





# Western Berks Fire Department General Order

## APPARATUS AND EQUIPMENT MAINTENANCE

**General Order #:** 001-12                      **Version:** 1.0  
**Effective:** 08/13/12                      **Expiration:** N/A

### **Purpose Statement**

The purpose of this general order is to define the roles, responsibilities and accountability for apparatus and equipment maintenance and operational checks.

### **Scope Statement**

This general order applies to all members and employees of the Western Berks Fire Department.

### **Apparatus and Equipment Maintenance Responsibility**

Effective 08/13/12 and until further notice, all apparatus and equipment checks, maintenance, and repairs shall be the responsibility of the Wbfd career firefighters. This change is being implemented to ensure accountability and responsibility for these actions in addition to allowing more time for volunteer members to focus on training and operational efficiency.

### **Apparatus and Equipment Checks**

Apparatus and its associated equipment shall be checked on a weekly basis by the career firefighters and shall be documented on the attached checklist. These checklists are found in the front of each apparatus log notebook at each station. Repairs made to apparatus and equipment shall be documented on the reverse side of the checklist. Any repairs or deficiencies that are found when the career firefighters are not on-duty and cannot be immediately corrected by the individual noticing the deficiency, should be documented on the reverse side of the checklist.

### **Portable Equipment Service and Repair**

Portable equipment that cannot be immediately repaired and is not functional should be placed out-of-service and noted with an out-of-service tag. When completing the information on the tag, please ensure that the problem is accurately defined and the name and phone number of the person completing the tag is documented.

The following vendors shall be utilized for portable equipment service and repair:

#### ***Fire Extinguisher Service/Repairs/Recharging***

*Mogel Fire Extinguishers  
109 Meadow View Dr.  
Reading, PA 19605  
610-375-8410*

#### ***Small Equipment Repair***

<i>Eblings 700 E. Lincoln Ave. Myerstown, PA 17067 717-866-6720</i>	<i>Manor Equipment 240 Wheatfield Rd. Sinking Spring, PA 19608 484-258-1200</i>
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#### ***Self-Contained Breathing Apparatus***

*Mid-Atlantic Fire & Air  
1050 Weiser St.  
Reading, PA 19601  
610-372-5077*

**Holmatro Rescue Equipment**

ESI Equipment, Inc.  
440 Horsham Rd.  
Horsham, PA 19044  
800-574-8228

**Hurst Rescue Equipment**

Municipal Emergency Services  
2755 Philmont Ave.  
Huntington Valley, PA 19006  
866-363-2270

**Apparatus Service and Repair**

Annual service, repairs, state inspections, etc. of all Wbfd apparatus will be coordinated by the career firefighters. Any repairs needed or deficiencies noted regarding apparatus that cannot be immediately resolved shall be documented on the checklist. If the issue is significant and poses a safety concern, an officer shall be notified immediately to determine if the unit should be placed out of service.

The following vendors shall be utilized for apparatus service and repair:

**Large Apparatus Repairs & Service**

PBL Fire Apparatus  
426 Ridge Ave.  
Ephrata, PA  
717-733-4486

Hurst Repair  
229 Tulpehocken Forge Rd.  
Robesonia, PA 19551  
610-589-2881

Midway Truck Service  
175 Legion Dr.  
Bethel, PA 19507  
717-933-5656

**Small Apparatus Repair & Service**

Deglers Service Center  
705 Henry Circle  
Sinking Spring, PA 19608  
610-678-5871

Hurst Repair  
229 Tulpehocken Forge Rd.  
Robesonia, PA 19551  
610-589-2881

Manderbach Ford  
4450 N. 5<sup>th</sup> St. Highway  
Reading, PA  
610-929-3683

**Emergency Tire Repair/Replacement**

Service Tire Truck Center  
99 Witman Rd.  
Reading, PA 19605  
610-921-8473

**Emergency Warning Lights/Radios**

TRM  
41 Spring Rd.  
Boyertown, PA 19512  
610-689-0702

**Auto Body Repair/Repainting**

Readerer Brothers Auto Body  
1340 Centre Ave.  
Reading, PA 19601  
610-378-1011

**Attachments**

- Apparatus Checklist







# Western Berks Fire Department General Order

## TERMINATION OF BLUE LIGHT PRIVILEGES

<b>General Order #:</b>	<b>002-12</b>	<b>Version:</b>	<b>1.0</b>
<b>Effective:</b>	<b>10/22/12</b>	<b>Expiration:</b>	<b>N/A</b>

### **Purpose Statement**

The purpose of this general order is to amend Policy #008-11, Warning Lights on Personal Vehicles and to suspend all privileges of using blue lights on personal vehicles.

### **Scope Statement**

This general order applies to all members and employees of the Western Berks Fire Department.

### **Blue Lights on Personal Vehicles**

Effective the date of this General Order, the utilization of blue lights by Western Berks Fire Department personnel is no longer permitted (see exceptions below). Personnel that are a member of another emergency service organization which allow blue lights are allowed to keep the light in or on their vehicle, however under no circumstances shall the light be used when responding to incidents as a representative of the Western Berks Fire Department.

### **Exception**

Fire police officers are allowed to use a blue light, however only when the vehicle is stationary and being used as a component in traffic control and management. Blue lights by fire police officers shall not be used when responding to incidents.

### **Red Lights on Personal Vehicles**

The Fire Chief, Deputy Fire Chiefs, Assistant Fire Chiefs, Fire Police Captain, and Fire Police Lieutenant may continue to use red lights and audible warning devices, if so desired on their personal vehicles.



# Western Berks Fire Department General Order

## CLASS A/B UNIFORM CARE AND MAINTENANCE

General Order #: 003-12                      Version: 1.0  
Effective: 08/24/12                      Expiration: N/A

### Purpose Statement

The purpose of this general order is to establish the care, maintenance and storage of the Class A/B uniform components provided by the department to all members and employees of the department.

### Scope Statement

This general order applies to all members and employees of the Western Berks Fire Department.

### Uniform Components

As defined in Policy # 014-11, current version, the components of the Class A and B uniform for the department are comprised of the following components;

#### Class A Uniform / Full Dress Uniform

The Class A uniform shall have the following components;

- Navy Blue Uniform Pants
- Button Down Shirt (LS/SS) – Color determined by rank
- Black Dress Belt
- Black Dress Shoes
- Black Socks
- Black Tie
- Uniform Hat (with badge) – Color determined by rank
- Navy Blue Double-Breasted Blousecoat
- Fire Department Badge and Collar Brass

#### Class B Uniform / Dress Uniform

The Class B Uniform shall have the following components;

- Navy Blue Uniform Pants
- Button Down Shirt (LS/SS) – Color determined by rank
- Black Dress Belt
- Black Dress Shoes
- Black Socks
- Black Tie
- Uniform Hat (with badge) – Color determined by rank
- Fire Department Badge and Collar Brass

### Storage of Uniform Components

A garment bag is provided with the uniform and shall be used at all times when storing the uniform. The dress shoes and uniform hat shall be stored in the original box when not in use to minimize damage. All components of the uniform shall be stored in a temperature controlled environment, away from excessive heat and cold, direct sunlight, and excessive moisture.

## **Maintenance of Uniform Components**

The following instructions are taken directly from the label attached to the garment;

Shirt – Machine wash warm with like colors; Only non-chlorine bleach on colors when needed; tumble dry low – remove promptly; Iron warm if needed.

Pants – Machine wash warm; Tumble dry medium; Remove when dry to prevent wrinkling.

Blouse Coat – Dry clean only.

Shoes – Clean with a damp cloth.

In lieu of the maintenance procedures defined above, it is strongly encouraged that the shirt and pants, in addition to the blouse coat, be cleaned by a recognized dry cleaner.





# Western Berks Fire Department General Order

## STATION RULES AND REGULATIONS

**General Order #:** 004-13                      **Version:** 1.0  
**Effective:** 01/18/13                      **Expiration:** N/A

The following rules and regulations have been established for all facilities and property owned or leased by the Western Berks Fire Department. Failure to follow these rules will result in further disciplinary action.

### Engine Rooms / Apparatus Bays

- No tools or equipment shall be removed from the apparatus or station for personal use. Any exceptions must be approved by a Chief Officer. Responsibility for any damage incurred to the tools or equipment is assumed by the individual using the equipment.
- No car washing or personal vehicle maintenance is allowed on any premise owned or leased by the Western Berks Fire Department. This includes parking lots, apparatus bays and ramps.
- Apparatus shall be rinsed after each use from wet, dirty, or dusty roadways.
- No smoking in any apparatus or facilities owned or leased by the Western Berks Fire Department.
- No roughhousing or horseplay at any time.
- No firearms or weapons of any type shall be allowed on any property owned or leased by the Western Berks Fire Department. This includes individuals licensed to carry concealed weapons. Law enforcement officers who are on-duty at the time are exempt from this rule.
- Guests must be accompanied by members of the department at all times, and must vacate the facility no later than 2300 hours. Guests must also vacate the premises when a member leaves for a call.
- Junior members must be accompanied by a senior member while at station and must vacate the premises upon the departure of all senior members. All junior members shall follow all regulations established in the PA Child Labor Law.
- All members, regardless of age, must vacate the station by 2400 hours unless sleeping in, on standby status for an on-going incident, or responding to or returning from an incident.

### Day Rooms / Kitchen Areas

- Personal food and drink items kept in the refrigerators shall be marked with the member's name.
- No overnight sleeping is permitted in the dayroom unless an exception is granted by a chief officer.
- No roughhousing or horseplay at any time.
- Clean up after yourself. This includes removing trash, washing and putting away dishes, wiping down tables and counter tops and vacuuming/mopping floors.

- Guests must be accompanied by members of the department at all times, and must vacate the facility no later than 2300 hours. Guests must also vacate the premises when a member leaves for a call.
- Junior members must be accompanied by a senior member while at station and must vacate the premises upon the departure of all senior members.

### **Quiet Hours**

- Noise should be kept to a minimum at all times.
- Quiet hours outside of the building shall be observed from 2100 hours to 0800 hours. During this time, there should be no unnecessary apparatus and equipment operation, music, or loud talking.
- Quiet hours inside the building shall be observed from 2300 hours to 0800 hours. During this time, all entertainment devices (TVs radios, etc.), and conversations shall be kept at a low volume.

### **Bunkrooms**

- No minors under the age of 18 are permitted to sleep in.
- No member is to sleep in more than three consecutive nights unless approved by a Chief Officer.
- No more than six members are permitted to sleep in at any time.
- No food or drinks, other than one water bottle per person, are permitted in the bunkrooms.
- All members sleeping in will be properly attired at all times. At a minimum, shorts, t-shirt, and shoes or sandals.
- All members sleeping in will respond to all calls while on the property, within one hour of reporting to work.
- Beds are to be occupied by no more than one person at any time.
- Linens are provided and must be used on beds at all times. If sleeping bags are used, a minimum of a fitted sheet and pillow case is required.
- Beds are to be made after each use if sleeping in multiple nights.
- Beds are to be stripped and linens placed in the laundry basket unless sleeping in multiple nights.
- All linens are to be kept in the bunkroom area.
- Members sleeping in shall be responsible for cleaning the bunkroom and dayroom.
- All members must be awake by 0800 hours if sleeping in overnight.



# Western Berks Fire Department General Order

## SLEEPING QUARTER RULES

**General Order #:** 005-13                      **Version:** 1.0  
**Effective:** 11/19/13                      **Expiration:** N/A

### **Purpose Statement**

The purpose of this general order is to establish the basic ground rules for the use of the sleeping quarters at Western Berks Fire Department Station #2.

### **Scope Statement**

This general order applies to all members and employees of the Western Berks Fire Department.

### **Sleeping Quarters Rules**

- The beds in the sleeping quarters may only be used between the hours of 2200 and 0800;
- Use shall be occupied on a first come, first served basis by active MALE personnel;
- It shall be the user's responsibility to provide all sleeping supplies;
- All beds shall be stripped and placed in order every morning;
- Shelf units are provided in the sleeping quarters for the storage of linen; and
- It shall be the responsibility of the user(s) to maintain the cleanliness of the sleeping quarters.

This general order shall supersede all current policy that it is in conflict with.



# WESTERN BERKS FIRE DEPARTMENT

## General Order

Form: WB GO v.1

DATE: 11-15-13

G.O. #: 13-11-1

Drafted By: K.L.Kulp

Approved By: K.L.Kulp

## Apparatus / Station Log Books

Effective immediately, all pertinent information relative to both apparatus and facilities shall be listed in the assigned Log Book.

A Log book shall be assigned to each Apparatus and Fire Station.

Examples of pertinent information:

- Vehicle damage / repairs
- Vehicle problems
- Station Repairs
- Any noteworthy event.

These Logs will be kept as a permanent part of the apparatus / facility history, so be selective as to what is written.

The appropriate notifications and paperwork must still be completed.

Logs have been placed in Stations 1, 2 & 3 for the following:

- Station 1
- Engine 18-1
- Rescue 18
  
- Station 2
- Ladder 18
- Engine 18-2
- Utility 18-2
  
- Station 4
- Tanker 18
- Engine 18-4
- Utility 18-4



# WESTERN BERKS FIRE DEPARTMENT

## General Order

Form: WB GO v.1

DATE: 12-12-2013

G.O. #: 12-13

Drafted By: K. Kulp

Approved By: K. Kulp

### Cover Up Responses

**Purpose:**

The purpose of this order is to provide specific information and guidelines for members of the Western Berks Fire Department who are in the position to cover for another Department Vehicle which fails to respond.

**Scope:**

This order applies to all members and employees of the Western Berks Fire Department.

**Procedures:**

Effective immediately apparatus failing to respond shall not be covered until after that apparatus has been second dispatched. The cover shall be noted on the response sheet (eg: Engine 18-4 responded in place of Engine 18-1 which failed to respond).

If the replaced apparatus responds, in a timely fashion, the replacement apparatus shall use their best discursion as to continuing the response or returning to quarters.

**Cross Reference:**



# WESTERN BERKS FIRE DEPARTMENT

## General Order

Form: WB GO v.1

DATE: 12-15-13

G.O. #: 13-12-1

Drafted By: K. Kulp

Approved By: K. Kulp *[Signature]*

### Vent / Enter / Isolate / Search

This General Order is to provide guidance for the practice of Vent/Enter/Isolate/Search operations.

Vent / enter / isolate / search is not a new concept for the fire service. However some of the guidelines listed in this document are based on relatively new information about the dynamics of the fire during such operations and is intended to address some issues not before thoroughly understood.

Vent / enter / isolate / search operations are only to be attempted when there is a **high probability** that there is a **viable victim** in the area the operation is to be conducted. This can be determined by on scene reports from neighbors, pre fire survey information, dispatch information, or on scene size up resulting in physical indicators as to the presence of a life hazard in the area. This again reinforces the need for a **thorough 360** of all incidents.

A thorough understanding of the fire dynamics at the time of the operation is also a serious consideration before attempting this operation. Be aware V/ E/ I/ S operations are to be considered **high risk / low frequency** events and not to be conducted without complete situational awareness.

Speed is of the utmost importance once the point of entry is opened as the fire will move toward the new vent opening in less than four (4) minutes, most likely much less depending on the stage of the fire, lack of ventilation, physical layout of the structure, and the location of the fire in relationship to the chosen entry point.

So as speed and isolation are the two best weapons we have at our disposal the following is to be adhered to very strictly.

- 1) Be sure the Incident Commander knows the operation is being conducted and its location.
- 2) Place the ladder below the opening as to allow easy entry and victim removal.
- 3) Don all protective clothing and connect SCBA.
- 4) Climb the ladder and create your intended opening being sure to remove all obstructions.
- 5) Enter the area and immediately close the door to the area. If the door is open, visually check the immediate area outside for victims and fire conditions.
- 6) Conduct the search of the area rapidly, as visibility should be improving.
- 7) Remove any or all victims to the ladder and exit the area.
- 8) Notify the Incident Commander as to the termination of the operations and the search results.

\*\*\* If the VEIS operation is to be conducted on the ground level or below, disregard step two (2) above. Again a reminder of the importance of a quick and thorough operation after the creation of your opening as this will intensify the fire and allow it to travel in the direction of your entry point.



# WESTERN BERKS FIRE DEPARTMENT

## General Order

Form: WB GO v.1

DATE: 02-07-2014

G.O. #: 14-1-1

Drafted By: R. Zerman

Approved By: K.L.Kulp *[Signature]*

### Duty Officer

The purpose of this Order is to provide basic guidelines to any individual assigned the position of Duty Officer within the Department.

The Duty Officer shall be the individual charged with the responsibility of being the primary Officer to respond to all calls, regardless of type, requiring the response of apparatus from the Department within the four (4) municipalities the Department is charged with protecting in its first due district.

The designated Duty Officer shall respond to all emergency responses including, but not limited to, fire, emergency medical, rescue, and standby assignments. The Duty Officer shall also handle all requests for information from other entities so long as the information is not part of an ongoing investigation or of a personnel nature. The Duty Officer **shall not** be considered as part of a "RIT" or mutual / automatic aid response.

The hours of Duty Officer shall be from 1800 on Friday evening to and including 0600 Monday morning.

It shall be the responsibility of the Duty Officer to contact another officer if an event arises that precludes the completion of the duty period.

In addition to responding per the previously mentioned Duties section, the Duty Officers responsibilities include:

- Maintain the safety of responders and citizens above all other incident priorities.
- Allocate resources in the best interest of a positive incident outcome.
- Establish command at all incidents and retain command until relieved thru the "Transfer of Command" process.
- Complete record keeping and documentation responsibilities as required by the incident.
- Assure that a first report of injury or exposure is completed and moved thru proper channels.
- Assure that any damaged apparatus or equipment is either repaired, replaced, or placed out of service, and that the appropriate paperwork is completed.
- Initiate the initial steps in the accident / injury investigation process.
- Tour all of the stations during your tour of duty.

**This order supersedes any or all previous Departmental directives.**



# WESTERN BERKS FIRE DEPARTMENT

## General Order

Form: WB GO v.1

DATE: 04-07-2014

G.O. #: 14-4-2

Drafted By: K. Kulp

Approved By: K. Kulp

### After Action Report (AAR)

Effective immediately anyone serving in the position of Officer or OiC of an apparatus involved in a serious incident shall complete an After Action Report (AAR) relative to the actions of the apparatus and crew in your charge. The report shall be completed and attached to the incident report.

#### Definitions:

##### Officer in Charge (OIC)

a company officer or the highest ranking individual in charge of a specific unit (Engine, Ladder or Rescue, Utility) responding in the officers seat of that apparatus.

##### Serious Incident

any incident resulting in a large (\$25,000 or greater) property loss, an incident resulting in injury or death of a civilian or Fire Department member, or any incident that has the potential of future litigation.

#### Cross Reference:

None

#### Attachment:

After Action Report Form



# Western Berks Fire Department

## After Action Report (AAR)

Date of the Incident:

Location of the Incident:

Date AAR Completed:

Completed By:

Description on the Incident:

Background Information:

What Took Place:

Positive Attributes (to be continued):

Things to change in the future:

Members Involved:

Apparatus Involved:



# WESTERN BERKS FIRE DEPARTMENT

## General Order

Form: WB GO v.1

DATE: 04-16-2014

G.O. #: 14-4-1

Drafted By: K. Kulp

Approved By: K. Kulp

### YMCA Parking

**Purpose:**

The purpose of this order is to provide specific information and guidelines for members of the Western Berks Fire Department who choose to make use of the YMCA during their tour of duty.

**Scope:**

This order applies to all members and employees of the Western Berks Fire Department.

**Procedures:**

It is permissible to use Department Vehicles /Apparatus while exercising at the YMCA.

All attempts shall be made to transport as many members in vehicles to allow for the fewest number of vehicles on the parking lot.

It would be in the best interest of the Department if a fire apparatus (Utility or Engine) were used in fair weather to allow for the rapid response directly from the YMCA to the incident location.

Under no circumstances is the Ladder to be used / parked at the YMCA.

All attempts should be to place the apparatus in a position as not to interfere with normal traffic flow on the lot. The side lot should be used if possible with care being taken to assure the vehicle(s) does not become parked in.

All members are reminded to make every attempt to check on Apparatus left unattended while parked, as the conditions dictate.

**Cross Reference:**

The issuance of this order will replace TO 14-2-1 which has expired due to time.