

# Chambersburg Fire Department



## Company 1

**Headquarters' Station**  
130 North Second Street  
Chambersburg, PA 17201  
717-263-5872

**McKinley Street Station**  
261 East McKinley Street  
Chambersburg, PA 17201  
717-263-5871

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## Introduction and Purpose

Welcome to the Chambersburg Fire Department. The purpose of this book is to provide you, as a new member/employee, guidance on how the Chambersburg Fire Department operates. This book does not replace any legal documents or guidelines already set forth by the Chambersburg Fire Department. It is designed to help the Officers eliminate any confusion a new member might have, answer questions, and track the progress of riding requirements.

The Chambersburg Fire Department operates out of two firehouses: Headquarters, 130 North Second Street, and McKinley Street, 261 East McKinley Street. The Department deploys two engine companies, a truck company, and an ambulance company. Apparatus includes two first line engines, two reserve engines, one truck, two ambulances, a utility, an off road vehicle, and three officers' vehicles. Chambersburg Fire Department provides fire / rescue / EMS to the Borough of Chambersburg and EMS to Hamilton, Greene, Letterkenny, and Guilford, with automatic mutual aide to surrounding townships.

Each member who wishes to be an active firefighter must have and maintain the minimum riding requirements which can be found in this book. After obtaining the minimum requirements, you must pass a riding test of all the fire apparatus. You are to study the apparatus and become familiar with all Standard Operating Guidelines and Policies and Procedures. You will be expected to understand and follow these guidelines when representing the Chambersburg Fire Department. This book would be a great benefit for you to have on station at all times.

The checklists may be signed off by any Captain. Once all checklists are complete, the Training Officer will provide proper notification so you may begin riding. Checklists will be housed in your vocational training file in the front office.

You must abide by all rules set forth by the Chambersburg Fire Department and follow the correct Chain of Command for any issues that pertain to the Chambersburg Fire Department. If you have any questions, feel free to speak with an Officer. The Officers wish you the best of luck and look forward to working with you.

## Chain of Command

### **Fire Ground Officer**

Fire Chief

Deputy Chief

On Duty Captain

Howard Leonhard

Norman Reitz

In the event that the shift captain is on leave, there will be an acting captain on duty who will be able to assist you.

## Active Firefighter Status

In order to maintain status as an Active Volunteer, a Firefighter/EMT must:

- Complete twelve duty shifts in each calendar year. A duty shift consists of a twelve hour, continuous shift at the fire station of choice. The shift may begin at any time of day on any day of the week. Inform the Captain when you arrive for a duty shift plus document the paper log that is located at each station. Note: On duty always means prepared to respond.
- Meet the requirements of the Active Volunteer Training Path (located in Appendix C).
- Firefighters secure HazMat 472 Operations level and EMS the HazMat Awareness level within one year of active membership status.
- Obtain HazMat recertification every year.
- SCBA fit tested annually.
- Fulfill Target Safety training requirements.
- Cooperate with other fire companies, address citizens and co-workers with respect, courtesy, tact, and self control; and willingly abide by all rules, regulations, and qualifications set forth by the administration of the Chambersburg Fire Department.

## Riding Apparatus

Once active status is obtained, a member must complete the following before riding apparatus:

- CPR for Healthcare Providers certification.
- Bloodborne Pathogens training.
- NIMS 100.
- NIMS 700.
- Introduction to the Fire Service and Fireground Support for fire apparatus.
- Enrolled and actively participating in an EMT class to ride third person on ambulance.
- Know the location and operation of all equipment.
- Pass a test for each piece of apparatus you want to ride (test checklists in Appendix C). Fire engine approval must be secured first before seeking truck approval.

## Reporting for Duty

On arrival at the station, volunteer members must report to the Captain for a riding assignment and list of activities for the day. When on station, you are expected to participate in all activities including, but not limited to, fire prevention, work and apparatus details, daily and weekly chores, lawn mowing, and snow removal.

## Accessing the Firehouse

All Active Volunteers will receive a key fob from the Chief that grants access to both firehouses. This key fob unlocks the main and rear entrances to Headquarters' and McKinley Street Stations. A computerized record is kept every time your key fob is used to gain access to the firehouse; therefore, do not give your key fob to anyone. If your key fob is lost, please notify the Office Manager or Chief immediately so it can be deactivated.

## Computers

Computer access and passwords were obtained when you were instated as an Active Volunteer. Computers are located in several areas throughout Headquarters' and McKinley Street Stations. On duty staff will familiarize you with the location of the computers at each station. These computers are for conducting firehouse business so relinquish use when necessary.

If you are on the computer when a call is dispatched, save and close what you are working on, and do not leave any personal information visible. Walking away without logging off will lock up the computer. You may use computers for personal use; however, the IT Department monitors computer usage and file documents since all computers are on the Borough of Chambersburg's network.

## Information Updates

Memorandums, General Orders, and Training information are all found posted in the second watch room at Headquarters' Station and the downstairs office at McKinley Street Station. Event information and advertisements are located on the hallway bulletin boards at Headquarters' Station. Please check these areas daily for new information.

## Live Ins

The Department welcomes volunteer members as "Live Ins." A Live In is someone who gains permission from the Fire Chief to sleep/stay at the firehouse four or more nights during a week. He/she must report on station times each day to the Captain, is entitled to one bunkroom locker, and responsible to accomplish specific station chores/duties assigned by the Live In Liaison Officer. A Live In is required to respond to all calls while on station except for one hour prior to work or school start times.

## Guests

Guests are permitted at the firehouse; however, you are responsible for your guest and his/her actions while on station. The firehouse's curfew is 11 p.m. for all non-members.

## Telephone Procedures

There are two telephone lines at Headquarters' Fire Station:

Line 1 number is 717-263-5872

Line 2 number is 717-261-3230 (Chief's and Office Manager's Line)

Fax number is 717-261-3296

There is one telephone line at McKinley Street Station:

Line 1 number is 717-263-5871

Fax Number is 717-264-5184

The correct response for answering phone: Chambersburg Fire Department, rank, your last name.

Providing the public with accurate information is of the utmost importance. If a caller has a question you are unable to answer, park the call, and page for the Captain or career firefighter to pick up the appropriate line, example, line 101. If a member of the news media calls seeking information page the Captain. Never disclose any patient information or cause/origin of a fire.

If a caller is reporting an emergency, get an address, nature of the emergency, and a phone number; tell them to call 911; and immediately pass the information to the Captain/career firefighter on station.

To page someone on station, lift phone handset and select the page button. You will hear a short tone, and then you can begin your message. The paging system is for official business only. Remember, the message is heard by everyone on station as well as CFD neighbors.

To place a call, you must dial the number "9" first to obtain an outside line, and then enter your seven digit phone number. Secure the Captain's permission before placing any long distance calls.

## Tobacco Policy

All Borough fire stations are tobacco free facilities. All smoking and chewing shall be done outside the buildings where ashtrays are located on the rear deck at Headquarters' Station and in the rear of McKinley Street Station. All smoking materials should be discarded in the containers provided.

## QRS and Medical Calls

Newly instated Active EMS Volunteers ride third person on the ambulance if EMT certified or actively participating in an EMT class. All EMS volunteers are required to ride under the direction of the Shift Captain who will convey to the Chief's office that said volunteer understands CFD procedures and is properly trained to respond and fill out EMS reports independently. Until that time, EMS volunteers will write reports under the ambulance crew.

The Chambersburg Fire Department currently holds a Quick Response Services (QRS) license approved by the Emergency Health Services Federation (EHSF), the council granted authority by the PA Department of Health to oversee and regulate EMS in our area. A unit holding QRS certification can respond to an emergency and provide EMS to patients pending the arrival of an ambulance service. Engines 1-1, 1-2, 1-3, 1-4 and Truck 1 are currently certified as QRS units; however, Engines 1-1 and 1-3 serve as reserve engines. These units respond to any cardiac or respiratory arrest or when an out of town ambulance is in our first due area.

Appropriate personal protective equipment is essential when responding to calls. CFD provides latex and non latex exams gloves that are available on every piece of apparatus.

Before clearing the scene ensure that nothing was contaminated, including equipment, tools, or yourself. While on scene, field decontaminate equipment, such as turn out gear or boots as needed, prior to entering apparatus. Notify the Captain if something did get contaminated.

At the station, replace all equipment or supplies used on scene, perform a thorough cleaning, and notify the Captain of those items not replaced. The Hospital will clean medical equipment used and transported with the patient, such as backboards and straps.

## Protective Clothing Regulations

Turnout Gear to include helmet, coat, bunker pants, rubber boots, gloves, and Nomex hood were issued when you were instated as an Active Volunteer. It is your responsibility to wash your gear when it becomes dirty in the gear washer located in the laundry room of Headquarters' Fire Station. Instructions are visible on top of the washer and dryer. Only turn out gear is to be washed in the gear washer.

Members are permitted to wear leather helmets and firefighting boots provided they comply with NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. The Department does not issue these items but can provide vendor contact information if you are interested.

## Safety Vest

A high visibility safety vest is at each riding position. You are required to wear this vest when operating on any roadway during a call. Do NOT wear the vest if there is fire or smoke evident on arrival.

## Self Contained Breathing Apparatus Regulations

- Officers and firefighters will don SCBA on any structural related emergency, any incident involving fire except for brush fires, and hazardous material incidents.
- All personnel will be properly trained by career staff on the usage of the *Scott SCBA*.
- After each use, the firefighter using the unit shall clean the mask and accessories, replace the cylinder if necessary, drain the regulator system of air, and return the unit to its proper place on the apparatus.
- Each unit will be stored with the air supply shut off at the cylinder and the system drained of air.
- Any cylinder with a pressure reading of 4000 psi or less shall be replaced with a full cylinder and the empty cylinder placed at the Air Cascade room door to be refilled.

## Accountability Tags

CFD implemented an accountability system to help track members on emergency scenes. Each member is issued two accountability tags; one to be kept with your gear at all times; and the other in your gear locker. Do NOT keep both tags on your gear.

You completed a Franklin County Fire-Trax Accountability form when you were instated as an Active Volunteer to acquire accountability "PASS" tags. Your name, fire department, rank, picture, and certifications are listed on the outside and your medical information on the inside of the tag. Medical information is carried in case you are transported to the hospital for an accident or injury and can't relay the information to medical personnel. The only way to access the medical information inside the card is to cut and destroy the card.

En route to a call, clip your tag on the ring in the apparatus. During an actual incident the tags will be collected from each piece of apparatus on scene and taken to the command post. This is why it is of the utmost importance that you "tag in" on all calls.

If any of the information on or inside the card needs to be changed or updated see the Captain on duty, and he will provide you with a new form. Complete the form and return it to the Captain so the process for a new PASS tag can begin.



# Training

The Chambersburg Fire Department strongly urges all members to obtain as much training as possible in order to reach their maximum potential in the fire service. As a member of the Chambersburg Fire Department, the following avenues of training are available to you:

Daily Training - Career staff participate daily in training. All volunteers are to attend this training as often as possible.

Target Safety - The Department subscribes to Target Safety that is accessed through [www.targetsafety.com/chambersburgfire](http://www.targetsafety.com/chambersburgfire). Please utilize the following instructions:

- On log-in page enter your first initial and last name, all lower case.
- Password is cfd; however, after logging in the first time, you must change your password and enter a security question.
- Assignments are listed on the left hand side of the home page.
- Choose any of the assignments that average thirty minutes for completion with a ten question test. EMS training requires the entire thirty minutes before test taking is permitted.
- Complete and pass the course with a minimum of seventy-percent.
- Print and submit only the following certificates to the Office Manager:
  - Bloodborne Pathogens
  - Sexual Harassment Training
  - Ethics in the Workplace
  - Workplace Diversity
  - HIPAA Awareness

The Training Officer oversees and schedules all required training that constitutes continuing education credits plus assigns one fire training a month, one EMS course a month for providers, and Bloodborne Pathogens, HIPAA, and Sexual Harassment annually. Bloodborne Pathogens training is extremely important to eliminate or minimize our members' exposure to Bloodborne Pathogens. CFD's Bloodborne Exposure Plan is located in the Policy and Procedure Manual and includes emergency contact information, incident reporting, and post-exposure evaluation with follow-up instructions.

In-County Training - The Franklin County Fire Chiefs Association (FCFCA) sponsors numerous classes throughout the year. You have access to this link through CFD website at [www.chambersburgfire.com](http://www.chambersburgfire.com).

Out-of-County Training- We receive notification of numerous classes and seminars housed in adjacent counties. These training opportunities are posted on the training board located in the hallway near the Fire Chief's Office at Headquarters' Station and the main office at the McKinley Street Station.

PA State and National Fire Academies - We receive a schedule at the beginning of the year listing the training offered at the State Fire Academy in Lewistown and the National Fire Academy and post it on the training boards.

Harrisburg Area Community College as well as Buck's County Community College frequently holds evening and weekend classes both on campus and at other fire departments throughout the County.

Emergency Medical Technician courses, sponsored by the Emergency Health Services Federation, are generally held twice a year at fire departments within the County.

Your input is an essential element of our training program. Members are encouraged to suggest drill topics and to teach drills as well.

## **Training Procedures**

- Inform the Training Officer as soon as possible of any courses of interest posted or e-mailed.
- Complete a course registration form.
- Complete a vocational training form ensuring that all check boxes are met along with any applicable forms, i.e. FCFCA, HACC. Visit our website at [www.chambersburgfire.com](http://www.chambersburgfire.com); choose Information tab; choose Forms and Application; choose Training Forms and submit the applicable form only when there are associated costs.
- Submit application forms to the Office Manager preferably thirty+ days prior to class. The Fireman's Relief Association requires course information prior to each scheduled class for payment reimbursement. Fireman's Relief meets the third Tuesday of every month excluding the months of July and August.
- If traveling 50+ miles, submit an Expense and Mileage Report (located in Appendix C and on the copier) with a MapQuest printout attached. For meal reimbursement, you must attach an itemized receipt; a credit card receipt is not acceptable. These costs are reimbursed to you through the Borough of Chambersburg to include a fifteen percent tip when applicable.
- The Borough of Chambersburg's Personnel Department schedules all hotel reservations; if applicable, attach a list of several hotels close to the class if none is named on the registration form.
- Submit a copy of your class certificate as soon as received to the Office Manager.
- Take good notes to share information with others during company drills.

## Dress Uniform Standards

### **Class “A” Dress Uniform Standards**

#### **Officers**

Dress uniform jacket is black with gold buttons

Chief	five gold sleeve bands
Deputy	four gold sleeve bands
Assistant	three gold sleeve bands
Captain	two gold sleeve bands
Lieutenant	one gold sleeve band

Dress trousers are black with a black belt

Dress shoes are black with black socks

Bell Cap is black or white

Dress shirt is white with a black tie

#### **Firefighters**

Dress uniform jacket is black with silver buttons

Dress trousers are black with a black belt

Dress shoes are black with black socks

Bell Cap is black

Dress shirt is powder blue with a black tie

### **Class “B” Uniform Standards**

#### **Officers**

White uniform shirt

Company patch on left shirt sleeve

American Flag patch on right shirt sleeve

Name tag over right shirt pocket (gold is desired)

Gold badge

Gold collar brass

White T-shirt

Navy blue trousers (no jeans) with a black belt

Navy blue or black socks

Black shoes or boots

#### **Firefighters**

Navy blue uniform shirt

Company patch on left shirt sleeve

American Flag on right shirt sleeve

Navy blue T-shirt

Navy blue trousers (no jeans) with a black belt

Navy blue or black socks

Black shoes or boots

### **Volunteer Firefighters**

Light blue uniform shirt

Company patch on left shirt sleeve

American Flag on right shirt sleeve

Navy blue T-shirt

Navy blue trousers (no jeans) with a black belt

Navy blue or black socks

Black shoes or boots

### **Class “C” Uniform Standards**

#### **Officers**

White T-shirt with company emblem for officer

Navy blue pants

Black shoes or boots

#### **Firefighters**

Navy T-shirt with company emblem for firefighter

Navy blue pants

Black shoes or boots

Volunteer firefighters are issued two T-shirts, one pair of navy uniform pants, one beanie, and one ball hat when instated as an Active Volunteer. Additional apparel is issued at the Chief’s discretion.

# APPENDIX C

# Engines

## Test Checklist

Competencies

Officer

**Demonstrate knowledge of equipment and tools carried.**

\_\_\_\_\_

**Demonstrate knowledge of SOG requirements.**

\_\_\_\_\_

**Demonstrate knowledge of seating assignments.**

\_\_\_\_\_

**Demonstrate knowledge of hose lays and how it's packed.**

\_\_\_\_\_

**Demonstrate knowledge of air packs.**

\_\_\_\_\_

**Demonstrate knowledge of radios and run books.**

\_\_\_\_\_

**Read Policy and Procedure manual.**

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Officer: \_\_\_\_\_

Pass / Fail

# Truck 1

## Test Checklist

Competencies

Officer

**Demonstrate the location of equipment.**

\_\_\_\_\_

**Demonstrate knowledge of SOG requirements.**

\_\_\_\_\_

**Demonstrate knowledge of seating assignments.**

\_\_\_\_\_

**Demonstrate knowledge and operation of the Eagle II TIC.**

\_\_\_\_\_

**Demonstrate knowledge of the MSA 4 gas meter.**

\_\_\_\_\_

**Demonstrate operations of the K-1200 circular saw.**

\_\_\_\_\_

**Demonstrate knowledge of Cutter's Edge.**

\_\_\_\_\_

**Demonstrate knowledge of PPV Fans.**

\_\_\_\_\_

**Demonstrate knowledge of on board breathing air system.**

\_\_\_\_\_

**Demonstrate knowledge of ground ladder operations.**

\_\_\_\_\_

**Demonstrate knowledge of air packs & RIT equipment.**

\_\_\_\_\_

**Demonstrate knowledge of radios and run books.**

\_\_\_\_\_

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

Officer: \_\_\_\_\_

Pass / Fail:

Ambulance

Test Checklist

Competencies

Officer

**Demonstrate knowledge and location of equipment carried.** \_\_\_\_\_

**Demonstrate knowledge of SOG requirements.** \_\_\_\_\_

**Demonstrate knowledge of on board oxygen system.** \_\_\_\_\_

**Demonstrate knowledge and operation of portable oxygen.** \_\_\_\_\_

**Demonstrate knowledge and operation of litter.** \_\_\_\_\_

**Demonstrate knowledge and operation of the AED.** \_\_\_\_\_

**Demonstrate knowledge and operation of on board suction.** \_\_\_\_\_

**Demonstrate knowledge and operation of portable suction.** \_\_\_\_\_

**Demonstrate knowledge of radios and run books.** \_\_\_\_\_

Date: \_\_\_\_\_ Officer: \_\_\_\_\_

Pass / Fail





# Chambersburg Fire Department



## Active Volunteer Training Path

### **PURPOSE**

This policy is to provide a minimum training standard for all active volunteers of the Chambersburg Fire Department.

### **POLICY**

The Chambersburg Fire Department requires the following minimum training criteria to retain active volunteer status within the Chambersburg Fire Department. The training path positions volunteers in the following specialty categories: Exterior Firefighter, Interior Firefighter, EMS Personnel, Technician/Ambulance Operator, and Technician/Apparatus Operator. The category qualifications are as follows:

#### Exterior Firefighter

- CPR & AED
- Bloodborne Pathogens Training
- Hazardous Materials Operations
- NIMS 100
- NIMS 200
- NIMS 700
- NIMS 800
- Intro to Fire Service; Fireground Support; Exterior Firefighter; Interior Firefighter

#### Interior Firefighter

- CPR & AED
- Bloodborne Pathogens Training
- Hazardous Materials Operations 472
- NIMS 100
- NIMS 200
- NIMS 700
- NIMS 800
- Firefighter I

### EMS Personnel

- CPR & AED
- Bloodborne Pathogens Training
- Hazardous Materials Awareness
- NIMS 100
- NIMS 700
- PA State Emergency Medical Technician B

### Technician/Ambulance Operator

- CPR & AED
- Bloodborne Pathogens Training
- Hazardous Materials Awareness 472
- NIMS 100
- NIMS 700
- PA State Emergency Medical Technician B
- Emergency Vehicle Operators Course
- Meet all requirements of the Driver's Training Manual

### Technician/Apparatus Operator

- CPR & AED
- Bloodborne Pathogens Training
- Hazardous Materials Operations 472
- NIMS 100
- NIMS 700
- Into to Fire Service; Fireground Support; Exterior Firefighter; Interior Firefighter
- Pump Operations I
- Pump Operations II
- Emergency Vehicle Operators Course
- Class "B" Commercial Driver's License
- Meet all requirements of the Driver's Training Manual

\*\*In addition to the above stated training, volunteers are required to complete twelve (12), twelve (12) consecutive hour duty days or nights per calendar year to maintain their active volunteer status.



# Borough of Chambersburg

*Celebrating 50 years of consumer owned gas service  
and over 100 years of consumer owned electric service*

## EXPENSE AND MILEAGE REPORT

Borough policy provides that employees who attend training may be reimbursed for actual expenses. An itemized expense form with receipts attached must be submitted to the Personnel Department within one (1) week upon your return from the training.

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TRAINING/SEMINAR TITLE:** \_\_\_\_\_

**TRAINING DATE(S):** \_\_\_\_\_

### TRANSPORTATION

Car (\$. 535 per mile) **2014** \$ \_\_\_\_\_  
Tolls (attach receipt) \$ \_\_\_\_\_  
Parking (attach receipt) \$ \_\_\_\_\_

**HOTEL ROOM** (attach receipt) \$ \_\_\_\_\_

**MEALS** (attach receipt) \$ \_\_\_\_\_

**TIPS** \$ \_\_\_\_\_

**OTHERS** (please list on back) \$ \_\_\_\_\_

### **(LESS) SPOUSE AND/OR CHILDREN EXPENSES:**

Room \$ -0- Meals \$ \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES: \$ \_\_\_\_\_

**(LESS) ADVANCE** \$ \_\_\_\_\_

(including spouse/children registration  
if applicable) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date