sup> Alarm

Hall 1333 1000gal

Stanley 2641 1800gal

North Side 1941 2500gal

In all cases, Bellona PT42 shall be requested to a Hydrant for a fill site. If Bellona is at the scene, White Springs or Geneva shall be requested in their place. Depending on the location of the incident, the following hydrants shall be used as fill sites:

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

Kashong @ Rice  
Either end of Old Lake Rd  
Beattie Point @ RT 14  
Old State Rd @ Earl's Hill Rd  
Wabash Rd-North of Robson  
Lake to Lake Rd @ The Olson Farm

### d. Ladder Trucks-

Geneva 1181-100' SkyArm Platform  
Penn Yan L4- 100' Platform

**8.2-Mutual Aid Responding-**In the event that other departments request our equipment, the following response guidelines shall be followed:

Station Fill In.....2911  
Pumper to Scene.....2911 or 2912  
LDH Request.....2911 or 2912  
Extrication Tools....2921  
Tanker.....2911  
Landing Zones.....2921 or 2911  
Smoke Divers.....2911  
Medical.....2961  
Traffic.....2961 or 2921  
FASTeam.....2911  
Water Rescue.....2962

### 8.3- Specialized Resources

Thermal Imaging Camera.....Geneva (3)  
Stanley (1)  
Benton (1)  
North Side (1)  
White Springs (1)

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **9-Apparatus Response to Automatic Fire Alarms**

---

**9.1 General Automatic Fire Alarms-**Upon receiving an automatic alarm, The West Lake Road Fire Association, Inc. will respond with a minimum of one (1) engine even if the alarm is cancelled by the alarm company. It is our duty as the Fire Department to investigate each alarm and confirm that there is no emergency. If the Officer in Charge is to arrive on scene prior to the arrival of the first apparatus, he/she may cancel the response after making confirmation there is no emergency.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 10-Hybrid Vehicle Emergency Procedures

---

*These procedures, developed by Ron Moore are published in Size-Up magazine, are intended to promote safe and effective methods for dealing with Hybrid Vehicles and their High Voltage electrical systems during emergency operations.*

**10.1-** Identify the vehicle as a Hybrid. A Hybrid badge will be on the rear of the vehicle; some models will also have badges on the sides.

**10.2-** Stabilize the vehicle by chocking the wheels. Electric powered vehicles make very little noise and may move unexpectedly.

**10.3-** Gain interior access. No time to force doors; if a door won't open go through a window.

**10.4-** Place the vehicle in park, do this quickly to avoid vehicle movement, and set the emergency brake.

**10.5-** Shutdown the ignition system. Turn the key off or depress the Start/Stop button. This will shut down the high voltage electrical system. If equipped with a proximity key, make sure the key is moved a safe distance from the vehicle.

**10.6-** Check for Hybrid System shut down. Look for the "Idiot" light on the dash; these lights indicate the high voltage system is energized when they're illuminated.

**10.7-** Shut down the standard electrical system. Locate the standard 12 volt battery and disconnect the cables.

**10.8-** Don't mess with the high voltage battery or wiring (orange or other bright colored wires) Once these steps have been accomplished follow normal medical and extrication practices

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 11-Vehicle Fires

---

**11.1-General-** All firefighters are to wear full personnel protective equipment including SCBA's. Apparatus placement should be approximately 125 ft away from vehicle, uphill, upwind, and in a position to protect personnel from on-coming traffic.

**11.2-Water Supply-**If the water carried on the responding apparatus will not be sufficient to extinguish and protect exposures (additional cars, buildings, garages, etc.) early considerations must be given to additional water supply sources.

**11.3-Operations-**A working fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should consider the vehicle as a "write off" and a safe and appropriate approach and fire attack must be implemented. Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue. When rescue is not a factor, first water should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG).

**11.3a-**Initial fire attack should be made with a minimum of a 1 ¾" attack line.

**11.3b-**Vehicle should be approached at a 45-degree angle on either driver or passenger side.

**11.3c -**As soon as possible chock wheels to prevent vehicle movement.

**11.3d-**Forcible entry team shall open all compartments of vehicle (trunk, hood, passenger, etc.) to gain access to fire and check for extensions.

### 11.4-Hazards and Safety Considerations-

**11.4a-**Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG) are becoming increasingly used as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank. If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while protecting exposures and cooling the tank. Shutting off the valve at the storage tank can control flow of gas through piping.

**11.4b-**Energy Absorbing Bumpers--Consist of gas and fluid filled cylinders that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel 25 feet.

**11.4c-**Batteries--Explosion hazard due to presence of hydrogen vapors. Avoid contact with battery acid. When the situation is stable, disconnect battery cables (ground cable first).

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

**11.4d-Combustible Metals**--Some vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning, attempts to extinguish them with water will usually add to the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensification, the fire should go out. Dry chemical extinguishers can also be effective.

**11.4e-Trunk/Rear Hatch/Engine Hoods**--Hold-open devices may employ, along or in any combination with any of the following: springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop in lift assists causing a trunk, hatch or hood to fly open with explosive force when the latch mechanism is released. To insure personal safety, be sure to allow sufficient clearance when releasing latches.

**11.4f-Fires involving the trunk/cargo area** should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Expect the worst!

**11.4g Fuel Tanks**--May be constructed of sheet metal or plastic. A rupture or burn-through may occur with these tanks causing a rapid flash fire of the fuel. Do not remove gas cap, as tank may have become pressurized. Do not direct hose stream into tank, as this will cause pressurization of tank, with a possible result of burning fuel spewing from the tank fill opening.

**11.4h-Interior**--well-sealed interiors of modern vehicles present the potential for backdraft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation, and safety concerns must be considered. Have a charged handline ready before making entry.

**11.4i-Vehicle Stability**--Tires or split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Some larger vehicles, such as buses, employ an air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to SUDDENLY drop several inches.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 12-Natural Gas Emergencies

---

**12.1-General-**Natural gas is colorless and odorless. The gas company adds an odorant so personnel can smell the gas in the event of a leak. Natural gas is lighter than air and will rise if escaping pressure. The flammable limits of natural gas are 4% to 14%. All firefighters must be in full personnel protective equipment including SCBA's. All responding apparatus will approach the area with caution. The Incident Command System will be initiated. The Incident Commander will determine the nature of the leak, set up perimeters (hot, warm, and cold) and request the required services if not already en-route (NYSEG, Haz-Mat, EMS).

#### 12.2-Escaping Gas Outside of a Structure

**12.2a.**-Eliminate ignition sources.

**12.2b.**-Restrict access to the area.

**12.2c.**-Determine if the leak can be isolated and, if possible, isolate.

**12.2d.**-Call NYSEG

#### 12.3-Escaping Gas Inside of a Structure

**12.3a.**- Eliminate ignition sources.

**12.3b.**-Restrict access to the area.

**12.3c.**-Shut off the gas flow at the main gas valve outside the structure or to the affected area of the structure (i.e.: stove, boiler, water heater, etc.)

**12.3d.**-Natural ventilation is to be setup.

**12.3e.**-A 1 ¾ safety line shall be in place.

**12.3f.**-Call NYSEG to check structure for gas levels by using a meter after the main valve has been shut down

#### 12.4-Burning Gas Outside of a Structure

**12.4a.**-Protect exposures and recognize the high radiant heat hazards.

**12.4b.**-If possible, attempt to secure the natural gas leak by utilizing a main shut off.

**12.4c.**-Call NYSEG.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **12.5-Burning Gas Inside of a Structure**

**12.5a-**Shut off the flow of gas at the main shut off valve outside the structure.

**12.5b-**Protect the exposures.

**12.5c-** Extinguish the remaining fire.

**12.5d-**Call NYSEG.

**12.4e-**Once the scene has been secured, the Incident Commander will notify the residents or occupants of the status of the structure and affected areas.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 13-Propane Emergencies

---

**13.1-General-**Propane gas is colorless and odorless. The propane company adds an odorant (ethyl mercaptan) so personnel can smell the propane in the event of a leak. Propane gas is heavier than air and will migrate to lowest points (i.e. basements, crawls spaces). A gallon of liquid propane weighs 4.24 pounds and contains 91,650 BTU's and will vaporize at any temperature above -44 degrees Fahrenheit. All responding apparatus will approach the area with caution. The Incident Command System will be initiated. The Incident Commander will determine the nature of the leak, set up perimeters (hot, warm, and cold) and request the required services if not already en-route (propane provider, Haz-Mat, EMS).

#### 13.2-Escaping Propane Outside of a Structure

**13.2a.**-Eliminate ignition sources.

**13.2b.**-Restrict access to the area.

**13.2c.**-Determine if the leak can be isolated and, if possible, isolate.

**13.2d.**-Call propane provider

#### 13.3-Escaping Propane Inside of a Structure

**13.3a.**- Eliminate ignition sources.

**13.3b.**-Restrict access to the area.

**13.3c.**- Shut off the propane flow at the storage tank at the vapor service shutoff valve outside the structure or to the affected area of the structure (i.e.: stove, boiler, water heater, etc.)

**13.3d.**-Natural ventilation is to be setup.

**13.3e.**-A 1 ¾ safety line shall be in place.

**13.3f.**-Call for Geneva or White Springs to check structure for propane levels by using a meter after the leak has been secured.

**13.3g.** Call propane provider if possible

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **13.4-Burning propane Outside of a Structure**

**13.4a.**-Protect exposures and recognize the high radiant heat hazards.

**13.4b.** If possible, attempt to secure the propane gas leak by utilizing the storage tank vapor service shutoff valve.

**13.4c.** Call propane provider if possible

### **13.5-Burning Gas Inside of a Structure**

**13.5a.**-Shut off the flow of propane at the storage tank vapor service shutoff valve outside the structure.

**13.5b.**-Protect the exposures.

**13.5c.** Extinguish the remaining fire.

**13.5d.** Call Propane Provider.

**13.5e.**Once the scene has been secured, the Incident Commander will notify the residents or occupants of the status of the structure and affected areas.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 14- Carbon Monoxide Emergencies

---

**14.1 General-**Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc. can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for carbon monoxide at 35 parts per million (PPM) over an eight hour period, in the general workplace. The U.S. Environmental Protection Agency has established that residential levels are not to exceed 9 PPM over an eight-hour average. Commercial buildings have many sources of CO not found in residences such as parking garages, drive-through windows, auto repair bays, various “processes”, un-vented gas burners in large confined spaces, forklifts, etc. Recognizing this OSHA established 35 PPM as the acceptable level for commercial buildings.

**14.2 Response-** The department shall respond to all reports of CO emergencies with Engine 2911 and Medical 2961. If there is any indication of illness or suspicion of a leak, White Springs or Geneva shall immediately be requested for their gas meter. The premises shall be evacuated and no personnel shall make entry without full PPE including SCBA until it is determined that there is no leak or that there is a faulty detector in place.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 15- Use of Breathing Air Compressor and Cascade System

---

**15.1 General-** No personnel should utilize the system without first receiving proper training on its use. The system itself shall receive maintenance according to manufacturer's specifications.

#### 15.2 Guidelines for General Use-

Set "Supply" at proper level (2216psi)

Place cylinders into the fill station. (Open door Slowly!)

Connect fill hoses to cylinders

Open valves on cylinders once all cylinders have been placed in fill station

Close fill station door

Turn on the "fill" valve

Watch the "SCBA" gauge to see that cylinders are filled to proper PSI

Once filled, turn off "fill" valve

Open fill station door

Close cylinder valves

Open "Bleed" valve

Disconnect and remove cylinders

Close bleed valve and slowly close the fill station door

**15.3- Filling Cylinders from other Departments-** Area departments may fill cylinders with the permission of a Chief Officer. A current copy of the department's air certification will be furnished to the department utilizing the air system and a trained member shall be onsite at all times when another department is filling cylinders.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 16- Search and Rescue

---

**16.1 General-** This shall be the general search and rescue policy for the department. This policy covers both “Primary” and “Secondary” searches. Primary searches are a quick initial search, secondary are more thorough and result after most of the fire has been extinguished. Search and Rescue operations are very dangerous. It is important that members involved in these operations actively listen for changes and remain calm and oriented at all times. Command should be updated on the search team’s progress periodically. Searchers should never enter the middle of a room. Instead, searchers shall use tools as “arm extensions” to search out into a room.

**16.2 Tools-**General list of tools that should be utilized or available for search and rescue operations includes: Irons, Thermal Imager, Portable radio, Closet hook, hand lights, ropes, Personal escape ropes, chocks, ladders, and a stokes basket.

**16.3 Teams-** Teams should consist of 2-3 people (ideally 3), as well as an accountability officer at the front door. The team consists of two searchers and one “doorman” to stay at the door of each room.

**16.4 Patterns-** Searches shall be done using a “clockwise” pattern where both searchers travel “clockwise” together or in a “crossing” pattern where searchers go different directions and overlap each other. In any instance, it is important that **one** method is chosen and that is the only method used until the entire search has been executed.

**16.5 Locating Of Victims-** If the search team locates a victim; it is the duty of that entire team to extricate that victim through the nearest and safest exit.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 17- FASTeam

---

**17.1 General-** The intent of this Guideline is to develop a standardized approach to delivering or receiving the services of a specialized team of trained firefighters for the purpose of rescuing other firefighters only. This group of firefighters will be called a FASTeam (Firefighter Assistance and search Team), also known as a Rapid Intervention Team (RIT). A FASTeam may be called anytime a firefighter's safety is , or may be, at high risk. Fires in buildings where firefighters are operating inside, on or very close to, are the single most high risk type of assignments. If buildings are large, or temperatures extreme, more than one FASTeam may be appropriate.

**17.2 Manpower-** The FASTeam should consist of a minimum of four (4) interior firefighters. Depending on the department's capability, the team may also have its own Safety Officer, vehicle operator and/or Team Leader (officer). In the event a fire department requested to supply a FASTeam is unable to supply four (4) interior firefighters, they should advise the dispatcher within (5) minutes of the dispatch on the number of team members they can supply, if any. It would be in the best interest of "accountability" if all members respond on fire department apparatus.

**17.3 Minimum Equipment-** The minimum equipment for the FASTeam shall be as follows: Thermal imaging camera, SCBA for all members, Spare SCBA and Bottle, Pike Poles, Ground Ladders, Portable Radios, Hand Lights, Irons set, 100' Utility Rope, Pick head Axe, FASTeam Tarp.

**17.4 Additional Equipment-** The incident commander should see that the FASTeam should have immediate access to the following equipment, if not brought to the scene by the FASTeam: Pumper with Established Water Supply, Designated Hose Line, Ventilation Fans, Fire Extinguishers, Power Saw, Additional SCBA Tanks, Medical Bag with O<sub>2</sub>.

The I.C. may also choose to have available for the FASTeam, or for use by qualified operators, additional equipment such as:

Powered Hydraulic Tools, Pneumatic Tools, an EMS/ALS Unit, Hand Hydraulic Tools, Air Bags, and Cribbing.

#### 17.5 Duties

**17.5a-**When arriving on scene of an incident, the FASTeam leader (officer) should report to the I.C. and provide the status and capabilities (manpower & equipment) of his/her team. They should then standby at the location designated by the I.C. and prepare for immediate activation. Members of the team should be additional eyes and ears for the I.C., watching for changes in the

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

scene condition and monitoring of radio frequencies to pick up on any emergency, or near emergency, transmission.

**17.5b-**In the event any firefighters become trapped or in need of rescue, the radio code be used will be MAYDAY and broadcast on as many frequencies as possible. MAYDAY should be followed by a “location” and problem, if possible.

**17.5c-**Once a FASTeam has been assigned to duty, another team should be requested, or organized from crews already on scene.

**17.5d-**Depending on the fire scene or weather conditions, FASTeams may need to be rotated every 30 minutes.

**17.6 Response-** When requested, the West Lake Road Fire Assn. will respond to act as a FASTeam. Upon activation, qualified members shall respond to the station and man engine 2911. The apparatus operator will not respond until a crew meeting the guidelines set forth in the “manpower” section of this guideline are met. Apparatus may respond however, if members and/or officers call via radio or telephone and report that they are responding directly to the scene.

**17.7 Team Members-** FASTeam members shall be selected by the Chief based on training, experience, and physical capability. Under no circumstances shall a firefighter act as a FASTeam member without approval from the Fire Chief.

**17.8 Training-** Those firefighters available for use as FASTeam members should be well trained in the use of all equipment they may be expected to use. They should practice working together and with neighboring departments they may provide services to or receive services from. Members should be able to use other department’s equipment and inter-mix members to form a team.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 18-Response to Motor Vehicle Crashes

---

**18.1 General-** Upon receiving a call for a motor vehicle crash, the department will respond with Midi-Rescue 2921, Fly Car 2961, and Engine 2911 respectively. The highest ranking officer on scene shall establish a command post.

**18.2 Traffic control-**Two members shall be assigned to traffic control. Said members shall wear appropriate turn-out gear; have a department portable radio, and a supply of highway flares. ALL MEMBERS OPERATING NEAR TRAFFIC SHALL WEAR REFLECTIVE VESTS OR COATS. *REF SOG #20*

**18.3 Deployment of Hose-** At least 100ft of 1.75” hose shall be laid and charged at all crashes. Unless deemed un-necessary by the Officer in Charge.

**18.4 State Route 14-** Due to the increased speed and heavy traffic flow of Route 14, it may be necessary to shut down a portion of the road and re-route traffic. If this needs to be done, dispatch shall be notified of where the road is closed and what the alternate route is. If it is determined that only one lane should be shut down, all southbound traffic shall be detoured up the crossroad and all northbound traffic will be allowed the use of the open lane. If traffic can SAFELY pass without closing the road, flares and other warning devices shall be placed at a prescribed distance so as to slow and warn on-coming traffic.

**18.5 County Road 6 and Town Roads-** Due to lack of shoulders on these roads, the roads will automatically shut down to one lane of traffic. Responding members shall provide traffic control. If need be, the road will be completely closed and alternate routes established.

**18.6 Safety Zones-** Three 50ft safety zones shall be established at each crash

**+18.6a-HOT ZONE-** This will include the vehicles involved and 50ft in all directions. All members will be in complete PPE (except for SCBA) while in the hot zone and all unnecessary people (bystanders, sight seers, etc.) shall be removed from the area.

**+18.6b-WARM ZONE-** This will be the next area outside of the hot zone. All extrication tools and equipment shall be staged in this area and shall be kept ready. Members shall be in turn out gear and all unnecessary persons removed from the area.

**+18.6c-COLD ZONE-** This will be the next area out from the warm zone. All apparatus shall be parked in this area. Reflective vests are required in this area but full PPE is not.

**18.7 Securing the Vehicle-** Before any extrication begins, all vehicles shall be stabilized, engines turned off, keys secured if possible, and batteries disconnected. Once the vehicles power

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

system has been secured, entry can be made and victims shall be shielded from debris by the use of tarps or blankets. If medical personnel are at the scene, they should be with the victims.

### **18.8 Additional Resources-**

*Spreaders-* White Springs, Geneva, Benton, Bellona, Penn Yan, Oaks Corners, Hall, and Stanley.

*Cutters-* Hall, Geneva, Bellona, Penn Yan, Stanley, Oaks Corners.

*Air Bags-* Benton, Stanley, Oaks Corners, Geneva, Penn Yan

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 19- Response to Fuel Spills

---

**19.1 Apparatus Placement-** The apparatus operator shall position the apparatus uphill from the spill and approx 100' away, so as to allow deployment of hand lines.

**19.2a Operations-** Personnel shall first contain the spill utilizing absorbent materials carried on the apparatus. The source of the spill should be secured, if it can be done safely. All spilled fuel shall be covered with absorbent and/or picked up with absorbent pads.

**19.2b-**The N.Y.S. Dept of Environmental Conservation is to be notified of all spills greater than 10 gallons

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 20- SAFETY VESTS

---

**20.1 General Objective-** The purpose of this guideline is to outline the need for and proper use of high visibility vests, shirts or jackets meeting the **Federal Regulations 23 CFR 634, NFPA 1500 8.710, and ANSI/ISEA 107/207-Class II Vests.**

**20.2a Guideline-**When members of the Fire Department are in direct contact with and/or their duties place them in potential conflict with motor vehicle traffic, they SHALL wear a garment with fluorescent and retro-reflective material visible from all sides. All members will receive proper and thorough training in the use of federally required safety vests meeting the regulations listed above. Members must have the required safety garments on their person in the prescribed fashion to protect them from injury or death.

**20.2b-**This guideline does not include members who are conducting fire suppression operations and/or could be in direct contact with flame or hazardous materials that could melt the vest or cause injury to the firefighter. Once the fire suppression operation has been completed, the firefighter MUST don the prescribed vest to protect them from traffic.

**20.2c-** This guideline will include all of the following without exception (except listed in 20.2b);

- Interior Firefighters
- Exterior Firefighters
- EMS Personnel
- Fire Police/Traffic Personnel
- Any other department personnel on scene

**20.3 Vest Locations-** The Fire Department will provide a safety vest for each riding position on the apparatus, as well as provide for additional vests for members who arrive on scene in personal vehicles.

**20.4** -The use of compliant safety garments containing “break-away” features are not required to meet this guideline. The Fire Department, if it so chooses, can purchase garments that meet the regulations with “break-away” features.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **21- Emergency Medical Services**

---

**21.1-** The West Lake Road Fire Assn., Inc is registered with the NYS Dept of Health as a Non-Transporting Basic Life Support First Response Agency. It shall be the policy of the department that all medical personnel follow the protocols set forth by the state and the Finger Lakes Regional EMS Council. The agency Medical Director shall be Dr. Robert Weinberg. It shall be the duty of the Chief of the Department to appoint an officer to be in-charge of the department EMS program.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 22 – Generalized Response Guidelines

---

**22.1 General-** Unless otherwise specified in these guidelines, emergency incident response shall be broken into two (2) categories, General Response Areas and Limited Access Areas.

**22.2 Limited Access Areas-** Shall be defined as any area that is “off road” or where the size of the responding apparatus must be limited due to other geographic or man-made features. *Midi-Rescue 2921* shall be the first apparatus to respond to these incidents.

**22.3 General Response Area-** Shall be any area not described as “Limited Access”. Response to incidents shall be determined by the incident type. A general guideline for this shall be; *Crashes-2921, Auto-Alarms/Structure Fires-2911 / 2912, E.M.S.-2961*. When in doubt inquire with a Line Officer as to what apparatus should respond.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### **23 – Bloodborne Pathogen / Infectious Disease**

---

**23.1 General/Training-** The purpose of this guideline is to identify, protect, and eliminate any exposure to members from bodily fluids as a result of patient care. Every member will receive training on the West Lake Road Fire Association's Infectious Disease Program during department orientation and annually thereafter. Every member will practice Body Substance Isolation/Universal Precautions when caring for patients, performing housekeeping tasks, and disinfecting equipment.

**23.2 –** Avoiding exposure to Blood or Airborne pathogens is essential to the health and well being of each member. To achieve this goal ALL members will know, understand, and practice the guidelines established by the CDC (Center for Disease Control), the Medical Director, and the West Lake Road Fire Association.

**23.3 Areas of Risk-** Areas that do or potentially can expose a member to bodily fluids of another will have barrier devices available for use

**23.4 Hand Washing-** after performing activities that could expose a member to the bodily fluids of another, members will wash their hands according to CDC guidelines and/or company training.

**23.5 Exposures-** Any exposure to the fluids of another individual will be reported to the Chief and or Officer In-Charge. The Exposure Form will then be completed. A determination will be made on the level of exposure and appropriate action will be taken.

**23.6 Material Disposal-** All clothes, linen, and bandaging material will be disposed of properly, according to local, state, and CDC guidelines.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

### 24 - Sexual Harassment

---

**24.1-**The West Lake Road Fire Assn., Inc. prohibits and does not tolerate sexual harassment in the workplace or during any Organization-related activity. The Organization provides internal procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No member, no matter his or her title or Position, has the authority to commit or allow sexual harassment.

**24.2-**Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

**24.3-**The Organization prohibits and does not tolerate any members or visitor, male or female, to harass a member or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Direct or implied threats that submission to sexual advances will be a condition of membership or continued service with the Organization;
- Sexual explicit or pornographic material such as posters, calendars, pictures or objects;
- Unwelcome advances, including, but not limited to, requests, comments or innuendoes regarding sex, sexual jokes, gestures, statements, e-mail, text, or voicemail messages, leering or stalking;
- Physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes; and
- Physical assaults on other employees/members, including but not limited to rape, sexual battery, or any attempt to commit such acts.

**24.4-**The Organization will take all allegations of sexual harassment seriously and determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation.

**24.5-**The Organization will make every effort to ensure that those named in the report, or are too closely associated with those involved in the report, will not be part of the investigative team.

**24.6-**The Organization reserves the right and provides notice that third parties may be used to investigate harassment claims. Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If any member expresses concern that your behavior may be violated this policy, please respect his/her concerns. Regardless of your intent, how others interpret your behavior is important.

**24.7-**This policy is not meant to interfere with or discourage friendships among members. However, members must be sensitive to acts or conduct that may be considered offensive by other members.

**24.8-**The Organization prohibits retaliation made against any member who lodges a good faith complaint of sexual harassment, or who participates in any related investigation.

# WEST LAKE ROAD FIRE ASSOCIATION, Inc.

## Standard Policies and Guidelines

**24.9-**The Organization recognizes that making false accusations of harassment in bad faith can have serious consequences for those who are wrongly accused.

**24.10-**The Organization prohibits deliberately making false and/or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

### **24.11 Reporting Procedure-**

If you are aware of sexual harassment taking place, you must immediately report to a Line Officer. If you feel uncomfortable doing so or one of these officers is the source of the complaint, condones or ignores the harassment, immediately report to Chief of the Department. If neither of these alternatives is satisfactory to you, then you should immediately direct your reports to the President, Vice President or any Board or Directors member. You are not required to directly confront the person who is the source of your report before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make the harassment known to the Organization.