

10/14/94

OPERATING GUIDELINES

Enclosed are the revised Operating Guidelines of the Yardley-Makefield Fire Company. These Guidelines will remain in effect from year to year until they are deemed necessary to change. The presiding chief may change any or all of these guidelines as he/she feels are required. Once there are new or revised guidelines, a copy must be made available to all members.

Revised 02/10/11
K.E.B.

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SECTION I – JUNIOR MEMBER’S GUIDELINES

A Junior Member is anyone 16 or 17 years of age. Once their 18th birthday is attained, the “Junior” designation is voided. The Membership Committee and Junior Advisor will interview a potential Junior member, at which time one or both of the potential Junior member’s parents or guardians must be present. Also, a copy of their working papers must be on file before they can participate in any Fire Company activities.

DUTIES EXPECTED OF THE JUNIOR MEMBERS

Junior members must abide by all rules of the Fire Company’s Constitution and By-Laws, which will be supplied upon being voted into Junior status. Junior members must attend the required basic training course before their Junior status is over or within one year of being voted in to the Fire Company. They are expected to take part in all Fire Company drills, fundraisers and work and cleaning details.

STATION AND OTHER GENERAL RULES

The following station hours will be applied all year:

- A. Must leave the station by 22:00 hours (10:00 p.m.)
- B. May respond from home up to 23:00 hours (11:00 p.m.), but they must return home if they do not make a piece of apparatus:
 - a. Before 00:00 hours (12:00 a.m. – midnight) or when the Fire Company is back in service, whichever comes first.
 - b. If ordered to do so by an officer of the Fire Company.
- C. If on the fire ground, the Junior must make arrangements through the Incident Commander (IC) to return home at 23:30 hours (11:30 p.m.).
- D. May not respond to alarms between 23:00 hours (11:00 p.m.) and 06:00 hours (6:00 a.m.).

Juniors may not be in the station or respond to calls during school hours – including if the Junior is in a Co-op program – and may not take any Fire Company pagers to school. They must comply with PA Motor Vehicle Code restrictions for Junior Driver’s License and cannot use a blue light. Juniors may not vote in any Fire Company election or ruling.

RIDING ON THE APPARATUS

Juniors must meet the requirements of the Fire Company and have the approval of the fire chief before they can ride any apparatus. They must yield their position on the apparatus to senior members. Juniors must wear seatbelts at all times and are not permitted to get off of the apparatus unless told to do so by the officer of the apparatus.

WHAT JUNIOR MEMBERS CAN DO ON A FIRE GROUND

Pennsylvania's Child Labor Law restricts the Junior from doing a number of tasks on the fire ground. However, there are a number of vital roles in which a Junior may participate:

- A. Juniors may hook up to a hydrant to establish a water supply.
- B. They may help in laying the supply and attack lines and assist in advancing the attack lines to the fire building, but they cannot go in the fire building.
- C. They may operate hose lines outside the fire building and in extinguishing fires where SCBA is not required.
- D. A Junior can be told to establish an equipment staging area, where a tarp is set out on the ground and equipment vital to fire fighting is placed upon it.
- E. Juniors may assist with an SCBA staging area by helping senior members with the donning and doffing of their SCBA and helping to get empty bottles filled.
- F. Juniors may assist in the carrying and raising of ground ladders.
- G. Juniors may assist in establishing the perimeter of rescue operations.

These are a few of the critical evolutions where Juniors can operate and learn. They are not limited to these tasks and will be trained in other areas of responsibility.

WHAT JUNIOR MEMBERS CAN NOT DO ON A FIRE GROUND

As previously mentioned, the Pennsylvania Child Labor Law does impose some restrictions on 16- and 17-year old members. The Fire Company has added other limitations with safety in mind. Junior members may not perform the following fire fighting functions:

- A. Operate an aerial ladder, aerial platform or hydraulic jack.
- B. Operate pumps on any apparatus at the scene of a fire.
- C. Drive any vehicle owned by the Fire Company.
- D. Enter a burning building.
- E. Operate any gasoline or electric powered tool.
- F. Climb ladders.
- G. Operate high-pressure hose lines.
- H. Wear SCBA.
- I. Work with electrical hazards, wear rubber electrical gloves or insulated wire gloves or use insulated wire cutters.
- J. Ride on the apparatus for assist or stand-by alarms.
- K. Operate or ride in the marine units (boats).

NOTE: During training, a chief may waive any of the above restrictions, as long as the Junior is under the strict supervision of said chief.

The Membership Committee will review the Junior member's records quarterly. During the school year, a copy of the Junior's report card will be asked for at the end of each

grading period. This is done to ensure that the Junior's grades are not being affected by the Fire Company. If the Junior's grades are being affected, the Junior will not be permitted in the firehouse until all of the grades have improved. School and education are our foremost priority! If the Junior lacks proper attitude, fails to participate in drills or attend the required basic training course, the Membership Committee may suggest to the general membership of the Fire Company that the Junior be dismissed from membership in the Fire Company.

SECTION II – GENERAL FIREFIGHTER’S GUIDELINES

CONDUCT OF FIREFIGHTERS

All members are required to conduct themselves according to the Constitution and By-Laws of the Fire Company under Article XI.

The Fire Company’s definitions of substance abuse and disciplinary action are contained in the Constitution and By-Laws of the Fire Company under Article XI, Section 4.

No member shall give any account, picture or video of any alarm to a reporter or post any account, picture or video of any alarm on the internet except the officer in charge of the fire ground, unless otherwise designated by the Fire Company to do so. No member shall take any picture or video of any alarm they are responding to or operating on except the officer in charge of the fire ground, unless otherwise designated by the Fire Company to do so. Any member who does not respond on an alarm but is there as a member of the general public may not take any picture or video of said alarm if the member has used his/her status as a firefighter to access an area of the fire ground that would otherwise be off limits to the general public. Any comments made on the internet should not in any way be affiliated with the Fire Company.

REQUESTS FOR FIRE RECORDS AND PHOTOGRAPHS

All requests for fire records and photographs for an incident will be reviewed and processed on an individual basis by the Yardley-Makefield Fire Marshal’s Office.

The Chief and the Fire Marshal’s Office are the only authorized personnel that can release any fire records or investigation photographs from the Yardley-Makefield Fire Company.

Requests for fire records pertaining to a particular incident must be made on official letterhead and will be provided at a cost of \$50.00 per report.

Requests for photographs pertaining to a particular incident must be made on official letterhead and will be provided at a cost of \$1.00 per 4x6 photograph and \$10.00 per 8x10 photograph.

FIREFIGHTER’S SAFETY

To assure the safety of firefighters in potentially toxic environments, some hair requirements have been put into place:

- A. Firefighters who wear SCBA may not have any facial hair that will interfere with the seal area of the face piece. This includes – but is not limited to – full beards, bushy side burns, goatees or similar beards. Any firefighter who does not comply with this will not be permitted to take part in the following assignments:
 - a. Alarms out of district (including stand-by).

- b. Hazardous material alarms (discretion of the IC).
- c. Any alarm that puts the firefighter in contact with harmful or toxic environments.

There will be no exceptions to this procedure. Any firefighter who cannot wear SCBA due to excessive facial hair will have one rear reflective hex on their helmet replaced with a white “Exterior” reflective hex.

- B. Firefighters who have long hair (hair which comes over the ears and/or lays over the turnout collar, etc.) will wear their fire retardant hoods at all times while on the fire ground. Hoods will only be removed when the IC gives permission to do so.

USE OF BLUE LIGHTS

All firefighters using blue lights will be required to meet the Pennsylvania Department of Motor Vehicle Code under Emergency Vehicles, Section 4572. A valid driver’s license, owner’s card, and proof of insurance is needed in order to receive a blue light card. The Chief must sign each firefighter’s blue light card each year for use of a blue light. Any misuse of the blue light will be subject to disciplinary action. A junior firefighter is not allowed to use a blue light.

TURNOUT GEAR

Full turnout gear (jacket, pants, boots, helmet, hood and gloves) will be worn on all fire alarms and drills unless given permission to remove an article of gear by the IC. The only time gear will not be required to be worn is on a marine rescue, however, all turnout gear will be brought along on the apparatus.

Drivers will wear their turnout pants as a minimum for responding to fires, but all turnout gear will be brought along for later use.

Failure to maintain a minimum fire call attendance of 15% MAY result in the loss of both a firefighter’s turnout gear and pager.

SECTION III – APPARATUS PROCEDURES

MANNING OF THE APPARATUS

The maximum riders for each apparatus are as follows:

Utility 0	5
Utility 80	8
Special Service 0	6
Engine 80	6
Rescue 0	6
Rescue 80	8
Ladder 0*	6
Tower 80*	6
Traffic 0	5

A minimum of four (4) SCBA-qualified personnel is required for assist and stand-by alarms, unless a line officer deems otherwise.

*The Ladder crew must include one (1) qualified ladder operator other than the driver to be able to respond to out of district alarms. The Tower crew must include two (2) qualified bucket operators other than the driver to be able to respond to out of district alarms.

DRIVER TRAINING PROGRAM

A member must request permission in writing to the Chief and Engineer to begin driver training. The Chief and Engineer will review all requests for training and accept or deny the applicant, forwarding all paperwork to the Driver Training Committee.

Entry Into Driver Training Program:

All members must meet the following criteria:

- Minimum 21 years of age
- Active member of company for over one year (senior status)
- Current Yardley-Makefield Fire Co. Physical
- Valid drivers license
- Firefighter 1 or equivalent
- Current First Aid & CPR/AED certification
- Completion of Emergency Vehicle Operations Course (EVOC) (within first year)

*All criteria must be satisfied with written proof. Any exceptions or waivers require the written approval of the fire chief with concurrence from the Driver Training Committee.

Vehicle Progression:

All of the Fire Company's vehicles have been classified into order of progression. This classification is based on operational complexity and experience requirements. All trainees will begin their training in Tier 1. Skipping tiers will not be allowed.

Vehicle Tiers:

- Tier 1: Utility 0/Utility 80/Traffic 0
- Tier 2: Special Service 0 (Marine Trailer Optional)
- Tier 3: Engine 80
- Tier 4: Rescue 0/Rescue 80
- Tier 5: Ladder 0
- Tier 6: Tower 80

Vehicle Training:

Trainees are responsible for scheduling training sessions with approved instructors. Driver Training Instructor list will be posted in each station.

Driver training instructors will complete a check off list at the conclusion of each training session. Instructors will be responsible for assessing skill levels, areas for improvement and length of training session. Trainees are expected to collect and maintain their check off lists which will be submitted to the Driver Training Committee when all skills and training requirements have been satisfied and the trainee wants to schedule the qualification exam.

Trainees who are approved to begin driver training on an apparatus will be given one year to qualify on that piece of apparatus. If trainee is not qualified within one year, he/she will be removed from the drivers training list and must re-apply.

Certification Procedures:

In order to become qualified, trainees must successfully complete all skill and training requirements. Upon satisfactory completion of all skill and training requirements, trainee will schedule certification exams with qualified instructors. When requesting the certification exam, the trainee will supply copies of their driver training qualification checklists, which demonstrate satisfactory completion of the skill and training requirements. The qualified instructor will then administer the driver training certification exam.

Upon successful completion of all the examinations, all instructors will submit a recommendation to the Driver Training Committee that the trainee be qualified to drive the subject vehicle. *The trainee will not be officially qualified until the Driver Training Committee has officially approved it.* If a trainee fails any portion of the exam, he will be responsible to contact a qualified instructor from the driver instructor list and schedule a remedial training session on the failed criteria. After completing all necessary remedial training, the trainee will be required to reschedule certification exams with the qualified instructors.

APPARATUS START-UP

A firefighter must be at least 21 years old to be able to drive any Fire Company owned vehicle. Some items that must be brought to the attention of all qualified drivers of the apparatus are:

- A. When starting any apparatus, the driver must let the buzzer stop and all engine warning devices go off before starting the engine. The engine goes through a diagnostic check and if the engine is started before the diagnostic is completed, catastrophic circumstances may result. The engine is not to be started until the apparatus is ready to leave the engine room.
- B. If ice and/or snow are on the street and the apparatus is equipped with a Jacob's brake, the Jacob's break is to be turned off. The automatic tire chain devices will be used as required by the line officers' or driver's discretion.
- C. When Special Service 0 is responding to an alarm, it is the responsibility of the driver/officer to remain at the rear until the crew has manned the apparatus. Once the crew has boarded, the driver/officer secure the rear door. For **NO** reason will the apparatus move with the rear door open. Once the apparatus arrives on location, no one will exit until the driver/officer opens the rear door.
- D. All drivers should visually check that all compartment doors are closed and that the "door open" warning light is not on.

For the well being of the firefighters and maintenance of the apparatus, adherence to these items is mandatory.

PLYMOVENT SYSTEM

All apparatus must be hooked into the Plymovent System at all times. The control box should be set in the Auto-Start position and a green light will come on when the system is working. **If an apparatus is being run but will not leave the station, switch the control box to Manual-Run. Do not let an apparatus idle for longer than one (1) to two (2) minutes, since this could damage the hose.**

The Plymovent hose will automatically disconnect from the apparatus as it slowly exits the station. The officer of the apparatus will hook up the Plymovent hose after the apparatus has fully backed into the station. The Plymovent System will only run for five (5) minutes in the Auto-Start position. Do not let the apparatus idle for any more than three (3) minutes after returning from an alarm so that the Plymovent System has at least two (2) minutes to cool down.

RIDING ON THE APPARATUS

No one is permitted to ride on the exterior of the apparatus for any reason, including but not limited to packing hose. When riding in any piece of apparatus all occupants must be seated with seatbelts fastened. There is no exception for when apparatus is responding to an alarm that requires wearing SCBA. In such cases, the seatbelt will be worn until the apparatus arrives on location.

Studies have shown that firefighters in rear-facing seats are more prone to injury in the event of an accident than those firefighters who are in forward-facing seats. As a result, when entering the crew cab, all firefighters are to fill the forward-facing seats first, and then fill the rear-facing seats. The only exceptions to this are the forward-facing flip down seats on Rescue 80 on alarms where SCBA is required.

All firefighters will place their identification card in the designated location in the cab and/or crew area when riding on the apparatus for either an alarm or training.

All firefighters riding in the crew cab will exit the apparatus curb side when possible so they do not step into traffic.

Whenever the apparatus is backing, the driver is to have a spotter visible in the driver's side mirror. At no time shall the apparatus be backed up without a spotter.

APPARATUS RESPONSE

The apparatus response to alarms will be determined by the Chief of the Fire Company. A list of the responses will be posted in each station, along with which alarms' response will be at reduced speed. Firefighters will not use blue lights when responding to the station for any alarm that is automatically at reduced speed.

Responding at reduced speed means that all warning lights and sirens are turned off and the apparatus will proceed in under normal traffic conditions. This will apply for all alarms automatically setup for reduced speed or when the IC orders all apparatus to respond at reduced speed.

All drivers shall exit the firehouse slowly and cautiously, checking mirrors to ensure that all compartment doors are secured. The siren and air horn will not be activated until the apparatus has exited the firehouse completely.

Apparatus will be driven at a safe speed under **ALL** conditions. In all instances, apparatus shall be driven in accordance with the PA State Motor Vehicle Code. Drivers will approach all intersections, school buses, children and congested areas with extreme caution. Drivers will remember that the law requires all vehicles to **STOP** for a school bus with its warning lights operating. Drivers will remember to **STOP** at all red lights and stop signs and not proceed through the intersection until it is safe to do so. At no time will drivers leave their apparatus unattended while operational, unless directed by the IC. At no time should any firefighter start up any apparatus if they are not qualified to drive it.

DIGITAL RADIOS

The Yardley Station and its apparatus are designated by the number "0" (ex. Ladder 0). The Woodside Station and its apparatus are designated by the number "80" (ex. Engine 80).

When the apparatus responds, they will use the East Band to talk to Bucks County. When directed to do so by Bucks, the apparatus may switch their radios to another band, such as the Emergency Band. A list of all of the radio channels and their designation are in each radio. When operating with a portable radio on the fire ground, Fire Ground 2 will be used to keep the East Band clear for other radio traffic with Bucks County. The Fire Ground 1 frequency will be used by the designated Rapid Intervention Team (R.I.T.)

When keying up a radio, you must wait to hear three beeps before talking. These beeps mean that the transmission has connected with an open channel and the receiving party will hear the entire message. If you do not wait for the three beeps than only part of your message will be heard and the message will have to be repeated. If a long, solid tone is heard, then the transmission is not connecting with an open channel and the radio may have to be moved to be able to connect with a channel.

Listen prior to transmitting to make certain the channel is clear so you don't cut off another transmission. Keep all transmissions brief and to the point. Pause briefly before talking, as this will allow the entire message to be transmitted. Try not to get too excited or this may cause you to have to repeat your message. Try to avoid transmitting while the siren is operating.

When responding to an alarm, identify the apparatus, to whom the message is intended and the vehicle's status (ex., "Ladder 0 to Bucks, responding"). Upon arriving on a scene, the apparatus' officer will notify Bucks and give a brief report (ex., "Ladder 0 to Bucks, out investigating"). When the apparatus is returning, the apparatus' officer will advise Bucks (ex., "Ladder 0 to Bucks, returning and available"). **No transmission of returning is required if the IC has made all apparatus and the company available from the alarm.**

When the apparatus responds to a cover assignment, they will use the Emergency Band to talk to Bucks County.

HIGH BAND RADIOS

All apparatus are equipped with high band radios. A list of the channels is attached to each radio. The following guidelines for their use have been established:

- A. Will be utilized when operating with Mercer County (please note the different radio guidelines, ex. "Central from Bucks County Ladder 0, responding").
- B. On marine calls after arriving on location (use channel 2).
- C. For address verification between apparatus and for discussion that is not necessary for the East Band.

The high band radios are not to be used for giving orders on Bucks County incidents.

NEXTEL/CELL PHONES

The chief officers and the line officers are to bring their Nextels on every alarm in case they are needed for emergency communications. All other personal cell phones are not to be brought on an alarm. If a member needs to make a phone call during an alarm, he may ask one of the officers for permission to use their phone. Fire police officers are exempt from this rule, however they should ask the commanding fire police officer for permission before using the phone.

During drills, memorials, parades, and other special events, all personal cell phones are to be kept in the silent mode and only used with an officer's permission. If the cell phone does not have a silent mode, it is to be turned off.

COLLISIONS

The Collision Review Committee (CRC) will review all incidents where either a Fire Company apparatus or a firefighter's personal vehicle is involved in a collision. The CRC will start their investigation after being notified by a Chief Officer or the IC of a collision. The CRC will review all reports (police, civilian, Fire Company, etc.), interview all involved personnel and visit the location of the collision. A written report of the collision will be given to the Chief Officers within five (5) days from being notified, providing that all information relating to the collision has been reviewed. The report will provide the probable cause, recommendations for disciplinary actions and any procedural changes as required.

PERSONAL VEHICLES

If a firefighter is involved in a collision while responding to the firehouse or to the location of the alarm, they will stay at the collision location and have the police respond. If any injuries are involved, the necessary emergency equipment will be dispatched through Bucks County. A Chief Officer or the IC of the alarm will be notified and this person will have the CRC investigate the collision.

The involved firefighter will lose their blue light privileges pending the CRC report. Depending on the CRC report, further disciplinary actions may be taken. The firefighter's blue light privileges will be reinstated at the Chief Officer's discretion with the CRC's concurrence.

Should a firefighter not notify a Chief Officer or the IC of a collision, he or she will be given a 30-day firefighting suspension. Further disciplinary action could follow depending on the outcome of the CRC review.

FIRE COMPANY VEHICLES

If an apparatus is involved in a collision, the driver and/or officer will notify Bucks County of the location, any injuries, have the police and a Line Officer and/or Engineer respond, even if one is already on the apparatus, and place the apparatus out of service. For no reason is the apparatus to leave the collision scene. The apparatus will be placed back in service after the initial investigation and a safety inspection of the truck is complete.

During the investigation of the collision by the CRC, the driver is immediately removed from all fire company driving and blue light privileges. After review of the collision by the CRC and the Chief Officers, the driver may have his or her driving and blue light privileges reinstated.

If the driver and/or officer do not report a collision, both persons will be given a 30-day firefighting suspension. Further disciplinary action may follow depending on the outcome of the CRC report.

POSITIONING OF THE APPARATUS ON STRUCTURE FIRES

It will not be common practice to position apparatus in driveways on dwelling fires, unless ordered to do so by the IC. It will be common practice to position the Ladder and/or Tower on side “A” of the building unless otherwise ordered by the IC. Once on location all personnel will stay on the apparatus until directed otherwise by the officer of the apparatus.

POSITIONING OF THE APPARATUS ON THE INTERSTATE (and other divided highways)

Conducting operations on the Interstate is one of the most dangerous functions we perform as a Fire Company. Providing a safe incident scene for emergency responders is a priority at every emergency incident.

At a minimum, one lane of traffic will be closed and redirected for the safety of all on scene, however, consideration must be given to keeping as many traffic lanes open as possible, as the possibility of secondary collisions greatly increases with the number of lanes shut down/redirected. If necessary, all lanes should be temporarily shut down until it is safe for them to begin to be reopened.

At a minimum, one piece of apparatus will be used as a “blocker vehicle” to create a “buffer zone”, or a safe work area. The blocker vehicle should be positioned no closer than 50 feet to the incident, at a 45-degree angle to the curb with the front wheels turned as far as possible in the same direction as the angle. Whenever possible, the angle of the blocker vehicle should protect anyone operating at the pump panel or control area. In the event that a motorist enters the buffer zone, the blocker vehicle will act as a barrier; in the unlikely event that the blocker vehicle is moved upon impact, it will travel away from the buffer zone. **At no time should any firefighters be inside the blocker vehicle.**

All other apparatus should be positioned within the buffer zone on either the shoulder or median area – but not both - or in a staging area off of the Interstate as designated by the Incident Commander. When possible, all apparatus should be kept on the same side of the Interstate.

As soon as possible, a temporary traffic control zone should be established in accordance with the chart in Appendix A, Temporary Traffic Control Zone.

All firefighters operating within the buffer zone should consider it a “hot zone”, in which all firefighters are considered at risk of being struck by a moving vehicle.
AT NO TIME SHOULD ANY FIREFIGHTERS OPERATE OUTSIDE OF THE BUFFER ZONE.

Keeping the safety of all firefighters in mind, and coordinating the needs with other emergency services, the Incident Commander should begin to open any closed lanes as soon as practical.

MAINTENANCE AND EQUIPMENT

The drivers of the apparatus and the engineers are responsible for care and management of the apparatus and their readiness for immediate service. A maintenance check list of each apparatus will be completed twice a month. Additionally, a driver's checklist will be completed every time the apparatus returns to quarters, including but not limited to after all alarms, drills, training sessions, and special events.

Firefighters shall not change or alter the arrangement of firefighting equipment on the apparatus without going through the proper chain of command. Any pieces of equipment that are missing, damaged or destroyed shall be reported to a Chief Officer or the Engineer as soon as possible.

When performing maintenance on an apparatus not listed as out of service with Bucks, one must try to get all equipment back on the apparatus if a fire call comes in for the apparatus. Once all of the equipment is on, make sure all compartment doors are closed. If equipment is left behind, the driver and officer of the apparatus need to be advised on what equipment is missing.

SECTION IV – FIRE GROUND GUIDELINES

FIRE GROUND OPERATIONS

All firefighters will respond to the stations. NO ONE will be permitted to respond to the fire ground in his or her personal vehicle unless permission is granted by the IC. If granted permission by the IC, respond without blue lights, park your vehicle a safe distance from the fire building and apparatus and report to the command post for accountability.

Upon arrival on the fire ground, all firefighters will stay on the apparatus until directed otherwise by the officer of the apparatus. While working on a fire ground, the buddy system will be employed to make working conditions better and lessen the risk of someone getting lost or hurt.

Only essential firefighters will be permitted in the fire building to prevent any additional damage of property. All firefighters will be conscious of the fact that they have been called for their help and will be expected to conduct themselves in a professional manner.

All firefighters will assist the officers and drivers in keeping track of equipment being used. All such equipment will be returned as soon as possible after use.

ACCOUNTABILITY

This procedure will be followed at all times to ensure the safety of all firefighters and will be used for both drills and alarms. Each firefighter will be supplied with three accountability tags which will be kept with their turnout gear. The accountability card will provide a ready source of information about each firefighter.

Each firefighter will place their picture identification tag in the designated place for each apparatus prior to leaving the station. **No firefighter will respond on any alarm without an identification tag.** The identification tags will be secured on the clip in the apparatus until they are requested by the IC or Accountability Officer. The officer will return the accountability cards to each firefighter after the apparatus has been backed into the station.

At the location of an active operation, the officer of each crew entering a “hot zone” will provide the Accountability Officer with a name and number accountability tag for each member of the crew. Upon leaving a “hot zone”, the intact crew must report to the Accountability Officer to retrieve the tags. Any firefighter who becomes separated and does not report to the Accountability Officer with the other members of the crew will be considered missing and reported as such to the IC. An immediate search will ensue.

The third, number only tag will remain on each firefighter’s bunker pants and be used as a source of identification should the need arise.

Any firefighter needing a new accountability tag will immediately notify the Assistant Chief of their respective station.

VISIBILITY VESTS

Visibility vests are to be worn by all firefighters on all alarms on all roadways, except for those firefighters actively operating on a handline involved in fire suppression activities.

FOAM SYSTEMS

The Compressed Air Foam System (CAFS) will be used at all fires unless directed otherwise by the IC.

Tower 80 has four hand lines setup to use foam: the trash, yellow, orange and red. On both Ladder 0 and Tower 80 the main is also setup for foam. All hand lines – including the booster reel – on Ladder 0, Rescue 0, Engine 80 and Rescue 80 are setup to use foam. The deck guns are also setup for foam, except for Engine 80. For all four pieces of apparatus, after the pump is engaged, the foam system is turned on and then the pump for the air compressor is turned on. Once water is in the line, the switch for the compressed air is turned on to add air into the hand line.

Once finished the foam is turned off but the water is still left in the line to get all of the foam out of the hand line. On all apparatus, the compressed air can be used to help drain the hand line.

AUTO RESCUES

For the rescue companies, the firefighters shall wait for the officer to assign them a task (ex., vehicle stabilization). Firefighters that have not been assigned a specific task shall:

- A. Place a salvage cover out for a rescue tool staging area.
- B. Establish a manpower pool by the rescue tool staging area.
- C. Assist the ambulance crew if they request manpower through the manpower officer or the IC.

Once the firefighter has completed an assigned task, they will report to the manpower pool and wait for another assignment. The driver of the Rescue will assist in getting the needed equipment, operate the Hurst motors and know what equipment is in service.

Officers shall be assigned the following positions:

- A. Manpower and equipment staging area.
- B. Fire suppression.
- C. Scene safety.

For the engine companies, the firefighters' first priority will be to setup fire suppression for the rescue scene. Once this is completed any additional firefighters will report to the manpower pool for other assignments.

TOWER/LADDER OPERATIONS

The Ladder or Tower will take Side A as the assigned position on the fire ground, unless otherwise directed by the IC.

The driver will be responsible for placing the Ladder or Tower in position to accomplish the assigned tasks. He will also operate the turntable if no one has been assigned the task, unless he is operating the pump panel. The driver shall have full control and responsibility for the safety of the main operation, including the refusal of orders if they are in conflict with the limitations of the Ladder or Tower.

Crew members will be ready to perform the following assignments:

- A. Raise ground ladders to assist with rescue, ventilation and emergency egress.
- B. Donning SCBA to perform search and rescue.
- C. Performing forcible entry.
- D. Raise and operate the main for rescue, ventilation or master stream operations.
- E. Stand by at the turntable as a main safety operator.
- F. Assist with salvage and overhaul operations.

MARINE RESCUES

Only qualified personnel will be allowed to operate any of the marine units and all personnel must know how to swim. Due to the quicker response time, better staging area and better launching capabilities, the marine units will be launched from the Yardley access area on all Delaware River calls for stations 0, 46, 71 and 98. All personnel riding on the marine units must wear personal floatation devices, helmets, and foot protection as a minimum. When possible or when deemed necessary by the Incident Commander, wet-, dry-, or exposure suits are to also be worn.

A command post will be setup at the access area for calls north of the train bridge and at the IC's discretion for areas south of the bridge. All radio communications between the marine units and the command post will be done on the Fireground 2 channel. All contact with Bucks County will go through the command post.

Spotters may be used to help locate any victim(s) in the water. The main spotting posts will be as follows:

- A. Maple Avenue and River Road for access area to train bridge.
- B. Manor Lane North and River Road for train bridge to Black Rock Road.
- C. 511 River Road for Black Rock Road to Ferry Road.
- D. Train Bridge (as needed)
- E. River Road and Black Rock Road (as needed)
- F. Areas north of access area (as needed)

Each spotting post will have binoculars and a portable radio set to Fireground 2. The spotters will have a throw bag, thermal imaging camera and flashlight (if needed). All

spotters should be at least ten (10) feet away from the edge of the water. Spotters will be setup only after the first marine unit has been launched or if the IC deems necessary.

Upon confirmed location and recovery of any victim(s), the IC will decide upon the shore-landing site. The recovery of any equipment (boats, etc.) will be determined by the IC, taking into account the weather and river conditions so as not to put any members into a hazardous situation.

All underwater rescues will be handled by certified dive rescue personnel. At no time will any other individuals be permitted to dive in a marine rescue situation. On a confirmed drowning, all operations will move into a search and recovery mode. When a body is recovered, it is not to be brought into the boat until appropriate equipment is obtained, such as boards, bags, etc. Handling of victims will be the same as auto rescues in that all members will wear rubber gloves.

Any squad member riding in the marine units should be wearing a life vest. The squad member must either be an EMT or a paramedic. On a confirmed drowning, it is not necessary to have a squad member in the marine unit.

ELECTRICAL SAFETY

There are three main types of electrical hazards that exist in the fire district and they are:

- A. Commercial/residential (usually less than 600 volts).
- B. PECO distribution system (34,000, 13,000 or 4,000 volts).
- C. The railroad power system (12,800 volts).

The hazards presented by the PECO and railroad power systems are lethal and must never be underestimated. To avoid serious injury or death, it is important that the precautions and procedures outlined below be strictly followed.

COMMERCIAL/RESIDENTIAL

When operating at a minor incident, the electrical power to the involved area will be shut down at the electrical panel for the building. The shut down should be double-checked with the TIC tracer. The power will stay off until the IC deems it is safe to turn back on if the electric is not involved with the incident. If the breakers are to remain off then the building owner needs to have an electrician come out and fix their problem(s). All firefighters should take note if any breakers are blown for investigative purposes.

When operating at a major incident, the meter to the building may be pulled to protect life and property, but only by the appropriate power company if they are on location.

PECO/RAILROAD POWER SYSTEMS

All incidents in which these electrical systems have been damaged must be approached with extreme caution to prevent any injuries. The first arriving officer needs to assess the

situation for potential hazards to determine the company's operating method. No apparatus will stage under the wires. All wires are to be treated as live.

If the involved wires are not on the ground and the pole is not damaged, then the pole number, along with the address of the closest building, are to be given to Bucks County for them to advise the appropriate power company. If the railroad power system is involved, CSX/SEPTA need to be notified.

If wires are down and/or the pole is damaged, a safety area needs to be setup to prevent injuries. A minimum of 50 feet will be used as the initial safety area but this can be enlarged by the IC. The address of the location is to be given to Bucks County for either the appropriate power company or CSX/SEPTA to respond. If no fire hazards are present then Fire Police or township barriers may be used to block off the area around the wires.

If a vehicle is in contact with the wires, the appropriate power company or CSX/SEPTA must be informed immediately to turn the power off and respond to the scene. All occupants should be warned to remain in the vehicle until the power is positively verified as being turned off by the appropriate power company. Verification should not be done by phone but by a representative on location if the situation permits. No firefighter will touch the vehicle until the power is off. A TIC tracer should be used to confirm that the power is off.

GAS SAFETY

Gas or fumes alarms are divided into two main types: fumes inside and fumes outside. For fumes inside, all firefighters (except drivers) will wear their SCBA. Supply lines will be used depending on the severity of the situation.

FUMES INSIDE

The first arriving apparatus will stage in front of the exposure building. All other apparatus will stage at the nearest cross street. Firefighters wearing SCBA will enter the building with the gas detector to get a reading of the gas concentration.

If it is determined that there is a gas problem, the building's utilities will be turned off to prevent an ignition source from causing an explosion. The appropriate power company will be notified to respond if they are not already responding. If the situation allows, explosion proof fans will be used to assist in removing the fumes from the building once the source of the gas leak has been found.

The exposure buildings on all sides will be checked to determine if the problem is isolated to the one building or if it is a potentially larger problem. If it's found that there are gas levels in the exposure buildings, they will be evacuated and checked for gas concentrations as ordered by the IC. A hot zone will be established and all firefighters inside this zone will wear full protective gear and SCBA.

Upon the arrival of the appropriate power company, the Fire Company will assist them as needed. Once the situation is secured the involved buildings will be re-checked before the occupants can return and the utilities turned back on.

FUMES OUTSIDE

The first arriving apparatus will stage a safe distance away from the location of the potential gas leak. Firefighters with SCBA will use the gas detector to determine if there is a leak by checking the ground location and the buildings around this location if possible.

If a leak is found, the buildings in the area will be evacuated and reevaluated for gas concentration. The building's utilities will be turned off and the appropriate power company will be notified to respond if they are not already responding. All items in the open area around the leak that could cause a spark will be removed to prevent an explosion. A hot zone will be established and all firefighters inside this zone will wear full protective gear and SCBA.

Upon arrival of the appropriate power company, the Fire Company will assist them as needed. Once the situation is secured the involved buildings will be re-checked before the occupants can return and the utilities turned back on.

GAS EXPLOSIONS

If a gas leak explodes or has exploded, the Fire Company will setup hand lines and master streams to protect all exposures. The exposures will be evacuated and have their utilities turned off. The gas on fire will be allowed to burn until the appropriate power company turns the gas line off and the gas burns out. The utility personnel will re-check the exposures for gas concentrations before the occupants can return and the utilities be turned back on.

CARBON MONOXIDE ALARMS

Carbon Monoxide (CO) alarms are responded to at reduced speed at all times unless the squad is dispatched or a line officer directs otherwise. When firefighters enter the building they will have a multi-gas or CO detector with them. The building will be checked with attention paid to the heating system. The sensor for the CO alarm will be pulled and taken outside for evaluation.

When no dangerous CO levels are detected the occupants should be advised to have a new sensor obtained for their CO alarm. They should also have their heating system checked by their system company.

If dangerous CO levels are found, the source of the problem needs to be determined. This can be done by turning on all appliances that use gas or oil for them to produce potential CO gas. The multi-gas or CO detector can be used to check each appliance until the problem is located. Fans can be used to clear out the building after the problem has been located.

CONFINED SPACE RESCUES

Hydrogen Sulfide (H₂S), Sulfur Dioxide (SO₂), Methane (CH₄), Carbon Monoxide (CO) and Carbon Dioxide (CO₂) are some of the common gases found in confined areas.

Depending on the concentration, a few breaths could be fatal. Some of the gases are heavier than air and will seek lower levels, while lighter gases will be found in higher places. This is determined by the gas density, which is related to air being equal to one (ex. CO₂ gas density = 1.73, heavier than air = 1). Depending on the air movement the gas levels can vary from location to location.

Upon the arrival of the first apparatus or officer an accurate assessment needs to be made to determine what caused the rescue and the location of the victim(s). It's also important to find out if any utilities are involved so that they can be monitored or turned off. An interior rescue zone should be established to keep the number of personnel operating around the rescue scene to a minimum, with a manpower pool setup outside this zone.

The area around the rescue scene should be stabilized as required to prevent the situation from getting more dangerous. All ignition sources should be turned off or removed to prevent an explosion. The confined area should be ventilated in a positive pressure method as best as possible to reduce any gas concentration and to provide fresh air to the confined area.

Only qualified rescue personnel will enter a confined space and they will do so with a multi-gas detector. The rescue personnel will work within the buddy system, with a relief crew standing by on the outside. All personnel will wear SCBA and will **NOT** remove their mask under any circumstances while within the confined area. Helmets, rescue gloves and safety glasses will be worn, and the use of the rest of the turnout gear will be determined by the nature and location of the rescue and by the IC. All other tools (ex. hand lights, ladders, hand tools, etc.) will be used as required to maintain maximum safety of all rescue personnel.

Rescue rope is an important tool and has a variety of functions in this operation. A rescue harness will be used attached by rope with a rope safety line. This rope will be monitored and controlled at all times. A system of communication with the rope can be used between the rescuers and outside personnel as follows:

- A. Outside to Rescuer
 - a. 1 pull = stop
 - b. 2 pulls = proceed
 - c. 3 pulls = backup

- B. Rescuer to Outside
 - a. 1 pull = stop
 - b. 2 pulls = moving ahead, let out rope
 - c. 3 pulls = backing up, take up slack

A series of sudden pulls indicates an emergency situation.

Communications can also be done face-to-face, with hand signals and/or with portable radios as the situation develops. Communication must be maintained at all times until the rescuers and the victim(s) are removed from the confined area.

If possible the victim(s) should be secured on a backboard or stokes basket, with only life threatening emergency care rendered before the victim(s) are secured. A hoisting system should be used to bring the victim(s) out of the confined area.

ASSIST SQUAD – CARDIAC ARREST

For assist the squad alarms where the Fire Company is dispatched to assist with cardiac arrests, the Fire Company will respond with Utility 0 and Utility 80 with a crew of two (2), with Emergency Medical Technicians (E.M.T.) being the preferred crew members. Both Utilities will be equipped with a first aid bag and an A.E.D., which will be used only at the discretion of the officer and/or E.M.T. on the crew. Crew members will wear their bunker pants, rubber gloves and eye protection, but will bring their full turnout gear.

The Fire Company's responsibilities are to help package and load the patient and drive the ambulance, but may exceed these depending on the circumstances. After arriving on the scene, the officer will ascertain from the squad what is needed from the Fire Company; all other personnel will remain on the Utility. If the Fire Company arrives before the squad, the officer and E.M.T.(s) will exit the Utility and assess the patient; all other personnel will remain on the Utility. **E.M.T.'s may start patient care before the squad arrives only if they do not exceed their level of training.**

If a firefighter is requested to drive the squad to the hospital, it is the responsibility of the squad to return the firefighter to his/her requested location. Only one firefighter is to go to the hospital with the squad.

SECTION V – STATION GUIDELINES

GENERAL STATION GUIDELINES

There are to be **NO ALCOHOLIC BEVERAGES** in the apparatus room for any reason. Refer to the Fire Company's Constitution and By-Laws for further clarification on this subject.

All firefighters should help to maintain station cleanliness, including sweeping the floors, emptying trashcans and keeping equipment in order. Before leaving the station, all firefighters shall be responsible for making sure all doors are locked and the lights are out.

When answering the phone, answer as the "Yardley-Makefield Fire Company." This will confirm to the caller that they have dialed the correct number.

COMPLETION OF ALARMS

No one will leave the station until all the apparatus are back in service and cleaned, unless an officer has given them permission to leave for personal reasons or other commitments. If there is no officer at the station, firefighters are to leave a note with their name and reason for leaving on the run sheet clip board. All firefighters will assist in making the apparatus ready for the next alarm. At no time will the apparatus be rinsed off while it is backing into the station. After major incidents, if time allows, there will be a general discussion for the benefit of the Fire Company.

It will be each firefighter's responsibility to see that they have been given credit for the alarm. Mistakes can be made in entering the alarm into the computer and some numbers may be left off by accident. If anyone thinks they are not given credit for an alarm they may review the alarm sheet. If an error has been made, credit will be given as soon as possible. Only line officers are allowed to remove a firefighter's number from the alarm sheet. The line officer must initial next to the crossed off number in case an explanation is required.

DUTY CREWS

The line officers will be in charge of the duty crews. Duty crews may be called for at any time by the line officers for any situation they deem necessary, ranging from – but not limited to - adverse weather conditions to special details (presidential visits, etc.). The chief, the station chief and the crew will be notified in advance of a duty crew. A minimum crew of four firefighters, consisting of a driver, a line officer and two SCBA qualified personnel, is required for the duty crew to occur.

At the beginning of the duty crew hours, the line officer in charge of the crew will assign each firefighter their position on the apparatus. Only the officer can change these assignments. The officer is also responsible to secure any and all materials necessary for the duty crew (tools, food, etc.). Part of the responsibility of the duty crew will be to keep the station functional for the duration of the crew (i.e., shoveling snow from the

sidewalks and from in front of the bay doors, etc.). Any infraction of the rules by any firefighter will result in dismissal from further duty crews.

SECTION VI – MISCELLANEOUS

SCBA

In order to become and remain SCBA qualified, members must meet the qualifications the Yardley-Makefield Fire Company By-Laws.

SCBA will be donned by qualified personnel on all alarms except the following or as directed by the officer of the apparatus:

- A. Marine rescues
- B. Brush fires
- C. Searches
- D. Assist the police or squad
- E. Wires outside
- F. CO Alarms

On all alarms where SCBA is donned, the integrated pass device is to be activated. Whenever a firefighter exits the apparatus.

Each SCBA qualified firefighter will be issued their own SCBA mask, which they are to keep in their personal bag. The mask should be cleaned in warm water and dish detergent, and then the mask should be rinsed in a pail of clean water and hung to air dry.

At no time are firefighters to wear another firefighter's mask since the seal may not be correct and one could pick up an illness.

FIRE POLICE

No member of the Fire Company shall function as a member of the Fire Police until they have completed a Fire Police I course through Bucks County or another recognized fire training facility. All Fire Police responding to an alarm are to do so in a safe manner.

Upon completion of a Fire Police I course and after being sworn in, no new Fire Police officer shall be permitted to control traffic by his or herself until they have completed 25 hours of supervised traffic control. This supervised traffic control will be performed with a Fire Police Captain, Lieutenant, Sergeant or other Fire Police officer with traffic control experience. Each supervised session is to be logged by the training Fire Police officer. The Fire Company run number, address of the call, date and time of the call, and the amount of time on scene should be recorded, and both the trainer and trainee should sign off on the log sheet. The only exception to this rule will be in areas of little to no traffic flow. These areas would include, but are not limited to, dead end streets, streets in housing developments, shopping malls, and private businesses. It will be at the sole discretion of the ranking Fire Police officer whether the traffic flow will allow for unsupervised traffic control. After completion of 25 hours of supervised traffic control, the Fire Police Captain, after meeting with the personnel who have trained and supervised the Fire Police officer, will determine if he or she is qualified to direct traffic without further supervision. If additional supervised traffic control is required, the Fire Police

Captain shall determine the length of additional hours required. If, after the additional required hours are completed, it is the feeling of the Fire Police Captain that the Fire Police officer is still not qualified to direct traffic without supervision, then the Fire Police Captain and the Chief shall determine what course of action to take.

When arriving on location, the Fire Police will place their vehicle a safe distance away from the scene so as not to interfere with apparatus placement. The Fire Police will report to the ranking Fire Police officer or, in his or her absence, the senior Fire Police member, for an assignment such as crowd or traffic control. At no time will a Fire Police member enter the fire building unless directed otherwise by the IC or if it is necessary to secure the building.

All Fire Police operating at a scene will be in the proper uniform as prescribed by PA State Law. The minimum uniform will be a reflective vest or coat, a hat and a badge, which is prominently displayed. No Fire Police officer is to be put in a situation where they do not have any means of communication with other Fire Police or Fire Company personnel. This means of communication may be by electronic (radios) or manual (verbal) means. They will also have a flashlight with a colored cone extension to increase visibility and assist in traffic control. Where and whenever possible, traffic control devices such as flares, cones and road signs will be used to direct traffic. Any equipment that needs replacement will be brought to the attention of the person in charge of said equipment (ex. radio to Radio Officer, flares to Fire Police Captain, etc.).

All Fire Police will communicate on Fire Police South. If the Fire Police need to pass information along to the responding apparatus they should use Fire Ground 2. In the case of an emergency the Fire Police can contact Bucks County on the Emergency Band. If this frequency is being used for a fire then an alternative method needs to be used (ex. cell phone), unless it's an extreme emergency.

No Fire Police officer shall remain on location by themselves. If the Fire Company or other emergency services personnel has left the scene, then the Fire Police officer shall also leave the scene. If a Fire Police officer is requested to remain on location, then another Fire Police officer, Fire Company personnel, or Police Officer needs to remain with them.

TRAFFIC 0

Traffic 0 may respond with one fire police officer if necessary. Two fire police officers are required for Traffic 0 to respond out of district. Upon completion of the alarm, all Fire Police are to return to the station to assist in returning Traffic 0 to service.

When responding, sign on radio on the analog radio Fire Police South channel (channel 3) as "Traffic 0 responding" or "Traffic 0 responding with Traffic 80". Traffic 0 should always leave the building and proceed straight to Heacock Road. When arriving on location, sign on location on the radio as "Traffic 0 on location" or "Traffic 0 on scene". Before leaving location, check that all compartment doors are closed and that the sign is in the down position before moving the vehicle (the red flashing light on the cab ceiling

will flash indicating that a door is open or that the sign is raised). When returning, sign on radio as “Traffic 0 returning”.

TRAFFIC 80

Except under special circumstances, Traffic 80 should only be towed Traffic 0. Traffic 80 will respond to all calls on Interstate 95 and any other calls where it has been deemed necessary by the IC or the Fire Police, and will respond with two fire police officers.

After arriving on scene, the firefighters shall meet a member of the Fire Police and assist him/her in the placement and setting up of both Traffic 80 and the traffic cones/signs. After this has been completed, the two firefighters may report up to the fire/accident scene. If there happens to be no Fire Police on scene, the firefighters will be responsible for the placement and setting up of both Traffic 80 and the traffic cones/signs.

No member of the Fire Company shall be a qualified operator of Traffic 80 until they have completed a Highway Incident Scene Safety and Traffic Control course through Bucks County or another recognized fire training facility. The Traffic 80 operator must be qualified on the tow vehicle. **Traffic 80 is never to be moved while the arrow board is in its raised position.** If for some reason it must be moved while in this position, a spotter will be placed outside of the tow vehicle to watch for any obstructions. The raised height of Traffic 80 is eleven (11) feet.

Traffic 80 is to be setup on hard road surfaces only. A minimum of two (2) stabilizer legs are to be used whenever it is unhitched from the tow vehicle.

When in use, Traffic 80 will be positioned so as to give as much advanced warning to approaching traffic as possible and is to be accompanied by a Station 0 or 80 Fire Police Officer thoroughly familiar with its operation. The onboard traffic cones are to be utilized to setup the proper taper so as to divert traffic around and past the emergency scene. The onboard signs will also be utilized up stream of traffic flow to give advanced warning to the approaching traffic. To assist all qualified Traffic 80 operators, laminated minimum guidelines for 55 mph, 45 mph, and 35 mph roadways will be stored with the traffic signs on Utility 80.

If a mutual aid company requests Traffic 80, it is to be accompanied by a minimum of two members of the Fire Police.

TRAFFIC CONTROL SIGNS

The Fire Company has four sets of traffic control signs. One complete set is located in Rescue 0, one in Rescue 80, one in Utility 80 and one in Traffic 80. Each set contains three signs: “Emergency Scene Ahead”, “Be Prepared To Stop”, and “Merge/Detour”. The storage bags containing these signs are marked to correspond with the sign contained inside it: ESA = Emergency Scene Ahead, BPS = Be Prepared To Stop, and M/D = Merge/Detour. When using the Merge/Detour sign, make sure the arrow is pointed in the correct direction before placing the sign. Care should be exercised when breaking down the signs to ensure the correct sign goes into the correct storage bag.

All signs are to be deployed as per the Manual of Uniform Traffic Control Devices (MUTCD) Section 61.01 General, Section 61.02 Major Traffic Accidents, Section 61.03 Intermediate Traffic Accidents, and Section 61.04 Minor Traffic Accidents.

When setting up the signs, extreme care should be utilized. The signs should be erected in a manner that allows you to monitor traffic and set them in place when it is safe to do so. When and where possible, two people should be used to place the signs – one to setup the sign and one to monitor traffic. The same care and procedure should be utilized when breaking down the signs. This is especially important at night or during times of reduced visibility.

On scene responders should be trained in safe practices for accomplishing their tasks in and near traffic. Responders should always be aware of their visibility to oncoming traffic and take measures to move traffic incidents as far off the traveled roadway as possible or to provide for appropriate measures.

Responders arriving at a traffic incident should, within 15 minutes of arrival on scene, estimate the magnitude of the traffic incident, the expected duration of the traffic incident and the expected vehicle queue length, and then should setup the appropriate temporary traffic controls for the estimates in accordance with the chart in Appendix A, Temporary Traffic Control Zone. The Fire Police IC should confer with the Fire Company IC to establish an incident time frame to assist in this plan of action. NOTE: Traffic on Interstate 95 will typically backup one mile per minute, more during peak times of travel.

FIRE SCENE PRESERVATION

All firefighters and members of the Fire Company must maintain **COMPLETE SILENCE** as to their thoughts and expressions concerning the probable cause, evidence found or the progress of an investigation of a fire to those outside of the Fire Company. Careless talking could spell failure to many hours of good work on behalf of the firefighters and investigators.

All firefighters have a responsibility to note everything at an alarm that could point to the cause of a fire. When responding to an alarm, firefighters should take a mental picture of the scene upon their arrival. Firefighters should try to make the following observations:

- A. What was burning and where?
- B. How was the fire spreading, at what speed and in what direction?
- C. Was the fire coming from two or more separate and distinct locations?
- D. Were there any noticeable odors, like gasoline, rubber, etc., and the location?
- E. What color was the smoke?
- F. Did weather conditions delay the Fire Company's response?
- G. Was the fire spread unusual for the type of material burning?

All observations should be written down, with the date, and given to one of the line officers who will give the report(s) to the investigating Fire Marshal.

The Fire Company's Fire Marshal's office will conduct all investigations into the cause and determination of a fire in accordance with NFPA 1921. When necessary, the Fire Marshal or IC can request the assistance of an outside fire marshal to assist in the investigation. There will be times when neither Fire Marshal's office will be available and the responsibility of the initial investigation will be started by the IC. The initial investigator should get a release form signed by the owner of the property allowing the investigator access to the property at all times.

At the scene of a fire, the IC should take some steps to help the investigation. When required, salvage and overhaul operations should be suspended and the scene secured to all the Fire Marshals to start their investigation without excessive damage to the property. Preserve any evidence as best as possible in case it is in danger of being destroyed. Sketch, mark and label the location of any potential evidence and, if possible, take pictures. Also record the time the potential evidence was found and the name of the person who found it. A constant watch should be placed on any potential evidence left in place. If any potential evidence must be moved, it must be removed and maintained by the police department.

Potential evidence should be kept in its original condition as it was found. When moved it should be put in a clean, unused container, like glass jars, unused paint cans or plastic containers, depending on its size. All containers must be labeled with all information regarding the potential evidence as to where it was found, the time it was found, etc. A written chain of custody must be kept for each container.

If a sketch is done of the fire scene, some basic information needs to be put onto the drawing. Indicate the date the sketch was made, by whom, the address and the date of the alarm and the alarm number. Letter all sides of the fire building, with a scale somewhere on the sketch and indicate which direction is north. Keep the sketch simple, showing only pertinent information, such as the location of any potential evidence. If necessary, more than one sketch can be made of the fire scene.

Photographs should be taken of the fire scene, especially if there is a chance that the incident could go to court. The pictures should be taken to show the fire scene in general, then working back to the area of the fire's origin. Overlapping shots should be taken of the fire origin's location. A known article, such as a pen or ruler, should be used as a reference when taking pictures to show the size of an item. A written record of each shot should be kept showing the date, time, what the picture is of and all camera information, like the camera used, film speed, etc. A written chain of custody must be kept for each roll of film from the time it's put into the camera until the photos are shown in court. This means a receipt **MUST BE DEMANDED FROM EVERYONE** who takes possession of the photos. The originals will never be released, as these will be stored by the Fire Marshal's office.

INFECTION CONTROL PROGRAM

The Yardley-Makefield Fire Company recognizes the potential exposure of its firefighters, in the performance of their duties, to communicable diseases. To minimize the risk of exposure the following infection control program will be implemented.

The program shall include standard operating guidelines, initial training and continuing education in infection control practices, a vaccination program, the provision of proper infection control clothing and equipment, decontamination guidelines for clothing and equipment, guidelines for disposal of medical waste, a system for reporting and managing exposures, a system for tracking exposures and ensuring confidentiality, monitoring compliance with the standard operating guidelines and continued evaluations of the Fire Company's facilities to minimize the risk of infection.

Finally, exposure to communicable disease shall be considered an occupational health hazard and any communicable disease contracted as a result of a documented workplace Fire Company operation shall be considered occupationally related.

The intent of this program shall be to reduce the many number of potential hazards of communicable diseases, specifically blood borne pathogens, that threaten our firefighters and provide immediate treatment should a firefighter become infected with the Human Immunodeficiency Virus (HIV) and/or other communicable diseases. The health and welfare of each firefighter is a joint concern of the firefighter, the officers and the Fire Company. While each firefighter is ultimately responsible for his or her own health, the Fire Company will make every reasonable effort to provide as safe of an environment as possible.

It is the position of the Fire Company that any member infected with a communicable disease, resulting from Fire Company service, be provided all reasonable and/or mandated medical services.

The goal of this program is to provide all firefighters the best available protection from the potential of acquiring a communicable disease.

The policy of the Fire Company is as follows:

- A. To protect life and policy without prejudice and with due regard for public safety.
- B. To regard all contact with victims as potentially infectious. Precautions will be observed at all times and are expanded to include all bodily fluids and other potentially infectious materials.
- C. To provide all firefighters with the necessary training, immunizations and personal protective equipment needed from communicable diseases.
- D. To regard all medical information as strictly confidential in keeping with HIPPA law.

As a benchmark the Yardley-Makefield Fire Company recognizes the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA) as **recommended guidelines** within the industry. These guidelines include:

- A. NFPA 1500 Standard on Fire Department Occupational Safety and Health Program.
- B. NFPA 1581 Standard on Medical Requirements for Firefighters.

- C. 29 Code of Federal Regulations 1910.1030, Occupational Exposure to Blood Borne Pathogens.

OPERATING RECOMMENDATIONS FOR INFECTION CONTROL

SAFETY OFFICER

The Safety Officer will manage the safety and health related programs with the Fire Company. The Safety Officer and the Health Officer will share duties and responsibilities of these programs in administration, quality control, evaluation and compliance with applicable NFPA guidelines and HIPPA law.

INFECTIOUS CONTROL LIAISON

In accordance with NFPA 1581, the Safety Officer shall designate the Health Officer to serve as the Infectious Control Liaison to lead in all functions relating to coordinating efforts surrounding investigations of an exposure.

The Infectious Control Liaison shall be identified to the PA Department of Health (Department of Epidemiology) as the “Designated Officer” who shall be the only person responsible for communicating personal medical information requests to medical providers in the area. His job is to confidentially receive requests from firefighters and make the written requests to a hospital Infectious Disease Department (IDD) as to whether or not a particular person who may have exposed a firefighter may have had anything to be concerned about. He must write a letter within 48 hours of a “confidential” request from a firefighter after a potential exposure. The hospital must respond within 48 hours as to what they know and recommend or don’t know and recommend per the PA and Federal Infectious Diseases Laws.

EXPOSURE CONTROL

Protection from exposure to firefighters will be combated in the following ways:

- A. Immunizations – All firefighters shall be immunized on a voluntary basis against infectious diseases. The Infectious Control Liaison shall insure that the firefighters are offered currently recommended immunizations. These are offered at Aria Health and St. Mary Medical Center as an outpatient program. Immunizations currently offered are:
 - a. Hepatitis B
 - b. Hepatitis C
- B. Protective barriers – To minimize the risk of exposure all firefighters will wear full turnout gear to all emergency alarms with the exception of marine rescues. Full turnout gear includes bunker pants, boots, jacket, helmet with face shield, gloves and disposable medical gloves.
- C. Proper Disposal of Contaminated Materials – All materials that have become contaminated will be properly placed in designated bags marked as contaminated materials. All materials, equipment and personal protective

equipment that have become contaminated shall be marked and sent out for cleaning, decontamination or disposal.

EXPOSURE

If a firefighter has sustained an exposure, the exposed area shall be thoroughly washed immediately using running water on mucosal surfaces and soap and running water on skin surfaces. If soap and running water are not available, waterless soap, antiseptic wipes, alcohol or other skin cleaning agents that do not need running water shall be used until soap and running water can be obtained.

All blood and/or bodily fluid exposures should be reported and documented immediately and medical assessment shall be provided on scene within two (2) hours of exposure.

If the exposure was actual bodily fluids of a person whose health is suspect or known (HIV or AIDS), the firefighter should get a blood test for HIV within 30 days to establish a base line record for insurance purposes and the normally recommended tests thereafter.

INFORMATION MANAGEMENT

Should any firefighter be diagnosed and/or treated, all personal information will be kept strictly confidential. Only the Infectious Control Liaison shall have access to medical records. An Infectious Exposure Form will be completed for all exposures. A copy will be kept with the Infectious Control Liaison and one will be sent to the insurance company.

TRAINING AND EDUCATION

The Fire Company shall provide training annually to its firefighters on the hazards of blood borne pathogens and infectious diseases. Education on modes of transmissions and related topics will be made available through meetings and Fire Company updates. Training will include the most current information available on the following areas:

- A. Personal Protective Equipment
- B. Exposure Protection
- C. Post-exposure Guidelines

SECTION VII – UNIFORM, GEAR AND CLOTHING **STANDARDS**

APPAREL VENDOR GUIDELINES

The purpose of these guidelines established by the Uniform & Apparel Committee is to provide standardization for apparel vendors. The apparel committee will oversee the vendor who is selected on apparel items including but not limited to the following: BDU's, hats, t-shirts, sweatshirts, job shirts and other fire company promotional apparel.

The selected Apparel Vendor must be able to provide all product categories including embroidery and silk screening items specific to the bid as it relates to Fire Company promotional apparel items.

The Apparel Vendor will supply an order form consisting of two parts, one for their records and one for the customer's records.

The Apparel Vendor should be available for customers on normal business hours aside from monthly meetings.

The Apparel Vendor will warranty all items to be as ordered and free of defects at the time of delivery.

The Apparel Vendor, when discussing or taking orders at the monthly meeting, will do so only before and after the meeting, not during. If discussion must take place it will be done outside the meeting room so it will not interfere with the company meeting.

All embroidery that is done by the vendor must follow the approved designs of the Yardley-Makefield Fire Company. Three options will consist of but be not limited to the following as specified in the bid.

- The Maltese cross with the YM logo and the Station 0 and Station 80 banners

The Apparel Vendor is responsible for having a minimum inventory readily available.

- Short sleeve t-shirts sizes L/ XL/XXL
- Long sleeve t-shirts sizes L/XL/XXL

The vendor should be able to deliver items within 3 weeks of receiving the order.

The Apparel Vendor should be able to provide the following items but is not limited to these as specified in the bid.

- BDU's, Baseball Hats, Short sleeve t-shirts, Long sleeve shirts, Job shirts, sweat shirts, polo shirts, wool hats and Jackets.

The Apparel Vendor will offer the following two colors as specified in the bid:

- Burgundy
- Blue

The Apparel Vendor should be able to provide all sizes as specified in the bid.

Any special orders or specific designs not covered in the bidding process must be approved by the Uniform & Apparel Committee.

PERSONAL PROTECTION EQUIPMENT STANDARD

The purpose of this standard is to provide the officers and members of the Yardley-Makefield Fire Company with NFPA compliant personal protection gear for safety and standardize the appearance of the Fire Company on the fire and rescue grounds.

Coats shall be Globe GX 7 style gold Basofil with NYC style triple trim L/Y triple trim and 4" L/YU Scotchlite lettering on back Y

M

- 4 snaps for removable number panel with identification number will be standard.
- Firefighters have the option to outfit the coat with pockets and another options available.

Pants shall be Globe GX-7 style gold Basofil pants with L/Y triple trim around legs, padded self material knees, self material cuffs.

- Suspenders with L/Y trim.

Boots shall be a choice of :

- Globe Magnum boot
- Servus Rubber Bunker boots

Gloves will be NFPA-approved gloves

Hoods will be NFPA-approved hoods

Facemasks will be MSA

Helmets are to be governed by their own standard.

HELMET STANDARD

The purpose of this standard is to provide the officers and members of the Yardley-Makefield Fire Company with OSHA compliant head and eye protection and to provide a visual identification and accountability system, as well as to standardize the appearance of the Fire Company on the fire and rescue grounds.

HELMET

The standard issue helmets of the Yardley-Makefield Fire Company shall be the Cairns 1010 and the Cairns N5A (leather New Yorker)* with the following specs:

- 4” Tuffshield Faceshield or Bourke EYESHIELD*
- Standard Flannel Headband Liner
- Nomex Earlaps
- 6” Carved Brass Eagle Front Holder
- Nomex Chinstrap with Quick Release and Postman’s Slide
- Yellow Reflexite Trim

The chief officers, the fire marshal and the safety officer shall wear white helmets. The balance of the Fire Company shall wear black helmets.

Any personally owned helmet currently in service at the time this standard is adopted will be grandfathered and may still be used as the firefighter’s secondary helmet.

Any members wishing to purchase their own helmet after this standard is adopted will be permitted to do so, but they must meet this minimum standard in style** and color. The eye protection shall be OSHA compliant and must be attached to the helmet, whether it is a 4” Tuffshield Faceshield or the Bourke EYESHIELD.

Any members wishing to add anything extra to their helmet that is not provided by the Fire Company must first be approved by the station chief before it can be added to the helmet. This includes – but is not limited to – firefighting accessories such as lights and wedges, as well as stickers and graphics. Stickers and graphics will be limited to two per helmet and may only be placed below the yellow Reflexite Trim of the two rear-facing panels.

Probationary members shall have an orange reflective “P” on the two rear-facing panels under the yellow Reflexite Trim. Junior members shall have a red reflective “J” on the two rear-facing panels under the yellow Reflexite Trim. All members who are not SCBA qualified – including Junior members – shall have the yellow Reflexite Trim on the two rear-facing panels replaced with white reflective “Exterior” stickers.

** Junior members and senior probationary members will be issued the Cairns 1010. Firefighters who complete their probationary period, reach senior member status and are active by fire calls shall have the option of the Cairns 1010 or the Cairns N5A helmet and the option of the 4” Tuffshield Faceshield or the Bourke EYESHIELD.*

*** “Style” is defined as the classic New York look, which includes (but is not limited to) the Cairns 880, 1000, 1010, N5A (leather New Yorker) and N6A (leather Houston).*

FRONT

The standard issue front of the Yardley-Makefield Fire Company shall be the Cairns Standard 6” Leather Front with the following specs:

- Genuine Leather Style #23AG
- Black Panels with Reflective White Scotchlite Full Block Style Text
- Raised Sewn Number Graphic
- Line 1 of Text shall be: Title (if no title, text shall read “Firefighter”)
- Line 2 of Text shall be: Station Number (Line 2 is Raised Sewn Number)
- Line 3 of Text shall be: Badge Number (shall read “Junior” for junior members and “Probationary” for senior probationary members)

The shield color shall be black with a white raised sewn number graphic (station number). The shield color for junior members shall be red with a white raised sewn number graphic. The shield color for senior probationary members shall be orange with a white raised sewn number graphic. The shield color for the chief, deputy chief, assistant chiefs, captains, lieutenants, fire marshal, deputy fire marshals and safety officer shall be white with a black raised sewn number graphic.

Fronts with badge numbers shall become the property of the individual whose badge number appears on the front. Fronts for junior members shall be the property of the Fire Company and must be returned to the Quartermaster when the individual becomes a senior probationary member. Fronts for senior probationary members shall be the property of the Fire Company and must be returned to the Quartermaster when the individual becomes a senior member.

Any personally owned leather front currently in service at the time this standard is adopted will **not** be grandfathered and may **not** be used, unless it already meets this standard.

Any members wishing to purchase their own fronts after this standard is adopted will be permitted to do so, but the front must meet this standard. All other fronts will not be permitted to be worn.

Any personally owned gold leaf front currently in service at the time this standard is adopted will be grandfathered and may still be used, provided it is for one of the chief officers. All chief officers will be permitted to purchase and use their own gold leaf front, but the Fire Company will not provide gold leaf fronts.

DRESS UNIFORM STANDARD

The purpose of this standard is to provide the officers and members of the Yardley-Makefield Fire Company with a standard uniform dress code. **The Class A Uniform Dress code for the Yardley-Makefield Fire Company is as follows for the designated positions.**

Chief's Uniform:

- White hat and gold hat badge with 5 horns
- Visor of Chief's hat to have gold scramble
- White short sleeve uniform shirt with company patch on left arm and American Flag on right.
- (2) gold lapel pins (open 5 horns) for white shirt
- Gold Company Chief's Badge with 5 horns
- Double breasted Uniform jacket with company patch (gold buttons, 5 gold stripes on sleeve) Gold chief medallions on lapel
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Gold Braided Arm Band
- Black overcoat

Deputy Chief's Uniform:

- White hat and gold hat badge with 4 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right
- (2) gold lapel pins (open 4 horns) for white shirt
- Gold Company Deputy Chief's Badge with 4 horns
- Double breasted Uniform jacket (gold buttons, 4 gold stripes on sleeve) Gold deputy chief medallions on lapel
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Single Gold Braid Arm Band
- Black overcoat

Assistant Chief's Uniform:

- White hat and gold hat badge with 3 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right
- (2) gold lapel pins (open 3 horns) for white shirt
- Gold Company Assistant Chief's Badge with 3 horns
- Single breasted Uniform jacket (gold buttons, 3 gold stripes on sleeve) Gold Assistant chief medallions on lapel
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Single Gold Braid Arm Band
- Black overcoat

Captain's Uniform:

- Blue hat and silver hat badge with 2 horns
- White short sleeve uniform shirt with company patch left arm and American Flag right arm
- (2) silver lapel pins (open 2 horns) for white shirt
- Silver Company Captain's Badge with 2 horns
- Single breasted Uniform jacket (silver buttons , 1 maroon strip on sleeve) Captain's medallions on lapel
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Black overcoat

Lieutenant's Uniform:

- Blue hat and silver hat badge with 1 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right arm
- (2) silver lapel pins (open 1 horns) for white shirt
- Silver Company Lieutenant's Badge with 1 horns
- Single breasted Uniform jacket (silver buttons 1 maroon strip on sleeve) Lieutenant's medallions on lapel
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Black overcoat

Safety Officer's Uniform:

- White hat and gold hat badge with 5 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right
- (2) gold lapel pins (open 5 horns) for white shirt
- Gold Company Safety Officer's Badge with 5 horns
- Single breasted Uniform jacket (gold buttons 1 maroon strip on sleeve)
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Black overcoat

Fire Marshal's Uniform:

- White hat and gold hat badge with 5 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right
- (2) gold lapel pins (open 5 horns) for white shirt
- Gold Company Fire Marshall's Badge with 5 horns
- Single breasted Uniform jacket with company patch (gold buttons, 5 gold stripes on sleeve)
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Black overcoat

Deputy Fire Marshal's Uniform:

- Blue hat and Silver hat badge with 2 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right
- (2) Silver lapel pins (open 2 horns) for white shirt
- Silver Company Deputy Fire Marshall's Badge with 2 horns
- Single breasted Uniform jacket with company patch (silver buttons, 1 maroon strip on sleeve)
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
- Black overcoat

Member's Uniform:

- Blue hat and silver hat badge
- White short sleeve uniform shirt with company patch on left arm and American Flag on right arm
- Silver Company Badge
- Single breasted Uniform jacket (silver buttons, 1 maroon stripe on sleeve) Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks
-

Ex Chief Uniform

- White hat and gold hat badge with 5 horns
- White short sleeve uniform shirt with company patch on left arm and American Flag on right arm
- (2) gold lapel pins (open 5 horns) for white shirt
- Gold Company Ex. Chief's Badge with 5 horns
- Double breasted Uniform jacket with company patch (gold buttons, 5 gold stripes on sleeve)
- Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks

Fire Police Class A Uniform

- Blue hat and silver hat badge with fire police insignia
- White short sleeve uniform shirt with fire police company patch on left arm and American Flag on right
- Silver Company Badge with fire police insignia
- Single breasted Uniform jacket (silver buttons, 1 maroon stripe on sleeve) Uniform dress pants
- Two inch black belt
- Three inch maximum tie
- Black parade tie shoe
- White gloves
- Black socks

When not wearing the uniform jacket, the Company badge will be worn on the White Uniform Dress shirt.

All alterations to the company uniform will be approved by the Uniform Committee.

IT IS THE RESPONLIBITY OF THE MEMBER TO KEEP THEIR UNIFORM CLEAN AND NEAT.

All By Laws of the Company will be adhered to.

Belts Black 1 ¾

Badges Blackinton

Hat Badge Blackinton # B484
Officers Gold w/ red enamel with gold insignia

Top Line Chief / Deputy / Asst. Chief/ Fire Marshal / Ex. Chief
Center 5 horns / 4 / 3 / 5 / 5
Bottom YMFC

Officers Silver w/ red enamel with silver insignia

Top Line Captain Lieutenant
Center 2 horns 1 horn
Bottom YMFC YMFC

Members Silver with red enamel fireman scramble

Top Line Fire Fighter
Center red scramble
Bottom YMFC

Breast Badge Blackinton # B538
Officers Gold w/ red enamel with gold insignia

Top Line Chief / Deputy / Asst. Chief/ Fire Marshal / Ex. Chief
Center insignia 5 4 3 5 5
Center text YARLDEY MAKEFIELD
Bottom PA

Officers Silver w/ red enamel with silver insignia

Top Line Captain Lieutenant
Center insignia 2 horns 1 horn
Center text YARLDEY MAKEFIELD
Bottom PA

Members Silver with red enamel silver fireman scramble

Top Line Fire Fighter
Center red scramble
Bottom w/ red seal

B.D.U. STANDARD

The purpose of this standard is to provide the officers and members of the Yardley-Makefield Fire Company with a standard BDU dress code.

The BDU Dress code for the Yardley-Makefield Fire Company is as follows:

Firefighters:

- Pants:** Embeco Blue BDU Poly Cotton Pants no drawstring
- Shirt:** Embeco Blue Poly Cotton Short sleeve shirt.
Fire Company Round Patch on Left arm.
Front Right Chest First Initial. Last Name
Left Front Chest will have sewn gold or silver company badge depending on rank. Chief Officers will have gold all others will have the silver
Collar insignia for Officers
- Boots:** Black tactical boots of fire fighters choice. YMFC will reimburse up to \$50.00 of this cost with a receipt.
- Hats:** Blue baseball with rank spelled out and horns in gold for Chief Officers
Blue baseball with rank spelled out and horns in silver for Captain's & Lieutenant's
Blue baseball with Firefighter and YM for firefighters

Fire Police

- Pants:** Black 511 series BDU Pants no drawstring
- Shirt:** Black 511 Series Short sleeve shirt with badge holes or Yellow Fire Police Tee shirt
Fire Police Company Round Patch on Left arms
American flag on Right Arm
Front Right Chest First Initial. Last Name on Velcro tag
Fire Police embroidered centered on back
Fire Police badge on Left chest
Collar insignia for Officers in gold, silver for all others
- Boots:** Black tactical boots of fire fighters choice. YMFC will reimburse up to \$50.00 of this cost with a receipt.
- Hats:** Fire police black baseball hats.

SECTION VIII – APPENDICES

APPENDIX A

Temporary Traffic Control Zone

Miles Per Hour	2 nd Warning Sign (B)	1 st Warning Sign (A)	Transition Area Taper	Buffer Space	Work Space	Termination Area Taper
30	100	100	70	625	Length of Incident	100 Feet per Lane
40	350	350	125	825	Length of Incident	100 Feet per Lane
50	500	500	375	1000	Length of Incident	100 Feet per Lane
60	1500	1000	450	1300	Length of Incident	100 Feet per Lane
70	1500	1000	525	1450	Length of Incident	100 Feet per Lane