Lebanon Volunteer Fire Department

Standard Operating Guidelines

Approved Lebanon SOGs follow.

Note: Presently this is an incomplete list as we pilot providing a web-based copy of our SOGs. As we move forward, the intent is to make this a complete list of the department's SOGs.

TABLE OF CONTENTS

USE OF SELF CONTAINED BREATHING APPARATUS 3
HARASSMENT / DISCRIMINATION 4
OPERATION OF EQUIPMENT BY NON-CERTIFIED PERSONNEL 5
SMOKING AND TOBACCO USE 7
LANGUAGE USED IN THE FIRE STATION 8
GUESTS IN THE FIRE STATION 9
USE OF CHIEF'S VEHICLE FOR OUT-OF-TOWN EVENTS 10
HOLIDAY PAY 11
PERSONNEL ACCOUNTABILITY 12
- *PURPOSE* 12
- *DISCUSSION* 12
- *DEFINITIONS* 12
- *RESPONSIBILITIES* 14
- *PROCEDURE* 15
- *DISCIPLINARY ACTION* 21

MDT USAGE 22
OUT OF SERVICE CONDITIONS 23
PLYMOVENT VEHICLE EXHAUST REMOVAL 25
LEBANON HOSE TESTING PROCEDURES 28
- PROCEDURE 28
- CONFIRMING ALL HOSE HAS BEEN TESTED 36
- ACCEPTING NEW/REPAIRED HOSE 36

LEBANON HYDRANT TESTING PROCEDURES 41
ACADEMY TRAINING AGREEMENT 47
JUNIOR FIREFIGHTER OVERNIGHT STATION STAYS 50
JUNIOR MEMBER STANDARD 52
- Background 53
- Overview 54
- General Restrictions 54
- Guidelines for Minors 16 and 17 Years of Age 55
- Guidelines for Minors Age 14 and 15 Years of Age 57
- Training Recommendations 57
- Junior Member Training (NFPA 1001) 59
- Junior Members Training (NFPA 1006) 60
- Glossary of Terms and Definitions 62
- APPENDIX A 63

Note: You may click on the page number above to go directly to that page.

Standard Operating Guidelines

USE OF SELF CONTAINED BREATHING APPARATUS

Effective Date: 11/10/1994 **Written By: L. Cone**

Revision Date: **Revised By:**

Board Approved Date: 12/11/1994 **Chief Approval: T. Clements**

PURPOSE: To establish a minimum guideline for the use of self-contained breathing apparatus while operating at an incident.

PROCEDURE: A firefighter operating in close proximity to smoke, toxic gases, or an oxygen-deficient atmosphere will be required to wear full protective clothing, including SCBA.

The self-contained breathing apparatus will remain in use until the incident has been declared safe for unprotected breathing.

All firefighters will be strictly prohibited from entering any structure while it is on fire without the use of SCBA.

The following is a list of fire situations in which self-contained breathing apparatus must be worn.

1. Structure fires (any) including salvage and overhaul (until O_2 level has been measured by a four gas meter or other means and meets OSHA standards).
2. Vehicle fires
3. Dumpster fires
4. Chemical spills/leaks
5. Other oxygen deficient atmospheres

(CLASS B)

Standard Operating Guidelines

HARASSMENT / DISCRIMINATION

Effective Date: 12/11/1994 **Written By: L. Cone**

Revision Date: **Revised By:**

Board Approved Date: 12/11/1994 **Chief Approval: T. Clements**

PURPOSE: To ensure that the Lebanon Volunteer Fire Department will maintain an environment free of any and all forms of harassment and/or discrimination.

PROCEDURE: It is the intention of the Lebanon Volunteer Fire Department to maintain an environment free of all forms of harassment based on race, sex, religion, age, national origin or sexual orientation. All incidents of harassment are to be promptly documented and investigated by the chief or senior officer assigned by the chief. Any employee/volunteer who engages in any conduct in violation of this procedure will be subject to the appropriate disciplinary action up to and including dismissal.

An act of harassment / discrimination is defined as any act which has the purpose or effect of creating an intimidating, hostile, or offensive working environment because of race, sex, religion, age, national origin or sexual orientation.

All reported acts of harassment / discrimination will be fully investigated based on the accounts of all parties involved, all circumstances involved, and the context in which the alleged incidents occurred. **(CLASS B)**

Standard Operating Guidelines

OPERATION OF EQUIPMENT BY NON-CERTIFIED PERSONNEL

Effective Date: 12/11/94 **Written By: C. Mcdonald**

Revision Date: 11/10/94 **Revised By: L. Cone**

Board Approved Date: 12/11/94 **Chief Approval: T. Clements**

PURPOSE: To ensure non-qualified, unsupervised personnel are not involved in incidents that may damage, or hamper the usability of fire department apparatus or equipment.

PROCEDURE: Due to past incidents concerning radios, pump panels and related equipment being tampered with, anyone who is not certified as a driver on the apparatus should not be in the apparatus tampering with pump controls, radios, or moving the apparatus.

Non-qualified personnel may move or train on the apparatus under the direct supervision of an officer or certified driver.

Everyone is encouraged to maintain a high level of training on the equipment, but it is also important that all equipment is returned to its proper working condition to ensure readiness. **(CLASS B)**

Standard Operating Guidelines

FACIAL HAIR FOR FIREFIGHTERS

Effective Date: 11/10/94 **Written By: L. Cone**

Revision Date: **Revised By:**

Board Approved Date: 12/11/1994 **Chief Approval: T. Clements**

PURPOSE: To provide members of the Lebanon Fire Department with a clear understanding of OSHA regulations regarding facial hair for firefighters.

PROCEDURE: It is the findings of the Occupational Safety and Health Administration that firefighters who have beards, long side burns or more than one day's growth of facial hair stand a great risk of voiding the seal provided by the self contained breathing apparatus.

1. To comply with OSHA regulations, firefighters with facial hair are prohibited from donning Self-Contained Breathing Apparatus.

2. The duties of firefighters who have facial hair will be limited to activities located in areas that will not require the use of breathing apparatus. **(CLASS C)**

Standard Operating Guidelines

SMOKING AND TOBACCO USE

EFFECTIVE DATE: 11/10/1994 **WRITTEN BY: L. CONE**

REVISION DATE: 11/24/2009 **REVISED BY: H. SYKES**

APPROVED DATE: 11/24/2009 **CHIEF APPROVAL: H. SYKES**

PURPOSE: To provide any person who may be visiting or working at the Lebanon Volunteer Fire Department with a clear understanding of the smoking policy.

PROCEDURE: The Lebanon Volunteer Fire Department has a restrictive smoking policy. Smoking is prohibited within the station, and use of all tobacco products are prohibited on any department vehicle, on any incident scene and during scheduled training drills. Chewing tobacco users must use a normally closed bottle. Use of tobacco products is also prohibited on Lebanon property by anyone too young to purchase those products legally.

Smoking is allowed only outside the station and in the areas surrounding the station.

Smoking is prohibited on the fire scene (**CLASS C**).

Standard Operating Guidelines

LANGUAGE USED IN THE FIRE STATION

Effective Date: 11/09/94 **Written By: L. Cone**

Revision Date: **Revised By:**

Board Approved Date: 12/11/1994 **Chief Approval: T. Clements**

PURPOSE: To provide all fire department members with a uniform policy regarding the use of foul language at the fire station.

PROCEDURE: In order for the Lebanon Volunteer Fire Department to portray a professional image, the use of foul language will be strictly monitored so as to ensure a clean, respectful, and professional environment. The use of foul language will be prohibited during company meetings, the presence of visitors or any time that someone will feel uncomfortable by what is said.

A good rule of thumb is to say only what you would say in front of the Pope. Always remember to treat your fellow firefighter with respect, even if you have a disagreement. **(CLASS D)**

Standard Operating Guidelines

GUESTS IN THE FIRE STATION

Effective Date: 11/10/94 **Written By: L. Cone**

Revision Date: **Revised By:**

Board Approved Date: 12/11/1994 **Chief Approval: T. Clements**

PURPOSE: To define the hours and circumstances regarding guests at the fire station**.**

PROCEDURE: Each firefighter is responsible for their conduct and the conduct of their guests. Any damage done to fire apparatus, station facilities, and/or grounds shall be the responsibility of the sponsoring firefighter.

Guests will be allowed in the fire station from 07:00 to 21:00 hrs. Prior approval must be obtained from a chief officer before these times may be modified. **(CLASS C)**

Standard Operating Guidelines

USE OF CHIEF'S VEHICLE FOR OUT-OF-TOWN EVENTS

EFFECTIVE DATE: 11/30/94 **WRITTEN BY: L. CONE**

REVISION DATE: 11/19/08 **REVISED BY: H. Sykes**

APPROVED DATE: 11/19/08 **CHIEF APPROVAL: H. Sykes**

PURPOSE: To establish the ground rules for using the Chief's vehicle for out-of-town events, primarily fire colleges.

PROCEDURE:

Use of the Chief's vehicle by anyone else in the Fire Department is at the discretion of the Chief or his designee.

Use of the vehicle for a fire college or similar activity will normally only be assigned (allotted) for three or more department members. Students who wish to use the Chief's vehicle need to organize the schedule of who's going when and give that information to the Chief or his designee.

As an alternative to using the Chief's vehicle, students can use their own vehicles. In that case each student will be reimbursed at the then current Federal rate for volunteer mileage. Students are encouraged to car pool for economical travel.

Use of the Chief's vehicle by unauthorized persons or for unauthorized purposes is a Class C offense. Infractions related to consumption of alcohol while using the Chief's vehicle will be handled in accordance with the SOP addressing the use of alcohol.

LEBANON VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

HOLIDAY PAY

EFFECTIVE DATE: 7/1/2009 **WRITTEN BY: H. SYKES**

REVISION DATE: **REVISED BY:**

BOARD APPROVED DATE: 6/23/2009 **CHIEF APPROVAL: H. SYKES**

PURPOSE: To ensure that the Lebanon Volunteer Fire Department has full coverage on major holidays by providing extra pay to part-timers. This will also allow some full-time employees to have some holidays off.

PROCEDURE: The Lebanon Volunteer Fire Department will pay time-and-a-half to part-time employees for hours worked during the 24 hours of the actual day of selected holidays (i.e., midnight to midnight). This rate will apply for the following holidays:

New Year's Day
Memorial Day
Fourth of July (Independence Day)
Labor Day
Thanksgiving
Christmas

PERSONNEL ACCOUNTABILITY

Effective date: 9/25/07	**Written by:**	B. W. Taylor
Revision date:	**Revised by:**	
Board Approval date: 9/25/07	**Chief Approval:**	B. W. Taylor

PURPOSE

To establish guidelines for an accountability system at emergency incidents that provides knowledge of the location of the personnel within the emergency incident perimeter at all times.

DISCUSSION

At emergency incidents, hazard zones exist where a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. The hazard zone can be defined as any area that requires an SCBA, charged hose line or special protective clothing. This risk would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space, trench rescue, woods/forest fires, etc.

This policy will establish a system for firefighter accountability at any given time within a small geographic area that constitutes a “hazard zone” at an emergency incident. Use of the system will provide enhanced personnel safety for the individual firefighter and will provide the Incident Commander with an improved method of accountability for personnel working in the hazard zone.

DEFINITIONS

A. **ACCOUNTABILITY OFFICER** - May be a driver/operator, division officer, or personnel specifically assigned to this function.

B. **COMPANY OFFICER** - Officer or acting officer in charge of an engine, tanker, squad, rescue or brush company and crew. This includes officers arriving by POV who will assemble a crew on scene.

C. **COMMAND** - Fire Chief or designee in charge of emergency incident.

D. **CREW** - A group of two or more firefighters assigned to a specific unit.

E. **CREW LEADER** - Company officer or member assigned or selected as the crew leader.

F. **EMERGENCY INCIDENT** - Any situation to which the fire department responds to deliver emergency services including, but not limited to, rescue, fire suppression, medical treatment, and other forms of hazard control and mitigation.

G. **EMERGENCY INCIDENT PERIMETER** - Any area where the public is not allowed access for safety reasons.

H. **INCIDENT TERMINATION** - The conclusion of fire department operations at the scene of an incident, usually the departure of the last unit from the scene.

I. **NAME TAGS** - A plastic, Velcro-backed tag with a member's name.

J. **PASSPORT** - A 2" x 4" plastic card that identifies and accounts for members and crews. Members attach nametags to passports.

K. **PASSPORT ACCOUNTABILITY SYSTEM** - A procedure that utilizes passports, nametags, status boards and entry boards to track the assignment of commanders, companies, crews, and individuals at an emergency incident.

L. **PERSONNEL ACCOUNTABILITY REPORT (PAR)** - A **roll call** of responders at an emergency incident to account for personnel at that incident.

M. **RAPID INTERVENTION TEAM (RIT)** - Team of two or more firefighters in full protective clothing and SCBA, posted on standby and ready to rapidly enter the "Point of Entry" to rescue lost, missing, or trapped fire personnel.

N. **DIVISION OFFICER** - Individual sector command.

O. **STATUS BOARD** - A board with Velcro strips for attachment of passports of assigned crews and for taking notes.

P. **ENTRY BOARD** – A board with a Velcro strip for the attachment of individual nametags at a controlled entry point.

Q. **TACTICAL BENCHMARKS** - Actions or situations that occur during tactical operations that will initiate a roll call of personnel.

R. **VELCRO PAD** - A permanently attached Velcro pad on the dash of the apparatus to which passports are attached, and under helmet brims for attachment of individual nametags.

S. **STAGING AREA –** A designated area for the assembly of personnel or apparatus not currently assigned to a task.

T. **LEVELS OF ACCOUNTABILITY –** There are three levels of accountability. The levels at which personnel operate will be dictated by the requirements of the operation.

1. Level One Accountability- a single unit incident. The personnel assigned to the apparatus or officer in charge maintain accountability.

2. Level Two Accountability- a multi-unit/ multi-agency response. Crews may be working in multiple divisions (geographical areas) or groups (functional assignments). A designated Accountability Officer who will report to command maintains accountability.

3. Level Three Accountability- Level Two Accountability with the addition of one or more controlled entry points. A controlled entry point is a specific area within an emergency scene which may be separated from the rest of the scene or may pose a specific hazard to crews operating within, such as the hot zone of a HazMat incident or below grade rescue. An Entry Officer will control the entry point. The Entry Officer will be responsible for maintaining accountability for that entry point and will report to the Accountability Officer.

RESPONSIBILITIES

A. **FIRE CHIEF** - Shall be responsible for the consistent application of this policy.

B. **ACCOUNTABILITY OFFICER** - Responsible for coordination with the assigned Division Officer for management of accountability for a specific division. The Accountability Officer shall collect all PASSPORTS from drivers/operator's apparatus or from the Division Officer. The Accountability Officer shall maintain close coordination with other Accountability Officers.

C. **COMMAND** - Responsible for tracking the location of responding crew members and shall advise later assigned crews of which apparatus is serving as the accountability location for PASSPORTS or that the Division or Accountability Officer will be accepting PASSPORTS at the "Point of Entry".

D. **COMPANY OFFICER/CREW LEADER** - Shall be responsible for proper administration of the PASSPORT Accountability System to account for crew members within direct span of control, as outlined in this procedure.

Responsible for keeping the crew intact by assuring that the PASSPORT is current and accurate. The PASSPORT shall reflect only those personnel entering the hazard zone. The PASSPORT shall be turned in at the "Point of Entry" and retrieved upon exit.

E. **DRIVER/OPERATOR** - Responsible for assuming duties of Accountability Officer when first apparatus at the "Point of Entry" to the scene. Where entry into the scene occurs from other geographic locations, the first arriving apparatus to that geographic side becomes the Accountability Apparatus for crews entering the scene from that location.

F. **FIREFIGHTER** - Shall be responsible for staying with his/her crew at all times and ensuring that his/her nametag is on the PASSPORT at all times.

G. **SAFETY OFFICER** - Shall be responsible for assuring the accountability system is being utilized. May assist Incident Commander with collecting passports.

PROCEDURE

A. Accountability shall be established by the following methods:

1. Command shall maintain accurate tracking and accountability of resources at an incident.

2. Command shall be responsible for including accountability as a major element in strategy and attack planning, and shall consider and react to any barriers that affect accountability.

3. Division Officers shall maintain an accurate tracking and personal knowledge of crews assigned to them. The Division Officer shall remain in his/her assigned area and maintain close supervision of assigned crews.

4. Crews shall work for Command or Division/Group officers only and individual members shall not work independently of other crew members. (**DO NOT FREELANCE**).

5. Crews assembled on the scene shall remain intact. A minimum crew size shall consist of two or more members and a radio shall be required.

6. Crews entering a hazard zone shall be supervised by a designated officer or other ranking individual.

7. Crews shall enter the area as a group, stay together, and come out together. Reduced visibility and increased risk mandate remaining in close contact.

8. If a radio fails while in the hazard zone, the crew shall exit if another working radio is not immediately available.

B. PASSPORT

1. To enhance accountability and to improve tracking of firefighters in the hazard zone, the "PASSPORT" system will be used. A PASSPORT is a plastic card with the crew member nametags attached to it. The passport is turned in to an Accountability Officer.

   The Accountability Officer may be a driver/operator, a Division Officer, or a designated Accountability Officer, depending on the nature, type, and complexity of the incident.

2. The first arriving officer or crew will establish command and accountability. The driver/operator of the first arriving engine will function as the initial accountability officer in the event that command has not appointed a dedicated accountability officer.

   As staged units are assigned, Command will convey the respective accountability unit and the geographic location, along with any other instructions.

C. PASSPORT EQUIPMENT

1. The PASSPORT system equipment is a 2" x 4" plastic card with the unit or officer's ID engraved on it. The PASSPORT shall contain the names of personnel presently assigned to that crew or officer. Driver/Operators shall be last on the

PASSPORT and turned upside down if not entering the hazard zone, i.e., the interior of a burning structure.

2. The PASSPORT shall be located on the dash of the apparatus. A Velcro strip shall allow the PASSPORT to be affixed on the dash for easy removal.

3. Each firefighter shall be issued two individual nametags which shall be affixed to Velcro strips on the under side of the helmet.

4. Apparatus shall be equipped with an accountability status board. The status board shall be used to affix PASSPORTS to, when that apparatus is first on the scene and temporarily assumes the accountability responsibility.

5. The Company Officer/Crew Leader shall be responsible for ensuring that the PASSPORT reflects only currently assigned personnel. When entering a hazard zone with a partial crew (i.e., firefighter remains outside of hazard zone to perform some other task), the Company Officer/Crew Leader shall remove nametags of those members not entering the hazard zone. The nametags of these members may be returned to the member or turned in to the accountability officer.

6. Blank white tags will be used to account for anyone working on scene that does not have a nametag. For example; mutual aid personnel from other fire departments who may not use a similar accountability system. The name of each person will be written on the blank tag with a black dry erase marker for the duration of that individual's involvement.

E. TACTICAL BENCHMARKS

1. Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR") is a roll call of assigned personnel. For the Company Officer/Crew Leader, a "PAR" confirms that members assigned to his/her crew are visually accounted for. For the Division Officer, a "PAR" accounts for crew members of all crews assigned to his/her division. Reports of "PAR's" shall be conducted visually (face-to-face) within the crew or within the division whenever possible. PAR's shall include the location of the crew as well as the number of personnel.

Example: "Engine 511A to command – par 2, division 1."
Engine 511A has two personnel in division 1.

Or

Example: "Lebanon 122 to command; par three, division A."
This means Lebanon 122 has three personnel (including him/her self) in division A.

The Personnel Accountability Report should match the Status Board maintained by the accountability officer.

2. A personnel accountability report shall be required for the following situations:

   a. Any report of a missing or trapped firefighter. (Command initiates a PAR of all crews on the scene.)

   b. Any change from offensive to defensive. (Command initiates a PAR of all crews on the scene.)

   c. An unexpected hazardous event at the incident, i.g., flashover, backdraft, collapse, etc. (A PAR is immediately initiated by Command.)

   d. By crew(s) reporting an "all clear" (Company Officers/Crew Leaders of crews responsible for search and rescue shall ensure they have a PAR for crews at the time they report an all clear.)

   e. At every 20 minutes of elapsed time until Command deems that PAR's are no longer needed.

   f. At a report of fire under control.

F. ACCOUNTABILITY OFFICER

In the initial stages of an incident, prior to the appointment of a dedicated accountability officer by command, the first arriving driver/operator will serve as the initial accountability officer. As additional units and personnel arrive on scene they will turn their passports in to the first arriving driver/operator.

Command will appoint an accountability officer to relieve the driver/operator or, at his/her option, manage accountability personally. The accountability officer will collect the passports and status board from the driver/operator and ensure there are no remaining passports that have not been collected.

G. SHIFT CHANGE or RELIEF OF PERSONNEL

1. Crew members shall be responsible for immediately updating the company PASSPORT as they arrive for duty.

2. Arriving crew members shall remove the nametags from the PASSPORT of the crew members they are replacing. Nametags shall be returned to the Velcro strip on the underside of the relieved member's helmet.

3. At the incident, where personnel are being switched out at shift change, PASSPORTS shall be updated immediately with the oncoming personnel.

4. Company Officers/Crew Leaders shall determine that the PASSPORTS always remain current. PASSPORTS shall reflect only those members currently assigned to the crew and only those crew members entering the hazard zone. If a crew member has temporarily left the station for any reason, the nametag shall be removed from the PASSPORT while that person is absent from the station.

H. PASSPORT IMPLEMENTATION - THE INCIDENT

1. Implementation of the PASSPORT system shall require application of the following basic rules:

   a. PASSPORTS shall never enter the hazard zone.

   b. PASSPORTS shall be maintained at the "Point of Entry" to the hazard zone.

   c. PASSPORTS shall reflect only those personnel presently in the hazard zone.

   d. Crews shall turn in their PASSPORTS upon entering and shall retrieve their PASSPORTS upon exit from the hazard zone.

2. **LEVEL 1 ACCOUNTABILITY-** For single unit incidents, the PASSPORT remains on the apparatus dash. The driver/operator shall assume accountability responsibilities.

3. **LEVEL 2 ACCOUNTABILITY-** For first alarm assignments and greater, the PASSPORT system shall function as follows:

a. The driver/operator of the first arriving apparatus shall become the initial Accountability Officer until PASSPORTS are collected later in the incident by Command or a designated Accountability Officer who assumes accountability responsibilities.

b. Any crew assigned to a task or division shall deliver the PASSPORT to the Accountability Officer (designated by Command).

4. **LEVEL 3 ACCOUNTABILITY-** At incidents which require additional accountability at a particular geographic area of the incident a controlled entry point will be used.

Example: A recon team enters the hot zone at a hazardous materials incident.

a. Some incidents may require a controlled entry point to a particular hazard area. In such cases, an additional officer titled "Entry Officer" shall be established.

b. The Entry Officer will maintain a separate "Entry Board" to collect the nametags of personnel entering the hazard area. This will be the second nametag remaining on the underside of the member's helmet.

c. Upon entering the hazard area the Entry Officer will collect the nametag of each member entering. Each member's nametag will be attached to the entry board. The entry officer will record the following information: SCBA pressure, time on air, time off air and number of SCBA bottles used.

d. Upon exiting the hazard area, the personnel will retrieve their nametags from the Entry Officer.

I. TERMINATING THE PASSPORT SYSTEM

1. PASSPORT accountability shall be maintained throughout the course of an incident. As crews are returned to service by command they shall check out of the system by retrieving their assigned PASSPORT.

2. Upon termination and release from the incident, Company Officers/Crew Leaders and crew members shall ensure that the PASSPORT is up to date.

J. LOST OR MISSING FIREFIGHTER

1. An absent member of any crew shall automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Company Officers/Crew Leaders shall immediately report any absent member(s) to Division Officers or Command. For any reports of missing firefighter(s), Command shall request additional personnel from the nearest available fire units.

   A ten second blast on an air horn will alert all crews of an emergency situation. At this time, all radio communications shall cease, so that Command can issue instructions. If unable to copy any instructions over the radio within thirty (30) seconds of an air horn blast, immediately exit the building.

2. Command shall next initiate an immediate roll call (PAR) of all crews assigned to duty in the hazard zone. Command shall immediately dispatch the pre-assembled Rapid Intervention Team to the last reported location of the lost firefighter(s) to begin a search. Simultaneous with these actions, Command shall adjust on-scene strategies to a priority search and rescue effort.

DISCIPLINARY ACTION

Class D

Lebanon Volunteer Fire Department

Standard Operating Guidelines

MDT USAGE

EFFECTIVE DATE: 11/25/2009 **WRITTEN BY: H. SYKES**

REVISION DATE: **REVISED BY:**

BOARD APPROVED DATE: 11/24/2009 **CHIEF APPROVAL: H. SYKES**

PURPOSE: To ensure that use of the MDT's mounted on the apparatus enhance coverage without causing safety problems.

PROCEDURE:

When only one person is on an apparatus, the lid of the MDT should be closed when the apparatus is moving.

When there are at least two people in the apparatus, the MDT should be turned in the direction of the officer seat, and that is the only person who should access the MDT when the apparatus is moving.

In general use of the MDT should focus on safety first and then on the information that the MDT can provide.

(**CLASS C**).

LEBANON VOLUNTEER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

OUT OF SERVICE CONDITIONS

EFFECTIVE DATE: 7/27/2010 **WRITTEN BY: H. SYKES**

REVISION DATE: **REVISED BY:**

BOARD APPROVED DATE: 7/27/2010 **CHIEF APPROVAL: H. SYKES**

PURPOSE: Lebanon's intent is to follow legal requirements in addition to being consistent with NFPA standards and other best practices or recommendations. These procedures are designed to both address safety and to keep small problems from becoming large, expensive problems with extended outages due to lengthy repair times.

PROCEDURE:

The following highlights key practices which should be followed at Lebanon unless ordered to do otherwise by a chief officer.

Apparatus Out of Service Conditions

Out of service conditions can be grouped into three categories: those requiring immediate attention, those requiring prompt attention, and those requiring routine attention.

Immediate out of service conditions include:

- any condition which might affect safety
- any condition where continued operation might result in a worse condition or additional damage
- any condition where operation is not legal

Specific examples include:

- A lit red "Stop Engine" light.
- oil pressure below 5 psi (normal operating range 10 psi at idle to 75 psi at full throttle)
- coolant temperature above 212ºF
- Transmission temperature above 250ºF (normal operating range is 160º-220ºF)
- A flat tire
- Loss of brake air pressure. Do not operate when air pressure is below 85 psi.
- Voltage over 16 volts (normal range is 12.66-15.1 volts)

Immediate out of service conditions require pulling to the side of the road and stopping as quickly as can be safely accomplished, followed by

immediately notifying the department's maintenance officer or a chief officer. These conditions do NOT allow continuing to drive the apparatus that "last mile" to a call. These calls are referred to a qualified mechanic who can evaluate the impact and repair conditions. In additional to scheduling the necessary repair, the mechanic may set conditions under which continued operation is acceptable until repairs can be made.

Continued operation after an immediate out of service condition has occurred is only acceptable where a known life hazard would occur as a result of interrupting operations, such as when a pumper with an out of service condition is supplying water to firefighters performing an interior attack. Operations should NOT continue merely because a potential exists for life safety such as when responding to a call.

Out of service conditions requiring prompt attention include:

- A lit amber check engine light
- A lit amber ABS light

Specific examples include:

- Problems with headlight or wiper blade on a clear sunny day
- Scene light failures

Out of service conditions require prompt attention but allow continued operation to a call and return to the station following that call. Once returned to the station, the apparatus is marked out of service and continued operation, including starting, and movement around the station are NOT permitted unless explicitly approved by a chief, the maintenance officer, or a qualified mechanic.

These calls are referred to a qualified mechanic who can evaluate the impact and repair conditions. In addition to scheduling the necessary repair, the mechanic may set conditions under which continued operation is acceptable until repairs can be made.

Out of service conditions requiring routine attention include:

- Minor repair items whose repair can be handled on a routine scheduled basis

Specific examples include:

- A defective ground light or pump panel illumination light
- Broken retaining chain on a pump panel cap

Items requiring routine service allow for continued operations until repaired.

All apparatus out of service conditions shall immediately be reported to a chief officer and/or the person responsible for maintenance and need to be included in the written maintenance log.

PLYMOVENT VEHICLE EXHAUST REMOVAL

Effective Date: 4/28/2008 **Written by:** H. Sykes

Revision Date: 5/6/2008 **Revised by:** H. Sykes

Approval Date: 5/24/2008 **Chief Approval:** H. Sykes

PURPOSE

The purpose of this procedure is to familiarize personnel with the operational guidelines and safety concerns related to the usage of the Plymovent exhaust system.

CONNECTING THE PLYMOVENT TO A VEHICLE

The Plymovent system is designed to be attached only to the exhaust pipe of the apparatus. Each apparatus is equipped with a tailpipe adapter and flange on the exhaust pipe to allow for the proper placement of the Plymovent exhaust hose. To place the Plymovent hose on to the apparatus tailpipe, slide the gripper boot fully on to the tailpipe until it is snug against the flange. Ensure that the arrow on the gripper boot is located on the top center of the tailpipe. At this point inflate the gripper boot. A push/pull manual fill valve located on the Plymovent exhaust hose operates the gripper boot. To inflate the gripper boot using the manual fill valve push the button located on the valve in and the boot will inflate at a pressure of 15 psi around the tailpipe adapter. If the gripper boot did not seat properly, release the pressure from the boot by pulling the button out and re-seat the gripper boot before inflating.

DEPARTURE OF VEHICLES FROM THE STATION

The Plymovent system is designed to disconnect from the tailpipe automatically when an apparatus departs from the station. To drive out of the station while attached to the Plymovent system roll out of the bay at a relatively slow speed. When the Plymovent system reaches the front of the guide track, it activates a switch that releases the pressure from the gripper boot allowing the hose to slide off of the apparatus tailpipe. The hose will kick back into the bay, so all personnel need to ensure that they are clear of this area while the apparatus is departing. Before leaving the station, the bay door must be closed unless someone is in the front of the station.

RETURNING TO THE STATION

Before backing into the bay allow one person to pull the Plymovent hose to the front of the bay. Back slowly into the bay and stop at a point where the gripper boot can be seated properly onto the tailpipe and inflated by the person at the Plymovent hose. At this point the vehicle can be slowly backed and parked.

When backing apparatus into the bay, a spotter must be used if possible. The apparatus should not move unless the driver can see the spotter. Stop the apparatus short of the bay. Slowly back into the bay and stop at a point where the gripper boot can be seated properly onto the tailpipe and inflated. At this point the vehicle can be slowly backed into the bay and parked.

If no spotter is available, the driver will need to set the parking brake, exit the apparatus and connect the PlymoVent hose to the apparatus BEFORE the tailpipe enters the building.

THE PLYMOVENT VEHICLE EXHAUST REMOVAL SYSTEM

The Plymovent system is operated by a controller box mounted on the wall in the apparatus bay. The controller has three operating positions; the auto-start position, the manual run position and the manual stop position. The auto-start position is the normal default position the system. The system incorporates a pressure sensor that activates an exhaust fan whenever it detects any air movement within the hose. The exhaust fan will move 2700 cubic feet of air per minute at a speed of 3700 rpms. After the system detects air movement in the hose it will run for three minutes automatically. The manual run position allows the user to start the exhaust fan and have it run for an extended period of time. To activate the manual run position push the button on the controller. Apparatus can be run in the bay while attached to the Plymovent system for up to 15 minutes while the engine is at idle speed. If a pump test is performed inside the bay with the apparatus connected to the system, it should be completed within three minutes. If the test takes longer than three minutes, make sure that the system is switched to the manual run position. To exit the manual run position, press the stop button on the controller. The manual stop position de-energizes the system blower. To activate the manual stop, press and hold the button on the controller for 2 seconds. When the button is released, the system will return to the auto-start position.

PLYMOVENT SYSTEM MAINTENANCE

Each Plymovent system will have periodic maintenance performed by a Plymovent representative twice annually. Any other time maintenance or repair is needed, contact Lebanon's maintenance officer. The Plymovent system is connected to the station air compressor. To keep the system operating properly, the compressor must have air pressure.

PLYMOVENT SYSTEM CONSIDERATIONS

This system will not work if either the air compressor does not have air or an interruption to normal station electrical service occurs. In this situation all hoses should be manually disconnected from the trucks.

When apparatus are leaving the bay, stay clear of the hose kick back area. The pinch points are between the hose and the apparatus; therefore, never stand between the apparatus and the hose. The gripper boot is 6 inches in diameter and can constrict to three inches in diameter. Never place any body parts inside of the hose or gripper boot.

The Plymovent hose has a safety ring located 2 feet from the gripper boot. This ring is designed to break away if a malfunction prevents the gripper boot from releasing while

departing from the station. After the ring disconnects, it is designed to release the pressure from the gripper boot allowing the hose to fall off of the tailpipe and preventing it from being pulled by the apparatus. If this happens, contact Lebanon's maintenance officer to have the hose re-attached.

The system is equipped with overheat sensors in the roller connection. The overheating temperature is 130 degrees. There is a red light on the controller labeled "fan on". When this light is on, it indicates that the system is overheating. To cool the system, run it for 3 to 4 minutes in the manual run mode. In some cases it may be necessary to disconnect the hose from the apparatus to facilitate a faster cool down. If the hose is allowed to remain overheated, it will deteriorate and reduce the service life of the hose.

Do not allow sharp bends in the hose. Sharp bends allow heat to be trapped in the hose and reduce the life of the hose. Turnout gear should not be staged near the exhaust of any apparatus. When the system is activated, lightweight items such as hoods and gloves can be sucked into the hose causing damage to the system. Keep foreign objects clear of the bay floor. Although the system is equipped with a screen in the hose, small items can be pulled up past the screen and cause severe damage to the Plymovent system; including the vacuum motor located on the exterior of the station. At any time should you detect a foreign object inside of the hose, push the red stop button on the controller and contact a Plymovent representative to check the system.

Standard Operating Guidelines

LEBANON HOSE TESTING PROCEDURES

Effective date: 4/22/2009 **Written by: H. Sykes**

Revision date: 10/18/2010 **Revised by: H. Sykes**

Board Approved date: 5/26/09 **Chief Approval: H. Sykes**

PURPOSE: To establish a standard, consistent method for hose testing which meets NFPA and ISO guidelines.

PROCEDURE

All Lebanon hose shall be tested annually per NFPA 1962 and documented in Firehouse using these procedures:

1. Print the inventory list using the Firehouse "LVFD Annual Hose Test Log Sheet" (see Figure 1) for each hose size being tested. This report is used to make sure no missing hose sections exist. (See confirming all hose has been tested below.)

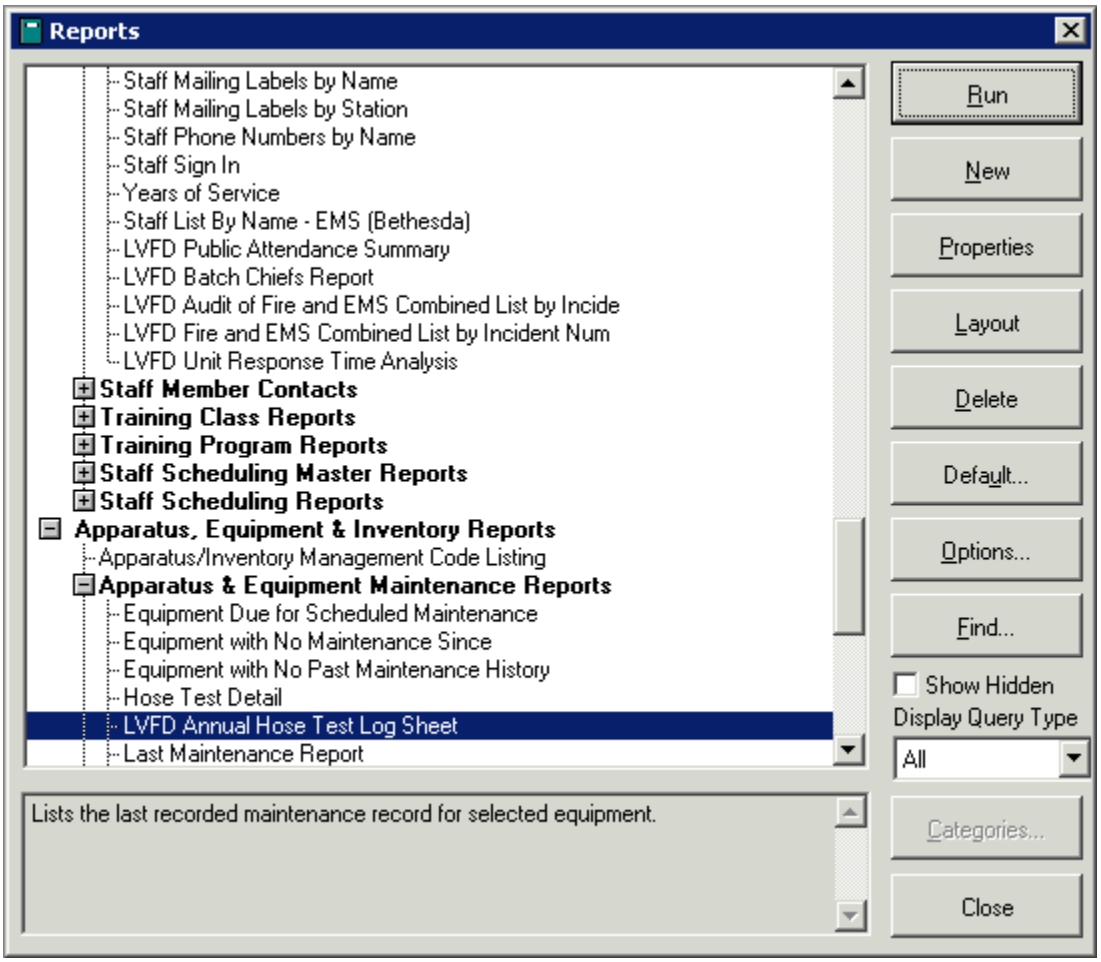


Figure 1

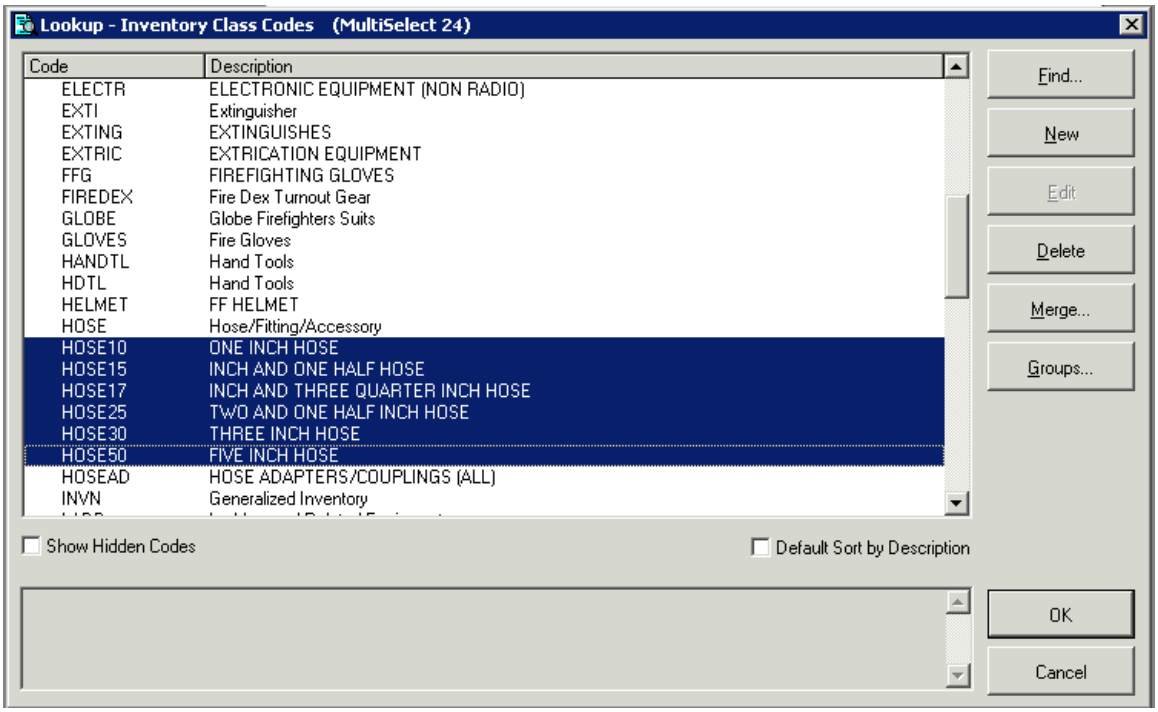


Figure 2

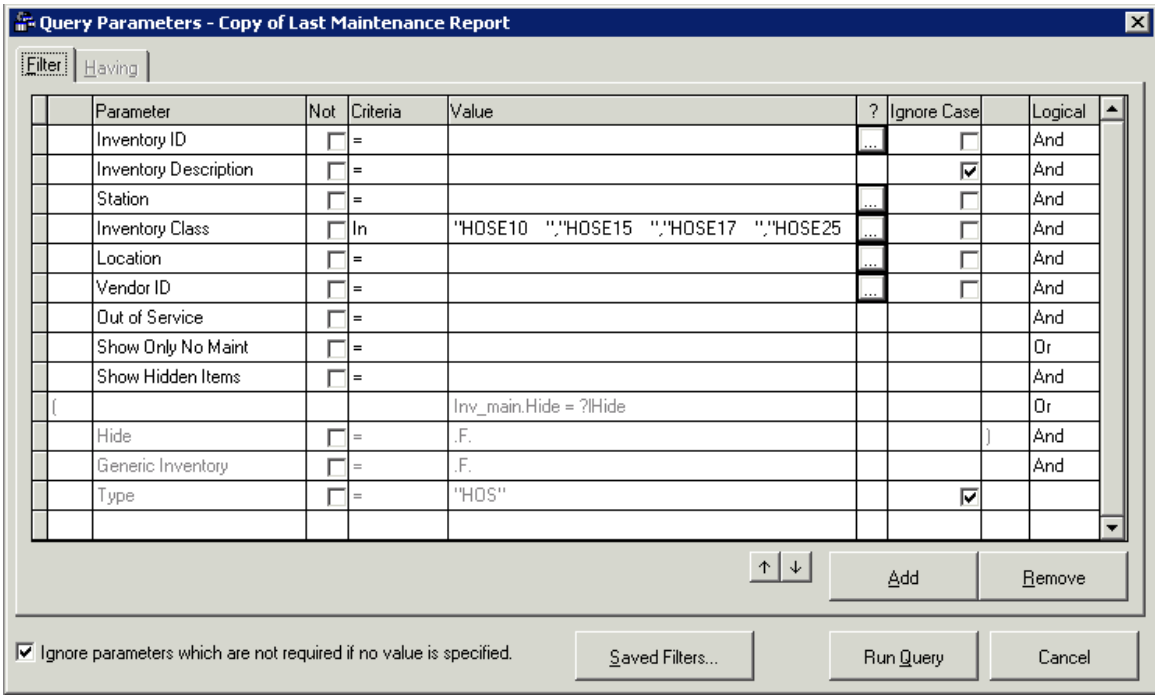


Figure 3

Durham County Fire Marshal

LVFD Annual Hose Test Log Sheet

Inventory Class In "HOSE10 ","HOSE15 ","HOSE17 ","HOSE25 ","HOSE30 ","HOSE50 " a

Equipment	Date	Unit	Comments
032045100000022 1.75" HOSE			
032045100000023 1.75" HOSE			
032045100000024 1.75" HOSE			
032045100000025 1.75" HOSE			
032045100000028 1.75" HOSE			
032045100000029 1.75" HOSE			
032045100000030 1.75" HOSE			

Figure 4

2. All passing hose may be entered in the same batch report.

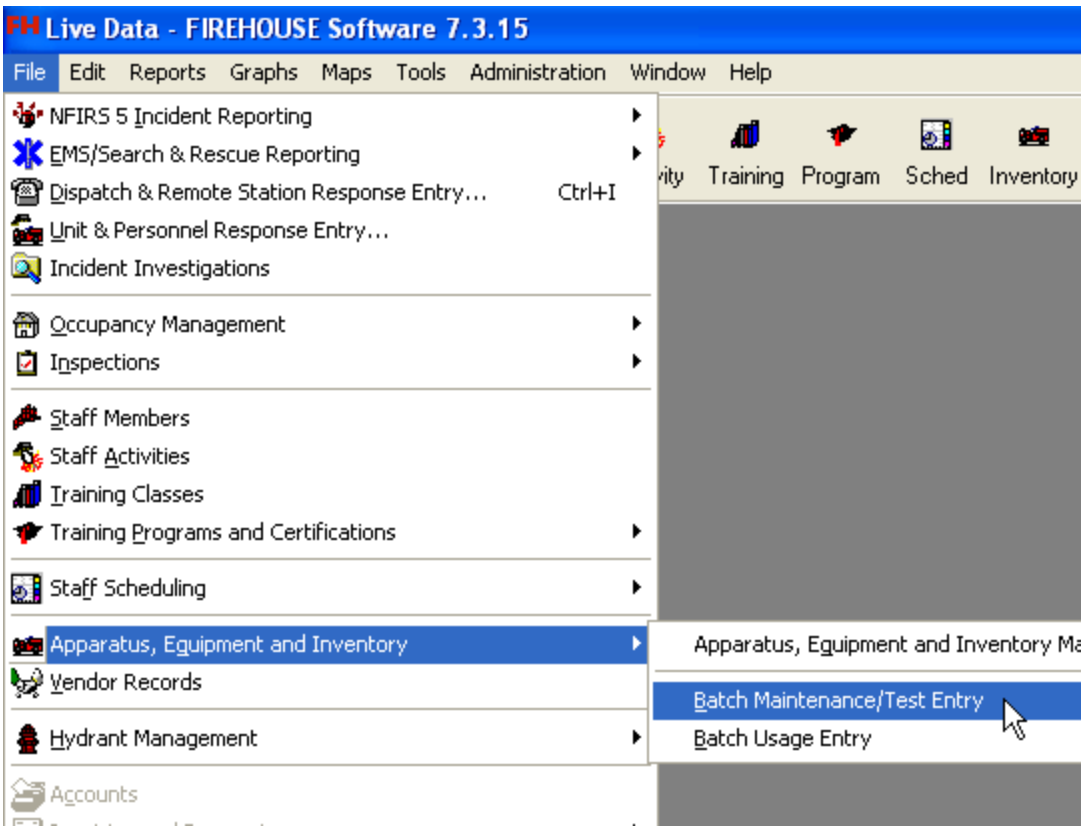


Figure 5

3. Change to the query labeled “List Inventory by Description (Hose)

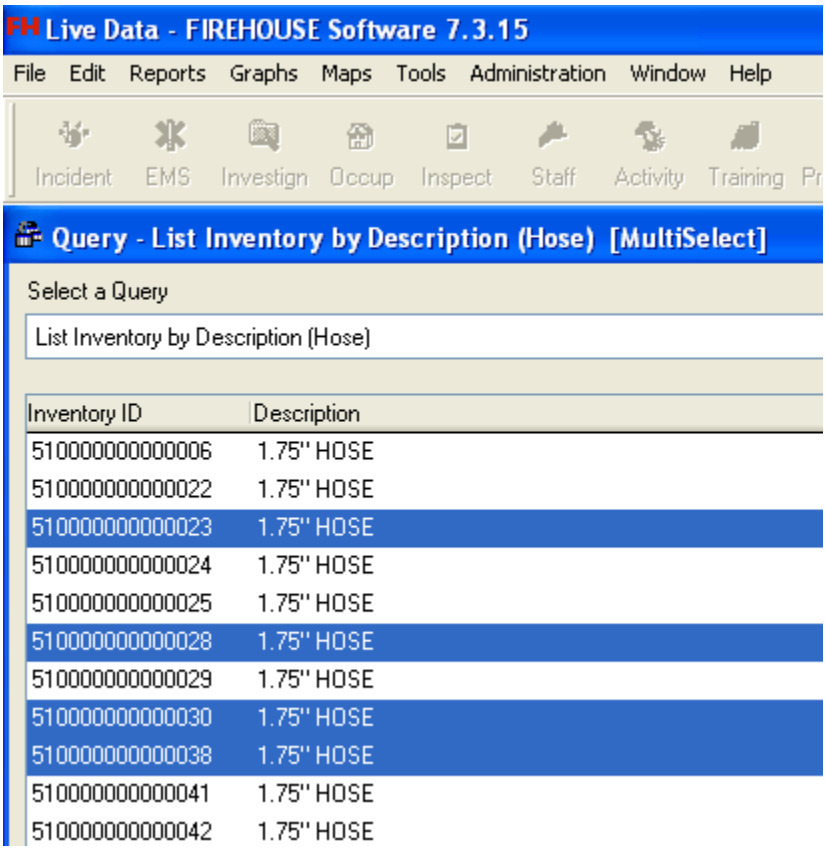


Figure 6

Select each passing hose using the “Ctrl” key and mouse button

4. In the basic tab select “Completed” and enter:
   - Start date, time, end date, end time and the staff ID of the person responsible for the test. Enter the hose location (ex 511, rack,…) for the work order #.

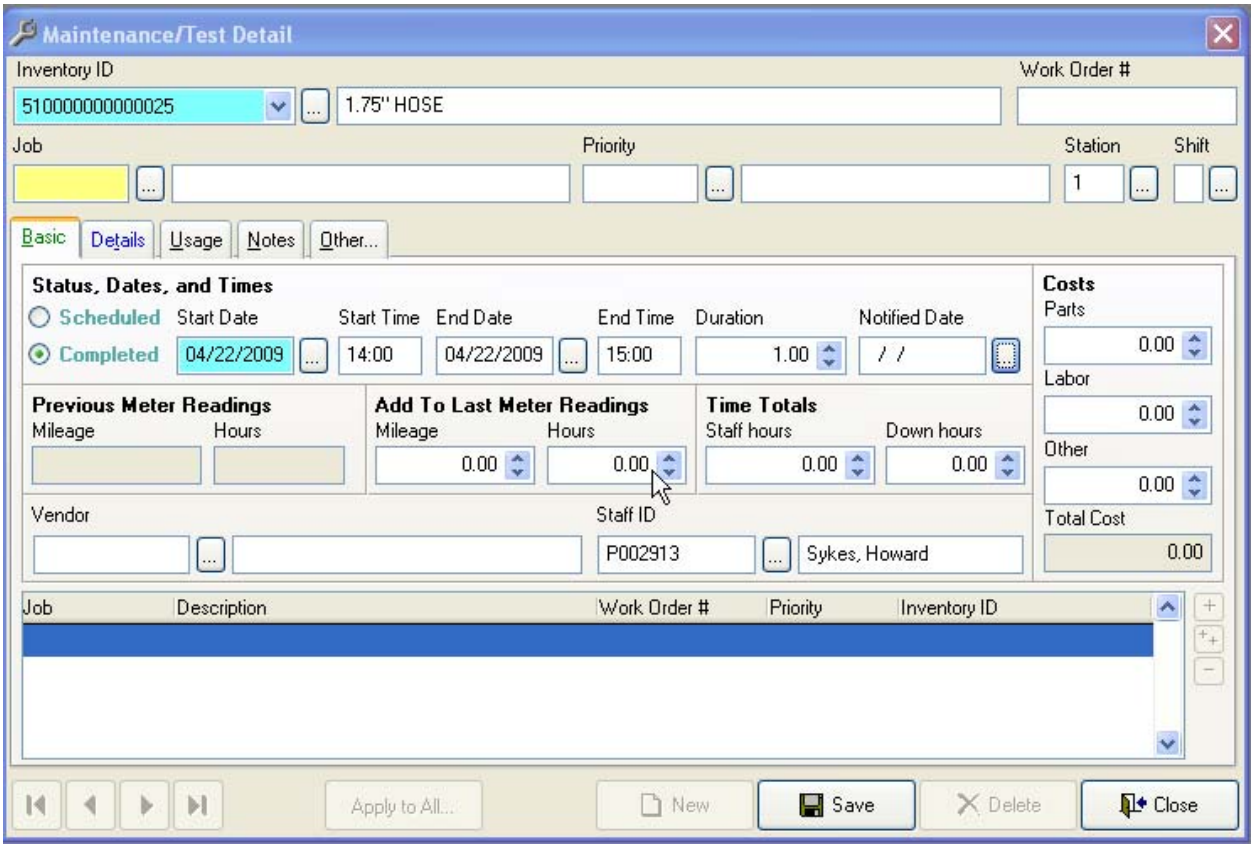


Figure 7

Notes:

- A maximum of 300’ of hose shall be connected to any single discharge.
- Multiple hoses and multiple size hoses may be tested at the same time as long as all hose being tested in a given test are being tested for the same length of time and to the same pressure. Thus 5” hose may NOT be tested at the same time as other diameter hoses.
- Hose shall not be connected to a discharge at the operator’s position (i.e., 511 & 515 driver’s side pump panel).

5. In the detailed tab, indicate why the hose failed. Mark the failing hose with yellow scene tape and place it aside for repair – DO NOT CUT HOSE.

   For passing hose, fill the tab out as shown below:

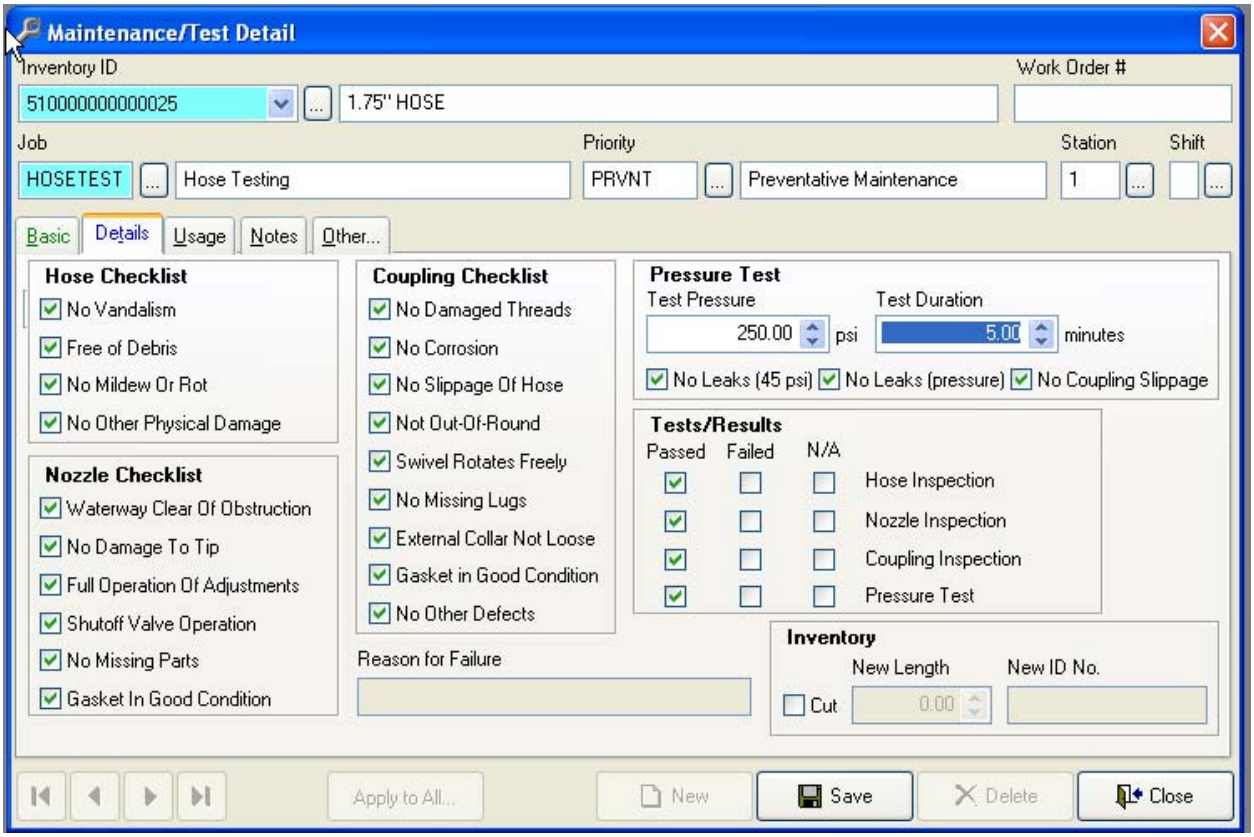


Figure 8

Notes:
- Gradually build hose pressure to 45 psi (make sure water is being circulated at the pump by having the tank-to-pump fully open and the tank fill partially open and at least half a tank of water and preferably connected to a hydrant), all air purged (make sure to flow enough water to purge air near the high point at the engine discharge).
- Mark any couplings not clearly marked with a permanent marker. Make sure couplings do not leak.
- Test 5" hose at 200 psi for 5 minutes – LDH hose should not be connected directly to an apparatus discharge. A short section of smaller hose should be used between the apparatus and the LDH hose. Do not use adapters or appliances with relief valves during hose testing.
- Test all other hose at 250 psi for 5 minutes
- Hose should not be failed for gaskets in poor condition; instead, the gasket should be replaced and the hose retested.

6. When placing hose back on apparatus, confirm that the correct number of sections are on the apparatus

CONFIRMING ALL HOSE HAS BEEN TESTED

Once the annual hose pressure tests have been completed and Firehouse records updated, reconciliation shall be performed to confirm that all hose has been tested. Ideally, all Lebanon hose will be listed in the Firehouse inventory sheets shown in Figure 4. However, either of two problems may have occurred which will be caught by reconciliation.

1. If a defective section of hose was found between service tests, such as one damaged in a fire, and was not reported, a line will exist in the report for a hose section that was not tested.

2. If a new section of hose somehow was not tested, then a section of hose will be found that needs to be added to the inventory.

To confirm that all hose was tested, the number of sections of tested hose should match the number of in-service hose sections. This should be checked for each hose diameter used. Do this by counting the number of hose sections on the hose rack and adding it to the number of hose sections on each apparatus. The number of hose sections on the apparatus can be determined by using the lengths shown on the apparatus check off sheets. For example:

Four apparatus with 2 200'1¾" preconnects	= 4 x 2 x 4 =	16 sections
Three apparatus with 1 100' 1¾" high rise pack	= 3 x 1 x 2 =	6 sections
Two apparatus with 1 100' 1¾" jump line	= 2 x 1 x 2 =	4 sections
Two apparatus with 2 50' 1¾" spare lines	= 2 x 2 x 1 =	4 sections
Rack/hose dryer with 18 50' 1¾" spare lines		18 sections
	Total	48 sections

Finally, the number of hose sections should match the number of sections listed in Firehouse. If the number of sections does not match, the cause of the problem needs to be determined and necessary corrections made. Such actions could require removing lost hose sections from the list of in-service hoses in Firehouse, adding new hose sections to Firehouse, re-inventorying in-service hose or retesting any missed sections.

ACCEPTING NEW/REPAIRED HOSE

All new and repaired hose shall be service tested per the procedure above prior to being placed in service. In some cases, that may be done by a vendor in which case the procedure does not need to be repeated at Lebanon. In all cases, test information should be entered into Firehouse

as described above. If the hose was tested by a vendor, name of the Lebanon person who reported that the hose was tested should be entered as the staff ID under the basic tab shown in Figure 7 and the name of the vendor should be entered under the notes tab shown in Figure 7 of the hose test record.

New hose will require a hose tracking number and Firehouse inventory number to be assigned to it. Firehouse inventory numbers are 15 digits long and use the following format:

Digits 1-5 are the department's FDID or 03204 for Lebanon

Digits 6-7 are the station ID or 51 for Lebanon

Digits 8-10 are used for color of preconnects and otherwise are zeros

Yellow hose = YEL

Red hose = RED

Blue hose = BLU

Orange hose = ORG

Rubber fill hoses = 00F

Digits 11-12 are zeros

Digits 13-15 are the hose tracking number and should be stamped on the female end of the hose or both ends of a Storz hose.

Digit 13 of the hose tracking number should be assigned using the following guidelines:

10 (digits 12 and 13) for 1" hose

0 for 1¾" hose

1 for 1½" hose

2 for 2½ " hose

3 or 4 for 3" hose

5 for 5" hose (7 was previously used)

Digits 14 and 15 should be unique for that size hose, although numbers may be reused when existing couplings are used with new hose. In this case a note indicating that an existing coupling is being used with new hose should be added to the notes tab (see Figure 7) on the first test record with the new hose.

To enter a hose record into Firehouse, sign on to Firehouse, select “Inventory”, “New” and enter a description and inventory ID. Hose descriptions would generally be its diameter (to 2 decimal places) followed by the word hose such as ‘3.00” Hose’. Click yes to the popup question which asks “Do you want to create this record.”

When creating a new hose record, either fill in the following fields or for fields followed by a box with “…” click on the box to select an appropriate value.

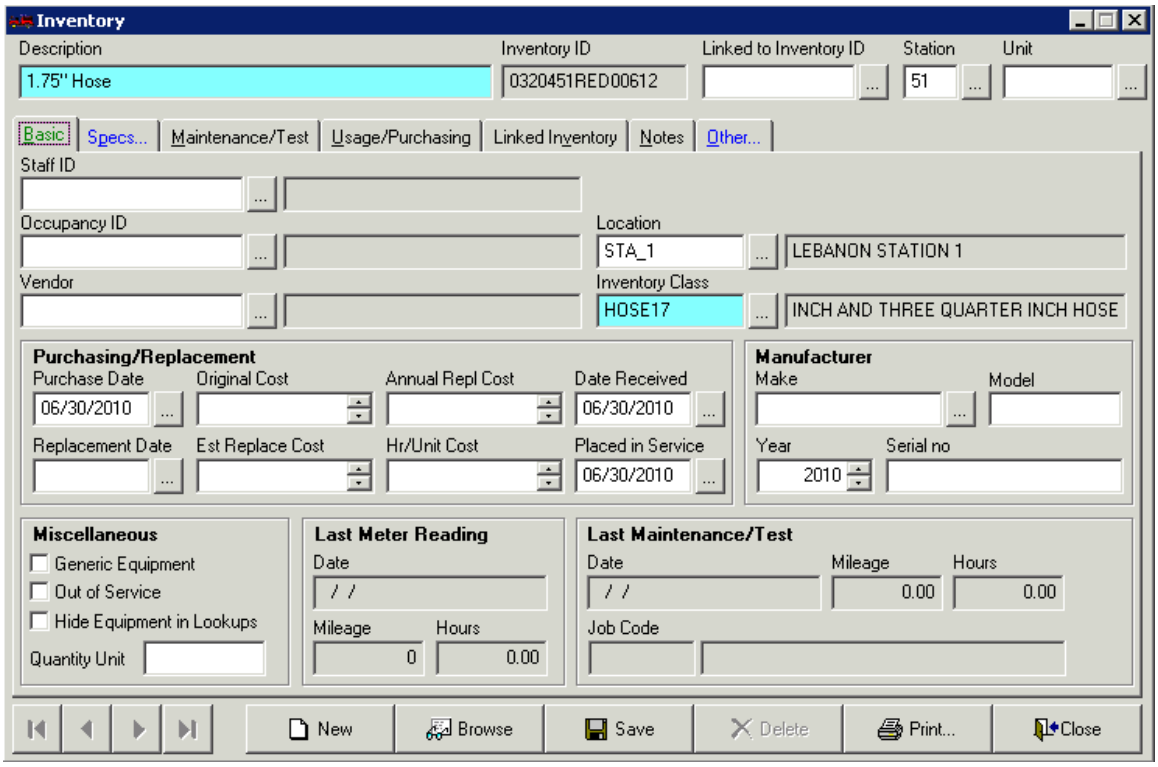
Basic Tab

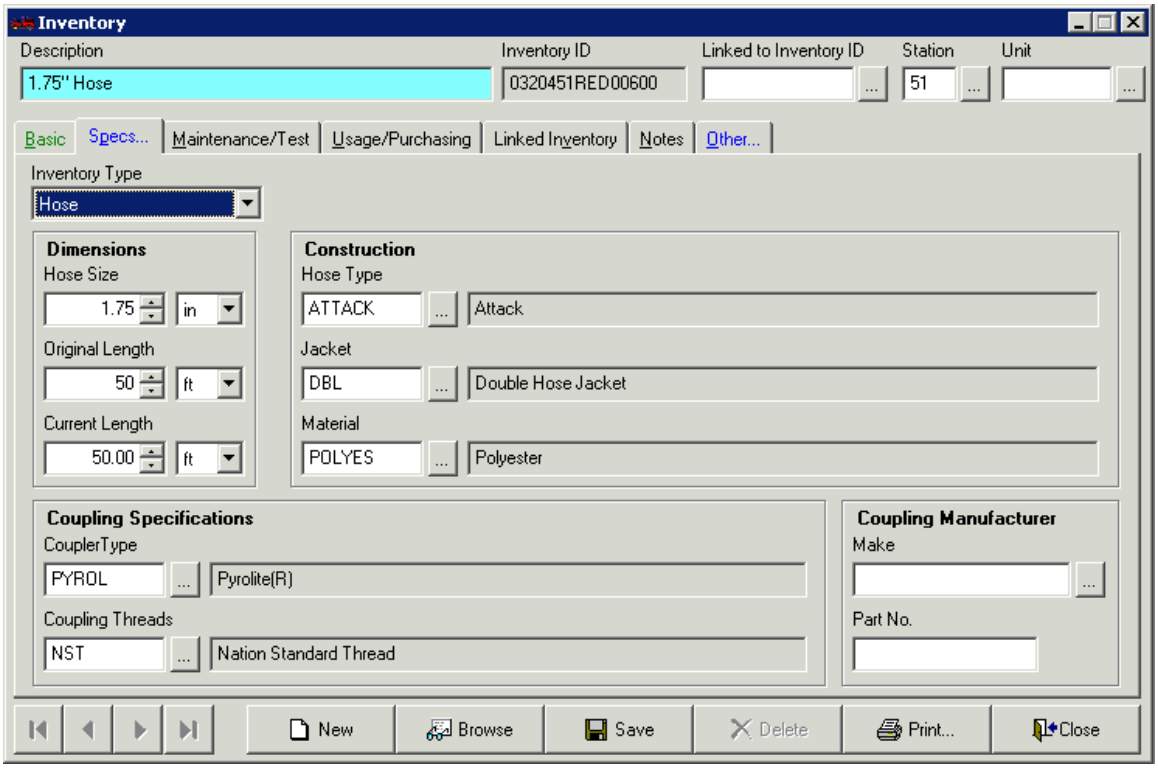
- Description
- Inventory ID
- Station
- Location
- Inventory class
- Purchase date (if known)
- Date Received
- Date placed in service
- Year

Specs Tab

- Inventory type of Hose
- Hose size
- Original length
- Current length
- Hose type
- Jacket
- Material
- Coupling Type
- Coupling Threads

The following screen shots show an example of a new hose record:

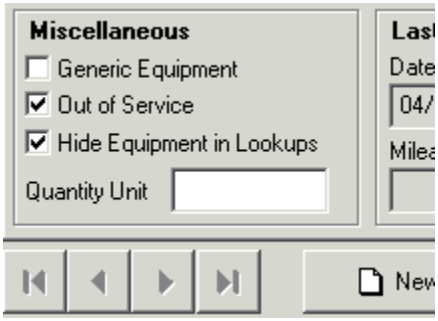




When multiple hose records are going to be entered, entry can be simplified by using templates. To create a template, create a complete record as described above, click “Form”, “Memorize as Template…” and key in a memorized template name such as “hose”. Then when adding an

additional new record, after clicking yes to the popup question which asks “Do you want to create this record,” click “Form”, “Apply memorized template…”, select the template and click “OK”. This will fill fields in as they existed when the template was saved.

When hose sections are permanently removed from service, the “out of service” and “hide in equipment lookups” should be checked. A reason why the sections are being removed from service should be add as a comment in the notes section.



Standard Operating Guidelines

LEBANON HYDRANT TESTING PROCEDURES

EFFECTIVE DATE: 6/23/2009 **WRITTEN BY: H. Sykes**

REVISION DATE: **REVISED BY:**

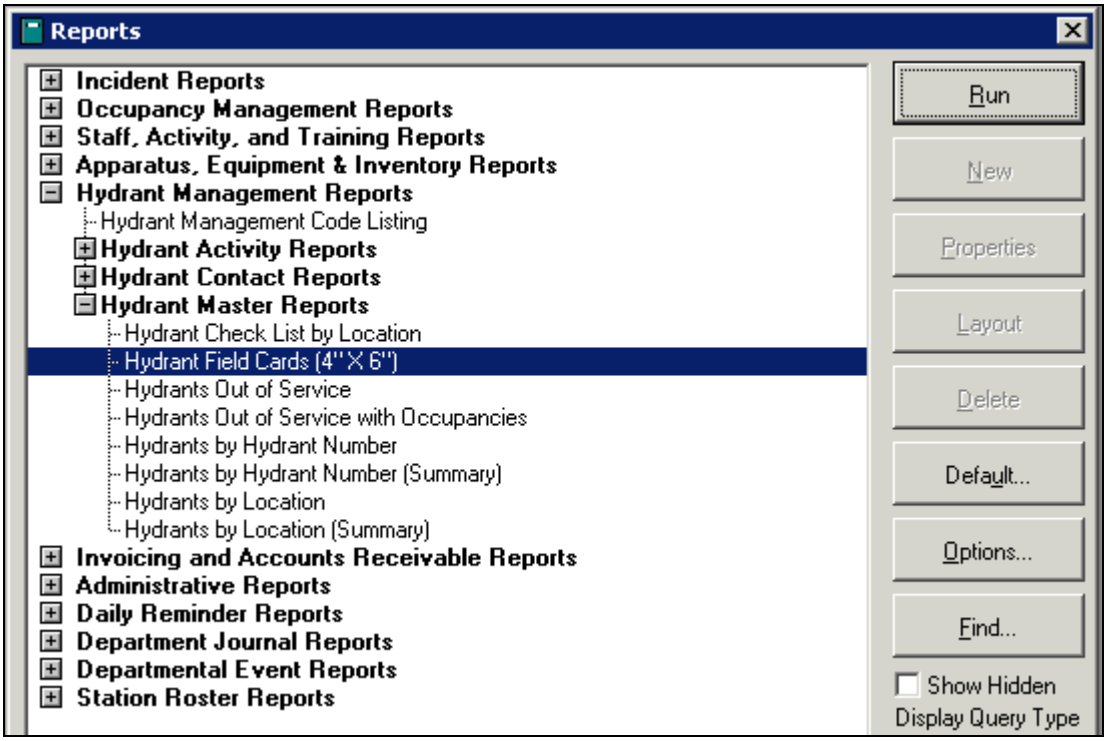
BOARD APPROVAL DATE: 6/23/2009 **CHIEF APPROVAL: H. Sykes**

PURPOSE: To establish a standard, consistent method for hydrant testing which meets NFPA and ISO guidelines.

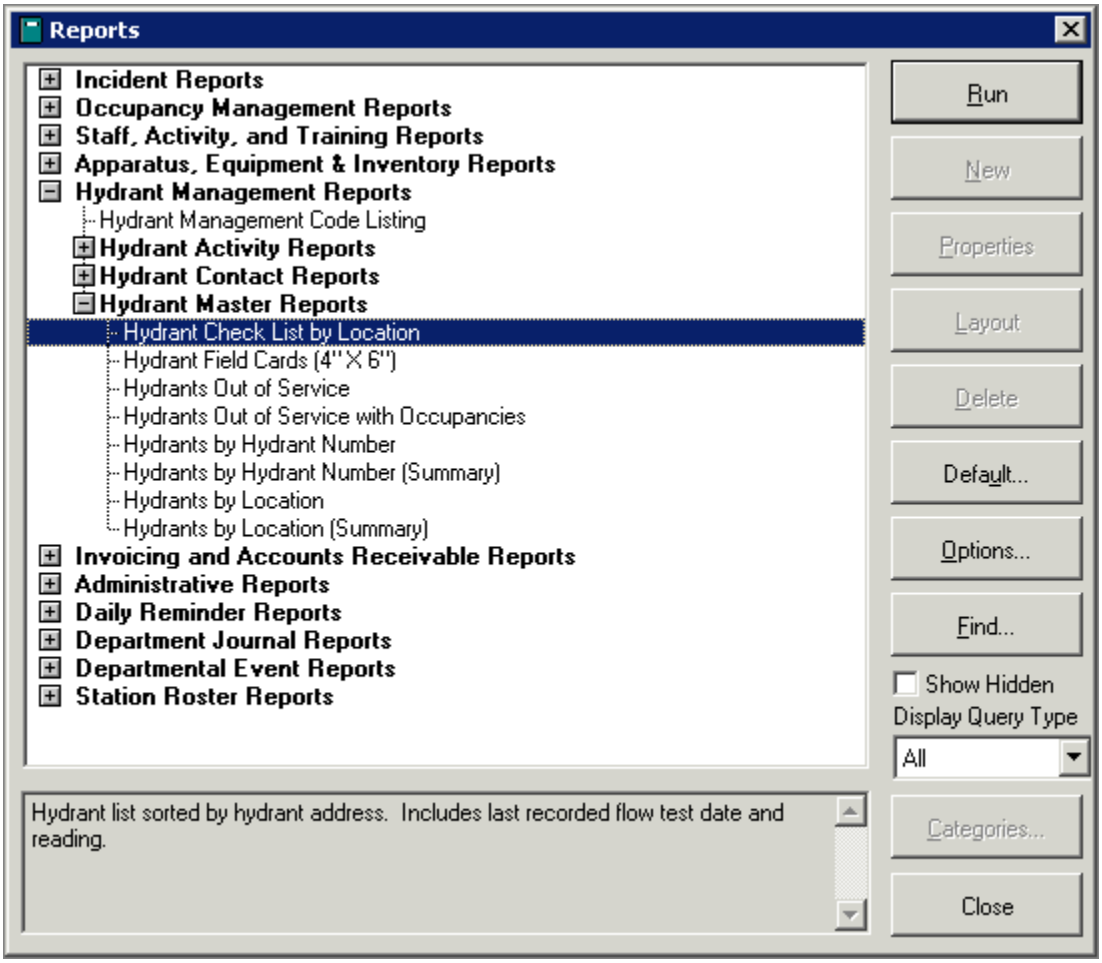
PROCEDURE:

All Lebanon hydrants shall be tested semiannually per NFPA and documented in Firehouse using these procedures:

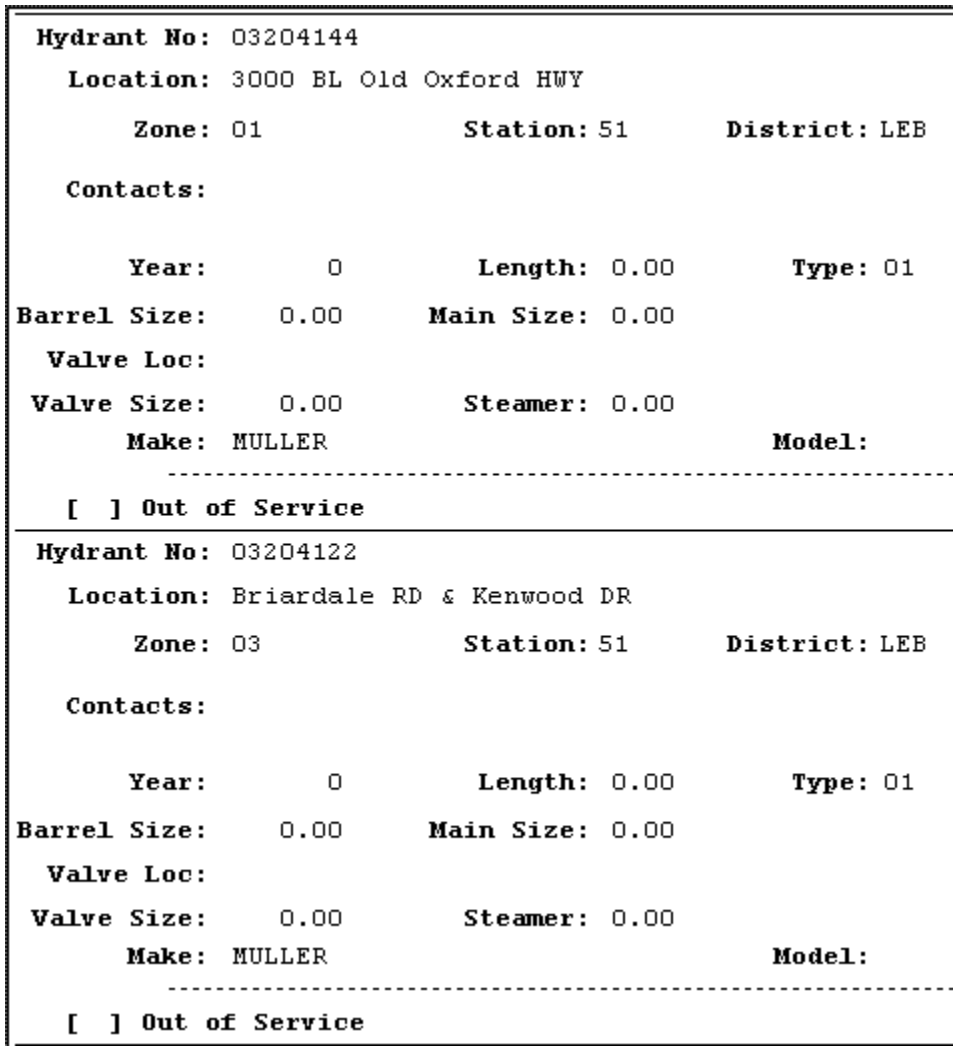
1. Bring a printed copy of the "Hydrant Field Cards" report from Firehouse.



2. Bring a printed copy of the “Hydrant Check List by Location” report from Firehouse.



3. Add any available missing data to the “Hydrant Field Cards”. At a minimum Hydrant No., Location, Year, Barrel Size, Steamer should be recorded. Where this data is already recorded, it should be confirmed since the hydrant may have been replaced since the last inspection.



Hydrant No: 03204144
Location: 3000 BL Old Oxford HWY
Zone: 01 **Station:** 51 **District:** LEB
Contacts:
Year: 0 **Length:** 0.00 **Type:** 01
Barrel Size: 0.00 **Main Size:** 0.00
Valve Loc:
Valve Size: 0.00 **Steamer:** 0.00
Make: MULLER **Model:**
[ ] **Out of Service**

Hydrant No: 03204122
Location: Briardale RD & Kenwood DR
Zone: 03 **Station:** 51 **District:** LEB
Contacts:
Year: 0 **Length:** 0.00 **Type:** 01
Barrel Size: 0.00 **Main Size:** 0.00
Valve Loc:
Valve Size: 0.00 **Steamer:** 0.00
Make: MULLER **Model:**
[ ] **Out of Service**

4. Record Hydrant information obtained in the Hydrant check list printed from FireHouse. Data should include: static pressure and residual pressure same hydrant; inspection of the hydrant including confirming gaskets are in good shape and no leaks are found, any defects fixed or needing fixing (indicate which), and flushing the hydrant. Flushing should be at the maximum flow possible without creating damage. Flushing should continue until clear water is discharged. Doing so clears sedimentation from the lines increasing fire flows and reducing pump wear. It also provides some assurance that flow restrictions do not exist.

   Hydrant testing should also make sure that the hydrant is clearly visible and has nothing blocking access to the hydrant. This includes removing vegetation that blocks visibility or prevents easy access.

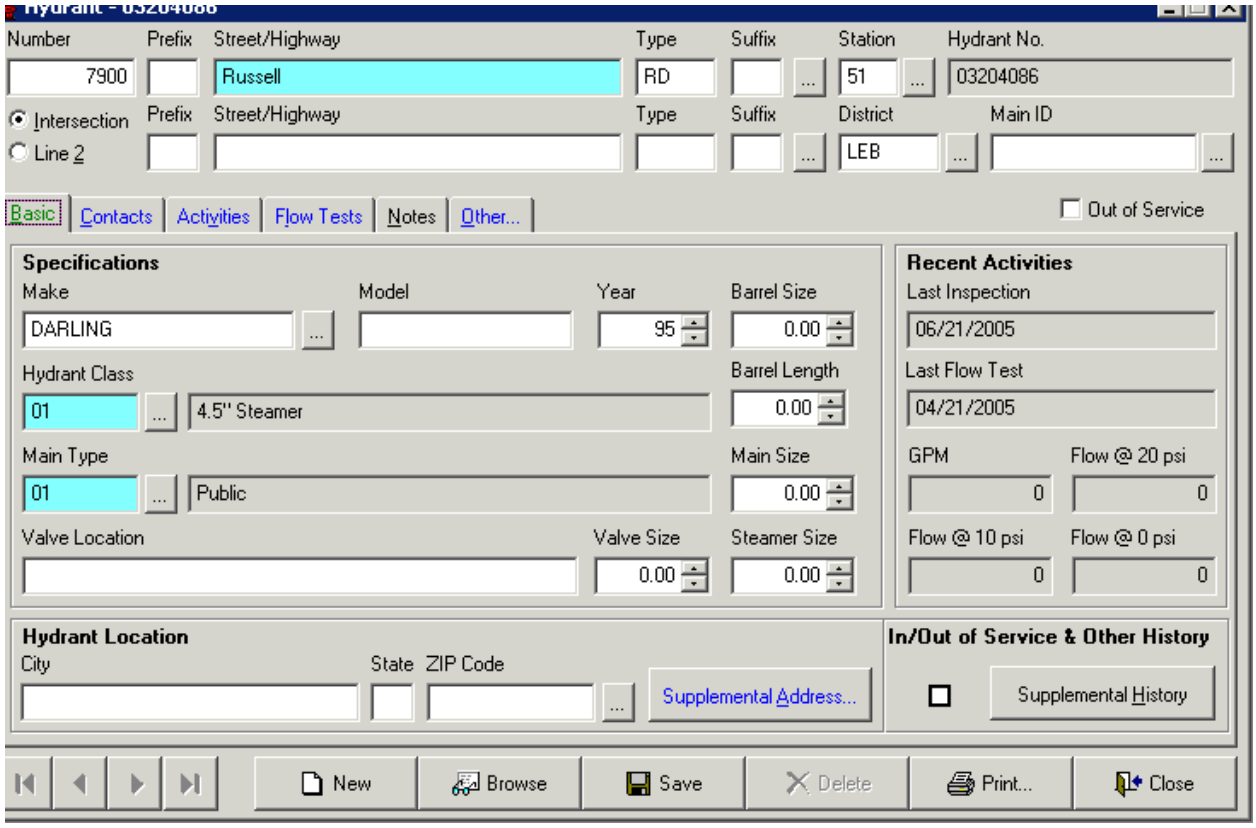
Durham County Fire Marshal

Hydrant Check List by Location

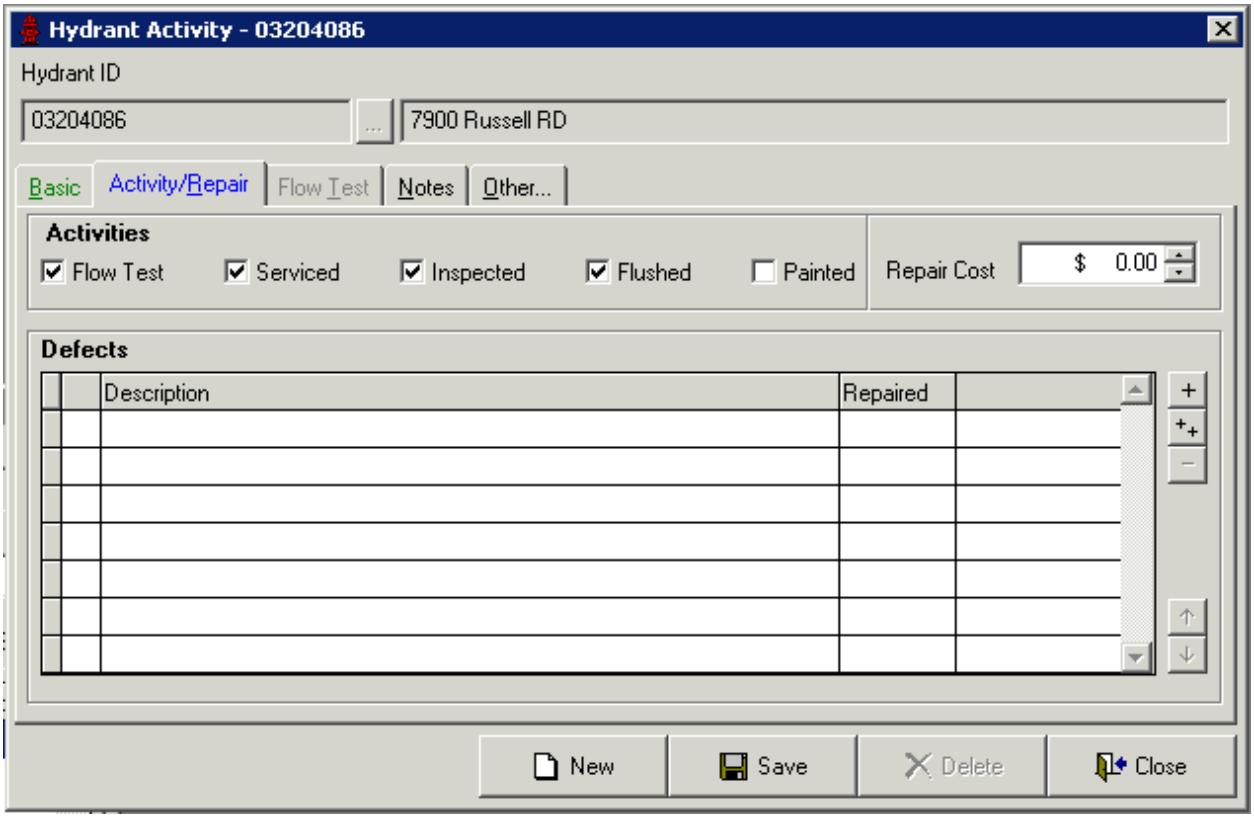
All Applicable Records

Location	Hyd #	Flowed	Flushed	Insp'd	Serviced	Painted	Static	Resid	Pitot 1	Pitot 2
3000 BL Old Oxford HWY	03204144	☐	☐	☐	☐	☐	____	____	____	____
List Defects: _____										
Briardale RD & Kenwood DR	03204122	☐	☐	☐	☐	☐	____	____	____	____
List Defects: _____										
Cole Mill RD & N Eno River	03204022	☐	☐	☐	☐	☐	____	____	____	____
List Defects: _____										

5. Update the hydrant information in FireHouse. All field notes should also be filed and retrievable.



6. Record activities performed in FireHouse. Be sure to include the date and person responsible in the basic tab.



STANDARD OPERATING GUIDELINES

ACADEMY TRAINING AGREEMENT

EFFECTIVE DATE: 9/1/2010 **WRITTEN BY: H. SYKES**

REVISION DATE: **REVISED BY:**

BOARD APPROVED DATE: 8/24/2010 **CHIEF APPROVAL: H. SYKES**

PURPOSE: To ensure that fire academy students understand that the department invests significant funding to allow their participation in a fire academy. The department does this with the understanding that it is wisely using taxpayer funds earmarked for providing fire protection to our taxpayers. The department cannot provide "scholarships" for students who merely wish to avoid training costs and then provide services elsewhere.

PROCEDURE:

Members attending an academy will be asked to sign the attached academy training agreement which specifies responsibilities and remedies should those responsibilities not be followed.

LEBANON VOLUNTEER FIRE DEPARTMENT, INC.
DURHAM, NC

ACADEMY TRAINING AGREEMENT

The agreement is entered into this _____ day of _____, 20__, by and between the Lebanon Volunteer Fire Department, Inc. and _____ (hereinafter referred to as the "Recruit").

WHEREAS the Recruit seeks to become a firefighter, and

WHEREAS, in order to become fully qualified as a firefighter, the Recruit may elect to successfully complete the training program (hereinafter called a "Fire Academy") sponsored by a Community College; and

WHEREAS the training and equipping of a new fire department Recruit requires a significant monetary investment on the part of the Fire Department;

NOW THEREFORE, in consideration of the premises and the mutual commitments set forth below, the parties to this Agreement agree as follows:

1) The Recruit shall become a member of the Fire Department and shall enter a Community College Academy for training. Upon successful completion of the Academy, the Recruit further agrees to become a member of the Lebanon Volunteer Fire Department and not to resign voluntarily from such position for a period of twelve months after completion of the Academy.
2) The Department agrees to make available for the Recruit's use uniforms and equipment necessary to the performance of firefighter duties. Such uniforms and equipment remain the property of the Fire Department.
3) The Fire Department and the Recruit agree that firefighter training is expensive. The Recruit understands that the Fire Department accepts the responsibility of training the Recruit because the Fire Department expects the services of a fully trained firefighter for a time period which justifies the training investment. For this reason, the Recruit agrees to pay the department $2,000.00 in liquidated damages if within the first twelve months subsequent to graduation from the Fire Academy, the Recruit:
    a. either does not participate in at least 10% of the fire calls the department responds to or spends less than four 12-hour prescheduled duty shifts per month at the station, and
    b. does not participate in at least 36 hours of the department sponsored fire drills.

    This sum is agreed upon as liquidated damages because training costs are difficult to allocate with exactitude, and injury to the Fire Department caused by an early resignation is difficult to estimate. Liquidated damages are agreed upon so that the Recruit is not unjustly enriched by a breach of this Agreement. The sum is not a penalty and is not an attempt to recover payments made to the Recruit.
4) Notwithstanding the provisions of paragraph (3), the Recruit shall not be required to pay liquidated damages if the resignation is the result of a disabling illness or injury or some other cause beyond the control of the Recruit.

5) In the event the Recruit is called to active military duty or is granted a leave of absence during the twelve months period covered by this Agreement, then the period of this Agreement shall be extended accordingly.
6) This Agreement shall become effective at 12:00 noon on the first day training commences at an Academy and shall remain in effect for twelve months following graduation from the Academy.
7) This Agreement does not affect any Lebanon Volunteer Fire Department disciplinary or grievance procedures.

The foregoing provisions are understood and agreed to by the undersigned. This Agreement is entered into at the Lebanon Volunteer Fire Department, Durham, NC, on the day and year first above written.

_____
Recruit

_____
Fire Chief

Sworn to and subscribed before me this

_____ day of _____, 20__.

_____
Notary Public

My commission expires: _____

Lebanon Volunteer Fire Department

Standard Operating Procedure

JUNIOR FIREFIGHTER OVERNIGHT STATION STAYS

Effective Date: 6/1/2008 **Written by:** H. Sykes

Revision Date: 6/2/2008 **Revised by:** H. Sykes

Board Approval Date: 6/24/2008 **Chief Approval:** H. Sykes

PURPOSE

The purpose of this procedure is to familiarize personnel with the procedures to be followed when juniors are staying overnight at the station.

PROCEDURE

1. Prior to being allowed to stay, the junior must have a signed parental permission form and a meeting at the station with parent(s) and a chief.
2. The person staying overnight must get permission from the senior staff member on duty by 9 pm. When doing so, they will be asked what time they will be arriving.
3. They must arrive at the station by 11pm with an arrival by 9pm preferred. Arrivals between 9 and 11 may be allowed only in special cases, such as members coming directly from work when their scheduled work hours would not allow them to arrive by 9pm.
4. The junior may not leave the station between 9pm and 6am except on a Lebanon-owned vehicle responding to a dispatched call
5. Males and females must sleep in separate rooms
6. Members staying overnight shall wear Lebanon-provided clothing with Lebanon logos
7. The junior must have parent's/parents' permission
8. The junior must not stay at the station on a night when school is in session the following day

Lebanon Volunteer Fire Department
Parental Permission
for Junior Firefighter to Stay at the Station Overnight

Name of Firefighter _____ Birth date _____

Address _____

We the undersigned as legal guardian/s give my (our) permission to allow my (our) son/daughter to stay overnight at the fire department in accordance with the attached Standard Operating Procedure spelling out the detailed provisions for this situation.

Signed _____ Relationship _____ Date _____

Signed _____ Relationship _____ Date _____

Lebanon Volunteer Fire Department

Standard Operating Procedure

JUNIOR MEMBER STANDARD

Effective Date: 5/18/08 **Written by:** H. Sykes

Revision Date: 5/26/08 **Revised by:** H. Sykes

Board Approval Date: 6/24/08 **Chief Approval:** H. Sykes

PURPOSE

To have Lebanon's junior member standards fall in line with the standard produced by the NC Fire and Rescue commission (which is the primary source for this document), applicable laws and locally accepted practices.

Background

The need for well-trained and highly-motivated volunteer firefighters, rescue, and EMS personnel throughout America's communities has never been greater. Over 70% of the fire and rescue personnel who protect our nation are volunteers. Yet, statistics show that while fire and rescue departments' call volume is steadily increasing, the number of volunteers is decreasing. The causes for the downward trend in volunteers are varied, including increasing time demands on two-income families, more rigorous training standards, and limited advocacy for volunteering among youth. Retention and recruitment of new members has never been more challenging. In response to the challenge of recruiting volunteers, many departments have initiated programs to encourage the involvement of youth through Explorer programs and Junior Firefighter/Rescue member programs.

Encouraging young people to enter the emergency services as a career often places departments in competition with careers that pay better, and provide a better preparation and learning structure for school age youth. Junior Member programs provide an opportunity to encourage and interest youth in the field of emergency services, as well as providing training and educational mechanisms to prepare them for future employment.

Whether volunteer or career, departments may benefit from programs that allow participation by youth in the activities of the emergency services.

The North Carolina Fire and Rescue Commission recognizes the need for this initiative to reach out to North Carolina's youth and engage them in non-operational roles within emergency departments. Reaching out to people when they are young has long-range effects, and encouraging youth to take part in the emergency services is extremely beneficial to local communities and departments. Benefits of junior programs include:

- Allowing youth to gain insight and interest in becoming long-term members of the emergency services
- Increasing awareness among youth about volunteering and supporting the fire and rescue services
- Providing departments with additional help in accomplishing non-firefighting or non-emergency tasks
- Leadership development for America's youth who will be tomorrow's leaders
- Educating parents and mentors on the importance of encouraging volunteerism

In an effort to encourage Junior Firefighter and Rescue Responder programs, the NC Fire and Rescue Commission established this voluntary ***Junior Member Standard*** to offer guidance to fire and rescue departments in developing and administering programs. While designed to take into account state and federal child labor laws, the Fair Labor Standards Act, Wage and Hour Act, as well as recognized programs nationwide, the Commission recommends that departments research additional requirements that may be implemented between editions of this standard.

Overview

Junior members shall be separated into two groups: (1) minors **16 and 17 years of age;** and (2) minors **14 and 15 years of age**. This standard is not intended to address youth under the age of 14 years of age. In addition to training requirements, there are a number of regulations that impact the limitations of Junior Members. These are; *State and Federal Child Labor Laws; the Fair Labor Standards Act; and the Wage and Hour Act*. While this Standard references the laws, and every attempt was made to include their provisions, each department must review with the NC Department of Labor before allowing participation by Junior Members in activities of the Department. Employment of minors restricts, in some cases, the hours which minors may work. Whether career or volunteer, participating in activities may be considered working hours with minors by the Department of Labor and departments must take into account the time of day and number of hours minors work.
Fire Departments and Rescue Squads should make sure their By-Laws, Constitution, and Charter reflect the proper authority to have junior members.

General Restrictions

This standard does not address **minors under the age of 14 (fourteen).** In general, the following guidelines should be used to restrict the activities of Junior Members. When not specifically listed or discussed**, all activities should be limited to those considered non-emergency.**

- Junior Members shall not be substituted for trained personnel.
- Junior Members shall be equipped with appropriate personal protective equipment to accomplish the assigned tasks
- Junior Members who ride on apparatus or other department vehicles shall be seated and must wear a seat belt.
- Junior Members shall not drive department vehicles.
- Junior Members shall not climb aerial ladders.
- Junior Members shall not climb ground ladders that exceed 10 feet in length, or ladders that are not supported against a structure.
- Junior Members shall not don self-contained breathing apparatus (SCBA). They may be introduced, on an awareness level, but shall not be allowed to wear the apparatus.
- Junior Members shall not be allowed to fill SCBA bottles, or be in the area of the filling operation.
- Junior Members shall not enter or perform ventilation procedures on a burning structure.

- Junior Members shall not use any tools or gloves on energized electrical equipment.

- Junior Members shall not operate cutting torches

- Junior Members shall not operate powered cutting tools or equipment. These tools include: hydraulic rescue tools, chain saws, vent saws and reciprocating saws.

- During events the Junior members shall be clearly marked in order to identify them easily from a distance. This may be accomplished by different methods including different colored helmets or helmet striping, different colored coats, or special vests.

In addition, specific guidelines are provided based on age groups.

Guidelines for Minors 16 and 17 Years of Age

Minors who are 16 and 17 MAY:

- Ride as a passenger in the cab of a fire truck or in a rescue vehicle; however, they shall ride in the last-out vehicle. The Junior shall be seated with his/her seat belt securely fastened;

- Attend and take part in supervised non-hazardous training.

- Participate in department functions within the rehabilitation area of an emergency scene. This could include setting up the engine or light truck, assisting in water supply efforts, handling of wood and other technical rescue materials, and other support functions, which do not expose the Junior member to hazardous areas or atmospheres.

- Pick up hose or other materials and clean up at the emergency scene after it has been declared safe by the Incident Commander.

- Enter a structure only when accompanied by an adult responder once the structure has been determined safe by the Incident Commander and not considered immediately dangerous to life or health (IDLH).

- Perform search and rescue activities, other than structural firefighting, high level, other areas considered dangerous or IDLH.

- Operate a fire pump or equipment located outside the danger zone at the direction of the Incident Commander; however, they may not operate a fire pump which is directly providing water to firefighters who are in an IDLH environment..

- Use pressurized hose lines, if properly trained, under the direction of the Incident Commander and out of the danger area.

Minors who are 16 and 17 MAY NOT:

- Perform fire suppression involving structures or vehicles.

- Perform high level, confined space, collapse rescue, or any rescue operation that places them in danger or areas of IDLH.

- Drive fire department or rescue vehicles.

• Respond with operating red lights (drive any vehicle, including their personal vehicle with attached operating red lights) to the scene of a fire or emergency or to the station to respond to an emergency.

• Perform firefighting “overhaul” activities (except when the structure has been declared safe by the Incident Commander and then only with an adult firefighter).

• Remove technical, confined space, or high level rescue equipment unless the removal has been declared a safe operation by the Incident Commander.

• Respond to a Hazardous Materials events (except for support functions within the cold zone).

• Perform any activity which involves the use of Self-Contained Breathing Apparatus.

• Participate or assist in any extrication activities at the scene of an accident or emergency (except in the capacity of a support function).

• Participate in any activities at the scene of an accident or emergency where fire or hazardous materials are involved, unless they are performing support functions from outside the danger area.

• Participate in actual “ice rescue” activities, but may provide assistance within any designated rehabilitation area or as a support member on dry land only.

• Direct traffic at the scene of a fire or other emergency unless they have completed a formal traffic control class and been given permission to direct traffic at a particular incident by the Incident Commander.

• Train on departmental equipment or remove equipment from an apparatus unless under the supervision of an instructor.

• Youth under 18 years of age who are enrolled in school in Grade 12 or below may not be employed between 11 p.m. on a school night and the end of the school day on the next day. They also may not respond to a call after 9 p.m. on a school night. (The 11 P.M. applies for how long they may stay at a call or drill that started before 9 p.m. If no call or drill is in effect, they should leave by 9 p.m.). Juniors will be excused from any fire department activity in time to meet any curfew established by their parents or necessary for their school activities including studying. When leaving, the junior should notify accountability or command so that accountability may be maintained.

• Sixteen and Seventeen (16/17) year old youths may get the hour restriction waived upon written permission from the parent/guardian and from the youth's principal/designee.

Guidelines for Minors Age 14 and 15 Years of Age

In addition to those restrictions listed for 16 and 17 year olds, the following are additional restrictions for minors age 14 and 15 year olds.

Minors who are 14 and 15 years of age and younger MAY NOT:

- Perform any hazardous duties at the fire station;
- Ride in the cab of the fire apparatus responding to an emergency scene;
- Stand on any fire apparatus at anytime it is in motion.

The North Carolina youth employment provisions limit the hours and the time of day that minors ages 14 and 15 year old can work:

- outside school hours*;
- no more than 3 hours on a school day (including Friday);
- no more than 8 hours on a non-school day;
- no more than 18 hours during a week when school is in session;
- no more than 40 hours during a week when school is not in session;
- between 7 a.m. and 7 p.m. - except between June 1 and Labor Day when the evening hour is extended to 9 p.m.
- Youths under the age of 16 must be given at least a 30-minute break after five consecutive hours of work under the Wage and Hour Act.
- School hours are determined by the local public school system in the area the minor is residing while employed - this is true even if the minor does not attend the public school (i.e., attends a private school or is home schooled).
- Minors 14 and 15 years of age may **not** operate most power-driven machinery, including lawn mowers, lawn trimmers and weed cutters.

Training Recommendations

It is beneficial for Junior members to begin training in fire and rescue practices and operations as early as possible, as long as the training can be supervised by trained personnel, conducted safely, and limited to non-hazardous related activities. This keeps them interested, involved, and makes them more useful to the department and more prepared when they reach the age of 18.

It could be argued that all fire and rescue courses have a potential for hazard; but from a practical stance, qualified instructors recognize the operations that can be conducted without normal risk, and those that cannot. It also could be argued that some youth are similar in physical and emotional stature to an 18 year old. This does not, however, diminish the fact that by law they are under 18 years of age and a minor.

Any course design that may introduce a hazard to Junior Members should have notes to provide guidance to the instructor as to which portion of the class the Junior Member should be excluded from. This section lists general guidelines as compared to NFPA 1001 and NFPA 1006 (2003 version) and can be used as a guide for which activities may be viewed as appropriate for Junior Members.

General

- Course schedules should begin with the basic course to allow an introductory training phase for Junior Members. Courses such as Blood-borne Pathogens, Right to Know, and Station Safety are examples.

- Training should always be supervised by qualified instructors or lead personnel.

- Emergency Vehicle Driver training should be discouraged until the responder has reached the age of 18, but if the Junior Member attends an Emergency Vehicle Driver (EVD) course, it must be reinforced that they are not allowed to drive emergency vehicles and cannot respond Code 3 in their personal vehicles.

- Care should be taken to ensure that personal protective equipment provided to Junior members fits properly, and provides the necessary protective qualities required by appropriate standards. The tendency to provide out-of-date, out of compliance, or worn-out equipment must be avoided if the responder is to expect protection during even non-hazardous duties.

- Training for Junior Members should be limited to those who have completed the necessary enrollment process, have received parental approval, and have been properly insured and covered by Worker's Compensation. Allowing friends of Junior members to hold hoses, stand on ladders, etc., exposes the department to additional liabilities.

- When Junior members attend routine training sessions at the department, the lead instructor shall be notified of the Junior's presence, and any restrictions pertaining to the particular class.

- During training evolutions, the Junior Members shall be clearly marked in order to identify them easily from a distance. This may be accomplished by different methods, including different colored helmets or helmet striping, different colored coats, or special vests.

- Even though Junior members are precluded from hazardous material incidents, recognition training is required before involvement in any incident. Junior members should be given Hazardous Materials Awareness Training per OSHA 1910.120. The Fire and Rescue Commission class shall meet this requirement. Operations Level training is acceptable, but the Junior shall not be allowed to operate in an Operations Zone at any Hazardous Materials incident or training.

Junior Member Training (NFPA 1001)

The NC Fire and Rescue Commission allow 16 and 17 year olds to take NFPA 1001 Firefighter Certification classes for credit. Certification, however, cannot be granted until they reach the age of 18. While some classes in the Firefighter Certification standard may be taken in their entirety by Junior members, others may be restricted or prohibited completely based on the evaluation by the instructor that the class is hazardous. The Fire and Rescue Commission classes will be amended to list specifics for Instructors to make decisions concerning Junior members involvement in classes. The following courses within the 2002 version of NFPA 1001 Firefighter I and II are examples of how the course will be structured in the future to list what can be taken by Junior Members:

5.1 General.

This Section may be completed by the JUNIOR MEMBER in its entirety.

5.2 Fire Department Communications.

This Section may be completed by the JUNIOR MEMBER in its entirety.

5.3 Fire ground Operations.

This section may be completed in limited format with the following restrictions:

5.3.2 Response to an emergency scene demonstrating the proper donning, seatbelt use, etc., may be simulated, but the JUNIOR MEMBER may not be on an apparatus during emergency response.

5.3.3 In this section, the JUNIOR MEMBER shall not be used in an actual situation directing traffic.

5.3.4* In this section, the JUNIOR MEMBER may be taught skills and cognitive lessons, but may not operate power tools.

5.3.5* The JUNIOR MEMBER may not complete this section in actual smoke or live fire conditions, but may take the cognitive session and may take the practical if simulated, non-hazardous (IDLH) smoke is used.

5.3.6 The JUNIOR MEMBER may complete this section, but shall not operate from a height of more than 10 feet, given the restrictions in the Child Labor Laws.

5.3.7 The JUNIOR MEMBER may not complete this section. Simulation may be allowed, but verification of passing for Certification cannot be completed using live fire until the JUNIOR MEMBER reaches the age of 18.

5.3.8 The JUNIOR MEMBER may not complete this section. Simulation may be allowed, but verification of passing for Certification cannot be completed using live fire until the JUNIOR MEMBER reaches the age of 18.

5.3.9 Search and rescue in a structure may be allowed with simulated smoke for training the JUNIOR MEMBER if the instructor has determined that the structure is safe, and simulated smoke is used. No IDLH conditions may exist. This section may not be completed for Certification.

5.3.10 The JUNIOR MEMBER may not complete this section. Simulation may be allowed, but verification of passing for Certification cannot be completed using live fire until the JUNIOR MEMBER reaches the age of 18.

5.3.11 This section may be completed providing the JUNIOR MEMBER does not use power tools, and the height of ladder work does not exceed 10 feet.

5.3.12 This section may not be completed by a JUNIOR MEMBER, since working on a roof will exceed the 10 foot margin established by the Child Labor Laws.

5.3.13 The JUNIOR MEMBER may not complete this section as it deals with IDLH.

5.3.14 This section may be completed, by the JUNIOR MEMBER, if the instructor determines there are no IDLH conditions.

5.3.15 This section may be completed by the JUNIOR MEMBER.

5.3.16 This section may be completed by the JUNIOR MEMBER.

5.3.17 This section may be completed by the JUNIOR MEMBER.

5.3.18 The cognitive skills of this section may be completed, but JUNIOR MEMBERS are not allowed to deal with live utilities.
5.3.19 Ground fire training may take place as long as the JUNIOR MEMBER is not placed in the running (leeward) side of the fire.
5.5 Prevention, Preparedness, and Maintenance.
5.5.1 This section may be completed by the JUNIOR MEMBER.
5.5.2 This section may be completed by the JUNIOR MEMBER.
5.5.3 This section may be completed by the JUNIOR MEMBER.
5.5.4 This section may be completed by the JUNIOR MEMBER.
Chapter 6 Fire Fighter II
6.2 Fire Department Communications.
This section may be completed by the JUNIOR MEMBER.
6.2.2 This section may be completed by the JUNIOR MEMBER.
6.3 Fire Ground Operations.
6.3.1 This section shall not be performed by the JUNIOR MEMBER, since dealing with flammable or combustible liquids is a hazardous duty.
6.3.2 This section may not be completed by the JUNIOR MEMBER since it involves live fire.
6.3.4 This section may be completed by the JUNIOR MEMBER.
6.4 Rescue Operations.
This duty involves performing activities related to accessing and extricating victims from motor vehicle accidents and helping special rescue teams, according to the following job performance requirements.
6.4.1 Extrication training may be provided in cognitive form, showing the JUNIOR MEMBER the procedures, but the JUNIOR MEMBER cannot participate in extrication involving power or hydraulic tools.
6.4.2 This section may be completed by the JUNIOR MEMBER.
6.5 Prevention, Preparedness, and Maintenance.
This section may be completed by the JUNIOR MEMBER
6.5.1 This section may be completed by the JUNIOR MEMBER.
6.5. This section may be completed by the JUNIOR MEMBER provided it is not necessary for the JUNIOR MEMBER to use power or hydraulic tools.
6.5.3 This section may be completed by the JUNIOR MEMBER under the close supervision of an instructor, since charged hose lines under test pressure present a significant possible hazard.
6.5.4 This section may be completed by the JUNIOR MEMBER.

Junior Members Training (NFPA 1006)

The NC Fire and Rescue Commission allows 16 and 17 year olds to take NFPA 1006 Rescue Technician Certification classes for credit. Certification, however, cannot be granted until they reach the age of 18. While some classes in the RT certification standard may be taken in their entirety by Junior Members, others may be restricted or prohibited completely based on the evaluation by the instructor that the class is hazardous. The Fire and Rescue Commission classes will be amended to list specifics for Instructors to make decisions concerning Junior Members involvement in classes. The following courses with the 2003 version of NFPA 1006 Rescue Technician are examples of how the course will be structured in the future to list what can be taken by Junior Members:
5.2 Site Operations.
Most of this section can be completed by the JUNIOR MEMBER safely, but consideration should be given to the leadership aspects of the section. JUNIOR MEMBER training should be more basic in nature.
5.3 Victim Management.

This section can be completed by the JUNIOR MEMBER, however, no power or hydraulic tools are to be used.

5.4 Maintenance.

This section can be completed by the JUNIOR MEMBER.

5.5 Ropes/Rigging.

This section can be completed by the JUNIOR MEMBER, however, the JUNIOR MEMBER is prohibited from operating above 10 feet.

Chapter 6 Rope Rescue

This section can be completed by the JUNIOR MEMBER, however at no time is the JUNIOR MEMBER to be operating above 10 feet, or operating in a confined space, trench, or other area considered IDLH.

Chapter 7 Surface Water Rescue

The basics of this section can be completed by the JUNIOR MEMBER, however due to the hazards associated with water rescue, care should be taken to limit the JUNIOR MEMBERS to those training activities that can be conducted without risk.

Chapter 8 Vehicle and Machinery Rescue

The JUNIOR MEMBER should be restricted, in this course, to support activities that do not involve power or hydraulic tools.

Chapter 9 Confined Space Rescue

The JUNIOR MEMBER should be restricted, in this course, to support activities that do not require working from heights above 10 feet or in confined spaces, trenches, etc.

Chapter 10 Structural Collapse Rescue

The JUNIOR MEMBER should be restricted, in this course, to support activities that do not involve power or hydraulic tools, or working in collapse areas.

Chapter 11 Trench Rescue

The JUNIOR MEMBER should be restricted, in this course, to support activities that do not involve power or hydraulic tools, heights above 10 feet, or working within the trench.

Chapter 12 Subterranean Rescue

This is not an appropriate course for JUNIOR MEMBERS.

Chapter 13 Dive Rescue

This is not an appropriate course for JUNIOR MEMBERS.

Chapter 14 Wilderness Rescue

The JUNIOR MEMBER can complete the objectives of this course, but should be closely supervised and only operate as a member of a team with experienced adults.

Glossary of Terms and Definitions

ABC Alcohol Beverage Control
DOL Department of Labor
FCLL Federal Child Labor Laws
FLSA Fair Labor Standards Act
HOs Hazardous Occupations Orders
IC Incident Commander
IDLH Immediately Dangerous to Life and Health
JM Junior Member
NCDOL North Carolina Department of Labor
NFPA National Fire Protection Association
OSHA Occupational Safety & Health Administration
SCLL State Child Labor Laws
WHA Wage and Hour Act

APPENDIX A

Child Labor in Non-Agricultural Occupations in North Carolina

Joint Federal and State Requirements

OVERVIEW

This Reference Guide provides general information about the Federal child labor and North Carolina youth employment provisions applicable to non-agricultural occupations. Different Federal standards apply to farm work, but the North Carolina youth employment provisions do not apply to farm work. Both federal and state Departments of Labor are committed to helping young workers find those positive and early employment experiences that can be so important to their development, but the work must be safe. In this regard, the child labor provisions of the FLSA and the youth employment provisions of the WHA were enacted to ensure that when young people work, such work does not jeopardize their health, well being or educational opportunities. It is an unfortunate fact that children do get injured, even killed, in the workplace. The National Institute for Occupational Safety and Health estimates that over 210,000 American children suffer occupational injuries every year - and over 70,000 of these injuries are serious enough to warrant emergency room treatment. Employers may be subject to either the Federal child labor or the North Carolina youth employment provisions or both. The Federal provisions apply under the same coverage criteria as established for the other provisions of the FLSA. Refer to Fact Sheet 14 or Federal regulations. The North Carolina youth employment provisions generally apply to all employers doing business in North Carolina regardless of their size or number of employees except that governmental, agricultural and domestic employers are totally exempt from the North Carolina youth employment provisions including the requirement to obtain a North Carolina work permit for youths under 18.

Both Federal and State laws govern the employment of young workers; and when both are applicable, the law with the more stringent standard must be obeyed. The child Labor/youth employment provisions do not:

- apply where no FLSA or WHA employment relationship exists, such as bona fide volunteers in medical, educational, religious, or non-profit organizations where an employer-employee relationship does not exist;

- regulate such issues as discrimination, harassment, verbal or physical abuse, or morality, though other Federal and State laws may.

Minimum Age Standards for Employment

The FLSA and the child labor regulations issued at 29 CFR, Part 570, and the WHA and the youth employment regulations establish both hours and occupational standards for youth. Children of any age are generally permitted to work for businesses entirely owned by their parents, except those under 16 may not be employed in mining or manufacturing and no one under 18 may be employed in any occupation the Secretary of Labor has declared to be hazardous or the Commissioner of Labor has declared to be detrimental.

18	Once a youth reaches 18 years of age, he or she is no longer subject to the child labor/youth employment provisions. Youths under 18 years of age must obtain a youth employment certificate (work permit) when employed, even if they are employed by their parents. The certificate and the issuing instructions are obtained from the N.C. Department of Labor Web site http://www.nclabor.com/wh/youth_instructions.htm
16 & 17	Basic minimum age for employment. Sixteen- and 17-year-olds may be employed in any occupation other than those declared hazardous or detrimental. No youth under 18 years of age who is enrolled in school in Grade 12 or lower may be employed between 11 p.m. and 5 a.m. when there is school for the youth the next day. 16/17 year old youths may get the hour restriction waived upon written permission from the parent/guardian and from the youth's principal/designee.
14 & 15	Young persons 14 and 15 years of age may be employed outside school hours in a variety of non-manufacturing and non-hazardous/non-detrimental jobs for limited periods of time and under specified conditions.
Under 14	Children under 14 years of age may not be employed in non-agricultural occupations. Permissible employment for such children is limited to work that is exempt from the FLSA and WHA (such as actors or performers in motion pictures, theatrical, radio or television productions). Children may also perform work not covered by the FLSA or WHA such as completing minor chores around private homes or casual baby-sitting.

OCCUPATIONS BANNED FOR ALL MINORS UNDER THE AGE OF 18

The Hazardous Occupations Orders (HOs)

The FLSA and the WHA both establish an 18-year minimum age for those non-agricultural occupations that the Secretary of Labor finds and declares to be particularly hazardous for 16- and 17-year-old minors, or detrimental to their health or well-being. In addition, Child Labor Regulation No. 3 also bans 14- and 15-year-olds from performing any work proscribed by the HOs. There are currently seventeen HOs that include a partial or total ban on the occupations or industries they cover. NOTE: The NCDOL has adopted the seventeen federal HOs as a part of the WHA in **addition** to establishing its own Detrimental Occupations, which are discussed after this section.

HO 1. Manufacturing or storing explosives - prohibits minors working where explosives are manufactured or stored, but permits work in retail stores selling ammunition, gun shops, trap and skeet ranges, and police stations.

HO 2. Driving a motor vehicle or work as an outside helper on motor vehicles - bans operating motor vehicles on public roads and working as outside helpers on motor vehicles. Seventeen year-olds may drive cars or small trucks during daylight hours for limited times and under strictly limited circumstances as specified in federal.

HO 3. Coal mining - bans most jobs in coal mining.

HO 4. Logging and sawmilling - bans most jobs in logging and timbering (including cutting firewood) and in sawmills.

HO 5. Power-driven woodworking machines - bans the operation of most power-driven woodworking machines, including chain saws, nailing machines, and sanders.*

HO 6. Exposure to radioactive substances and ionizing radiation - bans exposure to radioactive materials.

HO 7. Power-driven hoisting apparatus - bans the operation of most power-driven hoisting apparatus such as forklifts, non-automatic elevators, bobcats and cranes, including most high lift trucks, but does not apply to chair-lifts at ski resorts nor to electric and pneumatic lifts used to raise cars in garages and gasoline service stations.

HO 8. Power-driven metal-forming, punching and shearing machines - bans the operation of certain power-driven metal-working machines but permits the use of most machine tools.

HO 9. Mining, other than coal - bans most jobs in mining at metal mines, quarries, aggregate mines, and other mining sites including underground work in mines, work in or about open cut mines, open quarries, and sand and gravel operations.
HO 10. Power-driven meat-processing machines, slaughtering and meat packing plants - bans the operation of power-driven meat processing machines, such as meat slicers, saws and meat choppers, wherever used (including restaurants and delicatessens). This ban includes the use of this machinery on items other than meat, such as cheese and vegetables. HO 10 also bans most jobs in slaughtering and meatpacking establishments.*
HO 11. Power-driven bakery machines - bans the operation of power-driven bakery machines such as vertical dough and batter mixers (including most countertop models), dough rollers and dough sheeters. This ban covers such machinery wherever used.
HO 12. Power-driven paper-products machines - bans the operation of power-driven paper processing machines including scrap paper balers, paper box compactors, guillotine paper cutters and shears, platen printing presses, and envelope die-cutting presses. The prohibitions concerning balers and compactors extend to equipment that processes other materials in addition to paper, such as trash, foam rubber, metal, food waste, plastic and fabric. Sixteen- and 17-year-olds may load, but not operate or unload, certain balers and compactors under very specific guidelines as specified in federal.
HO 13. Manufacturing of brick, tile and related products - bans most jobs in the manufacture of brick, tile and similar products.
HO 14. Power-driven circular saws, band saws and guillotine shears - bans the operation of various types of power-driven band and circular saws and guillotine shears, no matter what kind of items are being cut by the saws and shears.*
HO 15. Wrecking, demolition, and ship-breaking operations - bans most jobs in wrecking, demolition, and ship-breaking operations, but does not apply to remodeling or repair work which is not extensive.
HO 16. Roofing operations - bans **all** jobs in roofing and related operations including work performed on the ground and removal of the old roof.
HO 17. Trenching and excavation operations - bans most jobs in trenching and excavation work, including working in a trench more than four feet deep.*
* The regulations provide a limited exemption from HOs 5, 8, 10, 12, 14, 16 and 17 for apprentices and student-learners who are at least 16 years of age and enrolled in approved programs. 29 CFR Part 570.50 . The term "operation" as used in HOs 5, 8, 10, 11, 12 and 14 generally includes the tasks of operating, setting up, adjusting, repairing, oiling or cleaning the equipment.

Detrimental Occupations
In addition to the seventeen HOs, the WHA establishes nine Detrimental Occupations that the North Carolina Commissioner of Labor has declared to be detrimental to the health and well-being of all youths under the age of 18. These Detrimental Occupations apply to most employers in North Carolina. The only employers exempt from these Detrimental Occupations are governmental, agricultural, and domestic employers. All other employers operating in North Carolina are subject to these Detrimental Occupations regardless of federal or State coverage. No youth under 18 years of age may be employed by an employer in the following nine Detrimental Occupations:

(1) Welding, brazing and torch cutting as defined in the Occupational Safety and Health Administration (OSHA) General Industry Standards, 29 CFR 1910. 251 through 255 and OSHA Construction Standards, 29 CFR 1926.350 through 354; **OSHA General Industry Standards, 29 CFR 1910. 251 through 255: OSHA Construction Standards, 29 CFR 1926.350 through 354:**

(2) Any processes where quartz or any other form of silicon dioxide or an asbestos silicate is present in powdered form;
(3) Any work involving exposure to lead or any of its compounds in any form;
(4) At any work involving exposure to benzene or any benzene compound which is volatile or which can penetrate the skin; (5) Occupations in canneries, seafood and poultry processing establishments which involve the use, setting up, adjusting, repairing, or cleaning of cutting or slicing machines, or freezing or packaging activities;
(6) Any work which involves the risk of falling a distance of 10 feet or more, including the use of ladders and scaffolds (includes construction workers and firefighters and other emergency personnel under 18);
(7) Any work as an electrician or electrician's helper [NCDOL position that "electrician's helper" means an employee helping an electrician with live (hot) wires, fuse/breaker boxes, etc. where there is the danger of electrical shock];
(8) Any work in confined spaces as defined by OSHA General Industry Standard, 29 CFR 1910.146 and OSHA Construction Standard, 29 CFR 1926.21; **OSHA General Industry Standard, 29 CFR 1910.146: OSHA Construction Standard, 29 CFR 1926.21:** (9) Occupations in which the use of a respirator is required by OSHA General Industry Standard, 29 CFR 1910.134 or OSHA Construction Industry Standards, 29 CFR 1926 (includes firefighters and other emergency personnel under 18). **OSHA General Industry Standard, 29 CFR 1910.134: OSHA Construction Standard, 29 CFR 1926:** NOTE: Youths and employers working under the supervision of bona fide apprenticeship and student learner programs, as defined by the Fair Labor Standards Act (FLSA) and the rules and regulations promulgated thereunder, are exempt from the prohibition against employment of youths in Detrimental Occupations.

HOURS OF WORK AND PERMITTED OCCUPATIONS FOR 14- AND 15-YEAR-OLDS IN NON-AGRICULTURAL EMPLOYMENT

The child labor and youth employment regulations limit the times of day, number of hours, and industries and occupations in which 14- and 15-year-olds may be employed. For details on permitted industries and occupations, please refer to federal.

Hours Standards for 14- and 15-Year-Olds

Child Labor Regulation No. 3, 29 CFR Part 570, Subpart C, (CL Reg 3),and the North Carolina youth employment provisions limit the hours and the times of day that 14- and 15-year-olds may work to:

- outside school hours*;
- no more than 3 hours on a school day (including Friday);
- no more than 8 hours on a nonschool day;
- no more than 18 hours during a week when school is in session;
- no more than 40 hours during a week when school is not in session;
- between 7 a.m. and 7 p.m. - except between June 1 and Labor day when the evening hour is extended to 9 p.m.
- Youths under the age of 16 must be given at least a 30 minute break after five consecutive hours of work under the Wage Hour Act.
- School hours are determined by the local public school in the area the minor is residing while employed - this is true even if the minor does not attend the public school (i.e., attends a private school or is home schooled).
- Fourteen- and 15-year-olds may work in most office jobs and retail and food service establishments, but may not work in processing, mining, or in any workroom or workplace where goods are manufactured or processed.
- Fourteen- and 15-year-olds may be employed in food preparation, but they may **not** perform any baking activities and may only perform cooking which involves the use of (1) electric or gas grills that do not entail cooking over an open flame, and (2) deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets into and out of the oil or grease as specified in federal.
- Fourteen- and 15-year-olds may be employed in occupations such as bagging groceries, office work, stocking shelves, cashiering.
- Fourteen- and 15-year-olds are also prohibited from working in any of the Hazardous Orders, Detrimental Occupations, or in occupations involving transportation, construction, warehousing, communications and public utilities.
- Fourteen- and 15-year-olds may **not** operate most power-driven machinery, including lawn mowers, lawn trimmers and weed cutters. Such youth may operate most office machines and certain equipment found in food service establishments such as dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, and coffee grinders.

Special Alcoholic Beverage Control (ABC) Restrictions Under the Wage Hour Act
Any employer that holds an on-premises ABC permit for the sale or consumption of alcoholic beverages shall not employ any youth:

• Under 16 years of age on the premises for any purpose; except that youths at least 14 years of age can work on the outside grounds of the premises with written consent from a parent or guardian as long as the youth is not involved with the preparation, serving, dispensing, or sale of alcoholic beverages. Parent or guardian signature on work permit is acceptable as written consent.

• Under 18 years of age to prepare, serve, dispense or sell any alcoholic beverages, including beer, wine, and mixed beverages.

HIGHLIGHTS:

• On-premises ABC permit is one that allows the consumption of alcoholic beverages on the premises where the sale occurred.

• Premises is the land, building, or combination of these as described in the on-premise ABC permit.

• To sell means to offer, to accept the order for, to exchange or deliver for money or equivalent, or to handle payment.

• There is a parental exemption that allows youths under 16 who are employed by their parents to work on the premises as long as another person at least 21 years of age is in charge of and present at the licensed premises. Such youths are still prohibited from preparing, serving, dispensing or selling the alcoholic beverages.

Enforcement and Penalties Investigators of the Wage and Hour Division who are stationed across the U.S. enforce the child labor provisions of the FLSA. As the Secretary of Labor's authorized representatives, they have the authority to conduct investigations and gather data on wages, hours, and other employment conditions or practices, in order to determine compliance with child labor and the other provisions of the FLSA. Violators of the Child Labor provisions may be subject to a civil monetary penalty of up to **$11,000** for each minor employed in violation. The FLSA prohibits the shipment in interstate commerce of goods that were produced in violation of the Act's minimum wage, overtime, or child labor provisions. The FLSA authorizes the Department of Labor to obtain injunctions to prohibit the movement of such **"hot goods."** The North Carolina Wage and Hour Bureau has investigators located throughout the State who enforce the youth employment provisions of the WHA and provide technical assistance. As the North Carolina Commissioner of Labor's authorized representatives, they have the authority to conduct investigations and gather data on wages, hours, and other employment conditions or practices, in order to determine compliance with the youth employment provisions and the other provisions of the WHA. Violators of the youth employment provisions may be subject to a civil money penalty of up to **$250** for each youth employment violation.