



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
610-265-5635 Social Hall
email kpvmc@pond.com
Web www.kpvfc.com

Standard Operating Guidelines

SOG NO.: KP-2-0028

SOG TITLE: RESPONSE TO EMERGENCIES DURING
WORKING HOURS BY FIREFIGHTERS & EMS
ATTENDANTS WHO ARE TOWNSHIP
EMPLOYEES

ADOPTION DATE: 01/01

REVISION DATE:

NO. OF PAGES: 1

Purpose: To integrate the Upper Merion Township approved policy on Township Policy for Response to Emergencies During Working Hours By Firefighters and EMS Attendants who are Township Employees reimbursement to the fire company from unexpected expenses into the King Of Prussia Volunteer Fire Company Standard Operating Guidelines.

See KP-2-0028A (Upper Merion Township Policy A1.114.03) for specifics.

UPPER MERION TOWNSHIP
POLICY AND PROCEDURE



No. AI.114.03

Supersedes: AI.114.02

Effective: _____

Page: All Section: ALL

Page 1 of 3

Dated: July 1, 1993

Department: Township-Wide

Subject: RESPONSE TO EMERGENCIES DURING WORKING HOURS BY
VOLUNTEER FIREFIGHTERS and EMS ATTENDANTS WHO ARE
TOWNSHIP EMPLOYEES

I PURPOSE:

The purpose of this policy is to set forth guidelines which will be followed by employees who are also active firefighters, taking into account not only the need for volunteers during daylight hours, but also the tasks which must be completed for the township.

II POLICY: It is the policy of Upper Merion Township:

1. to allow Township employees, who are also emergency responders, to respond to structure fires within the Township borders, as long as the employees' absence does not have an adverse impact on the operations of the department for which the employee works; and
2. to allow Township employees, who are also emergency responders, to respond to rescues within the Township borders, as long as the employees' absence does not have an adverse impact on the operations of the department for which the employee works; and
3. to allow Township employees, who are also emergency responders, to respond to any type of emergency, except fire alarms, as long as the employees' absence does not have an adverse impact on the operations of the department for which the employee works

III DEFINITIONS:

Emergency Responder – shall be defined as an employee who is member and active firefighter or emergency medical services attendant within the Fire and Rescue Services Division of Upper Merion Township. This shall include the King of Prussia, Swedeland, Swedesburg Fire Companies and the Lafayette Ambulance Squad. This does not include fire police.

Re: Response to Emergencies During Working Hours by Volunteer Firefighters and EMS Attendants Who Are Township Employees

III DEFINITIONS: Continued

Adverse Impact – shall be defined as having the effect of interrupting the job at hand, or work scheduled for that day, which could cause:

- a safety hazard in the event the job is not completed as expeditiously as possible,
- a reduction of the level of safety at the job site, or
- a waste of materials

Apparatus Operators – active firefighters who are qualified to drive and operate fire/rescue apparatus. There are permitted only two (2) apparatus operators per Fire Company.

OIC – Officer in Command

Rescue Technicians – shall be defined as firefighters who have successfully completed State Certified Rescue Course(s).

Structure/Dwelling Fire – shall be defined as a dispatch of a “structure” or “dwelling” fire. It does not include automatic fire alarms, appliance fires, gas leaks and the like. During daytime/weekdays, structure/dwelling fires are multiple company responses.

IV PROCEDURES:

1. An employee who wishes to take advantage of this policy shall notify his supervisor, in writing.
2. The employee shall have their respective Chief send a letter to the employee’s department head certifying that the employee is a member of the Fire and Rescue Services Division.
3. The employee shall provide his own alerting device.
4. Upon receiving a dispatch to a structure or dwelling fire, the emergency responder may respond, as per the policy.
5. Upon receiving a dispatch to a rescue, the emergency responder may respond, as per the policy.
6. Upon receiving a dispatch to any type of emergency, except fire alarms, the employee/apparatus operator operators may respond, as per the policy.

IV PROCEDURES: Continued

7. Upon receiving a re-dispatch asking for manpower, an employee/emergency responder may respond to any type of emergency, as per the policy.
8. In the event of an emergency where additional companies are dispatched due to the size or severity of the incident, an employee/emergency responder may respond to any type of fire, as long as it does not have an adverse impact on the job at hand.
9. If an employee/emergency responder is involved in an emergency and these activities extend into the employee's normal working hours, the employee/emergency responder shall notify his immediate supervisor at his earliest convenience. No employee shall be disciplined for lateness caused by emergency operations.
10. The employee shall return to work as soon as the company, or unit, is returned to service.
11. Although the time an employee/emergency responder spends on the fireground during a work day will not be deducted from the employees' normal working hours, such time will not be included for the purposes of calculating overtime compensation.
12. The employee/emergency responder's need not punch out for a response, but shall not the emergency response on the time sheet/card by the initials "ER." The immediate supervisor shall be responsible for maintaining records regarding responses to emergencies.

V RESPONSIBILITIES:

Department Head: Shall be responsible for submitting the name of the designated driver in writing to the Director of Safety/Codes Enforcement as needed.

APPROVED: _____

Township Manager

DATE: _____