



REQUEST FOR PROPOSALS

Consulting Services - Fire Services Operational Guidelines Project

ISSUED: March 16, 2018

CLOSING DATE AND TIME:

Proposals are requested to be received at the Closing Location prior to:
3:00 PM (15:00 hrs) Pacific Time on March 29, 2018

Regional District of Nanaimo (RDN) Contact for Questions:

Doug Gardiner, Fire Service Coordinator

Email: dgardiner@rdn.bc.ca

Deadline for questions is three (3) business days before the closing date.



Instructions to Proponents

Closing Date/Time/Location

Proponents are requested to submit their Proposal prior to the closing time of 3:00 PM (15:00 hrs), Pacific Time, March 29, 2018. Select one (1) of the Submission Methods below:

1. By Email: With **“Fire Services Operational Guidelines Project”** as the subject line at this electronic address: dgardiner@rdn.bc.ca
Please note: Maximum email file size limit is 15MB, or less.
2. By hand/courier delivery: One (1) copy of the Proposal along with one (1) electronic copy of the Proposal on a USB stick should be enclosed and sealed in an envelope clearly marked: **“Fire Services Operational Guidelines Project”** and delivered to the:

Regional District of Nanaimo
Main Reception – 2nd Floor
6300 Hammond Bay Road
Nanaimo, B.C., V9T 6N2
Attention: Doug Gardiner

Should there be any differences between the hard copy and the electronic copy, the hard copy will prevail.

Proposals received by facsimile are not accepted.

Amendment to Proposals

Proposals may be amended in writing and sent via email to dgardiner@rdn.bc.ca. Such amendments should be signed by the authorized signatory of the Proponent.

Addenda

If the RDN determines that an amendment is required to this RFP, the RDN will send the Addendum directly to your firm. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure any and all amendments are included prior to submitting their final Proposal submission.

Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to dgardiner@rdn.bc.ca

Unsuccessful Vendors

The District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.



1. INTRODUCTION

The Regional District of Nanaimo's Transportation and Emergency Services Department is requesting proposals from interested parties to develop one (1) standardized set of Operational Guidelines (OGs) for its Fire Services Division.

Currently, each of the six (6) RDN volunteer fire departments develops and maintains their own Operational Guidelines for their respective sites. The goal is to amalgamate the six (6) separate Operational Guidelines into one set of regional fire department Operational Guidelines.

2. TERMS OF REFERENCE

- 2.1. Develop one combined set of OGs for the Regional District of Nanaimo six Fire Departments.
- 2.2. Review the current state of the OGs for the six individual RDN Fire Departments supplied in this RFP.
- 2.3. The project will be under the direction of the Fire Service Coordinator.
- 2.4. Consult with the Fire Service Coordinator for recommended changes, to the OGs.
- 2.5. The six Fire Departments will be consulted for input on the required result of the OGs.
- 2.6. There may need to be independent sections for each fire department that have department specific equipment and or operations.
- 2.7. The Final product will be on a web base platform that the RDN can amend add and delete OGs and have the ability to send to multiple locations and devices from one location. If required, The RDN will purchase any licences/software separately based on the recommendations of the successful Proponent.
- 2.8. The RDN Administration Offices, the Fire Department's, the Fire Fighter's devices and the fire apparatus' devices must be able to access the OGs on demand.

3. COMPLETION DATE

The project is to be completed by the end of July 2018.

4. TECHNICAL REQUIREMENTS

- 4.1. Full compatibility with all common desktop web browsers, including: Firefox, Explorer, Edge, Chrome, and Safari.
- 4.2. Mobile compatibility for all common smartphones and tablets, including: Android, Apple, Blackberry.
- 4.3. Quick to load and easy to navigate.

5. PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information.



5.1 Proposal Eligibility

Proposals should:

- a) Be received on or before the established closing date and time at the location specified
- b) Include a cover letter signed by an authorized officer of the Proponent highlighting the key points of your proposal and why the RDN should select your firm for this assignment.
- c) Be in English.

5.2 Evaluation Criteria

Please advise how the Project Objectives and Technical Requirements will be achieved.

Evaluation Criteria	Point Value	X Rating	Total Score
Qualifications & Experience in consulting in the fire industry	10		
Experience in developing OGs for fire services	10		
Approach and Methodology	20		
Technological solution	20		
User Training/Resources	5		
Proposed Fees	35		
Total	100		

RATING	DESCRIPTION
5	Exceeds Expectations, Proponent clearly understands the requirement, Excellent Probability of success
4	Somewhat Exceeds Expectations
3	Meets Expectations, Proponent demonstrates a good understanding of the requirement. Good probability of success
2	Somewhat meets Expectations, Minor weakness and/or deficiencies. Fair probability of success
1	Does not meet expectations, does not demonstrate a good understanding of the requirements, low probability of success
0	Response indicates a complete misunderstanding of the requirements, very low probability of success.

NOTES:

1. A score of ZERO (0) on ANY of the Rated Criteria items MAY result in disqualification of a Submission.
2. These are the ONLY factors which will be used to evaluate the submission.
3. The highest scoring or any submission will not necessarily be accepted.
4. The lowest price proposal will receive a rating of 5. Other proposals will receive reduced ratings based on the proportion higher than the lowest price. i.e. Rating = (Min Cost x 5)/Cost



Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. Every effort should be made to include complete details of the proposed work. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The selection committee will evaluate submissions and identify a highest evaluated proponent. The RDN may proceed to enter into negotiations with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work.

Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided

5.3 Proposal Content

Cover Letter & Signature

The Proposal should include a signed cover letter summarizing your proposal and highlighting the reasons why the RDN should select your firm for this assignment.

5.3.1 Qualifications & Experience in consulting in the fire industry

- a. Include a brief summary of the company's background, area(s) of expertise, organization chart, and number of employees.
- b. Provide the Resume or Curriculum Vitae of the Project Manager demonstrating their relevant experience, qualifications, credentials, notable projects and achievements.
- c. Provide any other details you deem important in this section that enhances your proposal.

5.3.2 Experience in developing OGs for fire services

- a. Provide at least three (3) project abstracts that clearly outline previous experience with similar projects. The referenced projects shall be of similar or greater magnitude and have been successfully completed by the company within the past three (3) years. The project abstracts shall clearly note the project value, project constraints, location, Project Manager, key staff members, client names, client references and their current contact details. Project references may be contacted and their response may be used to form part of the evaluation score.
- b. Provide any other details you deem important in this section that enhances your proposal.

5.3.3 Approach and Methodology

- a. Provide an overview of the project to confirm understanding of the scope of work and clearly define and describe how the proposed approach would meet those requirements. The Proponent should identify the project constraints and challenges and make recommendations on how best to overcome including any resource requirements from the RDN.
- b. Upon award of a contract, advise how long it would take to complete the assignment given your current workload and the end of July 2018 completion.
- c. Provide details on how data security of the proposed technological solution will be managed to minimize security breaches and protect privacy and personal information.
- d. Outline your implementation plan.
- e. Describe your approach to project management and highlight the procedures to be utilized to ensure the project is completed on time and on budget.
- f. Describe the quality assurance and control program that will be utilized outlining the key features of the program to ensure successful project delivery.
- g. Provide any other details you deem important in this section that enhances your proposal.

5.3.4 Technological Solution

- a. Describe your proposed technological solution in detail including features, advantages, and benefits.
- b. Provide details on how data security of the proposed technological solution should be managed to minimize security breaches and protect privacy and personal information.
- c. Describe your plan for testing, resolving issues, and providing technical support.
- d. Provide any other details you deem important in this section that enhances your proposal.
- e. Budget estimate on the costs of any software/licences.

5.3.5 User Training

- a. Describe your training plan for key users to manage and edit content including any on-site training.
- b. Please advise what written training documentation, online training tools, and/or interactive training sessions, ongoing training that will be made available.
- c. Provide any other details you deem important in this section that enhances your proposal.

5.3.6 Proposed Fees

- a. Provide a total project cost excluding any software/licences.

The total project cost will be used in calculating the score for fees and is to be considered an upset limit, not to be exceeded unless approved in writing by the RDN, and shall be inclusive of all costs and expenses to deliver the project in a turnkey manner. Any applicable taxes should be shown as separate line items.

5.3.7 Proposed Agreement

Proponents need to identify any specific provisions contained in this RFP with which it is unwilling or unable to comply from the attached Draft Service Agreement and suggest replacement language.



6. GENERAL CONDITIONS

6.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed agreement is in place.

6.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

6.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever.

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

6.4 Conflict of Interest

Proponents must disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

6.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

6.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the City's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment

within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.



6.7 No Claim for Compensation

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Proponents agree that by participating in the RFP process they have no claim for compensation.



AGREEMENT FOR SERVICES

THIS AGREEMENT dated for reference this _____ day of _____, 20__.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(the "**Regional District**")

OF THE FIRST PART

AND:

[NAME OF CONTRACTOR]

[address]
[address]

(the "**Contractor**")

OF THE SECOND PART

WHEREAS:

- A. The RDN called for proposals for the provision of consulting services for [NAME OF PROJECT] (the "**Project**"), and the Contractor in reply submitted a proposal dated [DATE]. A copy of the call for proposals is attached as Schedule "C" to this Agreement, and a copy of the Contractor's proposal is attached as Schedules "D" to this Agreement.
- B. The RDN has agreed to engage the Contractor and the Contractor has agreed to provide the services described in Schedule "A" to this Agreement (the "**Services**") to the Regional District in respect of the Project on the terms and conditions set out in this Agreement.

NOW THEREFORE the Regional District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the Regional District to the Contractor agree as follows:



1.0 DEFINITIONS

1.1 In this Agreement:

- (a) **"Services"** means the services to be provided by the Contractor, as described in Schedule "A" to this Agreement.

2.0 TERM

2.1 The term of this Agreement is for the period commencing * and terminating on * (the **"Term"**), subject to earlier termination as provided in section 7 of this Agreement.

3.0 CONTRACTOR'S DUTIES AND RESPONSIBILITIES

3.1 The Contractor must:

- (a) provide the Regional District with the Services throughout the Term, in accordance with the specifications and requirements set out in Schedule "A" to this Agreement, and to the satisfaction of the Regional District;
- (b) supply all labour, equipment and material, and do all things necessary for the provision of the Services;
- (c) perform the Services for the Regional District with that degree of care, skill and diligence normally utilized by contractors having similar qualifications and performing duties similar to the Services;
- (d) charge only the fees which the Contractor is entitled to under this Agreement for the provision of the Services;
- (e) provide and maintain at the Contractor's expense any insurance that the Contractor is required to provide by law, or that is reasonably necessary to insure against any risks you may assume as a result of entering into this Agreement. Without limiting the foregoing, the Contractor must provide and maintain at the Contractor's expense any insurance specifically required in Schedule "B" to this Agreement. The Contractor must provide satisfactory proof of insurance coverage to the Regional District upon request;
- (f) be registered as an employer with WorkSafe BC, and maintain workers compensation coverage with WorkSafe BC for the Contractor and its employees;
- (g) provide satisfactory proof of the Contractor's WorkSafe BC coverage to



the RDN upon request;

- (h) not subcontract any of its obligations under this Agreement without the Regional District's prior written consent;
- (i) not commit or purport to commit the Regional District to the payment of any money to any person, firm or corporation, without the Regional District's prior written consent;
- (j) keep proper and accurate books of account and records of any and all monies received and disbursed in the provision of the Services and make the books of account and records available for inspection and audit by the Regional District or its authorized representatives upon request;
- (k) comply with all laws applicable to the provision of the Services including all applicable health and safety standards, rules, regulations, requirements and codes of practice prescribed under any federal, provincial or local government statute, regulation, bylaw or permit relating in any respect to the Contractor's provision of the Services; and
- (l) during the Term, not perform a service for or provide advice to any person, firm or corporation which gives rise to a conflict of interest with the duties and obligations of the Contractor to the Regional District under this Agreement.

4.0 CONTRACTOR REPRESENTATIONS AND WARRANTIES

4.1 The Contractor represents and warrants to the Regional District that:

- (a) if the Contractor is a corporation, it is duly organized, validly existing and legally entitled to carry on business in British Columbia and is in good standing with respect to filings of annual reports according to the records of the Registrar of Companies of British Columbia; and
- (b) the Contractor has sufficient trained staff, facilities, materials, and appropriate equipment in place and available to enable it to fully perform the Services.

5.0 FEES AND EXPENSES

5.1 In consideration for the provision of the Services, the Regional District shall pay to the Contractor the fee for all Services rendered under this Agreement according to the amounts and times of payment set out in Schedule "A" to this



Agreement, plus any Goods and Services Tax applicable.

5.2 The Regional District shall pay the disbursements listed in Schedule "A" if incurred by the Contractor in providing the Services, provided the total disbursements payable shall not exceed the estimate set out in Schedule "A".

5.3 Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.

6.0 INDEMNIFICATION

6.1 The Contractor shall release, indemnify and save harmless the Regional District, its elected officials, officers, and employees of and from all claims, costs, losses, damages, actions, causes of action, expenses and costs arising from any error, omission or negligent act of the Contractor, or its officers, employees, agents or contractors, in the performance of the Services, or from the Contractor's breach of this Agreement.

7.0 TERMINATION

7.1 If the Contractor is in default in the performance of any of its obligations under this Agreement, or if the Contractor becomes insolvent or is assigned into bankruptcy, then the Regional District may terminate this Agreement by written notice to the Contractor.

7.2 The Regional District may terminate this Agreement, without cause, at any time by giving not less than forty-five (45) days written notice to the Contractor.

7.3 In the event that this Agreement is terminated, the Contractor shall be paid by the Regional District for Services performed to the date of termination and remaining unpaid, less any amounts necessary to compensate the Regional District for damages or costs incurred by the Regional District or any person employed by or on behalf of the Regional District arising from the Contractor's default.

8.0 CONFIDENTIALITY

8.1 The Contractor shall not disclose any information, data or confidential information of the Regional District to any person, other than representatives of the Regional District duly designated for that purpose in writing by the Regional District, and shall not use for its own purposes or for any purpose other than for the purpose of providing the Services any such information, data or confidential information it may acquire as a result of its engagement under this Agreement.



9.0 NOTICE

9.1 Any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (a) if delivered at the time of delivery;
- (b) if delivered by email or fax to the email or fax numbers set out below, upon acknowledgement of receipt by the recipient; and
- (c) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the RDN: 6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Attention:
Email:
Fax:

if to the Contractor: **[Insert the Contractor's address for delivery here as well as email and fax contact information]**

10.0 TIME

10.1 Time is of the essence of this Agreement.

11.0 BINDING EFFECT

11.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

12.0 SURVIVAL OF CERTAIN COVENANTS

12.1 The covenants and agreements contained in sections 3.1(l), 6.1, and 8.1 shall survive the expiry or earlier termination of this Agreement and those sections are severable for that purpose.

13.0 RELATIONSHIP

13.1 The legal relationship between the Contractor and the Regional District is that of an independent contractor and purchaser of services, and, in particular and



without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Contractor and the Regional District to be that of employee and employer.

- 13.2 The Contractor is not, and must not claim to be the Regional District's agent for any purpose unless the Regional District gives the Contractor authorization in writing to act as the Regional District's agent for specific purposes that are reasonably necessary to the Contractor's rendering of the Services pursuant to this Agreement.

14.0 NO ASSIGNMENT

- 14.1 The Contractor shall not assign its interest in this Agreement or any right, benefit or obligation conferred or imposed hereunder, in whole or in part, whether by operation of law or otherwise, except with the prior written consent of the RDN, which may be withheld for any reason.

15.0 WAIVER

- 15.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

16.0 ENTIRE AGREEMENT

- 16.1 This Agreement constitutes the entire agreement between the parties with respect to the matters herein and may not be modified except by subsequent agreement in writing.

17.0 LAW APPLICABLE

- 17.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

18.0 AMENDMENT

- 18.1 This Agreement may not be modified or amended except by the written agreement of the parties.

19.0 CONFLICT

- 19.1 In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall



prevail.

20.0 HEADINGS

20.1 The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.

21.0 INTERPRETATION

21.1 Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.

22.0 TIME

22.1 Time is of the essence in this Agreement.

23.0 ENUREMENT

23.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.

24.0 DISPUTE RESOLUTION

24.1 All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the Regional District and the Contractor be submitted to mediation.

24.2 In the event of a dispute, the parties agree to resolve the dispute by:

Frank and open negotiations whereby both parties use their best efforts to resolve the dispute by mutual agreement including the most Senior Management of both parties.

24.3 If, after 30 business days, the dispute is not resolved, both parties agree to appoint a mediator to resolve the dispute and the Mediator's decision will be final. The mediation shall take place in Nanaimo, British Columbia, unless agreed otherwise. Parties will be responsible for their own costs.



25.0 COUNTERPART

25.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

26.0 DOCUMENTATION, PATENT AND COPYRIGHT

26.1 **Title.** The title, property rights and ownership in and to all present and future materials and information produced or prepared by the Service Provider pursuant to this Agreement including but not limited to plans, drawings, specifications, computer discs, listings, computer software and any other material or physical item on which information is stored shall vest in the RDN without any payment by the RDN therefor.

26.2 **Patent and Copyright.** The title, property rights and ownership in and to all copyright in all present and future literary or artistic works including, but not limited to, computer programs and software, plans, drawings and specifications and the title, property rights and ownership in and to all patent rights in any invention developed during the course of or out of providing the Services shall vest in the RDN without any payment by the RDN therefor.

26.3 **Further Assurances.** The Service Provider shall upon request by the RDN, do all such things and execute and deliver to the RDN all such documents and instruments as the RDN shall reasonably require in order to vest title, property rights and ownership in the RDN as provided in Clause 8.1 and 8.2 and the Service Provider shall execute and deliver all such assignments, documents and instruments as may, in the RDN's opinion, be necessary or desirable for the application or the issuance of any patents, designs or the registration of any copyright.

27.0 DELAY IN PERFORMANCE

27.1 Neither the RDN nor the Service Provider shall be deemed to be in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to abnormal weather conditions, flood, earthquake, fire, epidemic, war, riot and other civil disturbance, strike, lockout, work slowdown and other labour disturbances, sabotage, judicial restraint and inability to procure permits, licenses or authorizations from any local, provincial or federal agency for any of the supplies, materials, accesses or



services required to be provided by either the RDN or the Service Provider under this Agreement. If any such circumstances occur, the non-performing party shall, as soon as possible after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

28.0 SEVERABILITY

28.1 The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void portion or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

29.0 PAYMENT

29.1 The Service Provider shall submit invoices to the RDN for Services performed monthly (the "billing period") during which the Services are performed under this Agreement; such invoices to be submitted as soon as practicable after each billing period.

29.2 The invoice submitted for each billing period shall be clearly itemized to show the amount of work performed, the billing rates, the reimbursable expenses and the costs incurred to employ any Subcontractors. The Service Provider shall also provide to the RDN upon written request such receipts, bills, invoices or other evidence in support of each invoice for a billing period as the RDN shall request.

29.3 Except for the amounts which the RDN in good faith is disputing and except for any set off which the RDN may claim and except for invoices (or portions of invoices) in respect of which the RDN has requested and not received supporting evidence, the RDN shall pay invoices submitted to it for the Services within 30 days' receipt thereof.

29.4 The Service Provider shall keep and shall cause any Subcontractors to keep books, records, documents and other evidence relevant to the provision of the Services in accordance with generally accepted accounting principles and practices consistently applied. The RDN or any of its duly authorized representatives shall for the purpose of audit and examination have access to



and be permitted to inspect such books, records, documents and any other evidence for inspection, copying and audit for a period of three years after the termination, for any reason, of this Agreement.

30.0 SUBCONTRACTORS

30.1 The Service Provider may retain Subcontractors to assist in the performance of the Services provided that the terms of this Agreement shall apply to the Subcontractors and provided that the Service Provider shall be wholly responsible for the professional standards, performance and all actions of the Subcontractors. The Service Provider shall only employ Subcontractors having the appropriate standards, qualifications and experience in their respective areas of expertise.

31.0 WORK AND SERVICES OMITTED

31.1 Upon receipt of written direction from the RDN, the Service Provider shall omit Services to be performed under the Agreement. The Service Provider shall have no claim against the RDN for loss associated with any omitted Services.

32.0 THIRD PARTY RIGHTS

32.1 Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the RDN and the Service Provider.



IN WITNESS HEREOF the Regional District and the Contractor have executed this Agreement as of the day, month and year first above written.

REGIONAL DISTRICT OF NANAIMO, by its)
authorized signatory(ies):)
)
)
_____)
Name:)
)
)
)
_____)
Name:)

[use this form of signature block for corporate contractor]

[NAME OF CONTRACTOR (corporation)], by)
its authorized signatory(ies):)
)
)
_____)
Name:)
)
)
_____)
Name:)



SCHEDULE "A"

A.1 SERVICES

- [List all services to be provided by the Contractor, and include all necessary details as to where, when and how the services are to be performed]

A.2 FEES

- [Insert details of fees and payment schedule]

A.3 REIMBURSABLE EXPENSES

- [List all reimbursable expenses, if any.]



SCHEDULE "B"

INSURANCE

The Contractor shall, at its own expense, provide and maintain throughout the Term the following minimum insurance in a form acceptable to the Regional District, with an insurer licensed in British Columbia:

- a. **Automobile Extended Third Party Liability** coverage on all owned or leased vehicles in an amount not less than Two Million Dollars (\$2,000,000.00)
- b. **Professional Liability Insurance:** \$250,000 per occurrence, \$1,000,000.00 aggregate

Any deductible amounts in the foregoing insurance which are payable by the policyholder shall be in an amount acceptable to the Regional District.



SCHEDULE "C"
CALL FOR PROPOSALS

SAMPLE



SCHEDULE "D"

PROPONENT'S PROPOSAL

SAMPLE

Bow Horn Bay Operational Guidelines

Index

Definitions:

* indicates generic O.G.'s that were in the OFC guidelines

[] indicates O.G.'s that were written specifically for the BHBVFD

XXX - SOG's that are pending

0.00* Operational Guidelines Definitions

0.01* Operational Guidelines Policy

Section 1: Safety

1.01* Occupational Safety and Health Program

- 1.01.01* Occupational Safety and health Policy
- 1.01.02* Written and Practical Safe Work Procedures
 - 1.01.02.01 [Working Alone]
- 1.01.03* Training for Firefighters and Officers
 - 1.01.03.01 [Academic Appeals]
- 1.01.04* Supervision of Workers
- 1.01.05* Regular Inspections and Monitoring
- 1.01.06* Hazardous Materials and Substances
- 1.01.07* Monitoring of Workplace Exposures
- 1.01.08* Medical Examinations and Health Monitoring
- 1.01.09 [Member First Aid / Response by R-76]
- 1.01.10* Investigations of Accidents and Disease
 - 1.01.10.01 [Bloodborne Pathogen Exposure Control]
- 1.01.11 [Joint Health and Safety Committee]
- 1.01.12* Records and Statistics
- 1.01.13* Review of Occupational Safety and Health Program

1.02* Respiratory Protection Program

1.03 Personal Protective Equipment

- 1.03.01* Personal Protective Clothing Inspection and Cleaning
- 1.03.02 Personal Alert Safety Devices

1.04 Incident Safety

- 1.04.01 [Personnel Accountability System - PAS]
- 1.04.02 [Incident Rehabilitation Procedures]
- 1.04.03 [Rapid Intervention Team - Procedures]
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Bow Horn Bay Volunteer Fire Department	O.G. # 1.01.02.01
Subject: Working Alone	pg 1 of 5

Purpose: **To provide a system to ensure the safety and accountability of members of the Bow Horn Bay Fire Department who are working alone.**

Scope: **All Fire Department personnel.**

Definition: **WorksafeBC defines “to work alone or in isolation” as follows:**

In sections 4.20.2 to 4.23, "to work alone or in isolation" means to work in circumstances where assistance would not be readily available to the worker

(a) in case of an emergency, or

(b) in case the worker is injured or in ill health.

Context: **Though it is not often that members find themselves working alone, there will be times when this will happen. Examples of this are when a Duty Officer is called to check on a burning complaint, or a member is called to check a situation where there is a potential for an emergency occurring, such as a river flooding, downed power lines, or smoke in an area.**

Guidelines: **Members should ensure that at least two members attend any call for service. Barring this, a member will ensure that if he/she does have to attend a call alone, that appropriate notifications be made with another member by phone, and through Fire Dispatch.**

Procedures:

Low-Risk Situations:

****NOTE** Worksafe BC states the following:** “Working alone regulations apply only if you are assigned to work alone. They do not apply when employees work on their own accord, such as if they come in early, work late, or on a day off”

Having stated that, there are still low-risk situations where a member working alone could be injured and unable to help themselves – for example, from falling from an apparatus, or becoming trapped while moving a piece of equipment. If any low-risk activity that could result in serious injury is conducted by a member working alone at the firehall, the member will:

- **notify someone (another member, or a spouse) that they are at the firehall, the nature of the work being done, and the expected length of time they will be there.**
- **have a means of communication (landline, cell phone, radio) available.**
- **notify the “check-in” person when they are finished.**

High-Risk Situations:

In a high-risk situation where a member may have to work alone – for example, answering a call for service, or checking on a situation that has the potential to become dangerous, the incident information could be received in several ways:

Incident Reports from Fire Dispatch:

- Fire Dispatch will page the Duty Officer and request a phone call to pass information on, or the incident could be dispatched as a Duty Officer call via the radio. Either way, NI911 will generate a dispatch incident record and an IamResponding incident record.
- The responding member will attempt to have another member accompany them on the incident – generally this won't be a problem since another member will usually volunteer on hearing the page from NI 911.
- As per standard protocol, the responding member(s) will notify Fire Dispatch that he/she is responding, what unit they are in, and the number of members on board. They will also log in to IAR. Members will book out On Scene, and Clear the Scene as per BHBFD radio protocols.

Incident Reports from Other Sources:

- **A call for service could be received via phone at the firehall, on the Chief or Deputy Chief cell phones, or on view. If the incident requires follow-up or investigation, the member will gather any pertinent information and call Fire Dispatch (by phone or by radio) to request an incident record be generated. This will also generate an lamResponding incident record.**
- **The call does not have to be paged out unless a general or FR page is required, but an IAR incident notification will still be sent.**
- **Notifying Fire Dispatch will ensure a means of communication is established, and a record of the call is maintained.**
- **As above, the responding member will attempt to have another member accompany them on the incident – generally this won't be a problem since another member will usually volunteer on hearing the radio communication, or seeing the IAR notification.**
- **As per standard protocol, the responding member(s) will notify Fire Dispatch that he/she is responding, what unit they are in, and the number of members on board. They will also log in to IAR. Members will notify Dispatch that they are On Scene, and Clear the Scene as per BHBFD radio protocols.**
- **Fire Dispatch will monitor the responding member(s) and check in at appropriate times (usually about 15 minutes). Additional actions will be taken if the crews do not respond after multiple attempts to contact them.**

References: **WorksafeBC Regulations and Guidelines Part 4 – Working Alone or in Isolation**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/07

This is a new Operating Guideline

Bow Horn Bay Volunteer Fire Department	O.G. # 1.01.03.01
Subject: Academic Appeals Policy and Procedure	pg 1 of 3

Purpose: **To establish a formal academic appeals policy for training programs within the Bow Horn Bay Volunteer Fire Department.**

Scope: **All Fire Department personnel.**

Context: **The BHBVFD provides for its members the JIBC/VIERA certified NFPA Firefighter Level I and II academic program within the Fire Department. It is mandatory for members to enroll in the program.**

There are two parts to the testing and evaluation of members enrolled in the FF I and II program:

- a written exam**
- a practical evaluation**

Most of the modules are taught in-house at the BHBVFD firehall by JIBC / VIERA certified Fire Service Instructors (Level 1) and the evaluations are done by a JIBC / VIERA certified Fire Service Evaluator. Some of the modules (ie: Fire Attack and Hazmat Operations) require specialized instructors and must be completed outside of the BHBVD.

Although this O.G. deals with the FF I and II program, it will apply to other programs that might become part of the BHBVFD training program, and it will be updated to reflect any changes in the curriculum.

Written Exams / Evaluations – Proctors / Evaluators:

The BHBVFD provides a proctor for the written exams. For the practical evaluations, an evaluator from a neighboring Fire Department should be utilized to ensure an unbiased evaluation. An agency that instructs courses that are completed outside the BHBVFD may proctor the written exams for that course and may provide an evaluator to complete the practical portion.

Written exams are provided by the Justice Institute of British Columbia (JIBC) or Vancouver Island Emergency Response Academy (VIERA) and for marking them. The BHBVFD instructor or evaluator that proctors the written

exam is responsible for maintaining exam security, ensuring the students have a suitable place to write the exam, collecting the answer sheets and exams, and submitting them to the JIBC or VIERA for marking. The proctor does not mark the written exams.

Policy requires a student failing a written exam to wait 30 days before rewriting the exam.

Practical Evaluations:

Practical evaluations are completed by reference to a practical skills checklist generated by the JIBC or VIERA for each course component. Each checklist outlines the requisite knowledge and requisite skills the student is required to demonstrate to complete the practical evaluation.

The evaluator indicates the task or skill that must be demonstrated by the student, and the student must complete the task according to the checklist. The student either completes the task successfully or is not successful. There is no grade, just a pass or a fail.

Procedures:

Should a student believe that a grade, assessment, or evaluation is wrong or unfair, the student may appeal the decision.

The JIBC / VIERA is responsible for generating and marking written exams. Should a student wish to appeal a grade for a written exam, the JIBC “Academic Appeals Policy” or VIERA policy will be followed. The student’s concerns may be able to be resolved informally, before a formal appeal is begun, by contacting the JIBC or VIERA directly.

Should a student wish to appeal a practical evaluation, they are encouraged to discuss their concerns informally with the evaluator and try to reach an agreement before beginning a formal appeal. The following may be included in (though not limited to) the steps that could be taken:

1. The evaluator or the student may request another practical exam with another evaluator from another Fire Department. Should the student fail that evaluation also, the student will have to wait at least 30 days before attempting another practical evaluation.

2. The student may appeal the evaluation to the Fire Chief, in writing, within 20 working days of the evaluation. The Fire Chief will meet with the evaluator and the student to try to reach a satisfactory resolution.

3. The student may begin a formal appeal to the JIBC / VIERA following the procedures appropriate for each agency. The decision of the JIBC or VIERA will be final.

References and Attachments:

Justice Institute of British Columbia Academic Appeals Policy

Justice Institute of British Columbia Grading Policy

Justice Institute of British Columbia Evaluation of Learning Procedures

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2011/07/25

This O.G. replaces O.G. #1.01.03.01 issued 2011/07/25

Bow Horn Bay Volunteer Fire Department	O.G. # 1.01.09
Subject: First Aid Service to FD Members / R-79	pg 1 of 3

Purpose: **To ensure the provision of First Aid services and equipment to Fire Department members in accordance with Workers Compensation Act Regulations and NFPA standards.**

Scope: **All Fire Department Personnel**

Policy: **First Aid equipment and services for members shall be provided by the fire department. All injuries and accidents must be treated and reported in accordance with the requirements of Part 9 of the Bow Horn Bay FD Occupational Health and Safety Program and WCB Regulations.**

Guidelines: **Part 9 of the BHBFD OHS Program requires First Aid equipment to be provided by the FD, that sufficient numbers of First Aid attendants are available to provide First Aid services, and that all First Aid equipment on FD apparatus is available to the workers.**

OHS Regulations Part 3 requires the provision of adequate and appropriate First Aid equipment, supplies, facilities, attendants, and services to render prompt First Aid and for the transportation of injured workers to medical treatment.

NFPA Standard 1584 requires EMS to be available at an emergency scene to evaluate and treat members for rehabilitation and injury. Basic Life Support (BLS) is the minimum level of medical care to be made available.

BC Ambulance Service paramedics have the authority (delegated by the I/C) to keep members in rehabilitation or transport them for further medical treatment. (See O.G. # 1.04.02 - Incident Rehabilitation Procedures)

Procedures:

Rescue Unit R-79:

BHBFD Rescue Unit R-79 is the designated First Responder vehicle. It contains all necessary First Aid equipment to provide prompt medical aid to an injured member, or members of the public. As such, R-79 should be available at all incident scenes. This will ensure that injured members will be provided First Aid in the event BC Ambulance Service has not yet arrived and allow BHB First Responders to assist BCAS with First Aid services in the event of multiple injuries.

Recognizing that OG # 2.05.01 requires all members to go directly to the firehall in the event of a general page and that there must be adequate personnel to respond an apparatus in a timely fashion, R-79 may have to be left at the firehall temporarily. Members subsequently arriving at the hall can then respond in R-79. If sufficient personnel/drivers are available to respond the appropriate apparatus, R-79 should respond with the apparatus. If feasible, R-79 may respond with a senior member or officer before the apparatus leaves the firehall. There are several advantages to this:

- **the member in R-79 arriving at an emergency scene before other apparatus can assume initial command, begin an initial size-up, and advise the other responding apparatus of conditions or problems**
- **to ensure timely medical aid is available to injured members, since not all fire department emergency calls automatically require standby by BCAS**
- **can be used as a Command Post if C-700 is not immediately available at an incident scene - a full PAS kit is on board (see O.G. # 1.04.01)**

See also O.G. # 2.05.01 regarding general apparatus response and manpower requirements.

First Responders:

An injured member will be treated by a qualified First Responder until relieved by a member of BCAS. BCAS will transport the injured member, if required. If BCAS requires a First Responder to help with the treatment of an injured member being transported in an ambulance, the request will be made to the I/C. This will allow for proper accountability of a member who leaves the scene.

For rescue purposes WorksafeBC requires at least one member of a rescue team be trained in First Aid and be able to immobilize a patient.

Whenever possible, both members of a rescue team should be First Responders, but in all cases, at least one member must be a First Responder with a spinal endorsement on their FR licence.

References:

Part 9 of the BHBFD Safety and Health Program

Worksafe BC Regulations Part 3 “Rights and Responsibilities”

NFPA 1670 “Standard on Operations and Training for Technical Search and Rescue Incidents”

NFPA 1584 “Standard of the Rehabilitation Process for Members During Emergency Operations and Training Exercises”

Signature of Fire Chief

Geoffrey MacIntosh

Bow Horn Bay Volunteer Fire Department	O.G. # 1.01.10.01
Subject: Bloodborne Pathogen Exposure Control	pg 1 of 4

- Purpose: **To provide a bloodborne pathogen exposure control plan to help protect Fire Department personnel by minimizing the risk of exposure to infectious disease, and to provide a process to follow if exposed.**
- Scope: **All Fire Department personnel.**
- Guidelines: **Bloodborne pathogens: microorganisms present in human blood, and which can be transmitted to another person who is exposed to contaminated blood or bodily fluids. Common bloodborne pathogens are hepatitis B, hepatitis C, and HIV.**
- Common means of exposure are:**
- **needlesticks**
 - **cuts from sharp objects (ie: broken glass)**
 - **contaminated blood contacting mucous membranes (ie: eyes, mouth) or broken skin (ie: scratch or cut)**
- There is an increased risk of exposure to all Fire Department personnel, and more specifically to First Responders, as a direct result of the nature of their contact with members of the public. Personnel may encounter situations involving:**
- **MVA casualties that are bleeding**
 - **illegal drug users**
 - **persons with open or infected wounds**
 - **trauma where bleeding occurs**
 - **unsanitary conditions**
 - **persons who state they have hepatitis or HIV**
- Members must treat all blood and bodily fluids as infectious and take appropriate precautions. This is known as “Universal Precautions”, or “Body Substance Isolation”, and though there are some minor differences in each procedure, they essentially mean the same thing. See the attached information poster.**

Members must follow departmental procedures when approaching and working in these and similar situations to prevent injury and infection to themselves.

Procedures:

Personal Protective Equipment:

The following PPE is available to members of the BHBVFD. A complete stock is in R-79, but latex gloves are also available in each apparatus cab. As well, gloves, masks, and safety glasses are in each jump kit carried by those First Responders issued with them.

- latex disposable gloves, all sizes
- N-95 masks
- safety glasses
- full face shields
- sleeve protectors
- gowns
- isolation kits

In addition, First Responders are issued with waterproof jackets to identify them at an emergency scene. These will provide some additional protection from exposure to blood and bodily fluids.

Members will use PPE appropriate to the circumstances of the incident. At a minimum, latex disposable gloves will be worn at all First Responder calls.

If Fire Dispatch advises that the call requires “Universal Precautions”, attending members will don PPE which includes gown, gloves, goggles or face shield, and N-95 mask. PPE donning and doffing procedures are outlined on the attached document entitled “PPE for Universal Precautions”.

Only two members should have direct contact with the patient on calls involving Universal Precautions unless additional help is absolutely necessary. Additional members should remain with R-79 to assist with doffing procedures.

After an incident, all disposable PPE (ie: gloves and masks) should be discarded in the appropriate container in the EHS ambulance or R-79. Bags for larger items (ie: gowns) are in R-79. These should also be left with EHS for proper disposal.

After removing PPE (at any call), members should wash their hands using an antiseptic solution (ie: Isagel). Proper hand washing with soap and water should be done at the earliest opportunity.

A member whose clothing, FR jacket, or turnout gear becomes contaminated will remove same as soon as possible, isolate it, and launder it at the firehall according to manufacturer's instructions. There are plastic bags available in apparatus R-79 that can be used for isolation purposes.

Contaminated Equipment:

Any non-disposable equipment that has been contaminated can be washed using a 10% solution of bleach, and then washed with soap and water.

Any apparatus that has been contaminated can be washed using a 10% bleach solution, and then washed with soap and water.

Though EHS personnel will normally dispose of sharps (ie: syringes) in a sharps container in their ambulance, should FD members encounter a sharp after the ambulance has left, it can be disposed of in the sharps container in R-79.

Exposure Procedures:

A splash of blood on intact skin is not considered an exposure, but it should be cleaned thoroughly as soon as possible.

Should a member be exposed, or possibly exposed, to a bloodborne pathogen (ie: bodily fluid or blood splashed in an eye, a cut from broken piece of bloody glass, a needlestick from a used syringe) the exposed area will be flushed immediately with water and washed (depending on the area exposed) with an antiseptic (ie: Isagel), available in the firehall

and both rescue units, followed by proper handwashing as soon as possible. See the attached handwashing chart.

Eye wash stations are available in the firehall and both rescue units.

The exposed member will be taken to a hospital as soon as possible for testing. The member may elect to go to a hospital by themselves but it is recommended they be accompanied by a senior member.

The exposure incident will be reported to the Fire Chief and documented as per Worksafe BC / OHS guidelines.

References:

Worksafe BC and Occupational Health and Safety Regulations

NFPA 1500 Standard on Fire Department Occupational Safety and Health Program

NFPA 1581 Standard on Fire Department Infection Control Program

BCAS procedures for donning and doffing PPE

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #1.01.10.01 issued 2011/07/25

Bow Horn Bay Volunteer Fire Department	O.G. # 1.01.11
Subject: Joint Health & Safety Committee / Welfare Committee	pg 1 of 5

Purpose: **To establish and outline the responsibilities of a Joint Health and Safety Committee (JHSC) to operate in a cooperative spirit to identify and resolve health and safety issues that may affect members of the Bow Horn Bay FD.**

Scope: **All Fire Department personnel.**

Guidelines: **WorkSafeBC requires employers to ensure the health and safety of workers.**

The Bow Horn Bay VFD will establish a Joint Health and Safety Committee to monitor and report, and recommend and implement procedures to mitigate, unsafe practices, procedures, and conditions in the firehall, and at emergency scenes, in accordance with current WorkSafeBC standards.

Members of the Joint Health and Safety Committee will review current and proposed Standard Operating Guidelines for operations that may impact member health and safety, recommend improvements or changes, and update as required.

Procedures:

Establishing a Joint Health and Safety Committee:

The Committee will be comprised of three firefighters and two Officers.

The Committee shall be comprised of members that have completed their twelve-week probationary period.

Preferably, the Committee will be comprised members that have an interest in volunteering to be on the committee or have been selected by the membership.

The Officers will be the Chief and Deputy Chief.

One member will act as Secretary, to keep minutes.

Committee members will serve a term of one year, but may renew for another term if they wish to do so.

If a member cannot complete a term, the Fire Chief may appoint another member in his/her place if a volunteer does not come forward.

Preferably, terms of service should try to overlap so there is a mix of new and experienced members on the Committee.

Meetings:

Meetings will be held regularly, once a month, to review current and ongoing safety issues.

Additional meetings can be called by any member of the committee in the event a safety issue is identified that needs to be addressed in a timely fashion.

The Secretary will keep a record of all safety issues brought to the attention of the Committee, and any actions taken to resolve those issues.

Minutes of the meeting, and the list of identified safety issues and actions taken will be posted for all members.

A copy of the Worker's Compensation Act and Regulations will be available for workers to review.

Identifying Safety Problems:

All members of the Bow Horn Bay FD are responsible for maintaining a safe working environment.

All members are required to report any safety issues to any member of the Safety Committee.

Reports will be in writing so that a proper record is maintained. The report form will become part of the minutes at the next meeting.

During the regular monthly meeting, all members of the Joint Safety Committee will conduct a walk-around of the hall to identify any possible safety issues, assess any issues that were reported by members, and follow up on the effectiveness of any actions that were taken on issues previously identified.

Mitigating Safety Problems:

Members that identify a safety issue are invited to recommend a method or action that could be taken to mitigate the issue (see attached report form). Recommendations will be considered by the Committee.

If a safety issue is identified that presents an immediate danger of serious injury, or could cause adverse health problems, any member of the safety committee (or any other member of the FD) may take any reasonable steps to immediately mitigate the problem. If a safety issue is identified and immediately resolved, the incident should be reported to a member of the Committee so that action can be taken to ensure it does not occur again.

When a safety issue is identified that needs immediate attention, and could be an ongoing problem, the Safety Committee should meet as soon as is reasonable to determine what procedures or actions need to be taken to mitigate the problem.

Recommendations for mitigating safety and health issues made by the Safety Committee will be followed up and acted on in a timely fashion.

General Duties:

All members are required:

- **to take reasonable care to protect the health and safety of other members who may be affected by the actions of that member.**
- **to use personal protective equipment and clothing as required by the Standard Operating Guidelines of the Bow Horn Bay FD.**
- **not engage in horseplay or activities that may endanger other members.**
- **ensure their ability to work is not impaired by alcohol or drugs.**
- **report defective equipment or hazardous or unsafe conditions in a timely manner.**

Supervisors are required:

- **to ensure the safety and health of members under their command**
- **ensure members under their command are made aware of known hazardous or unsafe conditions where they are working.**

Duties of the Joint Safety Committee:

- **identify conditions that are unsafe or unhealthy and recommend an action to be taken to resolve the condition**
- **receive written notifications from members about unsafe or unhealthy conditions**
- **ensure regular workplace inspections are carried out and keep a record**
- **participate in accident investigations**

Training for Committee Members:

Committee members will attend training sessions that are offered from time to time, through WorkSafeBC of the Employer's Advisor's Office (EAO).

Welfare Committee:

The Joint Health and Safety Committee will perform additional duties as a Welfare Committee.

The Welfare Committee will note occasions of member illness, injury, or bereavement and provide support or assistance as required, to be determined by the Committee.

Occasions such as weddings, births, anniversaries, etc, that are brought to the attention of the Committee will be noted. All members will be informed by the Fire Chief, so recognition of the event can be jointly decided on by the membership.

Additional members may form part of the Welfare Committee on an ad hoc basis, to assist with activities as required.

References:

WorkSafeBC and Occupational Health and Safety Regulations

Worker's Compensation Act

NFPA 1500 Standard on Fire Department Occupational Safety and Health Program

Employer's Advisor's Office

Signature of Fire Chief

Steve Anderosov

Issued on: 2016/11/15

This is a new Operating Guideline

Bow Horn Bay Volunteer Fire Department	O.G. # 1.04.01
Subject: Personnel Accountability System (PAS)	pg 1 of 16

Purpose: **To ensure a method of personnel accountability for all Fire Department members at an emergency scene in accordance with Worker's Compensation Act Regulations and NFPA standards.**

Scope: **All Fire Department Personnel**

Policy: **All Fire Department members at an emergency scene will be accounted for using the Personnel Accountability System (PAS).**

Guidelines:

The PAS System:

The Personnel Accountability System (PAS) is a method of using identification tags and "passports" to account for and track personnel at an emergency incident. The system will address the "who, what, when, where, why" of accountability. Ten-minute time markers are set so the status of members in the hazard zone is checked at regular intervals. This is essential for the safety of all personnel.

The I/C can request Fire Dispatch set a 10-minute timer. The Dispatcher will advise the I/C when the timer ends.

ID Tags and Passports:

Each member is issued 6 (six) ID tags which indicate the member's name and BHBFD Fire Department Number (also referred to as a regimental number). The ID tags are color coded for the member's rank, as follows:

- **white: fire chief / deputy chief**
- **red: captain**
- **yellow: firefighter - interior**
- **blue firefighter - exterior**
- **black support & logistics**

The ID tags are backed with velcro; four are kept on the underside of a member's structural firefighting helmet, and two are kept under the brim of the forestry firefighting helmet. At an incident, 1 tag is for the white passport, 1 tag is for the blue passport, 1 tag can be used for either the Accountability Officer or R.I.T. Supervisor (see below), and the last is a spare.

NOTE: At a forestry incident, personnel accountability will be the responsibility of the Division/Group and/or Team Leader, since teams may be positioned too far apart to be accounted for by a single Accountability Officer.

On the dashboard of apparatus E-71, E-72, T-75, T-74, R-79, R-78, C-700, and C-701 are two velcro-backed boards called "passports" which identify "Bow Horn Bay" and the apparatus number. The white passport is for the I/C and the blue passport is a spare, for use by the Personnel Officer.

Each passport has two blue colored team tags affixed to it. Each team tag is numbered with a unique team call sign based on the apparatus number (see the attached list and refer to OG # 2.03.04 for a more detailed description of the numbering system). As an example: for apparatus E-71, the team tags are numbered 710 and 711. This way, a team call sign cannot be accidentally duplicated, and additional teams can be numbered using the next higher number.

Team call signs ending in '0' (i.e.: 710, 720, 740, etc.) will be assigned to the team which includes the officer, or the member in charge of the apparatus (depending on staffing levels, this could be either a captain or senior firefighter).

Team call signs ending with '1' or another higher number will be assigned to the firefighter team (i.e.: 711, 772, 764, etc.). (minimum two members per team - though in certain circumstances the officer may assign him/herself the officer call sign alone and assign the other two members to the team number).

A team's assigned task can be added after their numbered call sign, to further identify a team (i.e.: 710-vent, 771-attack, 742-search, etc.). This will allow an additional level of identification when calling on the radio. Note that a team's numbered call sign will not change, but their assigned task may change. (see OG # 2.03.04)

Each blue team tag can hold up to three-member ID tags, which will allow for designating a three-member team, if required.

The member in charge of the responding apparatus (the "truck officer") will assign members in the apparatus to each unique team call sign by placing the members' ID tags on the corresponding numbered team tags of both passports

This will start the accountability process.

The team members will use the unique team tag number as their call sign throughout the incident (the only time a member's numbered call sign will change is if the member is re-assigned to another team).

****Should a member be required to remain with the apparatus (i.e.: driver stays with apparatus while the vehicle is staged, or a pump operator is assigned to an engine), the ID tag for that member will be placed directly onto the top part of the passport itself, and that member's call sign will be the apparatus number (i.e.: E-71) until he or she is assigned to a team. This way the I/C will know that there is a member with the apparatus and can contact the apparatus directly. During operations, the Pump Operator call sign will be the apparatus number (i.e.: "E-71" or "E-72")**

At an incident scene both the white passport and the blue passport are given to the I/C. The I/C will use the tags on the white passport. The blue passports are kept for the Personnel Staging Officer, if one is assigned later.

Members arriving in their private vehicles will report to the I/C and provide one ID tag. If a Personnel Officer has not yet been assigned, arriving members will report to the I/C and provide an ID tag. The I/C will assign the member as required (i.e.: to a team from an apparatus currently on or enroute to a scene, to a RIT team, to personnel staging, etc.).

PAS KITS:

Apparatus C-701 and C-700 each have a complete PAS kit in a plastic tote bin. The kit includes PAS Boards for the I/C (Command), Personnel Officer, Accountability Officer, plus other boards for the Incident Safety Officer, Division/Group Supervisors, Water Supply Officer, Apparatus Staging, R.I.T. Supervisor, and Rehab. ID vests color-coded to BCERMS (British Columbia Emergency Response Management System) standards are in the kits, and some positions are provided with helmet shields as well.

BCERMS Vest color codes are:

Command	green
Personnel Officer	blue
Accountability Officer	blue
R.I.T. Supervisor	orange
Apparatus Staging	orange
Water Supply Officer	yellow
Rehab Manager	yellow
Incident Safety Officer	red

Apparatus E-71, E-72, and R-78 have partial PAS kits, which include PAS boards for the I/C (Command), Personnel Officer, and Division/Group Supervisors, as well as ID vests for those positions.

Apparatus T-74 has PAS Boards for the I/C (Command), Personnel Officer, Water Supply Officer, and Division/Group Supervisors, plus ID vests for the I/C and Water Supply Officer.

There are no PAS Boards in T-75 since this unit will normally be operated in a support capacity. It does have an ID vest for a Water Supply Officer.

PAS Boards:

Each Command board and PAS kit has several blue team tag blanks to enable team call signs to be assigned to members that were not given a designated call sign from a responding apparatus, plus tags to designate Divisions/Groups and other positions as noted below.

Position tags on the PAS board are color-coded to BCERMS standards, as follows: (positions are marked on the tag) (ID vests have the same color-coding)

COMMAND (I/C)	green
PERSONNEL OFFICER (planning)	blue
ACCOUNTABILITY OFF. (planning)	blue
R.I.T. SUPERVISOR (operations)	orange
APPARATUS STAGING (operations)	orange
WATER SUPPLY OFFICER (logistics)	yellow
REHAB MANAGER (logistics)	yellow
INCIDENT SAFETY OFFICER (staff)	red

When a member is assigned to a position, the member's personal ID tag is affixed below the marked position tag on the PAS boards of the I/C.

When the I/C receives the passports from a 'truck officer', each passport will have affixed to it the ID tag of the member assigned to the truck (if there is one), and two uniquely numbered team tags to which are affixed the personal ID tags of the members assigned to that team (see OG # 2.03.04 for more details). The passport is affixed to the back of the PAS board and the I/C can then assign a task to a team by placing the numbered blue team tag, with the members' ID tags on it, on the appropriate area of the PAS board for that task assignment. The task name may be added after the call sign number to become part of the overall team call sign (i.e.: attack, vent, etc.). The task name can be written on the team tag, also, if desired.

Additional team call signs can be designated by simply affixing members' ID tags to a blue team tag blank and writing the team call sign in the space at the top of the tag with a grease pencil (see attached photos). Additional team call signs can be easily assigned by adding the next higher number after the existing call signs (i.e.: after 711, use 712, 713, etc.). (Note that all the designated team call signs in each apparatus end with either a '0' or a '1', so additional teams must be assigned numbers ending with '2' or greater)

The R.I.T. Supervisor will provide the IC with a personal ID tag to mark his/her assignment on the PAS board. Members assigned to R.I.T. will provide the R.I.T. Supervisor the team tags with their personal ID tags affixed. The R.I.T. Supervisor is responsible for accountability of R.I.T. members. R.I.T. teams will use the call sign on their team tag, and append the task name "RIT" after the callsign - i.e.: 721-RIT.

White tags labeled "DIV/GRP" (Division/Group) enable the I/C to keep track of members in charge of geographical or functional areas, or to reduce the I/C span of control. The designated area is written on the tag with a grease pencil.

Divisions: A/B etc. (geographical areas) - white tags

Groups: Vent/Search etc. (functional area) - white tags

The member assigned as a Division or Group Supervisor will have their ID tag placed on the PAS board below the DIV/GRP tag. That member will then be issued a DIV/GRP PAS board to help maintain accountability of the teams assigned to their Division or Group (up to five teams). The Team Tags for the teams assigned to the Division/Group will be transferred to the Division/Group Supervisor PAS board. The I/C will then communicate with the DIV/GRP Supervisor rather than individual teams.

Incident Command PAS Board:

The I/C board uses the position and team tags to track and account for members. The I/C is responsible for tracking and accounting for members on-scene. A Personnel Officer may be appointed to assist with this task when sufficient personnel arrive to allow a Personnel Officer to be assigned.

The I/C will attach the white apparatus passports to I/C PAS board and use the team tags (with member ID tags affixed) to begin assigning tasks. As additional apparatus/members arrive, their passports and/or member ID tags are placed on PAS board as well. Members not already assigned a call sign from an apparatus can be assigned to additional teams by the I/C by placing their ID tags on a blue team tag blank and writing the next higher team call sign on the team tag.

Personnel Officer PAS Board:

On larger incidents, when a Personnel Officer is assigned, he/she will oversee the members staged in the Personnel Staging area. Once a Personnel Officer is assigned to that position, he/she will take over, from the I/C, the task of organizing and assigning additional members to teams as needed by the IC and will track on-scene members.

The Personnel Officer will retrieve any blue passports already in possession of the I/C, and any incoming teams will supply both the white and blue passports to the Personnel Officer.

Members arriving in private vehicles will provide their personal ID tags to the Personnel Officer, who will assign them to existing teams, or create additional teams by placing their ID tags on a blue team tag blank and writing the next higher team call sign on the team tag.

A blue "Personnel" helmet shield and ID vest, located in each PAS kit in C-701 and C-700, will identify the Personnel Officer.

To save time, the Personnel Officer should have at least one team (two teams if staffing levels permit) already designated and standing by, to be assigned at a moment's notice, at the request of the IC.

Command or Officer Position tags are color-coded to BCERMS standards, as follows: (positions are marked on the tag) (ID vests have the same color-coding)

COMMAND (I/C)	green
PERSONNEL OFFICER (planning)	blue
ACCOUNTABILITY OFF. (planning)	blue
R.I.T. SUPERVISOR (operations)	orange
APPARATUS STAGING (operations)	orange
WATER SUPPLY OFFICER (logistics)	yellow
REHAB MANAGER (logistics)	yellow
INCIDENT SAFETY OFFICER (staff)	red

Spare red and yellow personal ID tag blanks, attached to the Personnel Officer PAS board, can be used for members arriving without ID tags. The name of the member can be written on the tag with a grease pencil.

When the I/C requests the Personnel Officer make up a team for a task (i.e.: a request for a three-member team for a search), the Personnel Officer assigns available members from Personnel Staging. Normally, the teams will already be designated by the Team Tags from the apparatus they arrived in. A team tag can be made up by affixing the members' personal ID tags (if the team has not already been assigned a designated apparatus call sign) and assigned a call sign. The team call sign (i.e.: 713) is written on the top of the team tag, and it is given to the I/C. The I/C will give the task instructions to the team and affix the team tag to the appropriate spot on the I/C PAS board for that task, in order to track the members.

Accountability Officer (SCBA Monitoring) PAS Board:

If an Accountability Officer is assigned (usually on a larger incident), their sole responsibility is to record and track members in the hazard zone (for SCBA monitoring). This task is vital to firefighter safety, therefore, he/she will NOT engage in any other activity since this may distract their attention from their task. Division/Group Supervisors will also be responsible for tracking members under their span of control. However, since there are several other things that a supervisor may be dealing with (i.e.: fire conditions, fire spread, ventilation, etc.) he/she could easily be distracted from tracking members. The Accountability Officer is the back-up that will ensure that proper tactical accountability and SCBA monitoring is maintained.

NOTE: Accountability of R.I.T. members will be the responsibility of the R.I.T. Supervisor (see O.G. # 1.04.03).

A blue “Accountability” ID vest, found in each PAS kit in C-701 and C-700, identifies the Accountability Officer.

(position tags are not required on the Accountability Officer board since these members would not normally be in the hazard area, and R.I.T. tags are not required since R.I.T. members are accounted for by the R.IT. Supervisor)

Teams entering the hazard area will report to the Accountability Officer and provide one personal ID tag for each member on the team. The ID tags are placed on a blue team tag blank, which is then marked with the team call sign and task. The Accountability Officer will record pertinent information on his/her PAS board such as entry location, task, entry time, ten and twenty-minute time markers, and exit time. The team is contacted for their status (PAR) at the time markers.

(to assist the Accountability Officer, an information list is on the board)

General Procedures:

Members:

Enroute to a scene, members will attach a helmet shield from their apparatus to front of their helmet to help identify them at an emergency scene.

Each member will provide two ID tags to the apparatus officer - one for each of the two passports (white and blue) in the apparatus. The ID tags of the member who is to remain with the apparatus (i.e.: the pump operator) are placed at the top of each passport (this tag may also be placed upside-down to designate the member in the apparatus). The call sign of that member will be the apparatus number (i.e.: E-71). Below that, the apparatus officer will place his/her ID tags at the top of the team tag ending in '0' to identify him/herself as the apparatus officer (i.e.: 710). Another member will be assigned below the apparatus officer. The remaining members are assigned the team call sign ending in '1' (i.e.: 711). (see OG # 2.03.04))

It is the responsibility of the apparatus officer to collect the personal ID tags from members on the apparatus, place them on the passports, and ensure the I/C receives both the white passport and blue passports.

Personnel arriving in their private vehicles will report to the I/C or Personnel Officer and provide a personal ID tag. The I/C may assign the member to an apparatus which is currently at the scene and affix the member's ID tag to the appropriate blue team tag for that apparatus, or simply place the ID tags directly on the PAS to identify available personnel, assigning them later as required.

Personnel without ID tags will advise the I/C or Personnel Officer, who will create two ID tags for them from the yellow or red blank tags. One tag is for the Command or Personnel Officer board (if appointed), and the second tag is retained by the member for use by the Accountability Officer (if appointed) or R.I.T. Supervisor, as required.

Personnel will remain staged at or near the designated Personnel Staging area until assigned to a team by the Personnel Officer or I/C.

Personnel in staging will re-check their equipment and make sure they have all necessary PPE appropriate for the incident.

A member assigned to a position (i.e.: ISO, Water Supply) will, if possible, provide an ID tag to the I/C. If this is not possible (i.e.: the member may be remote from the scene), the I/C may use a blank tag and write the member's name on it, so they are accounted for at the incident. The tag will be placed below the appropriate position tag on the board.

Incident Commander (I/C):

The I/C will assume command as per O.G. # 2.02.00 - "Incident Command System", and establish a Command Post as required.

The I/C will wear a green "Command" ID vest to identify him/herself to other members at the scene.

Depending on the type of scene and its size (i.e.: minor MVA or FR calls) and all members can be seen and accounted for, the I/C may elect not to use the full PAS system.

At an incident where it is obvious the number of required members will quickly grow, or direct visual contact with teams may be lost (i.e.: structure fire) the I/C will implement the full PAS system immediately. This may require establishing Personnel Staging and Apparatus Staging areas, assigning a Personnel Officer, Accountability Officer, Incident Safety Officer (ISO), and R.I.T. Supervisor as soon as sufficient personnel on-scene allow for this.

Apparatus officers reporting to the I/C will provide the white apparatus passport with member's ID tags affixed.

The I/C will use the Command PAS board to initially assign members to teams and track them. As the number of personnel increases, the I/C should assign Division (geographical area) or Group (functional area) supervisors in order to maintain a proper span of control and effective tactical accountability.

The I/C may request Fire Dispatch set a 10-minute timer.

Personnel Officer:

When a Personnel Officer is assigned, he/she will be responsible for establishing and managing the Personnel Staging area, and assigning members to teams, as requested by the I/C. The Personnel Officer will obtain the white apparatus passports from incoming teams and use the Personnel Officer PAS board to assign and track members.

The Personnel Officer will wear a blue “Personnel” ID vest and helmet shield to help identify him/herself at the scene.

Apparatus officers reporting to the Personnel Officer will provide the white apparatus passport. The passport, with blue team tags and member ID tags will be affixed to the Personnel PAS board to indicate available personnel.

Personnel without ID tags will advise the I/C or Personnel Officer, who will create two ID tags for them. One is for the Command or Personnel PAS board, and the second is retained by the member for use by the Accountability Officer or R.I.T. Supervisor, as required.

When requested by the I/C, the Personnel Officer will make up a team from members in the Personnel Staging area. Members’ ID tags are affixed to a blue team tag blank and a team call number assigned to them, which is written on the team tag (or an apparatus team tag can be used if it is already assigned).

To save time, the Personnel Officer should have at least one team (two teams if staffing levels permit) already designated and standing by, to be assigned at a moment’s notice.

The team then reports to the I/C to obtain their task instructions directly. *To avoid confusion, the Personnel Officer should not pass on task instructions.*

After completing their task, teams will report to the I/C. Their team tag is placed back onto the PAS board to indicate they are available (or returned to them to report back to the Personnel Officer if a P/O is assigned). The team can be given their team tag and directed to REHAB, if required.

When a team is directed to go to REHAB, their team tag is returned to them to give to the REHAB manager. As teams return to duty from REHAB, their team tags are placed back on the PAS board as available.

Accountability Officer (if assigned):

The Accountability Officer will wear a blue “Accountability” ID vest to identify themselves to other members.

A team assigned a task requiring them to enter the hazard area will report to the Accountability Officer before beginning their task (R.I.T. members will report directly to the R.I.T. Supervisor).

The team leader will advise the Accountability Officer of the team call sign (i.e.: 721-attack) and each member will provide a personal ID tag, which is affixed to a blue team tag on the Accountability board. The team call sign is marked on the team tag. The team leader will advise the Accountability Officer of their task (i.e.: fire attack F1 / B-side to C-side) and their entry point (i.e.: door on B-side). The Accountability Officer will note this information on the board, plus the time of entry, and note ten-minute and twenty-minute time markers.

To assist the Accountability Officer, there is a card on the board listing suggested information (This is not meant to limit the information noted by the Accountability Officer; any other information deemed important should also be noted).

****At the ten-minute marker, the Accountability Officer will radio the team and request a PAR (Status Report) and note same. The team will reply with a W.A.T. report (see O.G. # 2.03.02). The team leader will consider exiting if air supply is below 50%, giving due consideration to the time required to reach the exit.**

Under no circumstances will team safety be jeopardized by remaining in the hazard area longer than necessary to provide a safe margin to exit. Exit should be considered at 50% capacity of the member with the lowest cylinder gauge reading. (See O.G. # 2.07.01 - Air Management)

***** At the twenty-minute marker, the Accountability Officer will again request a PAR (Status Report) to remind the team they are at the twenty-minute marker. After 20 minutes, remaining air supply will likely be low if members are working even moderately hard, so the team leader, giving due consideration to the time it will take to exit the hazard area, will ensure the safety of the team personnel by exiting the hazard area before the SCBA Low Pressure Alarm sounds!***

The team leader will advise the I/C or their Division/Group Supervisor that the team is exiting, and will confirm once exit is made and all members are accounted for.

***** If a team does not respond to the first call for a PAR (Status Report) by the Accountability Officer, a second call will be made. If there is no response to the second call, the Accountability Officer will immediately notify the I/C, who may initiate "MAYDAY" procedures. The Accountability Officer will provide R.I.T. with the information on the team's task, location, and their elapsed time in the hazard area, and R.I.T. will immediately deploy to locate the team.** (See O.G # 1.04.03 for more information on R.I.T. response and O.G. # 2.03.01 for Mayday calls).***

Once a team has safely cleared the hazard area, the Accountability Officer will note the exit time on his/her PAS board and return each members' tags. If the team will be changing air cylinders to continue their task, their tags must still be returned (the tags are returned so that if one or more team members are switched before the team continues their task, the previous members will not have to go back to retrieve their tags. This will reduce confusion with extra tags on the board, and prevent members being in the hazard area unnecessarily). The team will report to the Accountability Officer again before continuing their task. The same accountability procedure will apply.

Rapid Intervention Team (R.I.T.):

The R.I.T. Supervisor will be responsible for the accountability of R.I.T. members.

The R.I.T. Supervisor will wear an orange “R.I.T.” vest for identification.

Members assigned to the Rapid Intervention Team will report to the R.I.T. Supervisor and provide their personal ID tag, or a team tag if already assigned a call sign. These will be affixed to the R.I.T. Readiness board.

R.I.T. members will familiarize themselves with all the information from the Accountability Officer board on teams operating in the hazard area and be alert to the PAR (Status Report) requests made by the Accountability Officer or I/C.

R.I.T. members will monitor radio traffic of teams in the hazard area so they can respond immediately if a Mayday call is transmitted (see O.G. # 2.03.01 and # 1.04.03).

Incident Terminated:

When an incident is terminated, before ID tags are returned and the PAS boards are cleaned for next use, they should be photocopied. The copies will become part of the incident report.

It is the responsibility of the apparatus officers to ensure all ID tags are returned to members and the passports are returned to the apparatus. Members will ensure the correct ID tags are returned to them. Missing ID tags, team tags, or passports should be reported immediately so replacements can be issued.

The PAS boards will be cleaned as required, stowed in their designated bags or PAS kits and returned to the apparatus.

- References:
- Worksafe BC Regulations Part 31 “Firefighting”**
 - Worksafe BC Guidelines Part 31**
 - NFPA 1143 “Standard for Wildland Fire Management”**
 - NFPA 1407 “Standard for Fire Service Rapid Intervention Crews” (proposal)**
 - NFPA 1500 “Standard on Fire Department Occupational Safety and Health Program”**
 - NFPA 1521 “Standard for Fire Department Safety Officer”**
 - NFPA 1561 “Standard on Emergency Services Incident Management System”**
 - NFPA 1584 “Standard of the Rehabilitation Process for Members During Emergency Operations and Training Exercises”**
 - NFPA 1670 “Standard on Operations and Training for Technical Search and Rescue Incidents”**
 - NFPA 1720 “Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public”**
 - North Island Fire Dispatch O.G. 7.2.2 (copy attached)**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #1.04.01 issued 2014/04/14

Bow Horn Bay Volunteer Fire Department	O.G. # 1.04.02
Subject: Rehabilitation Unit Protocols and Procedures	pg 1 of 5

Purpose: **To establish protocols and procedures for establishing a Rehabilitation Area, and for member rehabilitation at emergency scenes and training exercises.**

Scope: **All Fire Department personnel**

Definition: ***Rehabilitation: an intervention designed to mitigate against the physical, physiological, and emotional stress of fire fighting in order to sustain a member's energy, improve performance, and decrease the likelihood of on-scene injury or death. (from NFPA 1584).***

Guidelines: **Firefighting is an inherently physical job. As such, given the conditions of heat, working in heavy turnout gear, breathing with SCBA, and the intensity of labor involved, members will quickly become exhausted and will need to rest and recuperate. A rehabilitation program will ensure the safety of members.**

Members entering and leaving rehab will be tracked by the Rehabilitation Unit Manager (if one has been delegated). Time-In and Time-Out will be documented by the R/M. The Rehab Manager Checklist board (located in the PAS kit in C-700 and C-701) can be utilized for this.

If a member of a team or crew is seriously injured or killed, all members of the team or crew will be relieved of emergency responsibilities as soon as possible.

Rehabilitation resources may include, but are not limited, to, the following:

- **food**
- **potable water**
- **sports drinks**
- **portable toilets**
- **portable shelters**
- **paper towels**
- **blankets**
- **chairs**
- **fans or blowers**
- **clock**

Responsibilities:

Incident Commander:

The I/C shall establish a Rehabilitation Area (Rehab) at an incident or during training, and ensure sufficient resources are assigned. (see examples listed above)

The I/C may designate a Rehabilitation Unit Manager (Rehab Manager or R/M) to establish a Rehabilitation Area and oversee rehabilitation procedures.

The I/C will ensure BCAS personnel are on scene for the emergency medical care of firefighters, as required.

Rehabilitation Unit Manager:

(The Incident Safety Officer may be delegated to this position until a Rehabilitation Unit Manager is assigned).

In ICS, The Rehabilitation Unit is part of the Medical Unit, which operates under the Logistics Section. The Rehab Manager reports to the Medical Unit Leader in large incidents, or directly to the Incident Commander in smaller incidents.

The R/M will select a suitable location for a Rehabilitation Area, with consideration that the site should:

- **be large enough to accommodate several personnel**
- **have a separate area for members to remove PPE**
- **be accessible to an ambulance**
- **be located away from hazardous atmospheres**

The R/M will ensure personnel rehydrate and take a 10 to 20-minute rest period.

The R/M will ensure members have a method to be actively cooled, as required (i.e.: fan).

The R/M will maintain accountability of members in Rehab, and document time-in and time-out of members (the Rehab Manager checklist board in the C-700 or C-701 PAS kits can be used for this)

The R/M will advise the I/C of members requiring transport to a medical facility.

Team Leaders:

Team Leaders will monitor their team members for signs of heat and cold stress and notify the I/C that relief is required.

Team Leaders will ensure their team tag is picked up from the I/C and given to the Rehab Manager on checking in.

Team Members:

Will maintain an awareness of their own condition and the condition of other team members, and ensure the Team Leader is promptly notified when relief is required.

Incident Safety Officer:

The ISO will ensure a rehabilitation area is established and Critical Incident Stress management, if required, is addressed.

The ISO may act as the Rehabilitation Unit Manager, if required, because of personnel limitations.

Procedures:

At emergency scenes, BCAS personnel will provide the medical care and attention required to assess members to ensure there are no health or safety risks.

Work times noted below may be adjusted by the I/C or a Supervisor, in consultation with the Incident Safety Officer, depending on the work intensity or environmental conditions.

Members who have been working in a high heat environment will report to Rehab for assessment by BCAS.

All members, following the use of the first 30-minute SCBA cylinder, or 20 minutes of intense work, will rest a minimum of 10 minutes. Members will rehydrate as required and may rest in the Rehabilitation Area.

All members will report to Rehab for assessment by BCAS following the use of a second 30-minute SCBA cylinder, or a combined total of 40 minutes of intense work. Members shall rest a minimum of 20 minutes.

Members who have completed 40 minutes of intense work *without* SCBA will report to Rehab for assessment by BCAS.

Active cooling (i.e.: forearm immersion, misting fans) will be applied where conditions create potential for heat stress.

Members should drink water during rehabilitation. After the first hour, a sports drink to replenish electrolyte levels should be consumed.

If a member does not feel adequately rested, he/she will not return to work.

Members experiencing chest pain, shortness of breath, dizziness, or nausea, will be transported to a medical facility by BCAS for treatment.

BCAS personnel may measure and record member's vital signs to aid in their assessment. Vital signs may include:

- heart rate
- respirations
- blood pressure
- body temperature
- pulse oximetry

If BCAS personnel see evidence of medical, psychological, or emotional stress, or the member appears otherwise unable to safely perform his/her duties, the Rehab Manager will be notified, and the member will not return to work. The Rehab Manager will notify the I/C.

BCAS personnel will have the authority to use their professional judgment to:

- release a member from rehabilitation
- continue to monitor and treat a member in rehabilitation
- transport a member to a medical facility for treatment

References:

IFSTA “Essentials of Firefighting” Training Manual

WorkSafe BC Regulation 31.6 “Rest and Rehabilitation”

NFPA 1500 “Standard on Fire Department Occupational Safety and Health Programs”

NFPA 1521 “Standard for Fire Department Safety Officer”

NFPA 1561 “Standard on Emergency Services Incident Management System”

NFPA 1585 “Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises”

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #1.04.02 issued 2016/05/16

Bow Horn Bay Volunteer Fire Department	O.G. # 1.04.03
Subject: RAPID INTERVENTION TEAM	pg 1 of 10

Purpose: To establish a basic procedure and protocol for Rapid Intervention Team (R.I.T.) deployment.

Scope: All Fire Department personnel

Guidelines: Members will use the correct radio procedures as outlined in O.G. # 2.03.01 for “MAYDAY” calls.

The Rapid Intervention Team (R.I.T.) should be composed of experienced members at Firefighter Level 2, who have received training in R.I.T. techniques, S.T.A.R.T. (Survival Training and Rescue Techniques), and First Responder Level 3.

A Mayday can be defined as a situation where one or more firefighters require assistance to escape an IDLH (Immediately Dangerous to Life and Health) environment.

A Mayday will be called immediately when a firefighter is in distress. The following is a list of examples where a Mayday should be called. Note: Calling a Mayday is not limited to this list - there will be situations other than those listed here. These examples are from NFPA 1407.

- fall through a roof or floor
- tangled, pinned, or stuck and cannot extricate self in 60 seconds
- tangled, pinned, or stuck and the low air alarm sounds
- low air alarm sounds and is not at an exit door or window in 30 seconds
- primary exit is blocked (e.g. by fire or collapse) and is not at a secondary exit in 30 seconds
- loses contact with hose or lifeline in zero visibility and cannot find an exit door or window in 60 seconds
- caught in a flashover
- SCBA failure
- failure to acknowledge a Personnel Accountability Report (PAR) (see O.G. #2.03.02)

BHBVFD O.G. # 1.04.04 states, in part:

THE MINIMUM NUMBER OF MEMBERS REQUIRED TO INITIATE AN INTERIOR STRUCTURAL FIRE ATTACK IS FOUR. ONE WILL BE THE PUMP OPERATOR, TWO WILL MAKE THE INITIAL ENTRY, AND ONE (IN FULL PPE AND SCBA) WILL BE ON STAND-BY NEAR THE POINT OF ENTRY AND IN COMMUNICATION WITH THE ENTRY TEAM.

WITHIN 10 MINUTES THERE MUST BE A FIFTH FIREFIGHTER ON SCENE, TO MAKE UP A TWO PERSON STANDBY TEAM, OR THE INITIAL ATTACK TEAM MUST WITHDRAW UNTIL A FIFTH FIREFIGHTER ARRIVES.

Before additional teams are committed to interior attack, a suitably equipped Rapid Intervention Team of at least two members will be established.

- Procedures:
- The initial R.I.T. shall consist of at least two personnel. As sufficient personnel arrive on scene, the number of personnel on a R.I.T. shall be increased as required.**
 - As more teams are committed to tasks in the hazard zone, additional R.I.T. teams may be formed. The R.I.T. Supervisor will monitor the situation and request additional teams as required.**
 - When a R.I.T. is deployed, additional personnel will be required to replace those R.I.T. members sent to Rehab due to exhaustion or other Rehab requirements (see O.G. # 1.04.02). The R.I.T. Supervisor and Incident Safety Officer will monitor the situation and the R.I.T. Supervisor will request additional personnel so that replacement of exhausted personnel will be accomplished in a timely fashion (i.e.: no break in the rescue efforts).**
 - Rapid Intervention Team members shall not be assigned tasks that may interfere with or detract from their R.I.T. functions.**

R.I.T. Tools and Equipment:

Engine-72:

R.I.T. tools and equipment are in compartment D5 of E-72, and consist of:

A red R.I.T. bag which contains:

- **spare air cylinder with URC (Universal Rescue Connection) for transfilling, and a second stage regulator for direct connection to an airmask**
- **spare airmask**
- **100ft of rope for a tag line or rescue**
- **one spare Streamlight flashlight**
- **one spare small flashlight**
- **two carabiners (one attached to rope)**
- **2 rolls of webbing**
- **1 pair wire cutters**
- **1 pair cable cutters**
- **1 pair aviation cutters**
- **1 pair adjustable pliers**
- **1 pair scissors**
- **1 res-q-wrench**
- **2 door wedges**

In addition, blue R.I.T. helmet shields are located on the right-hand side wall of the compartment next to the R.I.T. bag, to be worn by R.I.T. members to identify themselves at the scene.

Additional R.I.T. tools are stored in a white canvas “Truckee” bag also located in compartment D5 of E-72, which contains:

- **halligan bar**
- **axe - 2-1/2lb**
- **small sledgehammer**
- **maul - 8lb**
- **pry bar - 17”**
- **pipe wrench - 14”**
- **bolt cutter - 24”**
- **adjustable pliers**
- **roll of webbing**
- **roll of duct tape**

Also, a bag with portable battery power tools - reciprocating saw, drill, and impact wrench, with spare batteries (a charging unit is in the same compartment). A wrench and socket set is in the same bag with these tools.

Other E-72 R.I.T. equipment includes:

A Rescue Manta (foldable rescue stretcher - burgundy color), a red rope bag holding 100 ft of rope for rescue or a tagline, a portable LED floodlight (plugged into a charging unit), and a heavy-duty tarp.

The tarp will be used to stage a tool cache for R.I.T. equipment and to provide a cover to protect equipment from the weather. The portable LED floodlight can be used to help light the tool cache area.

An additional portable gas-powered LED floodlight and a handheld searchlight are also available from R-79, if required.

Auto-extrication equipment, which could be utilized by R.I.T. is available in R-78.

Engine-71:

R.I.T. tools and equipment are in compartment D4 of E-71, and consist of:

A fluorescent yellow R.I.T. bag which contains the same equipment as listed for E-72, including spare cylinder with URC and regulator.

A white canvas “Truckee” bag which contains the same equipment as listed for E-72.

A red rope bag holding 100ft of rope, an orange tarp, and an LED floodlight

Rescue Manta.

The tool cache will be set up so as not to interfere with regular operations but still close enough to the hazard area to provide quick access to the equipment when needed.

A spare air cylinder from E-72 and/or E-71 may be staged with the other R.I.T. equipment, as a replacement for the air cylinders in the R.I.T. bags, as required.

Since the R.I.T. bags hold a spare air cylinder for transfilling the air cylinder of an injured member, this should be the primary bag, plus axe and halligan bar, taken by a two-person R.I.T. team when deployed. This will allow the team to move quickly to locate an injured member. The “Truckee” bag is fairly heavy and may slow movement through the hazard area, so it may be carried in by additional members called to assist with the rescue, or by the other members of a three or four-person R.I.T. team.

Designated R.I.T. tools and equipment are for the use of R.I.T. only and will not be used by other members performing other tasks, unless approved by the R.I.T. Supervisor.

Other tools that could be considered for R.I.T. are a rotary saw, chainsaw, Thermal Imaging Camera, and compact extension ladder.

The R.I.T. team will also establish a hoseline as a backup measure. Where possible, this should be connected to a pumper other than the main pumper supplying the fireground, in case of a breakdown. A second Engine would be ideal for this application, or R-78.

MAYDAY CALLS:

MAYDAY calls take precedence over other communications.

There should be absolutely no hesitation in calling a Mayday. If you think you might be in trouble, you already are, and the longer a Mayday call is delayed, the longer it will take to get help.

All Members:

In the event of a situation where a member requires immediate assistance (disoriented, trapped, injured, etc.) the member will transmit “MAYDAY, MAYDAY, MAYDAY”, state their Team call sign, and give a brief description of their location and condition. (see O.G. 2.03.01)

example:

722-attack: “MAYDAY, MAYDAY, MAYDAY, from 722-attack. We are near the Charlie/Delta corner. Ceiling has collapsed and my partner is trapped. Require immediate assistance.”

Incident Commander:

The I/C will immediately acknowledge the Mayday call. The I/C will request an update on the Team’s condition and air supply, confirm their location, plus any other information the I/C deems necessary.

example:

I/C: “722-attack from Command - I copy your Mayday. R.I.T. is on the way. What is your status on injuries and air supply?”

722: “722, I am ok; my partner has his leg pinned under debris, possibly broken. Air is between one quarter and one half.”

I/C: “Command copies your partner is pinned under debris and air is one quarter to one half. 722, confirm your location.”

722: “We are next to the Charlie wall near the Charlie/Delta corner. I will activate my PASS alarm.”

I/C: “Command copies you are next to the Charlie wall near the Charlie/Delta corner, activating PASS Alarm. Help is on the way, 722 - are there any other problems we should be aware of?” Etc.

The I/C will turn over the R.I.T. rescue operations to the R.I.T. Supervisor as soon as possible and switch all other operations to another radio channel (see below).

Radio Communications: (see also O.G. # 2.03.01 and # 2.03.03)

The I/C will advise the team reporting the Mayday to remain on their current channel (probably Tac1 on Ch. 2) and that the R.I.T. Supervisor will be assuming command of the R.I.T. operations. The R.I.T. Supervisor will contact the team reporting the Mayday to confirm radio communication is established and try to obtain any further information he/she requires from the team.

The I/C will switch all other units to a different radio channel (i.e.: Tac2 on Ch. 3). *R.I.T. members and the Incident Safety Officer will remain on the original Mayday channel.* The R.I.T. Supervisor will assume command of activities directly related to the Mayday. The Incident Safety Officer will monitor the Mayday response and assist the R.I.T. Supervisor as required.

The I/C will remain in command of incident scene operations on the new radio channel. A second Incident Safety Officer may be designated to monitor the incident scene on the new channel.

The Accountability Officer (if one has been assigned) will switch to the new radio channel and continue monitoring the other teams in the hazard area. The R.I.T. Supervisor will be responsible for the accountability of R.I.T. members as per O.G. # 1.04.01, as well as the team reporting the Mayday. He/she will keep the I/C updated on the progress of rescue activities.

Once all members not involved in the Mayday have been requested to switch to another channel, the I/C will conduct a Personnel Accountability Report (PAR) (see O.G. #2.03.02) to ensure all teams are accounted for on the new channel.

See also O.G. # 2.03.03 for radio channel assignments.

R.I.T. Supervisor:

The R.I.T. Supervisor will oversee the R.I.T. teams and take command and control of R.I.T. rescue operations.

The R.I.T. Supervisor will establish a staging location and tool cache, and ensure adequate personnel and equipment are designated to R.I.T., given the overall size of the incident and the number of personnel in the hazard area.

The R.I.T. Supervisor will be responsible for the accountability of R.I.T. members. A R.I.T. accountability board and checklist is in each PAS kit of apparatus C-701 and C-700, as well as a R.I.T. vest for identification on-scene.

The R.I.T. Supervisor will monitor radio traffic and liaise with the I/C and/or Accountability Officer (if one is assigned) to ensure the locations and tasks of teams operating in the hazard area are known.

When a Mayday is reported, the R.I.T. Supervisor will assume command of all rescue activities related to the Mayday. The I/C will provide any personnel and equipment required.

R.I.T. Members:

Rapid Intervention Team members will not get involved in tasks that may interfere with or detract from their R.I.T. functions.

R.I.T. members will be proactive. They will conduct a walkaround of the hazard area to determine additional points of access and egress in the event of a Mayday call. Ladders may be placed in strategic locations to provide alternate access and egress points, given the locations of teams operating in the hazard area.

R.I.T. members will monitor radio traffic and maintain a state of readiness to respond without undue delay.

PASS ALARMS:

While in the hazard area of the incident scene, a member/team hearing a PASS alarm for more than 10 seconds, with no Mayday given on the radio, can assume a member is in distress and cannot communicate. The member/team hearing the PASS alarm will immediately advise the I/C that a PASS alarm is being heard.

example:

710-search: “Command from 710-search - we can hear a PASS alarm activated in the area of the Charlie Delta corner.”

I/C: “710 from Command, I copy your report of a PASS alarm in the Charlie Delta corner. Standby.”

The I/C will notify the R.I.T. Supervisor to investigate a possible Mayday and will conduct a Personnel Accountability Report (PAR) (see O.G. # 2.03.02) to determine which team is in distress.

All above noted Mayday procedures will apply, and all members not involved in the possible Mayday will switch to another radio channel designated by the I/C (see O.G. #2.03.01).

The I/C will turn the possible Mayday over to the R.I.T. Supervisor, who will deploy a R.I.T to investigate. Depending on the circumstances and the task of the team reporting the PASS alarm, the I/C may request the reporting team to investigate further as well. The reporting team will then report to, and be under the command of, the R.I.T. Supervisor until stood down by the R.I.T. Supervisor.

- References:
- Canadian Firefighter's Handbook**
 - IFSTA manual "Essentials of Firefighting"**
 - NFPA 1407 "Standard for Fire Service Rapid Intervention Crews"**
 - NFPA 1500 "standard on Fire Department Occupational Safety and Health Program"**
 - NFPA 1720 "Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments"**
 - 4 - C Communications Model by Mark Emery**
 - North Island Fire Dispatch O.G. 7.2.0 (copy attached)**
 - WorkSafeBC BC Regulation Part 31 "Firefighting"**
 - OHS Guidelines Part 31 "Firefighting"**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. # 1.04.03 issued 2012/06/15

Bow Horn Bay Volunteer Fire Department	O.G. # 1.04.04
Subject: Firefighter Safety & the "2-IN, 2-OUT" Rule (Initial Attack)	pg 1 of 4

Purpose: **To maintain firefighter safety by establishing a minimum staffing requirement for interior operations at a structural fire, and other operations at which Self Contained Breathing Apparatus is required.**

Scope: **All Fire Department personnel**

Guidelines: **BHBFD members will only conduct operations that can be safely performed by the available members on-scene.**

Entry into any IDLH atmosphere (Immediately Dangerous to Life and Health - that is, any atmosphere which requires the use of self-contained breathing apparatus - SCBA) will be made by a team of at least two firefighters.

The "2-In, 2-Out" rule

Before an initial interior fire attack or search is commenced, at least one suitably equipped firefighter will be on standby outside the hazard area to perform rescue, if additional firefighters are expected within 10 minutes.

A suitably equipped team of two members must be established no more than 10 minutes after the initial fire attack and before a second interior attack team makes entry (the I/C should consider starting a 10-minute timer with Fire Dispatch, once the initial interior attack has begun, to ensure this time limit is not exceeded).

This is commonly referred to as the "2-In, 2-Out" rule, and is a requirement of Occupational Health and Safety (OHS) Regulations (section 31.23).

If an additional member is not expected to arrive within 10 minutes in order to make up the two member "2-Out" team, an interior structural attack will not commence until there is confirmation that a member will be arriving within 10 minutes.

If an interior attack has commenced, and circumstances change so that the arrival of another member to establish a two-member rescue team is delayed beyond 10 minutes, the initial interior attack team must withdraw until confirmation that a member will be arriving within 10 minutes.

Since pump operation is a critical task that cannot be abandoned without jeopardizing the safety of the interior attack and/or rescue team (if they had to deploy), when a pump operator is required, this will be *in addition* to the previously noted 3 firefighters. The pump operator may also act as the Incident Commander.

THE MINIMUM NUMBER OF MEMBERS REQUIRED TO INITIATE AN INTERIOR STRUCTURAL FIRE ATTACK IS FOUR. ONE WILL BE THE PUMP OPERATOR, TWO WILL MAKE THE INITIAL ENTRY, AND ONE (IN FULL PPE AND SCBA) WILL BE ON STAND-BY NEAR THE POINT OF ENTRY AND IN COMMUNICATION WITH THE ENTRY TEAM.

WITHIN 10 MINUTES THERE MUST BE A FIFTH FIREFIGHTER ON SCENE, TO MAKE UP A TWO PERSON STANDBY TEAM, OR THE INITIAL ATTACK TEAM MUST WITHDRAW UNTIL A FIFTH FIREFIGHTER ARRIVES.

Before additional teams are committed to interior attack, a suitably equipped Rapid Intervention Team of at least two members will be established. This team may be the two members who were originally on standby (the “2-Out”), or a separate R.I.T. formed from additional members subsequently arriving on scene. This will free up the stand-by team to transition to a back-up team to the initial attack team, and/or relieve them.

If fewer than four members arrive at the scene of a structure fire, they can initiate actions to prepare for an interior attack, but proceed only with an exterior attack until the above conditions are met (four members / fifth in ten minutes) (see also see O.G. 2.17.09.01 for PPA). An interior attack can then be commenced if conditions allow for this.

Members at calls not requiring the use of SCBA will not be restricted to the above requirements.

Exception to the “2-In, 2-Out” rule

When a situation exists where less than four members are on scene, and immediate action would involve entering a structure to prevent loss of life or serious injury, members should carefully evaluate the level of risk they would be exposed to by taking such action.

The acceptable level of risk is directly related to the potential to save lives. When considering the level of risk and the survivability profile of any victim, members should keep in mind the following “Rules of Engagement”:

- 1. We will risk our lives a lot, *in a calculated manner*, to save SAVEABLE lives.**
- 2. We will risk our lives a LITTLE, *in a calculated manner*, to save SAVEABLE property.**
- 3. We will NOT risk our lives at all for lives or a building that are already lost**

If the situation warrants taking such risk, and the members are prepared to take such action after careful evaluation, then the other members enroute must be notified so they are ready to provide immediate assistance and backup on arrival.

- References:
- NFPA 1001 - Standard for Firefighter Professional Qualifications**
 - NFPA 1404 - Standard for Fire Service Respiratory Protection Training**
 - NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program**
 - Occupational Health and Safety (WorkSafe BC) Regulations, Policies, and Guidelines - Part 31 - Firefighting**
 - “Canadian Firefighters Handbook”**
 - IFSTA “Essentials of Firefighting”**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #1.04.04 issued 2012/03/15

Bow Horn Bay Volunteer Fire Department	O.G. # 1.05.02
Subject: Emergency Scene Traffic Control / Traffic Control Person (TCP)	pg 1 of 4

Purpose: **To mitigate the risk to firefighters, other emergency service personnel, and the public, at an emergency scene, by controlling the movement of vehicle traffic to create a safe working area, and to safely move traffic past the emergency scene.**

Scope: **All Fire Department personnel**

Policy: **Traffic Control Persons (TCP) perform a critical function at emergency scenes to ensure the safety of Fire Department and other emergency workers, and the public. The Bow Horn Bay VFD will implement Emergency Scene Traffic Control Operations as required.**

Occupational Health and Safety Guidelines require Emergency Scene Traffic Control Persons (TCP) to be trained in accordance to BC Construction Safety Alliance (BCCSA) Standards and be recertified every three years.

Occupational Health and Safety Guidelines limit Emergency Scene Traffic Control to two hours unless the Traffic Control Person is trained to the level of high risk workplace TCP. If it anticipated that the need for Emergency Scene Traffic Control will be longer than two hours, more qualified personnel (ie: Emcon, RCMP, private company) should be requested to provide Traffic Control.

Guidelines: Equipment:

The following traffic control equipment can be found in these apparatus: E-72, E-71, R-79, R-78, T-74, T-75, C-700, and C-701:

- **8 - 10 orange traffic cones**
- **4 (min) WCB approved safety vests**
- **2 Stop/Slow signs**
- **6 - 8 Electronic Flares (E-Flares)**
- **2 lighted traffic wands**

In addition, there is a pink “Emergency Scene Ahead” roadside sign in C-700, C-701, E-72, R-79, and R-78.

Operations:

Where an obstruction is created by BHBVFD apparatus, the apparatus driver, or a designated crew member, will, at the earliest possible opportunity, ensure the placement of traffic cones to create a barricade that will provide sufficient warning to approaching traffic to stop or avoid the obstruction. The I/C will ensure appropriate traffic control is established.

On arrival at an emergency scene that requires traffic control, the I/C, or a designate (ie: apparatus driver), will determine the most appropriate means of mitigating the safe flow of traffic. This may include, but not be restricted to:

- **closing the roadway to all traffic except emergency vehicles required at the scene**
- **designating a temporary traffic lane that will bypass the emergency scene - usually this will mean temporarily reducing a two-way road to one lane.**

When a temporary traffic lane must be utilized, the placement of cones, signs, and TCP's will meet the current standards of the BC Construction Safety Alliance (see the attached chart for placement of traffic cones and roadside signs, and lengths of tapers, based on the speed limit of the roadway where the temporary lane is being set up).

BHBVFD members assigned as TCP's will be members who have received appropriate training and are certified in Emergency Scene Traffic Control.

BHBVFD members assigned as TCP's will wear a WCB approved traffic safety vest while controlling traffic.

BHBVFD members assigned as TCP's will wear their helmets while controlling traffic, for their own safety, and to further identify themselves to approaching drivers.

TCP's will use "Stop/Slow" signs to help direct the flow of traffic (see the attached diagrams for the appropriate use of stop/slow signs).

In darkness, lighted traffic wands will be used to allow drivers to more easily identify the TCP, and to more clearly indicate the meaning of hand signals to drivers (see attached diagrams for hand signals to drivers, and use of wands).

In darkness, E - Flares may either be set on the ground, under traffic cones to light them from the inside, or on top of the traffic cones, to help mark the designated traffic lanes.

If additional lighting is required for the safety of TCP's working in darkness, the portable generator lights from R-76, R-78, or C-75 can be used to illuminate the areas where they are working. Other apparatus have portable floodlights that can be plugged into onboard generators, if required.

Each TCP will have a radio and will operate on channel 3 on BHBVFD radios, unless directed otherwise by the I/C.

Standard hand signals may also be used for communication between Traffic Control Persons (see the attached diagrams for the appropriate hand signals for communicating).

If the size of the emergency scene or a curve in the roadway prevents TCP's from seeing each other, or the entire route is not visible, another TCP should be stationed at a suitable point midway to help direct traffic.

TCP's must stay alert to ensure they are visible to oncoming traffic, and position themselves to allow for an escape route in the event a driver fails to see them.

An RCMP member has the authority to override a FD member acting as a Traffic Control Person and may take over their duties controlling traffic.

Training:

BHBVFD members qualified to teach Emergency Scene Traffic Control will be utilized to provide instruction to new members and requalify current members.

All members should be re-qualified as a TCP every three years as required by OHS guidelines.

New members should be trained during their 12-week probationary period so they can assume TCP duties as required at emergency scenes.

References:

Frontline Fire Training Course “Traffic Control Instructor”

OHS Guidelines and Regulations Part 18 for Traffic Control Persons

OHS Regulations 8.24 for traffic control vests

OHS Guidelines Part 31 for personal protective clothing

WCB PPE2 Standard for High Visibility Garments

CSA Standard Z96-02 High-Visibility Safety Apparel

BC Construction Safety Alliance Handbook “Traffic Control”

NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program

“Canadian Firefighters Handbook”

IFSTA “Essentials of Firefighting”

Signature of Fire Chief

Steve Anderosov

Issued on: 2016/08/22

This O.G. replaces O.G. #1.05.02 issued 2013/12/18

Bow Horn Bay Volunteer Fire Department	O.G. # 1.06.01
Subject: Apparatus Emergency and Non-Emergency Operation / Driver Training	pg 1 of 5

Purpose: **To ensure the safe operation of Bow Horn Bay FD apparatus when responding to emergency and non-emergency incidents, and to establish minimum requirements for training apparatus operators**

Scope: **All Fire Department Personnel**

Policy: **Members of the Bow Horn Bay FD will respond apparatus in a safe manner, in accordance with the regulations of the British Columbia Motor Vehicles Act and the requirements of NFPA 1002 and NFPA 1500**

Guidelines:

Bow Horn Bay FD Apparatus Operation:

Apparatus Drivers - Driver's Licence:

Apparatus drivers must possess a valid operator's licence for the class of vehicle they are operating.

Drivers of apparatus equipped with air brakes must possess an air brakes endorsement on their operator's licence.

Apparatus equipped with air brakes will be driven only by members who have completed a driver training course and been approved by a Bow Horn Bay FD Driver Instructor to drive the apparatus in emergency mode.

Members with a valid operator's licence that does not yet have an air brakes endorsement will be allowed to drive apparatus R-79, C-700, C-701, and M-709 in a non-emergency (routine) mode until they have completed a driver training course and been approved by a BHBFD Driver Instructor to drive those apparatus in emergency mode.

Trainee Drivers / Driver Testing:

Trainee drivers must possess a valid operator's licence for the class of vehicle they are operating.

Trainee drivers must possess an air brakes endorsement on their operator's licence before beginning a driver training course for the operation of apparatus equipped with air brakes.

Trainee drivers will be allowed to drive apparatus under the supervision of a Driver Instructor, or a qualified driver approved by the Driver Instructor, during their training period, to practice their driving skills.

Trainee drivers are required to complete a BHBFD driver training course and complete a *minimum* of six hours of driving to the satisfaction of a BHBFD Driver Trainer before being allowed to drive an apparatus alone.

A BHBFD Driver Trainer must be satisfied in the ability of a trainee driver before allowing him/her to drive an apparatus in emergency mode. Since this activity requires some skill and experience to accomplish safely, especially with apparatus equipped with air brakes, a Driver Trainer may require a trainee driver to complete more than the minimum of six hours driving before approving him/her to drive an apparatus in emergency mode.

A Driver Trainer may request a member to complete a driver's test at any time, to ensure the member's skills are adequate to safely drive an apparatus in emergency mode. A member may be required to complete additional training to the satisfaction of the Driver Trainer before driving an apparatus in emergency mode.

Driver Trainers:

Driver Trainers will ensure a member's driving skills are adequate to enable them to safely drive an apparatus in emergency mode.

Driver Trainers will keep a training record for each member.

General Guidelines for All Drivers / Operators:

The overriding priority in the operation of any apparatus is the safe arrival at an emergency incident.

The operation of Fire Department apparatus does not relieve the driver of any responsibility for the safe operation of the apparatus.

When an apparatus driver is under the direct supervision of an officer, the officer shall also be responsible for the safe operation of the apparatus.

Apparatus drivers will ensure all passengers are properly seated and seat belts secured before moving an apparatus.

Apparatus drivers shall comply with all BC traffic laws, including those rules and regulations specific to the operation of emergency vehicles.

During an emergency response, an apparatus driver will come to a complete stop for any of the following circumstances:

- red traffic lights
- stop signs
- uncontrolled intersections
- blind intersections
- any intersection, if all lanes of traffic cannot be accounted for
- school bus stopped with red lights flashing
- as directed by a police officer

After stopping, an apparatus driver will proceed through an intersection only when all lanes of traffic can be accounted for.

During either emergency or non-emergency operation, an apparatus driver will come to a complete stop at uncontrolled railway crossings and ensure it is safe to cross the tracks before proceeding.

During non-emergency operation, an apparatus driver will obey all the rules of the road and conform to all applicable laws and regulations governing the normal operation of a vehicle.

General Guidelines for All Apparatus Passengers:

All passengers of an apparatus will ensure they are properly seated and that their seatbelts remain fastened while the apparatus is in motion. (see exception below)

Passengers in the jump seats of E-71 or the rear seats of E-72, T-75 and T-74 will secure their seatbelts before donning SCBA enroute to an emergency incident.

Since E-71 has an open rear cab, while riding in the jump seats of E-71, members will wear their helmets and place the face shields in the down position. Hearing protection should be worn, and protectors are available next to each seat.

Members working on the hose bed of an apparatus, or standing on the running boards of an apparatus while working, will wear their helmets, properly secured.

Exception to the Seatbelt Rule:

There are only two exceptions that allow members to ride on an apparatus in motion while not secured by seatbelts:

- 1. Members who are First Responders and are requested by EHS to assist an ambulance crew enroute to a hospital will be exempt from wearing a seatbelt in the ambulance to provide assistance with patient pre-hospital care. While being transported back to the BHBFD Fire Protection District in the ambulance, the member will ensure a seatbelt is secured.**
- 2. While reloading large diameter hose from a long hoselay, it is permitted for two members (wearing helmets) to ride on the hose bed of E-71 or E-72 to facilitate loading the hose. The apparatus driver will slowly drive forward along the route of the hose lay while members following will guide the hose up to the members riding in the hose bed. There will be a spotter located on the driver side rear corner of the apparatus, positioned so as to be easily seen in the rear-view mirror by the apparatus operator. During this operation, the driver will have the driver's window open to be able hear any verbal commands from the spotter. The spotter will be responsible for watching the loading operation to ensure the safety of the members behind and on the apparatus. Should it be necessary due to vehicle positioning or manoeuvring limitations, hose can be reloaded while backing E-71 or E-72. The same precautions as above will be taken.**

- References:
- Frontline Fire Training Course “Driver Instructor Training”**
 - “Canadian Firefighters Handbook”**
 - IFSTA “Essentials of Firefighting”**
 - IFSTA “Pumping Apparatus Driver/Operator Handbook”**
 - NFPA 1002 “Standard for Fire Apparatus Driver/Operator Professional Qualifications”**
 - NFPA 1451 “Standard for a Fire Service Vehicle Operations Training Program”**
 - NFPA 1500 “Standard for Fire Department Occupational Safety and Health Program”**

Signature of Fire Chief

Geoffrey MacIntosh

Bow Horn Bay Volunteer Fire Department	O.G. # 1.07.02
Subject: Fire Hydrant Inspection, Testing, Marking, and Maintenance	pg 1 of 3

Purpose: To ensure the proper inspection, testing, and maintenance of fire hydrants is carried out according to NFPA standards, to provide a reliable water source for fire suppression.

Scope: All Fire Department Personnel.

Policy: Fire hydrants are an integral part of fire suppression activities. Hydrant maintenance, therefore, is extremely important to ensure hydrants will operate as expected when needed. Hydrants will be maintained as per NFPA standards and proper service records will be kept.

Guidelines: Fire hydrants will be marked for easy identification to facilitate record-keeping, as well as provide a means for members to identify hydrants at a scene; information needed by the pump operator (pressure/flow rate) can then be checked on a master list. Hydrants are marked with a copper tag. The tags are stamped with either a "B" (for Bowser W/W) or a "Q" (Qualicum Bay W/W) followed by a 3-digit hydrant number. There is a second number, located below the hydrant number which indicates the distance in inches from the hydrant to the isolating valve. This will facilitate easy location of the valve (some are buried) in event of an emergency shut-off.

Fire hydrants will be marked to indicate the expected flow rate. Caps and tops will be painted as follows:

- red < 500 USGPM
- orange 500 - 999 USGPM
- green 1000 - 1499 USGPM
- light blue 1500 + USGPM

Hydrant barrels will be painted red.

Fire hydrants will be fully serviced every two years. There are nearly 100 fire hydrants, divided almost equally between the two waterworks systems within the Bow Horn Bay Fire Service Area – the Bowser Waterworks system, and the Qualicum Bay, Horne Lake waterworks system. Hydrant servicing alternates between the two systems every second year, hence the two-year service cycle.

Full service involves removing the internal operating parts, inspection, cleaning, replacement of damaged or worn parts, and lubrication.

A flow test and pressure test should be done at the time of service, and service records updated. A flow test may not always be feasible, given the possibility of causing floods or washouts to private property adjacent to the hydrant. A pressure test can be done on all hydrants.

All inspection and service work, and flow/pressure test results, will be recorded and entered into the FirePro records management system.

Only approved Food Grade or Food Machinery grade grease or oil will be used for lubrication. Any other lubricant is prohibited since it may enter and contaminate the water system. The recommended lubricants are:

- **Purity FG mineral oil (for oil reservoirs)**
- **Purity FG Food Machinery Grease**
- **Jet Lube FMG premium food machinery grease**

Procedures:

Members will familiarize themselves with the hydrant types used in the BHB Fire Service Area, and their operating characteristics (See information guide attached)

Members will ensure hydrants are operated either fully open or fully closed. Partially open hydrants wash out drainage rock at the base of the hydrant and prevent the hydrant from draining.

Members will ensure hydrants are properly drained before replacing caps to prevent cold weather freezing. Caps need only be tightened slightly more than hand tight to prevent damage to cap gaskets.

Members finding a damaged or inoperative hydrant will report same immediately to the Fire Chief.

References:

NFPA 291 “Standard for Fire Flow Testing and Marking of Hydrants”

IFSTA “Essentials of Firefighting”

“The Fire Department Water Supply Handbook” by William F Eckman

AVK hydrant service manual

Terminal City hydrant service manual

Mueller hydrant service manual

Clow hydrant service manual

BHBFD Information guide for the operation of fire hydrants

Signature of Fire Chief

Geoffrey MacIntosh

Bow Horn Bay Volunteer Fire Department	O.G. # 2.02.00
Subject: Incident Command System (ICS)	pg 1 of 7

Purpose: **To establish a command system that can be applied consistently at all incidents.**

Scope: **All Fire Department Personnel**

Policy: **Incident Command will be implemented using the British Columbia Emergency Response Management System (BCERMS), which is based on the Incident Command System.**

Note that BCERMS uses the term "Incident Command System" (ICS). NFPA Standard 1561 "Standard on Emergency Services Incident Management System" uses the term "Incident Management System" (IMS). and the IFSTA Manual "5th Essentials of Firefighting" uses both terms. They mean the same thing. The BHBFD will use the term "ICS" since this is the common terminology of BCERMS, our mutual aid partners, and the BC Forest Service.

Guidelines: **The Incident Command System can be applied to incidents of all sizes and can be expanded to meet the needs of the incident as required. There are five operational sections under ICS, each with its own color code:**

Command: *(green)* The Incident Commander (I/C) has overall command of the incident. He/she may establish Command Staff Positions of Safety Officer, Liaison Officer, and Information Officer.

Operations Section: *(orange)* The Operations Section Chief reports to the I/C and manages the operations that directly affect the goal of resolving the incident, and organizes and directs personnel and equipment (ie: Staging is an Operations function) (Firefighters work under the Operations Section).

Planning Section: *(blue)* The Planning Section Chief reports to the I/C and is responsible for collecting and evaluating information, developing an Incident Action Plan, and tracking resources, including personnel (ie: Personnel Accountability is a Planning function).

Logistics Section: The Logistics Section Chief reports to the I/C and is responsible for obtaining needed facilities, services, materials, and equipment, including medical and food services, vehicles, equipment, and personnel (ie Water Supply is a Logistics function).

(yellow)

Finance and Administration Section: The F&A Section Chief is responsible for tracking and documenting costs of the incident. This section would normally be only used on a large, multi-agency incident. Smaller incidents involving mutual aid partners would be considered reciprocal and would not need interagency reimbursement.

(grey)

Note: The PAS boards use the same color coding to denote sections or identify positions under that section (see O.G. # 1.04.01 – ie: Personnel Accountability Position tag is blue)

The attached chart from BCERMS illustrates the Chain of Command for a Site Level incident.

STRATEGY - The general plan or course of action decided upon by the I/C to achieve firefighting objectives.

TACTICS - The operations or actions required to carry out the strategy selected by the I/C.

The I/C should develop an *Incident Action Plan (IAP)*, either written (large incidents) or unwritten (small incidents), to manage the incident. The IAP should identify the problems, strategies, and tactics needed to mitigate the incident. In the Primary Phase of the incident, the IAP should reflect the following three *strategic priorities* and the nine associated *tactical objectives* (note ITAC model under references):

1. Life Safety

Rescue / Search and Rescue / Primary Search

2. Incident Stabilization

Evacuate / Exposures / Confine / Ventilate / Extinguish

3. Property Conservation

Primary Salvage

Support objectives (which enable the tactical objectives to be met) such as water supply, access and egress, R.I.T. teams, Safety Officer, Accountability Officer, utilities, traffic control, rehabilitation, etc, must also be addressed.

Once the Primary Phase objectives have been met, and the incident stabilized, the I/C can initiate the Secondary Phase of the incident, which will reflect the same three *strategic priorities*, with three associated *tactical objectives*:

1. Life Safety

Secondary Search

2. Incident Stabilization

Overhaul

3. Property Conservation

Secondary Salvage

Additional *support objectives* such as utilities, air supply, ISO, rehab, water supply, lighting, customer support, etc, must also be addressed.

To assist the I/C, a list of Command considerations and tactical and support objectives are outlined on the Command PAS board and can be used as a guide in mitigating an incident.

The I/C may manage the incident by creating:

Divisions (geographical areas)

Groups (functional areas)

Teams (to perform a task)

to divide the work into smaller units (Division of Labor) to maintain proper Span of Control, and to provide Unity of Command (Report to only one Supervisor)

An optimum Span of Control is one supervisor to five staff.

A Team will consist of at least two members.

(Team numbering/call signs is addressed in SOG # 2.03.04 - see also chart attached)

As an incident grows, additional Sections can be activated (ie: Logistics Section can be activated to obtain additional resources).

In the event of a large-scale event beyond the capability or resources of Site Level management, an Emergency Operations Centre (EOC) may be established to support the Site Level operations.

The attached chart illustrates the Chain of Command for a larger scale incident where an Emergency Operations Centre was established to support the Site Operations

The additional attached charts illustrate how resources can be activated as an incident grows progressively in size from a Site Level incident to a larger incident requiring several Sections to be activated.

In the event of a multi-jurisdictional incident (ie: a forest fire that requires the aid of BC Forest Service), a Unified Command will be implemented. There will still be only one I/C, one IAP, and one Command Post, but representatives from other jurisdictions can be involved in the command process.

Procedures:

Primary Phase:

The Primary Phase of mitigating an incident starts when the first member arrives on scene and implements ICS by assuming command and advising dispatch. I/C will then be designated “Bow Horn Bay Command” or simply “Bow Horn Command. Other designations can be used as well, for example if Command was designated from a geographical location (ie: “Bovanis Rd Command”).

The I/C completes an initial size up of the incident and provides dispatch and other responding units with a brief description of the conditions at the scene.

ie: for a structure fire, a brief description of the building and its condition could be given as follows:

“Fire Dispatch from Bow Horn Bay Engine - 72...on scene...Bow Horn XX assuming Command...we have a 40x50, two storey, single family dwelling, wood frame structure, Alpha side facing the street, flames showing from the Delta side on floor 2, garage on the Charlie side may be exposed...Command is investigating - stand by for an update”

A Command Post, Personnel Staging, and Apparatus Staging areas may be established as required. Water Supply will need to be established for a Water Tender Shuttle.

If the incident is obviously going to be large and require many personnel, the I/C will implement the full Personnel Accountability System (PAS) immediately (see O.G. # 1.04.01)

The I/C will conduct a 360-degree walkaround, where possible, to investigate and obtain as much information as required to complete a proper secondary size-up.

The I/C should take the Command PAS board with him/her on the 360 walkaround so that the problems can be recorded, and/or a quick diagram of the building and its features can be made - or assign a member to do this.

Once the incident problems have been identified by the I/C, a secondary size-up report can be provided to the dispatcher and other units, with updated descriptions of the scene and its conditions.

ie: *“Fire Dispatch from Bow Horn Command...update on conditions - fire is showing from the Delta side on floor 2, at roof level, with heavy smoke, floor 1 appears clear, the garage on the Charlie side is not exposed, there is no basement, unknown if there are any occupants”*

A risk/benefit assessment should be done to minimize risk of injuries and accidents.

Problems can now be classified strategically as: *Life Safety, Incident Stabilization, or Property Conservation.*

Tactical Objectives (Rescue, Search and Rescue, Primary Search, Evacuation, Exposures, Confinement, Ventilation, Extinguishment, and Primary Salvage) can then be identified and the I/C can develop an *Incident Action Plan (IAP)*.

Support Objectives (ie: water, R.I.T., staging, rehab, etc.) are utilized to achieve the *tactical objectives* safely and effectively.

The IAP can be verbal for small incidents, but for larger incidents it should be written. The IAP should be understood by all personnel.

The I/C will call the Operational Mode: Transitional / Rescue / Investigating / Offensive / Defensive, and assign personnel and resources.

The I/C will request additional equipment, personnel, and resources as required for support.

If it has not yet been done, the I/C will establish a Command Post, and, if required, an Apparatus Staging Area, a Personnel Staging Area, and delegate positions using the ICS to maintain a proper Span of Control.

The I/C will ensure the safety and welfare of all members at the incident scene (ie: Personnel Accountability System / R.I.T. / Safety Officer / Rehab / Medical Services - these are *support objectives*).

The I/C will arrange assistance for persons displaced at an incident (use ESS call out procedure - see attached).

To assist the I/C, a list of common tactical and support objectives is outlined on the Command PAS board as a guide.

Secondary Phase:

When the tactical objectives of the Primary Phase have been completed, the I/C will advise Dispatch and other units that the incident is stabilized. The I/C can then address the same three strategic priorities of *Life Safety, Incident Stabilization, and Property Conservation* in the Secondary Phase. The tactical objectives of *secondary search, overhaul, and secondary salvage* can then be considered, utilizing the associated *support objectives* (ie: safety survey, investigation, lighting, customer support, etc.)

To assist the I/C, a list of common tactical and support objectives is outlined on the Command PAS board as a guide.

The I/C will release resources from the scene when they are no longer required.

The I/C will attempt to determine the cause of the fire. If the cause is suspicious, security may be posted at the scene, if necessary, to allow time for investigators from the Office of the Fire Commissioner or an insurance company to arrive on scene.

Change of Command:

A change of Command may take place on arrival of a more senior officer. A Situation Status Report will be provided to the arriving I/C, preferably face to face. The change of Command will be broadcast to all personnel by the former I/C to avoid confusion by members hearing a different voice issuing commands. If the senior officer is satisfied that the incident is being handled in a proper manner, he/she may leave the original I/C in Command.

Refer also to O.G. # 1.04.01 for Personnel Accountability System

- References:
- NFPA 1561 “Standard on Emergency Services Incident Management System”**
 - IFSTA Training Manual “Essentials of Firefighting, 4th Edition”**
 - Provincial Emergency Program document “British Columbia Emergency Response Management System - Overview”**
 - Part 9 of the BHBFD Safety and Health Program**
 - WorkSafeBC BC Regulations Part 3 “Rights and Responsibilities”**
 - NFPA 1670 “Standard on Operations and Training for Technical Search and Rescue Incidents”**
 - NFPA 1584 “Standard of the Rehabilitation Process for Members During Emergency Operations and Training Exercises”**
 - ITAC (Integrated Tactical Accountability & Communications System) Model of Incident Command by Battalion Chief Mark Emery**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. # 2.02 issued 2011/12/24

Bow Horn Bay Volunteer Fire Department	O.G. # 2.03.00
Subject: Radio Communications Procedures - Routine Calls	pg 1 of 4

Purpose: **To establish a basic procedure and protocol for radio communications.**

Scope: **All Fire Department personnel**

Guidelines: **Clear and concise radio communications are vital to efficient and effective emergency scene management. The first several minutes of an emergency scene can be chaotic while initial information and commands are being transmitted. A basic procedure for radio communication will contribute to a reduction in unnecessary radio traffic, less confusion, and a safer emergency scene.**

Members should identify themselves with the Fire Department name (i.e.: "Bow Horn Bay Engine 71") so that Fire Dispatch can differentiate between fire departments which may be using the same call sign on a different radio channel (ie: Powell River FD uses the same "7" designator as Bow Horn Bay FD, Courtenay FD has R-71, Cumberland FD has T-7)

The Bow Horn Bay FD will utilize the "4-C" model of radio communication. This is simple and effective, and provides a basic foundation for all radio communications.

The 4 "C's" are:

- **Connect**
- **Convey**
- **Clarify**
- **Confirm**

Connect: Before a message can be given, it is necessary to *connect* with the person it is intended for. To make contact, the call sign of the station *receiving* the call is stated first, followed by the call sign of the station *making* the call. The receiving station will acknowledge using the station name.

Note: the receiving station should not answer by just saying “go ahead” since the caller will not know if the correct station is acknowledging the call. The receiving station *must identify itself*. This will prevent confusion, misdirected messages, and save time by not having to repeat the message.

example:

I/C: “Bow Horn Engine 72, from Bow Horn Command”

Engine 72 Officer: “Bow Horn Engine 72” (or “Bow Horn Engine 72, go ahead”) (*note: it is not necessary to say “go ahead” - simply stating the call sign is sufficient to confirm the caller has connected with the intended receiver*)

Convey: Once the caller has *connected* with the intended receiver, the caller can then *convey* the message. Conversational radio traffic should be avoided since this uses up valuable air time. Messages should be clear and concise.

example:

I/C: “Engine 72, connect to the hydrant then park in front of the address” (*NOT “Engine 72, I want you guys to connect to the hydrant using a 4” line, then pull Engine 72 ahead and park in front of the address”*)

Clarify: Once the message has been *conveyed*, the receiving station will *clarify* the message.

example:

Engine 71 Officer: “Engine 72 copies, connect to the hydrant then park in front of the address”

Note: The caller (Bow Horn Command) now knows the intended receiver got the message and has understood it.

Confirm: The caller can now *confirm* the message that was *clarified* is the same as the one *conveyed*.

example:

I/C: “Affirmative, Engine 72”

Note: confirmation will end the communication. Both the caller and the receiver can be confident the message was received and understood correctly.

The entire exchange, then, will read similar to the following:

I/C: “Bow Horn Engine 72, from Bow Horn Command”

Engine 72 Officer: “Bow Horn Engine 72”

I/C: “Engine 72, connect to the hydrant then park in front of the address”

Engine 72 Officer: “Engine 72 copies, connect to the hydrant then park in front of the address”

I/C: “Affirmative, Engine 72”

This procedure can be applied to all routine fire department communications. Some minor variations exist with “MAYDAY” and “EMERGENCY TRAFFIC” calls because of their emergency nature.

**The term “MAYDAY” will be reserved only to report firefighters lost, trapped or otherwise in trouble.
(see O.G. # 2.03.01)**

**The term “EMERGENCY TRAFFIC” will be used to report other high priority communications.
(see O.G. # 2.03.01)**

**Members will use the Phonetic Alphabet to clarify spelling.
(List is attached)**

Procedures: Members will use the procedures outlined above to communicate using the radio, in conjunction with North Island Fire Dispatch O.G. 7.2.0 (see attached).

**References: 4 - C Communications Model by Mark Emery
North Island Fire Dispatch O.G. 7.2.0 (copy attached)**

Signature of Fire Chief

Steve Anderosov

Issued on: 2010/10/17

This O.G. replaces O.G. # 2.03 issued 2010/08/05

Bow Horn Bay Volunteer Fire Department	O.G. # 2.03.01
Subject: Radio Communications Procedures - Mayday / Emergency Traffic / Emergency Exit	pg 1 of 6

Purpose: **To establish a basic procedure and protocol for MAYDAY calls, PASS Alarms, Low Pressure Alarms, EMERGENCY TRAFFIC, and Hazard Area Emergency Exit radio communications.**

Scope: **All Fire Department personnel**

Guidelines: **Members will use the correct radio procedures as outlined in O.G. # 2.03.00 for routine calls. Some minor variations exist with “MAYDAY” and “EMERGENCY TRAFFIC” calls because of their emergency nature.**

Procedures: **MAYDAY CALLS:**

MAYDAY calls take precedence over other communications.

In the event of a situation where a member requires immediate assistance (disoriented, trapped, injured, etc) the member will transmit “MAYDAY, MAYDAY, MAYDAY”, state their Team call sign, give a brief description of their location, and condition.

example:

721-attack: “MAYDAY, MAYDAY, MAYDAY, from 721-attack. We are near the Bravo Charlie corner. Ceiling has collapsed and my partner is trapped. Require immediate assistance.”

The I/C will immediately acknowledge the Mayday call, and the Rapid Intervention Team will immediately deploy under the command of the R.I.T. Supervisor. Additional Teams will be placed on standby to render assistance as required by the R.I.T. Supervisor. The I/C will request an update on the Team’s condition and air supply, confirm their location, plus any other information the I/C deems necessary.

example:

I/C: “721 from Command - I copy your Mayday. R.I.T. is on the way. What is your status on injuries and air supply?”

721: “I am ok; my partner has his leg pinned under debris, possibly broken. Our air is between one quarter and one half.”

I/C: “Command copies your partner is pinned under debris, possible broken leg, and air at $\frac{1}{4}$ to $\frac{1}{2}$. 721, confirm your location.”

721: “We are next to the Bravo wall near the Bravo/Charlie corner. I will activate my PASS alarm.”

I/C: “Command copies you are next to the Bravo wall near the Bravo/Charlie corner, activating PASS Alarm. Help is on the way, 721...are there any other problems we should be aware of?” etc.

The I/C will switch all other units to a different radio channel. R.I.T. members and the Incident Safety Officer will remain on the Mayday channel. The R.I.T. Supervisor (or an officer delegated by the I/C) will assume command of activities directly related to the Mayday. The I/C will remain in command of fireground operations on the new radio channel. The Incident Safety Officer will monitor the Mayday response and liaise with the R.I.T. Supervisor. The Accountability Officer (if one is assigned) will switch to the new radio channel and continue monitoring other Teams in the hazard area. The R.I.T. Supervisor will maintain responsibility for the accountability of R.I.T. members as per O.G. # 1.04.01. He/she will keep the I/C updated on the progress of rescue activities.

There should be absolutely no hesitation in calling a Mayday. If you think you might be in trouble, you already are, and the longer a Mayday call is delayed, the longer it will take to get help.

PASS ALARMS:

While in the hazard area of the fireground a member hearing a PASS alarm for more than 10 seconds, with no Mayday given on the radio, can assume a member is in danger and cannot communicate. The member hearing the PASS alarm will make a Mayday call using the same procedure above, and advise the I/C that a PASS alarm is being heard. The above response procedures will apply.

LOW PRESSURE ALARMS:

A low-pressure alarm (bell) is an indication of a pending emergency situation - there is approximately $\frac{1}{4}$ of the air volume/pressure left in an air cylinder when the alarm sounds. This is about 5 - 7 minutes of usable air before the cylinder is depleted.

If a member's low-pressure alarm sounds while still in a hazard area, the team leader will immediately notify the I/C or the Division/Group Supervisor of the situation and provide their location and an estimate of the time it will take to exit.

A low-pressure alarm sounding in a hazard area is an indication a firefighter may be in trouble. If there is no immediate follow-up report as noted above the alarm will be considered an emergency until proven otherwise. If there is no response to a status request, a Mayday will be called. (see O.G. # 2.07.01 - SCBA / Air Management)

EMERGENCY TRAFFIC CALLS:

In cases where a priority communication is necessary to address potentially dangerous circumstances that exist (i.e.: an imminent potential for structural failure, rapidly changing fire conditions, water supply interruption, circumstance that pose a risk to firefighter safety, immediate exit of a building, or any circumstance the Incident Commander deems a danger to members) "EMERGENCY TRAFFIC" will be called three times to alert all members. All other communication will cease (unless there is a MAYDAY call, which takes priority) until the "Emergency Traffic" call has been completed.

“EMERGENCY TRAFFIC” can be called by any member to alert everyone to a potential danger.

example:

711-search: “EMERGENCY TRAFFIC, EMERGENCY TRAFFIC, EMERGENCY TRAFFIC...Command from 711-search - there is heavy flame impingement on the rafters - expect they will fail shortly.”

I/C: 711 from Command - I copy flame impingement on rafters with failure shortly...exit the building immediately.”

711: “711 copies - exiting the building.”

I/C: “Affirmative, 711.”

The I/C will then take whatever action is necessary to ensure the safety of all firefighters that may be affected by the “EMERGENCY TRAFFIC” situation.

***Note:* The “MAYDAY” and “EMERGENCY TRAFFIC” calls do not follow the exact “Connect” protocol of the normal “4-C” radio traffic procedure. The nature of the calls themselves will get the attention of the I/C, who will identify himself when acknowledging the call.**

EMERGENCY EXIT CALLS:

If the I/C deems it necessary for members to immediately exit a building or other hazard area, the command will be given using the “EMERGENCY TRAFFIC” procedures. All Teams in the hazard area will acknowledge the transmission. In addition, to help ensure all members are made aware of the exit order, a series of three consecutive long blasts of an air horn, done three times, will be sounded. *The I/C will ensure all personnel are accounted for and have exited the hazard area.* The I/C will request a PAR as per O.G. # 2.03.02. Should a Team not respond, R.I.T. will be deployed to locate them, if conditions allow.

example:

I/C: “EMERGENCY TRAFFIC, EMERGENCY TRAFFIC, EMERGENCY TRAFFIC...all units from Command...emergency exit the building...repeat, emergency exit the building...all units acknowledge”

710-attack: “710-attack copies - exiting building.”

721-attack: “721-attack copies - exiting building.”

711-search: “711-search copies - exiting building.”

I/C: “Command copies 710 / 721 / 711 exiting the building”

All teams will advise the I/C as soon as they have exited and have accounted for all team members.

ACTION BY NORTH ISLAND FIRE DISPATCH

(the emergency evacuation procedures by Fire Dispatch as per their O.G. # 7.2.1 have been revoked and no longer form part of this O.G.)

- References:
- 4 - C Communications Model by Mark Emery**
 - North Island Fire Dispatch O.G. 7.2.0 (copy attached)**
 - “Canadian Firefighters Handbook”**
 - IFSTA “Essentials of Firefighting”**
 - NFPA 1001 - Standard for Firefighter Professional Qualifications**
 - NFPA 1404 - Standard for Fire Service Respiratory Protection Training**
 - NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program**
 - Occupational Health and Safety (WorkSafe BC) Regulations, Policies, and Guidelines - Part 31 - Firefighting**

Signature of Fire Chief

Geoffrey MacIntosh

Bow Horn Bay Volunteer Fire Department	O.G. # 2.03.02
Subject: Radio Communications Procedures - PAR (Personnel Accountability Report) / W.A.T.	pg 1 of 5

Purpose: **To establish a basic procedure and protocol for Personnel Accountability Reports, utilizing the W.A.T. report format to provide Team Status Reports, via radio communications.**

Scope: **All Fire Department personnel**

PAR (Personnel Accountability Report):

- a systematic roll call of all Teams / Divisions / Groups, etc. assigned to an incident to confirm their status.

Guidelines: **Clear and concise radio communication is vital to efficient and effective emergency scene management. The first several minutes of an emergency scene can be chaotic while initial information and commands are being transmitted. A basic procedure for radio communication will contribute to a reduction in unnecessary radio traffic, less confusion, and a safer emergency scene.**

Accountability of members is vital to ensure their safety.

As part of the Accountability process, the I/C may request that teams report their status at any time by calling for a PAR, or Personnel Accountability Report (Status Report).

A PAR (Status Report) will also be requested from individual teams by the Accountability Officer at the 10 and 20 minute time markers he/she has established for those teams working in the hazard area (see O.G. # 1.04.01 - PAS).

Members responding to a PAR (Status Report) request will utilize the W.A.T. report format (see below and attached) to provide a short and concise report of their status information to their supervisor, the Accountability Officer, or the I/C.

Procedures: **When a PAR is requested, Supervisors and/or Team Leaders must verify the status of the personnel under their supervision and report back to their Supervisor or to Command.**

A Team Leader can verify his/her team's status by touch or voice since the team members are (or should be) together. Team Leaders will confirm the air supply of their team members as per the "Air" component of the W.A.T. report (see below).

Division / Group Supervisors will have to rely on radio communication with their teams to verify their status.

The I/C can request a PAR (Status Report) at any time, but it is mandatory in the event of any of the following:

- **a "MAYDAY" has been called**
- **a catastrophic event (flashover / backdraft)**
- **an emergency exit is called**
- **a change in strategy (from offensive to defensive)**
- **the incident is declared under control**

A PAR (Status Report) will also be requested by the Accountability Officer (if one is assigned) at the 10 and 20 minute time markers (see O.G. # 1.04.01 - PAS and O.G. # 2.07.01 - Air Management)

Members responding to a PAR request will use the "W.A.T." report format to send a quick status report to the I/C or Supervisor. The "W.A.T." report contains essential information concerning a team's location, remaining air, and team integrity. Additional comments on the team's activities or any changes to conditions found can be added as required.

W.A.T. Report Format

WHERE: the team's location

AIR: the lowest cylinder volume remaining is reported

TTEAM: confirm the number of members on the team

(conditions found can added if required, but may have already been reported by the team)

WHERE Report:

Where the team is located is given first - ie:

- "Floor 1 at the Bravo Charlie corner"
- "Floor 2 in the Delta quadrant"

AIR Report:

The remaining SCBA air cylinder supply is reported - ie:

- "air at 50%"
- "air between 25 and 50%"

NOTE: *The air report should be given only for the team member's cylinder with the least amount of air remaining, not all of them.*

TEAM Report:

Confirm the members of the team are accounted for - ie:

- "721 with three members"
- "710 with two"

A Division or Group Supervisor will request a W.A.T. report from the Team Leaders under his supervision. The Division/Group Supervisor will report team status to the I/C along with any changes or information that may impact the safety of the team - i.e.: “all teams accounted for; 721-attack reports conditions deteriorating with increase in heat and smoke”

A complete Personnel Accountability Report will be similar to the following (in this example, a Division Supervisor has also been assigned):

I/C: “Division Bravo from Bow Horn Command”

Div. B: “Division Bravo”

I/C: “PAR Status Report on your Division”

Div. B: “Copy Status Report on Division Bravo - stand by Command”

I/C: “Affirmative Division Bravo - standing by”

Div. B: “711-attack from Division Bravo”

711: “711-attack”

Div. B: “Status Report, please”

711: “Copy status report - stand by one...”

711: “Division Bravo from 711”

Div. B: “Division Bravo”

711: “711 is on Floor 1 at the Bravo/Charlie corner - air at 50-75% - 711 with three members.” “Division Bravo, be advised we are encountering heavy smoke and increasing heat”

Div. B: “Division Bravo copies Floor 1 at Bravo/Charlie, air 50-75%, with three, encountering heavy smoke and increasing heat”

711: “Affirmative Division Bravo”

Division Bravo will repeat the PAR (Status Report) request with the other teams under his/her command, then report back to the I/C:

Div. B: “Bow Horn Command from Division Bravo”

I/C: “Bow Horn Command”

Div. B: “All teams accounted for. 711-attack reports heavy smoke and increasing heat on Floor 1 at the Bravo/Charlie corner”

I/C: “Command copies all teams accounted for. 711-attack has heavy smoke and increasing heat on Floor 1 at the Bravo/Charlie corner”

Div. B: “Affirmative Command”

References: **4 - C Communications Model by Mark Emery**
Canadian Firefighter’s Handbook
IFSTA Essentials of Fire Fighting 5th edition

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. # 2.03.02 issued 2014/04/14

PAR

Personnel Accountability Report

(team status report)

Use the **W. A. T.** report format to provide a concise team status report when a PAR is requested. This is like three small reports in one:

Where Report:

Where are you?

i.e.: “F1 at the B/C corner...”
“F2 in the B quadrant...”
“basement at the A/D corner...”

Air Report:

How much air do you have remaining?
(report only the lowest cylinder volume - not each one)

i.e.: “air at 50%” “air between 25 and 50%”

Team Report:

Team members accounted for? Report number.

i.e.: “711-Attack with two members”
“720-Search with three”

Additional comments added as required

Example:

I/C: "721 from Bow Horn Command"

721: "721"

I/C: "PAR Status Report, please"

721: "We are on F1 and just reached the C/D corner...Air at 50%...721 with three."

I/C: "Command copies F1 at C/D corner, Air at 50, with three"

721: "Affirmative, Command"

Any additional information can also be reported as required, such as changes in temperature, smoke density, effectiveness of ventilation, or any other information that may be relevant.

Bow Horn Bay Volunteer Fire Department	O.G. # 2.03.03
Subject: Radio Communications Procedures - Radio Channel Usage	pg 1 of 13

Purpose: **To establish a basic procedure and protocol for radio channel usage.**

Scope: **All Fire Department personnel**

Policy: **The Bow Horn Bay FD will utilize the “4-C” model of radio communication outlined in O.G. # 2.03.00.**

The Bow Horn Bay FD will use the Phonetic Alphabet to clarify spelling as per O.G. # 2.03.00.

The Bow Horn Bay FD will use radio channel numbers common to all District 69 Fire Departments in order to avoid confusion and simplify communication during multi-agency incidents.

- **District 69 Fire Departments are as follows:**

Parksville

Qualicum Beach

Dashwood

Nanoose

Errington

Coombs/Hilliers

Bow Horn Bay

Deep Bay (Deep Bay operates on radio frequencies in the Comox Valley Regional District, but can access D69 Channels 1 and 2. Bow Horn Bay radios can access Deep Bay’s repeater and direct channels on Channels 10 and 18 respectively)

Guidelines:

Channel 1 is designated as the Home Channel for each Fire Department. The next 10 channels are identical for each FD. Channels 12 and above are up to individual Fire Departments to configure for their specific needs, but many of these channels are also duplicated between departments for ease of use.

Parksville FD and Qualicum Beach FD have their own specific frequency for use on Channel 1. The remaining District 69 Fire Departments share the D69 Main Channel 1.

The radio channel line-up for Bow Horn Bay FD is as follows:

pager: (ICOM Radios Only)

Channel 1: District 69 Main (repeater) (same as Ch8)

Channel 2: District 69 Tactical 1 (direct)

Channel 3: District 69 Tactical 2 (direct)

Channel 4: Parksville FD (direct)

Channel 5: Qualicum Beach FD (direct)

Channel 6: District 69 Operations (direct) (same as Ch20)

Channel 7: PEP Coordination (direct)

Channel 8: District 69 Main (repeater) (same as Ch1)

Channel 9: Forestry Silver (direct)

Channel 10: Deep Bay FD (repeater)

Channel 11: Lantzville FD (direct)

Channel 12: EHS (direct)

Channel 13: Fire Commissioner 1 (direct)

Channel 14: Fire Commissioner 2 (direct)

Channel 15: PEP Search & Rescue 1 (direct)

Channel 16: PEP Search & Rescue 2 (direct)

Channel 17: Qualicum Beach FD (repeater)

Channel 18: Deep Bay FD (direct)

Channel 19: Marine Emergency 16 (direct)

Channel 20: District 69 Operations (direct) (same as Ch6)

***** BHBFD ICOM brand radios are a radio / pager combination. In addition to the above 20 channels, there is also a channel marked “pager” that is not numbered, situated above D69 Main Ch1. This pager channel is also programmed for Ch1 but is automatically muted until a page is received. Receiving a page activates Ch1 and the page is heard the same as through a regular pager. A transmission can be made on this channel after the page is received, however the PPT key must be pressed within 30 seconds or it will revert to muted. Pressing the PTT key after the pager channel is muted has no effect on transmissions - the operator must switch to Ch1 to receive subsequent transmissions or they will be missed. Ch1 can be selected normally using the UP and DOWN keys or by pressing the red button on top of the ICOM radio to immediately switch to Ch1 from any other channel.**

Radio Channels and their Designated Use by BHBFD:

All the above noted channels are programmed in to all the portable radios, as well as apparatus radios on E-77, E-71, R-76, R-78, R-79, and C-75. The digital display screens will indicate the channel number first, then an abbreviated name of the channel. The screens display a different number of characters (either 8, 10, or 12) depending on the radio model, so the name may be displayed with fewer letters on some radios (i.e. “6 D69 DIR” or “6 D69 DR”)

The radios in apparatus T-72, T-74, and C-73 have a built-in limit of eight channels, and only a single digit display indicating the channel number. As a result, the most important channels had to be assigned to them in a different order than the other radios so a chart is available in each apparatus to help identify the correct channel usage. (channels are indicated below)

- **Channel 1 - District 69 Main (rptr) (Ch1 on 8 ch radios)**

Channel 1 is identical to Channel 8 (because of the Home Channel Guideline). Members will use Channel 1 to communicate with Fire Dispatch, for communication while enroute to a call, and for the initial setup and organization of an emergency scene. After that, Ch2 should be utilized to keep Ch1 clear for other emergency calls.

Transmitting on Ch1 or Ch8 activates a repeater to boost the signal strength to communicate with Fire Dispatch. Anyone using Ch1 or Ch8 in District 69 will hear those transmissions (see also Channel 6).

- **Channel 2 - Tactical 1** (direct) (Ch2 on 8 ch radios)

Normally, the I/C will advise all members on scene to switch to Channel 2 so as not to tie up Channel 1 (or 8) for other emergencies that may arise. Another FD may require the use of Ch1 at the same time, so switching to Ch2 as soon as possible will avoid confusion.

- **Channel 3 - Tactical 2** (direct) (Ch3 on 8 ch radios)

Channel 3 is the second Tactical Channel. It is generally used by BHBFD for practices, Traffic Control, or as required.

Members assigned to Traffic Control duties will switch to Ch3 automatically.

- **Channel 4 - Parksville FD** (direct)

Channel 4 enables communication with Parksville FD, in mutual aid situations.

- **Channel 5 - Qualicum Beach FD** (direct)

Channel 5 enables communication with Qualicum Beach FD, in mutual aid situations. (see also Ch17 - repeater)

- **Channel 6 - District 69 Operations** (direct) (Ch4 on 8 ch radios)

Channel 6 is a District 69-wide Operations Channel. Channel 6 is identical to Channel 20.

The receive and transmit frequency of Ch6 and Ch20 is the same as the receive frequency on Ch1 and Ch8 (repeater channels), but are direct only. Therefore, radio transmissions on Ch6 or Ch20 should not interfere with other Fire Departments using Ch1 or Ch8 unless they are within direct range of BHBFD transmissions. Because the receive frequency is the same as Ch1 and Ch8, transmissions from Fire Dispatch on Ch1 can be heard on Ch6 and Ch20. However, a transmission cannot be made to Fire Dispatch using Ch6 or Ch20 since the repeater is not activated.

Water Supply Operations on Channel 6 (or 20):

BHBFD will utilize Ch6 or Ch20 for Water Supply/Water Tender Shuttle Operations. When a Water Supply Officer is assigned, he/she will switch to Ch6 or Ch20 as required and coordinate water tender operations. Water tender operators will also switch to Ch6 or Ch20 and coordinate with the Water Supply Officer (switch the apparatus radio to Ch6 or Ch20 because it will transmit and receive better than the portable radios, and leave a portable radio on Ch1 or Ch2 as required to monitor scene operations). The Water Supply Officer and/or water tender operators may communicate with the pump operator on either Ch1 or Ch2 as required (on scene, this should be Ch2), but will switch back to Ch6 or Ch20 to continue water supply activities. Ch6 can also be utilized for Vehicle Staging operations or other uses as required.

Because D69 Operations Channel is common to all D69 Fire Departments, the Water Supply Officer should be able to communicate with all water tender apparatus at a mutual aid incident.

First Responders on Channel 6 (or 20):

Ch6 or Ch20 will be used by First Responders on scene at an FR call. When a page is received, the senior member available should acknowledge the page by radio. All responding FR's should log-in their response via the lamResponding system.

Members passing by the Firehall enroute to an FR call should pick up Rescue 76, advise Fire Dispatch they are enroute in that apparatus, and state the number of members on board. They will notify Fire Dispatch when they arrive on scene.

Members on scene will switch to Ch6 or Ch20 so they can still receive transmissions from Fire Dispatch, but their transmissions will only be direct to other members. If Fire Dispatch needs to be contacted, members will need to switch to Ch1 to activate the repeater.

- **Channel 7 - PEP CO-ORDINATION 1** (direct) (Ch5 on 8 ch radios)

PEP CORD 1 is a “Combined Events” channel.

(PEP is the Provincial Emergency Program)

It allows Fire Departments, EHS, and the RCMP to communicate and coordinate on a common channel.

Generally, this is used for site organization and should not be used as a tactical channel.

It can also be used for communication with BCAS helicopters.

- **Channel 8 - D69 Main** (repeater)

Channel 8 is identical to Channel 1.

- **Channel 9 - Forestry Silver** (direct) (Ch6 on 8 ch radios)

“Silver”, one of several radio channels used by the BC Forest Service (Wildfire Management Branch). It will be utilized when a District 69 FD is assisting the WMB, to facilitate communications at a forest fire or interface fire. See also Ch13 and Ch 14.

- **Channel 10 - Deep Bay FD** (repeater)

Channel 10 enables communication with the Deep Bay FD using their repeater. This will allow BHBFD apparatus to notify the Deep Bay I/C that they are enroute, from a distance greater than the direct channel would allow. Once on scene, and at the request of the Deep Bay I/C, the apparatus radio and portable radios may be switched to Deep Bay direct (Ch18) to keep their repeater channel clear for other emergencies.

- **Channel 11 - Lantzville FD** (direct)

Channel 11 enables communication with Lantzville FD for mutual aid.

- **Channel 12 - EHS / BCAS (direct)**

Channel 12 can be utilized, generally by First Responders, to communicate with BCAS Paramedics enroute to their location, to update them on patient condition. *This should be used only if the situation is serious enough to warrant updating them (i.e. - a heart attack patient with no pulse or respirations, and CPR/AED is commenced).* It is recommended that the FR I/C on scene request Fire Dispatch relay a request to the responding Paramedics to contact the I/C on Ch12.

It would also be good practice for the I/C to place his/her radio in scan mode to monitor for transmissions from BCAS in the event Paramedics try to contact the I/C for an update.

- **Channel 13 - Fire Commissioner 1 (direct) (Ch7 on 8 ch radios)**

Channel 13 is a designated Fire Commissioner's channel. It is a common channel for all Fire Departments in British Columbia, enabling multi - Fire Department communication.

It can be used for communication between the BC Forest Service (Wildfire Management Branch) and D69 FD's at interface fires.

It can be utilized as an emergency tactical channel.

In the event of a Mayday call, the I/C will switch all personnel not involved in the Mayday emergency to Ch13 and continue incident scene operations on that channel. R.I.T. will remain on the original channel (Ch1 or Ch2) with the team calling the Mayday, as per SOG 1.04.03 (R.I.T. Procedures).

- **Channel 14 - Fire Commissioner 2 (direct)**

Channel 14 is also a designated Fire Commissioner's channel. Used as per Ch13 above.

- **Channel 15 - PEP Search & Rescue 1** (direct)

Channel 15 is used by volunteer Search and Rescue teams and to liaise with other emergency agencies

- **Channel 16 - PEP Search & Rescue 2** (direct)

Channel 16 is used by volunteer Search and Rescue teams and to liaise with other emergency agencies, or when a nearby team could interfere with the operations of another team.

- **Channel 17 - Qualicum Beach FD** (repeater)

Channel 17 enables communication with Qualicum Beach FD from a distance further than Ch5 (direct) would allow.

- **Channel 18 - Deep Bay** (direct) (Ch8 on 8 ch radios)

At the request of the Deep Bay I/C, BHBFD personnel and apparatus would switch to Ch18 to keep their repeater channel clear for other emergencies. See also Ch10.

- **Channel 19 - Marine Emergency channel 16** (direct)

Channel 19 enables communication with the Canadian Coast Guard on Maritime Channel 16. Maritime Ch16 is monitored continually, and is the Distress, Safety, and Calling frequency on the Maritime Mobile Service. Maritime Mayday calls and safety messages are transmitted on Ch16. It is also used to contact other stations. Once contact is made, both parties switch to another channel (i.e. - Ch68) to carry on a conversation. When the conversation is finished, both parties switch back to Ch16 to monitor.

During a Maritime Mayday, Channel 16 becomes the designated channel for the duration of the Mayday and it is cleared once the emergency is over.

- **Channel 20 - District 69 Operations (direct)**

Channel 20 is identical to Ch 6. It is placed in the Channel 20 position to enable a quick switch between the D69 Main channel (Ch1) and the D69 Operations channel (Ch6). Instead of switching through five different channel settings to go from Ch1 to Ch6, simply switch back a single channel from Ch1 to Ch20, and vice versa to go back to Ch1. This is more convenient for Pump Operators that need to communicate between operations on Ch1 and Water Supply on Ch6 or Ch20.

Self-Paging and Calling Fire Dispatch:

To deliver a message to members via their pagers, radios can be used to trigger a specific group of pagers using pager codes.

For Kenwood radios, the pager groups and codes are:

- General Page (all) 227#
- First Responders 220#
- Officers 224#

To Activate a Self-page on a KENWOOD Radio:

1. Switch to Channel 1 on a Kenwood portable radio equipped with a numerical keyboard, or Ch1 on a Kenwood mobile radio equipped with a numerical keypad on the microphone, and press and hold the PTT (push to transmit) button.
2. Type the pager code for the group the page is intended for (General / FR / Officer), followed by the pound (#) key. This will cause the selected group of pagers to tone, and open the channel to allow a transmission.
3. Wait a moment for the pagers to tone, state your message into the radio microphone as per normal, then release the PTT button. The message will be transmitted to the pagers. Releasing the PTT button will end the page.

To Call Fire Dispatch on a Kenwood Radio:

When a line to Fire Dispatch is not open (i.e.: repeater disabled because there is no radio traffic or the Dispatcher has not activated it), it is possible to dial up the dispatcher and open the line.

1. Switch to Channel 1 on a Kenwood portable radio equipped with a numerical keyboard, or Ch1 on a Kenwood mobile radio equipped with a numerical keypad on the microphone, and press and hold the PTT (push to transmit) button.
2. Type the dispatch code *911 (star 911). This will activate the repeater and alert Fire Dispatch that someone is calling.
3. Wait a moment for the repeater to activate and open the line to Fire Dispatch, speak into the microphone as per normal, identifying yourself to Fire Dispatch, then release the PTT button:

(i.e. - Fire Dispatch from Bow Horn Bay XX, with emergency traffic / non-emergency traffic, etc.)
4. Fire Dispatch will acknowledge your call or may ask for clarification (i.e. - "Unit calling Dispatch go ahead"). Ensure that you identify yourself so that the dispatcher knows who is calling, then provide the reason for your call.

To Activate a Self-page or Call Fire Dispatch on an ICOM Combined Radio / Pager:

- 1. Switch to Channel 1. Press the P0 button to bring up a menu choice - “GEN PAGE” / “FR PAGE” / “OFR PAGE” / “DISPATCH”**
- 2. Use the Ch Up or Ch Down key to scroll through the choices and select the pager group or dispatch, as required.**
- 3. Press P0 again. This will activate the pager group and cause the pagers to tone, or will open Channel 1 to Fire Dispatch.**
- 4. Pager - press the PPT button and state the pager message into the radio microphone as per normal, then release the PTT button to end the page.**

Fire Dispatch - speak into the microphone as per normal, identifying yourself to Fire Dispatch, then release the PTT button:

(i.e. - Fire Dispatch from Bow Horn Bay XX, with emergency traffic / non-emergency traffic, etc.)

Fire Dispatch will acknowledge your call or may ask for clarification (i.e. - “Unit calling Dispatch go ahead”). Ensure that you identify yourself so that the dispatcher knows who is calling, then provide the reason for your call.

- 5. To exit the menu, either turn the radio off and back on, or press the PTT button and release, or wait about 30 seconds. Either of these methods will switch the radio back to Channel 1.**

Additional Functions on Icom Radios:

Icom radios utilize a keylock function. Pressing and holding key P1 for a second or so until a beep is heard will lock all the keys and prevent them from functioning. A small key shaped icon will appear on the display. Locking the keys will prevent accidental activation of the self-page function and prevent accidental channel changes if the radio is bumped against an object. This could seriously impact member safety if they are unknowingly on the wrong radio channel and fail to hear commands, or try to call for help.

After a radio channel is set, members will activate the keylock to prevent unwanted channel changes while the radio is in the pocket of turnout gear.

The keys can be unlocked again by pressing and holding key P1 a second time.

ClearCommand Communications System:

BHBFD currently has five MSA ClearCommand Voice Amplifier / Radio Interface units in service on E-77. Five MSA airmasks have an internal microphone installed that is connected to a voice amplifier unit mounted on the left side of the mask. It can also be plugged into an MSA remote microphone to allow two-way radio communications without having to talk through the mask into a microphone or radio. The result is much clearer radio communications (see attached manual for more information).

The ClearCommand units will only function with Kenwood radios and MSA remote microphones. E-77 only is currently equipped with the five ClearCommand units, five dedicated Kenwood radios, and each of the five SCBA harnesses has an MSA remote microphone attached. Four CC units are located in the cab, and the fifth is a spare located in the SCBA cabinet of E-77. Members crewing E-77 will utilize the ClearCommand system (except the Pump Operator, who has one of the dedicated Kenwood Radio with a set of earphones attached).

References: **"4 - C Communications Model" by Mark Emery**
 North Island Fire Dispatch O.G. 7.2.0 (copy attached)
 Combined Events Radio Project (CERP) information circular.
 Canadian Power and Sail Squadron Maritime Radio Course
 manual
 MSA ClearCommand Communications System manual

Signature of Fire Chief

Steve Anderosov

Issued on: 2015/04/13

This O.G. replaces O.G. # 2.03.03 issued 2014/06/20

Bow Horn Bay Volunteer Fire Department	O.G. # 2.03.04
Subject: Radio Communications Procedures - Radio Call Signs	pg 1 of 6

Purpose: To establish a basic procedure and protocol for designating team radio call signs.

Scope: All Fire Department personnel

Guidelines: The ability to communicate clearly is vital to any emergency operation. By establishing clear and concise team call signs, the chance of error and miscommunication is reduced.

The Bow Horn Bay VFD will utilize the “4-C” model of radio communication outlined in O.G. # 2.03.00.

Members will use the Phonetic Alphabet to clarify spelling as per O.G. # 2.03.00.

Fire Departments neighboring the Bow Horn Bay VFD can be identified by their own unique number, as follows:

1. Coombs/Hilliers
2. Errington
3. Nanoose Bay
4. Parksville
5. Qualicum Beach
6. Dashwood
7. Bow Horn Bay
8. Deep Bay

Many FD uses this number as the first digit of their apparatus numbers. A letter may be used to indicate apparatus type.

The apparatus in the Bow Horn Bay VFD is identified with a letter indicating the type of apparatus, followed by the fire department number (7), then a unique apparatus number.

Apparatus are numbered as follows:

E-71, E-72, T-74, T-75, R-78, R-79, C-700, C-701

E = Engine T = Tender (or Tanker)

R = Rescue C = Command

If the letter is dropped from the apparatus number, it can still be identified by its numerical designation.

Using only the numerical part of the apparatus number and adding a '0' (zero) or a '1' as a suffix, standard team call signs can be assigned to each team in a responding apparatus. Team call signs for each apparatus then will be:

- E-71 710 / 711
- E-72 720 / 721
- T-74 740 / 741
- T-75 750 / 751
- R-78 780 / 781
- R-79 790 / 791

Command Unit numbers are not used for team numbering

Team call signs ending in '0' (ie: 710, 740, 780, etc) will designate the team with the captain or senior firefighter who is in charge of the apparatus (the "truck officer").

Team call signs ending in '1' (ie: 711, 741, 781, etc) will designate the firefighter team on the apparatus.

The member assigned to remain with the apparatus, or who is assigned as pump operator, will use the apparatus number as a call sign (ie: E-71, T-74, R-78, etc).

This will provide a number of benefits to communications and operations at emergency scenes, especially at structure fires:

- team call signs will be standardized and can be used at any emergency scene that require teams.
- team call signs are unique to each apparatus and will always be the same for that particular apparatus
- team call signs cannot be accidentally duplicated
- team call signs are assigned while enroute, so teams know their call sign even before arriving on scene, and can begin operations as soon as they arrive, without the additional distraction of making sure a call sign is designated by the I/C.

- the I/C can immediately identify which apparatus a team is assigned to
- the apparatus officer (or “truck officer”) can always be identified by the call sign ending in ‘0’
- the firefighter team can always be identified by the call sign ending in ‘1’
- a team’s numbered call sign will not change during an incident (the only exception would be if a team member is re-assigned to a different team)

To further identify a team at an emergency scene (especially a structure fire), their assigned task can be added as a suffix to their numbered call sign. Examples of assigned tasks would be ‘attack’, ‘search’, ‘vent’, etc. So, a team with the numbered call sign ‘721’ and assigned the task of ventilation, would identify themselves as ‘721-vent’ when they called on the radio.

Adding their assigned task after their numbered call sign will immediately clarify what the team is doing when they call on the radio. Once a radio connection is made, the task designation can be dropped during the radio conversation. Teams working together on a task can also drop the task designation when calling each other on the radio.

As already noted above, a team’s numbered call sign will not change during an incident (except as noted for re-assignment). Their assigned task, however, could change several times. In the above example, once ‘721-vent’ completed their task, they could be assigned the task of fire attack. Continuing to use the call sign ‘721-vent’ would be confusing for the team itself, for the I/C, and for other teams operating on that channel. Confusion can be avoided simply by changing their call sign to ‘721-attack’ to reflect their current task. This immediately clarifies to the I/C and to other teams exactly what ‘721’ is doing when they call on the radio. Their numbered call sign remains the same for accountability, and there is no chance the call sign can be accidentally duplicated.

Procedures:

(*See page at end of SOG for photo examples of Passports)

On the dashboards of apparatus E-71, E-72, T-74, T-75, R-78, and R-79, are two velcro-backed boards called “passports” which identify “Bow Horn Bay” and the apparatus number. The white passport is for the I/C and the yellow passport remains in the apparatus (see OG # 1.04.01 - PAS)

Each passport has two blue team tags affixed to it. Each team tag is numbered with a unique team call sign based on the apparatus number. As previously noted, apparatus team call signs (and therefore each team tag number) will end in either a ‘0’ or a ‘1’. For example, each passport in apparatus E-71 will have team tags numbered ‘710’ and ‘711’, and in T-74 they will be numbered ‘740’ and ‘741’.

Team members will use the unique team tag number as their call sign throughout the incident (the only time a member’s numbered call sign will change is if the member is re-assigned to another team). When a team is assigned a task, the task name will be added as a suffix to their numerical call sign and will become part of their call sign until they are relieved and return to personnel staging or they are assigned another task.

Team call signs ending in ‘0’ (ie: 710, 720, 740, etc) will be assigned to the team which includes the member in charge of the apparatus (depending on staffing levels, this could be either a captain or senior firefighter).

**Should a member be required to remain with the apparatus (ie: driver stays with apparatus while the vehicle is staged, or a member is assigned as the pump operator), the ID tag for that member will be placed directly onto the top part of the passport itself, and that member’s call sign will be the apparatus number (ie: E-71). This way the I/C will know that there is a member with the apparatus and can contact the apparatus directly.

Each blue team tag can hold up to three member ID tags, which will allow for designating a three member team, if required.

It is the responsibility of the member in charge of the responding apparatus (the “truck officer”) to assign each team call sign to members in the apparatus by placing the member’s ID tags onto the corresponding numbered team tags of both passports (minimum two members per team).

This will start the accountability process.

On arrival at an incident scene, the white passport is given to the I/C and the yellow passport remains in the apparatus. It is the responsibility of the apparatus officer to make sure the white passport is turned in to the I/C.

Members arriving in their private vehicles will report to the I/C and provide one ID tag. If a Personnel Officer has been assigned, arriving members will report to the Personnel Officer and provide an ID tag. The I/C (or Personnel Officer) will assign the member as required (ie: to a team from an apparatus currently on scene, to a R.I.T. team, to personnel staging, etc.).

Additional Members Arriving on Scene:

In instances where personnel arrive on-scene and are not already assigned a call sign - ie:

- **BHBVFD members arriving on-scene in their private vehicles**
- **other FD members arrive as a result of a mutual aid request**

can either be assigned to existing teams, or additional teams with their own call numbers can be created.

Additional teams are made up by simply adding the next higher available number after any BHBVFD apparatus number. Additional call signs will always have to end in ‘2’ or higher since ‘0’ and ‘1’ are already in use on the apparatus. For example: if two BHB members arrive in their own vehicles, they could be assigned call sign 712 (since 710 and 711 are already in use) (also see “Mutual Aid” below).

Any BHBVFD apparatus number could actually be used to assign call signs, which results in a wide range of call signs available (about 60) Once it is assigned, a team call sign will not change during the incident (except as previously noted). A call sign should never be re-used during the incident, even if that team is taken out of service. A new call sign should be created instead.

Mutual Aid:

Members arriving for mutual aid from Dashwood VFD would use their current team numbering system. For example, members on Engine 61 will be identified as Engine61-O (Oscar) for the officer, and Engine61-T (Tango) for the firefighter team. Similarly, Tender61 teams will be Tender61-O and Tender61-T. For purposes of passport accountability, these call signs are fully compatible with the numbering system for Bow Horn Bay VFD. It is essentially the same system, just different numbers – i.e. 720 = Engine61-Oscar for the officer team, or 721 = Engine61-Tango for the firefighter team.

Mutual aid members from Deep Bay may have to be assigned their call numbers the same as BHBVFD if they do not already have one assigned. Members on Engine 81 will then be identified 810 / 811, respectively. This would have the additional benefit of being able to identify which fire department is calling on the radio, being able to identify the apparatus officer from his call sign (ending in '0'), and the ability to assign officers from that department to supervise their own members. Additional Deep Bay FD members arriving on scene can also be assigned call signs using their own FD apparatus numbers (812, 813, etc.).

References:

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. # 2.03.04 issued 2015/07/27

Bow Horn Bay Volunteer Fire Department	O.G. # 2.03.05
Subject: The lamResponding Emergency Responder Reply System	pg 1 of 8

Purpose: **To establish a procedure for the use of the lamResponding (IAR) responder call-in system for the Bow Horn Bay Volunteer Fire Department.**

Scope: **All Fire Department personnel.**

Context: *Members are reminded that the North Island 9-1-1 (Fire Dispatch) pager system is the PRIMARY means of receiving notification of emergency calls. The lamResponding system is used as a secondary means of receiving call-out information and for tracking members.*

The BHBVFD utilizes the lamResponding responder call-in system to track members responding to pager calls. This is the primary function of the system, though it can be used for a number of other useful purposes, such as call records and attendance management, event tracking, training and course attendance tracking, and inventory tracking, to name a few.

Each member, on joining the Bow Horn Bay VFD, receives a Fire Department Number (FDN) (may also be referred to as a Regimental Number) based on the locker number that he or she is assigned.

The member's name and FDN, as well as other pertinent information such as address, phone number, cell phone number, contact information, etc. is entered into the IAR system by an administrator. The member is provided a username consisting of the letters bhbfd followed by the member's Fire Department Number (i.e.: bhbfd13). If the FDN is a single digit, a zero "0" will precede the FDN (i.e.: bhbfd07). The member is also assigned a random series of numbers, letters, and symbols as a password. This enables the member to log in to the IAR system and obtain or change information at the access level they have been granted. Though members are able to reset their password, it is recommended they use the one assigned. Members should NOT change the username they were provided. Should a member forget their password, an administrator can reset the password again.

On receiving a pager call, members responding are required to log-in to IAR with an appropriate response to the call. This can be done a number of different ways:

- home phones can be programmed to speed dial the IAR system landline number and response codes
- cell phones can be programmed to speed dial the IAR system cell phone number and response codes
- smartphone users can install a free iPhone, iPad, or Android app to log their response into the IAR system

Landline phones must be programmed to speed dial an IAR toll free number: 1-855-286-4973.

Cell phones must be programmed to speed dial a regional number: 1-778-805-1403.

A log-in call is answered by an automated voice asking the caller to “enter 1 through 9”. The keypad number that corresponds to their response is then entered, as follows:

- 1 – Respond HALL 1 - responding to the main firehall
- 2 – Respond HALL 2 – members are responding to R-78
- 3 – Respond DIRECT - responding directly to the scene
- 4 – Respond DELAYED - responding but is delayed
- 5 – CANCELLED - cancelling their response

(BHBFD only uses 5 of the 9 possible codes. If no code is entered by pressing keys 1-5, the system will automatically default to their coded default response)

Once the appropriate response code is entered, the call can be terminated.

The IAR system records the log-in, and the member’s name and response action is then displayed on the computer monitor at the firehall (located between bays E-71 and E-72), on the iPads installed in E-72, R-79, C-700, and C-701, and on any smartphone on which a member is logged in. The display also indicates the estimated default time until the member arrives at the hall. With this information, an officer or senior firefighter can then make an informed decision to leave the hall immediately with the current complement of members if no one else is responding or members are delayed, wait a brief time for the arrival of other members to complete a full crew on an apparatus, or call for mutual aid.

For this system to work properly, is essential that all responding members log in to the IAR system immediately on receiving a pager call.

The log-in process takes 10 seconds or less if the log-in phone number is programmed as a speed dial on a phone, and even faster using the smartphone app. The few seconds it takes to log-in to IAR results in a considerable benefit and potential time saving at the firehall. By quickly scanning the list of responding members shown on the computer display, time is not wasted by waiting unnecessarily for members that are not responding, are delayed, or have cancelled their response.

Members will be reimbursed for using their private home phone and/or cell phone to make log-in calls. The reimbursement will only apply to members attending practice.

Members are required to log in from home when the Thursday night pager test is activated (if they are attending practice).

Member log-in is automatically transferred into the IAR incident record or practice record. The BHBFD treasurer uses this information to calculate member's firefighter pay.

This system is automated, so members that do not log in for incidents or for practice night pager tests *will not be reimbursed for the incidents or practices they attend, since there will be no record of their attendance in the IAR system.*

NOTE: IAR will only record member log-ins within 15 minutes of a call notification. After that, a log-in will not be recorded. (e.g. - logging in after returning to the hall from an incident will result in no record of the member responding to the incident). *This also defeats the purpose of using the system in the first place - which is to identify members RESPONDING.* If a member is unable to log in to IAR because of a technical issue (e.g. - power outage and phones not working), they must notify an officer so they can be entered manually into the IAR system when the call record is completed.

*****It is the responsibility of each member to ensure they are logged in at incidents, and at practice.**

Procedures:

1. PRACTICE NIGHTS:

On receiving a pager test on Thursday evening (usually about 1830 hours), members attending practice will log in the IAR system, using either their home phone, cell phone, or the IAR smartphone app. The response on practice nights should be

“1 – Respond HALL (responding to firehall)”

Log-in should be done before leaving home. Though it is possible to log in directly at the hall, logging in from home will ensure members get into the habit of logging in before leaving home when responding to an incident pager call - they will not have time once they arrive at the hall.

2. PAGER CALLS:

On receiving a pager call for an emergency, responding members will log in to the IAR system immediately, using either their home phone, cell phone, or the IAR smartphone app *before* responding to the call, and enter the appropriate response code number.

For members using a landline or cell phone, at the prompt “enter 1 through 9”, members will enter their response code number as follows:

1 – Respond HALL (responding to the firehall)

2 – Respond HALL 2 – members are responding to R-78

3 – Respond DIRECT - responding directly to the scene

4 – Respond DELAYED - responding but is delayed

5 – CANCELLED - cancelling their response

For members using a smartphone app, it is simply a matter of starting the app and choosing the appropriate response from the menu under the “Respond Now” button.

****IMPORTANT****

If a member enters a code 1 – HALL (responding to hall), then realizes he or she may be delayed, they must immediately call IAR again and enter code 4 – DELAYED (responding, but delayed). Members already at the hall will then be notified of the delay and are not left waiting unnecessarily for a member to arrive. Apparatus can then respond immediately.

If a member enters a code 3 – DIRECT (responding direct to scene), this will notify members at the hall that they will not have to wait for that member to arrive and can respond the apparatus immediately.

If a member has entered a code 1, 2, 3, or 4 but then finds they are unable to respond (e.g. - car won't start or has a flat tire that prevents them from responding) the member must immediately call IAR again and enter code 5 – CANCELLED. This will notify members at the hall that the member has cancelled their response and is not able to respond.

Action by North Island 9-1-1 (Fire Dispatch):

Fire Dispatch, on receiving an emergency call, will page out the BHBFD as per normal using the pager system. This is the primary means of notifying members of an emergency call. At the same time, an automated email with the call information is also sent to the lamResponding system. BHB pagers have a unique channel for General, First Responder, and Officer notifications. Likewise, there is a unique email address for General, First Responder, and Officer notifications sent to the lamResponding system. On receiving the email from Fire Dispatch, IAR resends this information to the appropriate group of members either as a text message on a cell phone, an email, or as a smartphone app notification, depending on how each member's profile has been configured in the IAR system. A member could have multiple methods configured and receive multiple IAR notifications. The system is very fast, with calls sometimes coming through the IAR system before the pager tones sound the call.

Action by Bow Horn Bay VFD Members:

The proper use of the IAR system benefits all members, so it is essential that all members responding to a pager call immediately log their appropriate response into the IAR system. Member responses are indicated on the “Now Responding” section of the IAR monitor at the firehall, on any computer logged in to IAR by any member, and on the smartphones of members using the IAR app. Any member can then determine immediately who is responding to a page and can then make appropriate decisions on staffing apparatus at the firehall to respond in a timely fashion.

New recruits will be assisted with the log-in process during their 12-week probation and are encouraged to log into the IAR system at 1830 on Monday nights, even though they have not yet been issued a pager. This practice will prepare them for using the system once a pager is issued to them. After their probation, it will be their responsibility to log in to the system as per the guidelines above.

Action by Bow Horn Bay VFD Officers and Captains after an Incident:

An Officer, Captain, Lieutenant, or senior Firefighter authorized to do so will be responsible for clearing the IAR log-in “Now Responding” display after an incident. Generally, this will be the person who assumed Command at an incident.

The log-in display can be cleared using any computer an authorized member is logged into, by using the iPads in E-72, R-79, C-700, or C-701, or by using an iPhone app an authorized member is logged into. **The display screens at the firehall cannot be used for this since they do not have the access permission required.** Authorized members must log into a computer *using their own credentials* in order to clear the log-in display.

The display can be cleared immediately after the incident since IAR keeps a record of the members’ log-in response. The display must be cleared as soon as practicable after the completion of an incident to avoid confusion should another call be received while the old information is still displayed.

If the old log-in information is still showing on the display, members must log in again on receipt of a new call so that IAR can record their response. The old log-in information will not be recorded on the new call, even if the previous responses are still showing on the display.

An incident record must be created on the IAR system as soon as practicable after the call is cleared from IAR.

A call number for the incident will be generated, using the incident date, in the following format:

70-yy-mmdd-xx

70 – identifies Bow Horn Bay FD (Station 7)

yy – year of the incident

mmdd – month and day

xx – the incident number for the day:

-01 for the first incident of the day

-02 for the second incident

-03 for the third incident, etc.

For example, 70-18-0103-02 identifies Bow Horn Bay, the year 2018, January 03, and the second call for the day (regardless of General, FR, or Officer page).

This will allow incident information to be easily located on the IAR system, and in the FirePro Records Management System.

While entering the incident record information, IAR automatically records all the members who logged a response within 15 minutes of a call being dispatched. Although members can be manually added to an incident record, this should be unnecessary - it is a member's responsibility to log in. A manual entry should only occur if a member is unable to log in because of a technical issue.

Action by Bow Horn Bay VFD Training Officers after a Practice:

Officers, Captains, Lieutenants, and Instructors have IAR permissions to complete the practice records on IAR.

A practice record should be completed after the regular Thursday evening fire practice.

Action by Bow Horn Bay VFD Training Officers after a Course or Class:

Officers, Captains, Lieutenants, and Instructors have IAR permissions to add course or class information to IAR.

Courses and classes should be added as soon as practicable after its completion so a proper record of the members attending is kept.

References:

Reference Material from IamResponding (Emergency Services Marketing Corp., Inc.)

Agreement between IAR (Emergency Services Marketing Corp.) and the Bow Horn Bay Fire Department.

Agreement between North Island 9-1-1 Corporation, the Bow Horn Bay FD, and the Regional District of Nanaimo

Attachments:

IAR Smartphone Applications Instruction Manuals

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #2.03.05 issued 2015/01/18

Bow Horn Bay Volunteer Fire Department	O.G. # 2.05.01
Subject: Response of Apparatus and Members / Members On-Scene / Available Personnel	pg 1 of 5

Purpose: **To ensure an appropriate and timely response by BHBFD apparatus and personnel, set minimum staffing levels for apparatus response, and set minimum staffing levels to ensure the safety of on-scene personnel at an emergency scene.**

Scope: **All Fire Department Personnel**

Policy: **The Bow Horn Bay Volunteer Fire Department will respond appropriate apparatus and personnel (including mutual aid assistance) to an emergency incident.**

BHBVFD members will only conduct operations that can be safely performed by the available members on-scene.

Guidelines:

Apparatus Response:

The BHBVFD deploys different apparatus to different types of emergencies. The list below is a guideline, it does not represent a complete list of calls for each apparatus, nor is it meant to restrict the type of calls to which a given apparatus would respond. Though members generally should respond the apparatus to the calls indicated, the I/C can request apparatus as deemed appropriate for the circumstances.

- **Command C-700: Fire Chief Unit / CP**
- **Command C-701: Deputy Chief / Duty Officer / CP**
- **Engine E-72: First Due Engine at Structure Fires / Wildland Fires / Brush Fires**
- **Engine E-71: Second Due Engine at Structure Fires**
- **Rescue R-78: MVA / Auto-X / Vehicle Fires / minor Hazmat / Air Cylinder Refill**
- **Rescue R-79: FR / LAR / Any Emergency Incident**
- **Tender T-74: Wildland Fires / Brush Fires / Water Shuttle / LAR (as anchor point)**
- **Tender T-72: Water Shuttle / LAR (as anchor point)**
- **Maintenance M-709: Hydrant Maintenance**

Number of Members Required on an Apparatus:

Typically, the number of personnel that arrive at the firehall in answer to a page is a limiting factor in any emergency response. As in any volunteer fire department, at any given time of day there will not be a full roster of personnel available. This will directly impact the number of personnel staffing an apparatus before it leaves the hall. Realistically, there cannot be a requirement for a minimum number of members on an apparatus before it leaves the hall, since having to wait for a specific complement of members to staff an apparatus could unduly delay its response. The ideal number would be five, but in practical terms, 3 members could staff Engine E-72 for a response to a fire call - that is, 2 members as an initial attack team, and 1 driver/pump op (exterior attack only until sufficient members arrive to safely mount an interior attack - see O.G. # 1.04.04). The senior member or the driver/pump op can act as the initial Incident Commander until arrival of an officer.

For a motor vehicle fire, R-78 should be the apparatus to respond with 3 members - 2 members as an attack team and 1 member to operate the pump.

Though all members should endeavour to go to the firehall first, there will be times when this is not possible. If it is apparent that there will be members arriving later at the hall, or circumstances require members to go directly to the incident scene (ie: blocked road, or close to scene and requested by I/C), it may be necessary for an apparatus to leave the firehall with 2, or even 1 member on board to provide a timely response. A member arriving directly at the scene before any apparatus can provide a scene assessment for other responding units, start life-saving medical interventions as a First Responder, or begin making the scene safe. They can then become part of the crew of the first arriving apparatus (depending on the circumstances). This will, of course, also be at the discretion of the I/C. Members will respond to the hall when possible, to pick up apparatus – without apparatus on scene we cannot mitigate an incident.

OHS / WCB / NFPA safety requirements for firefighters on scene must also be met, so if an apparatus leaves the hall with minimum personnel, any additional personnel requirements can be filled through mutual aid requests, in addition to the members who arrive directly at the scene.

The circumstances and type of call will also dictate the number of members to staff an apparatus.

For example:

A structure fire call in an area not protected by hydrants will require Engine E-72 to respond. If five members arrive at the hall and all of them responded in E-72 there would quickly be a problem with water supply. A Water Tender Shuttle would have to be established, so responding with three members on E-72 and one each on T-74 and T-75 would be more appropriate, to provide a water source. Members arriving at the hall later can then respond in either R-79 (for medical services), E-71, or R-78 as required (mutual aid will undoubtedly have been requested as well, for additional personnel and apparatus).

A captain or senior firefighter can make the decision to staff apparatus at the hall, unless advised otherwise by the Chief or the I/C.

A chart of apparatus response guidelines is posted in various places in the firehall, as a quick reference.

Number of Members on Scene - Structure Fire

Occupational Health and Safety Regulations and NFPA Standards require four members on scene before an interior structural fire attack can commence, and only if additional members can be expected within ten minutes to make up a two-member rescue team. See O.G. # 1.04.04 for details of the “2-In, 2-Out” rule.

Members at calls not requiring the use of SCBA will not be restricted to the above requirements.

Procedures: Apparatus Staffing:

On receiving a general page, all members will report to the firehall. This will ensure an adequate number of members are available to respond apparatus. Members will advise the I/C of the number of members staffing an apparatus as it leaves the firehall, so that the I/C can develop an IAP based on the members available, or request additional manpower by mutual aid, if required. If members are unable to get to the firehall (ie: road blocked) they will notify the I/C (if possible) and advise if they are able to attend directly to the scene. The member's PPE can be placed aboard any responding apparatus, so it can be donned at the incident scene.

See O.G. # 1.01.09 regarding response by R-79

See O.G. # 2.06.02 regarding response by Water Tenders

In general, apparatus should leave the hall in the following order for the given call types - see also the attached "Apparatus Response Order Guideline" chart. R-79 should attend all calls for medical support of injured members. This response order may be changed by the I/C, depending on the circumstances found at the scene.

- **Command C-700 (Chief) will attend all calls**
- **Command C-701 (D/C, Duty Officer) will attend all calls**
- **Structure Fire (in areas served by good hydrants):**
E-72, E71, R-79, R-78, T-74, T-75
- **Structure Fire (in areas with no / poor hydrants):**
E-72, T-74, T-75, E-71, R-78, R-79
- **Forest / Brush Fire (no hydrants):**
E-72, T-74, T-75, E-71, R-78, R-79
- **Motor Vehicle Fire:**
R-78, E-72, R-79, E-71
- **Motor Vehicle Accidents:**
R-78, E-72, R-79, E-71
- **Low Angle Rescue:**
R-79, T-74, T-75, E-72, R-78
- **First Responder:**
R-79, R-78

(see also the attached Apparatus Response Guidelines charts)

- References:
- Part 9 of the BHBVFD Safety and Health Program**
 - OHS Guidelines Part 31 “Firefighting”**
 - NFPA 1500 “Standard on Fire Department Occupational Safety and Health Program”**
 - NFPA 1561 “Standard on Emergency Services Incident Management System”**
 - NFPA 1720 “Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments”**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. # 2.05.01 issued 2014/02/05

Bow Horn Bay Volunteer Fire Department	O.G. # 2.06.02
Subject: Water Supply / Hydrants / Water Tenders / Water Supply Officer (WSO)	pg 1 of 7

Purpose: **To ensure a response procedure by BHBVFD personnel with Water Tenders and to establish the duties of a Water Supply Officer (WSO).**

Scope: **All Fire Department Personnel**

Policy: **The BHB Fire Department will respond Water Tenders as required to locations within the BHB Fire Service Area not supported by hydrants, or to supplement hydrants in areas where hydrants have a low flow rate (under 500 USGPM).**

Water Tenders may also respond to

- **Low Angle Rescue situations where they can be used as an anchor points for the rope rescue system**
- **mutual aid requests by neighboring fire departments**

Guidelines:

Available Apparatus:

The BHBVFD can respond two Water Tenders - units T-75 and T-74. Each has a capacity of 1500 IMPG (1800 USG). However, since a Water Tender does not completely empty, the nominal usable capacity is approximately 1350 IMPG (1600 USG).

When the BHBVFD receives a mutual aid request for water tenders, one unit will respond (T-75) with a crew of two members (both should be accredited drivers). The Fire Chief or Duty Officer will determine if a second Water Tender (T-74) will respond, given the personnel available and the need to provide adequate fire protection in the BHB Fire Service Area.

Dashwood VFD can also respond two Water Tenders, units T-61 and T-62. Each has a capacity of 1500 IMPG (1800 USG), and a nominal usable capacity of 1350 IMPG (1600 USG).

Dashwood VFD SOG's require (when they receive a mutual aid request for Water Tenders) their nearest tanker with a crew, and their duty officer to respond. If a second tanker is required, it will be at their Chief's / Duty Officer's discretion, depending on their manpower availability and the need to provide adequate fire protection in the Dashwood Fire Service Area.

Procedures:

Members:

On receiving a general page, all members will report to the firehall as per SOG 2.05.01. This will ensure that an adequate number of members is available to respond apparatus. One member at the firehall will advise the I/C of the number of members available at the firehall, so that the I/C can request additional manpower by mutual aid, if required.

Members with radios will advise the I/C if they are unable to get to the firehall (ie: road blocked) and will advise if they are able to attend directly to the scene. The member's PPE can then be placed aboard the responding apparatus and donned at scene.

Incident Commander:

The I/C will determine if one or more Water Tenders are required, depending on the circumstances and location of the incident, and will notify members at the hall.

A captain or senior firefighter at the hall may make this determination as well (ie: if the I/C cannot be contacted) and assign personnel to apparatus as required.

If a Water Shuttle is required, both Water Tenders will respond, and at least one other Water Tender should be requested for mutual aid from Dashwood FD. *If there is any uncertainty about whether to respond an apparatus, it should respond. Better to have it and not need it, than need it and not have it.*

Generally, the I/C will assign tasks to Water Tender teams by radio while they are enroute. These tasks include, but are not limited to:

- **assigning a Water Supply Officer.**
- **setting up a port-a-tank for drafting into E-72 or E-71.**
- **locating a suitable water source for resupply. This could be a hydrant, a static water source such as a lake or pond, or the BHBFD water tank reservoirs.**
- **setting up portable pumping equipment, suction hoses, and supply lines at a water source for refilling tenders.**
- **if not required for relay pumping, E-71 could be tasked to draft from a water source to enable faster water tender refilling.**

Apparatus Response:

In general, any call involving any type of fire outside of the areas served by fire hydrants will require a response with E-72, T-74, and T-75, and an additional Water Tender from Dashwood. If more Tenders are required, they can be requested from Coombs FD or Errington FD, or Dashwood may be able to provide its second Tender.

After Engine 72, the first Water Tender to respond should be T-74. Since this unit can pump water directly from its storage tank using an onboard pump, it can be used for attack purposes on wildland fires or as a regular Water Tender as part of a shuttle.

The second Water Tender to respond should be T-75.

Response will be dictated by available personnel, but each Water Tender could respond with only one member if that is all that is available. This would put both Tenders into service until additional personnel become available. (see O.G. # 2.05.01)

Personnel arriving at the firehall after E-72, T-74, and T-75 have left will respond in E-71, R-79, and R-78 (from Spider Lake area) - each with one member if that is all the available personnel. The Incident Commander may also designate the response order as required by the incident.

Water Supply Officer (WSO):

The Water Supply Officer (WSO) will be identified by a yellow (Logistics) vest marked "Water Supply". Vests are in T-75, T-74, C-700, C-701, and E-72. A WSO PAS board is available in those apparatus as well.

When a WSO has been assigned, all Water Tenders will be under the supervision of the WSO and will communicate directly with him/her on an assigned radio channel (this should be District 69 Operations – Ch6), and not with the I/C.

If a WSO has not yet been assigned, Water Tender crews will communicate directly with the Pump Operator. This also applies to incidents where BHBFD Water Tenders are assigned as mutual aid units in other jurisdictions.

Water Tender crews will report to the WSO when they arrive on scene and provide him/her with a blue team tag from the white passport in the apparatus, with their personal ID tags affixed.

The WSO will record the Water Tender unit number (ie: T-74), the member(s) on board (tags), and the usable capacity of the Water Tender (this is generally 90% of the total capacity). T-74 and T-75 each hold 1500 IMPG (1800 USG), with a usable capacity of 1350 IMPG (1600 USG). Capacities should be recorded in USG since flow rates are calculated in USGPM.

The WSO is responsible for locating, establishing, and maintaining a steady water supply to the incident, and the staging and movement of Water Tenders at the scene.

The WSO will determine alternate sources of water supply to reduce the delivery time of Water Tenders operating as part of the water shuttle.

The WSO should keep a log of Water Tenders and personnel, the number of loads from each Tender, and the usable volume of water supplied by each Tender. The turnaround time (time from dropping a load, and returning with another) should be recorded as well, so the available flow rate can be determined. For this purpose, a Water Supply Officer board is available in T-74, C-75, and R-76.

Maps in each apparatus showing hydrant locations and water supply sources can be used to determine water supply points.

Water Sources in BHB FPD:

Water Systems and Fire Hydrants:

The Bow Horn Bay Fire Service Area has two community water systems that supply water to fire hydrants:

Bowser Waterworks

90,000 USG reservoir with 35+ hydrants

Qualicum Bay / Horne Lake Waterworks:

150,000 USG in each of two reservoirs with 50+ hydrants

NFPA standards require the following fire flows for 1 or 2 storey residential homes less than 4300 square ft in size:

500 USGPM exposures > 100 ft away

750 USGPM exposures 31 - 100 ft away

1000 USGPM exposures 11 - 30 ft away

1500 USGPM exposures ≤ 10 away

There are approximately 100 fire hydrants total on the Bowser water system and the Qualicum Bay water system. Of these, about 40 flow less than 500 USGPM, and the remainder flow between 500 and 1000 USGPM. Only three can supply more than 900 USGPM.

Consequently, at some locations served by fire hydrants it will be necessary to immediately supplement the hydrant flow with a Water Tender shuttle (ie: less than 500 USGPM - these hydrants will be marked with either yellow or red tops and caps). In areas where there are substantial exposures, it will be necessary to provide a Water Tender Shuttle for any hydrant.

BHBFD fire hydrants are color coded as follows:

- orange top and caps 500 to 999 USGPM
- yellow top and caps 250 - 499 USGPM
- red top and caps < 250 USGPM

Depending on the size of the fire and exposures, it may be prudent for the first arriving member(s) to determine if a Water Tender Shuttle will be required, based on the hydrant color coding, and position the first due Engine accordingly, so a port-a-tank can be set up for drafting.

***** NOTE ** Setting up a Water Tender resupply at a hydrant on the same water system being used to supply an Engine at an incident scene may cause a significant drop in the line pressure while refilling a Water Tender. This may cause a negative pressure at the Engine, resulting in a backflow condition that could draw contaminated water into the water main. When this happens, a water test usually results in the presence of E coli, and a boil water advisory must be issued for all customers on that system. When setting up a Water Tender Shuttle, another source other than the water system supplying the Engine should be utilized (see below).***

Locations Requiring Response by both Water Tenders:

Water Tenders will be required in the following areas not served by fire hydrants:

- **all areas west of 4559 Crosley Rd (the location of last hydrant on Crosley Rd)**
- **all areas on Goodyear Rd and Bradshaw Rd**
- **all areas south of Whistler Rd on Horne Lake Rd (the location of last hydrant on Horne Lake Rd)**
- **Whistler Rd east of Horne Lake Rd**
- **all areas south of the Inland Island Highway and Horne Lake Rd**

Alternate Water Source Locations available to Water Tenders:

- **Crosley Rd Water Tank - 15,000 USG**
- **Horne Lake Rd / Shayla Rd Water Tank - 3,000 USG**
- **Deep Bay FD hydrant on Jamieson Rd, just off West Island Highway - flow rate 750 USGPM (request permission from Deep Bay Fire Chief)**

Alternate Water Source Location - available by portable pump:

- **130 m from end of Shayla Rd, on left side of foot trail**
- **end of Lakeview Rd at Spider Lake**
- **pond next to dirt trail at end of Craven Close**
- **end of Charlton Rd - Nile Creek**

Response to Mutual Aid Requests for a Water Tender:

A Mutual Aid request from another FD will be received via a general page and members will respond to the firehall.

When a mutual aid request for a Water Tender is received, the BHBFD Fire Chief, or Duty Officer will determine if one or both Water Tenders will respond, and the number of members to crew each unit. A captain or senior firefighter at the hall can also make this determination.

Unless a request is made for personnel, in addition to a Water Tender, generally only two members will be required to crew a Water Tender. Where possible, a captain or senior firefighter should be one of the crew members. Both members should be accredited drivers. If personnel are also requested, a full complement of 5 members can crew the tender.

If additional personnel are also requested, the BHBVFD Fire Chief or designate will determine the number of members to send, given the availability of members and the need to provide fire protection in the Bow Horn Bay Fire Service Area.

Full PPE (either turnout gear or forestry gear) should be worn, appropriate to the type of call.

References: **NFPA 291 “Standard for Fire Flow Testing and Marking of Hydrants”**
“Canadian Firefighters Handbook”
IFSTA “Essentials of Firefighting”
“The Fire Department Water Supply Handbook” by William F Eckman
IFSTA “Pumping Apparatus Driver/Operator Handbook”

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/0130

This O.G. replaces O.G. # 2.06.02 issued 2013/01/17

Bow Horn Bay Volunteer Fire Department	O.G. # 2.07.01
Subject: Self Contained Breathing Apparatus (SCBA) and Air Management	pg 1 of 5

Purpose: **To ensure the proper use of Self Contained Breathing Apparatus (SCBA) by Bow Horn Bay VFD members, to provide guidelines for Air Management and safe operations in IDLH (Immediately Dangerous to Life and Health) atmospheres, and to provide a response protocol for Low Pressure Alarm activations.**

Scope: **All Fire Department Personnel**

Policy: **All members of the BHB Fire Department will wear SCBA and full PPE while operating in IDLH (Immediately Dangerous to Life and Health) atmospheres. IDLH atmospheres include, but are not limited to, the following:**

- **toxic atmospheres (with or without fires)**
- **smoke**
- **elevated temperatures**
- **oxygen deficiency**

Guidelines:

Definition: ***Air Management***: **An ongoing assessment by individual firefighters and/or teams who are using SCBA to ensure a sufficient supply of air is available to safely exit an IDLH atmosphere before the low pressure alarm sounds.**

Information: **The BHBFD currently uses SCBA manufactured by MSA (Mine Safety Appliances). It features a Mask Mounted Regulator (MMR) and is an open-circuit type SCBA (used air is exhaled from the unit after breathing).**

Each unit is equipped with an Integrated Control Module (ICM) that functions as a remote cylinder pressure gauge, a Personnel Alarm Safety System (PASS), and the transmitter for the Heads Up Display (HUD) on the mask, or facepiece.

A separate Low Pressure Alarm assembly connects to the air cylinder valve assembly and is designed to sound a bell continuously when the air cylinder pressure/volume drops below 25% - about 550psi, or 5 - 7 minutes of air.

The SCBA air cylinders are rated for 2216 psi and have a capacity of 45 cubic feet of air, which allows approximately 30 minutes of use. This is an ideal figure - actual usable air time could be much less, depending on factors such as:

- work rate
- fire conditions
- stress
- fitness

In a hot environment, with a firefighter working hard, the usable time could be as low as 15 minutes.

Responsibilities: *It is the responsibility of individual firefighters to monitor their air supply by regularly checking the remote pressure gauge of their SCBA and to pay attention to the HUD (Heads Up Display) indicators to ensure they have sufficient air to safely exit an IDLH atmosphere/hazard area before the low-pressure alarm sounds.*

That being said, the team leader must also be aware of the air supply of his team members and make allowances for that during their assigned task.

Under no circumstances will team safety be jeopardized by remaining in a hazard area longer than necessary to provide a safe margin to exit. Thought should be given to begin exit at 50% capacity of the member with the lowest cylinder gauge reading, giving due consideration to the time it will take to exit, the remaining usable air time, and the existing and/or projected hazard conditions.

Procedures:

Members and Team Leaders:

Members will ensure they have a full cylinder (minimum 2000psi) before they enter an IDLH atmosphere. Members must check their remote pressure gauges at intervals and be aware of their facepiece HUD (Heads Up Display) lights. *Members will notify the team leader when the HUD or remote pressure gauge indicates 50% remaining air.*

Team leaders will notify the I/C or their Division/Group Supervisor when the first team member's HUD light activates (two yellow flashing lights) to indicate 50% remaining air, or when their remote pressure gauge indicates 50% capacity (1100 PSI). This will allow for some pre-planning to replace the team in a timely fashion.

If a member has to leave the hazard area, the entire team must also exit to maintain team integrity. Under certain circumstances it may not be necessary for the entire team to exit (i.e.: three members working as a team near an exit - one could leave and the other two remain as a two-person team - but this must be communicated to the I/C). The team leader will notify the I/C or Division/Group Supervisor of the need to exit and confirm when exit is made. (see O.G. # 1.04.01 - PAS)

Response to Low Pressure Alarms:

A low pressure alarm in an IDLH atmosphere is an emergency situation - there is approximately $\frac{1}{4}$ of the air volume/pressure left in the cylinder when the alarm sounds. This is about 5 - 7 minutes of usable air before the cylinder is depleted. Members MUST exit the IDLH atmosphere/hazard area immediately if a low pressure alarm sounds.

If a member's low pressure alarm sounds while still in a hazard area, the team leader will immediately notify the I/C or the Division/Group Supervisor of the situation and provide their location and an estimate of the time it will take to exit.

A low pressure alarm sounding in a hazard area is an indication a firefighter may be in trouble. If there is no immediate follow-up report as noted above, the alarm will be considered an emergency until proven otherwise. If there is no response to a status request, a Mayday will be called. (see O.G. # 2.03.01)

Accountability Officer:

In support of Air Management and Personnel Accountability, the Accountability Officer (if assigned) will call teams for a PAR (Personnel Accountability Report) at their 10 and 20-minute markers. The team leader will confirm the air supply of team members and report back with a W.A.T. report (see O.G. # 1.04.01 - PAS and O.G. # 2.03.02 - PAR).

Scenario example:

- a team enters the hazard area after checking in with the AO**
- 5 minutes is required to get to their assigned position**
- 5 minutes of work is completed when the first call from the Accountability Officer is received at the 10-minute marker - air is reported between 50 and 75% by the Team Leader.**
- 5 minutes more work is completed and one member reports two yellow flashing LED's on his HUD. The Team Leader notifies his Division Supervisor and advises the team will remain another 5 minutes. A relief team is sent in by the I/C.**
- 5 minutes more work is completed, and the Team Leader advises the Division Supervisor that the team is exiting and the relief team is taking over. The second call from the Accountability Officer is received at the 20-minute marker - air is now reported between 25 and 50% by the Team Leader.**
- at this point the team has been in the hazard area 20 minutes and there remains 30-40% or about 10-13 minutes of usable air left. The low pressure alarm will sound at 25%, or about 7 minutes remaining. This leaves 3 - 6 minutes to exit before the low pressure alarm bell sounds. If the team begins their exit immediately (and assuming it will take 5 minutes to exit), there will be sufficient air to exit prior to the low pressure alarm sounding, *if* the remaining air supply is near the 40% mark. If the air supply was at the 30% mark, it is likely the low pressure alarm would sound just before the team's exit.**
- in the above scenario the team leader, using proper Air Management and having given due consideration to exit time, conditions, and remaining air supply, elected to begin exit at the 20-minute marker to ensure a safe margin of time to exit before the low-pressure alarm sounded. The call from the Accountability Officer confirmed the 20-minute marker.**

IMPORTANT: It must be remembered that the 5-7 minutes of air left in a cylinder when the Low Pressure Alarm bell sounds is an emergency supply only. It is intended to provide a safety margin in the event an incident occurs where a firefighter is unable to exit. It allows a firefighter to call a Mayday and allows for a short period of time for a RIT team to locate him/her before running out of air. If a firefighter ignored the Low Pressure Alarm and continued to work, and then found they were unable to exit, he/she may not have enough air left to be able to call a Mayday and would not have enough air to survive until found by a RIT team.

References:

“Canadian Firefighters Handbook”

IFSTA “Essentials of Firefighting”

NFPA 1001 - Standard for Firefighter Professional Qualifications

NFPA 1404 - Standard for Fire Service Respiratory Protection Training

NFPA 1500 - Standard on Fire Department Occupational Safety and Health Program

NFPA 1981- Standard on Open Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services

Occupational Health and Safety (WorkSafe BC) Regulations, Policies, and Guidelines - Part 31 - Firefighting

MSA SCBA, ICM, and Clear Command ICM user’s manuals

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. # 2.07.01 issued 2014/04/14

Bow Horn Bay Volunteer Fire Department	O.G. # 2.10.01
Subject: Life Safety Rope	pg 1 of 3

Purpose: To ensure that all life safety ropes are properly maintained so they are in a safe condition and ready for use.

Scope: All Fire Department Personnel in general, and specifically members trained in Low Slope Rescue.

Guidelines: Only ropes specified for Life Safety according to NFPA 1983 are to be used for Low Slope Rescue operations.

Life Safety Rope used for Low Slope Rescue will be a nylon composition, minimum diameter of 12.5mm (1/2"), General Use, Static Kermantle design, with a minimum breaking strength of 42kn (approx 9400lbs / 4200kg).

A rope log for each rope will be maintained.

A rope log will indicate the Rope Number, manufacture date, manufacturer's name, in service date, color, diameter, length, and tensile strength, date and purpose of each use, date of each inspection, any damage found, any maintenance done, and the name of the person completing the entry. This will comply with WorkSafe BC regulation 32.6.

After each use, a rope will be inspected by sight and touch for damage such as cuts, nicks, abrasions, soft spots, bulges, or any other damage that might compromise its integrity.

A rope will be inspected at least every three months if it has not been used.

Any rope that is damaged or fails inspection for any reason will be taken out of service and destroyed immediately.

A life safety rope will be replaced at intervals specified by the manufacturer. WorkSafeBC recommends an interval not greater than 5 years. NFPA 1983 does not provide for a specific retirement date for rope. That being said, if the rope has seen little use and is still in a safe condition, it may, at the discretion of the Fire Chief, remain in service. After each 6 months of additional service, its use will be reviewed by the Fire Chief, who, at his discretion, may order it to remain in service an additional 6 months.

Destroying a rope means it will be substantially altered so that it cannot be mistakenly used for life safety rope. This can be accomplished by cutting it into shorter lengths that can be used as utility rope.

The destruction of the rope will be recorded in its log and the log will be filed and kept as a permanent record.

Procedures:

Putting a Life Safety Rope into Service:

All life safety ropes will be marked on each end with orange tape to identify it as the property of the Bow Horn Bay FD.

All life safety ropes will be labelled with a rope number on each end for easy identification.

The rope number will consist of the following:

- **category of rope**
- **number identifying the individual rope**
- **diameter in millimeters**
- **length in feet**

Categories of rope are: R - Rescue, T - Training, E - Escape

An example of a complete rope number is as follows:

R02-12.5-200: this means the rope is a Rescue rope, the number is 02, the diameter is 12.5mm (1/2"), and the length is 200ft.

A new rope log will be started for each new rope before it is placed into service.

The manufacturer's documentation will be kept on file with the rope log.

- References:
- IFSTA “Essentials of Firefighting” Training Manual**
 - Worksafe BC Regulations**
 - NFPA 1001 “Standard for Professional Firefighter Qualifications”**
 - NFPA 1983 “Standard for Life Safety Rope and Equipment for Emergency Services” 2006 edition**
 - IFSTA “Essentials of Firefighting” Training Manual**
 - ERT Training Inc. Training and Manual**

Signature of Fire Chief

Steve Anderosov

Issued on: 2009/04/01

This is a new Operating Guideline

Bow Horn Bay Volunteer Fire Department	O.G. # 2.16.04.01
Subject: Low Slope/Low Angle Rescue	pg 1 of 5

Purpose: **To ensure that all Low Slope/Low Angle Rescue Operations are conducted in a safe and proper manner**

Scope: **All Fire Department Personnel in general, and specifically members trained in Low Slope Rescue**

Guidelines: **NFPA 1670 defines “Low Angle” as “an environment in which the load is predominantly supported by itself and not the rope rescue system”. Generally, slopes up to 45 degrees, depending on the condition of the surface, will allow a load to be supported by itself. Slopes greater than that will be considered High Angle and rescues should not be attempted except by persons trained specifically for that discipline.**

High Angle Rescues will require the mutual aid assistance of another Fire Department or agency with the specific training and equipment for that discipline.

Low Angle Rescue requires training and practice to develop the skills required to complete a rescue safely and efficiently. Safety being the first priority, only members trained in Low Angle Rescue will be permitted to descend to effect a rescue. Notwithstanding, untrained members can be utilized to assist in setting up rope systems or hauling while under the direction of a trained member.

Procedures:

Training: **Members wishing to participate in Low Angle Rescue Operations will be required to complete a minimum of 1-1/2 days of training by qualified instructors, to become familiar with the ropes, knots, equipment, techniques, and procedures required. Additional training and practice will be ongoing.**

Records will be kept of all training, and ongoing training, completed by members.

Equipment Records: **An inventory log of all Low Angle Rescue equipment will be kept.**

At the end of a rescue operation or training evolution, all equipment will be accounted for, inspected, cleaned as necessary, and readied for use. An entry will be made in the

equipment log and the members(s) completing the inspection will initial or sign the log, including their Fire Department number.

Any equipment that has been damaged, that shows excessive wear, or that has been shock loaded, will be immediately taken out of service and marked for destruction. This will help ensure the safety of Fire Department members and the public.

First Responders: **WorksafeBC requires at least one member of a rescue team be trained in first aid and be able to immobilize a patient.**

Whenever possible, both members of a rescue team should be First Responders, but in all cases, at least one member must be a First Responder with a spinal endorsement on their FR license.

Communications: **At least one member of the rescue team will carry a radio, and if possible, both members.**

Commands: **To avoid the misinterpretation of commands, the following commands should be used by all personnel involved in LAR:**

STOP - called by any member to stop the evolution for any reason

STANDBY - all members to hold their positions

ON MAIN - the rescuer / patient is on the main line and is ready to be raised or lowered

OFF MAIN - the rescuer / patient is clear of the main line

WITHDRAW (main or safety line) – rope can be pulled up so it can be used to lower another rescuer

ON SAFETY – the rescuer / patient is on the safety line

OFF SAFETY - the rescuer / patient is off the safety line

LOWER – the rescuer / patient can be lowered

HAUL - haul team pulls on the MA (mechanical advantage) system to raise the rescuer / patient

(continued next page)

SET - the Main Line is set in the Rescue 8 to hold the rescuer / patient in position so the Haul Line team can reposition the Gibbs ascender along the Haul Line

SLACK (main or safety line) - let out more rope on the specified line

TAKE UP ROPE (main or safety line) - less slack in the line, or tension the specified line (does NOT mean haul, which is a different command)

ROCK - generic term for *any falling object* to warn rescuers / patient to look out

Commands given by a member should be repeated by the person who the command was meant for, to ensure the command was received and understood.

Anchoring and Rigging:

“Bombproof Anchors” - where there is **no doubt whatsoever** that an anchor point will hold, no backup anchor will be required.

“Strong Anchors” - this does not imply the anchor is weak, but it isn't considered “bombproof”.

All strong anchors will require a secondary anchor point behind, and as in-line with the primary anchor as possible to prevent shock loading or a pendulum effect as the slack in the line to the secondary anchor is taken up.

If an anchor bridle must be used, the angle between the two anchor points of the bridle must not exceed 45 degrees to prevent multiplication of the working load on the bridle.

Hard linking (using more than two metal components together at one time) should be avoided.

Rigging will be checked frequently since loading and unloading can cause components to loosen off or change position.

If rope has to pass over a sharp edge or an area that may cause damage to the rope, padding will be used to protect the rope. This is for the safety of members and the patient.

Anchoring to a FD Vehicle:

In circumstances where a Fire Department vehicle has to be used as an anchor point, the following procedures will be observed (T-75 and T-74 can be used as effective anchors because of the configuration of their rear bumpers):

- park brake set
- engine off
- remove ignition key (where possible)
- battery switch off
- siren switch on
- attach warning sign to steering wheel
- place wheel chocks (if not already done)

This procedure will provide a safety warning - if the battery is switched on, the siren will immediately sound. This will alert all personnel that someone is starting the vehicle.

Personnel Protective Equipment:

All rescue personnel operating on a slope will wear a protective helmet, safety goggles, forestry PPE or turnout gear, harness, and gloves appropriate for rope rescue. Generally, forestry PPE will be the most appropriate clothing to wear since turnout gear is bulky and will restrict movement.

References: **Worksafe BC Regulations**

NFPA 1001 “Standard for Firefighter Professional Qualifications

NFPA 1006 “Standard for Technical Rescuer Professional Qualifications”

NFPA 1670 “Standard on Operations and Training for Technical Search and Rescue Incidents”

NFPA 1720 “Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments”

NFPA 1983 “Standard for Life Safety Rope and Equipment for Emergency Services”

IFSTA “Essentials of Firefighting” Training Manual

ERT Training Inc. Training and Manual

Signature of Fire Chief

Steve Anderosov

Bow Horn Bay Volunteer Fire Department	O.G. # 2.16.04.02
Subject: Low Slope/Low Angle Rescue Basic Rope Rescue / MA Set Up	pg 1 of 6

Purpose: To establish a basic set-up procedure for Low Slope/Low Angle Rescue Operations so that operations are conducted in a safe, efficient, and timely manner.

Scope: All Fire Department Personnel in general and specifically those members trained in Low Slope/Low Angle Rescue.

Guidelines: Setting up a Mechanical Advantage (MA) for a Low Slope Rescue can be a complex task. By following some basic procedures, this task can be simplified so that that set-up can be completed efficiently.

Set-up for a Low Slope/Low Angle Rescue can be divided into three main components, which can be accomplished by assigning teams to each component:

1. *Rescue Team:* responsible for initially negotiating the slope to reach a patient, conducting a First Responder examination, stabilizing the patient, packaging the patient, and safely guiding the patient up the slope on the rope rescue system.
2. *Main Line Team:* responsible for establishing an initial anchor point and the equipment and rope set-up to lower the rescue team and their equipment. They will also establish a second anchor point for “setting” the main line during hauling operations.
3. *Haul Line Team:* responsible for establishing an anchor point for the haul line and setting up the mechanical advantage used to haul the main line.

Procedures: Members will use the correct commands during a Low Slope/Low Angle Rescue to avoid confusion and misinterpretation. (see O.G # 2.16.04.01). A list of commands is attached.

An equipment cache will be established using a tarp, on which all the equipment will be kept. Once a piece of equipment is no longer needed, it will be returned to the cache, so it can be easily located the next time it is needed.

Rescue Team: The I/C will establish a Rescue Team of at least two members, one of which will be a First Responder with a spinal endorsement on his/her FR licence. Both members will be trained for Low Angle Rescue.

Rescue Team members will don a harness (either the escape belt or the class II seat harness), safety helmet, safety glasses or goggles, and leather gloves. Each team member will have, already clipped to the harness, 1 large carabiner to which is attached a Prusik loop of yellow accessory cord and a loop of yellow tubular webbing. The large carabiner will be used for lowering and hauling the rescuer.

A radio harness, kept in the kit bag with the harnesses and helmets, may be worn by one of the team members at their discretion. Both team members should carry radios when possible.

The team leader will be identified with a white helmet. All other team members will wear red helmets. If a second Rescue Team is required, they will be similarly equipped, but both members will have red helmets. The second team will be under the command of the Rescue Team leader.

The first team member to be lowered will take the First Aid backpack. The second team member will be lowered with the basket stretcher and any other equipment.

While tending a patient, the usual PPE will be worn by the Rescue Team (ie: latex gloves, safety goggles, and N95 mask or face shield if required). A pair of safety goggles will be placed on the patient for protection from falling debris, and the head cover over the basket stretcher will be utilized.

Main Line Team: **While the Rescue Team is donning equipment and PPE, the Main Line Team will establish an anchor point from which the rescue Team can be safely lowered to the site.**

The orange rope will be used as the main line.

The Main Line Team will establish a suitable anchor point (ie: red omni-sling or blue anchor strap secured with a carabiner). The main line will be looped through a Rescue 8, which will then be clipped to the carabiner. A figure-eight-on-a-bight knot, backed up with an overhand safety knot, will be tied in the end of the main line to lower the rescue team.

The first rescuer will clip a large carabiner to the figure-eight knot from his/her harness and, when ready, will give the command “LOWER” to the Main Line Team member controlling their descent with the Rescue 8. The command will be repeated by the Main Line member to confirm it was received and understood, and the rescuer will be lowered. (Diagram 1 illustrates the Main Line lowering configuration)

Once on site, the first rescuer will call “STOP” (confirmed by Main Line member). The rescuer will unclip his/her carabiner from the main line and call “OFF MAIN” (confirmed by Main Line member).

The rescuer will un-tie the knot (so it doesn’t snag) and call “WITHDRAW MAIN LINE” (confirmed by Main Line member) and the main line will be pulled up. The figure-eight-on-a-bight knot will be retied for lowering the second rescuer.

(the rest of the procedures do not indicate the given commands, but it will be assumed they are given as per policy)

The second rescuer will be lowered with the basket stretcher secured to the main line so that it can be guided over obstacles (same commands apply). The second rescuer can decide which method best suits him/her and the circumstances, as to how the stretcher will be secured to the main line. (Diagrams 2 and 3 illustrate two possible methods of securing both the stretcher and second rescuer to the main line). The rescuer guides the stretcher with the blue stretcher strap or a length of webbing.

When both rescuers are on site, the main line will be left in place. The Main Line Team will remove the Rescue 8 from the initial anchor point and replace it with a single pulley to redirect the Main Line for hauling (if. The main line will be placed in the pulley and then played out to a suitable second anchor point. The main line will be looped through either a Rescue 8 or an MPD, which is then clipped to a carabiner on the second anchor point. This will establish the “SET” point for hauling. (Diagram 4 illustrates the “SET” point and anchor). A member will be assigned to the anchor point, and is responsible for controlling the main line as it passes through the Rescue 8 or MPD during the haul, and “setting” the line while the haul line is repositioned.

Haul Line Team: While the Main Line Team is lowering the Rescue Team and establishing the “SET” point, the Haul Line Team will be setting up the Mechanical Advantage (MA) in preparation for attachment to the Main Line when the patient and Rescue Team are ready to be lifted.

Generally, a 3:1 Mechanical Advantage is all that will be required for most Low Slope Rescue situations.

The MA is pre-built in a 3:1 configuration and is stored in a small orange bag attached to the red rope bag.

The MA consists of two large carabiners, two double pulleys, a Gibbs ascender. The end of the haul line (red rope) is tied in a figure-eight-on-a-bight knot backed up with an overhand safety knot. For storage, the haul line is pulled through the pulleys so there is no excess rope to tangle the MA system, and the MA is packed into the small orange MA bag, which is then zipped up around the rope. Any loose rope is fed back into the red rope bag and the small MA bag is clipped to the side of the rope bag using the built-in buckles. Also, in the MA bag are two red Prusik loops of different lengths. These are a back-up in the event of a failure of the Gibbs ascender. If the Gibbs ascender cannot be used for any reason (ie: broken), the two red Prusik loops are attached using Prusik knots around the Main Line, to replace it.

If more than a 3:1 MA is required, it can be quickly converted to a 5:1 MA by passing the haul line through the other half of each double pulley.

Alternatively, the MPD can be configured for a 3:1 MA, without the use of a separate MA system, by utilizing a single pulley attached to the Main Line with Prusik loops and large carabiner.

When using a 3:1 MA System, the Haul Line Team will establish a suitable anchor point approximately in line with the Main Line rope. Generally, this will be close to the anchor point for the Main Line Rescue 8, but should not be so close as to hamper or interfere with the Rescue 8 Operator during hauling operations.

Using an MPD, the Main Line is routed through the MPD, which is then attached to the anchor point, with no separate MA system required.

Once the anchor point is established, the MA can be deployed by removing it from the MA storage bag, attaching the first carabiner and pulley to the anchor point, then pulling the second carabiner, pulley, and Gibbs ascender a suitable distance to the attachment point on the main line (see Diagrams 5 and 6). As the haul line is extended, the rope will be played out from the red rope bag. An overhand knot is tied in the haul line about ten feet from the haul end of the rope to act as a stop for the rope. This will prevent the rope from accidentally being pulled all the way through the pulley and leaves enough rope to allow three members to position themselves for hauling. The Gibbs ascender should only be attached to the main line just before hauling begins.

Attaching the haul line to the main line immediately could cause a delay if the main line has to be adjusted, requiring the Gibbs ascender to be removed, or cause an entanglement if the main line is moved while the haul line is still attached.

Important: It will usually take only three members to haul the main line with a 3:1 MA. *No more than four members should be used as this will impart a large force onto the main line at the stretcher end because of the mechanical advantage (ie: 4 members pulling at 75 lbs each = 300 lbs on the haul line x 3 for the MA = 900 lbs on the main line at the stretcher!). If the stretcher and rescuers cannot be hauled up with four members, there is a serious problem somewhere in the rope system that needs to be rectified.*

The command to HAUL the main line will be given only by the Rescue Team leader when they are ready. Commands can be given by radio or voice, as required. A member should be stationed on the edge of the slope to watch the Rescue Team, and can relay commands between Teams if necessary.

Other Information: **The blue rope or yellow rope can be used as required for any other tasks - for example, if a safety line or a zip line needs to be established. There is enough extra rope and equipment to affect the rescue of two patients simultaneously.**

To avoid confusion while two ropes are deployed, commands should be given in relation to the rope color to avoid misinterpretation (ie: “Take Up the blue rope” or “Slack the orange rope”).

Hauling the Rescuer/Patient/Stretcher:

When the rescuers/patient/stretcher are ready to be hauled up the slope, the Rescue Team will secure themselves to the main line, each member using one of the two lengths of yellow tether rope coiled and stored on each side of the stretcher. Each tether rope has a Prusik loop pre-tied to it, and each is attached to a large carabiner using a figure-eight-on-a-bight knot backed up with an overhand safety knot. There is a double overhand knot tied in the opposite end to prevent the Prusik knot from accidentally sliding off.

The head end of the stretcher has a pre-tied harness. The ends of the harness are secured to the stretcher, and the opposite ends are secured to the rigging plate, with carabiners at both ends. The Main Line is attached to the XL carabiner on the rigging plate. The rescuer tether ropes are attached to the extra holes in the rigging plate, then played out along the length of the stretcher. The rescuers clip into the Prusik loops on the tether ropes using the carabiner on their harness. This allows the rescuers the flexibility to move up and down the tether ropes for the full length of stretcher, to check the patient, or maneuver the stretcher over or past obstacles.

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #2.16.04.02 issued 2014/10/03

Bow Horn Bay Volunteer Fire Department	O.G. # 2.17.08
Subject: Chimney Fire Operations	pg 1 of 6

Purpose: To establish procedures and protocols for operations at chimney fires

Scope: All Fire Department personnel

Guidelines: Chimney fires are a common occurrence and generally are easily mitigated. They are usually caused by the ignition of creosote in the flue and can generate temperatures exceeding 1000 degrees Celsius. This can damage the flue and liners of a chimney, allowing fire to spread to the structure.

A chimney fire that has extended from the chimney and into the building will be treated as a structure fire.

To promote a professional image to homeowners and prevent unnecessary damage to property, BHBVFD members will utilize tactics to prevent or limit damage from firefighter activities at a chimney fire.

Equipment: The equipment used for chimney fires can be found on E-72, E-71, and R-78, and consists of:

- metal salvage bucket
- small fireplace shovel
- large dustpan
- hand brush
- silver grey tarp for catchall (other tarps as required)
- SPW extinguisher
- dry chemical extinguisher
- chimney bombs
- chimney chain
- handheld inspection mirror to look down chimney

Procedures:

All fires, even fires that may seem to be confined to a chimney, are unpredictable, therefore:

BHBVFD members responding to a chimney fire, initially will wear full PPE and SCBA to protect themselves from any smoke or toxic gases that may be present, until the structure has been cleared and the air tested. The I/C, after considering the circumstances, may allow members operating inside to remove their airmasks during overhaul of a fireplace.

Because of the extreme temperatures that a chimney fire can create (over 1000 degrees Celsius) and the presence of toxic gases and smoke, members operating on the roof will wear full PPE and SCBA. (see O.G. # 1.05.01/2.18.01)

Since it is unsafe to look directly down a chimney to check for fire, a handheld inspection mirror should be used.

A PPV fan should be used as required during overhaul of the fireplace and chimney, to clear lingering smoke (if any) and introduce fresh air to the structure.

Since a gas powered PPV fan may introduce carbon monoxide into the structure if it is blowing inward, the fan can be set up for negative pressure ventilation, and windows or doors opened remote from the fan to allow fresh air to enter.

Gas Detector: The Incident Safety Officer and/or Team Leader will use the gas detector during salvage and overhaul operations of a fireplace and chimney to monitor for the presence of toxic or explosive gases, or an oxygen deficient atmosphere inside the structure. If the gas detector alarms, members will not remain in the structure unless wearing full PPE and SCBA until it is safe for them to be removed.

A Thermal Imaging Camera and/or infrared temperature sensors will be utilized to find “hotspots” in ceilings and walls surrounding the chimney and in the attic space, before opening walls to locate possible fire extension.

Given the conditions on arrival at the scene (ie: fire in the chimney still burning vigorously or the structure filled with a lot of smoke) a charged hoseline will be made ready at the point of entry.

Good communication between members overhauling the fireplace and members overhauling the chimney is essential.

Fireplace Overhaul Team:

To avoid tracking mud and water through a residence, and to protect the floor and carpets, consideration should be given to using a tarp as a floor runner from the front door to the fireplace, especially in inclement weather.

During fireplace overhaul operations, members will use salvage covers to protect any furnishings near the fireplace to prevent damage from fireplace ash and debris, or from any dry chemical powder dropped into the chimney that may leak out of damaged joints in the flue and spread throughout the room.

A catchall (constructed from the grey tarpaulin) will be placed in front of the fireplace to protect floors and carpets from ashes and debris removed from the fireplace. A small amount of water from the SPW extinguisher can be discharged onto the catchall to protect the tarpaulin from any hot embers which may be dropped onto the catchall during overhaul. A member will be standing by with the SPW extinguisher to wet down any embers that may fall on to the tarp, to protect it from damage.

Providing these small services will promote goodwill and a professional image, the benefits of which will far outweigh the few minutes of time it takes firefighters to accomplish them.

An SPW (Stored Pressure Water) fire extinguisher will be used sparingly to extinguish the fire in the fireplace (water should not be used in the chimney - see below). The steam produced in the fireplace may be sufficient to extinguish the fire in the chimney as it travels up the flue.

A metal salvage bucket and fireplace shovel will be used to gather and wet down any smoldering ashes, embers, and partially burned wood from the fireplace. The SPW extinguisher can be used to wet down the debris in the bucket, as required. The debris will be removed to the outside of the structure where it can be completely extinguished.

Chimney Overhaul Team:

If the introduction of steam from the fireplace fails to extinguish the fire in the chimney, the chimney nozzle on R-78 can be utilized.

Alternatively, a “chimney bomb” of dry chemical powder (same product used in dry chemical extinguishers) can be used if the chimney can be accessed safely from the roof. The plastic bag containing the dry chemical is torn open and the dry chemical dropped into the chimney from the roof.

Where a fire in the chimney is large enough to produce a strong enough updraft to prevent the dry chemical from dropping down, a chimney bomb can be dropped without opening the plastic bag. The fire should be hot enough to melt the plastic bag and release the dry chemical, which is then carried up the chimney to extinguish the fire.

Generally, a “chimney bomb” should be used after the fire in the fireplace is extinguished. This will reduce the updraft of hot exhaust which could prevent the dry chemical from dropping down the chimney. An operating PPV fan may also exhaust through the flue, creating enough updraft to prevent the dry chemical from dropping down the chimney. The damper on the fireplace should be closed, and/or the PPV fan shut off before dropping the dry chemical from a chimney bomb into the chimney.

If a chimney is not accessible (ie: steep roof prevents access), as an alternative to a chimney bomb, it may be possible to discharge a dry chemical extinguisher upward into the flue from the fireplace. There may be enough of an updraft present from the fire in the chimney to carry the dry chemical up the flue. Using a PPV fan to pressurize the structure, with the chimney as an exhaust point, would also create an updraft which would carry the dry chemical up the chimney.

If the fire in the chimney cannot be extinguished by the methods outlined above, ideally, the chimney nozzle on R-78 can be charged and lowered into the chimney. Alternatively, an SPW extinguisher can be used if it can be easily and safely carried up to the roof.

If the chimney is easily accessible from the roof, once the fire is under control, a chimney chain can be lowered into the chimney and spun around to dislodge any loose creosote from inside the flue. The creosote will drop down to the fireplace where it may be possible to remove it and ensure it is extinguished completely.

Before leaving the scene, the occupants will be advised that for safety reasons, a qualified inspector must inspect the fireplace/stove and chimney before it is used again.

**** A chimney fire information form will be filled out by the member in charge and given to the occupant. ****

- References:
- IFSTA “Essentials of Firefighting” Training Manual**
 - Worksafe BC Regulations**
 - NFPA 1500 “Standard on Fire Department Occupational Safety and Health Programs”**
 - NFPA 1521 “Standard for Fire Department Safety Officer”**
 - NFPA 1561 “Standard on Emergency Services Incident Management System”**
 - NFPA 1585 “Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises”**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #2.17.08 issued 2016/03/11

Bow Horn Bay Volunteer Fire Department	O.G. # 2.17.09.01
Subject: Positive Pressure Attack Operations for Structure Fires	pg 1 of 11

Purpose: **To establish a general procedure for Positive Pressure Attack operations and ensure they are conducted in a safe and efficient manner.**

Scope: **All Fire Department Personnel**

Policy: **Members of the Bow Horn Bay VFD may utilize Positive Pressure Attack, where appropriate, at structure fires, vehicle fires, dumpster fires, chimney fires, and for exposure protection**

Guidelines:

Number of Members Required On-Scene:

OHS Regulation, NFPA Standards, and BHBFD O.G. # 1.04.04 require four members on-scene before initiating an interior structural fire attack, and only if additional personnel will be on scene within 10 minutes to make up a two-member rescue team (“2-In, 2-Out” rule). With fewer than four members, it will be necessary to delay an initial interior attack in favor of an exterior attack until the required four members are on scene. During this time, members can initiate actions to prepare for an interior attack, such as laying a supply line, placing the PPV fan and hoseline, cutting off utilities, placing ladders, etc.

Positive Pressure Attack:

Definition of PPA: **The coordinated and systematic removal of heat, smoke and products of combustion, and replacing them with cooler, fresher air, in conjunction with interior fire attack and search and rescue operations.**

Some of the benefits of effective ventilation:

- **protects firefighters: - visibility is much improved and firefighters can see hazards such as holes in a floor or obstacles to their progress, and heat is much reduced so they can walk instead of having to crawl.**

- **enhances the survivability and rescue of victims: most fatalities in residential fires are due to smoke inhalation. The introduction of a more tenable atmosphere improves the survivability profile for victims, and the improved visibility makes searching for victims faster and easier for firefighters.**
- **aids in firefighter entry: entry can be made into a relatively clear environment instead of a wall of high temperature, zero visibility smoke that requires them to crawl on the floor.**
- **rapid advance to the seat of the fire: firefighters can maneuver quickly and safely to the fire and extinguish it faster.**
- **prevents fire spread: as heat is removed, pyrolysis is reduced, the ignition of other fuels is slowed, and the increased interior pressure keeps the fire contained, directing it towards the exhaust point.**
- **decreases property damage: reduces smoke and heat damage, as well as damage from water.**

The following guidelines are precisely that - guidelines. Circumstances may require additional actions to be taken before initiating an attack, such as penciling the interior before PPA is undertaken (transitional attack), or a rescue may have to be made, as examples. These guidelines are intended to provide an efficient procedure to initiate a PPA by defining the responsibilities of each team member on a first due engine.

PPA Safety Considerations:

Positive Pressure Attack should not be started....

- **when backdraft conditions are present**
- **when firefighters or victims are standing at windows that could become an exhaust point**
- **when fire crews are operating between the fire and the exhaust point**
- **when flammable vapors or combustible dust are present that could be pushed into an ignition source**

PPA Operations Guidelines:

When a second due engine - ie: E-71 - is arriving within five minutes and can lay a supply line to E-72 (first due engine), then no hydrant connection needs to be made, and the on-board water supply can be utilized. This will save time in initiating a fire attack. But it must be kept in mind that even with only the one initial attack line operating, at 125gpm the 1000gal on-board tank of E-72 will last only 7- 8 minutes. The second due engine crew must have time to lay the supply line and complete the connection to E-72 before the on-board water supply is used up, or the initial attack crew will have to withdraw until a water supply is re-established. This will require good communication and coordination between officers and crews.

If there is more than a five minute delay until the arrival of the second due engine, it will be necessary for the crew of E-72 to connect to a hydrant and secure a water supply before initiating a Positive Pressure Attack (or any fire attack).

(It is also possible to utilize the water from the on-board 800gal tank of second due E-71 by pumping it into E-7 (using a 2-1/2" line), in the event there is an unforeseen delay in making a hydrant connection - it will provide another 5 - 6 minutes of water)

The ideal number of members on a responding engine is five, but that seldom happens, so the following are operational guidelines for a four member, first due engine crew at a structure fire where PPA is to be used. (Guidelines for a three-member crew are below) (also note that these operations can actually be done with only two members, until additional members arrive, if necessary)

- 1. The first guideline outlines procedures for a four-member engine crew where the second due engine makes the hydrant connection.**
- 2. The second guideline outlines procedures for a four-member engine crew where a hydrant connection has to be made.**
- 3. The third guideline outlines procedures for a three-member engine crew.**

1. PPA Guideline for a Four Member Crew on First Due Engine-72 where a hydrant connection is made by the second due engine:

1. I/C / Officer (or senior Firefighter in charge of truck):

- initiates PAS (passports and ID tags) as per O.G. # 1.04.01
- assigns tasks to each member while enroute, dons SCBA
- assumes Command / provides an initial size-up as per O.G. # 2.02.00
- advises all other responding personnel that a Positive Pressure Attack is being initiated / advises second due engine to make a hydrant connection and lay a supply line to E-72
- gets appropriate tool(s) (ie: pike pole) and completes a 360-degree view of structure
- locates a suitable exhaust point and opens it, or improves on an existing exhaust point where the fire may have self-vented.
****IMPORTANT**** - the officer **MUST** wait until the attack team is ready to make entry **BEFORE** opening the exhaust point, and must open it just before the vent entry point is opened and charged with the PPV fan. Good radio coordination is essential.
- Assists attack team as required, remains on standby near entry point
- advises other apparatus enroute of what is needed (RIT, exposure protection, etc)

2. Nozzle Operator:

- depending on the distance to the entry point, pulls either a transverse line, a single 1-1/2" attack line, or a 2-1/2" attack line with the gated wye. Except for the transverse (which is pre-connected), the attack line is coupled to the #2, 2-1/2" discharge (blue) located on the driver side rear of E-72 (discharge ID tag to Pump Op). Both transverse lines and discharge #2 are foam capable, hence the use of this discharge.
- positions hoseline as directed, calls for the pump operator to charge the line, ensures proper nozzle gpm and stream settings, and purges line to confirm water flow - advises officer that attack line is ready
- assists PPV fan operator with forcible entry of vent point if required
- when joined by PPV fan operator, prepares to make entry on confirmation by officer of successful ventilation

3. PPV Fan Operator:

- obtains forcible entry tools and PPV fan from truck, positions fan at an appropriate location so it doesn't interfere with the hoselay.
- turns fan at a 90-degree angle from vent entry point, extends legs, and starts fan motor, leaving it at idle
- checks, and forces if necessary, the vent entry point, with help from nozzle operator, then closes vent entry point until ready to make entry - advises officer that vent fan is ready
- on direction of officer, sets fan into operation and turns it into opened vent entry point. ****IMPORTANT**** - the fan operator **MUST** co-ordinate with the officer to ensure the vent exhaust point is opened just **BEFORE** the vent entry point is opened and charged with the PPV fan. Good radio communication is essential.
- gets tools, joins nozzle operator on same side of hose, and readies to make entry after confirmation of successful ventilation by officer

4. Pump Operator:

- parks E-72, engages pump, chocks wheels, initiates pump cooling, and prepares to pump from onboard water tank
- confirms discharge used by nozzle operator (transverse or discharge #2) (should have discharge ID tag from nozzle operator) (can couple hose to rear # 2 discharge for nozzle operator, as time permits)
- powers on foam system and sets a .2% foam solution for structural firefighting
- at direction of nozzle operator, charges the attack line, determines proper Pump Discharge Pressure from charts, and sets proper PDP before fire attack, if time permits
- on arrival of second due Engine 71 (or another Engine from a mutual aid department), assists with connection of hydrant supply line to E-72 as required, then transitions to hydrant supply, refilling on-board tank in process

2. PPA Guideline for a Four Member Crew on a First Due Engine where a hydrant connection will be made by the first due engine crew:

1. I/C / Officer (or senior Firefighter in charge of truck):

- initiates PAS (passports and ID tags) as per O.G. # 1.04.01
- assigns tasks to each member while enroute (must also don SCBA)
- assumes command / provides an initial size-up as per O.G. # 2.02.00
- advises all other responding personnel that a Positive Pressure Attack is being initiated
- **** gets appropriate tool(s) (ie: pike pole) AND PPV FAN and positions fan at the vent point for fan operator returning from hydrant, then completes a 360-degree view of structure**
- locates a suitable exhaust point and opens it, or improves on an existing exhaust point where the fire may have self-vented.
****IMPORTANT** - the officer MUST wait until the attack team is ready to make entry BEFORE opening the exhaust point, and must open it just before the vent entry point is opened and charged with the PPV fan. Good radio coordination is essential.**
- assists attack team as required, remains on standby near entry point
- advises other apparatus enroute of what is needed (RIT, exposure protection, etc)

2. Nozzle Operator:

- depending on the distance to the entry point, pulls either a transverse line, a single 1-1/2" attack line, or a 2-1/2" attack line with the gated wye. Except for the transverse (which is pre-connected), the attack line is coupled to the #2, 2-1/2" discharge (blue) located on the driver side rear of E-72 (discharge ID tag to Pump Op). Both transverse lines and discharge #2 are foam capable, hence the use of this discharge.
- positions hoseline as directed, calls for the pump operator to charge the line, ensures proper nozzle gpm and stream settings, and purges line to confirm water flow - advises I/C that attack line is ready
- assists PPV fan operator with forcible entry of vent point if required
- when joined by PPV fan operator, prepares to make entry on confirmation by officer of successful ventilation

3. Hydrant / PPV Fan Operator:

- **** when E-72 stops at hydrant, obtains hydrant tools, pulls supply line and hydrant kit bag, advises truck operator to continue, and makes a hydrant connection (officer will direct which line to take - usually the 4" supply line, with Siamese as required)**
- **remains at hydrant until supply line is clamped, then opens hydrant fully when directed by pump op**
- **** returns to E-72, gets forcible entry tools, goes to fan (already positioned by officer), and ensures it doesn't interfere with the hoselay, repositioning as required**
- **turns fan at a 90 degree angle from vent entry point, extends legs, and starts fan motor, leaving it at idle (nozzle operator may already have done this)**
- **checks, and forces if necessary, the vent entry point, with help from nozzle operator, then closes vent entry point until ready to make entry - advises I/C that vent fan is ready**
- **on direction of officer, sets fan into operation and turns it into opened vent entry point**
- **gets tools, joins nozzle operator on same side of hose and readies to make entry after confirmation of successful ventilation by I/C**

4. Pump Operator:

- **** stops at hydrant to drop hydrant operator, then moves up to scene at direction of hydrant / PPV operator**
- *****parks E-72, immediately chocks wheels, retrieves appropriate hose clamp, clamps hose about 5 feet from the coupling on the hydrant side, then signals hydrant operator to open hydrant (this is done immediately so that the hydrant operator can be freed up as quickly as possible to get back to the scene)**
- **** returns to cab, engages pump, initiates pump cooling**
- **powers on foam system and sets a .2% foam solution for structural firefighting**
- **at direction of nozzle operator, charges the attack line, determines proper Pump Discharge Pressure from charts, and sets proper PDP before fire attack, if time permits**
- *****pulls the next length of supply line from hose bed, connects to the supply intake on E-72, and slowly opens the clamp on the supply line**

3. PPA Guidelines for a Three Member Crew on a First Due Engine where a hydrant connection is made by the second due engine:

The decision to immediately initiate activities for PPA with a three-member crew, instead of making a hydrant connection, will be determined by the time until arrival of a second due engine and the number of members it has on board - it must arrive within five minutes with at least two members. It can go immediately to the scene and drop off one member to provide a four-member crew for E-72 (becomes the PPV fan operator). The driver can then reverse lay a supply line from E-72 to the nearest hydrant. E-72 pump op will make the supply line connection to E-72 and the driver of the second engine will make the connection to the hydrant (or, if relay pumping is required, it can be set up for this instead). The hydrant will be opened at the direction of the E-72 pump op. Once the hydrant is open, the second engine can be staged appropriately and the driver becomes the additional stand-by member (the “2-in, 2-out” rule - see OG 1.04.04).

1. I/C / Officer (or senior Firefighter in charge of truck):

- **initiates PAS (passports and ID tags) as per O.G. # 1.04.01**
- **assigns tasks to each member while enroute (must also don SCBA)**
- **assumes command / provides an initial size-up as per O.G. # 2.02.00**
- **advises all other responding personnel that a Positive Pressure Attack is being initiated and requests a 4th member from next arriving apparatus**
- **gets appropriate tool(s) (ie: pike pole) AND PPV FAN and positions fan at the vent point (for 4th arriving member)**
- **completes a 360-degree view of structure, locating a suitable exhaust point (if fire has not already self-vented) but does not open it up until 4th member arrives to enable an interior attack to proceed (pencilng is also an option - transitional attack)**
- **returns to start PPV fan and leaves it idling (if not already done by nozzle operator or 4th member)**
- **advises other apparatus enroute of what is needed (RIT, exposure protection, etc)**
- **on arrival of 4th member, opens exhaust point, assists other members, remains on standby near entry point**

2. Nozzle Operator:

- depending on the distance to the entry point, pulls either a transverse line, a single 1-1/2" attack line, or a 2-1/2" attack line with the gated wye. Except for the transverse (which is pre-connected), the attack line is coupled to the #2, 2-1/2" discharge (blue) located on the driver side rear of E-72 (discharge ID tag to Pump Op). Both transverse lines and discharge #2 are foam capable, hence the use of this discharge.
- positions hoseline as directed, calls for the pump operator to charge the line, ensures proper nozzle gpm and stream settings, and purges line to confirm water flow - advises officer that attack line is ready (penciling is an option - transitional attack)
- starts PPV fan (if not already done by officer or 4th member)
- when 4th member arrives, assists with forcible entry of vent point if required, and readies to make entry on confirmation by officer of successful ventilation

3. PPV Fan Operator (4th member arriving on scene, from second engine):

- on arrival, gets forcible entry tools, goes to fan (already positioned by officer), and ensures it doesn't interfere with the hoselay, repositioning as required
- turns fan at a 90-degree angle from vent entry point, extends legs, and starts fan motor, leaving it at idle (nozzle operator may already have done this)
- checks, and forces if necessary, the vent entry point, with help from nozzle operator, then closes vent entry point until ready to make entry - advises officer that vent fan is ready
- on direction of officer, sets fan into operation and turns it into opened vent entry point
- gets tools, joins nozzle operator on same side of hose and readies to make entry after confirmation by officer of successful ventilation

4. Pump Operator:

- parks E-72, engages pump, chocks wheels, initiates pump cooling, and prepares to pump from onboard water tank
- confirms discharge used by nozzle operator (transverse or discharge #2) (can couple hose to rear # 2 discharge for nozzle operator)
- powers on foam system and sets a .2% foam solution for structural firefighting
- at direction of nozzle operator, charges the attack line, determines proper Pump Discharge Pressure from charts, and sets proper PDP before fire attack, if time permits
- on arrival of second due Engine 71 (or another Engine from a mutual aid department), makes supply line connection to E-72 after E-71 reverse lays a supply line, then transitions to hydrant supply

4. Guidelines for a [Three Member Crew](#) on a First Due Engine where a hydrant connection is made by the first due engine:

Generally, these guidelines would be similar to section 2 for a four-member crew making a hydrant connection. However, because of the potential distance to a hydrant, a large variable is created. A long hoselay will result in a delay for the hydrant / fan operator to walk back to the scene to assist with initial setup, so the on-scene tasks may have to be accomplished by the officer and pump op. Because of this, it would be difficult to outline the tasks for individual members. The crew will have to use their judgment and accomplish the initial PPA setup as best they can in the given circumstances, using the above guidelines as a reference for the tasks that need to be accomplished as a team.

References:

“Positive Pressure Attack for Ventilation and Firefighting” by Kriss Garcia, Reinhard Kauffmann, Ray Schelble

NFPA 1001 “Standard for Firefighter Professional Qualifications”

NFPA 1500 “Standard for Fire Department Occupational Safety and Health Program”

Occupational Health and Safety (WorkSafe BC) Regulations, Policies, and Guidelines - Part 31 - Firefighting

IFSTA “Pumping Apparatus Driver/Operator Handbook”

“Canadian Firefighters Handbook”

IFSTA “Essentials of Firefighting”

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #2.17.09.01 issued 2014/11/27

Bow Horn Bay Volunteer Fire Department	O.G. # 2.17.09.02
Subject: Initial Fire Attack Team Operational Requirements	pg 1 of 3

Purpose: **To establish criteria for members working an interior structural fire attack.**

Scope: **All fire department members.**

Policy: **A minimum of four (4) interior level qualified firefighter (including the Incident commander) will be assembled on the fire-ground before initiating offensive fire suppression or rescue operations inside a building or enclosed space that is involved in a fire situation beyond the incipient stage. More than 4 members may be present on the fireground, but at least 4 must be interior level qualified.**

Definition: **An Interior Level Qualified Firefighter is a member who has achieved certification to NFPA 1001 Firefighter Level 1 or 2.**

Procedure:

- 1. When less than four (4) interior level firefighters are assembled on the fire ground, only exterior defensive firefighting operations may be initiated. Defensive operations may include establishing water supply, locating a ventilation fan for PPA, laying attack lines, and exterior attack. As additional interior qualified firefighters arrive, the Incident Commander will conduct a further risk/benefit analysis and re-evaluate the Incident Action Plan (IAP) prior to performing transitional or offensive operations.**
- 2. The Incident Commander must conduct a risk/benefit analysis as part of the overall Incident Action Plan prior to assigning members to an offensive operation within an Immediately Dangerous to Life and Health (IDLH) environment.**

3. When a minimum of four (4) or more fire department members are available, and initiate an offensive operation they will be assigned the following functions:
- 1 Firefighter - remains outside, equipped with SCBA, PPE, and radio, to act as a rescuer
 - 1 Firefighter - as the pump operator
 - 2 Firefighters - for initial fire attack, ventilation, and/or search
4. When self-contained breathing apparatus (SCBA) is required to enter a building, or similar enclosed location, the entry team must be made of a minimum of two (2) interior qualified firefighters (see OG 1.04.04)
5. Upon entering a structure or enclosed space, effective voice communication will be maintained at all times between the interior team and the exterior firefighters.
6. The initial entry team of two or more firefighters must withdraw from the structure or enclosed space if a rescue team (O.G. 1.04.02) of at least two firefighters is not established within ten minutes from the time of entry (see OG 1.04.04) (2-In, 2-Out).
7. When a two-person rescue team is established (2-In, 2-Out), they must remain outside, ready to affect a rescue, until a Rapid Intervention Team is established. The 2-Out team can then transition to an interior back-up team.

References:

**Office of the Fire Commissioner “Structure Firefighters
Competency and Training Playbook” 2nd Edition May 2015**

**Occupational Health and Safety (WorkSafeBC) Regulations,
Policies, and Guidelines - Part 31 - Firefighting**

**NFPA 1001 - Standard for Firefighter Professional
Qualifications**

**NFPA 1500 - Standard on Fire Department Occupational Safety
and Health Program**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #2.17.09.02 issued 2016/05

Bow Horn Bay Volunteer Fire Department	O.G. # 2.18.00
Subject: Salvage and Overhaul Operations	pg 1 of 4

Purpose: To establish procedures and protocols for salvage and overhaul operations

Scope: All Fire Department personnel

Property Conservation is the third strategic priority after Life Safety and Incident Stabilization.

By utilizing some simple procedures, the BHBVFD can effectively minimize further loss from salvage and overhaul operations. This will promote a professional image to property owners and the public, reduce the overall damage costs, and protect evidence for a fire cause investigation.

- Definitions:**
- Salvage: Operations where firefighters attempt to save property and reduce further damage from heat, smoke, water, and exposure, during and after a fire by removing property from the fire area, covering it, or by other means.***
 - Overhaul: Operations conducted once the main body of fire has been extinguished and consists of searching for and extinguishing remaining or hidden fire, placing the building and contents in a safe condition, determining the cause of the fire, and preserving evidence.***
(The secondary search for occupants may still be in progress, and salvage operations may be carried out in conjunction with overhaul)
 - Hazardous Atmosphere: Any atmosphere that is oxygen deficient or that contains a toxic or disease-producing contaminant. A hazardous atmosphere can be immediately dangerous to life and health.***
 - Immediately Dangerous to Life or Health (IDLH): Any atmosphere that poses an immediate hazard to life or produces immediate irreversible debilitating effects on health.***

Guidelines: **See O.G. # 1.05.01 for Firefighter Safety during Overhaul and Salvage Operations**

During salvage and overhaul operations, all members will wear full SCBA and PPE for protection against any toxic gases and airborne particulates that may remain after a fire is extinguished. (see O.G. # 1.05.01)

Ventilation:

A PPV fan will be used as required during overhaul to clear lingering smoke and introduce fresh air. Since the gas powered PPV fan may also introduce carbon monoxide if it is blowing inward toward the building, the fan can be set up for negative pressure ventilation, and windows or doors opened remote from the fan to allow fresh air entry. Ventilation should continue until salvage and overhaul operations are complete.

Gas Detector:

The Incident Safety Officer and/or Team Leader will use the gas detector continuously during salvage and overhaul operations to monitor for the presence of toxic or explosive gases, or oxygen deficient atmospheres.

Procedures: **After a fire is extinguished, members will take precautions to minimize further property loss caused by salvage and overhaul operations.**

Thermal Imaging Camera:

A Thermal Imaging Camera and infrared temperature sensors will be utilized to find “hotspots” in ceilings and walls before opening them up to locate fire extension. Quickly locating hotspots will minimize the amount of covering material that has to be removed (which will limit additional damage), prevent rekindles, and reduce firefighter workload.

Salvage Covers and Catchalls:

To prevent damage to furnishings, floors and carpets, and other property, and to protect evidence for fire cause investigation, during salvage and overhaul operations members will:

- use salvage covers (tarpaulins) as required to cover furnishings and belongings
- place a catchall under areas being overhauled to collect and contain debris and excess water
- construct water chutes as required to channel excess water to the outside of the structure

Use of an SPW Fire Extinguisher:

To minimize water damage, an SPW (Stored Pressure Water) fire extinguisher should be used to extinguish small “hotspots” which may be found in walls or ceilings.

Safety of the Public:

For their own safety, property owners and/or members of the public should not be allowed access to a fire-damaged structure since they will likely not be aware of the dangers from toxic gases and/or the hazards from the loss of structural integrity. Cordoning off the area with scene tape will discourage some, but not all, members of the public from entering the danger area. It may be necessary to assign security to prevent unauthorized access and potential looting.

Before leaving the scene, where practicable and when safe to do so, a fire-damaged structure and contents will be protected from the weather by using plastic sheeting to cover doors, windows, and holes in the roof.

- References:
- IFSTA “Essentials of Firefighting” Training Manual**
 - IFSTA “Fire Investigator”**
 - IFSTA “Introduction to Fire Cause and Origin”**
 - Worksafe BC Regulations**
 - NFPA 1500 “Standard on Fire Department Occupational Safety and Health Programs”**
 - NFPA 1521 “Standard for Fire Department Safety Officer”**
 - NFPA 1561 “Standard on Emergency Services Incident Management System”**
 - NFPA 1585 “Standard on the Rehabilitation Process for Members During emergency Operations and Training Exercises”**

Signature of Fire Chief

Geoffrey MacIntosh

Bow Horn Bay Volunteer Fire Department	O.G. # 2.18.01
Subject: Firefighter Safety during Salvage and Overhaul Operations	pg 1 of 5

Purpose: **To establish procedures and protocols for firefighter safety during salvage and overhaul operations**

Scope: **All Fire Department personnel**

Definitions: **Salvage: Operations where firefighters attempt to save property and reduce further damage from heat, smoke, water, and exposure, during and after a fire by removing property from the fire area, covering it, or by other means.**

Overhaul: Operations conducted once the main body of fire has been extinguished and consist of searching for and extinguishing remaining or hidden fire, then placing the building and contents in a safe condition, determining the cause of the fire, and preserving evidence.

(The secondary search for occupants may still be in progress, and salvage operations may be carried out in conjunction with overhaul)

Hazardous Atmosphere: Any atmosphere that is oxygen deficient or that contains a toxic or disease-producing contaminant. A hazardous atmosphere can be immediately dangerous to life and health.

Immediately Dangerous to Life or Health (IDLH): Any atmosphere that poses an immediate hazard to life or produces immediate irreversible debilitating effects on health.

Guidelines: **The following is a partial list of the toxic gases and particulate substances which may remain after a fire is out and may be present during overhaul operations:**

- **carbon monoxide**

(even a small concentration of carbon monoxide (CO) is a hazard - about .1% [1000ppm] can cause unconsciousness after an hour, and the effect is cumulative - CO remains in the bloodstream for an extended period, so repeated short-term exposures will cause it to accumulate to dangerous levels quickly)

The Workers' Compensation Board of B.C. sets the following Occupational Exposure Limits for CO: 25 ppm (.0025%) as an 8-hour average exposure limit, and 100 ppm (.01%) as a short-term (15 minute) exposure limit (STEL) which is not to exceed four exposures in an 8-hour period and with at least one hour between exposures.

- **hydrogen cyanide**
- **hydrogen chloride**
- **sulfur dioxide**
- **acrolein**
- **formaldehyde**
- **phosgene**
- **airborne particulates (smoke particles)**
- **asbestos**
- **as well, the atmosphere may be oxygen deficient**

Although a gas detector can be used to test the atmosphere for carbon monoxide, explosive gases, and oxygen deficiency, it does not detect the presence of other gases such as hydrogen cyanide unless it is designed specifically to do so. Caution should be used even when a clear reading is obtained using the gas detector.

Members must keep in mind that void spaces in ceilings and walls may contain hot, unburned flammable gases at or above their ignition temperatures. Opening a void space and introducing air into these hot gases may trigger an explosion or a backdraft.

Procedures: **During salvage and overhaul operations, all members will wear full SCBA and PPE for protection against any toxic gases or airborne particulates that may remain after a fire is extinguished.**

A PPV fan will be used as required during overhaul to clear lingering smoke and introduce fresh air. Since the gas powered PPV fan may also introduce carbon monoxide if it is blowing inward toward the building, the fan can be set up for negative pressure ventilation, and windows or doors opened remote from the fan to allow fresh air entry. Alternatively, the smaller electric fan can be used, but this is not nearly as efficient at moving large volumes of air.

Members overhauling a ceiling will position themselves *between the area being overhauled and the exit* in case of a flare-up or a partial ceiling collapse, to avoid being blocked from the exit. Team Leaders and/or the Incident Safety Officer will monitor overhaul operations to ensure members are positioned safely.

A charged 1-1/2" hoseline will be in place to protect the overhaul crew from any sudden flare-ups which may occur from opening void spaces containing hot unburned gases that could ignite.

Incident Commander:

The I/C will ensure all members wear SCBA and full PPE during salvage and overhaul operations. Once salvage and overhaul are complete, the I/C may allow members to enter a structure without SCBA if he/she is satisfied conditions suggest it is safe to do so. Wearing an N95 mask as protection from airborne particulates will be required as minimum protection.

Incident Safety Officer / Team Leaders:

The ISO and Team Leaders will monitor salvage and overhaul operations to ensure all members are wearing respiratory protection and personal protective equipment appropriate to the conditions at the scene.

Gas Detector: The Incident Safety Officer and/or Team Leaders will use the gas detector to continually monitor for the presence of toxic or explosive gases, or oxygen deficient atmospheres, during salvage and overhaul operations. They will ensure members are not exposed to carbon monoxide, and will require members to wear SCBA if any is detected, even if levels detected are lower than the maximum recommended above.

Firefighters:

All firefighters have the responsibility to look after and maintain their own health and safety. Members must wear SCBA and PPE during salvage and overhaul operations unless otherwise permitted.

Safety of the Public:

Until it is deemed safe to enter a structure, property owners and/or members of the public should not be allowed access since they may not be aware of the dangers from toxic gases and other substances remaining in the structure. Cordoning off the area with tape will discourage some, but not all, members of the public from entering the danger area. It may be necessary to assign security.

- References:
- IFSTA “Essentials of Firefighting” Training Manual**
 - IFSTA “Fire Investigator”**
 - IFSTA “Introduction to Fire Cause and Origin”**
 - WorkSafe BC Regulations**
 - NFPA 1500 “Standard on Fire Department Occupational Safety and Health Programs”**
 - NFPA 1521 “Standard for Fire Department Safety Officer”**
 - NFPA 1561 “Standard on Emergency Services Incident Management System”**
 - NFPA 1585 “Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises”**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #2.18.01 issued 2013/01/03

Bow Horn Bay Volunteer Fire Department	O.G. # 2.22.01
Subject: First Responder Procedures and Protocols / Gas Detector	pg 1 of 8

Purpose: **To provide Bow Horn Bay First Responders with a guide to licensing, response, procedures, and protocols for First Responder medical calls.**

Scope: **All Bow Horn Bay Fire Department First Responders, and all Fire Department personnel in general.**

General Information:

The Bow Horn Bay FD provides medical First Response within its Fire Service Area, as well as to the area of the Horne Lake community.

The BHBFD utilizes the Red Cross First Responder training program in-house via certified Red Cross FR Instructors.

The BHBFD is an Authorized Provider for the Red Cross to provide delivery of their First Responder training program.

The BHBFD responds to BC Ambulance D and E level medical calls (most serious), and will respond to B and C level calls (less serious) at the request of BC Ambulance, if there is a delay of 15 or more minutes before an ambulance arrives.

Governing Legislation and Documents:

The Emergency Health Services Act provides authority to the Emergency Medical Assistants Licensing Board (EMALB) to licence all EMA's (Emergency Medical Assistants), including First Responders, and mandates the Treatment Guidelines for the BC Ambulance Service.

The Emergency Medical Assistants Regulation governs the responsibilities, scope of services, and code of ethics for EMA's, including First Responders

The BC Ambulance Service Treatment Guidelines outline the medical principles and intervention guidelines for EMA's, including First Responders.

Procedures:

First Responder Training:

BHBFD members are not required to become First Responders as part of their regular training.

NFPA 1001 standard for firefighter qualification requires certification to First Responder Level 3 as part of that standard. Members who wish to be certified to the NFPA 1001 standard must take FR training.

FR training will be done in-house by a qualified FR instructor. A qualified instructor from another FD may be called on to assist with instruction and/or final evaluations.

First Responder training will be conducted using the Red Cross FR training program.

Successful candidates will be licensed as EMA-FR Level 3 (Emergency Medical Assistant - First Responder Level 3).

First Responder Patient Contact:

After successful completion of FR training, and before receiving his/her FR license from the EMALB, a member will be allowed to attend FR calls as an observer, to gain further experience.

As per the legal requirements of Emergency Health Services Act, First Responders who have not yet received their FR license will NOT be allowed to have any patient contact.

Should a non-licensed FR arrive at an FR call prior to another licensed FR, he/she will wait on the roadway until the arrival of a licensed FR before proceeding to the call (regardless of the severity or urgency of the call), even if BC Ambulance Service is already on scene (the attending Paramedics will expect a Fire Department member to be properly licensed if they attend an FR call and may call upon them to assist).

A non-licensed FR may assist other licensed FR's on scene with various tasks such as retrieving equipment, or can act as a scribe, but will not be directly involved in patient contact.

BCEHS/BCAS treatment protocols:

The BC Emergency Health Services mandates the treatment protocols for the BC Ambulance Service.

Since BHBFD First Responders work directly with BCAS Paramedics, FR's will follow the EMA treatment protocols outlined in the BC Ambulance Treatment Guidelines where those protocols are within the scope of treatment allowed by the EMA-FR license category under the Emergency Medical Assistants Regulation.

Currently, the Emergency Medical Assistant's Regulation allows an EMA with a license category of EMA-FR to provide the following services:

- (a) scene assessment;
- (b) assessment of level of consciousness, skin colour and temperature, pulse, and respiration;
- (c) rapid body survey to identify and attend to any life-threatening injuries followed by a secondary assessment consisting of a physical examination, medical and incident history, and vital signs;
- (d) cardiopulmonary resuscitation;
- (e) basic wound and fracture management;
- (f) maintenance of airways and ventilation.

An EMA who holds a licence in the category EMA-FR may also be endorsed to provide one or more of the following services:

- (a) use of airway management techniques including oropharyngeal airways, oral suction devices, and oxygen-supplemented mask devices to assist ventilation;
- (b) use of an automatic or semi-automatic external defibrillator;
- (c) cervical collar application and spinal immobilization on a long spine board;
- (d) administration of oxygen;
- (e) administration of oral glucose;
- (f) emergency childbirth;
- (g) ventilation using pocket mask and bag/valve/mask devices.

Note on BC Ambulance Treatment Protocols:

Currently, the BCAS Treatment Protocols reflect the AHA (American Heart Association) CPR guidelines which recognize that delays in chest compressions should be minimized. Early and continuous chest compressions have been shown to improve the survival rate for patients in cardiac arrest.

The previous ABC (Airway, Breathing, Circulation) CPR format has been updated to CAB (Circulation, Airway, Breathing), to emphasize the importance of early chest compressions. A pulse check should last no longer than 10 seconds before beginning compressions.

BCAS has adopted the continuous chest compression model of CPR, which calls for 1 ventilation every 10 chest compressions, with no stopping of compressions. To avoid confusion while working with BCAS Paramedics, BHBFD FR's will use the 10:1 continuous compression model instead of the regular 30:2 model. FR's will deliver continuous compressions, stopping only to analyze, deliver a shock, or a return of spontaneous circulation. All other aspects of CPR for FR's remain the same.

An FR will discontinue resuscitation efforts when advised to do so by a Paramedic on scene, or if a confirmed "Do Not Resuscitate" (DNR) order is located.

Code of Conduct: **It goes without saying that Bow Horn Bay Fire Department First Responders are expected to act in a professional and ethical manner. The EMA Regulation outlines a code of conduct by which all EMA's are expected to conduct themselves, as follows:**

EMERGENCY MEDICAL ASSISTANTS MUST

- (a) consider, above all, the well-being of the patient in the exercise of their duties and responsibilities;**
- (b) develop and maintain working relationships with other health professions and associations to ensure that patients receive the best possible emergency health care;**
- (c) protect and maintain the patient's safety and dignity, regardless of the patient's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation;**
- (d) preserve the confidence of patient information consistent with the duty to act at all times for the patient's well-being;**
- (e) not engage in any illegal or unethical conduct nor act in a manner that conflicts with the best interests of the profession;**
- (f) report to the appropriate authorities any incompetent, illegal or unethical conduct by colleagues or other health care personnel;**
- (g) carry out professional responsibilities with integrity and in accordance with the highest standards of professional competence;**
- (h) strive to improve the professional competence of colleagues serving under their direction;**
- (i) assume responsibility for personal and professional development, and maintain professional standards through training and peer mentoring;**
- (j) strive to encourage and merit the respect and trust of the public for members of the profession;**
- (k) refrain from impugning the professional reputation of a colleague or any other health care provider;**
- (l) promote and encourage compliance with the spirit of these standards within the profession.**

First Responder Call Pages:

First Responders are notified of a First Responder medical call on their own pager frequency.

On receipt of an FR page, members will log into the lamResponding system as per O.G. # 2.03.05, to alert other members that they are responding.

Members can check their smartphone IAR apps to determine how many members have logged in for the call so they can determine if they need to respond. Generally, four members are all that will be required for most FR calls, so if four members are already logged in, additional members need not respond. Additional FR's may be required at some FR calls (ie: cardiac arrest), so members are expected to use good judgement when responding, based on the type of call dispatched, and the distance they need to travel.

Members who cancel their response, must also call back into the IAR system and cancel so other members know they will not be responding, as per O.G. # 2.03.05. Failing to cancel on IAR immediately may result in another member cancelling as well, mistakenly thinking there are sufficient members responding. Also, the I/C will know who is attending and can make appropriate decisions based on the number of members that are logged in to IAR.

An FR member driving by, or close to, the firehall when responding will stop at the firehall, pick up R-79, and continue to the call. This will ensure a complete Jump Kit, Oxygen Kit, AED, gas detector, and additional spare medical supplies are available to responding personnel.

Use of the Gas Detector in R-79

A four-gas detector is clipped to the jump kit in R-79, for use by First Responders. The jump kit is to be carried in to all FR calls, and the gas detector must be turned on as soon as the jump kit is picked up from R-79. The gas detector is especially important at FR calls where a patient collapse is reported, and the cause is unknown. The cause could easily be carbon monoxide poisoning or a chemical suicide, both extremely hazardous situations for all First Responders.

If the gas detector alerts for ANY reason, all members will immediately withdraw from the scene and reassess.

If the gas detector indicates Carbon Monoxide - CO, SCBA will be donned before entry is again made.

If it is determined the situation is a chemical suicide (usually Hydrogen Sulfide - H₂S, or Hydrogen Cyanide - HCN), or an explosive gas (propane, etc.), the situation will be considered a HAZMAT (Hazardous Material) Incident, and members will NOT re-enter the site until appropriate help is on scene and proper protective equipment is utilized.

References:

The Emergency Health Services Act

The Emergency Medical Assistants Regulation

The BC Ambulance Service Treatment Protocols

Emergency Health Services Amendment Act

Good Samaritan Act

Red Cross FR Level 3 Training Program

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/31

This is a new Operating Guideline

Bow Horn Bay Volunteer Fire Department	O.G. # 5.01.03
Subject: Standards of Conduct and Discipline	pg 1 of 3

Purpose: **To provide a standard of conduct for members of the Bow Horn Bay Volunteer Fire Department, and procedures for disciplinary actions.**

Scope: **All Fire Department personnel.**

Standards of Conduct:

- Behaviors which are generally held to promote safety, respect, and order within the Fire Department.

Context: **The BHBFD expects its members to adhere to standards of conduct that promote mutual respect and trustworthiness between members, as well as between the Fire Department and the public. Every member has a duty and responsibility to exercise these standards.**

Guidelines: **Although common sense will ultimately determine the acceptability of a member's conduct, the following activities must be considered by all members as unacceptable.**

- **Intoxicated or under the influence of drugs. If a member has consumed alcohol before a practice or before a pager call is received, that member will not report to practice or respond to the page. A member using prescription medication that has a warning "not to drive or operate machinery while taking the medication" will not attend practice or respond to a call. This is simply in the interests of safety for everyone. This does not apply to prescription medication that does not impair work performance. A member using illegal drugs will be dismissed from the Fire Department.**
- **Harassment of any nature, threats, intimidation, discourteous, obscene, or abusive language toward other members, the public, or patients.**
- **Unauthorized disclosure of Fire Department, member, or patient information, or details and information about emergency incidents to any person or organization, or member of the press.**

At an incident scene, inquiries should be directed to the Fire Chief, or the Incident Commander. Any other time, if asked for details of an incident by members of the public that know you are a member of the Fire Department, it is best just to advise that you are not permitted to release information and doing so is a breach of Fire Department policy. Releasing information, especially on suspicious incidents where there is an ongoing investigation by police or fire investigators, could have negative consequences for the investigation.

- **Falsification or willful misrepresentation when applying for membership to the Fire Department.**
- **Theft or unauthorized removal of property belonging to the Fire Department, other members, the public, or patients.**
- **Failure to report accidental damage to Fire Department property, equipment, or vehicles, or the loss of Fire Department equipment. Accidents happen, and things do get lost or misplaced - reporting it makes sure the item or equipment gets replaced in a timely manner so it is ready when needed at an incident.**
- **Smoking in Fire Department vehicles.**
- **Willful violation of Fire Department S.O.G.'s**
- **Insubordination**

Minor instances of misconduct can be dealt with by a supervisor (ie: captain). Serious incidents should be directed to the Fire Chief for follow up and action.

Disciplinary Actions:

It is recognized that not all members have the experience or knowledge of Fire Department standards, and sometimes a breach of policy may occur inadvertently. Minor instances may simply be a training issue, and can be dealt with by an appropriate explanation, with no other action needed.

However, misconduct that is serious or ongoing, willful or deliberate gross negligence that endangers the safety of others, harassment of any kind, violence, or other serious incidents may be dealt with by any of the following disciplinary actions, at the discretion of the Fire Chief:

- **Counseling the member with no written report filed.**
- **Verbal warning with a written report. The nature of the misconduct will be documented and the verbal warning will be placed on the member's personnel file. The report will be signed by the Fire Chief. The member will be asked to review the documentation and sign it.**
- **Written warning. The nature of the misconduct and the written warning will be documented and placed on the member's file. The Fire Chief will sign the written warning and the member will be asked to sign it also, to indicate only that the warning has been received and reviewed by the member. It does not mean the member agrees to any disciplinary action taken.**
- **Suspension. The nature of the misconduct and the terms of the suspension will be documented and placed on the member's personnel file. The suspension will be signed by the Fire Chief, and the member will be asked to sign it also, to indicate the terms of the suspension have been received and reviewed by the member. It does not mean the member agrees to the terms of the suspension. The term of suspension will be at the discretion of the Fire Chief.**
- **Dismissal. Gross misconduct may result in immediate dismissal. The nature of the misconduct and dismissal will be thoroughly documented and placed on the member's personnel file. The dismissal will be signed by the Fire Chief. The Fire Chief, or his designate, will secure any property of the BHBVFD, such as the firehall key, licence plate, pager and/or radio, uniforms, and other items that were issued to the member.**

Signature of Fire Chief

Geoffrey MacIntosh

Issued on: 2018/01/30

This O.G. replaces O.G. #5.01.03 issued 2016/03/29

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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.02
SUBJECT: Written and Practical Safe Work Procedures	1 of 1

Purpose: To establish written and practical safe work procedures for the Coombs Hilliers Volunteer Fire Department.

Scope: To all Fire Department Personnel

Guideline: All safe work procedures contained in the Operational Guidelines and referenced documents adopted by the Coombs Hilliers Volunteer Fire Department, shall be adhered to by all Fire Department personnel

Procedure: The safe work procedures contained in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program are adopted and forms part of Operational Guideline 1.01.02.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G .# 1.01

<u>Aaron Poirier</u> Issued by _____ Signature of Fire Chief	This OG replaces: Issued: January 26 ,2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Fire Department	O.G. # 1.01.03
SUBJECT: Training of Fire Fighters and Officers	1 of 1

Purpose: To establish a policy for the training and retraining of firefighters and officers in the safe performance of their duties.

Scope: To all Fire Fighters and Officers

Guideline: All firefighters and officers shall be trained in and conduct skills Maintenance in accordance with NFPA 1001, NFPA 1002 , NFPA 1021 , NFPA 1041 British Columbia Fire Service Minimum Training Standards Playbook and Part 3 of the Coombs Hillier Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the training of firefighters and officers contained in NFPA 1001 , NFPA 1002 , NFPA 1021 , NFPA 1041 BC Play Book and Part 3 of the Coombs Hilliers Volunteer Fire Department Occupational Safety Health Program are adopted as part of Operational Guideline 1.01.03.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01, 3.01, 3.01.01, 3.01.02

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: January 25 , 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.04
SUBJECT: Supervision of Workers	1 of 1

Purpose:

To ensure that all firefighters are supervised in accordance with the Workers' Compensation Board requirements.

Scope: To all Fire Fighters and Officers

Guideline:

Officers shall supervise firefighters in accordance with the requirements of The British Columbia Fire Service Minimum Training Standards Play Book and Work Safe BC Part 3 Division 3 Sections 115 to 118

Procedure:

The requirements for the supervision of firefighters contained Operational Guideline 1.01.04.

Reference:

Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program , Work safe BC , BC Fire Service minimum standards Play book .

Also see O.G.# 1.01

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: January 26, 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Fire Department	O.G. # 1.01.06
SUBJECT: Workplace Hazardous Materials and Substances	1 of 1

Purpose: To establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.

Scope: All Fire Department Personnel

Guideline: All Fire Department personnel shall receive WHMIS training and carry out their responsibilities in accordance with the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program

Procedure: The requirements for the WHMIS program contained in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.06.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

<p>_____ _Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 15 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.07
SUBJECT: Monitoring of Workplace Exposures	1 of 1

Purpose: To provide for monitoring of the workplace environment to prevent exposures to harmful substances.

Scope: To all Fire Department Personnel

Guideline: The workplace environment shall be continually monitored in accordance with the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for monitoring of the workplace environment, as specified in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.07

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: JULY, 2013 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.01.08
Subject : Health Monitoring	1 OF 2

PURPOSE: To establish a procedure for Health Monitoring. To ensure the health and wellness of all Fire Department personnel.

SCOPE: All Fire Fighters

GUIDELINE: All Fire Department personnel will comply with Health Monitoring requirements in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

RATIONALE: Fire Fighters must meet the requirements for Health Monitoring contained in the Coombs Hilliers Fire Department Occupational Safety and Health Program is adopted as part of Operational Guideline 1.01.08 and WCB section 31.20 health and safety regulations.

PROCEDURE: All Fire Fighters must receive a Medical fit for duty rating from their family physician.

SCBA FITNESS:

WCB 31.20, Fitness to use SCBA

A physician's certificate of fitness to use self-contained breathing apparatus must be provided by a firefighter who:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.01.08
TITLE: Medical Examinations and Health Monitoring	2 OF 2

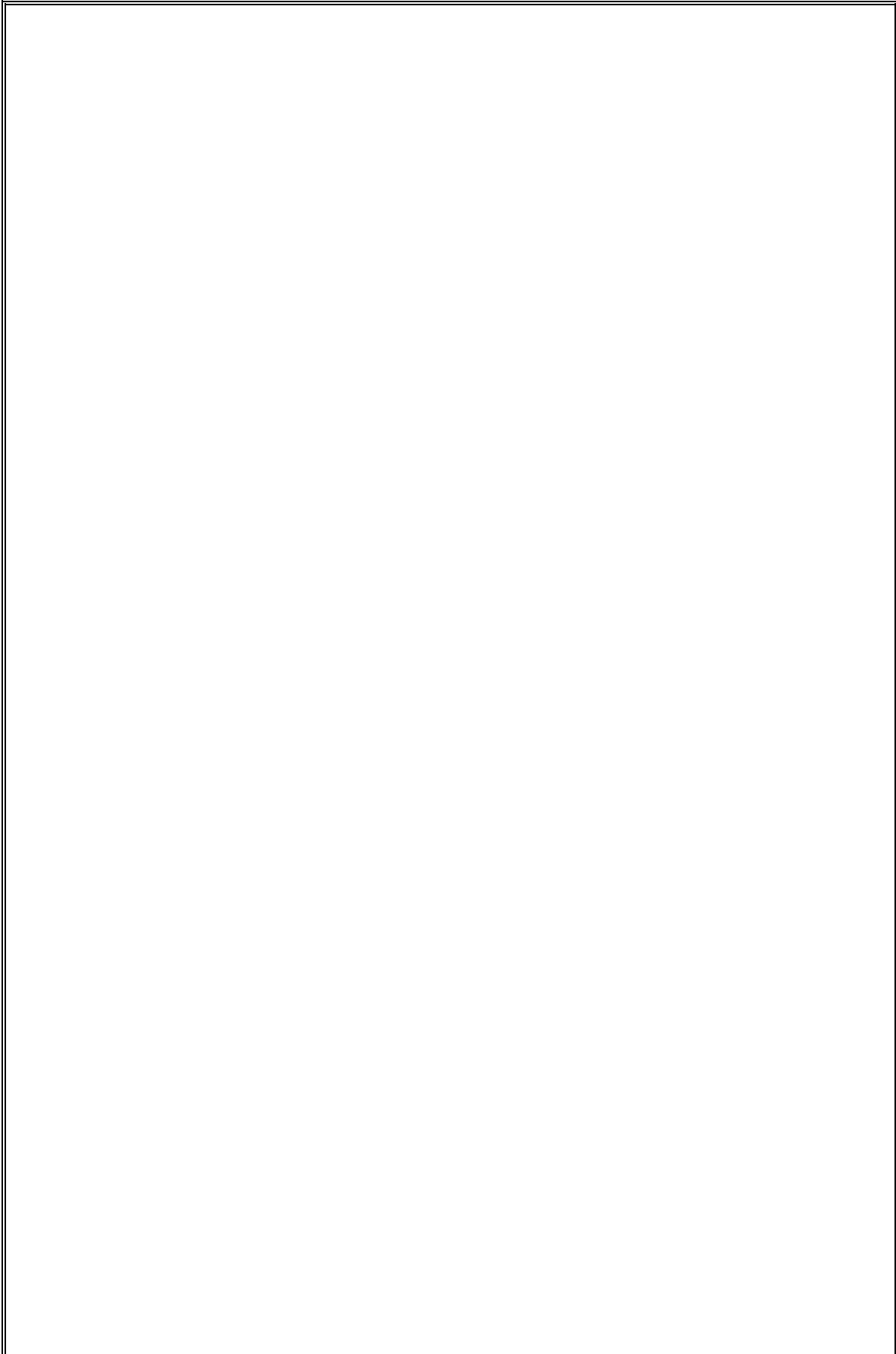
1. Experiences breathing difficulty while using the apparatus.

2. Is known to have heart disease, impaired pulmonary function, or any other condition that might make it dangerous for the firefighter to use self-contained breathing apparatus.

A Fit for Self Contained Breathing Apparatus form must be signed by the family physician to conform to WCB Occupational Safety and Health Regulation 31.20.

REFERENCE: WCB Health and Safety regulations section 31.20 Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

_____ Aaron Poirier Issued By:	This O.G. Replaces: Issued: March 15 2016
_____ Signature of Fire Chief	Amended:



OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.09
SUBJECT: First Aid Services and Equipment	1 of 1

Purpose: To provide first aid services and equipment in accordance with the Workers' Compensation Board of British Columbia Regulations.

Scope: To all Fire Department Personnel

Guideline: First aid equipment and services shall be provided by the Fire Department in accordance with the requirements of the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program. All injuries and accidents must be treated and reported in accordance with the Occupational Safety and Health Program.

Procedure: The requirements for first aid services and equipment contained in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.09.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 15 2015</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.10
SUBJECT: Investigation of Accidents and Diseases	1 of 1

Purpose: To ensure all accidents and occupational diseases are investigated to determine the action necessary to prevent recurrence.

Scope: To all Fire Department Personnel

Guideline: Any accident or the occurrence of any occupational disease shall be investigated with the requirements of the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the investigation of accidents and occupational diseases, as specified in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.10.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: March 15 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.11
SUBJECT: Occupational Health and Safety Committee	1 of 1

Purpose: To establish an Occupational Safety and Health committee for the Coombs Hilliers Volunteer Fire Department.

Scope: All Fire Department Personnel

Guideline: An Occupational Safety and Health Committee with a minimum of four (4) members shall be established in conformance with the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The terms of reference for the Occupational Safety and Health Committee are contained in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.
Occupational Safety and Health Regulations, Workers' Compensation Board of British Columbia Part 3 - 3.1 to 3.25

Also see O.G.# 1.01

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: March 15 2015 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.01.12
SUBJECT: Records and Statistics	1 of 1

Purpose: To establish a system of maintaining records and statistics to meet the requirements of the Workers' Compensation Board of British Columbia.

Scope: To all Fire Department Personnel

Guideline: All records and forms shall be completed and maintained in accordance with the requirements of the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the maintenance of records and statistics as specified in the Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.12.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.
Worksafe BC Part 31 Firefighting

Also see O.G.# 1.01

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: March 15 , 2015 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.02.00
SUBJECT: Respiratory Protection Program	1 of 1

Purpose: To require firefighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

Scope: All Fire Department personnel who in the course of duty, may be exposed to respiratory hazards.

Guideline: Every firefighter in the Department shall be trained in the use, limitations, maintenance and regulations regarding self contained breathing apparatus (SCBA) and shall subscribe to the Coombs Hilliers Volunteer Fire Department Respiratory Protection Program.

Procedure: All elements of the Coombs Hilliers Volunteer Fire Department Respiratory Protection Program, including all forms and documents encompassed within, and as adopted by the Coombs Hilliers Volunteer Fire Department, become part of Operational Guideline 1.02.

Reference: Coombs Hilliers Volunteer Fire Department Respiratory Protection Program
Occupational Safety and Health Regulations,
Workers' Compensation Board of British Columbia.
Workers' Compensation Board Regulation 8.32 – 8.45
CSA Standard Z94.4-93, "Selection, Use and Care of Respirators", Section 9.1
Also see O.G.# 1.01

<p>_____ Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 15 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.03.00
SUBJECT: Personal Protective Equipment	1 of 1

Purpose: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

Scope: All Fire Department personnel involved in emergency incidents or training exercises.

Guideline: Appropriate turnout gear shall be worn by all personnel riding or driving any Fire Department vehicle. The same applies to any personnel active at an emergency scene. Before any new Recruits are to take part in any training or emergency events they will be issued all applicable PPE.

Procedure: Turnout gear is to be donned that includes the following 1 set or pair of:

NFPA Rubber Boots or Leather Work Boots, NFPA Turnout Jacket and Pants, NFPA Structural Fire Fighting Gloves, Leather Work Gloves, NFPA Helmet
NFPA Balaclava, 1 NFPA Flashlight, 1 pair of Rescue Shears, and 1 pair of Safety Glasses

Also see O.G.# 1.03.01, 1.03.02

_Aaron Poirier _____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: March 16 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.03.01
SUBJECT: Personal Protective Clothing Inspection and Cleaning	1 of 3

Purpose: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

Scope: All Fire Department personnel involved in emergency incidents or training exercises .

Guideline: Appropriate personal protective clothing must be worn by all personnel at the scene of any emergency incident or training exercise.

- Procedure:**
1. For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the collar turned up.
 2. All clothing must be issued or approved by the Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
 3. Protective clothing must be worn by all personnel according to the following guidelines:
 - a) Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.
 - b) All firefighting personnel must wear full protective clothing when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets and gloves are optional for drivers and officers during the response.
 - c) All firefighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.03.01
SUBJECT: Personal Protective Clothing Inspection and Cleaning	2 of 3

- d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
 - e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
 - f) Damage to personal protective clothing must be immediately reported to the Officer in Charge. The Officer in Charge will inspect the damaged article have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
 - g) Officers in Charge may use their discretion the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective clothing -- removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example. In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
4. Each member must insure that his/her personal protective clothing is maintained in good condition. In the first quarter of each year, an officer must inspect all protective clothing for each firefighter in the Department. This inspection must be confirmed by completion of the Personal Protective Clothing Inspection report contained in this Operational Guideline and its submission to the Fire Chief.
5. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:

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OPERATIONAL GUIDELINE

Coombs Hilliers Fire Department	O.G. # 1.03.02
Title: Live Fire – Personal Protective Equipment	1 OF 2

Purpose: To identify the requirements for using Personal Protective Equipment during Live Fire Training exercises

Scope: All Fire Department Personnel attending Live Fire Training sessions

Guideline: It is a guideline of the Coombs Hilliers Fire Department that all persons attending training shall wear personal protective equipment appropriate to the training exercise, drill or evolution.

Procedure:

1. Participants engaged in training evolutions will be equipped with appropriate personal protective clothing and S.C.B.A. as required by the drill evolution. Personal Protective Clothing shall meet the requirements defined in departmental guidelines.
2. Inspect personal protective clothing prior to any drill evolutions for condition and serviceability
3. Don personal protective clothing in designated areas prior to drill evolutions.
4. Don personal protective clothing prior to entering training site areas for proper donning and security.
5. Inspect personal protective clothing for damage and wear after each training evolution and drill.
6. Removal of personal protective clothing is to be done in designated areas and as directed by instructors
7. Inspect personal protective clothing for serviceability and clean for return to service after training drills and evolutions are completed.
8. Inspect and test S.C.B.A. for function and serviceability before entering designated training zones.
9. Don S.C.B.A. in designated areas prior to entering designated training zones where the use of S.C.B.A. is defined.

OPERATIONAL GUIDELINE

Coombs Hilliers Fire Department	O.G. # 1.03.02
Title: Live Fire – Personal Protective Equipment	2 OF 2

10. Inspect donned S.C.B.A. for function and serviceability before entering designated training zones.
11. Exit training zones immediately with your partner Prior to sound of low air warning, as you leave radio the Instructor in Charge or Command that you are exiting.
12. After exiting training zones check S.C.B.A. for air supplies, and cylinders where defined and directed by Instructors and Safety Officers.
13. Doffing S.C.B.A. for Rehab purposes and apparatus checks will be identified by the instructor.
14. Inspect and return to service S.C.B.A. on completion of training exercises and drills.

Reference: N.F.P.A. 1403 5-3 (1-7 incl.); 5-3.2 & 5-3.3
WCB. O.H. & S 31.10; 31.19

_____ _Aaron Poirier_____ Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: March 16 2016
	Amended:

-1 OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.03.03
Title: Live Fire Accountability	1 OF 2

Purpose: To identify the procedures for initiating and using a personal accountability system during training evolutions and drills

Scope: All Fire Department Personnel.

Guideline: It is a guideline of the Coombs Hilliers Volunteer Fire Department that a personal accountability system be utilized during all training evolutions and drills to promote personal safety.

Procedure:

1. Direction to students in making up primary and back up passports will be done at the beginning of a training session or course where appropriate, and under the direction of instructors.
2. Place pass ports on status boards as appropriate for the location and training exercise prior to training exercises and drills.
3. For Live Fire Training (if appropriate) appoint a accountability officer and give guidance and direction in:
 - a) Control of primary and secondary passports
 - b) Giving passports to, and retrieving form instructors at work stations
 - c) Termination of pass ports at end of training.
4. Movements around training sight and work stations require passport.
5. Splitting of crews require that passports be adjusted accordingly. Re-alignment of passports would go through the accountability officer, Incident Command to effect changes in primary and backup passports effected.
6. Splitting requires roll call at the end of the training day to ensure all persons are accounted for.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.03.04
Title: Rehab	1 OF 2

Purpose: To ensure a rehabilitation sector is established for the health and safety of fire fighters at emergency incidents.

Scope: Fire Department personnel at the scene of an emergency incident.

Guideline: No member of the fire department will be required to continue emergency operations beyond safe physical and mental endurance. This guideline is not intended to diminish initial fire attack aggressiveness. The intent is to establish a reasonable procedure to lessen the potential of injury resulting from extended field operations under adverse conditions.

Procedure: Each member will be responsible for:

- 1) Monitoring their physical condition.
- 2) Maintaining operational readiness.
- 3) Requesting assignment to rehab sector as necessary or when a fire fighter has exceeded two SCBA cylinders. Once a fire fighter has reached the limit of two SCBA cylinders consecutively, that fire fighter will go into the rehab sector.
- 4) The rehab sector will select an area away from fire ground operations where protective clothing may be removed. The site should be selected for protection from extreme weather as extremely hot weather requires shaded area and extremely cold requires warm shelter. The site shall take into consideration vehicle and apparatus emissions and wind direction.

Normal operational procedure requires BC Ambulance Service respond (BCAS) to structure fires where

- a) Fire fighters will be donning SCBA.
- b) When a fire fighter has reached his/her limit of two SCBA cylinders (2216 PSI Full) that fire fighter will report to BCAS for assessment. Upon release by the attending paramedic that a fire fighter will be able to return fire-fighting activities and report to fire ground operations.

Aaron Poirier

Issued by:

Signature of Fire Chief

Date of issue:

This O.G. Replaces:

Issued: March 16 2016

Amended:

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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.04.00
SUBJECT: Incident Safety	1 of 2

Purpose: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

Scope: All Fire Department personnel involved in emergency incidents or training exercises

Procedure: On arriving at an emergency scene, the Senior Officer and/or Senior Firefighter (Incident Commander) will complete a size up of the situation, for fires this will be from a minimum of three sides.

The officer of each incoming unit shall report to the Incident Commander for instructions. All communications go through the Incident Commander. If no assignments are given, then the incoming crews will report to staging. If no staging has been established, then the crew will remain with the apparatus.

The Incident Commander may pass Command over to another Officer or Senior Firefighter. Notification of this transfer must be made to all Firefighters at the scene, preferably face to face and then over the radio.

At the discretion of the incident commander, activities that present a significant risk to the safety of the fire department members will be limited situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects will be considered in the extent of actions employed.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.04.00
SUBJECT: Incident Safety	2 of 2

Activities that are routinely employed to protect or save property are to be recognized as an inherent risk to the safety of the fire department members, and action will be taken to reduce or avoid these risks.

No risk to the safety of fire department members is acceptable when there is no possibility of saving lives or salvaging property.

No risk to the safety of fire department members will be acceptable for training exercises or for the rescue of pets or animals and the fire department will ensure that all measures are taken to minimize risks to fire department members.

Reference: Coombs Hilliers Volunteer Fire Department Passport Accountability System.
Coombs Hilliers Volunteer Fire Department Incident Command Guidelines.

Also see O.G.# 1.04.01, 1.04.02

_Aaron Poirier_____	This OG replaces:
Issued by	Issued: March 16 2016
_____ Signature of Fire Chief	

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #1.04.01
SUBJECT: Incident Accountability (Passport)	1 of 2

Purpose: To provide a system designed to account for and track fire personnel and apparatus at an incident.

Scope: All fire personnel and apparatus responding to an incident.

Guideline: To account for the location and safety of all personnel within an emergency incident perimeter. Members participating at an incident must adhere to the guidelines of the Passport Accountability System. Members not using the Passport Accountability System are unauthorized to be inside the emergency perimeter.

Procedure: 1. All elements of the Coombs Hilliers Volunteer Fire Department Passport Accountability System, including all forms and documents encompassed within, and as adopted by the Coombs Hilliers Volunteer Fire Department, become part of Operational Guideline 1.04.01.

Passports from apparatus are given to incident commander upon tactical assignment, Or to a staging officer up on be assigned to a staging area .

For multi company apparatus there be 2 designations assigned They will be Oscar denoting the whole crew is assigned to the officer in charge of apparatus or a Tango designation that they are separate team working away from the apparatus officer.

Only 1 passport is required forward the other 2 remain in the vehicle

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #1.04.01
SUBJECT: Incident Accountability (Passport)	2 of 2

Reference: Coombs Hilliers Volunteer Fire Department Passport Accountability System.
Coombs Hilliers Volunteer Fire Department Incident Command Guidelines
NFPA 1500 & 1561.
Workers' Compensation Board Regulation Part 31.20, 31.21, 31.22

Also see O.G.# 1.04

_Aaron Poirier_____	This OG replaces:
Issued by	Issued: March 16 2016
_____ Signature of Fire Chief	Amended:

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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.04.02
SUBJECT: Incident Safety - Rapid Intervention Teams (RIT)	1 of 3

Purpose: To ensure that all personnel know and understand the standard for Rapid Intervention Team deployment and relevant procedures and regulations.

Scope: All Fire Department Members

Guideline: RIT will be established in accordance to the Worksafe BC regulation:

31.23 Entry into buildings

- (1) When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least 2 firefighters
- (2) Effective voice communication must be maintained between firefighters inside and outside the enclosed location.
- (3) During the initial attack stages of an incident at least one firefighter must remain outside.
- (4) A suitably equipped rescue team of at least 2 firefighters must be established on the scene before sending in a second entry team and not more than 10 minutes after the initial attack.
- (5) The rescue team required by subsection (4) must not engage in any duties that limit their ability to make a prompt response to rescue an endangered firefighter while interior structural firefighting is being conducted.

Procedure:

- RIT must be established by two able bodied and suitably equipped firefighters within ten minutes of first entry into the build by an attack team.
- RIT team must be certified in live fire training.
- RIT members must don full SCBA with masks at the ready.
- RIT equipment tarp will be established near an entry point into the building and equipped with forced entry tools, charged hose line, the RIT packs, air horn, and any other equipment that the team deems necessary
- RIT shall establish a secondary egress point and communicate that information to the interior crew.
- If the interior crew is working on a second floor or above, RIT is to establish a ground or aerial ladder to an egress point that the interior team can reach away from the fire. Additional egress points shall be established as needed.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.04.02
SUBJECT: Incident Safety - Rapid Intervention Teams (RIT)	2 of 3

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- RIT may assist with ground operations such as ventilation and scene size up, but must be at the ready to enter the building at all times.
- The fire department members remaining outside the structure will assist by feeding fire hose as needed.

- Command will not begin an interior attack without verifying that RIT will be established within ten minutes of first entry, and never if recreational time is less than estimated time of RIT being established.
- If an interior attack is ordered without RIT personnel on scene, then Command must don SCBA and have a charged hose line at the ready until RIT is established by arriving personnel.
- Engineer cannot be counted as a RIT member as they cannot leave station while interior team is active.
- Where mutual aid is being employed for RIT then RIT packs must be deployed for all types of SCBA on scene.
- RIT team will be maintained throughout the entire interior operations including overhaul.
- RIT will maintain communications via voice, visual or touch with one another at all times. Radios will be used for communications between offensive firefighting team(s) and command.
- Firefighters shall notify command of any situation that poses a significant risk to interior attack team firefighters in the IDLH atmosphere.
- RIT will not enter the structure without notifying and receiving confirmation from command.
- Firefighters in need of assistance shall sound a mayday as soon as they think they are in distress, and not after they have already exhausted their escape options. Firefighters in distress shall alert command via radio including unit identification, number of members accounted for or not, last known location, air supply, and what they are doing to escape. i.e. "MAYDAY MAYDAY MAYDAY Interior attack team one in distress, two members accounted for last know location Alpha Bravo corner window 60% air supply, performing a left handed search for possible egress".
- In a "mayday" situation, command shall order "Emergency Radio Traffic Only" on the operations channel and move all other traffic to tactical channel two – "Clear the Air for (team name) all fire ground communications move to CH 2." RIT or any other personnel involved in the rescue operation will remain on Channel 6.
- Upon report of a lost or missing firefighter, command will deploy the RIT team to the last known location of that team.
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.04.02
SUBJECT: Incident Safety - Rapid Intervention Teams (RIT)	3 of 3

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- When the RIT team is deployed it shall be replaced with a minimum of four firefighters to back up the crews involved in the rescue operation, these firefighter must be eligible to be RIT members.

See also: OG# 1.04.03 - Incident Safety - Emergency Evacuation Alert.

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- **Reference:** Workers Compensation Board Regulation - **31.23 Entry into buildings**

<p>_____ Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 16 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #1.04.03
SUBJECT: Incident Safety – Emergency Evacuation Alert	1 of 1

Purpose: To ensures all fire department members know and understand emergency evacuation alerts and how to initiate and respond to them.

Scope: All fire department members.

Guideline: When the incident commander determines that conditions at an incident have, or may soon, deteriorate to the point where firefighters safety is threatened by working within the hazard area, an emergency evacuation order will be issued. Such an order is accompanied by several alerts. Once received, Firefighters shall immediately leave the danger area and report to their team leaders and then conduct a "Accountability Check ". Team leaders will relay all clear to commands or deficiencies to the incident commander..

Procedure: When command determines it is necessary for crews to evacuate an emergency scene the following procedure will be followed.

1. The Incident Commander will broadcast a message over the radio for all crews to evacuate the scene immediately, order the sounding of the air Horn Alert (long blasts from apparatus air horn or a hand held air horn). The horn will sound for 4 long blasts in repeated intervals until the all clear is given.
2. Upon the evacuation all firefighters will report to their team leader.
3. An "Accountability Check", will be conducted by the company officer and notify incident command that their team is "Present and accounted for" or if a member is missing.
4. Members may have to wait for the incident commander to request accountability information, unless a member is missing. Incident Command should be notified immediately if a member is un-accounted for.
3. Wait for new instructions for incident stabilization.

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: March 17 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #1.04.04
SUBJECT: Incident Safety – Traffic Control	1 of 1

Purpose: To provide traffic control to ensure safety for emergency responders, patients and members of the public.

Scope: All fire department members

Guideline: Incident Command will ensure that the effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, patients and members of the public.

Procedure:

Where it is evident that traffic control will be required to provide a safe working area the incident commander will contact the RCMP via fire dispatch and request traffic control.

Firefighters will provide temporary traffic control to ensure a safe working area for the incident. Only firefighters trained in emergency traffic control will provide traffic control, in the event that no members on scene are trained in traffic control the roadway will be blocked off and RCMP notified.

Engineers are responsible for placing cones around their apparatus upon arrival at an emergency scene, and place the apparatus as per the departments O.G's.

Reference: Coombs Hilliers Volunteer Fire Department O.G. # 2.09.00 Traffic Management. Nova Scotia Traffic Management Guidelines for Emergency Scenes.

<p>_Aaron Poirier _____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 17 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.06.01
SUBJECT: Warning Devices in Emergency Operations	1 of 4

Purpose: To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicle are operated in conformance with the B.C. Motor Vehicle Act.

Scope: All Fire Department members.

Guideline: An emergency response is required when an emergency situation poses a threat to life or limb or property and a reduced response time can substantially alter a patient's prognosis or the preservation of property. In such circumstances, CHVFD will respond code three in accordance to the Motor Vehicle Act of British Columbia, and the procedures laid out in this guideline.

General: The B.C. Motor Vehicle Act explicitly specifies the mandatory use of revolving red lights and sirens on Fire Department vehicles during response to emergency situations.

Procedure:

- When responding Code 3, all emergency warning devices (lights and sirens) shall be operated continuously.
- While the MV Act and EV Regulation provide privileges for drivers of emergency vehicles, they also require drivers to maintain safety under all circumstances, particularly in regard to:
 - a) the nature, condition, and use of the roadway;
 - b) the amount of traffic that is on, or might reasonably be expected to be on, the roadway; and
 - c) the nature and use being made of the emergency vehicle at the time.
- Drivers should not exceed the posted speed limit without due consideration for road conditions and urgency of the response.
- When approaching traffic control devices such as stop signs or going against a red light, the driver will:
 - a) Come to a complete stop before entering an intersection
 - b) Check for clearance and safety
 - c) Proceed with caution.
- When approaching a green light, the driver will:
 - a) Slow down
 - b) Check for clearance and safety

c) Proceed with caution.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.06.01
SUBJECT: Warning Devices in Emergency Operations	2 of 4

- When a thoroughfare is being encroached upon by department apparatus, flashing emergency lights (excluding alternating headlights and oscillating "crossfire" type lights) must remain in operation while on scene.
- The emergency lights shall be extinguished only after conclusion of the operation and when the need to warn traffic of the position of a halted emergency vehicle has ceased.
- Officers shall take all precautions to ensure the safety of firefighters and citizens in the area in which Fire Department operations are being conducted.
- Officers and vehicle operators shall ensure that a barricade is formed by safety cones, or warning tape in the area in which Fire Department operations are being conducted.
- A Hot Zone barrier shall be erected at the earliest possible instance by the first responding apparatus. At earliest
- Vehicles, cones or other barriers shall be arranged in such a fashion as to protect personnel from traffic by giving motorists adequate warning and direction.
- These warning devices shall be removed when the need for such protection has terminated.
- Apparatus headlights will be kept in operation during all emergency responses (day and night) and while working at emergencies shall be dimmed (low beam) or in the event of the beams facing traffic they will be turned off. Headlights and spotlight can be mistaken for oncoming traffic to approaching motorist.
- Revolving warning lights, tail lights, and emergency red lights should be kept on.
- The air horn may be used in connection with the sirens and as a warning device for imminent danger to personnel or as a emergency evacuation signal.

TRAFFIC CONTROL

- Officers shall ensure that, when operations are being conducted upon a travelled thoroughfare, and conditions are present that, in their judgement, may require a traffic control person to ensure the safety of themselves and other personnel, that a person shall be designated to perform this duty. Refer to Operational Guideline Safety. Traffic Control OG# 1.04.04
- Warning devices include high visibility vest, Turnout gear (jacket is optional), Helmet, Flashlight, Traffic sign, Flares and Traffic Cones.
- Fire Department vehicles should be staged so as to protect the incident and deflect rogue vehicles from entering the incident.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.06.01
SUBJECT: Warning Devices in Emergency Operations	3 of 4

**MOTOR VEHICLE ACT
[RSBC 1996] CHAPTER 318
Exemption for emergency vehicles**

- 122** (1) Despite anything in this Part, but subject to subsections (2) and (4), a driver of an emergency vehicle may do the following:
- (a) Exceed the speed limit;
 - (b) Proceed past a red traffic control signal or stop sign without stopping;
 - (c) Disregard rules and traffic control devices governing direction of movement or turning in specified directions;
 - (d) Stop or stand.
- (2) The driver of an emergency vehicle must not exercise the privileges granted by subsection (1) except in accordance with the regulations.
- (3) [Repealed 1997-30-2.]
- (4) The driver of an emergency vehicle exercising a privilege granted by subsection (1) must drive with due regard for safety, having regard to all the circumstances of the case, including the following:
- (a) The nature, condition and use of the highway;
 - (b) The amount of traffic that is on, or might reasonably be expected to be on, the highway;
 - (c) The nature of the use being made of the emergency vehicle at the time.

**MOTOR VEHICLE ACT
[RSBC 1996] CHAPTER 318**

Part 3.1 — Use of Electronic Devices while Driving

214.1 Definitions:

In this Part "**electronic device**" means:

- (a) a hand-held cellular telephone or another hand-held electronic device that includes a telephone function,
- (b) a hand-held electronic device that is capable of transmitting or receiving electronic mail or other text-based messages, or
- (c) a prescribed class or type of electronic device;

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 1.06.01
SUBJECT: Warning Devices in Emergency Operations	4 of 4

"use", in relation to an electronic device, means one or more of the following actions:

- (a) Holding the device in a position in which it may be used;
- (b) Operating one or more of the device's functions;
- (c) Communicating orally by means of the device with another person or another device;
- (d) Taking another action that is set out in the regulations by means of, with or in relation to an electronic device.

Exceptions to prohibition — emergency personnel

214.3 Section 214.2 does not apply to the following persons who use an electronic device while carrying out their powers, duties or functions:

- a) a peace officer;
- (b) a person driving or operating an ambulance as defined in the *Emergency Health Services Act*;
- (c) Fire services personnel as defined in the *Fire Services Act*.**

-Fire department personnel shall limit electronic device use and communications to only those vital to accomplish their duties. All other electronic communication personal or non-vital in nature does not meet the requirement for exemption from section 214.2 of the MVA.

REFERENCE: B.C. Motor Vehicle Act Section 118
 B.C. Motor Vehicle Act Section 118.2
 B.C. Motor Vehicle Act Section 288
 B.C. Motor Vehicle Act Regulation 4.14(2)
 B.C. Motor Vehicle Act Regulation 4.22
 Workers' Compensation Board Regulation Part 18
 Front Line Traffic Control Person Training Program

Also see O.G.# 1.06.02, 1.06.03, 1.04.04, 1.04.03

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 17 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #1.06.02
SUBJECT: Warning Devices in Non-Emergency Operations	1 of 1

Purpose: To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business. To ensure that Fire Department vehicles are operated in compliance with the B.C. Motor Vehicle Act.

Scope: All Fire Department members.

Guideline: All Fire Department vehicles shall be operated in accordance with the provincial motor vehicle regulations and within the procedure of this Operational Guideline when responding to non-emergency situations

Procedure:

1. Vehicles responding to non-emergency type incidents (code 2), such as public assists, will not use revolving red lights or siren except when backing up.
2. During station tours, pumper demonstrations, etc., emergency lights and sirens can be used as part of the demonstration as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
3. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.

Fire Department apparatus, when involved in non-emergency business, shall be driven and parked in accordance with the posted signage.

Reference:

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: March 17 2016 Amended:
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OPERATIONAL GUIDELINES

Coombs Hilliers Volunteer Fire Department	O.G.# 1.06.03
TITLE: Vehicle Response Safety	1 of 4

Purpose: To ensure the safe and efficient response of personnel and apparatus during emergency and non emergency operations.

Scope: All fire department personnel responding to emergency and non-emergency operation and all persons being transported in Fire Department Vehicles

Guideline: All operators of department vehicles during emergency incidents will adhere to the Motor Vehicle Act:

**133 Section 122 “Exemptions for Emergency Vehicles” and Section “Emergency Vehicle Driving Regulation”
Section 122**

- c) Despite anything in this Part, but subject to subsection (4), a driver of an emergency vehicle may:
 - a) Exceed the speed limit.
 - b) Proceed past a red traffic control signal or stop sign with out stopping.
 - c) Disregard rules and traffic control devices governing direction of movement or turning in specified directions.
 - d) Stop or stand.
- d) The Driver of an emergency vehicle exercising a privilege granted by subsection (1) must drive with due regard for safety having regard to all the circumstances. The case, including the following;
 - a) The nature, condition and use of the highway.
 - b) The amount of traffic that is on, or might be reasonably be expected to be on, the highway.
 - c) The nature of the use made of the emergency vehicle at the time.

OPERATIONAL GUIDELINES

Coombs Hilliers Volunteer Fire Department	O.G.# 1.06.03
TITLE: Vehicle Response Safety	2 of 4

Section 133 Emergency responses by a person other than a peace officer.

1) When a person other than a peace officer operates an emergency vehicle, the person may exercise the privileges granted by subsection 122(1) of the Motor Vehicle Act if the person operates:

- e) An audible signal bell, siren or exhaust whistle.
- f) A flashing red or blue light.

The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver of any fire department vehicle bears full responsibility for the adherence to this guideline and conformance with the B.C. Motor Vehicle Act.

Procedure:

- 1. Driver Operation:** Only personnel who have the necessary valid licenses and endorsements for the apparatus being operated, as required by the Coombs Hilliers Volunteer Fire Department and B.C. Motor Vehicle Act, are permitted to drive department vehicles. Except when under the supervision of a trainer for the purpose of driver training.
- 2. Secure Positions:** The driver of any fire department vehicle will not move the vehicle until all passengers have signalled that they are in a secure position and wearing seat belts.
- 3. Exiting the Station:** The driver will be aware of other vehicles leaving the station, check for pedestrians and vehicles within the vicinity of the station. The electric air horn will be used before the apparatus is moved. 3 honks will signal the forward movement of the apparatus.
- 4. Speed:** The driver will always maintain a speed consistent with the safe operation of the vehicle under prevailing conditions. If conditions permit,

Coombs Hilliers Volunteer Fire Department	O.G.# 1.06.03
TITLE: Vehicle Response Safety	3 of 4

the maximum limit **may** be exceeded, in accordance with the B.C. Motor Vehicle Act. Under no circumstance will any vehicle owned and operated by the Coombs Hilliers Volunteer Fire Department exceed the posted speed limit more than 30 Km per hour. The Driver and in the case of Apparatus response, the Officer in charge of the responding unit is responsible to ensure this policy is strictly adhered to.

5. Driving in the Oncoming Traffic Lane: Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive on the oncoming lane, extreme caution must be exercised and a safe operating speed must be maintained.

6. Intersections: Intersections are one of the most dangerous areas to approach during an emergency response. All responding vehicles shall observe the following precautions:

g) When a responding vehicle must approach an intersection in the oncoming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.

h) When approaching a controlled intersection with a stop sign or a red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.

i) The maximum allowable speed through a controlled intersection shall be the posted speed limit.

7. Reduced Response: The incident command or officer arriving at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding apparatus not needed at the scene will be advised of a status change and re-directed as required.

8. Approach Safely: When approaching an emergency scene, the driver will watch for emergency vehicles approaching from other directions. The Driver

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Coombs Hilliers Volunteer Fire Department	O.G.# 1.06.03
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should be on alert for civilians, fire fighters, and other emergency service personnel who might inadvertently step in front of the approaching apparatus.

9. Placement: The officer in charge of responding apparatus will position the apparatus in a safely on a surface normally used for vehicles but off the traveled portion of the road if possible. Apparatus will not be driven on parks, fields or on areas that are not designed/suitable for apparatus travel. In each instance where extenuating circumstances exist and the apparatus must leave the surface designed for and normally used by vehicles the officer in charge of the apparatus will file an occurrence report with the Chief explaining the circumstances and action taken.

10. Backing up: before backing up vehicles, drivers must ensure that they are being guided by at least one fire fighter using recognized hand signals. The use of emergency lights will be used and giving 2 honks of the air horn to alert any fire fighters that might be in the area.

Reference: B.C. Motor Vehicle Act RS Chapter 288
B.C. Emergency Vehicle Driving Regulations
Occupations Health and Safety Regulations, Workers Compensation Board of British Columbia.

Aaron Poirier
Issued by:

Signature of Fire Chief

This O.G. Replaces:

Issued: March 17 , 2016

Amended:

-1 OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.00
Title: Blood Borne Pathogens-<i>Accidental Exposure</i>	1 OF 2

Purpose: To establish protocols for the protection of all staff from exposure to blood borne pathogens and provide guidelines for post treatment.

Scope: All personnel involved in emergency medical incidents

Policy: All personnel shall wear proper protective clothing to minimize potential exposure and shall utilize the procedures established herein when an exposure has occurred.

Procedure: Precautions to be taken when there is a potential for exposure.

The members must as part of their initial scene assessment assess the risk of an accidental exposure to a blood born pathogen or air borne pathogen. Having assessed the risk they need to wear the protective clothing/ equipment required to mitigate the risk (i.e. medical gloves and eyewear).

This equipment is your first line of defence in dealing with exposure risks. The term "Universal Precaution" when used by fire dispatch or on scene emergency personnel will assume all patients have HIV. The use of this term will indicate that all personal protective clothing **will** be worn.

In the event of an exposure to blood borne pathogens

Definition- Blood and or body fluid splashes into open cuts, eyes or mucous membranes.

A special procedure has been developed to ensure RCMP, fire fighters and BCAS EHS members are offered knowledgeable care and advice regarding their risk after injury. There are treatment packages available at all hospitals for this purpose alone.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.00
Title: Blood Borne Pathogens- <i>Accidental Exposure</i>	2 OF 2

Notify the officer in charge immediately following exposure and report to the nearest hospital emergency room. Time is critical, as each hour passes; the chance for reversing the effects of exposure diminishes rapidly.

If you know the name of the person whose blood or body fluids you were exposed to, bring the information with you to the emergency room.

Exposure to communicable or infectious diseases must be documented on Workers' Compensation Board Form 6 and entered in the Accident Record Book.

There is no way to judge by looking at someone if they are HIV or Hepatitis positive. Early identification and treatment of high risk exposures can protect you and your family. Assume all contacts may be infectious.

<u>Aaron Poirier</u> Issued by:	This O.G. Replaces:
 	Issued: March 17 , 2016
_____ Signature of Fire Chief	Amended:
Date of issue:	Amended:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.01
Title: Blood Borne Pathogens- Exposure Control Plan	1 OF 5

Purpose: The Purpose of this exposure plan is to eliminate or minimize the "First Responders" risk to Blood Borne Pathogens and OPIM's , as well as reduce the risk of infection should exposure occur.

Scope: To all First Responders and First Aid Attendants.

Guideline: It is a guideline of the Coombs Hilliers Volunteer Fire Department to ensure that our First Responders and First Aid Attendants are protected from occupational exposure to Blood Borne Pathogens, and that it is done in a manner that complies with the BC Workers Compensation Act, Occupational Health and Safety Regulation, B.C. Ambulance Service's First Responder Program and human rights legislation.

Procedure:

Engineering and safe work practice controls are the preferred means to eliminate and or minimize and First Responder/First Aid Attendant exposure to blood borne pathogens in this Fire Department and while on scene of a medical incident. If such controls are unavailable or do not completely eliminate exposure, First Responders and First Aid Attendants will wear the appropriate protective equipment provided.

A. Engineering controls

Although first aid kits and other equipment contain only a few items that could break through the skin, First Responders and First Aid Attendants must always watch out for other sharp objects that may be encountered and pose a risk of percutaneous injury (e.g. contaminated broken glass at an accident scene). Sharps disposal containers are located in the First Aid room in the fire station and in the First Responder jump kit, for discarding disposable, contaminated sharp items.

Pocket masks with one way valves are available in the First Responder jump kit. These masks should not be shared before being washed and disinfected, or the valves being changed if there is insufficient time to do this between uses by different individuals.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.01
Title: Blood Borne Pathogens- Exposure Control Plan	2 OF 5

B. Work practice controls and written work procedures

As specified in the Occupational First Aid Reference and Training Manual and The First Responder Reference Manual and Occupation First Aid Training Guides and the First Responder Training Guides, the First Responder and the First Aid Attendant will:

- Follow standard precautions

- Use pocket masks with one way valves when ventilating patients

- Follow safe sharps handling procedures, such as discarding any disposable, contaminated sharp items in disposable sharps containers as soon as possible.

- Wear water proof, disposable medical examination gloves when assessing and treating patients and treating patients (if there is a potential contact with patients blood, body fluids, secretions, excretions, mucous membranes or non intact skin), and when touching contaminated items or surfaces;

- also wear such gloves if they have non intact skin on their hands, after first covering the affected skin with a water proof dressings. Replace gloves as soon as practical if there are torn, cut, punctured, or leaking and they become contaminated or damaged such that their ability to function as a barrier is in question. Do not wash or decontaminate disposable gloves for reuse.

- follow the procedures for glove removal and hand washing

- follow the cleanup procedures for spills of blood and OPIMs that minimize splashes.

- Not Store or consume food or drink in First Aid Facilities.

- Follow the post exposure health management procedure, if they have an exposure incident to blood or OPIMs.

C. Personal Protective Equipment

All personal protective for blood borne pathogens used at the Fire Station and while on scene at a medical incident will be provided by the Fire Department and/or the B.C. Ambulance Service at no cost to the First Responders and First Aid Attendants.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.01
Title: Blood Borne Pathogens- Exposure Control Plan	3 OF 5

Waterproof, disposable medical examination gloves are available in:

- E 105
- E 104
- R103
- D106

They will be worn and used as specified in the manuals and training guides, and the safe work practices and written work procedures outlined above.

Eye/Face protection in the form of *Uvex Safety Glasses* will be issued to each First Responder and First Aid Attendant, also available in the First Responder Jump Kit, First Aid Kit, and the Fire Station First Aid room. They will be worn by First Responders and First Aid Attendants when it can be *reasonably* anticipated that the mucous membranes of their eyes, nose or mouth may be sprayed with blood or OPIMs

D. House Keeping, Laundry and Waste

All reusable First Aid Equipment that is used by First Aid attendants and environmental working surfaces Counters in the First Aid room. They will be decontaminated as soon as possible after contamination with blood or OPIMs, as well as on a routine basis, as specified in the manual and training guides.

Laundry soiled with blood or OPIMs will be treated as specified in the manual and training guides.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.01
Title: Blood Borne Pathogens- Exposure Control Plan	4 OF 5

Sharps disposal containers will be securely closed and replaced when they are two-thirds full. They will be sent to the nearest BC Ambulance service station?

First Aid waste items (e.g. disposable gloves, pads, and dressings) that are NOT dripping, saturated or grossly contaminated with blood or OPIMs are considered general waste. They will be discarded in waterproof waste bags for disposal in a landfill.

Items that are dripping saturated or grossly contaminated with blood or OPIMs are considered biomedical waste. They must be disposed of in accordance with provincial and local environmental regulatory agencies Nanaimo Regional Hospital.

E. Universal Precautions

First Responders and First Aid Attendants will treat all blood and OPIMs as though they are known to be infected with blood borne pathogens, and will follow infection control precautions and procedures as specified in the manual and training guides.

- Following precautions to prevent sharps injuries
- Using resuscitation devices
- Wearing personal protective equipment and
- Following hand washing procedures.

All First Responders and First Aid Attendants will be educated and trained regarding blood borne pathogens prior to initial assignment to respond to medical calls. The majority of the education and training will have been provided by the occupational first aid course and the first responder level 3 training course, such as:

- An explanation of blood borne diseases, their symptoms and effects, and modes of transmission
- Explanation of the appropriate methods of recognizing tasks and activities that may involve exposure to blood or OPIMs

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.01
Title: Blood Borne Pathogens- Exposure Control Plan	5 OF 5

3. An explanation of engineering and safe work practice controls that will prevent or reduce exposure to blood born pathogens including their use and limitations
4. Information on personal protective equipment, including: appropriate selection, use, removal, handling, cleaning, decontamination, inspection, maintenance, storage, disposal and limitations
5. An explanation of post-exposure health management procedure for a First Responder and First Aid Attendant to follow if an exposure incident to blood or OPIMs occurs.

Additional First Aid training for "CPR C" is provided by Heart and Stroke foundation

-1 OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	1 OF 8

Purpose: To Establish Guidelines for Handling Blood Borne Pathogens

Scope: To all First Responders and First Aid Attendants

Policy: A Blood Borne Pathogen is an organism present in human blood that can cause disease in humans. Currently, the organisms of most concern are hepatitis B, hepatitis C, and HIV. The First Responder and First Aid Attendant may have to care for a patient with a blood borne pathogen exposure or self-administer first aid if he or she is the one exposed. An injury is considered to be blood borne pathogen exposure incident if:

1. It is a through the skin injury caused by a sharp object that has come in contact with blood or other potentially infectious material.
2. It is a human bite.
3. There is a mucous membrane(eyes, nose, or mouth) or non-intact skin contact with blood or other potentially infectious material.

Other potentially infectious materials may include:

- Bodily fluids that are visibly bloody
- Saliva
- Semen or vaginal secretions
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Pericardial fluid
- Amniotic fluid
- All bodily fluids in situations where it is difficult or impossible to differentiate between body fluids

Universal precautions must be taken whenever dealing with such situations. Universal Precautions refers to a concept of infection designed to reduce the risk of transmission of blood borne pathogens. Universal Precautions require all human blood and other

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	2 OF 8

potentially infectious material to be treated as if there were known to be infectious for HIV, HIB, and other blood borne pathogens, regardless of the perceived "low risk" of a client population. Where it is difficult or impossible to differentiate between bodily fluids, all body fluids are to be considered as **POTENTIALLY INFECTIOUS**.

Universal Precautions must include:

4. The assumption that all contacts may be infectious, since there is no way of knowing who may be infectious
 5. Wearing equipment for exposure such as gloves, aprons, protective glasses and face shields
 6. Washing hands after any contamination and before eating, drinking or smoking and after removing gloves:
 1. Medicated Soap adds no advantage
 2. Use of a moisturizing cream is recommended, as it will help to keep intact skin healthy
- Protecting damaged skin by covering with a waterproof dressing, or by using gloves
 - Disposing of sharps
 - Using resuscitation devices such as pocket masks with one way valves to eliminate the need for direct mouth to mouth resuscitation
 - Containing spills, splashes, and contamination by blood and bodily fluids

Procedure:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
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Title: Handling of Blood Borne Pathogens	3 OF 8
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Emergency Decontamination Procedures:

Routine Hand Washing

Wash your hands when you tear a glove, or you think that a glove may have leaked. Remove the gloves and wash your hands immediately.

Wash your hands after removing gloves at the end of the task, even if the gloves appear to be intact.

Wash your hands before eating, drinking, smoking, biting your nails, handling contact lenses, and applying personal care products.

If there is no water available, use a waterless hand cleaner. Thoroughly wash your hands with soap and water as soon as possible.

Contact with intact skin

If as a result of a splash or other mishap, you are exposed to potentially infectious bodily fluids, immediately wash the potentially infectious bodily fluid from the skin with soap and water. Avoid the use of harsh abrasive cleaners, as these can lead to dermatitis.

Do not use bleach or any other caustic disinfectant on the skin.

NOTE: Intact skin is not normally considered to pose a risk for blood borne pathogens. It is usually considered a good barrier to such transmission. Skin should however be carefully inspected to ensure that it is intact. If there is any doubt seek medical attention.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	4 OF 8

Contact with non-intact skin or mucous membranes

Flush the affected area with large amounts of water.
Seek medical attention immediately

Sharps injury or bite

Let the wound bleed freely.
Promote bleeding by putting the affected area low to the ground
Wash the affected area thoroughly with mild soap and water
Seek medical attention immediately

Work procedures for handling garbage

Follow these steps to prevent contact with sharps and other items improperly discarded:
Handle garbage as little as possible
Use water proof bags
Be alert; if possible, look for sharps sticking out of the bags. Listen for broken glass when you move the bag
Don't compress garbage or reach into garbage containers with your hands
Don't use your bare hands to pick up garbage that has spilled out of an overflowing container
Don't let garbage bags get too full. Leave enough space at the top of the bag, so that when you grab it, you grab the top of the bag only- not any of the contents
Hold garbage bags by the top of the bag, away from your body. Don't hold garbage bags against your body
Don't place one hand under the bag to support it.
Dispose of waste accordingly to all regulations

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	5 OF 8

Procedures for Contaminated Laundry

Isolating the laundry and minimizing manual handling prevents worker exposure to

laundry contaminated with blood and/or other biohazardous material. The laundry is:
Effectively bagged or contaminated at the location of use
Not stored or rinsed in the location of use
Handled as little as possible

When contaminated laundry is wet and there is reasonable likelihood of soak-through or leakage, the laundry is placed and transported in other leak-resistance bags or containers

When laundry is contaminated with a known or suspected blood borne pathogen, and is sent for processing to a laundry facility, Management must provide the following written information to the facility:

Identify and nature of materials which could pose a hazard
General precautionary measures

Bags and other containers of laundry contaminated with a known or suspected blood borne pathogen must be labelled unless universal precautions are taken and distinctive coloured bagging is used.

Procedure for spills of blood and bodily fluid

Do not clean up blood or bodily fluids unless you are trained to do so, and you have the proper personal protective clothing

1. Restrict access to the area
2. Ensure waterproof plastic bags are available for removal of contaminated Items

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	6 OF 8

3. Ensure dilute bleach or germicidal agent is ready. (1:100 parts bleach and water)
4. Wear disposable waterproof gloves (rubber, latex neoprene, vinyl), and if necessary protective face shield, or apron, to act as a barrier against contact
5. Cover Shoes or boots with disposable water proof covers if they can

become contaminated

6. Wipe up visible material first with disposable paper towel or cloth: dispose of materials in a garbage bag. Change gloves if they become contaminated.

7. Decontaminate and disinfect the area with bleach solution or germicide.

8. Pour on disinfectant, leave sit 10 minutes, and wipe up with disposable towels

9. Discard any disposable items, clean any contaminated reusable equipment by disinfecting with bleach (follow manufacturer's directions)

10. Wear gloves to remove any PPE you are wearing (apron, face shield)

11. Wash hands with soap and water

When an exposure incident occurs

The following exposure incidences are potentially hazardous:

7. Puncturing the skin with sharp objects contaminated with infected bodily fluid or blood
8. Splashing infected blood or bodily fluids into the tissues surrounding the eyes, nose or mouth
9. Splashing infected blood or bodily fluids onto skin surfaces that are not intact, this includes open cuts, scrapes, abrasions, chapped or damaged skin, or diseased skin such as eczema or dermatitis

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	7 OF 8

Blood and body fluids in contact with intact skin is not considered to be at risk for the spread of blood borne pathogens. However thoroughly wash the infected area immediately.

10. Get First Aid immediately,
 11. If the exposure involves a mucous membrane(eyes, nose, mouth) flush with ample clean water
 - If there is a sharps injury allow the wound to bleed freely, then wash with soap and water
 - If non intact skin is exposed wash it with soap and water
12. Report the incident
 - To the Fire Chief or Officer in Charge
13. Seek Medical attention
 - Immediately within two hours, at the closest hospital or health facility: the health care staff can decide if immunizations or blood tests are required and can provide follow up or counselling
14. Complete WCB forms
 - For exposure incidences at work the employer (Coombs Hilliers Volunteer Fire Department) must complete and submit the appropriate WCB claim forms

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 1.08.02
Title: Handling of Blood Borne Pathogens	8 OF 8

Engineering Controls

All garbage bags containing any blood, or bodily fluid contaminated materials will be kept sealed in a appropriately labelled biohazardous garbage bags, and stored in a sealed container outside the first aid area. Once the container starts filling up, the container will be transferred to the hospital for incineration of it contents by appointed person or company.

<u>Aaron Poirier</u> Issued by:	This O.G. Replaces:
 	Issued: March 17 ,2016
 	Amended:
<u>Signature of Fire Chief</u>	Amended:

OPERATIONAL GUIDELINES

Coombs Hilliers Volunteer Fire Department	O.G.# 2.01.00
TITLE: Incident Command Guidelines	Page 1 of 2

Purpose: To establish a strong , direct , and visible Incident Command (I/C) as soon as possible .The position will create a frame work of activities and responsibilities ;assign arriving apparatus tasks to achieve the I/C 's objectives for the emergency; and provide a system for the transferring of command

Scope: All Fire Department personnel.

Policy : The first officer arriving on scene shall assume the responsibilities of I/C until relieved by a higher ranking officer. I/C must implement appropriate command and control measures to ensure the safety of firefighters , protect those those that requested our help , and to take every measure possible to reduce loss to property and environment

Procedure:

General :

The term I/C refers jointly to both person and the function

I/C is responsible for the command function at all times .As the identity of I/C changes through transfers of command , responsibility shifts with the title.

Functions assigned to I/C include the following specific responsibilities

- 1) Conduct size -up, Risk benefit analysis, and broadcast size up.
- 2) Identify and establish strategic goals and objectives.
- 3) Initiate the Incident Command system.
- 4) Assign and delegate functions appropriate for the magnitude and nature of the incident.
- 5) Summon additional resources as required
- 6) Organize, coordinate, direct, and control activities and operations essential to the plan

Modes of Command

I/C will establish a mode of command based on the needs of the emergency. I/C will select one of the following;

- a) Nothing showing/Investigating mode
- b) Fast attack mode
- c) Passing Command mode
- d) Command mode

The I/C roll may be transferred during a prolonged event or the arrival of a senior officer. The transfer will include a situation briefing and broadcast of transfer.

<u>Aaron Poirier</u> Issued by:	This O.G. Replaces:
 	Issued: April 16 , 2016
 	Amended:

OPERATIONAL GUIDELINE

Coombs-Hilliers Volunteer Fire Department	O.G. # 2.01.02
SUBJECT: Tactical Priorities	1 of 4

Purpose: To establish tactical priorities based on the Incident Commander's strategic objectives in bringing an end to the emergency while minimizing the loss of life and property and protecting the environment.

Scope: All Coombs-Hilliers Personnel

POLICY: Strategic plans shall be organized with tactical priorities in mind. Every effort shall be made to ensure the completion of the priorities in a fashion that provides for the utmost safety to firefighters and potential victims. This does not preclude crews working simultaneously to achieve several tactical priorities.

Procedure: Tactical priorities are the functions that may be completed to stabilize the overall situation. The following priorities may occur in a sequence or simultaneously as part of the overall incident action plan based on available resources:

- Rescue / Search
- Exposures
- Confinement / Containment
- Extinguishment
- Overhaul
- Ventilation
- Salvage

RESCUE / SEARCH

A Rescue priority is a systematic process used to safely locate, protect and remove occupants from a structure or compartment and convey them to a place of safety.

Safety of firefighters must be ensured before a rescue objective is undertaken.

During a rescue, the Incident Commander must assign companies to locate and remove all threatened occupants. The deployment of

additional hose lines will likely be required to ensure the safety of the rescue team(s). If necessary, property conservation will be a lower priority to reach this goal. Fire control efforts needed to achieve rescue objectives could include ventilation, to relieve the building of heat and products of combustion and improve visibility.

Search is a tactical priority when an occupant(s) may be possibly or likely to be located within a structure or compartment that is threatened from fire or other hazardous conditions. Some indicators to be considered are: time of day, vehicles in the driveway or unconfirmed reports from bystanders.

The Incident Commander shall conduct a Risk / Benefit evaluation prior to commencing a search priority. This evaluation shall consider all emergency scene factors such as structural stability, firefighter safety, and occupant survivability.

The Coombs Hilliers Volunteer Department may utilize a primary or secondary search procedure to locate occupants within a structure or compartment.

EXPOSURES

This priority involves the protection of unaffected property near the structure or compartment on fire. Exposure protection may include the following principles:

- External Exposures (include other buildings and properties)
- Internal Exposures (other areas of the building not affected)

Buildings that are located within thirty feet are considered exposures. Other buildings in the range of 30 to 100 feet may be exposures based on fire involvement and radiant heat levels.

CONFINEMENT / CONTAINMENT

A Fire Confinement priority involves actions taken to confine or limit a fire to the area of present involvement by preventing the spread of fire into any uninvolved areas. This may be accomplished by directing fire streams from the exterior or interior of the building into an area.

Confinement is a priority upon arrival when there is a risk that the fire may extend beyond a defined structure or compartment, ultimately causing an escalation of the incident and threatening occupant and property if not managed

in a timely fashion. Once confinement has been achieved, fire extinguishment is commonly the next priority.

EXTINGUISHMENT

A Fire Extinguishment priority involves fire suppression actions that remove fuel, air supply or most commonly the heat. This priority will involve the reduction of temperature to stop flame production and ultimately lead to an extinguished fire.

Fire Extinguishment may involve a singular or combination of extinguishers, handlines and master stream devices in order to apply water, foam and extinguishment agents. Fire Extinguishment requires a systematic plan and will only take one mode at a time (Defensive, Transitional, or Offensive).

OVERHAUL

Overhaul is a priority that is completed after the tactical priority of Fire Extinguishment. Overhaul includes the searching for and exposing of hidden fire and to assure complete extinguishment of those fires.

During overhaul, members will continue to wear all PPE (personal protective clothing) including self-contained breathing apparatus. Incident Commanders must constantly evaluate the structural and atmospheric conditions during overhaul to ensure firefighter safety.

VENTILATION

Ventilation is a tactical priority that is a planned systematic procedure to reduce, redirect, or remove heat, smoke, fire, and gases from a structure and replace them with clean air. The following are principles that may be used in a ventilation priority:

- Ventilation for life
- Ventilation for incident stabilization
- Ventilation for property conservation
- Ventilation to support other tactical operations

Close coordination of venting and other fire scene priorities means that a hose line is available to quickly overcome the increase in combustion that may occur. The following are the different types of ventilation tactics to be considered when undertaking ventilation:

- Positive Pressure Ventilation (PPV)
- Pre-Existing and Un-Planned Ventilation

- Positive Pressure Attack (PPA)
- Zone Control Tactics (Positive Pressure Pressurization - PPP)
- Anti-Ventilation
- Tactical Ventilation
- Venting for Life
- Vent – Enter – Isolate – Search (VEIS)

SALVAGE

Salvage is a priority when protecting contents, property, and personal effects from damage. Salvage creates a very positive image with the public and such is part of the department's mission to reduce property loss.

Basic Salvage operations include minimizing damage to building and contents caused by fire, smoke, and water and protecting the building from structural damage due to the weight of water. These operations may involve protecting in place or removing property to prevent damage.

REFERENCE: NFPA Structural Firefighting Strategy and Tactics, 2nd Edition, 2008, Jones and Bartlett Publishers, LLC

IFSTA Essential of Fire Fighting and Fire Department Operations, 6th Edition, 2013

JIBC Fire Officer Certificate Program, FOCP 122 Emergency Scene Management II, Sept. 2012

<p>Aaron Poirier</p> <hr/> <p>Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: April 16 , 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs-Hilliers Volunteer Fire Department	O.G. # 2.01.03
SUBJECT: INCIDENT SAFETY – Initial Fire Attack Team	1 of 1

Purpose: To establish criteria for an initial interior fire attack at structure fires.

Scope: All fire department members.

Policy: A minimum of four (4) interior level qualified fire department members (including the Incident commander) will be assembled on the fire-ground before initiating offensive fire suppression or rescue operations inside a building or enclosed space that is involved in a fire situation beyond the incipient stage.

Procedure:

1. When less than four (4) interior level fire department members are assembled on the fire ground, only exterior defensive firefighting operations may be initiated. Defensive operations may include establishing water supply, laying attack lines and exterior attack. If additional interior firefighters arrive, the Incident Commander will re-evaluate the incident action plan and the risk benefit prior to performing transitional or offensive operations.
2. The Incident Commander must conduct a risk benefit analysis as part of the overall incident action plan prior to assigning members to an offensive operation with an Immediate Dangerous to Life and Health (IDLH) environment.
3. When a minimum of four (4) or more fire department members are available and initiate an offensive operation they will be assigned to the following minimum functions:

1 Firefighter	Exterior observer and initial rapid intervention team member equipped with SCBA, PPE and Radio
1 Firefighter	Exterior, fire pump operations
2 Firefighters	Interior entry, fire attack or search team.
4. When self-contained breathing apparatus (SCBA) are required to enter a building, or similar enclosed location, the entry team must be made of a minimum of two (2) interior qualified firefighters.
5. Upon entering a structure or enclosed space, effective voice communication will be maintained at all times between the interior team and the exterior firefighters.
6. The initial entry team of two or more firefighters must withdraw from the structure or enclosed space if a Rapid Intervention Team (O.G. 1.04.02) of at least two firefighters is not established within ten minutes from the time of entry.

Reference:

BC Playbook , 2015 Edition
 Worksafe BC Section 31

<p>____Aaron Poirier____ Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: April 28 2016 Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 2.02.02
Title: Response to incidents – First Responder Incidents	1 OF 4

Purpose: To establish response procedures for requests for First Response by Emergency Health Service's BC Ambulance service.

Scope: All Fire Department Personnel

Guideline: Requests for First Responder assistance shall be requested by Emergency Health Services. The Fire Department will respond when requested by BC Ambulance Service under the First Responder Program for Delayed Calls of Level "C" greater than 25 minutes ,Level "D", and Level "E" Emergencies only.

Procedure:

When a Responder request is received from BC Ambulance the Coombs Hilliers Volunteer Fire Department will be immediately dispatched. The response will be handled in the following manner:

1. First Responder calls in the Coombs Hilliers Fire District will be handled by only those qualified to First Responder Level 3 and those certified by BCAS as paramedics. Fire fighters who are not ticket holders can attend as helpers but will not take the role of a First Responder. Those qualified by BCAS as paramedics must take note not to exceed their level of training while in the performance as a "First Responder level 3" attendants, unless life saving measures are required to save a life of a patient and cleared by incident commander or senior Coombs Hilliers Volunteer Fire Department officer.
2. The Fire Chief or Duty officer will not respond direct to the scene alone.
3. These calls will be handled by the appropriate hall and equipped apparatus.
4. The **minimum** crew for a response is 2 First Responders;
5. First Responders must be 19 years of age in order to attend as per EMA licensing Guidelines.
6. No Personal Vehicles, With the exception of Duty Officer or Chief Officer.

OPERATIONS GUIDELINES

Coombs Hilliers Volunteer Fire Department	O.G.# 2.02.02
Title: Response to incidents – First Responder Incidents	2 OF 4

6. There will be a patient report for 1st. Responder calls which will be forwarded to the BC Ambulance attendant.
7. Upon completion of the incident the Fire Department members will complete a First Responder Incident Report.
8. If there is shortages of man power, the officer in charge at the Fire Station will wait no longer than **10 min** for a qualified crew to arrive at the fire station, if after **10 min** without qualified personnel, the officer in charge will notify Fire Dispatch that they cannot respond to the Incident
- 9.

Fire emergencies take priority. The fire department will assess all Incidents that involve both a “fire Call” and a “first responder medical call” and make a decision based on available resources and the severity of the Incidents.

If a Fire Department member is required to assist the Ambulance crew on route to the hospital it will be the Ambulance service’s responsibly to return the Fire Fighter to the Fire Station.

When a First Responder Call is required by the Coombs Hilliers Volunteer Fire Department and there insufficient members and/or any qualified personnel to attend the incident, Fire Dispatch will be notified as soon as possible to notify B.C. Ambulance Service of this situation.

Type of responding Personal Protective Clothing

When on route to First Responder calls, the type of personal protective clothing will be:

1. Hemet, with accountability tags in place (helmet does not have to be used if the type of call does not require head protection, if any over head hazards exist then helmet is required)
2. Turn-out bunker pants, and steel toed rubber boots. Turn-out jackets are required to accompany turn-out pants but turn-out jackets are not required unless the situation requires the added protection of a turn-out jacket.

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 2.02.02
Title: Response to incidents – First Responder Incidents	3 OF 4

Response Procedures with BCAS

Prior to EHS

1. Upon arrival at a medical scene prior to Ambulance personnel, the First Responder medical team will:
 - a) provide medical care prior to BCAS arrival,
 - b) provide a medical update to the BCAS personnel on their arrival
 - c) Assist BCAS personnel as required.
2. A First Responder access/egress team will maintain access and egress routes assist BCAS personnel with equipment and patient egress.
3. When First Responders arrive prior to BCAS and have assessed the patient, they will give a brief update to the BCAS personnel on arrival. This update shall preclude immediate BCAS intervention if required. A First Responder Form will be completed and left with BCAS crew as part of the pre-hospital record.
4. An incomplete First Responder Form is only acceptable when the priorities of patient care prevent its completion or BCAS personnel arrive prior to its completion. Patient transport will not be delayed.

With EHS

1. Upon arrival at a medical scene with BCAS personnel within sight or on scene, the First Responder medical team will assist BCAS personnel with medical equipment, patient care and patient egress as requested.
2. A First Responder access/egress team will maintain access and egress Routes, as well as assist BCAS personnel with equipment and patient egress.

After EHS

1. Upon arrival at a medical scene after BCAS personnel, the First Responder medical team will assist BCAS personnel with medical equipment, patient care and patient egress as requested.
2. A First Responder access/egress team will maintain access and egress Routes, as well as assist BCAS personnel with equipment and patient egress.

Change and Notification of Response

1. If in the judgment of the BCAS personnel, after the patient assessment, First
OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 2.02.02
Title: Response to incidents – First Responder Incidents	4 OF 4

Responders are not required at a medical call, they shall cancel the First Responder response. Once cancelled on a call, the First Responder shall not continue to remain at the medical scene. Should there be any emergency issues in addition to the medical nature of the call, the First Responders will continue to the scene and the Fire Officer will conduct a scene assessment. *If there are no hazards, the Fire Department will then terminate their response. If there are hazards, the Fire Department will remain on scene to mitigate those hazards.*

3. First Responders may advise BCAS Dispatch that the patient does not require emergency treatment or that there is no patient, but First Responders shall not cancel BCAS on medical calls. When possible, First Responders will remain on scene until released by BCAS or Officer in Charge.

_Aaron Poirier_____	This O.G. Replaces:
Issued by:	Issued: March 22, 2016
_____	Amended:
Signature of Fire Chief	

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.03
SUBJECT: Response to Incidents – Request for Mutual Aid	1 of 2

Purpose: To establish a command system that may be applied consistently to all Coombs Hilliers Volunteer Fire Department mutual aid situations.

Scope: To all Fire Department Personnel.

Guideline: O.G.# 2.02.03 "Mutual Aid" shall be applied to all mutual aid incidents carried out by the Coombs Hilliers Volunteer Fire Department. All Department personnel identified within the scope of O.G.# 2.02.03 shall be familiar with, and carry out their responsibilities identified within this Guideline.

Procedure: The duty officer will at the earliest stages of an incident, request mutual made via Fire Dispatch for the appropriate agencies for the incident that we are responding to. When making requests for Mutual Aid command needs to be specific on what they need.

Common Mutual Aid Requests.

1. Structure Fires - EHS, BC Hydro, if needed Command will also request for additional support from Neighbouring Fire Departments.

2. Interface Fires – Ministry of Forests , Neighbouring Departments as required . Large scale fire or potential notify RDN emergency planning .

3. Fire Investigator - The Office of the Fire Commissioner will be contacted anytime that the scope of the investigation is beyond the capabilities of the department's investigators or if the possibility of criminal activity is suspected.

4. All other requests- All other mutual aid requests will be made as they are needed by command.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: April 18 , 2016</p> <p>Amended:</p>
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-1 OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.05
Title: Response to Incidents- Natural Gas	1 OF 2

Purpose: To ensure the safety of Department members and public when dealing with incidents involving Natural Gas.

Scope: All Fire Department Personnel.

Guideline: Natural Gas presents a serious hazard to Fire Fighters, emergency workers and the public. Department members must respond to natural gas incidents in accordance with guidelines established by this department and Fortis BC. Standard response will be 2 engines.

Procedure:

Safety: Members are not to enter an area of suspected high concentrations of gas unless it is necessary to resolve an immediate threat to life. In such a situation full protective clothing is to be worn, including SCBA. These measures must be taken under the Incident Command System and Passport Accountability System.

Gas Filled Building

- 1.0** Fortis BC must be informed immediately of all incidents involving Natural Gas.
- 1.1** Avoid stopping or parking apparatus adjacent to doors or windows of a building suspected of having a gas leak.
- 1.2** Upon arrival on scene of an emergency involving natural gas, members must establish a minimum perimeter of 100 meters (328 feet) for non-essential personnel.
- 1.3** Department members should not operate natural gas system valves unless it is necessary to resolve an immediate threat to life or prevent a possible explosion and fire.
- 2.** Department members should take following actions:
 - f) Evacuate all occupants from the building;
 - g) Eliminate possible sources of ignitions;
 - h) Clear all people and traffic from the vicinity of the building and move them upwind if possible;
 - i) Ventilate the affected building as freely as possible by opening windows etc.

Gas Escapes in the Open

Department members should take the following actions:

- j) Notify Terasen Gas immediately.
- k) Care must be taken on scene when positioning apparatus. Apparatus and members should be up wind of the incident.
- l) Clear all people and traffic from the vicinity of the broken line. Do not allow anyone except Terasen Gas personnel near the source of the escape.
- d) Eliminate all sources of ignition
- m) Members must use extreme caution and not approach leaking or broken polyethylene pipes as this material can generate a large static charge, which can result in an electrical arc when touched by members or equipment.

Dealing with migrating gas:

- n) **Above Ground** – check wind direction, the wind may drift the escaping gas into adjacent buildings. Close or block off doors, windows and air entry ducts. Shut off the gas at the gas meter and treat it as a Gas Filled building.
- o) **Below Ground** – check nearby buildings for gas entering the basements by way of drain tiles. If gas gets into the buildings, block off the openings by which the gas is entering and treat as a gas filled building.

Fire Involving Natural Gas

Department members should take the following actions:

- p) Notify **Fortis BC**
- q) Rescue or evacuation of personnel.
- r) Protect exposures.
- s) Do not attempt to extinguish escaping gas.
- t) If storage tanks and cylinders are involved, keep cool.
- u) Shut off gas supply at the meter if possible.

<p><u>Aaron Poirier</u> Issued by:</p>	<p>This O.G. Replaces:</p>
<p>_____</p>	<p>Issued: April 18 , 2016</p>
<p>Signature of Fire Chief</p>	<p>Amended:</p>

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.#. 2.02.06
Title: Response to Incidents - Motor Vehicle Incidents	1 OF 3

Purpose: To establish procedures for the safe operation of fire crews at a motor vehicle incident.

Scope: All Fire Department Personnel

Guideline: A motor vehicle incident is a tiered response with 1 engine and 1 rescue truck. If there are multiple trapped occupants, then additional units will be called upon by the incident commander .

Procedure: It shall be the responsibility of the officer in charge to develop a strategy and implement the effective tactical operations to control hazards and remove all the occupants involved in a safe and timely manner.

- 1 **Positioning The Engine Safely** – The following factors must be considered by the officer in charge and implemented based upon the conditions encountered.

If possible position the engine to provide a safe working area for responding crews. Ideally this is blocking traffic, uphill and upwind, 75 – 100 feet from the incident.

- 2 **Size – Up** – The officer in charge will complete a 360 degree survey of the scene looking for, but not limited to the following:

I. **Hazards** – Hazardous materials placards, electrical wires and kiosks. Traffic, stability of vehicles. Fire and explosion hazards, new vehicle safety systems

II. **Number of Vehicles**

III. **Number and Location of Patients**

IV. **Rescue requirements** – additional resources required

- 3 **Personal Protective Equipment** – All personnel will wear full protective equipment in accordance with O.G.

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Page 2 of 3

- 4 **Tactics**

5 Hazard control:

- 6 Fire – Nothing showing - 20 lbs dry chemical extinguisher will be deployed and in proximity of the vehicle.

- 7 Smoke Showing – place a fire stream between the occupants and the involved area. Effect immediate rescue.
- 8 Electrical - disconnect the negative terminal on the battery only after utilizing the battery power to move any power seats away from the air bags, unlocking doors and lowering windows. This also reduces a possible ignition source for flammable vapours as well as de-energizing all other electrical components.
- 9 Stabilization - following scene assessment, rescuers must stabilize the vehicle. Techniques for stabilizing vehicles vary depending on the final resting positions of the vehicle.
- 10 **Supplemental Restraint Systems**
- 11 Apparatus driver to consult, "Rescuer's Guide to Vehicle Safety Systems" or Extrication APP , to determine the number and location of air bags and seat belt practitioners, the deactivation time of air bag capacitors and control module locations, battery location and compressed gas cylinder locations.
- 12 **Air Bags** – "**AIR BAGS ARE ALWAYS LIVE**" even if the battery is disconnected and the capacitor has drained down, the air bags can still deploy. Do not work in front of any air bag unless absolutely necessary, if so limit the time of your exposure. Move any occupants away from air bags if possible. Be especially cautious during extrication operations, the crossing of two wires or contact with an air bag component can set off the air bags. Take the time to determine the location of all supplemental restraint systems and their components and avoid them if at all possible. **DUAL STAGE AIR BAG OR SECOND GENERATION AIR BAGS** can deploy twice, always assume that a deployed air bag will deploy again. If the patient is entrapped in the dash or steering wheel, use a dash lift or a roll instead of pulling the steering wheel.
- 13 **Seat belts** – Try to locate the seat belt pre-tensioner by prying up on the plastic cover on the inside of the post will tell you where the location of the pre-tensioner is located.

OPERATIONAL GUIDELINES

Page 3 of 3

- 14 **Compressed Gas Cylinders** – Locate all cylinders prior to opening or prying through hoods or hatchback

_Aaron Poirier_____

This O.G. Replaces:

Issued by:

Issued: April

16 , 2016

Signature of Fire Chief

Amended:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 2.02.07
Title: Response to Incidents Involving Electricity	1 OF 4

Purpose: To ensure the safety of personnel when dealing with incidents that involves electricity.

Scope: All Fire Department Personnel

Guideline: All incidents involving electricity shall have immediate notification of B.C. Hydro and if time permits shall be handled by the Hydro crew. Electrical lines shall be treated as live in till verified by B.C. Hydro to be safe. Standard Response will be 1 Engine and 1 Rescue Truck.

Procedure:

Electrical incidents are classified by the voltage involved. Incidents only involving **750 volts or less** between conductors are referred to as **Low Voltage Incidents** and incidents involving **more than 750 volts** between conductors are called **High Voltage Incidents**. Generally anything from the bottom of the pole transformer and above is high voltage and anything below the transformer is considered low voltage. When electrical components are damaged one of the primary issues is whether any of the low voltage components have come into contact with the high voltage components or if there is a potential for this to occur. Situations where low voltage components have come into contact with high voltage are very serious as this allows high voltage into buildings and subjects equipment to voltages it was not intended to safely use.

High Voltage Incidents (greater than 750 volts)

Distribution Lines:

- Fire Fighters must leave electrical lines untouched, call B.C. Hydro to attend and keep other personnel and the public away from the danger area. B.C. Hydro personnel must ground any electrical lines or circuit on site before it can be considered safe.
 - a) avoid stopping or parking apparatus close to electrical hazards. This

OPERATIONAL GUIDELINES

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includes keeping apparatus and personnel back a safe distance from wires to avoid injury from "step potential".

- b) Avoid using straight streams near electrical fires
- Upon arrival on scene of an emergency involving electrical lines, an operation perimeter must be established, with uninvolved personnel and public kept outside the perimeter. A rule of thumb for the perimeter is to maintain a distance of one complete span of wires on either side of the fallen wires. Essential personnel must stay back at least 10m (30 feet) from any energized electrical component or metal involved structures.
- If B.C. Hydro personnel are not on scene at an emergency incident involving electrical lines, Department members must remain on scene if possible unless Incident Command determines that no risk to the public exists.
- Fire fighters must not extinguish power pole fires unless life or a major structural component of the electrical system is threatened. If fire control is necessary at any incident involving the electrical system, a wide fog stream from a distance of at least 10m (30 feet) may be applied.

Vehicle:

- If the vehicle is in contact with electrical wires, but can be driven safely by the occupant without increasing the hazard, it should be driven clear of the wires. If it cannot be driven, the occupants must be told to remain in the vehicle and rescue personnel must remain at least 10m or 30 feet away until B.C. Hydro personnel can de-energize and ground the wire.
- If the occupants must be evacuated because of the risk of fire or other danger, they should jump clear of the vehicle with their feet together. They must never contact the vehicle and the ground at the same time. Once clear of the vehicle they should shuffle away from the vehicle. This is hazardous action due to the fear and confusion and must be avoided unless absolutely necessary.

Kiosk:

- Kiosks supplied by underground services present the same hazards as distribution lines. The vault may appear to be undamaged, yet the components inside may be damaged and the kiosk and the area around it electrically charged. Kiosks involved in accidents of fires must be treated the same as electrical wires.

Underground Vaults:

- Unless life is at stake, there is no urgency to extinguish the fire or enter the manhole.
- If the man hole is in place and smoke issuing from the holes in the cover, wait until B.C. Hydro has thoroughly evaluated the danger involved.

- If the manhole cover has been removed, do not approach it, but take all necessary precautions until the conditions have been thoroughly evaluated with B.C. Hydro.
- Under no circumstances will any members of the Coombs Hilliers Volunteer Fire Department enter a man hole. Our Department does not have the equipment to handle such emergency. Mutual Aid from **Qualicum Beach Fire/rescue** will be used.

Rescue in Situations with a Potential for Area to Become Electrically Energized.

- Establish Hot Zone 10m (30 feet) from all items that may become energized.
- Advise all personnel in the hot zone to remain still and wait for B.C. Hydro to arrive on scene.
- Rescuers must not enter the hot zone if there is a conductor on the ground or vehicles/equipment or victim are in contact with BC Hydro lines or electrical equipment.
- If rescue personnel do enter to remove a viable victim they shall:
 - Designate a safety watch to advise rescuers of changes in the situation.
 - Rescuers should not touch any vehicle or apparatus where there is potential for contact with electrical wires.
 - The minimum number of rescuers needed should enter the Hot Zone.
 - Remove victim immediately out of the hot zone, this removal should not be delayed by First Aid considerations.

Low Voltage Incidents (less than 750 volts)

- Upon the emergency call of a structure fire, the answering Officer or Fire fighter will call Fire Dispatch and ask for B.C. Hydro to attend. This will allow minimal delay in Hydro arriving on scene to secure the structure of possible electrical hazards.
- When necessary to turn off power at a structure before B.C. Hydro have arrived, may be done by turning off the main breaker switch in the building. Under no circumstances will Fire Fighters pull the electrical meter at a structure.

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Page 4 of 4

- Hydro substations have written emergency procedures located on site. NO fire fighting operations will be undertaken at any incident involving hydro substations unless B.C. Hydro personnel are present. Rescue operations will be carried out only under the supervision of the Incident Command Officer.

_Aaron Poirier_____

Issued by:

2016

Signature of Fire Chief

This O.G. Replaces:

Issued: April 16 ,

Amended:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.02.08
SUBJECT: Response to Incidents - Out of Area MVA's	1 of 2

Purpose: To establish guidelines for responding to Motor Vehicle incidents outside of the CHVFD Fire Protection area.

Scope: All Fire Department Personnel

Guideline: Coombs Hilliers Volunteer Fire Department shall respond to road rescue request outside of the Fire Protection Area as long as personnel and equipment are available to do so.

Procedure:

- Upon receipt of a call from either Fire Dispatch, RCMP or EHS for a MVI outside the CHVFD Fire Protection area, the Coombs Hilliers Volunteer Fire Department will follow steps to ensure that they contact the appropriate agencies. **A call from any other party has to be rerouted via EHS or RCMP dispatch to ensure that we are requested to attend by either one.**
 1. The duty officer will contact fire dispatch and ask them to generate a PEP file and get a task number.
 3. The Duty Officer may respond to his or her assigned hall and proceed with a company apparatus. However in some cases, the duty officer may respond directly to the incident to do an initial size up and assume command.
 4. As soon as the size up is completed, Incident Commander should relay information to the other responding units via a scene report to Fire Dispatch, or directly to the units. Information, such as staging instructions, ought to be separated from information to fire dispatch via a "break" or separate transmission.
 5. Rescue 103 will be the first responding apparatus unless fire is reported at the scene .
 5. All other apparatus will stand by at the fire station "Ready to go" if needed by command, When the Station is staffed they will let command know that they are "staffed and ready"
 6. While on scene Command will get a RCMP file number from the on scene RCMP member and record all the details of the incident to be able to fully complete the required Pep Task forms.
 7. All incident information will be filled out on the "Coombs Hilliers Volunteer Fire Department Incident Report" and then the information will be passed on to the Fire Chief to complete the PEP forms as soon as possible after the incident.

OPERATIONAL GUIDELINES

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: April 18 , 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.09
Title: Drug Labs, Grow Ops or Other Illegal Sites	1 OF 2 plus Attachment

PURPOSE: To ensure the safety of fire department personnel at incidents involving clandestine drug labs, marijuana grow operations or other illegal sites.

SCOPE: This Operational Guideline applies to all Fire Department Personnel.

Guideline: Fire department personnel will take additional precautions when working at incidents involving clandestine drug labs, marijuana grow operations or other similar sites.

RATIONALE: Sites involving clandestine drug labs, marijuana grow operations or other illegal activities often involved additional hazards not commonly found at legal sites. The potential for increased danger including rapid fire extension, explosion, toxic vapours, and personal injury is far greater. It is for these reasons that fire department personnel working at these sites shall take additional precautions.

PROCEDURE:

- 1) Sites involving clandestine drug labs, marijuana grow operations or other illegal activities shall be referred to as "Special Operations Sites".
- 2) If a site is identified as a "Special Operations Site" **prior** to firefighters entering the structure Command shall determine if entry can be avoided by using an exterior attack or if entry can be made safer by adjusting normal operating procedures.
- 3) If Command identified a site as a "Special Operations Site" **after** firefighters have already entered the structure he will immediately recall them. Radio communication should be avoided unless all of the radio equipment being used is intrinsically safe as the interior firefighter may be in an explosive atmosphere. Command shall re-access his action plan to determine if entry can be avoided by using an exterior attack or if entry can be made safer by adjusting normal operating procedures.
- 4) If interior firefighters discover a "Special Operations Site" they should immediately exit the structure and advise Command of their findings. They should exit without touching any switches and should avoid using water until the site can be better accessed. Radio communication should be avoided until the firefighters are out of the structure unless all the radio equipment being used is intrinsically safe. Command shall assess these firefighters to determine if they need to be decontaminated before returning to

service. Command will also record the time, length and type of exposure the firefighters faced.

- 5) Once a site has been identified as a "Special Operations Site" Command shall: (See attachment "A", "Special Operation Site" check list)
 - a. Request that the fire departments "Special Operations" trailer responded to the site. Once on site the fire departments decontamination equipment will be deployed.
 - b. Ensure that the electric utility company has been called to cut all power to the structure.
 - c. Ensure that any natural gas or propane supplying the structure has been turn-off.
 - d. Ensure that the RCMP has been called to attend at the site.
 - e. Ensure that BCAS has been called to attend at the site.
 - f. Ensure that proper personnel protective equipment is used by all persons involved in the incident.
 - g. Ensure that a both Safety Officer and a Rescue Team (RIT) has been assigned and briefed.
 - h. Ensure that no unnecessary personnel enter the Hot Zone.
- 6) Where a "Special Operations Site" does not involve a fire, it must be recognized that many of the same hazards still exist, and the same precautions should be taken.
- 7) Any firefighters or equipment that may have become contaminated might require decontamination.
- 8) These "Special Operations" sites shall be considered HAZ-MAT sites. All personnel that have been in the HOT ZONE shall be assessed to determine the need for decontaminated.

ATTACHMENTS

Attachment "A": "Special Operation Site" check list

RELATED REFERENCES

O.G. #2.23.03 Decontamination Procedures

_____ Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: March 01, 2008 Amended:

Coombs Hilliers Volunteer Fire Department

Special Operations Site

Command Checklist

Once a site has been identified as a "Special Operations" site Command shall:

- 1. Ensure all personnel on site have been advised.**
- 2. Consider the need to suppress the fire. It may be safer to let it burn out.**
- 3. Request that the emergency decon kit be responded to the site.**
- 4. Prepare for decontamination of firefighters and equipment.**
- 5. Establish control zones. HOT, WARM & COLD. Stay uphill and upwind.**
- 6. Consider requesting additional resources. Mutual aid, contractors, specialist.**
- 7. Initial evacuation of at least 100 feet each side (one house each side). Consider larger evacuation, up to 500 feet each side (one block each side).**
- 8. Ensure that the RCMP has been called for investigation and evacuation.**
- 9. Ensure that BCAS has been requested to attend the site for medical support.**
- 10. Ensure that BC Hydro has been called to cut power to the site.**
- 11. Ensure gas propane and natural gas has been shut-off.**
- 12. Ensure that all persons use proper personnel protective equipment.**
- 13. Ensure that a Safety Officer has been appointed and briefed.**
- 14. Ensure that a Rescue Team (RIT) has been established and briefed.**
- 15. Ensure that no unnecessary personnel enter the Hot Zone either during the fire suppression phase or during the overhaul and investigation phase.**
- 16. Record, using notes, cameras and video as much information as possible regarding the site and dangerous goods involved.**
- 17. Identify the hazardous materials involved.**

OPERATIONAL GUIDELINES

Coombs Hilliers Volunteer Fire Department	O.G.# 2.02.11
TITLE: Response to Incidents - Search and Rescue Structures	Page 1 of 3

Purpose: To safely locate, protect and remove fire victims.

Scope: All Fire Department personnel.

Procedure:

Rescue:

The incident commander will direct on scene personnel and secondary arriving personnel for support and engagement in the search, rescue and protection of victims until this priority has been completed.

There are several considerations involved in the rescue procedures:

- 1) The degree of danger to the occupants.
- 2) The method of rescue.
- 3) The time limit imposed on the rescuers by the fire.
- 4) The number of persons needing assistance
- 5) The amount of qualified personnel available , Incoming and on scene resources included .(For establishment of RIT team and other required teams)

Priorities must be established when more than one person is in need of rescue, and these priorities should be determined on the basis of who is in the greatest danger.

Rescue priorities usually fall in the following order:

- 6) The most severely threatened or closest to the fire.
- 7) The largest number or group.
- 8) Remainder of occupants in the fire area.
- 9) Those in the exposed areas.

In many instances, it may be necessary for the first in Engine to conduct a fire attack simultaneously with rescue operations. In this case, the hose(s) shall be deployed between the fire and occupants for protection of victims. Often an aggressive attack on the fire with a hose stream is the best way to save endangered people.

Search:

The only assurance fire fighters have that all occupants are out of the building is through their own search. The search for victims takes place during the two major victim-finding activities, the primary search and the secondary search.

Primary Search

This is a rapid search of the areas affected by the fire which can be entered to removal or protect all occupants. Search of a fire building should be performed systematically to avoid missing anyone. Those assigned to search should follow a pattern and marking the doors with a single slash of red lumber crayons indicating this area has been searched. There are red lumber crayons that can be found in the cab of each Engine.

When a primary search is completed and occupants are protected or removed, the incident commander will broadcast, "**Primary search all clear.**"

Secondary Search

Heat and smoke conditions can limit the effectiveness of a primary search. So a secondary search is made when conditions have abated to point where a care full and complete search can be made. This secondary search should include:

- 10) All the places where someone might have taken refuge.
- 11) Places to which and individual could have fallen, jumped or collapsed unconscious.

During the secondary search the fire fighters will make the existing slash from the primary search into an "X" indicating the secondary search has been done in that room.

When a secondary search is completed and occupants are protected or removed, the Incident Commander will broadcast, "secondary search all clear". Any victims that are located should be moved to an area of safety as soon as possible. Fire fighters must take into account that the occupants do not have the same protective equipment that they have. Therefore, it may be necessary to find a safer way to retreat. Once Fire fighters have successfully removed a occupants, place the occupants in someone's care.

When a Secondary search is completed and occupants are protected or removed, the incident commander will broadcast, "**Secondary search all clear.**"

Safety

Certain precautions must be taken for the safety of the searchers.

- 12) The fire fighters will work under the Coombs Hilliers Volunteer Fire Department accountability system and never out of visible/verbal range of team members.
- 13) Some type of guideline should be used such as a rope or a hose line. However, the hose line will drastically slow the rescue operation. It may be necessary to do the search with out a guideline. The rescuers should maintain contact with the wall and try to maintain a sense of where they are in the building. They should note the locations of doors and windows in the event that rapid evacuation from the area is necessary. Before entering the

structure the search team will notify Command over the radio that they are entering the building with out a guideline. It is the responsibility of the Attack/Operations Officer to ensure that reasonable radio contact is made with the search team that is working with out a guideline.

- 14) The Coombs Hilliers Volunteer Fire department has adopted a system of knowing the sides of a building. Alpha in most cases is the street side or address side of the building then clockwise from that is Bravo, Charlie, and Delta walls. Search teams should radio to command each time they are at a new wall. They should say what wall they are on, Alpha, Bravo, Charlie or Delta wall.
- 15) All search teams will carry forcible entry tools, portable lights, and a portable radio. This will not only to assist in the search but also in his/hers own escape, if necessary.
- 16) The team will not pass through a doorway with out making sure the door won't close or lock behind them.
- 17) When a search is made quite near the fire area, they should have a charged hose line. Fire fighters should be constantly aware of their location and escape routes. Under Heat and smoke conditions it is preferable to make the search in the duck walk or squatting position, for several reasons:
 - a) Visibility is usually much better near the floor.
 - b) Heat is much less near the floor.
 - c) Safer position for a sudden flashover or intensification of the fire.
 - d) There is less danger of falling through a hole or into a shaft or other floor opening.
- 18) When fire fighters search for people, they can also search for extension of the fire, which should be continuous.
- 19) Ventilation is another important duty that can be combined with a search. As fire fighters search they can open windows however, if positive pressure ventilation is being used windows should not be opened.

<u>Aaron Poirier</u> Issued by:	This O.G. Replaces:
	Issued: April 16 , 2016
_____ Signature of Fire Chief	Amended:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.02.12
SUBJECT: Response to Incidents – Motor Vehicle Fires	1 of 1

Purpose: To establish a procedure extinguishing Motor Vehicle Fires

Scope: To all Fire Suppression Staff

Guideline It is a guideline of the Coombs Hilliers Volunteer Fire Department to have a written set of guidelines on how to extinguish and deal with motor vehicle fires.

Procedure:

The first in officer will assume incident command and do a full and complete size up of the vehicle on fire, assess any rescue requirements and then the commander will choose the best method of attack according to the degree of involvement. At minimum crews will follow these guidelines below for a fully involved motor vehicle fire.

1. Position the attack engine in a safe location blocking the flow of traffic and with-in a safe distance away from the vehicle that is on fire. Position apparatus and attack hose lines up hill and up wind.
2. All Fire fighters that will be attacking the fire will don full PPE including SCBA, crews will work in teams of two and will pull a minimum of two 1-3/4" attack lines and will work under the direction of their incident commander to extinguish the fire.
3. The apparatus engineer will cone off the apparatus and assist, if needed in pulling out attack lines; the engineer will also turn on the foam system to .05% to supply the attack lines with class "A" foam.
4. Fire Attack will take place once both teams are in place, then one team will become the back up team hosing underneath the vehicle protecting the attack team. Then the attack team will do their best to attempt to extinguish the fire from a safe distance, once the attack team deems its safe to move in they will perform overhaul and extinguish any hot spots. Once the fire has been extinguished the incident commander can chose to open up the roadway for traffic.
5. RCMP will be advised of the fire and it will be up to the RCMP or the owner of the vehicle to arrange for towing. Emcon may be contacted for clean up of the roadway or any run off that is caused from the extinguishment of the vehicle.
6. If the fire is suspected to be suspicious in nature the vehicle will be investigated by fire department investigators and the RCMP will be contacted.
7. The incident commander will record all the information from the incident, license plate number, drivers name (if available) registered owner, make model and year, then will also take digital photo's of the vehicle. Once back at the station the incident commander will fill out the appropriate paper work.

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: May 1 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.13
SUBJECT: Response to Incidents – Fire Alarm Activations	1 of 2

Purpose: To establish written guidelines on responding to Alarm activations.

Scope: All fire department personnel.

Guideline: All calls for Alarm Activations will be treated as if there is a suspected fire, crews will take all precautions to safely manage the alarm activation and treat all alarm activations in the same manor.

Procedure:

Standard response for alarm activation will have the duty officer respond direct to the incident and will followed by 1st alarm response from the area in which it is in.

1. The first in officer will assume command and do a full size up of the structure and broadcast the size up over the radio.
2. Responding engine companies will don full PPE including SCBA.
3. The First in engine company will announce that they are nearing the incident and at the discretion of the incident commander secure a water supply, where there is no water supply the next in tanker will set up for a port-a-pond.
4. Once on scene the incident commander will assess the incident and select the method of attack, if there is no need for attack the incident command will establish what apparatus are required and will have other responding apparatus return to quarters.
5. The alarm company maybe contacted if there is no one in attendance at the structure and if forcible entry had to be used to enter the structure.
6. Fire crews will do their best to fully investigate the cause of the alarm activation and report their findings to the incident command.

Updated on Route that the call is False.

If the fire department is updated on route that the alarm was false, all responding apparatus will respond routine and will down grade to 1 duty officer and 1 engine company to confirm the alarms were false and assist in resetting the alarm if needed.

If Pass codes are given to the alarm company with proper verification the duty officer and all responding apparatus may stand down .

Documentation

The incident commander will record the owner/occupant's name and phone number, all findings/cause's of the alarm activation and the actions that they took on scene. All information will be recorded in the incident report form.

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____</p> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 3, 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.14
SUBJECT: Response to Incidents – Bomb Scare	1 of 1

Purpose: To establish procedures for incidents involving bomb scares or threats

Scope: All Fire Department Personnel

Guideline: Bomb Scares or threats are, and will be the responsibility of the RCMP.

Procedure: All reports of bomb scare or threats will be referred to the RCMP. The incident commander will notify Fire Dispatch and request that the RCMP be called to attend. At the request of the RCMP, the fire department members will attend to assist in evacuation and fire suppression.

All bomb searches will be conducted by the RCMP. Fire Department members will not perform or assist with this function.

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 01, 2008</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.15
SUBJECT: Response to Incidents – Biological Weapons Threat	1 of 1

Purpose: To establish the responsibility for responding to incidents involving biological weapons such as Anthrax, etc.

Scope: To all Fire Department Personnel

Guideline: The Fire Department will not respond to biological weapons threats. This is, and will be the responsibility of the RCMP.

Procedure: The incident commander will refer all reports of biological weapons threats immediately to the RCMP.

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 01, 2008</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.02.18
SUBJECT: Fire Fighters responding to the Fire Hall	1 of 2

Purpose: To establish a procedure for the Coombs Hilliers Volunteer Fire Department on what to do when the pager trips.

Scope: All Fire Department personnel who are required to respond to calls.

Guideline: When the pager tone is heard the Firefighter will respond to the Fire Hall they have been assigned to, unless they are unfit to do so. Reasons for being unfit are identified in Operational Guideline 1.06.03.

Procedure:

Responding To An Emergency Call When The Pager Trips.

- If there is a Call requiring the CHVFD to respond, the pager will be tripped with a distinct tone when on selective call frequency. This tone opens the channel so that personnel can hear the dispatch operator. NI Fire Dispatch OG 7-2-0 Fire Department Radio procedures.
- There may be a delay (static) before a voice message is heard. All firefighters **must** drive safely within posted speed limit and without four way flashers to the designated Fire Hall.
- Firefighters are not to respond directly to the incident scene unless otherwise instructed to do so by the IC.

Fire Hall Response Procedures

- The first firefighter responding to the Fire Hall unlocks the door and disarms the alarm.
- The last to leave the Fire Hall must close the doors and set the alarm. The first firefighter to arrive shall do the following:
 1. Don turnout gear
 2. Open the bay door or doors depending on the nature of the call
 3. Check the "Apparatus Rolling Order" and start the apparatus that will be responding
 6. If this fire fighter is a recruit wait by the apparatus that is responding and wait for an officer to assign you to an apparatus.
 7. Board apparatus and respond to the call.

Standby At The Fire Hall (while apparatus is out).

Firefighters must remain at the Fire Hall until all equipment is returned to the Fire Hall. Turnout gear shall be donned in case other vehicles required. The Officer in Charge will deploy the standby crew in various routing jobs in the Fire Hall. These personnel shall not attempt to crowd the base station radio operator. Personnel may be released when the Incident Commander decides that no more help is required. The minimum amount of members that are to stand by at the fire station is 5.

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____</p> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 11 2016</p> <p>Amended:</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.19
SUBJECT: Response to Incidents – Water Rescue	1 of 2

Purpose: To safely work near bodies of water, and that all members know what equipment to use and safe rescue practices. This guideline will also outline the level of rescue levels that we will work to in order to attempt to save a person in distress.

Scope: All Fire Department personnel.

Guideline: The Fire Department will respond to calls for water rescue, and once called out for a water rescue, the on call duty officer will notify Arrowsmith Search and Rescue to assist with the rescue efforts on in land water areas, and for salt water rescues the Canadian Armed Forces Search and Rescue will be notified. BCAS will also be contacted for patient treatment.

Procedure:

The Coombs Hilliers Volunteer Fire Department will respond to calls for water rescue and attempt to rescue person's in distress to 3 basic levels; at all levels anyone working near the water will work in teams of two and with appropriate PPE on, this includes life preservers. At no time shall rescuers place them selves in a position of danger to rescue a patient and shall avoid entering the water at all times.

1. **Talk Rescue** – From a dry safe location, talk to the patient and encourage them to make eye contact and focus them on returning to shore.
2. **Throw Rescue** – From a dry safe location, throw a buoyant aid to the patient, and talk them to safety. Throw the throw rope up stream near them being careful not to injure them, also encourage the patient verbally, and direct them to safety. It on fast moving water it is advised to position another rescuer down stream to affect another rescue point.
3. **Reach Rescue** – From a dry, safe location, reach with an aid to the patient, (the dull end of a pike pole) and pull them to safety. The Aid may be buoyant or non-buoyant; it may be also be a buoyant aid on a rope. The Rescuer should keep their center of gravity low as possible and anchor them selves by holding on to something stable on shore.

Rescue Considerations

Rescuers must keep in mind which mode they are working in, a "Rescue Mode", submerged less than 2 hours or a "Recovery Mode", submerged more than 2 hours. These are all factors which incident commanders must gather as much information as possible from the people on scene. If a person has been submerged for more than 2 hours, then marker buoys or ribbon on shore shall be place at "Last Scene" locations. If the rescue is a "recovery" then the RCMP shall be contacted and have the incident turned over to them. If it is an unsuccessful rescue the incident commander may want to notify the local Critical Incident Stress team for team debriefings.

Response Order

The response order to a water rescue incident will be; 1 Rescue truck with water rescue kit from and 1 engine for man power.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 01, 2008</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.02.20
SUBJECT: Reponses to Incidents – Chimney Fires	1 of 1

Purpose: To provide for the safe and efficient response to Chimney fires, and to require fire department members to follow safe work practices for all designated job duties during these responses.

Scope: All Fire Department members

Guideline: All calls for Chimney Fires will be treated as if there is a suspected fire, crews will take all precautions to safely manage the Chimney Fire and treat all Chimney Fires in the same manor.

Procedure: Standard response for Chimney Fire will have the duty officer respond direct to the incident and will followed by 1st alarm response from the area in which it is in.

1. The first in officer will assume command and do a full size up of the structure and broadcast the size up over the radio.
2. Responding engine companies will don full PPE including SCBA.
3. The First in engine company will announce that they are nearing the incident and at the discretion of the incident commander secure a water supply .
4. Once on scene the incident commander will assess the incident and select the method of attack, if there is no need for attack the incident command will establish what apparatus are required and will have other responding apparatus return to quarters.
5. The crews on scene will do their best to search for extension of the fire with the help of the Thermal Imaging Camera.
6. An information sheet that will be given to the home owner to advise them to not have a fire in the fire place until the Chimney is inspected by a certified company. This is to ensure that there is no damage to the pipe or masonry work from heat/stress build up.

Fire crews will do their best to fully investigate the cause of Chimney Fire and report their findings to the incident command

Documentation:

The incident commander will record the owner/occupant's name and phone number, all findings/cause's of the Chimney Fire and the actions that they took on scene. All information will be recorded in the incident report form.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 3, 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.03.00
SUBJECT: Operations – Traffic Management	1 of 3

Purpose: This procedure identifies parking practices for Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

Scope: To all fire department members.

Guideline: All fire department members while working on roadways will follow the traffic management guidelines to ensure that a safe working area for the incident.

Procedure:

It shall be the procedure of the Coombs Hilliers Volunteer Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, highway or expressway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic. All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident. Always consider moving vehicles as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. At any time, a motorist may be driving without a legal driver's license. Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them. Assume that all approaching traffic is out to get you until proven otherwise. Night time incidents requiring personnel to work in

or near moving near traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

1. First-arriving engine company apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane.
2. An additional apparatus shall be automatically dispatched to all vehicle-related incidents on all limited-access, or high-volume highways with the district.
3. The primary assignment of this additional apparatus and crew shall be to;
 - h) Establish an upstream block occupying a minimum of one lane plus the paved shoulder of the highway or blockage of driving lanes of traffic upstream of the initial block provided by the first-due apparatus.
 - i) The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, design curves, bridges, hills and over/underpasses.
 - j) Traffic cones and/or cones illuminated by flares should be placed upstream of the apparatus by the truck crew at the direction of the company officer.
 - k) Traffic cones on limited-access, high-volume roadways shall be placed farther apart, with the last cone approximately 150 feet "upstream", to allow adequate warning to drivers. Personnel shall place cones and flares and retrieve cones while facing the traffic.
 - l) Assign a Flag person to monitor the response of approaching motorists as they are directed to transition to a slower speed and taper into merged lanes of traffic.
 - m) Notify Command on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.
 - n) The Flag person shall activate a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.
 - o) Driver operator of apparatus shall sound a series of long blasts on the apparatus air horn to audibly warn all operating personnel of the concern for the actions of an approaching motorist.

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Page 3 of 3

4. Police Department vehicles will be used to provide additional blocking of additional traffic lanes as needed. Med Units shall always be positioned within the safe work zone.
5. Staging of additional companies off the highway may be required. Ambulances may be brought onto the highway scene one or two at a time. An adequate size multi-patient loading area must be established.
6. Command should establish a liaison with the Police Department as soon as

-1 OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 2.03.02
Title: Operations - Emergency Decon	PAGE 1 OF 2

Purpose: To ensure that personnel exposed to hazardous materials that were not wearing adequate protective clothing are decontaminated quickly and effectively and to facilitate their transport to medical aid.

Scope: To include all personnel involved in emergency incidents.

Guideline: All personnel and victims exposed to hazardous materials must be decontaminated before transport to medial aid.

Procedure:

In the event that personnel or public are exposed to hazardous materials that were not wearing adequate protective clothing, emergency decon must be performed:

- 2) Victims to be decontaminated should move away from the source of the hazard quickly, preferably upwind and uphill.
- 3) Water reactivity should be considered before proceeding with the following procedure.
 - a) A fire fighter wearing protective clothing including SCBA will pull a charged 1-½ inch hose line to a position uphill, and if possible upwind and at least 50 feet from the victims.
 - b) The officer in charge will instruct the victims to stand still while the water is applied to them.
 - c) The fire fighter will wash the victims with a 1 ½ hose line.
 - d) The victims are advised to move towards the fire fighters 10 feet and take off their outer clothing except their SCBA if so equipped.
 - e) The victims are advised to move towards the fire fighter another 10 feet and take off their SCBA if so equipped and remove all reaming clothes. Officer in charge will take whatever steps are possible to ensure privacy and dignity of the victims.

OPERATIONAL GUIDELINES

Page 2 of 2

- f) The victims are advised to move towards the fire fighter another 10 feet and stand and turn as the fire fighters wash them with the 1 ½ hose line.

- g) The victims are advised to move towards the fire fighter another 10 feet.
- h) The victims are now ready for transport to hospital; emergency blankets are used to wrap the victims while awaiting transport.

<u>Aaron Poirier</u> Issued by:	This O.G. Replaces:
 	Issued: May 11 2016
 Signature of Fire Chief	Amended:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.03.03
SUBJECT: Operations - All Radio Traffic Procedures.	1 of 3

Purpose: To establish consistent radio procedures for all radio traffic.

Scope: To all Fire Department Personnel

Guideline: This document will provide a written guideline for all Coombs Hilliers Volunteer Fire Department t radio traffic for emergency and non-emergency incidents.

Procedure: Whenever possible the receiver of a radio transmission will repeat the info heard back to the sender to ensure that the sender understands that the receiver has received the message correctly.

NI-911 FIRE DISPATCH PAGING

See CHVFD Operations - Communication Procedures O.G. # 2.03.07

FIRE DISPATCH. NI 9.1.1 CORPORATION O.G.#.7-2-0 RADIO PROCEDURES FOR USER FIRE DEPARTMENTS

When any additional units arrive on scene, other than fire department apparatus, the incident commander will alert dispatch to let them know; i.e. **"RCMP, EHS, BC Hydro on scene"**.

Command will contact dispatch for any "benchmarks" during the incident such as; **"All occupants out of the building, Fire is knocked down"** etc. see **O.G. # 2.03.07** or Appendix for radio benchmarks

When the incident is complete the Incident Commander will contact fire dispatch to let them know that units are are clear of the scene and back in service.

i.e. **"Fire Dispatch from Coombs Hilliers Command, we are clear of 999 Howard Road, Back in service and all units returning to Quarters"**

Non- Emergency Traffic / Duty officer calls

For calls received at FIRE DISPATCH which are not of an emergency nature to life or property, but require Fire Department assistance, the Duty Officer will be paged. If the call is a burning complaint the duty officer on call may want to depending on the time of year, ask fire dispatch to page for the officers to respond routine in an engine to investigate.

If we receive call and the location is not in their area of coverage will immediately notify FIRE DISPATCH.

OPERATIONAL GUIDELINES

REFERENCE: Coombs Hilliers Volunteer Fire Department Incident Command Guidelines.

Also see O.G. # 2.03.07
Appendix for radio benchmarks
Appendix for fire dispatch codes
And

FIRE DISPATCH. NI 9.1.1 CORPORATION O.G.#.7-2-0
RADIO PROCEDURES FOR USER FIRE DEPARTMENTS

<p>_Aaron Poirier_ _____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 11 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.03.06
SUBJECT: Operations - Unit Call signs.	1 of 2

Purpose: To establish standard call signs for departmental apparatus communications procedures to be applied consistently to all Fire Department operations.

Scope: All Fire Department personnel who are required to communicate during emergency and non-emergency situations.

Guideline: Shall be applied to all use of communications by the Coombs Hilliers Volunteer Fire Department and all Department personnel identified within the scope of O.G.# 2.03 shall be familiar with, and carry out their responsibilities identified within this Guideline. Effective voice communications must be maintained.

Procedure: All elements of:
 FIRE DISPATCH. NI 9.1.1 CORPORATION O.G.#.7-2-0
 RADIO PROCEDURES FOR USER FIRE DEPARTMENTS
 Shall be adopted by the Coombs Hilliers Volunteer Fire Department become part of Operational Guideline 2.03.06

CHVFD radio identification signs are as follows:

	<u>When Talking to Dispatch</u>	<u>When Talking to Each Other</u>
Chief	Coombs Chief	Coombs Chief
Deputy	Coombs Deputy	Coombs Deputy
Duty Officer	Coombs Duty Officer	Coombs Duty Officer
D106	Coombs Duty 106	Duty 106
Incident Command	Coombs Command	Command
Company Office	unit no. + "Oscar"	unit no. followed by "Oscar"
Company team	NA	unit no. followed by Tango
Coombs Station	Coombs Hall 1	Coombs Hall 1
E102	Coombs Engine 102	Engine 102
E104	Coombs Engine 104	Engine 104
Hilliers Station	Coombs Hall 2	Coombs Hall 2
E105	Coombs Engine 105	Engine 105
R103	Coombs Rescue 103	Rescue 103
E101	Coombs Tender 101	Tender 101
Safety Officer	Coombs Safety Officer	Coombs Safety Officer
Water operations	NA	Staging

OPERATIONAL GUIDELINES

All other radio users are to use their names. i.e. "Command from Fire
Fighter Smith"

Referenses: O.G. # 2.03.03 O.G. # 2.03.07

FIRE DISPATCH. NI 9.1.1 CORPORATION

O.G.#.7-2-0

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 10 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.03.07
SUBJECT: Operations - Communication Procedures	1 of 6

Purpose: To establish communications procedures that may be applied for all Fire Department Incident Command situations.

Scope: All Fire Department personnel who are required to communicate through Incident Command.

Guideline: Various Officers in the Coombs Hilliers Volunteer Fire Department carry portable radios. The first officer / senior fire fighter will handle communications with Fire Dispatch and will be called the Incident Commander.

Procedure:

Officer Radios shall be marked with red tape on the antenna and be set to duplex channel 1. This includes the Oscar (officer radio located in each apparatus).

Fire Fighter radios shall be marked with yellow tape on the antenna, and set to simplex channel 6.

Alternate channel 2 shall be used for traffic control, or water operations at the instruction of the incident commander or in the event that a higher priority event requires the use of the primary repeater channel. The incident commander will notify fire dispatch that operations are switching to tactical channel two, but the IC will use a secondary radio to maintain contact with Fire dispatch on channel 1.

Communications for emergency incidents will take place on Channel 1. Communications for incidents utilizing mutual aid will be carried out on Channel 1. Communications for the purpose of Fire Practice and Practice Evolutions should take place on Channel 2 to maintain clear airwaves for Channel 1 communications.

In the event that two separate evolutions are carried out at practice sessions, channel 3 may be used.

Traffic control at incidents will be on Ch 2 and should be done so as soon as needed by command. 1 Traffic controller will be assigned as the team leader and will contact command as needed on Ch 1.

Communications with Fire Dispatch expectations:

Initial Dispatch cycle:

- A: Department Name
- B: Dispatch Type (nature of call)
- C: Location of reported incident
- D: Repeat steps A,B,C
- E: Announce Time of Day

Upon receipt of a page:

One designated member of a fire department shall **voice announce** that the page out was successful, as soon as is practical. For example, "Coombs Fire, page received for (nature of call) and (Location)".

Upon acknowledgement of receipt of page, Dispatch to announce **Map Page and Cross Street information (if available)**

Dispatch will track vehicle movements.

Additional incident details will be broadcast upon the first announcement of a vehicle responding. For example, "**Fire Dispatch - Coombs Chief responding**", dispatch reply, "**Roger Coombs Chief, the caller reports that the problem is the in the rear bedroom and it's getting worse**".

All responding vehicles shall **voice announce vehicle unit number and number of personnel on board** when they are responding and when they **arrive at scene**. For example, "**Coombs Rescue 103 responding four on board**" or "**Coombs Engine 105 on scene**"

Once command has been established by the first arriving officer, **all communications with dispatch should include the jurisdiction name and the applicable benchmark being announced**. For example, "**Fire dispatch - Coombs Command - fire loss stopped**

NOTE: Dispatchers will use the term "**standby**" during radio communications with fire departments as an indicator that they are momentarily not available due to processing a new incident(s) or gathering information for an existing incident. **Fire Departments are kindly requested to hold off broadcasting new information until dispatch acknowledges they're ready.**

RADIO PROCEDURES FOR USER FIRE DEPARTMENTS 2nd calls:

When a second call comes in for a department that is already on a call a dispatcher will notify using the above paging protocol.

Commanders will be contacted by voice for a response decision.

Priority radio channel use will be granted to the fire department involved in the most serious incident. New calls on the channel will be paged and the dispatcher may advise the affected fire department to switch to a tactical frequency. Or Command may elect to do so. (See Procedures paragraph 3)

. In all cases of multi-call situations, every effort shall be made to give priority to the fire department responding to the most urgent emergency.

. In all cases, every effort shall be made to minimize radio traffic on the common dispatch frequency by switching to a tactical frequency once on scene for operations.

At no time shall a department use a common dispatch frequency for the purpose of directing traffic, conducting training operations or notifying other members of non-emergency functions.

Benchmarks The BCFTOA and the FCABC have completed work on an "Essential Benchmarks" document for the fire service in British Columbia. .The purpose of this project was to identify those communications that must be captured on an incident, as well as to ensure a consistent definition of these terms. These benchmarks are not intended to be a complete list of radio communications. These are merely those communications that are critical to document, and in some cases are the current NFPA standard.

Service Levels during an Evacuation of Fire Dispatch in the event that the primary fire dispatch center is compromised or requires evacuation, service levels will drop from Full Service Dispatch with Monitoring to Basic Service with Call Drop' Dispatchers will notify the fire department of the incident type and location, once the involved fire department acknowledges receipt of the page, the dispatcher will disconnect the radio link. Vehicle movements and benchmarking will not be tracked. Mobile CAD and electronic paging will also not be available

Responding fire departments may obtain additional information by dialing 1-800-917-9168 or by calling Nanaimo Fire Dispatch at (250)755-4569 however it is imperative that fire departments refrain from calling either of these numbers unless absolutely necessary.

NI 9.1-1 CORPORATION

Coombs Hilliers radio channels:

- 1 Repeated channel see. Fire Dispatch – NI 9-1-1 O.G. NO. 7-2-0
- 2 Tactical channel (line of sight)
- 3 COMMIS
- 4 Parks
- 5 Qualicum Beach
- 6 Simplex local radio (FF default channel)
- 7 Combined events
- 8 D69PAG
- 9 FRSILV
- 10 ASR
- 12 EHS
- 13 PEP
- 14 Old TAC
- 15 QB RPTR

ESSENTIAL BENCHMARKS:

Term Used	Definition of Term	Comments
Acknowledge Page	Incident confirmed	Unit designation to be added
On Route (responding)	Attending to the incident	Unit designation to be added
On Scene	Arrived at the incident	Unit designation to be added
Command Established	IC identified at incident	Geographical confirmation i.e. Smith Road Command
Nothing Showing	No visible emergency evident at the location	
Working Fire	Working Fire	State Attack Type: Offensive Defensive or Transitional
Smoke Showing	Smoke Showing	Fire Response Only
Investigating	Looking to gather information on incident	
Primary Search - All Clear	Primary search completed	

Secondary Search All Clear	Secondary search completed	
Under Control	Situation has been stabilized	Should be used for all type of incidents
Mayday	Firefighter in distress	
Abandon	Firefighters to leave the building Immediately, leaving all equipment	
Evacuate	Firefighters to assist Citizens/Public to leave the Building	
Withdraw	Firefighters to leave the building, bringing all equipment with them in a rapid manner	
]Fire Struck	Fire is out	Fire Response Only
RIT Established	Rapid intervention Team has been Established	Requirement of WorkSafe
Loss Stop	Property conservation is complete, Salvage and overhaul is complete	All incident types, structure, MVI, etc.
PAR	Personal Accountability Report is beging conducted/completed	
Clear of Scene	Apparatus is leaving the incident	State apparatus designation
Command Terminated	I/C is no longer in charge of incident	
Code 2	Routine response	
Code 3	Emergency Response	
Code 4	Possible death or fatality	
Code 5	Police	

REFERENCE: Coombs Hilliers Volunteer Fire Department Incident Command Guidelines.

Also see O.G. # 2.03.03
Appendix for radio benchmarks
Appendix for fire dispatch codes

And

FIRE DISPATCH. NI 9.1.1 CORPORATION O.G.#.7-2-0
RADIO PROCEDURES FOR USER FIRE DEPARTMENTS

<p>_____ _Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 11 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.03.08
SUBJECT: Operations - Duty Officers	1 of 2

Purpose: Purpose of this Operational Guideline is to ensure clear duties of a Fire department Duty officer are outlined so that the Duty Officer(s) understands their role while on duty. Furthermore to ensure that qualified personnel are available to provide command coverage at all times of the day and week. This will ensure the highest level of emergency service for our citizens.

Scope: Fire Department Officers

Guideline: It is a guideline of the Coombs Hilliers Volunteer Fire Department to assign a Duty Officer(s) to ensure that there is an officer in the fire protection district at all times.

Procedure and Guidelines:

The assigned duty officer will check in with the Fire Chief Friday afternoon to be briefed on the current burning regulations and any other pertinent information.

Duty Officers will carry a portable Radio with a Key Pad, Turn out gear with the DO 106 passport attached to their helmet, Fire Department Map book and the duty officer cell phone.

Duty officers will respond direct to incidents as per O.G. #2.05, or as otherwise instructed by a senior Officer. Duty officers must communicate with other duty officer in the event that there are two or more duty officers on duty while responding to an incident or one is closer to the incident

Duty officers may assume the role of incident commander and other incidents that they are called upon while on duty. If they wish they can pass off command to a senior officer when he/she arrives on scene. Duty officers must ensure that all apparatus and equipment be placed back in service and the necessary paper work is completed after the end of an incident.

If the in event that the incident over the scope of training of the duty officer on duty, it will be up to the Chief or designate who is available whether or not that duty officer will respond to direct an incident. (i.e. in the event of a structure fire or large mutual aid incident)

Duty officer(s) while on duty **must not** engage in activities, which limit them to be unable to respond to incidents. Duty officers while on duty must stay within a reasonable distance from the protection area to be able to respond safely and efficiently to incidents (15 minutes).

Should any incidents occur which is suspicious of nature, or has significant dollar loss, or injury the Fire Chief shall be notified at the earliest convenience. If the Fire Chief is not in attendance he shall be contacted by phone. The duty officer shall, if possible use the cellular phone and await a return call.

If the daytime duty officer (Monday to Friday 6 am to 4 pm) is unavailable to perform his or her duties that duty officer will contact another assigned duty officer who is available to perform the duties of daytime duty officer and inform them of their absence. Then that individual will be asked to take over duty officer responsibilities to ensure adequate coverage of the protection area. If a duty officer is unavailable to contact anyone to take over duties as a duty officer then the Fire Chief or designate will be contacted and informed of this situation .

Routine

Weekend Duty Officer

Friday 5 pm to Sunday 8 pm *(or the last day of the long weekend - 8 pm)*

Weekend coverage will be assigned 3 months in advance on the calendar in the fire station. Officers will be asked of their schedule and one officer will be assigned duty officer duties for that weekend. **(All duty calls must be recorded and logged with fire dispatch)**

Once the weekend duty officer shift is over that duty officer will inform the Daytime Duty Officer and return all the Duty officer equipment to the fire station.

Reference: O.G.# 2.05 Apparatus Response Order.

<p>_Aaron Poirier_____</p> <p>Issued by</p>	<p>This OG replaces:</p> <p>Issued:May 11 2016</p>
<p>_____</p> <p>Signature of Fire Chief</p>	<p>Amended:</p>

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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.03.09
SUBJECT: Operations – Water Supply	1 of 2

Purpose: To establish the minimum requirements for water supply for firefighting purposes to protect property from fire in areas where water must be transported from a river, lake, canal, bay, stream, pond, well, cistern, or other similar source of water that is available as suction supply for Fire Department use.

Scope: All Fire Department Personnel

Guideline: Water obtained by methods outlined in this Guideline may be used to supplement water for firefighting available from hydrants and standpipes on a traditional municipal- type distribution system. Likewise, a hydrant served by a water distribution system may be the source of supply for water that is transported to the rural fire.

Procedure: The first due in engine will select the type of water supply for the incident dictated by the extent of the fire, staffing of responding apparatus and the method of water supply; either tanker shuttle or hydrant/standpipe supply. Due to the length of some driveways the first due engine will lay a supply line from the road to the fire location and have the second due engine set up a relay pump operation either from port-a-ponds or another hydrant that is located near by. The officer of the first due engine will announce the method of water supply to the incoming units. If no hydrant or water supply is needed then the officer of the first due engine will announce – “No water Supply Required”

Command and Command Staff

Upon receipt of an incident that may require a tanker shuttle water supply, the duty officer shall summons additional tankers if the initial incident information is suggesting that the water supply exceeds the water that the department can supply, or if tankers are required to travel a far distance to refill, this will enable tankers to be continuously supply water to the fire ground.

If incident command has been established before any units are on scene, the incident commander can also let the incoming units know what method of water supply to use. Once the water supply has been selected the incident commander will establish a water supply sector officer. The water supply sector will be responsible for coordinating the tankers that are supply the water to meet the required fire flows. The water sector officer can request to command to summons additional tankers or release tankers as the incident water supply dictates.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 11 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.04.00
SUBJECT: Equipment- Portable Fire Extinguishers	1 of 1

Purpose: To ensure that all Portable Fire Extinguishers are properly cleaned and maintained to provide for the safe operation and use.

Scope: All Fire Department personnel required to use, clean and maintain Portable Fire Extinguishers.

Guideline: All Portable Fire Extinguishers shall be checked, cleaned and maintained in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Procedure and Guidelines:

All Portable Fire Extinguishers must be cleaned and inspected as soon as possible, in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises. All Portable Fire Extinguishers must be inspected and dry chemical extinguishers must have the powder loosened weekly. Records of inspection must be kept .

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

IFSTA Essentials 6 Training Manual.

NFPA 10 - Standard for Portable Fire Extinguishers

Also see O.G.# 1.07, 1.07.06, 2.08

<p>_____ Aaron Poirier</p> <p>_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 11 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.04.01
SUBJECT: Equipment – Fire Hose	1 of 2

Purpose: To ensure that all Hose is properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required to use or clean and maintain Hose

Guideline: All Hose shall be cleaned and maintained in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Hose readiness and post-use inspection must be completed prior to leaving the incident site.

Procedure and Guidelines:

All Hose must be cleaned and inspected as soon as possible, in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises.

Fire Hose will be service tested annually to meet NFPA 1962

Reference:

Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.
IFSTA Essentials 6I.

NFPA 1962 - Standard on Care and Use of Fire Hose

Also see O.G.# 1.07, 1.07.06, 2.12

<p>_____ _Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 11 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #2.04.02
SUBJECT: Equipment –Ground Ladders	1 of 1

Purpose: To ensure that all Ground Ladders are properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required to use or clean and maintain Ground Ladders.

Guideline: All Ground Ladders shall be cleaned and maintained in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Ground Ladders readiness and post-use inspection must be completed prior to leaving the incident site.

Procedure and Guidelines:

1. All Ground Ladders must be cleaned and inspected as soon as possible, in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises.
2. Records of each use, cleaning and inspection must be kept in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

3. Coombs Hilliers Volunteer Fire Department Ground Ladders

35' 3-stage Ladder		Roof Ladder
24' 2-stage Ladder	14'	10' Attic Ladder

Reference:

- Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.
- IFSTA Essentials of Fire Fighting Training Manual.
- NFPA 1931, "Design and Design Verification Tests for Fire Department Ground Ladders"
- NFPA 1932, Use, Maintenance and Service Testing of Fire Department Ground Ladders"

Also see O.G.# 1.07, 1.07.06, 2.11

<p>_____ _Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 17 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.04.03
SUBJECT: Equipment – Utility Ropes	1 of 1

Purpose: To ensure that all Ropes are properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required to use or clean and maintain Ropes.

Guideline: All Ropes shall be cleaned and maintained in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines. Ropes readiness and post-use inspection must be completed prior to leaving the incident site. Only ropes specified for life safety are to be used for life safety. Utility ropes are **NOT** to be used for life safety.

Procedure and Guidelines:

All Ropes must be cleaned and inspected as soon as possible, in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises. All Ropes will be inspected at least annually.

Records of each use, cleaning and inspection must be kept in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

IFSTA Essentials of Fire Fighting Training Manual.

NFPA 1983, Fire Service Life Safety Rope, Harness and Hardware"

Also see O.G.# 1.07, 1.07.06, 2.10

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 17, 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 2.04.04
Title: Equipment - Life Safety Rope	1 OF 3

Purpose: To establish a minimum standard for the use, maintenance and destruction of all Life Safety Rope.

Scope: All Fire Department Personnel

Guideline: All personnel who use Life Safety Rope must ensure the equipment is inspected, maintained and use according to the manufactures instructions and employed only for its intended use.

Procedure:

- Life safety Rope is rope designated for the purpose of raising, lowering, or supporting people during rescue or other emergency operations and training.
- Only rope of block creel construction (without knots or splices in fibers) using continuous filament virgin fiber for load bearing elements may be used for life safety rope.
- Rope of any other material or construction may not be used as life safety rope.
- Life Safety Rope can be of two types, dynamic and static. The former ought to be used if a risk to long fall is present, and the latter when no such risk is present.
- LSR must be properly maintained and destroyed if it fails to pass inspection, or if it has been impact loaded. Destroy meaning, altered in such a manner that it cannot be mistaken for life safety rope. Cutting the rope into shorter sections for example.

Putting rope in to service

- 1) The rope will be cut to its desired length and the ends heat treated to prevent fraying.
- 2) All rescue rope must be labelled on both ends for identification of use.
- 3) A new rope record form will be filled out in the Rope Log.
- 4) The manufactures label or a copy, for the rope, will be kept with the rope log.

All life safety Rope will be inspected before and after each use and considered for rescue only if all of the following conditions are met:

- 1) Rope has not been visually damaged.
- 2) Rope has not been exposed to heat, direct flame impingement, or abrasion.
- 3) Rope has not been subjected to any impact load.
- 4) Rope has not been exposed to any liquids, solids, gasses, mists, or vapours of any chemical or any other material that can deteriorate rope.
- 5) Rope passes inspection only when inspected by a qualified person following the manufacture's inspection procedure both before and after each use.

All "in service" life safety rope stored and ready for use will be inspected after each use or with every inspection and the results are to be recorded in the rope log.

Any rope that fails to pass inspection will be destroyed immediately. The destruction of the rope means that it should be altered in such a manner that it cannot be mistakenly used as a life safety rope. Removing the labels and cutting the rope into short lengths for use as utility rope can achieve this.

Rope Log

Any time a life safety rope is used; the type of use and the inspection comments will be recorded in the Rope Log. The Rope log will be considered a permanent rope record and a legal document. The Rope Log contains the individual record of each Life Safety Rope "In Service", as well as the manufactures product label and other information that is required by NFPA 1983 standard on Fire Services Life Safety Rope and System Components (2001 Edition)

Length of Service

Life Safety Rope shall be kept in service as long as it continues to pass inspection to a maximum of five years (5)

Use and storage of Life Safety Rope

All efforts should be made to ensure that Life Safety Rope is stored clean, dry, out of direct sunlight and away from extreme heat.

All efforts should be made to preserve the rope labelled (r) for actual

rescues only!

All training should be performed with (t) training rope.

<u>Aaron Poirier</u> Issued by:	This O.G. Replaces:
 	Issued: May 17 2016
 	Amended:

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.04.05
SUBJECT: Equipment – Gas Detector	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the gas detector that we use in the fire department.

Scope: To all Fire Department Personnel

Guideline: The Gas Detector shall be inspected and maintained in accordance with manufactures recommended guidelines.

Procedure:

Incidents: The gas detector will be turned on en-route to the incident if the unit is needed right away, i.e. gas line rupture, to ensure that the unit performs the necessary self checks, this will also ensure that the unit is functioning properly. Anytime the unit is turned on, it must be done so in a “clean air” environment, and then brought in to the area that it will be used in. The unit can be also used after structure fires to ensure that there are safe limits of fire gasses, so that anyone occupies the building are safe.

Monthly/After use Checks: The gas detector will be inspected after each use and monthly as per manufactures recommended guidelines and will be recorded on the inspection sheet in the Apparatus bay. The unit will notify the user if the unit is functioning properly or needs service.

Problems with the unit: The unit will be tagged and removed from service and one of the officers will be notified of the problem

References: CHVFD OG 2.02.05

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: May 17 , 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.04.06
SUBJECT: Equipment – Thermal Imaging Camera	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the Thermal Imaging Camera.

Scope: All Fire Department Personnel.

Guideline: The Thermal Imaging Camera shall be inspected and maintained in accordance with manufactures recommended guidelines. The Thermal Imaging Camera shall be stored securely in its cradle on E105. Fire department personnel shall be trained in its correct use and maintenance.

Procedure:

- The Thermal Imaging Camera can be used in a wide Varity of incidents and shall be utilized at any time where its use can aid in operations.
- Some Thermal Imaging Camera uses are but not limited to
 - Investigation of possible hidden fire
 - Size up of a structure fire
 - Attack and search operations
 - Salvage and overhaul
 - Roof and chimney hot spots
 - MVA's to search for the possible locations of patients.
- The TIC should be used in any application where heat signature is not visible to the naked eye, and enhancing that spectrum will aid in operations.
- Fire fighters do not require special permission to use the TIC, but should alert incident command of its use so that this useful tool may be tracked at the incident in case its use is required.

Monthly/After use Checks: The Thermal Imaging Camera will be inspected after each use and monthly as per manufactures recommended guidelines. Inspecting personnel will notify the company officer if the TIC is functioning properly or if needs service.

Problems with the unit: The unit will be tagged and removed from service and one of the officers will be notified of the problem

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: May 17 ,2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.04.07
SUBJECT: Equipment – Life Preservers	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the Life Preservers that we use in the fire department.

Scope: To all Fire Department Personnel

Guideline: To ensure that all fire fighters are familiar with the use, and inspection of the Life Preservers that we use in the fire department.

Procedure:

Incidents: Life Preservers will be used at all incidents that are at or near any body of water that may pose a drowning hazard to fire fighters. Only the fire fighters who need to be near the waters edge will be working in that area, all other members must keep a safe distance from the water.

Yearly/After use Checks: The Life Preservers will be inspected after each use and yearly as per manufactures recommended guidelines and will be recorded on the inspection sheet in the Apparatus bay. The unit will notify the user if the unit is functioning properly or needs service.

Problems with the units: The unit will be tagged and removed from service and one of the officers will be notified of the problem

<p>__Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 17 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.05.00
SUBJECT: Apparatus – Vehicle Air Brake Systems	1 of 1

Purpose: To ensure that all Apparatus Air Brake systems are maintained to provide for safe operation and use.

Scope: All Fire Department personnel with air brake endorsement on their drivers license can use Air Brake equipped Apparatus.

Guideline: All Apparatus equipped with Air Brake systems must be maintained in accordance with the Motor Vehicle Act.

Procedure: All drivers of Air Brake equipped vehicles must have a valid Air Brake Endorsement. Air Brake equipped vehicles are to have a logbook in the apparatus in which pre-trip and post-trip inspections are to be recorded. Fire apparatus pre-trips must be done weekly so that this apparatus can be used immediately upon requirement. Air Brake equipped vehicles must be inspected by the driver upon return to the fire hall after heavy use. Any problems discovered must be reported to the Officer in Charge immediately.

Reference: B.C. Motor Vehicles Act Regulations, Part 4 Section 37.22
Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.07

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 01, 2008</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 2.05.01
SUBJECT: Apparatus – After use routine	1 of 2

Purpose: To ensure that all Apparatus is properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required using or cleaning and maintaining Apparatus.

Guideline: All Apparatus shall be cleaned and maintained in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Apparatus readiness must be completed prior to leaving the incident site to assure readiness in the event of a second call prior to the complete post-use inspection of the equipment.

Procedure: All Apparatus must be cleaned and inspected as soon as possible, in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises.

Records of each use, cleaning and inspection must be kept in accordance with the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Reference: Coombs Hilliers Volunteer Fire Department Occupational Safety and Health Program
IFSTA Essentials of Fire Fighting Training Manual.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 17 2016</p> <p>Amended:</p>
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PURPOSE: To ensure the safe and efficient response of adequate numbers of personnel during emergency incidents.

SCOPE: All Department Personnel.

POLICY: The CHFD shall respond, to emergency incidents, with adequate manpower providing a minimum of manpower for vehicle operation and maximum of manpower for safety considerations.

PROCEDURE: The minimum and maximum number of personnel, per apparatus, responding to the incident shall be:

T101 Tanker	Minimum	2	Maximum	2
T102 Tanker	Minimum	2	Maximum	3
E104 Engine	Minimum	2	Maximum	3
E 105 Engine	Minimum	3	Maximum	6
E 107 Engine	Minimum	2	Maximum	6
R 103 Rescue	Minimum	2	Maximum	4

Unless authorized by the Fire Chief or Duty officer.

REFERENCE:

_____ Signature of Fire Chief	This O.G. Replaces: 2.05.02_____
Date of Issue: _____	Issued on: April 16 2016_____

Also see O.G. # 2.05, 2.05.01

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p>	<p>This O.G. Replaces: 2.05.02 _____</p> <p>Issued on: April 16 2016 _____</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 3.01.00
SUBJECT: Training – Department Training Standards	1 of 2

Purpose: To commit the Department to the training of firefighters to a standard to enable them to perform their duties safely and effectively .

Scope: This procedure applies to all firefighters, fire officers and command officers in the Department.

Guideline: The Department will train all firefighters on a regular basis to Provincial and Municipal standards.

Procedure:

GENERAL:

In order to assist fire fighters in training, the Fire Department will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Department.

Department training will be designed to meet the following standards:

- a. Coombs Hilliers Volunteer Fire Department Operational Guidelines
- b. NFPA 1001 - Fire Fighter Professional Qualifications as outlined by the JIBC and the IFSTA Essentials of Fire Fighting – Current Edition.
- c. NFPA 1002 - Driver Professional Qualifications, and
- d. British Columbia- Playbook 2015 Edition
- e. IFSTA Essentials of Fire Fighting current edition.
- f. Fire officer training NFPA 1041

6. The authority and responsibility for the adoption and approval of various training requirements is determined by the level of service stated by the RDN as per Playbook requirements

7. The Chief and the Chief Training Officers are responsible for:

- f. determining Department training needs;
- g. developing Department training programs; both:
- h. evaluating continuity of training each shift/hall;
- i. scheduling special training sessions;
- j. conducting training, as required; and
- k. maintaining training records for all members of the Department.

8. Officers and instructors are responsible for:

- l. coordinating with the Chief Training Officer in matters relating to training;
- m. evaluating the training needs for the department;

- n. establishing a training schedule for the department;
- o. providing overall guidance to the department in matters relating to training;
- p. conducting training, as required; and
- q. forwarding lesson plans and class attendance to the Chief Training Officer as soon as possible after classes are completed.
- r. instructing as per Department training schedules, utilizing applicable standards, manuals and Operational Guidelines, as well as Department and other training aids; and
- s. Completing lesson plans and class attendance as soon as possible after classes are completed.

9. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

REFERENCES: Coombs Hilliers Volunteer Fire Department Operational Guidelines
NFPA 1001 - Fire Fighter Professional Qualifications
NFPA 1002 - Driver Professional Qualifications
British Columbia Playbook
IFSTA Essentials of Fire Fighting current Edition
NFPA 1041 fire officer

<p>_____ _Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 24 , 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs-Hilliers Volunteer Fire Department	O.G. # 3.01.03
SUBJECT: Minimum Training Standards -Volunteer Fire Fighters	1 of

Purpose: To commit the Department to the training of volunteer firefighters to a standard to enable them to perform their duties safely and efficiently.

Scope: This procedure applies to all volunteer firefighters and officers in the Department

Guideline: **The following pertain directly to level of training and level of job performance requirements**

Exterior Operations – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment .

Interior Operations – is the **Service Level** that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations

Team Leader – a firefighter or officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank.

Procedure:

Reference:

_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #3.01.04
SUBJECT: Training Standards – Advanced Training	1 of 2

Purpose: To provide advanced training to those fire department members that the desire to advance with in the fire department. This can also build depth with-in the fire department and add value to the service we provide.

Scope: To All Fire Department Members over 1 year seniority.

Guideline: Advanced training will be made available to those members who would like to advance their skills and each topic will be approved by the department's officers. The course that the fire fighters may want to take will be subject to; seniority, time commitments and budget restraints.

Procedure:

The fire department will make available to those fire fighters who wish to seek advanced training in the topics that are applicable to the fire service. An example of the courses could the fire fighters may want to take would be;

- Fire Service Instructor
- First Responder Instructor
- Engineer Training
- Fire Office education
- Company Officer
- Haz-Mat
- Vehicle Extrication

The Officers will notify the fire fighters of the classes available by posting the announcements in the training room, and will also make available the JIBC course calendar along with various other training agencies notifications. All members are encouraged to attend as much training as they can to enhance the delivery of the service we provide to our community. The officers will also approach the fire fighters to see anyone may be interested in attending selected courses.

At no time will a fire department member attend a training event with out authorization from the fire chief. If a fire department member proceeds to attend a training event without the Fire Chiefs authorization, the fire department member will be considered to be participating as an individual and is not considered to be representing the fire department therefore, will be personally liable for any costs incurred.

<p><u> Aaron Poirier </u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 01, 2008</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 3.01.04.01
SUBJECT: Training Standards – Driver Training	1 of 1

Purpose: To ensure the safe and efficient operation of fire department apparatus during emergency and non emergency operations.

Scope: All Fire Department Personnel responsible for driving or operating Fire Department Apparatus.

Guideline: All Fire Department members must have completed the driver training program before driving any of the department's apparatus in an emergency event, and under the direct supervision of an officer/qualified driver in non emergency events. All members must hold a valid drivers license for the apparatus they will be driving with no more than 6 points on their license.

Procedure:

Driver Training Program

In order for a member to be able to enrol in the driver training program they must have:

- Drivers must hold a valid drivers license for the apparatus they are to drive.
 - Submit an annual drivers abstract and no more than 6 points.
 - Have been a Fire Fighter for a minimum of 2 years.

The driver training program will be administered as needed to ensure that the department has enough driver/engineer's. Maintenance of the driving training will be on going and be incorporated into the rolling 2 year training plan.

Members may use the support vehicles with for non emergency events such as out of town training with the approval from the Fire Chief.

<u>Aaron Poirier</u> Issued by	This OG replaces:
_____ Signature of Fire Chief	Issued: May 30 2016
	Amended:

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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 3.01.05
SUBJECT: Training Standards – Maintenance of Training	1 of 2

Purpose: To establish the topics in which all members of the Department will review every year and this will provide for the maintenance of their qualifications for their positions.

Scope: All Fire Department members.

Guideline: All Firefighters are to constantly review and refine their skills as fire fighters to contribute the safe, efficient and effective operation of the Department.

Procedure:

Fire Fighters will have on-going maintenance of training at each practice night with various skills being reviewed and practiced. Most of the topics will be practical evolutions combined with written self study tests from the IFSTA curriculum; these will be known as "Core Topics". Most of the topics will be taught and reviewed in-house following the standards outlined by , BC Playbook ,NFPA and in the IFSTA Essentials manuals; there are some topics that will be administered by an outside training agency. Along with these core topics the operational guidelines that relate to these topics will be reviewed as well.

In house

Job performance requirements as required by the Playbook and other applicable standards .

OPERATIONAL GUIDELINES

2 of 2

Outside Training

- Live Fire
- Rapid Intervention Team Training
- Any other training that the officers deem important.

Fire Fighters will have ample opportunity to make up any topics that they miss, and the training records will be reviewed quarterly to ensure that all the members are meeting the

expectations of the training schedule. Fire Fighters are urged to review all the topics as outlined over the annual training plan. Live fire and Rapid Intervention Team training components are mandatory to maintain their status as a "Fire Fighter"

<p>Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: May 29 2016 Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 3.02.00
SUBJECT: Training - Training Attendance	1 of 2

Purpose: To ensure fire department emergency responders maintain their training to a level enabling them to perform their duties safely and efficiently.

Scope: All Fire Department Personnel

Guideline: The Department will provide training sessions for all fire department personnel. Fire department personnel must be extremely dedicated and ensure that they attend a sufficient number of training sessions to maintain their level of training.

Procedure:

1. Training of emergency responders is a very important and serious issue. Therefore the fire department will conduct training sessions on a regular basis. Fire department personnel who respond to emergencies must be committed to attend regular training sessions to ensure that they are adequately trained.
2. The Fire Department will conduct regular training sessions every Wednesday evening from 19:00 hours to 21:00 hours. The Fire Department may also schedule other training sessions if necessary to enable fire department personnel an opportunity to meet the required minimum attendance.
3. Regular Wednesday evening training sessions will be canceled between the period of Christmas Eve day and New Years day.
4. Fire department personnel shall attend a minimum of forty training sessions or 75% attendance per year in order to maintain their standing as emergency responders with the Fire Department.
5. Training attendance will be assessed every six-months and personnel who do not maintain the minimum training attendance may be directed by the Fire Chief to:

- Attend a special training session(s).
 - Not participate in emergency responses until attendance improves.
 - Be assigned other duties until such time as attendance can be improved.
 - Take a leave of absence until such time as attendance can be improved.
 - Resign from the Fire Department.
6. In order to meet the training needs of the organization, Absence from drills or practices must be reported through a phone call only to the hall or Chief Officers. Other means of communication are not accepted.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces: May 2015</p> <p>Issued: January 25, 2018</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 3.03.00
SUBJECT: Training – Live Fire Incident Command	1 of 2

Purpose: To identify and establish use of Incident Command System during training evolutions.

Scope: All Fire Department Personnel

Guideline: The Incident Command System be utilized for all training drills and classes.

Procedure:

1. Establish the Incident Command system at the beginning of each training session through the Incident Commander (Instructor in Charge).
2. Define training goals and objectives and transmit to all personnel and trainees through discussion and/or briefings.
3. Organize participants into crews maintaining adequate span of control for Instructors
4. Organize the training site utilizing the Incident Command principals, applications and structure which would include but not restricted to:
 - Safety Officer
 - Sector Officer
 - Staging Officer
5. Initiate, control and manage training site communications through command and with clear text messages.
6. Rotate training crews through training assignments as defined by Command and as directed by sector officers.

- 7. Co-ordination between Command and Safety defining rotation and rehabilitation of crews
- 8. Termination of Command is at the end of the training activities and will be broadcast.

<p>__Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 29 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 3.03.01
SUBJECT: Training – Live Fire Instructors	1 of 1

Purpose: To define the functions at live fire training evolutions

Scope: All Fire Department instructors

Guideline: All instructors are qualified for Programs taught and that they provide the highest level and quality of instruction.

Procedure:

- Inspection of the training site areas is to be conducted in co-ordination with the designated safety officer prior to training evolutions and drills.
- Assemble and assign functional and tactical assignments to trainees.
- Co-ordinate assignments with other instructors as required for drills or evolutions.
- Co-ordinate placement of hose lines, support lines, tools, apparatus, and other equipment required for the drill or evolution.
- Assemble and control trainee groups as assigned and ensure for their control and direction.
- Co-ordinate with other instructors and Safety Officer's on safety protocols
- Co-ordinate with support personnel in setting up of apparatus and equipment for trainees activities during training drills and evolutions
- Account for assigned trainees prior to and after training drills and evolutions
- Assess trainee performance and provide feedback
- Co-ordinate and direct trainees in post drill clean up and return of equipment.

Reference: NFPA 1403: 6-1.1 to 6-1.3 incl. & 6-2.1 to 6-2.3 incl.

Appendix C
WCB - OH&S 3.21; 3-22

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 29 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #3.03.02
SUBJECT: Training - Structure Acquisition	1 of 2

Purpose: To identify the procedures for accepting structures for live fire training purposes.

Scope: To all Fire Department Personnel

Guideline: It is the guideline of the Coombs Hilliers Volunteer Fire Department that structures may be accepted for the training purposes with in acceptable safety and environmental limitations.

Procedure:

- Structure offered for the Fire Department training purposes will be subject to review and acceptance process.
- Fire Department representatives who have authority to accept a structure may refuse with out cause.
- Where are structure is considered for training a "Pre-Acceptance Inspection" will be completed to determine suitability to meet training objectives.
- Where a structure is favourable to the Fire Department may, proceed with acceptance of the structure for training purposes.
- When determining to accept the structure for training purposes the department will satisfy:
 - a) Proof of ownership
 - b) Proof of insurance cancellation
 - c) Proof of intent to demolish
 - d) Documentation required for demolishing and agreements with owner(s)
- All utilities including hydro, cable, gas, propane, and where necessary water will be disconnected
- Agreements with the owner of security and access will be completed.
- Ensure all training requirements and availability are concluded and are mutual agreeable with the owner.

Reference: NFPA 1403

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____</p> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 29 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.01.00
SUBJECT: Interagency – Office of the Fire Commissioner	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the Office of the Fire Commissioner for assistance.

Scope: Applies to the Officer in Charge, Incident Commander, Local Assistant to the Fire Commissioner or Investigating Officer of any incident.

Guideline: The Office of the Fire Commissioner shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstances or large dollar loss;
- to report unsafe premises with respect to fire safety;
- in the event of a potential building or area evacuation.

Procedure:

During normal office hours, depending upon the nature of the incident, it is the responsibility of the Officer in Charge, Incident Commander, and Local Assistant to the Fire Commissioner or the Investigating Officer to contact the nearest Regional Office of the Fire Commissioner.

After hours notification and/or assistance calls shall be made to 1-250-356-9000.

REFERENCE: Fire Services Act - Section 13 & Section 25

<p>_____ Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.02.00
SUBJECT: Interagency – Mutual Aid	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the Fire Departments in Oceanside Mutual Aid emergency response.

Scope: All Fire Department personnel who may be involved in mutual aid situations.

Guideline: O.G.# 4.02 "Mutual Aid" shall be applied to the mutual aid contact carried out by the Coombs Hilliers Volunteer Fire Department. All Department personnel identified within the scope of O.G.# 4.02 shall be familiar with, and carry out their responsibilities identified within this Guideline.

Procedure:

All elements of the Mutual Aid Agreement for Fire Departments in District 69, including all forms and documents encompassed within, and as adopted by the Coombs Hilliers Volunteer Fire Department, become part of Operational Guideline 4.02.

Included with this Operational Guideline is:

"District 69 Mutual Aid Fire Departments Contacts"

Reference: Mutual Aid Agreement for Fire Departments in District 69.

Any information regarding mutual aid response information shall reference OG 2.02.03 and 2.02.04.

<p>_____ Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.03.00
SUBJECT: Interagency – Emergency Health Services	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the Emergency Health Services for assistance.

Scope: Applies to the Officer in Charge, Incident Commander, or Fire Chief at any emergency incident.

Guideline: The Emergency Health Services shall be notified and/or contacted for assistance whenever it is deemed necessary.

Procedure: The IC will call upon EHS to respond to a scene for stand-by when he/she feels it is necessary. They will be there to administer Oxygen and/or First Aid if needed. This call should be made at the beginning of the emergency incident or as soon as possible.

Reference: Any information regarding response information shall reference OG 2.02.03 and 2.02.04.

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: May 30 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.04
SUBJECT: Interagency - RCMP	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the RCMP for assistance.

Scope: To All Fire Department Members

Guideline: The RCMP shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstances or large dollar loss;
- to report unsafe motorists while working on Roadways;
- in the event of a potential building or area evacuation.
- Motor Vehicle accidents.
- Or other situation where the assistance of the RCMP would be helpful.

Procedure:

Incident command can contact the RCMP via Fire Dispatch or for non emergency events during business hours at 248-6111.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.05.00
SUBJECT: Interagency - Provincial Emergency Program	1 of 2

Purpose: To establish a procedure for notifying and/or activating the Provincial Emergency Program.

Scope: To all Fire Department Members

Guideline: PEP will be contacted anytime there is an MVA outside of Fire Protection area, and anytime the incident warrants the program to be activated, i.e. a large wild fire, earthquake etc.

Procedure:

Municipalities and regional districts will activate their emergency plan and set up a local emergency operations centre to support responders if the situation escalates and the response requirements become more complex.

Day-to-day, the provincial government is available to respond to calls through an emergency coordination centre that is staffed 24/7.

The provincial emergency management structure is activated when a BC community or any significant infrastructure is threatened by an emergency or disaster which may overwhelm a local authority's ability to respond. There will be an increase in the activation level of provincial regional emergency operation centers and the provincial emergency coordination centre to support local governments' emergency operations as required.

Additional assistance is provided by the Government of Canada if the emergency escalates beyond provincial resource capabilities. Requests from the province to the Government of Canada are managed through Public Safety Canada, which maintains close operational links with provincial and local emergency authorities and maintains inventories of resources and experts in various fields.

In practice, the response can move quickly from the local to the national level.

When there is a call for an MVA that in an area that has no fire protection, or large evacuation of a building or area, PEP will be contacted via fire dispatch as soon as possible, PEP then will issue

a response number. After the incident the all the necessary PEP documentation will be competed and either faxed or mailed in.

PEP Contact # 1-888-344-5888

<p><u>Aaron Poirier</u> Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.06.00
SUBJECT: Interagency - BC Hydro	1 of 1

Purpose: To establish procedures for notifying and/or contacting B.C. Hydro for assistance at any given incident.

Scope: Applies to the Officer in Charge, Incident Commander of any Incident

Guideline: B.C. Hydro shall be notified and requested to attend any incident that involves or is likely to involve an electrical hazard.

Procedure: The Incident Commander or the Officer in Charge of an Incident shall determine the need to have B.C. Hydro contacted. The Incident Commander shall request the Dispatcher to contact B.C. Hydro at the 24 hour Emergency number listed below. The Incident Commander shall relay to B.C. Hydro, through the Dispatcher, details of the incident and possible equipment required if this can be determined.

Due to time delays after hours, BC Hydro should be notified as soon as the need/or possible need for their service, to shorten wait times on scene.

24 Hour Emergency Contact 752-8010

<p>_____ Aaron Poirier Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.07.00
SUBJECT: Interagency - BC Safety Authority	1 of 1

Purpose: To establish procedures for notifying and/or contacting BC Safety Authority for assistance at any given incident.

Scope: Applies to the Incident Commander or Investigator of any Incident.

Guideline: The BC Safety Authority shall be notified of any incident (fires, explosions, leakage's) in which natural gas or propane, Electricity could possibly be indicated as being the probable cause or becomes involved as a result of a hazardous event initiated by some other circumstances.

Procedure:

The Incident Commander at any given incident shall request that the BC Safety Authority be contacted by the Dispatcher or directly from the site under the following circumstances:

- Estimated Materials Damage Up to \$50,000.00 Advise Inspector during Office Hours
- Estimated Materials Damage Over \$50,000.00 Advise Inspector at any Time
- Loss of Life Advise Inspector immediately at any time.

BC Safety Authority will be contacted anytime during a fire investigation where the investigator deems the fire may be caused by electricity, natural/propane gas or a faulty piece of equipment or product.

When contacting the BC Safety Authority, please ask them what branch you are looking for i.e. Electrical or gas etc.

BC Safety Authority toll free number **1-866-566-7233**

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.08.00
SUBJECT: Interagency - Media	1 of 1

Purpose: To provide for an avenue of communication between the Coombs Hilliers Volunteer Fire Department and all Media sources.

Scope: All fire department members and Media personnel.

Guideline: General information regarding non-emergency related fire department operations or activities shall be co-coordinated and released by the Office of the Fire Chief.

All information regarding emergency related fire department operations or activities shall be co-coordinated and released by the Fire Chief or Incident Commander.

Procedure:

Fire Department personnel, other than the Fire Chief or Deputy Chief in non emergency situations, or the Fire Chief/Incident commander in emergency related situations, will transfer any media request for information to the appropriate individual.

_Aaron Poirier_____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: May 16 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 4.12.00
SUBJECT: Interagency - Emcon	1 of 1

Purpose: To establish procedures for notifying and/or contacting the Emcon for assistance at any given incident.

Scope: Applies to the Incident Commander of any Incident.

Guideline: The Emcon shall be notified of any incident and requested to assist at any incident that the Incident Commander deems appropriate.

These incidents shall include but are not limited to the following:

Procedure: The Incident Commander at any given incident shall request that Emcon is contacted by the Dispatcher or directly from the site under the following circumstances:

- Damage along roadways
- Required Road Closures
- Incidents where equipment is required
- Traffic Control at an incident that may involve long hours and when department members are required for other duties

Emcon Contact # - 1-866-353-3136 24 hours

<p>_____ _Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #5.01.00
SUBJECT: Admin – Personnel	1 of 1

Purpose: To administer the personnel of the Coombs Hilliers Volunteer Fire Department.

Scope: The Membership of the Coombs Hilliers Volunteer Fire Department as defined by the Coombs Hilliers Volunteer Fire Department Constitution.

Guideline: In accordance with the authority provided by the Coombs Hilliers Volunteer Fire Department Constitution, as adopted by the Voting Public of the Coombs Hilliers Fire District, and in accordance with the authority provided by the Coombs Hilliers Volunteer Fire Department Fire Protection Bylaw as adopted by the Regional District of Nanaimo; all current Bylaws that have been established and signed by the Board of Directors of the Coombs Hilliers Volunteer Fire Department, and by the Regional Board of the Regional District of Nanaimo, shall be adhered to by all Fire Department personnel identified within the scope of this Guideline.

Procedure: All elements of the Coombs Hilliers Volunteer Fire Department Constitution and all elements of the Coombs Hilliers Volunteer Fire Department Fire Protection Bylaw become part of the Coombs Hilliers Volunteer Fire Department Operational Guidelines.

Reference: Coombs Hilliers Volunteer Fire Department Constitution.

Coombs Hilliers Volunteer Fire Department Fire Protection Bylaw.

Coombs Hilliers Volunteer Fire Department Operational Guidelines.

<u>Aaron Poirier</u> Issued by _____ Signature of Fire Chief	This OG replaces: Issued: May 16 2016 Amended:
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 5.01.01
SUBJECT: Admin – Use of Alcohol and Drugs	1 of 2

Purpose: The use of alcohol and drugs by on duty Fire Department personnel may impair judgement and affect decision making, which could jeopardize the safety of the public and Department personnel. Under certain circumstances, the use of alcohol and drugs is illegal.

Scope: All Fire Department personnel.

Guideline: **No Fire Department personnel shall report for duty while impaired by alcohol or drugs. No Fire Department personnel shall consume alcohol or drugs while on duty, or while riding on or in any Fire Department vehicle.**

No alcohol shall be brought in or out of any Fire Department building or on to any Fire Department property. Any member determined by the Senior Officer to be impaired at a practice or fire call will be sent away from the site. Members refusing to leave will be discharged. The member will be required to appear before the officers to determine any disciplinary action including termination.

Procedure:

1. No alcohol or drugs are to be consumed/used on /in/around fire department property.

OPERATIONAL GUIDELINES

Reference: "Impaired" as defined by the Criminal Code of Canada.
B.C. Motor Vehicle Act.
B.C. Liquor Control Act.

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____</p> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 5.01.02
SUBJECT: Admin - Attendance	1 of 1

Purpose: To commit the Department members to regular attendance of practices and emergency calls.

Scope: All Fire Department members.

Guideline: **No member may miss more than four (4) consecutive practices** without having a valid reason. All reasons must be conveyed to an Officer in advance, for recording on the attendance sheet. If the Officers are not satisfied with the reasons given, the member may be reviewed by the officers. If a member is going to miss a practice we ask that the member contact an officer and let them know that they will be unable to attend. (An average of 75 % attendance should be maintained on an annual basis)

Procedure: Members may request a leave of absence in writing. Leave may be granted for up to six (6) months, at which time another request can be submitted. The Fire Chief and officers shall review any request and shall determine if leave is to be granted and if any conditions shall be attached. Members on leave for more than six (6) months may be dismissed by the Fire Chief.

Members should make every effort to attend as many incident call outs as possible, but consideration will be given to family and work commitments.

<p>_____ <u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 29 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. #5.01.03.01
SUBJECT: Department Social Media Policy	1 of 2

PURPOSE: To provide guidance to members in clarifying boundaries between inappropriate and appropriate use of social media by Fire Department personnel.

Scope: Social media code of conduct shall be adhered to by all Fire Department members:

Procedure:

- Coombs Hilliers Volunteer Firefighters are prohibited from sharing images or opinions or engaging in social media or social networking activities while on dispatched calls or doing so with information or images acquired while on emergency calls or training activities.
- Personnel will maintain a level of professionalism both on-duty and off-duty that is consistent with the honorable mission of the department.
- The publication of any statement, comment, imagery, or information through any medium of communication regarding operations, morale, or efficiency of the department is prohibited and subject to disciplinary action.
- Members are prohibited from using Fire Department owned digital images, audio, or video (defined as any image or audio acquired on departmental cameras or on personal devices while on duty) unless authorized by the Fire Chief.
- Members are prohibited from using/viewing sexually explicit or illegal material while using departmental devices or internet access.
- Members are prohibited while speaking as a private citizen on a matters of public concern regarding the Fire Department. Members of the fire department may speak on a matter of public concern as a spokesperson for the department only with permission through the chain of command.
- The use of titles, Fire Department logos, and Fire Department owned images or identification is limited to this department code of conduct.
- Members are prohibited from publicly discussing fire department matters that are not of a public concern unless doing so is with other members for the purpose of engaging in concerted activities relative to the workplace operations, education or safety.

Coombs Hilliers Volunteer Fire Department	O.G. #5.01.03.01
SUBJECT: Department Social Media Policy	2 of 2

-Members shall not engage in speech that is false, deceptive, libelous, slanderous, misleading or causes harm to others (including speech that constitutes hate speech or harassment). Members shall not discuss protected or confidential matters of the department including, but not limited to:

- Matters that are under investigation, Patient information, or Department member information

- Sensitive information specific to an incident that would potentially embarrass those members of the public or department personnel.

-Members are prohibited from participating in video chat in uniform or any other means that identifies them as a member of the Fire Department whether on duty or off duty unless authorized by the Fire Chief.

-The Coombs Hilliers Fire Department acknowledges that the use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes.

-Participating in social media practices for these ends is limited to members with express permission to do so by our Chief.

-This guideline establishes the Department's social media and instant technology use procedures and protocols, which are intended to mitigate associated risks from the use of this technology where possible.

-For the purposes of this guideline , the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, MySpace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs.

-All Department social media pages shall be approved by the Fire Chief or his/her designees.

-All social media content shall adhere to all applicable laws, regulations and policies.

Reference:

<p>_____ _Aaron Poirier_____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 12 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 5.01.06
SUBJECT: Membership - Department Organizational Structure	1 of 1

Purpose: The purpose of this Operational Guideline is to outline the various roles of the Executive members of the Fire Department.

Scope: All Fire Department Members

Guideline: It is a guideline of the Coombs Hilliers Volunteer Fire Department to have a Department Organizational Structure so that the division of work is performed efficiently among the various roles of all the Executive Members.

Procedure: Board of Directors:

The Board is elected at the Annual General Meeting held in March of each year. Each year new members are elected and serve a three (3) year term. The Board of Directors meets monthly and meetings are open to the general community. Minutes of meetings are recorded by the secretary and posted in the Fire Hall.

Department Membership and Officers

The Fire Chief is appointed /hired by the Society Board of Directors , after a open competition process . The term expires at the point of termination from either party .

The Officers are appointed by the Chief after a open competition and interview process . The terms expire when the position held is terminated by either party . All officers are subject to annual performance review process .

Membership eligibility before acceptance to the department as recruit / Firefighter are as follows ,

- 1) Criminal Record check
- 2) Valid BCDL with no more than 3 points (Up to date drivers abstract required)
- 3) Medically Fit to perform required tasks
- 4) Proof of graduation
- 5) Ability to read and write at a level suited to fire service personnel
- 6) Ability to work effectively as team member .
- 7) Meet probationary period requirement in the 3 month period
- 8) Meet attendance and course requirements as assigned

REFERENCE: Coombs Hilliers Volunteer Fire Department Constitution.
Coombs Hilliers Volunteer Fire Department Occupation Safety and Health Program.

<p><u>Aaron Poirier</u> Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 01, 2008</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Coombs-Hilliers Volunteer Fire Department	O.G. NO. 5.03.00
Title: Membership - Progressive Discipline	PAGE 1 OF 7

- Purpose:** To provide procedures for the fair and consistent application of progressive discipline involving Fire Department personnel.
- Scope:** This Operational Guideline applies to all Fire Department personnel.
- Guideline:** Volunteer members of the Fire Department are subject to the discipline procedures of this Operational Guideline.

We will use 2 forms of Discipline depending on the severity of the event/problem:

- **“Positive Discipline” for minor Events/Problems:** Positive discipline is a process that focuses on the early correction of a problem and holds the member responsible for solving the problem. The intent of positive discipline is to encourage self-discipline by the member.

Positive discipline follows three steps:

First meeting, second meeting and decision-making leave.

- **“Progressive Discipline” for major Events/Problems:** Progressive Discipline is a formal process of increasingly severe consequences for dealing with issues of misconduct in the department. Increasingly severe consequences are used to give the member incentive to improve. However if a member fails to make the necessary changes, the end result of a progressive discipline process is termination.

Progressive discipline processes include the following stages:

Verbal Reprimand > Written Reprimand > Suspension > Termination

Any member having supervisory authority and responsible for other members will discuss deficiencies in performance, conduct and other matters with subordinates as soon as possible after such deficiencies are observed. Speaking to members as problems arise is of the up most importance to the operation of the fire department to ensure timely and efficient solutions to these problems. The Fire Chief will be notified of such discussions as they arise.

Discipline measures will be documented and retained on the fire department member's personal file and subject to appeal through the Members Grievance Procedure OG.

- Rational:** Enforcement of rules, regulations or guidelines is required to provide for a safer and more structured Department. Members who disobey rules, regulations or guidelines may be disciplined.

Procedure: Levels of Responsibility

The **Fire Chief** is responsible to maintain discipline throughout the fire department and to administer discipline of a formal nature which may include temporarily suspending, or terminating, a fire department member from duty. The Fire Chief or a Deputy Chief will provide assistance to the officers involved in the disciplinary action.

The **Officer in Charge** will be responsible to maintain discipline while in charge. They are also responsible to administer discipline of a formal nature and to submit, in writing, to the Fire Chief, recommendations for formal discipline. An Officer In Charge, acting in the absence for the Fire Chief, has the authority to temporarily suspend a fire department member if they are unfit to perform their duty.

Officers: In case of the officers, the Fire Chief will be involved in all informal and formal disciplinary actions, including those of a verbal nature, except when an officer exercises the provisions on an emergency temporary suspension.

Preparing for Discipline

Planning for a Disciplinary Discussion

If the situation is determined to be minor, the Officer/Chief will have a positive discipline discussion with the member to establish the goal for future behaviour.

If the decision is made to implement Progressive Discipline, the officer needs to consider the appropriate time and place for the disciplinary discussion.

Timing Discipline:

- The discipline process should happen reasonably soon after an incident and progress to the next stage in the process, if necessary, without undue delay.
- If the discipline process results in a termination, any undue delays in the process which are interpreted as condoning the behaviour will make it difficult to cite that same behaviour as the cause for the termination.

Privacy:

- At each stage in the discipline process the officer should meet with the member in private.
- If your organization allows the member or Officer/Chief to have a witness at the process, the witness(es) should be informed of the confidential nature of the process

Determining Appropriate Action

When a problem occurs, the officer will have to determine the seriousness of the situation and the appropriate response. In making this decision the Officer/Chief needs to be fair and act in good faith towards the member. Some factors to consider in making this determination are

Past Record	What is the member like? Is the behaviour consistent or inconsistent with past behaviour?
Intent	Did the member act with intent or was the problem due to carelessness or inattention?
Frequency	How many times has the problem occurred?
Time Frame	Has the problem occurred frequently in a relatively short period of time?
Repetition	Has a similar or the same problem happened before? How long ago was the previous occurrence?
Seriousness	How serious is the problem and has it had a negative impact on the Department and/or other Members?
Treatment of Others	How have other employees been treated for the same behaviour?
Admission and Apology	Has the employee admitted to

behaving poorly and apologized
for the behaviour?

Positive Discipline – Minor Problems

Positive discipline is a process that focuses on the early correction of a problem and holds the member responsible for solving the problem. The intent of positive discipline is to encourage self-discipline by the member.

Positive discipline follows three steps: first meeting, second meeting and decision-making leave.

Steps of Positive Discipline

Step 1: First Meeting

When a problem arises, the member and the officer meet to discuss the situation and to engage in a problem solving process.

- The officer provides an oral reminder of performance and behaviour expectations.
- The officer and the member then use a problem solving approach to find an appropriate solution for the situation.
- The aim is for the member to identify a suitable solution to the problem and to commit to making the necessary changes.
- There is no discussion of further action, if the situation is not corrected.
- Positive reinforcement such as praise is used if the problem is corrected.

Documentation:

- The officer documents the conversation but does not put a copy on file unless there is another incident.

Any Fire Department Officer may carry this out and will be done as soon as possible after the incident happens

Step 2: Second Meeting

A second meeting is held if the changes that the member agreed to are not made.

- The aim of this meeting is to determine why the changes have not been made by the member as agreed to and to restate that the problem must be solved by the member.
- A written reminder of the agreed to solution or a new solution is given to the member which will confirm that the member is responsible for improving as agreed to and that correcting the problem is a condition of continued membership.
- Again, the officer obtains the member commitment to solve the problem.
- The officer provides frequent feedback on the member's effort to solve the problem including praise both verbally and in writing for positive changes made by the employee.
- There will be a time frame set for a follow up meeting to follow progress.

Documentation:

- The written reminder is placed in the member's file.
- Feedback given to the member is documented.

All Department officers will meet with the individual and the Fire Chief will lead the discussion.

Step 3: Decision-making Leave

The member is given leave (length determined by officers), to decide if he/she wants to continue to volunteer for the Department given the standard of performance or behaviour that is expected.

- The member is asked to return after the leave with a decision about his/her future.
- If the member returns and is committed to making the necessary changes, time is given for him or her to do so.
- If the member does not want to make the commitment, he/she may decide to quit or the department can start a termination process.

Documentation:

- The written notice requiring the member to take a decision-making leave
- A summary of the member's decision, upon return to work
- If the member wants to improve: Goals and expectations agreed to by the member and officer, along with the time commitment for accomplishing the goals
- If the member does not commit to improving, start the termination process and document all actions taken. For more information about termination

Progressive Discipline

Progressive discipline is a formal process of increasingly severe consequences for dealing with issues of misconduct in the Department. Increasingly severe consequences are used to give the member incentive to improve. However, if the member fails to make the necessary changes, the end result of a progressive discipline process is termination

Progressive discipline processes include the following stages:

Verbal Reprimand > Written Reprimand > Suspension > Termination

If the problem is corrected at one stage of the progressive discipline process, the disciplinary process ends.

Stages of Progressive Discipline

i. Verbal Reprimand

- Set up a disciplinary discussion as per guidelines above
- Clearly identify the problem or issue with the member's behaviour or performance
- Give the member an opportunity to respond and/or explain contributing factors
- Provide the member with clear instruction on how to improve and outline any support you can give the employee to make the required changes
- Ensure the member understands the standard that is expected
- Explain the consequences of not correcting the behaviour (this may be another warning at the same stage or progression to the next stage of the process)
- Provide a specific time period during which the change is to take place

Documentation:

- document the content of the discussion
- ask the member to sign a copy of the meeting notes to confirm that s/he has received a copy

- give the member a copy of the documentation of the verbal reprimand
- place a copy of the written notes and the member's confirmation of receipt in the member's personnel file

ii. Written Reprimand

Prepare a written reprimand if the problem or issues happens again within the timeframe outlined in your organization's Progressives Discipline policy. Deliver the written reprimand in a private meeting and discuss the contents of the reprimand with the member. The written reprimand should include:

- A description of the problem or issues
- Reference to the verbal reprimand that preceded the written reprimand and the changes in behaviour that were expected
- Clear instructions on what and how the member is expected to change
- State the consequences of any further incident
- State how many written warnings the individual will get before the next course of action is taken.

Documentation:

- ask the member to sign a copy of the written warning to confirm that he/she has received, read, discussed and understood the warning
- give the member a copy of the written warning
- place a copy of the written warning and the member's confirmation of receipt in the member's personnel file.

iii. Suspension

Prepare a letter of suspension which includes:

- The length of the suspension
- The date on which the member may return to the Department
- Restate the contents of the written warning with any new relevant information
- State the consequences of not making the necessary changes upon return to the Department

Documentation:

- ask the member to sign a copy of the letter of suspension confirming that s/he has received, read, discussed and understood the suspension
- give the member a copy of the letter of suspension
- place a copy of the letter of suspension and the member's confirmation of receipt in the members personnel file

iv. Termination

At the termination stage, the Officer/Chief should meet with the member to inform them that his or her membership with the Department has been terminated. A letter confirming the termination should be given to the member and a copy to the HR Director.

Documentation:

- place a copy of the termination letter in the member's personnel file

Emergency Temporary Suspension

In the absence of the Fire Chief, chief officers and Incident Commander are empowered to immediately suspend from duty any fire department member who, in the officer's opinion, may be unfit for duty. Where such authority is exercised a written report of the incident is provided to the Fire Chief. The Fire Chief will provide additional comments to the report and review disciplinary action that was recommended. Careful documentation of the events that lead to the suspension must be documented as soon as possible and given to the Fire Chief.

Other Issues Regarding Documentation

- If a positive discipline process requires a second meeting, or for each step of a progressive discipline process, it is important to fully document the situation and retain all documentation in the member's confidential file.
- For each incident create a factual document that contains information such as:
 - the member's name
 - others who were involved in the situation
 - where and when the incident took place including date, day and time
 - documentation of the problem including a factual account of what happened and why it was a problem
 - changes that are required to correct the problem
 - the date by which the change/improvement must be made
 - the consequences of not making the necessary change
 - date the documentation was written up
 - the signature of the Officer/Chief who wrote up the documentation
- Place the documentation of the incident in the member's personnel file
- Remember that all members have the right to read their own personnel file. The documentation of an incident that is kept on file should not contain information that has not been addressed with the member.

RELATED REFERENCES

O.G. 5.01.07: Grievance Procedure's
Attachment "A": Progressive Discipline from the "Human Resources and Social Development of Canada" Web
site

<u>Nick Acciavatti</u> Issued by: Signature of Fire Chief	This O.G. Replaces: Issued: November 12, 2007 Amended:
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Attachment "A" From the Government of Canada Web Site.

A Guide to Progressive Discipline

Do you have concerns with a members work performance?

Here are the steps for applying progressive discipline in the work place

Most members want to do what is expected of them. You can help by ensuring that company policies are made clear and applied consistently and fairly to everyone. However, as an employer, you may need to deal with problems caused by the performance of an employee. You should:

- **Act early...** before poor work becomes a habit;
- **Be fair...** by clarifying the job expectations with the employee;
- **Improve the members performance...** by providing appropriate direction;
- **Try to solve the problem...** before it gets to the dismissal stage by applying the "progressive discipline process".

The steps outlined in these pages describe the process known as **progressive discipline**. It allows you to build on the skills of your present staff and to make clear to everyone what the company policy is on job expectations. It improves the efficiency of your company by saving you the time and money involved in dismissing one employee and hiring a new one. As an employer, the way you apply the progressive discipline process is the basis of your defense if an employee files a complaint of unjust dismissal.

What kind of problems?

Incompetence:

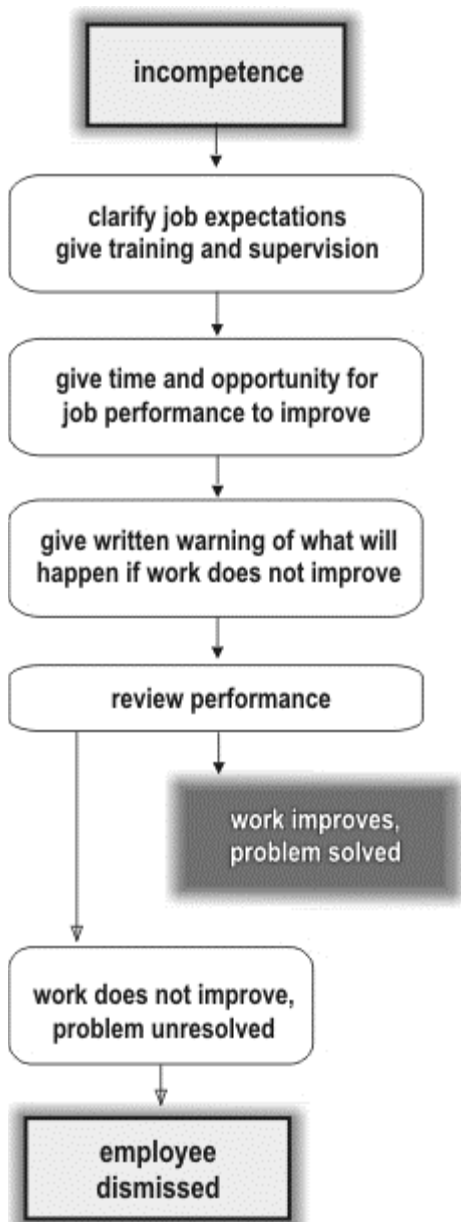
employee lacks the skills or ability needed for the job

Misconduct:

employee breaks rules for keeping the work place efficient and safe

A good employer uses every opportunity to clearly communicate to all employees the expectations of the job and what will happen if these expectations are not met.

In the step-by step method described here, *negligence* may be treated as **incompetence** (if the employee is neglecting duties without realizing what is expected) or as **misconduct** (if the employee is fully aware that duties are being *neglected*, but *neglects* them anyway). The following charts and explanations walk you through the progressive discipline process.



Dealing with Incompetence

Does the employee lack the skills needed to do the job? If so, first speak with the person face to face and clarify the expectations of the job. Tell the employee what will happen if there isn't improvement. This may include being dismissed. Act promptly. If you let it go for too long without taking action you are considered to be **condoning** the poor work performance. You can't then use it as a reason for dismissal.

Next, ask yourself if this person has the ability to learn the skills needed for the job. If so, give the employee a fair chance to improve work performance by providing job training and supervision. Allow enough time for the employee to practice and use new skills. Or, if this is a long-time employee with a good work record who has now changed positions, you could consider giving the person different work duties. This might be fairer than starting the disciplinary process.

If the employee's work performance improves, the process worked! Congratulations! If not, you are now in a better position to decide if dismissal is warranted.

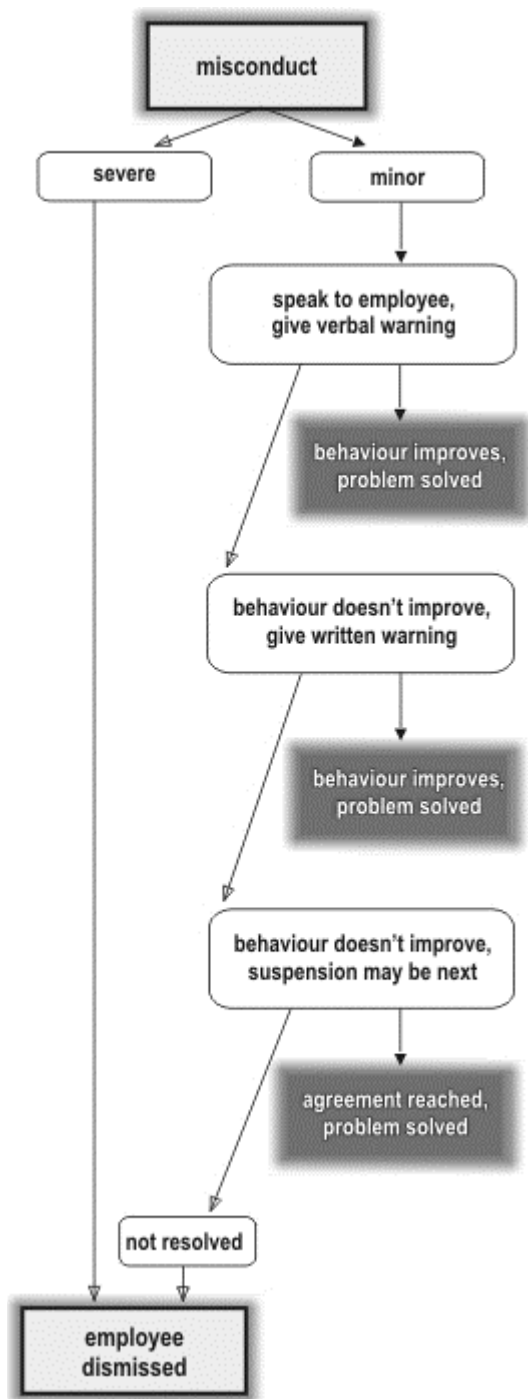
DON'T FORGET!

**Keep a written record
with dates of:**

- Meetings
- Training sessions
- Warnings
- Performance reviews

Begin keeping records when you first speak to the employee about the problem. *THIS IS ESSENTIAL*. If you have not done so and the employee decides to change the dismissal, your chances of successfully defending your actions at a hearing are greatly reduced.

Rather than straight dismissal, the goal of progressive discipline is correcting poor behaviour and creating a better and more productive employee.



Dealing with Misconduct

Decide if the misconduct of your employee is minor or severe. Take into account factors like:

- Seriousness and/or frequency of the problem
- Employee's work history
- Effect on the organization

If the misconduct is **severe**, you may have just cause to fire the employee. You can dismiss immediately. This is called **summary dismissal**. However, you must act early. If you let the problem go on too long, you are **condoning** the behaviour and won't be able to use it later as a reason for summary dismissal.

If the misconduct is **minor**, speak with the employee face to face. Allow all sides of the story to be heard. Collect all the facts, including those given by witnesses. Review the job expectations with the employee. Outline the consequences if these expectations are not met. Although time consuming, it is important to keep a written record of these activities. If you both come to an agreement that the behaviour will be corrected—the problem is solved! However, if the behaviour does not improve, you may give the employee a written warning about possible suspension.

If the problem persists, you may now consider suspending the employee. When this action is taken, provide, **in writing**, the job expectations and future consequences if they are not met.

Once the suspension is over, try to come to an agreement that there will be no further misconduct.

You are now in a better position to decide whether the last resort of dismissal is warranted.

Mitigating & Aggravating Factors

There are a number of factors to consider in applying the progressive discipline process to cases of either incompetence or misconduct. For example:

- Was the misconduct intentional?
- Is the employee accepting responsibility for his/her actions?
- Was the infraction an isolated incident?
- Is this a long-term employee?
- What is the work history of the employee?

Employer Checklist for Progressive Discipline

Incompetence: Employee lacks the skills or ability to do the job.

- Set out clear, reasonable job expectations in company policy.
- Communicate clearly job expectations to all employees.
- Bring unacceptable work to the attention of the employee promptly.
- Provide reasonable supervision, training and instruction.
- Give reasonable warning that failure to meet these expectations could result in dismissal.
- Allow for time and opportunity to meet the job expectations.
- As a final step in the process, if no improvement, dismiss the employee.

Keep complete written records.

Misconduct: Employee breaks rules for keeping the work place efficient and safe.

- Give the employee the opportunity to tell his/her story about the misconduct.
- Collect all the relevant facts surrounding the misconduct.
- Give a verbal warning.
- Give a written warning.
- Suspend the employee.
- As a final step in the process, dismiss the employee.

Keep complete written records.



-1 OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G.# 5.03.01
Title: Membership - Discriminatory Workplace Harassment	1 OF 6

Purpose:

- To Clearly establish the Coombs Hilliers Volunteer Fire Department's commitment to provide a work environment free from harassment. Schedule
- Define discriminatory harassment.
- Set forth the procedure for investigating and resolving internal complaints of harassment.

Because of the tremendous importance of a work place free from any form of harassment. This policy shall be fully discussed with all Fire Department Personnel to ensure that all Fire Department personnel know the contents.

All tasks in the fire service are extremely important to the public safety of our community. It is critical that all Fire Department personnel treat all Fire Department personnel with dignity and respect. Because of the unique circumstances present in many fire department tasks, it is the responsibility of each and every Fire Department member to make sure that there is no inappropriate behaviour occurring in the Fire Department.

Scope: All Fire Department Personnel.

Guideline: Harassment of an applicant, client, contractor, business invitee, customer or other fire department member by any other Fire Department member on the basis of race, religion, colour, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age is explicitly in Violation of Province and/or Federal law and will **not** be tolerated by the Coombs Hilliers Volunteer Fire Department.

Fire Department personnel found to participating in any form of job based harassment or retaliating against another Fire Department member shall be subject to **Disciplinary action** up to and including termination of membership in the Coombs Hilliers Volunteer Fire Department

Responsibilities

Management: It is the responsibility of management to develop this policy, keep it up to date, and to ensure that any violation of this policy brought to their attention is dealt with fairly, quickly, and impartially.

Supervision: It is the responsibility of the officers to:

- Enforce the policy.
- Annually review it with each Fire Department member to ensure that they know the policy.
- Regularly check to make sure that the policy is being followed.

When a deviation from this policy is noted or reported, officers shall bring this information to the Chief immediately.

Members: It is the responsibility of all Fire Department personnel to know and to follow the policy. It is imperative that all personnel treat every other member with dignity and respect.

Definitions: For the purposes of clarification, harassment includes but is not limited to the following behaviours.

- Verbal Harassment – Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, colour, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age, whether made in general, directed to an individual, or a group of people regardless of whether the behaviour was intended to harass. This includes but not limited inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumours, code words, and race orientated stories.
- Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, colour, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This includes pinching, patting, grabbing, inappropriate behaviour in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
- Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, colour, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This applies to both
 - posted material and/or material maintained in or on the Coombs Hilliers Volunteer Fire Department equipment or personal property in the work place.
- Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of membership, is used as

the basis of a membership decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive environment.

Complaint Procedure:

Confrontation

If any person feels that they are the victim of any form of harassment they should inform the person(s) participating in this behaviour that he/she finds it offensive. This one on one confrontation has been demonstrated to be an effective way to end behaviours. If the inappropriate behaviours do not stop, the offended can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, members are not required to confront an offending party prior to initiating this complaint procedure.

Informal Complaint

If any member, client, contractor, customer or probationary member who feels he or she is a victim of discriminatory work place harassment should make a complaint orally or in writing with any of the following:

- Any Officer or the Fire Chief within the Department if the complaint involves a Firefighter.
- The Coombs Hilliers Fire Department Board of Directors if the complaint involves an Officer.

Any Fire Fighter or Officer who receives a harassment complaint shall notify the Fire Chief and or a senior ranking officer of the complaint.

An informal resolution will be attempted. If the informal resolution process is unsuccessful, the complainant may make a formal complaint directly to the Fire Chief.

Formal Complaints

Any member, client, contractor, customer or probationary member who feels he or she is a victim of discriminatory work place harassment should, within 30 calendar days of the alleged incident, advise an Officer, the Fire Chief or his/her designee in writing of the complaint.

Time Extension

The Fire Chief or his/her designee may extend the time requirements set forth in this procedure when he/she determines it is necessary for fairness and justice to prevail for the parties involved.

Review of Preliminary Complaint

Upon notification of a harassment complaint the Officer, Fire Chief or his/her designee shall conduct an initial investigation to determine if there is any merit to the complaint. If no merit is found, the officer, Fire Chief or his/her designee will meet with the parties involved in order to conciliate the complaint or conflict between the parties. All written material will be kept in confidence and separate from any member's personal file during the period of investigation. If complaints are not sustained, no record of the complaint will appear on the member's personal file.

Formal Complaint

After an initial investigation is conducted and there is no resolution of the preliminary complaint, a formal written complaint can be filed by the complainant. The Fire Chief will issue a Discriminatory Work Place Harassment Form to the complainant. This form shall be completed, signed and returned to the Fire Chief with in 5 days of issuance. Upon receipt of the formal written complaint the Fire Chief will contact the alleged harasser(s) to inform him/her of the basis of the complaint. He/she will be given a copy of the complaint and an opportunity to respond. The response shall be in writing, addressed to and received by the Fire Chief within 10 calendar days of being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

Review of Response and Findings

Upon receipt of the response the Fire Chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, accused harasser(s), and any other persons determined by the Fire Chief who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment. Giving consideration to all factual information and the totality of the circumstances including the nature of verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation as to whether harassment occurred shall be final and binding and will be reported to the appropriate persons including the complainant, the alleged harasser(s) and the Officers and Fire Chief within 20 calendar days of the receipt of the response.

Disciplinary Action:

If harassment is determined to have occurred, the Fire Chief shall take and/or recommend to the Board of Directors prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offence, up to and including termination of membership in the Coombs Hilliers Volunteer Fire Department. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

Retaliation:

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation is expressly prohibited and subject to action up to and including removal from the Coombs Hilliers Volunteer Fire Department. The Fire Chief will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

Confidentiality:

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, Provincial and local law.

False Complaints:

Any complaint made by a member of the Coombs Hilliers Volunteer Fire Department regarding Fire Department based harassment, which is conclusively proven to be false shall result in discipline. This discipline may include removal from the Coomb Hilliers Volunteer Fire

Department. This section is not intended to discourage members from making complaints regarding Fire Department Based Harassment. As false complaints adversely impact the Fire Department and the person accused, they will not be tolerated.

Limitations:

The use of this procedure is limited to the complaints related to discriminatory workplace harassment on the basis of race, religion, colour, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. All other complaints shall be handled by the Officers or outside agencies.

Distribution:

This policy shall be disseminated to all members, officers and Board of Directors in the Coombs Hilliers Volunteer Fire Department. Any questions, concerns or comments related to this policy should be directed to the Fire Chief or his/her designee.

Reference: B.C. Human Rights Tribunal email at
BCHumanRightsTribunal@gov.bc.ca

_Aaron Poirier_____	This O.G. Replaces:
Issued by:	Issued: May 29 2016
_____	Amended:
Signature of Fire Chief	

OPERATIONAL GUIDELINE

Coombs Hilliers Volunteer Fire Department	O.G. # 5.03.04
SUBJECT: Membership - Members Complaint Procedure	1 of 2

Purpose: To provide a process where a fire department member has a complaint concerning fire department operation.

Scope: All fire department members.

Guideline: The Fire Chief will be responsible to act on complaints from fire department members concerning fire department's operations. The complainant will have the right to be present and heard at all steps of the procedure. A maximum period of 15 calendar days will be allowed between each step of the procedure.

Procedure: If a member has a complaint he/she may also talk to the officer in charge of a training event or in Command of an incident, its always advisable to speak to an officer who may have been in charge of an event to ensure that the officer has a clear idea of what may or may not has happened.

For other situations when a fire department member has a complaint this process will be followed:

Step 1: Firefighter to Lieutenant: The complainant will identify their complaint. At this stage the complaint may be solved verbally. If there is no successful resolution at this stage the complaint will proceed to Step 2.

Step 2: Firefighter to Captain: The complainant and the Lieutenant will be in attendance. This stage will be documented in writing. If there is no successful resolution at this stage the complaint will proceed to Step 3.

Step 3: Firefighter to Deputy Fire Chief: The complainant and the Captain will be in attendance. This stage will be documented in writing. If there is no successful resolution at this stage the complaint will proceed to Step 4.

Step 4: Firefighter to Fire Chief: The complainant and Deputy Fire Chief will be in attendance. This stage will be documented in writing.

Failing satisfactory settlement the matter will be referred to the HR Director of the Board of Directors of the Coombs Hilliers Volunteer Fire Department.

All written documentation regarding the complaint will be forwarded for retention to the Chief as soon as reasonably possible.

<p>_Aaron Poirier_____</p> <p>Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 30 2016</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 0.00
SUBJECT: OPERATIONAL GUIDELINE DEFINITIONS	1 of 1

Purpose: The PURPOSE of the O.G. is described in general terms. One or two brief sentences are used.

Scope: The SCOPE identifies the members of the Fire Department to whom the O.G. applies

Guideline A GUIDELINE states the guiding principle or course of action to be adopted while achieving the objective or purpose of the O.G.

Procedure: A PROCEDURE states the circumstances under which certain actions are to be taken and sometimes those actions are listed. This section describes what actions are to be taken but should avoid describing how the actions are to be performed. If "how to" descriptions are used, this section becomes unnecessarily long. "How to" descriptions belong in a training manual and not in the O.G.

Ensure that personnel have either existing skills or have the means to acquire skills prior to O.G. implementation.

Reference: This section lists document REFERENCE s such as legislation, training standards or departmental training documents that apply.

Also see O.G.# Other O.G.s may be related to this O.G. These are referenced here.

<p style="text-align: center;">_____ Nick Acciavatti</p> <p>Issued by</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 23 1996</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 0.01
SUBJECT: OPERATIONAL GUIDELINE	1 of 1

Purpose: To provide for the safe and efficient operation of the Dashwood Volunteer Fire Department, in conformance with all Federal, Provincial and Municipal, Acts, Regulations and Bylaws, and to require Firefighters to follow safe work practices for all designated job duties.

Scope: All Fire Department personnel.

Guideline: In accordance with the authority provided by the Dashwood Volunteer Fire Department Fire Protection Bylaw, made pursuant to Section 699 of the B. C. Municipal Act, all current Operational Guidelines that have been established and signed by the Fire Chief, shall be adhered to by all Fire Department personnel identified within the scope of each guideline.

Procedure: All elements of the Dashwood Volunteer Fire Department Operational Guidelines, as adopted by the Dashwood Fire Chief, including all forms and documents either referenced or encompassed within, become part of the Dashwood Volunteer Fire Department Operational Guidelines.

New/Revision Process-When new OGs are created or Revised, they will be first sent to the Fire Chief and Officers for review, once they are revived by the officers the OG will then will be posted in each fire station for 30 days for the rest of the members to have a chance to review and make comment on the OG. After the 30 day period the OG will go into effect.

Reference: Dashwood Volunteer Fire Department Operational Guidelines.
Dashwood Volunteer Fire Department Fire Protection Bylaw.
BC Societies act.
Occupational Safety and Health Regulations,
Workers' Compensation Board of British Columbia.
Also see O.G.# 2.01, 5.01

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 23 1996</p> <p>Amended: Jan 11 2016</p>
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DASHWOOD VOLUNTEER FIRE DEPARTMENT OPERATIONAL GUIDELINES

GLOSSARY

In these Guidelines, unless the context otherwise requires;

APPARATUS means any vehicle provided with machinery, devices, equipment or materials for the purpose of fire protection and assistance response as well as vehicles used to transport firefighters or supplies.

BOARD means the Board of Directors of the Dashwood Volunteer Fire Department.

COMMAND or **INCIDENT COMMANDER** means the Fire Department member in overall command of an emergency incident.

DEPARTMENT or **FIRE DEPARTMENT** means the active Members of the Dashwood Volunteer Fire Department.

DISPATCH means the agency responsible for paging out all fire incidents.

EQUIPMENT means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.

FIRE CHIEF means the Member elected by the Members and ratified by the Board of Directors as head of the Fire Department.

FIREFIGHTER means any worker whose duties include firefighting, fire training, fire inspection, fire investigation, all other related duties, training for those activities and maintenance of firefighting equipment and includes those workers whose duties it is to direct any or all of the foregoing.

FIRE PROTECTION means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.

INCIDENT means a fire or a situation where a fire or explosion is imminent AND includes assistance response circumstances described in Operational Guidelines.

MEMBER means any person that is voted upon by the existing active Members, ratified by the Officers and ratified by the Board of Directors as a Member of the Fire Department.
(see Operational Guideline 3.02)

OFFICER means a Member elected by the active Members and ratified by the Board of Directors and given specific authority to assist the Fire Chief in his/her duties.

PERSONNEL means every person involved with the Fire Department, including all recruits, trainees, firefighters and Board members.

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OPERATIONAL GUIDELINES

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* Guideline Included + Guideline In Progress

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* Guideline Included + Guideline In Progress

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**DASHWOOD VOLUNTEER FIRE DEPARTMENT
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* Guideline Included + Guideline In Progress

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* Guideline Included + Guideline In Progress

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**DASHWOOD VOLUNTEER FIRE DEPARTMENT
OPERATIONAL GUIDELINES**

INTRODUCTION

The Dashwood Volunteer Fire Department Operational Guidelines are to help in part to meet the following risk management objectives:

TO enhance personnel safety (WCB requirements in regard to safe work practices)

TO minimize public risk from Fire Department operations

TO increase operational effectiveness

TO protect Fire Department assets from possible loss

Future administrations are encouraged to review this manual and keep it current.

New officers will find detailed information regarding the administration of Department business.

Dashwood Volunteer Fire Department uses as a guideline in some instances the fire service standard known as NFPA (National Fire Protection Association) and to the "Volunteer Fire Fighter Training Standards, Province of British Columbia".

DASHWOOD VOLUNTEER FIRE DEPARTMENT
230 HOBBS ROAD
QUALICUM BEACH, BRITISH COLUMBIA
CANADA V9K 2B2

TEL: (250) 752-5434 (ANSWERING MACHINE)
FAX: (250) 752-0863

EMERGENCY DISPATCH: 1-800-918-9168

RADIO FREQUENCIES
CHANNEL 1: 154.710 mhz
CHANNEL 2: 155.880 mhz

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01
SUBJECT: Occupational Health and Safety Program	1 of 1

Purpose: To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards safety and health within the Dashwood Volunteer Fire Department. To require all Fire Department personnel to follow safe work practices for designated job duties.

Scope: All Fire Department personnel.

Guideline: All Fire Department personnel shall be familiar with and carry out their responsibilities specified in the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: All elements of the Dashwood Volunteer Fire Department Occupational Safety and Health Program, including all forms and documents encompassed within, and as adopted by the Dashwood Volunteer Fire Department, become part of Operational Guideline 1.01.

REFERENCE: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Occupational Safety and Health Regulations, Workers' Compensation Board of
British Columbia.

Nick Acciavatti _____ Issued by _____ Signature of Fire Chief	This OG replaces: Issued: Jan 23 1996 Amended: Feb 27 2007
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #1.01.01
SUBJECT: Occupational Health and Safety Policy	1 of 1

Purpose: To establish a safety and health policy for the Dashwood Volunteer Fire Department.

Scope: All Fire Department Personnel

Guideline: All Fire Department personnel shall be familiar with the Occupational Safety and Health Policy and shall perform their duties in a safe manner. It is the duty of all personnel to follow safe work practices and to actively participate in making their work environment safer.

Procedure: The Occupational Safety and Health Policy in Part 1 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted and forms part of Operational Guideline 1.01.01.

REFERENCE: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: Jan 23 1996 Amended: Feb 27 2007
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.02
SUBJECT: Written and Practical Safe Work Procedures	1 of 1

Purpose: To establish written and practical safe work procedures for the Dashwood Volunteer Fire Department.

Scope: To all Fire Department Personnel

Guideline: All safe work procedures contained in the Operational Guidelines and referenced documents adopted by the Dashwood Volunteer Fire Department, shall be adhered to by all Fire Department personnel

Procedure: The safe work procedures contained in Part 2 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted and forms part of Operational Guideline 1.01.02.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: Jan 23 1996 Amended: Feb 27 2007
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OPERATIONAL GUIDELINE

Dashwood Fire Department	O.G. # 1.01.03
SUBJECT: Training of Fire Fighters and Officers	1 of 1

Purpose: To establish a policy for the training and retraining of firefighters and officers in the safe performance of their duties.

Scope: To all Fire Fighters and Officers

Guideline: All firefighters and officers shall be trained in accordance with Part 3 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the training of firefighters and officers contained in Part 3 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.03.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: Jan 23 1996 Amended: Feb 27 2007
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.04
SUBJECT: Supervision of Workers	1 of 1

Purpose: To ensure that all firefighters are supervised in accordance with the Workers' Compensation Board requirements.

Scope: To all Fire Fighters and Officers

Guideline: Officers shall supervise firefighters in accordance with the requirements of Part 4 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the supervision of firefighters contained in Part 4 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted and forms part of Operational Guideline 1.01.04.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p><u>Nick Acciavatti</u> Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 23 1996</p> <p>Amended: Feb 26 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.05
SUBJECT: Regular Inspections and Monitoring	1 of 1

Purpose: To provide for the regular inspection and monitoring of all Fire Department facilities, equipment, machinery, work processes, work practices and procedures to ensure that dangers to Fire Department personnel are eliminated or effectively controlled.

Scope: To all Fire Department Personnel

Guideline: The regular inspection and monitoring of all Fire Department facilities, equipment, machinery, work processes, work practices and procedures must comply with Part 5 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for regular inspection and monitoring contained in Part 5 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.05.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: Jan 23 1996 Amended: Feb 26 2007
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OPERATIONAL GUIDELINE

Dashwood Fire Department	O.G. # 1.01.06
SUBJECT: Workplace Hazardous Materials and Substances	1 of 1

Purpose: To establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.

Scope: All Fire Department Personnel

Guideline: All Fire Department personnel shall receive WHMIS training and carry out their responsibilities in accordance with Part 6 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program

Procedure: The requirements for the WHMIS program contained in Part 6 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.06.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 26 1996</p> <p>Amended: Feb 26 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.07
SUBJECT: Monitoring of Workplace Exposures	1 of 1

Purpose: To provide for monitoring of the workplace environment to prevent exposures to harmful substances.

Scope: To all Fire Department Personnel

Guideline: The workplace environment shall be continually monitored in accordance with Part 7 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for monitoring of the workplace environment, as specified in Part 7 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.07

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 26 1996</p> <p>Amended: March 16, 2018</p>
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DASHWOOD FIRE DEPARTMENT	O.G.# 1.01.08
TITLE: MEDICAL EXAMINATIONS AND HEALTH MONITORING	PAGE 1 OF 2

PURPOSE: To establish a procedure for Medical Examinations and Health Monitoring. To ensure the health and wellness of all Fire Department personnel.

SCOPE: All Members

GUIDELINE: All Fire Department personnel will comply with the Medical Examination and Health Monitoring requirements in Part 8 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

DEFINITION: **Fit For Full Duty Rating**

Pass a “Physical Medical Examination” that will allow a member to perform in full, all regular physical duties on the fire ground.

Fit For Light Duty Rating

Members when given fit for light duty by their physician will have a limited role.

Unfit for Duty Rating

Members who receive this rating are not eligible for fire ground activities and will be assessed by the fire chief.

RATIONALE: Members must meet the requirements for the Medical Examinations and Health Monitoring contained in Part 8 of the Dashwood Fire Department Occupational Safety and Health Program is adopted as part of Operational Guideline 1.01.08 and WCB section 31.20 health and safety regulations.

PROCEDURE: All Members must receive a Medical fit for duty rating from their family physician. The Dashwood Fire Department supplies the “Fit for Duty” form. The Dashwood Fire Department will reimburse all costs associated with medical examinations.

The three ratings that a fire fighter may receive are:

1) Fit for Full Duty

Can take part in all activities on the fire ground.

2) Fit for Light Duty

Limited duties and will be assessed on an individual basis by the Fire Department Officers upon receiving this rating.

3) Unit Fit for Duty

Members who receive this rating will be asked to:

- a) Asked to take a medical leave of absence
- b) Asked to leave the Fire Department
- c) Or take part in support role.

Members upon receipt of a “**Fit for Full Duty**” or “**Fit for Light Duty**” rating can return to active duty.

DASHWOOD FIRE DEPARTMENT	O.G.# 1.01.08
TITLE: MEDICAL EXAMINATIONS AND HEALTH MONITORING	PAGE 2 OF 2

Frequency: Probationary Members

Probationary Members must have their **“Fit for Duty”** and **“Fit for SCBA”** forms in with in one month of their entry date in to the Fire Department.

Officers, Firefighters, Support and Jr Firefighters.

Members are required to have **“Fit for Duty”** and **“Fit for SCBA”** completed every 5 years. All forms must be completed and turned into the Fire Chief by March of each year. Failure to submit a completed medical check from will result a member’s removal from active service (Incidents and Training) until such time as the Medical Form is completed. Failure to return a completed Medical Form within the 3 months after a member’s removal from service, the member(s) will have their membership discontinued with the Fire Department.

SCBA FITNESS:

WCB 31.20, Fitness to use SCBA

A physician's certificate of fitness to use self-contained breathing apparatus must be provided by a firefighter who:

- (a) Experiences breathing difficulty while using the apparatus.
- (b) Is known to have heart disease, impaired pulmonary function, or any other condition that might make it dangerous for the firefighter to use self-contained breathing apparatus.

A **Fit for Self Contained Breathing Apparatus** form must be signed by the family physician to conform to WCB Occupational Safety and Health Regulation 31.20.

HEPATITIS VACCINATIONS

Vaccinations against Hepatitis “A and B” and Tetanus are available to all firefighters upon request. When the request for these vaccinations has been approved, the firefighter will have the family physician give them the vaccination. The Dashwood Fire Department will reimburse all costs associated with the vaccination(s).

REFERENCE: WCB Heath and Safety regulations section 31.20

Dashwood Volunteer Fire Department Occupational Safety and Health Program.
Dashwood Volunteer Fire Department **FIT FOR DUTY FORM**

<hr/>	
Signature of Fire Chief	This O.G. Replaces: 1.01.08
Issued By: Nick Acciavatti	Amended: April 24 2013

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.09
SUBJECT: First Aid Services and Equipment	1 of 1

Purpose: To provide first aid services and equipment in accordance with the Workers' Compensation Board of British Columbia Regulations.

Scope: To all Fire Department Personnel

Guideline: First aid equipment and services shall be provided by the Fire Department in accordance with the requirements of Part 9 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program. All injuries and accidents must be treated and reported in accordance with Part 9 of the Occupational Safety and Health Program.

Procedure: The requirements for first aid services and equipment contained in Part 9 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.09.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 26 1996</p> <p>Amended: September 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.10
SUBJECT: Investigation of Accidents and Diseases	1 of 1

Purpose: To ensure all accidents and occupational diseases are investigated to determine the action necessary to prevent recurrence.

Scope: To all Fire Department Personnel

Guideline: Any accident or the occurrence of any occupational disease shall be investigated with the requirements of Part 10 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the investigation of accidents and occupational diseases, as specified in Part 10 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.10.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Jan 26 1996 Amended: September 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.11
SUBJECT: Occupational Health and Safety Committee	1 of 1

Purpose: To establish an Occupational Safety and Health committee for the Dashwood Volunteer Fire Department.

Scope: All Fire Department Personnel

Guideline: An Occupational Safety and Health Committee with a minimum of four (4) members shall be established in conformance with Part 11 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program. The committee membership shall consist of 1 elected Team Leader from the Fire Department membership, 1 board of director member and a minimum 3 appointed members.

Procedure: The terms of reference for the Occupational Safety and Health Committee are contained in the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Occupational Safety and Health Regulations,
Workers' Compensation Board of British Columbia

Workers' Compensation Board Regulation Part 3 Division 4
Section 125 to 140

Also see O.G.# 1.01

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: Jan 26 2007 Amended: September 2007
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.12
SUBJECT: Records and Statistics	1 of 1

Purpose: To establish a system of maintaining records and statistics to meet the requirements of the Workers' Compensation Board of British Columbia.

Scope: To all Fire Department Personnel

Guideline: All records and forms shall be completed and maintained in accordance with the requirements of Part 12 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Procedure: The requirements for the maintenance of records and statistics as specified in Part 12 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.12.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Jan 26 1996 Amended: March 16, 2018</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.01.13
SUBJECT: Review of Occupational Health and Safety Program	1 of 1

Purpose: To establish a procedure for reviewing the Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Scope: To All Fire Department Personnel

Guideline: The Dashwood Volunteer Fire Department Occupational Safety and Health Program shall be reviewed in accordance with the requirements of Part 13 of the Dashwood Fire Department Occupational Safety and Health Program.

Procedure: The requirements for reviewing the Occupational Safety and Health Program as specified in Part 13 of the Dashwood Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.13.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.01

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 26 1996</p> <p>Amended: September 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.02.00
SUBJECT: Respiratory Protection Program	1 of 1

Purpose: To require firefighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

Scope: All Fire Department personnel who in the course of duty, may be exposed to respiratory hazards.

Guideline: Every firefighter in the Department shall be trained in the use, limitations, maintenance and regulations regarding self contained breathing apparatus (SCBA) and shall subscribe to the Dashwood Volunteer Fire Department Respiratory Protection Program.

Procedure: All elements of the Dashwood Volunteer Fire Department Respiratory Protection Program, including all forms and documents encompassed within, and as adopted by the Dashwood Volunteer Fire Department, become part of Operational Guideline 1.02.

Reference: Dashwood Volunteer Fire Department Respiratory Protection Program.

Occupational Safety and Health Regulations,
Workers' Compensation Board of British Columbia.

IFSTA Essentials of Fire Fighting Training Manual.

Essentials of Fire Fighting Fire Fighter 1 Video SCBA 1 and 2

Workers' Compensation Board Regulation 8.32 – 8.45

CSA Standard Z94.4-93, "Selection, Use and Care of Respirators", Section 9.1

Also see O.G.# 1.01

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 26 1996</p> <p>Amended: March 16, 2018</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.03.00
SUBJECT: Personal Protective Equipment	1 of 1

Purpose: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

Scope: All Fire Department personnel involved in emergency incidents or training exercises.

Guideline: Appropriate turnout gear shall be worn by all personnel riding or driving any Fire Department vehicle. The same applies to any personnel active at an emergency scene. Before any new Recruits are to take part in any training or emergency events they will be issued all applicable PPE.

Procedure:

Turnout gear is to be donned that includes the following 1 set or pair of:

NFPA Rubber Boots, Leather Work Boots, NFPA Turnout Jacket and Pants, NFPA Structural Fire Fighting Gloves, Leather Work Gloves, NFPA Helmet, NFPA Balaclava, 1 NFPA Flashlight, 1 pair of Rescue Shears, and 1 pair of Safety Glasses.

Also see O.G.# 1.03.01, 1.03.02

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Jan 26 1996 Amended: September 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.03.01
SUBJECT: Personal Protective Clothing, Inspection and Cleaning	1 of 2

Purpose: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

Scope: All Fire Department personnel involved in emergency incidents or training exercises.

Guideline: Appropriate personal protective clothing must be worn by all personnel at the scene of any emergency incident or training exercise.

- Procedure:**
1. For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the collar turned up.
 2. All clothing must be issued or approved by the Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
 3. Protective clothing must be worn by all personnel according to the following guidelines:
 - a) Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.
 - b) All firefighting personnel must wear full protective clothing when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets and gloves are optional for drivers and officers during the response.
 - c) All firefighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.
 - d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
 - e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
 - f) Damage to personal protective clothing must be immediately reported to the Officer in Charge. The Officer in Charge will inspect the damaged article have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
 - g) Officers in Charge may use their discretion the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective clothing -- removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example. In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
 4. Each member must insure that his/her personal protective clothing is maintained in good condition. In the first quarter of each year, an officer must inspect all protective clothing

for each firefighter in the Department. This inspection must be confirmed by completion of the Personal Protective Clothing Inspection report contained in this Operational Guideline and its submission to the Fire Chief.

5. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
 - a) SCBA must be worn in accordance with Department Operational Guidelines.
 - b) Safety vests must be worn when directing traffic or operating near moving traffic.
 - c) Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws.
 - d) Goggles and hearing protectors must be worn as appropriate.
6. Prolonged periods without cleaning can cause a deterioration of the fire retardant properties of turnout clothing due to the build-up of unburned hydrocarbons which could burn. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect.
7. Turnout clothing should be washed regularly as per department Operational Guidelines and manufactures recommendations to remove any build-up of unburned hydrocarbons or other materials.

Reference: Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 1.03, 1.07.01

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Jan 23 1996 Amended: September 2007</p>
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OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 1.03.04 (Regional OG)
Title: Rehab	PAGE 1 OF 2

Purpose: To ensure a rehabilitation sector is established for the health and safety of fire department members at emergency incidents and training sessions.

Scope: Fire Department personnel at the scene of an emergency incident or training session.

Guideline: No member of the fire department will be required to continue emergency operations beyond safe physical and mental endurance. This guideline is not intended to diminish initial fire attack aggressiveness. The intent is to establish a reasonable procedure to lessen the potential of injury resulting from extended field operations under adverse conditions.

Procedure:

Each member will be responsible for:

- a) Monitoring their physical condition.
- b) Maintaining operational readiness.
- c) Requesting assignment to rehab as necessary or when a fire fighter has exceeded two SCBA cylinders. Once a fire fighter has reached the limit of two SCBA cylinders consecutively that fire fighter will go into the Rehab Officer.
- d) Where members are working strenuously for more than 40 minutes and every 40 minutes in extreme weather conditions.

Normal operational procedure requires BC Ambulance service respond (BCAS) to incidents where:

- a) Fire fighters will be working in SCBA for extended periods.
- b) When a fire fighter has reached his/her limit of two SCBA cylinders (3000 PSI Full)
- c) Where fire department members are working strenuously for more than 40 minutes.

If BC Ambulance is not available the fire department will establish its own rehab sector but its advised that BC Ambulance attends the scene as soon as practical.

Rehab Location/Duties/Functions

The rehab area will be an area away from fire ground operations where protective clothing maybe removed. The site should be selected for protection from extreme weather as extremely hot weather requires shaded area and extremely cold requires warm shelter. The site shall take into consider vehicle and apparatus emissions and wind direction.

A fire department member, when practical, will be assigned to rehab, the member don the REHAB OFFICER vest and will use the REHAB STATUS board to track all members in and out of rehab. Before entering Rehab the crew will replace expired breathing apparatus with a full cylinder before entering Rehab. When a firefighter or firefighting team reports to rehab they will have their accountability tags with them and check into the REHAB OFFICER.

The Rehab Officer in consultation with Incident Command shall determine which crews are available for reassignment as soon as they are able to actively participate in further

The Department will maintain a supply of bottled water on the apparatus to replenish fire fighter fluids at an emergency scene. Replenish liquids frequently as water is the key element to hydrates fire fighters. Water should also be available while changing air cylinders. Fire fighters should replace fluids following a guideline of eight ounces of water for each cylinder of air consumed.

When fire fighters are at Emergency scene for extended periods, fire fighters will be provided with meals and suitable drinks. This service will be under the direction of the incident commander. The Incident Commander will make the decision to select personnel to summons meals for fighters.

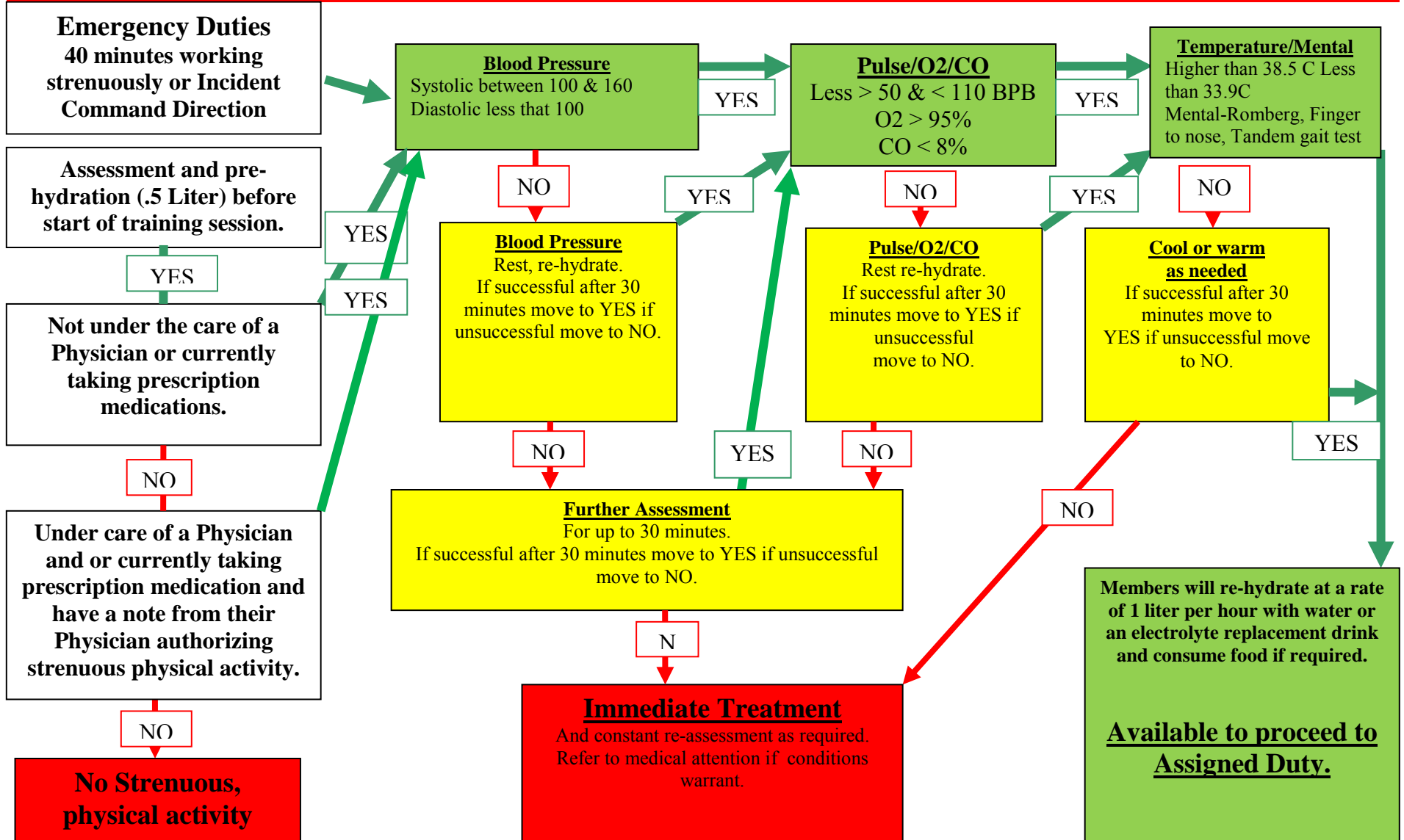
If at any time a fire department member has to be transported to a medical center, a fire department member (if available) will pick up them up in a fire department vehicle and transport them back home.

<u>Nick Acciavatti</u> Issued by: Signature of Fire Chief Amended: Dec 15 2014	This O.G. Replaces: Issued: Jan 5, 2005
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Dashwood Fire Department

ASSESSMENT and REHABILITATION FLOW CHART

AFTER 40 MINUTES OF EMERGENCY DUTIES OR BEFORE PARTICIPATING IN TRAINING SESSIONS WHERE THE PARTICIPANTS ARE EXPECTED TO BE SUBJECTED TO STRENUOUS PHYSICAL ACTIVITY FOR MORE THAN 40 MINUTES:



OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.03.05
SUBJECT: Safety-Emergency Decontaminations	1 of 5

Purpose

- a. To establish procedures for reducing firefighter's exposure to hazardous substances during training, suppression and overhaul activities, and to ensure that clothing, tools and equipment are decontaminated prior to returning to quarters.
- b. To establish procedures for the prevention of exposure to the inhalation or ingestion of hazardous substances when removing SCBA face pieces or when exchanging bottles.
- c. To establish procedures for "first-aid" protection and decontamination of firefighters suddenly aware of acute hazardous materials exposure acquired during suppression and overhaul activities.
- d. To provide uniform non-verbal signals to be used to indicate protective and decontamination concerns.
- e. To ensure all personnel are properly de-conned in a timely manner if there is any possibility of exposure to a likely harmful substance during training or at an emergency scene.

Scope:

All Suppression Staff who could have contaminated PPE and related items.

References:

NFPA Standard 472 Supplement 10, Guidelines for Decontamination of Fire Fighters and Their Equipment Following Hazardous Materials Incidents

Discussion:

When something burns it actually decomposes, resulting in the off-gassing of products that normally contain aldehydes, ketones, aromatic hydrocarbons, organic vapors and mists, and unburned radicals that reform in many different compounds. Particulates disrupted during firefighting, overhaul, and forcible entry can affix to personal protective clothing and SCBAs. Virtually all the aforementioned materials contribute to the statistically significant increase in Firefighters risk of cancer. In addition, particulates from a variety of materials may contain asbestos. The best protection Firefighters have from respiratory carcinogens is their SCBA. The best protection from dermal contact is turnout gear. It then follows that as much contamination as possible should be removed from both before removal.

Degree of Contamination

"Exposure to hazardous substance" is the key to decontamination needs.

Products of combustion--including smoke--are considered hazardous. If

you enter a smoky atmosphere and/or come into contact with burned materials or runoff from suppression agents, you must undergo decontamination. All training that may expose members to dust, gasses, smoke, viruses, molds or fibers shall require that you decontaminate your PPE.

Responsibility:

- a. It shall be the responsibility of the Incident Commander to ensure that any necessary decontamination of firefighters and equipment be completed before personnel and equipment are returned to quarters.
- b. It shall be the responsibility of the Incident Commander to ensure that the appropriate type and degree of decontamination is performed on firefighters and equipment involved with training, suppression and overhaul activities.
- c. It shall be the responsibility of the Company Officer to ensure that all company personnel take the appropriate measures to protect against respiratory exposure prior to removing SCBA face pieces or during bottle exchange following training, suppression and overhaul activities.
- d. It shall be the responsibility of the Company Officer, Driver, and Firefighters to ensure that all clothing and equipment used in training, suppression or overhaul activities is decontaminated prior to placing it on the apparatus back in service.

- e. It shall be the responsibility of individual firefighters to ensure that they receive at least minimum decontamination prior to removing face pieces or exchanging air bottles, or prior to returning to quarters after training, suppression or overhaul activity. Decontamination shall be set up in close proximity to the area that firefighters are exiting the IDLH in order to make decontamination practical.
- f. It will be the responsibility of all firefighters to be able to non-verbally communicate, using uniform signals, their personal protection and decontamination needs.

Procedures:

Levels of Decontamination

Decontamination may range from the simple "one minute wash down" following an exposure to wood or paper smoke, to an unanticipated complex hazardous materials containment procedure required for exposure to poisonous residues.

- a. Most required decontamination dealing with protection of the respiratory tract can be accomplished with a decontamination line. Brushing and wiping will remove gross contaminants, but they will not remove, and may tend to make airborne the microscopic particles which target the respiratory system.
- b. The decontamination line will be charged and extended for use by returning firefighters. Whenever a bottle exchange area is established, there will also be a decontamination line and a decontamination person in full PPE available nearby. Bottles removed from SCBA for refilling must also be clean prior to placement back on the apparatus.
- c. The amount of water and duration of wash are judgmental factors to be considered by the person performing the decontamination. Where products of combustion and suppression residues or dust are visible there will be more inclination to be thorough, but it is the invisible materials, such as asbestos, glass fibers, and toxic residues which will most warrant your attention.
- d. Those performing the decontamination are cautioned against excessive hose pressure which might blow back contaminants onto themselves, or force water and residues past the openings and down inside the firefighter's coat.
- e. Crews will perform gross decontamination on each other while still on air. This will ensure that the appropriate level of PPE is in place during the decontamination process.
- f. Exposure to hazardous materials requires formal decontamination procedures with containment per our County Hazardous Materials Guidelines.
- g. For PPE/clothing handling procedures following possible exposure to biological or blood borne pathogen materials see our departments Exposure Control Guidelines.

Operational Decontamination:

Reasonable precautions shall be taken to maintain an uncontaminated atmosphere to the breathing zone and face piece supply hose. During routine fire ground operations one of the following situations may occur:

You want to remove your mask:

1. You are not out of air, but wish to remove only your regulator.
2. You need to exchange your bottle.
3. You are going to the command post.
4. You are going to rehab or staging

All scenarios require that you:

- a. Wash off your gloves.
- b. Close pocket, radio pocket, and storm flaps.
- c. Slowly, without tipping it, remove your helmet, and then wash off the top.
- d. Clutch your collar to minimize water entry at neck opening.
- e. With your hood in place, wash off your hood, face piece, and regulator.
- f. Wash down the SCBA tank and connections.
- g. If you remove your regulator, keep it clear of contaminated clothing.
- h. 3. When removing your mask:
- i. Complete step a through e above.
- j. Pull the hood down around your neck, and well below your chin.

- k. Bend forward with face down, and then pull the harness over your head,
- l. and pull the mask away from your face.
- m. Do not allow the face piece or regulator to contact clothing
- n. or equipment which has not been washed down.

Dry Decontamination Procedures:

During cold inclement weather the process of soaking our members while performing wet decontamination procedures may create additional safety problems such as hypothermia and may create equipment failure issues. To minimize this risk dry decontamination may be performed utilizing the following procedures.

1. Brush off all large particles from the firefighters PPE, working from the head down, using a whisk broom or similar device.
2. Use damp towels to wipe the area around the firefighters mask and face piece to suspend any particulate matter.
3. Attempt to remove all of the visible contaminants
4. A significantly exposed firefighter may be too dirty for dry decontamination procedures and should therefore be decontaminated utilizing the wet procedures and should then change into a spare set of PPE.

On Scene/ Post Activity Decontamination:

It is essential that we reduce the possibility of cross contamination to our work areas, apparatus and stations from airborne contaminants. These types of contaminants can result in chronic exposure to known health hazards such as asbestos and fiberglass dusts which will dry, fall from clothing, hose and equipment to become air borne respiratory hazards..

Procedures:

1. Equipment, hose and contaminated bunker gear, will be hosed down thoroughly prior to being placed back on the apparatus.
2. Complete rinse of PPE to remove all visible contaminants from PPE.
3. This shall be done before:
 - a. Returning to station.
 - b. Responding to another call.
 - c. Going to rehab or staging.
 - d. Leaving the scene.

Station Final Decontamination and Cleaning:

- A. All equipment involved with fire suppression and/or overhaul activities will be washed with soap and water or the appropriate cleaning agent and dried or replaced before entering the station.
- B. All apparatus involved with fire suppression and/or overhaul activities will be washed with soap and water or the appropriate cleaning agent before entering the station. This includes cleaning the cab or compartment in which contaminated gear was transported back to the station in. Surfaces in the cabs of apparatus should be wiped clean with wet paper towels to remove as much transient particulate matter as possible.
- C. All hose involved with fire suppression and/or overhaul activities will be washed with soap and water or the appropriate cleaning agent before entering the station.
- D. Personnel will shower and change clothing.
- E. Bunks and other PPE will be washed and dried in the provided machines if they are still dirty after being decontaminated in the field.
- F. All personnel involved in cleaning and decontaminating gear and equipment shall wear appropriate protection to guard against inhalation, ingestion or injection of particulate matter. The lowest level of acceptable protection should be latex gloves; dust masks (N95 masks preferred) and eye protection.
- G. Emergency Decontamination Non-Verbal Communications:
- H. Previous concerns have been directed at preventing contaminants access to our respiratory tracts. Another aspect of decontamination is to prevent spread to others and/or the environment. If you become contaminated with a toxic or poisonous substance and you know you need more than a "One Minute Wash

Down" you need to notify your Team, keep others away from you and the product, and indicate to someone outside that you need a more extensive Hazardous Materials decontamination.

Five Considerations:

1. Don't further contaminate yourself.
2. Don't spread contamination to others.
3. Prevent others from entering the Hot Zone.
4. Don't travel any further than necessary to signal for help.
5. Conserve your air.

Standard Non-Verbal Signs:

1. **STAY AWAY FROM** (whatever you point towards):
Arms extended as far forward as possible, fingers pointing up, and palms away from your body. Then point to you, contaminant, area of contamination, or other item of danger.
2. **DECONTAMINATE MASK AND BACKPACK ONLY:**
Hold up one hand in front of face, palm towards face, raising hand up and down to simulate washing face piece.
3. **HOW MUCH AIR DO YOU HAVE LEFT?**
Point to your own gauge or pat your chest in the vicinity of the harness pressure gauge, then point to the air pack wearer's gauge.
4. **MY AIR PRESSURE GAUGE SHOWS:**
Point to your chest gauge and hold up sufficient fingers to match the pressure in hundred pound units. 800# psi = 8 fingers.
5. **NEED FULL HAZMAT DECON:**
Hold your arms out in front of you as if you are holding a scrub brush at a 45 degree angle, and move your arms as if scrubbing, then point to yourself or Team member in need of extensive decontamination.

Emergency Hand Signals

- a. Thumbs Up: OK - I'm all right - I understand.
- b. Thumbs Down: NO - Negative - I don't understand.
- c. Hands on top of head. I need assistance.
- d. Hand gripping throat: Out of air, cannot breath.
- e. Grip partner's wrist or place both hands around waist.
- f. Leave area immediately.

Exposure Decontamination:

If a firefighter indicates to you the need for containment or full HazMat decontamination take the following steps until thorough decontamination can be established:

- a. Notify Command that you have a decontamination emergency.
- b. Determine how much air the contaminated members have.
- c. Critical air shortage may require forgoing runoff containment.
(If time allows, a tarp catch-all may be used.)
- d. Ensure your own protections are in place.
- e. Have member remove helmet.
- f. Have member remove gloves without touching outsides.
- g. Have member bend forward, hands up and out.

- h. Wash down hood, mask, regulator, shoulders, arms, and hands.
- i. Leave member on air as long as possible. Use your gloved hand and remove their regulator.
- j. Provide appropriate decontamination to match hazardous material problem.

Nick Acciavatti <hr/> Issued by <hr/> Signature of Fire Chief	This OG replaces: 2.03.02 Issued: October 22 2014 Amended: November 30 2016
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Dashwood Fire Department

Emergency Decon Steps-Firefighters/Non FD Person(s)

In the event that personnel or public are exposed to hazardous materials that were not wearing adequate protective clothing, emergency decon must be performed:

- 1. Person to be decontaminated should move away from the source of the hazard quickly, preferably upwind and uphill.**

- 2. Water reactivity should be considered before proceeding with the following procedure.**

3. A fire fighter wearing protective clothing including SCBA (if required) will pull a charged low PSI hose line to a position uphill and if possible upwind and at least 50 feet from the victims.
4. The officer in charge will instruct the person to stand still while the water is applied to them.
5. The fire fighter will wash the person with a LOW PSI hose line.
6. The person is advised to move towards the fire fighters 10 feet and take off their outer clothing except their SCBA if so equipped.
7. The person is advised to move towards the fire fighter another 10 feet and take off their SCBA if so equipped and remove all remaining clothes. Officer in charge will take whatever steps are possible to ensure privacy and dignity of the people being decontaminated.
8. The people are advised to move towards the fire fighter another 10 feet and stand and turn as the fire fighters wash them with the low PSI hose line.
9. The person is advised to move towards the fire fighter another 10 feet.
10. The person is now ready for transport to hospital; emergency blankets are used to wrap the person(s) while awaiting transport.
11. All people must be fully decontaminated before being released to EHS or before being transported to a hospital.

Dashwood Fire Department Emergency Decon

Procedure

1. Brush off then wash down (low PSI water) turnout gear and other soiled PPE or sweep off loose materials.
2. Remove Turnout gear/PPE using safe practices.

(In this order: SCBA, Helmet, Coat, Pants/Boots, Gloves, Balaclava/Facepiece summons assistant if needed)

3. Bag Turnout gear/PPE in bags provided while wearing rubber gloves, ensure each bag is labeled with the FFs name on it.
4. Use clothing in this kit as required-Use Turnout boots to return to station.

Contents

3- Medium T shirts/Medium Jogging Pants

4- Large T Shirts/Large Jogging Pants

4- Extra Large T Shirts/Extra Large Jogging Pants.

2- 2XL T Shirts/2 XL Jogging Pants.

1-5'x7' Tarp

Roll of heavy large Garbage Bags (For Soiled PPE)

All kit items that are used will be returned and cleaned back to the kit ASAP.

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.03.06
SUBJECT: Safety-Dynamic Risk Assessment	1 of 5

Purpose: Members of the Dashwood Volunteer Fire Department shall utilize a continuous risk assessment and decision making process during every emergency incident and training exercise.

Scope: All Dashwood Volunteer Fire Department Members.

Procedure:

Each firefighter and officer have responsibilities on an emergency scene and through every day activities. One common responsibility is to preform our duties as safely as possible. The following process shall be utilized on every emergency scene and training exercise to ensure the safest work environment:

Dynamic Risk Assessment:

The continuous assessment of risk during emergency response activities and training, taking into account changing environments and circumstances, whereby personnel, can rapidly and efftely identify hazards, assess risk's and decide on appropriate actions or control measures.

Responsibilities:

- **Chief Officer:**
 - Responsible for ensuring that appropriate resources are allocated to personnel regarding management of operational risks.
- **Incident Commander:**
 - Responsible for the determination of the overall strategy and response to an incident.
- **Safety Officer:**
 - Responsible for monitoring emergency scene safety and conditions.
- **Officers and Firefighters:**
 - Have a professional responsibility and duty to fulfill their duties to their department, other members, and their community. All officers and firefighters must utilize DRA's in the course of their duties.

Terminology

- **Hazard:**
 - A situation that has the potential to cause injury, disease or damage.
 - Biological Hazards (viruses, Bacteria)
 - Chemical Hazards (liquids, Gases, Fumes, Dust)
 - Ergonomic Hazards (Manual Handling, Equipment Design, Lighting, Ladder conditions/Operations)
 - Physical Hazards (Fire, Noise, Electricity, Smoke)
 - Environmental Hazards (Snow, Ice, Severe Heat/Cold, High Winds)
- **Hazard Identification:**
 - The recognition or detection of hazards that can potentially cause harm to people, equipment, buildings or the environment.
- **Hierarchy of Control:**

- The hierarchy provides a method and sequence for defining the most effective and appropriate control for risks.
- **Risk:**
 - A measure of likelihood that the harm from a particular hazard will occur taking into account the possible severity of the harm.
- **Risk Assessment:**
 - Determining the likelihood and consequence of the hazard being realized using the Dynamic Risk Assessment Matrix.

Hierarchy of Control:

Each of the controls must be considered when mitigating an incident. The options descend from the most effective to the least effective in controlling hazards.

- **Elimination:**
 - Extinguish the fire, Stop a Hazardous Materials leak through offensive actions.
- **Substitution:**
 - Modify Standard Operating Procedures, Replace aged or broken equipment.
- **Engineering:**
 - Use of mechanical exhaust, Seatbelts, New designs
- **Administrative Controls:**
 - Scope of Authority, Placing people into appropriate roles and responsibilities.
- **Personal Protective Equipment:**
 - Use of proper protective gear for the task (e.g Haz Mat suits Levels A or B), Wearing full protective equipment with hoods.

Dynamic Risk Assessment Process

The Dynamic Risk Assessment (DRA) Process is not a new concept to the fire service. What it actually accomplishes is to memorialize many various teachings into an established decision making process that is applicable to incidents with elevated levels of risk.

The level of risk is determined by considering the consequence of something occurring and then considering the likelihood of it happening. The DRA process involves using the following steps as a guide to the identification, assessment and control of risks.

1. **Step One: Evaluate the Situation, Tasks and Persons at Risk:**
 - a. What information is available – Call received, pre-plans, prior inspections or fire fighter familiarity with the area or structure.
 - b. What tasks must be carried out – Suppression, Search & Rescue, Ventilation, Extrication, etc
 - c. What hazards are there in carrying out the tasks in this situation – Structural stability, Volume of flame, Hazardous Materials, etc.
 - d. What is the Level of Risk – Low, Medium, High
 - e. What resources do you have available – Full Box Alarm, partial response, Trained to the appropriate level e.g. Tech Rescue response

2. **Step Two: Select Tactics:**
 - a. Consider the possible tactics and select the most appropriate for the situation

- b. The starting point for consideration must be procedures that have been established in pre-planning and training
 - c. Ensure personnel are competent to carry out the assigned tasks.
3. **Step 3: Assess the Chosen Tactics:**
- a. Assess the chosen tactics immediately and continue to assess progress
 - b. The acceptable level of risk will depend on a range of factors including but not limited to:
 - i. Information on if there are savable lives at risk
 - ii. Potential risk to fire fighters
 - iii. Real value of the asset involved – Historic or Vacant Building
 - iv. Likely cost of the incident or potential escalation
 - c. Are the Risks Proportional to the Benefits?
 - i. If **YES** proceed with the tasks after ensuring:
 - 1. Goals, both individual and team are understood
 - 2. Responsibilities have been clearly allocated
 - 3. Safety measures and procedures are understood
 - 4. Risks are continuously monitored
 - ii. If **NO**
 - 1. Continue with the DRA process
4. **Step Four: Introduce Additional Controls:**
- a. Consider the following:
 - i. Eliminate or minimize remaining/additional hazards as reasonably practicable using the Hierarchy of Control – Using alternative methods to start reducing the incident.
 - ii. Can safer equipment or tools be used to further minimize risk – Technical Rescue
 - iii. Can additional specialist resources be used – Hazardous Materials
 - iv. Can additional PPE be used
 - v. Consult with Sector or Safety Officers or specialists personnel – Don't have to go it alone.
5. **Step 5: Re-Assess Tactics and Additional Control Measures:**
- a. Is the incident continuing to escalate?
 - b. If any risks remain, does the Benefit outweigh the possible Consequences?
 - i. If **YES** proceed
 - ii. If **NO** – Find alternatives

Dynamic Risk Assessment Matrix's

The following charts are supplied as a reference to the decision making process. They are to be used together to determine the Level of Risk and potential actions.

I. Identify the Consequence of the Hazard:

Consequence	Definition
Catastrophic	Death Multiple/Excessive Injuries Severe loss of operational capability
Major	Loss of consciousness Injuries requiring time off work Loss of significant equipment – lost time
Moderate	Injuries requiring First Aid and medical follow-up Repair to equipment required – may result in time lost
Insignificant	Minor injuries requiring on-scene First Aid Minor equipment loss/damage – no time lost

Risk Versus Gain – Tolerable Risk

- NFPA 1500: The tolerable level of risk is directly related to the potential to save lives or property:
 - We **Will Not** risk our lives at all for a building or lives that are already lost;
 - We will risk our lives a little, in a **Calculated Manner**, to save Savable property;
 - We will risk our lives a lot, in a **Calculated Manner**, to save Savable lives.
- When there is no ability to save lives or property there is no justification to expose fire fighters to any avoidable risk
 - Defensive fire suppression or low risk operations are the appropriate strategies to employ

Post Incident Debriefings

No Emergency Incident Response is flawless, some operate more smoothly than others but each is an opportunity to learn and improve the skills of crew members. The best opportunity to reflect on responses, decisions and actions is while the incident is still fresh in mind.

Post Incident Debriefings can be formal, especially in the case of a catastrophic event such as a fire fighter fatality or multiple civilian fatalities. These incidents may require a formal debriefing for legal or psychological reasons. For the majority of our responses an Informal Debriefing session at the firehouse will be sufficient.

An Informal Debriefing should:

- Be informal in nature;
- Encourage members to speak freely and openly;
- Be respectfully handled in regards to viewpoints;
- Address positives and negatives of the response.

It is only through honest and open review that we continue to grow our skills in emergency responses.

Summary:

We cannot remove all of the risks associated with firefighting or other various emergency responses where our members operate. By using an established Continuous Risk Assessment and Decision Making process we can reduce the risks associated with these responses and continue to work toward the goal of Everyone

Reference:

<u>Nick Acciavatti</u> Issued by <u>Signature of Fire Chief</u>	This OG replaces: Issued: September 14 2016 Amended:
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**Appendix A:
Operational Risk Management**

The Fire Station is considered our Staging Area while the emergency scene is our Work Environment or Area of Operations. In order to improve that work environment fire fighters and management must work together to create a safer work environment.

There are two components of Operational Risk Management:

- Dynamic Risk Assessment – Covered above
- Safe Person Approach

Safe Person Approach

There are two elements to the Safe Person Approach

- The Responsibility the Organization has to its personnel;
- The Responsibility that Each Individual has to their jurisdiction, themselves and those around them

Fire Department Responsibilities:

- Selection of personnel – Right person for the right job;
- Provide information of risk – Legislation, Code enforcement, Safety alerts;
- Provide proper Personal Protective Equipment – Meeting industry standards;
- Provide proper equipment – Appliances, SCBA's, Apparatus
- Provide safe procedures and work requirements – Up to date Standard Operating Procedures, General Orders, Station areas
- Effective instruction and supervision – Proper introductory training applicable to working conditions. Properly trained Officer Corp
- Continuous and effective training – Multiple contacts with training staff for applicable drills and educational classes.
- Performance measurements – Incident reviews and statistical collection and reporting, debriefings, employee evaluations.

Personal Responsibilities:

- **Each individual must accept responsibility for his or her own safety!** Every person needs to ensure they are:
 - Capable of performing the tasks assigned
 - An effective member of the team
 - Self-disciplined to work within accepted guidelines – During emergency operations and daily responsibilities
 - Adaptable to changing circumstances
 - Vigilant for his or her own safety, vigilant for the safety of the colleagues and others
 - Able to recognize and express his or her limitations

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.04.00
SUBJECT: Incident Safety	1 of 1

Purpose: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

Scope: All Fire Department personnel involved in emergency incidents or training exercises

Procedure:

On arriving at an emergency scene, the Senior Officer and/or Senior Firefighter (Incident Commander) will complete a size up of the situation, for fires this will be from a minimum of three sides.

The officer of each incoming unit shall report to the Incident Commander for instructions. All communications go through the Incident Commander. If no assignments are given then the incoming crews will report to staging or if no staging has been established, then to the tail board of the first in apparatus.

The Incident Commander may pass Command over to another Officer or Senior Firefighter. Notification of this transfer must be made to all Firefighters at the scene, preferably face to face and then over the radio.

At the discretion of the incident commander, activities that present a significant risk to the safety of the fire department members will be limited situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects will be considered in the extent of actions employed.

Activities that are routinely employed to protect or save property is to be recognized as an inherent risk to the safety of the fire department members, and action will be taken to reduce or avoid these risks.

No risk to the safety of fire department members is acceptable when there is no possibility of saving lives or salvaging property.

No risk to the safety of fire department members will be acceptable for training exercises or for the rescue of pets or animals and the fire department will ensure that all measures are taken to minimize risks to fire department members.

Reference: Dashwood Volunteer Fire Department Passport Accountability System.
Dashwood Volunteer Fire Department Incident Command Guidelines.

Also see O.G.# 1.04.01, 1.04.02

<p>_____ Nick Acciavatti Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 23 1996</p> <p>Amended: March 16, 2018</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.04.02
SUBJECT: Incident Safety - Rapid Intervention Teams	1 of 2

Purpose: To increase the over all level of safety for all fire department members. The Rapid Intervention Team (RIT) will have a fully equipped rescue team on site, in a ready state and prepared to react and respond to rescue injured or trapped fire department members.

Scope: All Fire Department Members

Guideline: The RIT team will be established with in ten (10) minutes of the entry of the initial attack/search team, and before a second entry team is sent in, at all offensive attack structure fires and other incidents are subject to hazards that would be immediately dangerous to the life and/or health in the event of an equipment failure, sudden change of conditions, or mishap.

Procedure: Initial Rapid Intervention: Four (4) fire department members will be assembled at the scene prior to conducting an offensive attack, When two (2) fire department members enter on initial attack, one (1) will be responsible to operate the engine and assist in any tasks that may be required by command that wont limit the engineers role to pump water. The forth fire fighter will assume incident command (if command has not been established) will remain outside, maintaining radio communications and will be prepared and equipped with PPE, SCBA to possible start rescue efforts if required, at the time a rescue is required then command will be transfer to the Engineer.

The fire department members remaining outside the structure will assist by placing them selves at the discretion of command at the exterior door way and feeding fire hose as needed. A second hose line will be deployed as soon as possible.

Interior Teams: Fire Department members engaged in offensive structural firefighting operations in teams of two will use a buddy system within the team, and maintain voice, visual or touch with one another at all times. Radios will be used for communications between offensive firefighting team(s) and command.

Establishment of RIT: RIT must be made up of a minimum of two (2) trained firefighters and will be established and equipped with all the equipment needed for the situation with in TEN (10) minutes of the first team entering the building and before a second team is to enter. The RIT team will be briefed by command and will be asked to perform a survey of the building as well as entry/exit points of the building.

The RIT team will assume a ready state, with PPE appropriate to the hazards, and will have all the appropriate tools for the type of incident such as a charged hose line long enough to reach the furthest point in the building, flashlights, RIT bag, forcible entry tools, and portable radios.

The designated individuals of a RIT team shall take on other tasks provided they don't interfere with the responsibility to account for those individuals in the hazard area. Any tasks performed by the RIT team be such that work be abandoned with out placing offensive firefighters at additional risk if rescue or assistance is needed.

The RIT team will remain in readiness until command declares the incident under control and there is no longer an Immediately Dangerous to Life and Health (IDLH) atmosphere.

Activation of RIT Operations: Firefighters are urged to notify command of a situation that poses significant risk to those firefighters in the IDLH atmosphere at the earliest of chances, this will enable the

RIT team to enter, locate and remove the firefighters that need assistance. The firefighting team in need of assistance will issue a radio broadcast a radio transmission:

From team that needs assistance:

"MAY DAY, MAY DAY, MAY DAY from (TEAM NAME)"

From Command:

"Emergency Radio Traffic Only - Clear the Air for (team name) all fire ground communications move to CH 2."

"(team name) from command state your CONDITION/LOCATION/AIR SUPPLY REMAINING/YOUR NEEDS"

From team that needs assistance:

"We are (state conditions, known location, air supply left of members in team, and what your needs are"

From Command:

"Command copies (team name) (then repeat CLAN information back) RIT team is enroute to your location"

Upon report of a lost, trapped, or missing firefighter, command will deploy the RIT team to the last known location of the team in need of assistance. When ever a RIT team is deployed it shall be replaced with **minimum of four (4)** firefighters to back up crews involved in the rescue operation.

The rescue of the firefighters in need of assistance takes top priority, command will assign sector officer to coordinate the rescue effort and form a RIT sector with a team leader, then command will focus on incident stabilization and assembling additional resources as the incident needs.

If RIT is required to a location where the team leader is incapacitated (physically or emotionally) Command will designate a new team leader to assume the responsibilities for the area in which the emergency exists. The RIT team leader and Command will coordinate activities to maximize the rescue operations.

Reference: Workers Compensation Board Regulation - **31.23 Entry into buildings**

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: September 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #1.04.03
SUBJECT: Incident Safety – Emergency Abandon Alert	1 of 1

Purpose: To establish a procedure that ensures all fire department members are promptly alerted when an emergency abandonment of a structure/area is immediately required.

Scope: All fire department members on scene of an emergency scene or training event.

Guideline: When the incident commander determines that the conditions have or may soon deteriorate to the point where firefighters working within the hazard area may be in danger and emergency abandon order will be issued.

Firefighting team(s) shall immediately leave the danger area and report to their team leaders to check-in with and then team leaders will check in with the Incident Commander.

Procedure: When the Incident Commander determines it is necessary for crews to abandon a structure, scene and or area, the following procedure will be followed:

1. The Incident Commander or designate will broadcast this message “Abandon, Abandon, Abandon” over the operating radio frequency. It is paramount that all non-essential radio communications cease immediately.
2. Then the Incident Commander or designate will sound the Marine Air Horn or in event of a malfunction of the Marine Air horn the Air Horn on the nearest Fire Engine. The Marine Air Horn located in the command Kit in each Command Vehicle.
3. The horn will sound for 3 long blasts; the blasts will be 3-5 Seconds long with a 3-5 second pause so that all members on the fire scene have had a chance to hear it.
4. Upon the exiting the structure, area or scene all members will report to their team leader and/or the incident commander and then will conduct and “Accountability Check”, then the team leaders will immediately notify that their team out of harm’s way.
5. Then all crews on scene will wait new instructions.

Issued by <u>Nick Acciavatti</u> Signature of Fire Chief	This OG replaces: Issued: September 2007 Amended: Oct 16 2014
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #1.04.04
SUBJECT: Incident Safety – Traffic Control	1 of 1

Purpose: To provide traffic control to ensure safety for emergency responders, patients and members of the public.

Scope: All fire department members

Guideline: Incident Command will ensure that the effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, patients and members of the public.

Procedure:

Where it is evident that traffic control will be required to provide a safe working area the incident commander will contact the RCMP via fire dispatch and request traffic control.

Firefighters will provide temporary traffic control to ensure a safe working area for the incident. Only firefighters trained in emergency traffic control will provide traffic control, in the event that none members on scene are trained in traffic control the roadway will be blocked off and RCMP notified.

Engineers are responsible for placing cones around their apparatus upon arrival at an emergency scene, and place the apparatus as per the departments O.G's.

Reference: **Dashwood O.G. # 2.03.00 Traffic Management.**
Dashwood Volunteer Fire Department Traffic Management Guidelines
Nova Scotia Traffic Management Guidelines for Emergency Scenes.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.04.05
SUBJECT: Incident Safety- HAZARDOUS SUBSTANCES- ASBESTOS	1 of 6

Purpose: To provide information a consistent response for handling incidents involving Asbestos exposure to Dashwood Fire Department personnel

Scope: All fire department personnel

Policy: All fire department personnel will adhere to the information outlined in this guideline.

Procedure:

- 1. GENERAL INFORMATION**
- 2. RISK IDENTIFICATION, ASSESSMENT AND CONTROL**
- 3. PROCEDURES**
- 4. INCIDENT RESPONSE**
- 5. DOCUMENTATION**

1. GENERAL INFORMATION

This guideline provides staff with a "Safe System of Work" outlining adequate protection against asbestos fibres.

Definition of Exposure:

The health effects associated with asbestos are through inhalation only. Proper PPE, which includes respiration protection, is the most important defence. It is mandatory that all staff working with potentially contaminated products, or in an area where contamination may be present, wear proper PPE.

Asbestos is the name given to a fibrous mineral found in certain rocks. There are three main types:

- a) Arno site – Brown
- b) Crocidolite - Blue
- c) Chrysotile – White

It is not possible to identify the type by colour, as this is a description of their appearance when viewed under a microscope. All types are dangerous and should be treated as "hazardous material" when encountered by Fire/Rescue personnel during any operational incident.

2. RISK IDENTIFICATION, ASSESSMENT AND CONTROL

Important information that can assist in the identification of asbestos-containing materials includes inquiring about the age of the building within which work activities will take place, as well as viewing any previous asbestos survey/inspections/abatement reports for the building. For buildings/structures constructed prior to 1990 the Dashwood Fire Department will treat the building materials as suspect asbestos. Asbestos has infrequently been found in buildings constructed after 1980, but cannot be discounted. When in doubt treat the area as contaminated.

Whatever the means of asbestos identification, the specific method must be communicated to all Fire Department employees.

Asbestos containing materials can be found in various building materials. Below is a general list of areas where it may be commonly found in buildings:

- Drywall/Drywall Taping Compound
- Vinyl Sheet Flooring
- Mechanical Equipment Insulation
- Mastics, adhesives, putties, caulking
- Textured Finishes
- Vermiculite
- Vinyl Floor Tile
- Floor Levelling Compounds
- Fireproof/acoustical/thermal insulation
- Pipe Insulation
- Duct Insulation
- Cement board and pipe
- Acoustical ceiling tiles
- Plaster
- Fire stopping
- Roofing Materials

2.1 Risk Identification and Assessment

All forms of asbestos fibre can cause disease. Exposure to these fibres should be reduced as much as reasonably achievable.

The Incident Commander or Incident Safety Officer should carry out a continuous risk assessment throughout operations to ensure the safety of all personnel attending when there is suspected asbestos-containing materials.

The risk assessment must take into account any information gathered during pre-planning and/or information provided by on-site contact with knowledge of the building. The risk associated would be exposure to asbestos fibres released into the air during any firefighting operation.

The priorities for an Incident Commander or Incident Safety Officer should be to ascertain:

- Are there any suspect asbestos-containing building materials within the fire (i.e. was the building constructed in the 1980's?)
- Has the suspected asbestos-containing building materials been damaged and/or disturbed during the fire?
- If the asbestos-containing materials were not disturbed yet, is it reasonable to prevent the asbestos-containing materials from being disturbed?
- If the asbestos-containing materials have become involved in the fire during an incident, or are discovered to be involved once operations have begun, tactics and methods will need to be reassessed and changed accordingly.

2.2 Required Controls

In order to minimize or prevent the spread of the asbestos fibres into adjacent, unprotected work area(s) or potential worker exposures to asbestos fibres, the following are engineering, administrative, PPE and Fire Department guidelines for employees.

2.2.1 Engineering (If available).

Vacuums equipped with HEPA-filters, for the following procedures:

Post Incident

Clean up asbestos debris and fibres where applicable (i.e. vacuum off impervious suit, equipment, etc.)

Isolation of the incident area(s); and

Use of water to wet the asbestos materials prior to handling via airless or low-pressure water application system

2.2.2 Administrative

Posting of hazardous materials warning signs and barriers surrounding the designated incident area(s), restricting access unless personnel are fully equipped with the proper PPE; and required asbestos education and training.

2.2.3 Personal Protective Equipment (PPE)

This may include, but is not limited to:

- Full faced respirators equipped with P100 filter cartridges (most commonly used for fire investigation duties)
- Self-contained Breathing Apparatus (SCBA) respirators (used during incident response).
- Hand protection (i.e. puncture-resistant rubber or nitrile work gloves/work gloves);
- Impervious fire retardant suits covering complete body and boots; and
- Any other safety PPE as required and outlined in the Dashwood Fire Department Health and Safety Program.
- When in doubt use SCBA.

IMPORTANT NOTE! HEPA-filtered vacuums will only be considered effective if the unit(s) can pass a visual inspection as well as a filter integrity test. Such testing must be carried out at least annually, after filter replacement, or if the integrity of the filter has been compromised due to impact during transportation or damage to the unit.

IMPORTANT NOTE! Proper warning signage, as per WSBC OHSR Section 6.13, shall be posted (if available) at the boundary of any designated incident area(s).

IMPORTANT NOTE! Please refer to the Dashwood Fire Department Respiratory Protection Program for additional information regarding respirator selection. When in doubt us SCBA.

3. PROCEDURES

See Asbestos Flow Chart located at the end of this guideline.

4. INCIDENT RESPONSE

Make all personnel aware of hazard:

- Inform the Incident Commander.
- Incident Commander to advise Dispatch
- Have risk area defined and, when practical, cordoned off
- Keep the number of personnel at risk of exposure to a minimum
- All personnel in risk area to wear PPE - minimum of full turnout gear and SCBA
- Based on the Incident and the level of asbestos exposure, consideration should be given to consulting with personnel trained to a Hazmat tech level to determine what level of decontamination would be appropriate
- Consider the use of Level C Hazmat suits to assist in decontamination. Hazmat trained personnel response to the incident should only be considered if the risk of contamination is severe
- Consideration of weather conditions and wind direction; have oncoming apparatus approach and park up wind if feasible
- Dust masks do not provide adequate protection when working in contaminated areas. Fit tested and rated respirators should only be considered where air sampling has taken place and is considered safe. In all other cases SCBA and PPE must be worn
- Where possible the use of low-pressure sprays should be used to prevent fibres being forced into the air
- Whenever personnel are required to temporarily leave an area known to have asbestos for the purpose of rehab, to change an air bottle, or any other reason, their PPE must be

- dampened down to prevent the possible release of asbestos fibres. (See *Responder Decontamination*, listed below, for procedures once the incident is complete)
- Use sprays to moisten down areas where it is known asbestos has been damaged or involved in fire; water run-off is not considered to be an environmental hazard. This again will keep airborne fibres to a minimum
 - Keep disruption and further damage of asbestos to a minimum - plan tasks carefully. If required, use hand tools not power tools
 - Set up decontamination procedures as soon as possible; consider the need for the Decon procedures
 - During damping down operations PPE including SCBA must be worn. Use thermal imaging camera (TIC) for locating hot spots to prevent un-necessary damage/disruption to the asbestos.
 - Safety of the public is also paramount. Those downwind should be considered at risk and liaison with the Safety Officer should take place. Depending on quantities involved evacuation may be required. If so, liaise with the RCMP, but generally advising the public to remain inside with doors and windows closed is sufficient.

Responder Decontamination

Where asbestos is involved it is important to recognize at an early stage that decontamination will be necessary and therefore limiting the number of personnel that could become contaminated.

Under no circumstances should any equipment or clothing be carried on apparatus until it has been properly decontaminated or properly bagged to prevent further exposure.

Cleanup activities should ensure that asbestos containing debris is handled in a manner to prevent release of fibres. In incidents where PPE/equipment has been contaminated by asbestos, initial decontamination is best accomplished at the scene by washing PPE/equipment using scrub brushes and detergent, and a low-pressure water application system.

The process is as follows:

1. Responder leaves the incident area into a designated area referred to as the **decontamination area**. This decontamination area must be delineated using asbestos barrier tape.
2. Responder must remain in full PPE and RPE during decontamination process (also referred to as “shower down”) within the decontamination area. Additional responder must assist with the decontamination process. During the decontamination process both of the responders must be equipped in full PPE and RPE.
 - a. Brushes and detergent are available in each command truck. If concentrations to be dealt with during clean up are significant, the asbestos waste will all be in one area (within the decontamination area) and the responsibility to dispose of the waste materials will fall to the property owner/insurance company.
 - b. In the event where the responder is alone, an additional worker is required to be equipped with PPE prior to assisting washing off the debris.
3. Once all debris has been washed off thoroughly, the Responder may leave the decontamination area. Once they have left the area, they may remove their PPE.
4. (If necessary) A HEPA vacuum may be used concurrently during the decontamination process.

The Officer in Charge shall have the Firefighters seal their PPE on-scene in the bags provided to prevent transfer of fibres to the apparatus and fire station. (Large yellow/red DECON plastic bags, labelled with black marker with Employee Name and department

equipment number, date bagged, and contaminant.) The contaminated gear will be transported to the Fire Station and sent out for professional washing and inspection.

The PPE shall be maintained wet until thorough washing can be completed. For further PPE washing instructions, consult the Dashwood Fire Department PPE Cleaning and Decon procedures.

IMPORTANT NOTE! Double-bagging of the sealed impervious poly bags must occur to minimize the potential of becoming punctured (which may cause asbestos fibre release).

If members of the public are contaminated with asbestos the Incident Commander should advise accordingly and consider standard Decon procedures.

SIGNIFICANT EXPOSURE – HAZMAT RESPONSE

The same procedures as outlined above but with additional Hazmat recognized personnel supervising/performing Decon in appropriate Hazmat level suits and gloves.

If members of the public are contaminated with asbestos the Incident Commander should advise accordingly and consider standard Decon procedures.

5. DOCUMENTATION

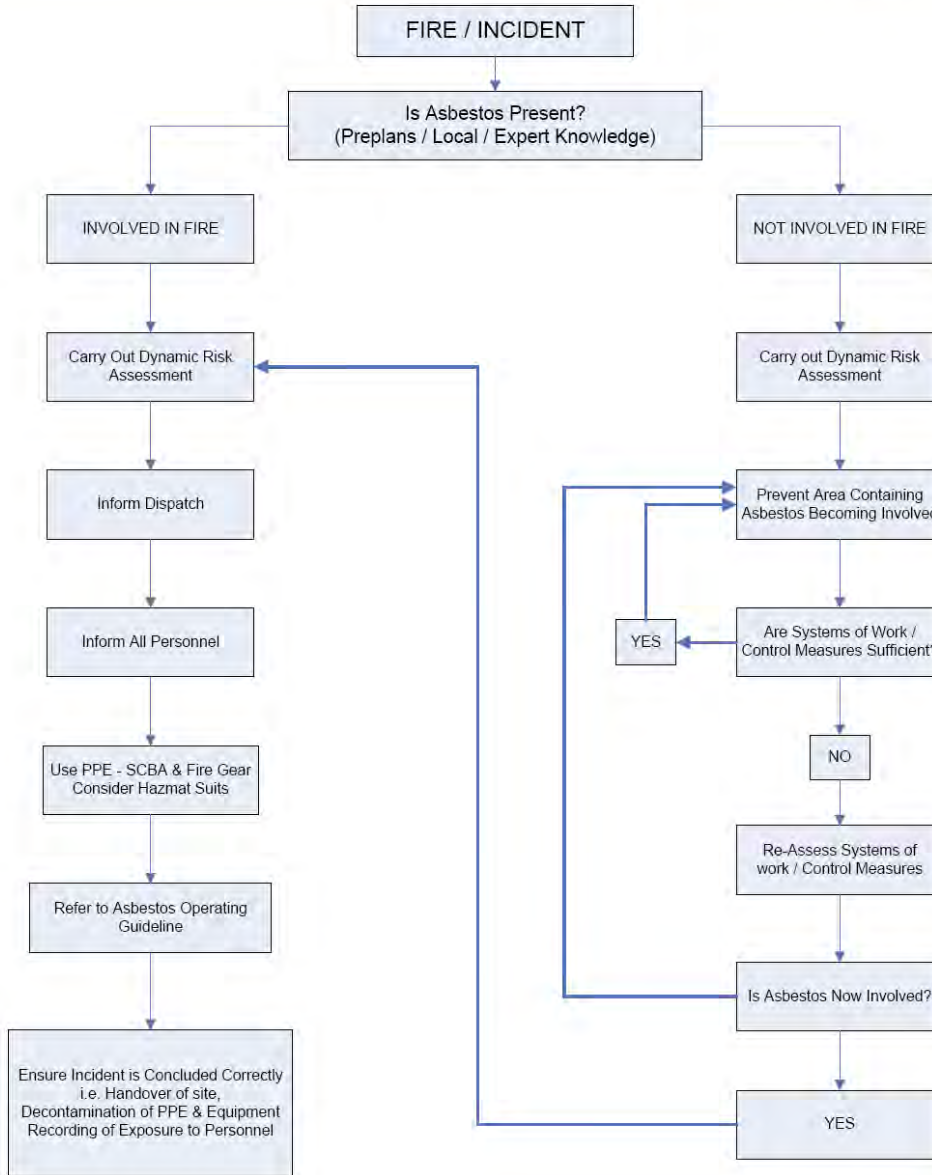
Asbestos risk assessments must be maintained for at least ten (10) years as per Section 6.32 of the WSBC.

All other documentation such as training and instruction certifications and written work procedures must be maintained for at least three (3) years as per Section 6.32 of the WSBC OHSR.

All documentation shall be kept in an easily accessible area and all workers involved with asbestos work must be informed of the location of these documents.

ASBESTOS FLOW CHART

Tuesday, March 02, 2010



Reference: WCB-Safe Work Practices for Handling Asbestos

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.06.01
SUBJECT: WARNING DEVICES IN EMERGENCY OPERATIONS	1 of 2

Purpose: To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicle are operated in conformance with the B.C. Motor Vehicle Act.

Scope: All Fire Department members responding to emergency situations.

Guideline: The B.C. Motor Vehicle Act explicitly specifies the use of revolving red lights and sirens on Fire Department vehicles during response to emergency situations. Emergency situations are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

- Procedure:**
1. Emergency Vehicle Warning Devices.
Emergency vehicles will respond on an emergency basis only when all warning devices are in continuous operation.
 2. Emergency Lights and Precautions - Response to A Travelled Thoroughfare.
 - a) Officers shall take all precautions to ensure the safety of the firefighters and citizens in the area in which Fire Department operations are being conducted.
 - b) Officers and vehicle operators shall ensure that, where a traveled thoroughfare is being encroached upon, the flashing emergency lights (excluding alternating headlights and oscillating "crossfire" type lights) remain in operation upon and after arrival at an emergency scene. The emergency lights shall be extinguished only after conclusion of the operation and when the need to warn traffic of the position of a halted emergency vehicle has ceased.
 - c) Engineer's/Traffic control Person's shall ensure that a barricade formed by safety cones, in the area in which Fire Department operations are being conducted, shall be erected at the earliest possible instance by the first available person. These cones shall be arranged in such a fashion as to protect personnel from vehicular traffic and to give motorists adequate warning to stop their vehicles. These cones shall be removed when the need for such protection has terminated.

TRAFFIC CONTROL

- d) Officers shall ensure that, when operations are being conducted upon a travelled thoroughfare, and conditions are present that, in their judgement, may require a traffic control person to ensure the safety of themselves and other personnel, that a person shall be designated to perform this duty.

Firefighters may conduct traffic control only if they are currently accredited as a Traffic Control Person (TCP).

Firefighters doing traffic control must ensure they are minimally equipped with the following:

High visibility vest, Turnout gear (jacket is optional), Helmet, Fire Department Portable Radio, Flashlight, Traffic sign, Flares and Traffic Cones

- e) When Fire Department vehicles respond to an emergency on a freeway, throughway, or other busy thoroughfare, they should attempt to park directly behind or ahead of cars involved in the emergency so as to be visible from a distance to oncoming traffic. The emergency vehicle will be positioned in a manor that will protect the incident and attempt to "deflect rogue vehicles from entering the incident.

This position will minimize the interruption of traffic flow as well as the exposure of personnel and apparatus to danger from collision. Avoid as much as possible the directing of lighted headlights and spotlights into flowing traffic. Revolving warning lights, tail lights, and emergency red lights should be kept in an 'on' position.

3. Headlights.

Apparatus headlights will be kept in operation during all emergency responses (day and night) and while working at emergencies shall be dimmed (low beam) or in the event of the beams facing traffic they will be turned off.

4. Air Horn - The air horn may be used in connection with the siren.

5. Firefighters -All firefighters not actively involved in the incident shall stand on the incident side of the engine. So they are protected by engine from oncoming traffic.

REFERENCE: B.C. Motor Vehicle Act Section 118

B.C. Motor Vehicle Act Section 118.2(a)

B.C. Motor Vehicle Act Section 288

B.C. Motor Vehicle Act Regulation 4.14(2)

B.C. Motor Vehicle Act Regulation 4.22

Workers' Compensation Board Regulation Part 18

Front Line Traffic Control Person Training Program

Also see O.G.# 1.06.02, 1.06.03

<p>_____ Nick Acciavatti Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #1.06.02
SUBJECT: Warning Devices in Non-Emergency Operations	1 of 1

Purpose: To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business. To ensure that Fire Department vehicles are operated in compliance with the B.C. Motor Vehicle Act.

Scope: All Fire Department members responding to non-emergency situations.

Guideline: All Fire Department vehicles shall be operated in accordance with this Operational Guideline when responding to non-emergency situations

Procedure:

1. Vehicles responding to non-emergency type incidents, such as public assists, will not use revolving red lights or siren except when backing up.
2. During station tours, Pumper demonstrations, etc., revolving red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
3. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.

Fire Department apparatus, when involved in non-emergency business (tours, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage. If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a traveled thoroughfare to the extent that they present a hazard, then, officers shall ensure that parking complies with Operational Guideline 1.06.01 - Item 2: "Emergency Lights and Precautions - Response To A Traveled Thoroughfare, a), b) and c)".

Reference: Also see O.G.# 1.06.01, 1.06.03

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINES

DASHWOOD FIRE DEPARTMENT	O.G.NO. 1.06.03
TITLE: Vehicle Response Safety	Page 1 of 2

Purpose: To ensure the safe and efficient response of personnel and apparatus during emergency and non emergency operations.

Scope: All fire department personnel responding to emergency and non- emergency operation and all persons being transported in Fire Department Vehicles

Guideline: All operators of department vehicles during emergency incidents will adhere to the Motor Vehicle Act:

Section 122 "Exemptions for Emergency Vehicles" and Section 133 "Emergency Vehicle Driving Regulation"

Section 122

- 1) Despite anything in this Part, but subject to subsection (4), a driver of an emergency vehicle may:
 - a) Exceed the speed limit.
 - b) Proceed past a red traffic control signal or stop sign with out stopping.
 - c) Disregard rules and traffic control devices governing direction of movement or turning in specified directions.
 - d) Stop or stand.
- 2) The Driver of an emergency vehicle exercising a privilege granted by subsection (1) must drive with due regard for safety having regard to all the circumstances. The case, including the following;
 - a) The nature, condition and use of the highway.
 - b) The amount of traffic that is on, or might be reasonably be expected to be on, the highway.
 - c) The nature of the use made of the emergency vehicle at the time.

Section 133 Emergency responses by a person other than a peace officer.

- 1) When a person other than a peace officer operates an emergency vehicle, the person may exercise the privileges granted by subsection 122(1) of the Motor Vehicle Act if the person operates:
 - a) An audible signal bell, siren or exhaust whistle.
 - b) A flashing red or blue light.

The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver of any fire department vehicle bears full responsibility for the adherence to this guideline and conformance with the B.C. Motor Vehicle Act.

Procedure:

1. **Driver Operation:** Only personnel who have the necessary valid licenses and endorsements for the apparatus being operated, as required by the Dashwood Fire Department and B.C. Motor Vehicle Act, are permitted to drive department vehicles. Except when under the supervision of a trainer for the purpose of driver training.
2. **Secure Positions:** The driver of any fire department vehicle will not move the vehicle until all passengers have signaled that they are in a secure position and wearing seat belts.
3. **Exiting the Station:** The driver will be ware of other vehicles leaving the station, check for pedestrians and vehicles within the vicinity of the station. The electric air horn will be used before the apparatus is moved. 3 honks will signal the forward movement of the apparatus.

4. **Speed:** The driver will always maintain a speed consistent with the safe operation of the vehicle under prevailing conditions. If conditions permit, the maximum limit **may** be exceeded, in accordance with the B.C. Motor Vehicle Act. Under no circumstance will any vehicle owned and operated by the Dashwood Fire Department exceed the posted speed limit more than 30 Km per hour. The Driver and in the case of Apparatus response, the Officer in charge of the responding unit is responsible to ensure this policy is strictly adhered to.
5. **Driving in the Oncoming Traffic Lane:** Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive on the oncoming lane, extreme caution must be exercised and a safe operating speed must be maintained.
6. **Intersections:** Intersections are one of the most dangerous areas to approach during an emergency response. All responding vehicles shall observe the following precautions:
 - a) When a responding vehicle must approach an intersection in the oncoming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.
 - b) When approaching a controlled intersection with a stop sign or a red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.
 - c) The maximum allowable speed through a controlled intersection shall be the posted speed limit.
7. **Reduced Response:** The incident command or officer arriving at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding apparatus not needed at the scene will be advised of a status change and re-directed as required.
8. **Approach Safely:** When approaching an emergency scene, the driver will watch for emergency vehicles approaching from other directions. The Driver should be on alert for civilians, fire fighters, and other emergency service personnel who might inadvertently step in front of the approaching apparatus.
9. **Placement:** The officer in charge of responding apparatus will position the apparatus in a safely on a surface normally used for vehicles but off the traveled portion of the road if possible. Apparatus will not be driven on parks, fields or on areas that are not designed/suitable for apparatus travel. In each instance where extenuating circumstances exist and the apparatus must leave the surface designed for and normally used by vehicles the officer in charge of the apparatus will file an occurrence report with the Chief explaining the circumstances and action taken.
10. **Backing up:** before backing up vehicles, drivers must ensure that they are being guided by at least one fire fighter using recognized hand signals. The use of emergency lights will be used and giving 2 honks of the air horn to alert any fire fighters that might be in the area.

Reference: B.C. Motor Vehicle Act RS Chapter 288
 B.C. Emergency Vehicle Driving Regulations
 Occupations Health and Safety Regulations, Workers Compensation Board of British Columbia.

<p>_____ Nick Acciavatti Issued by: _____ Signature of Fire Chief</p>	<p>This O.G. Replaces: Issued: Jan 23 96 Amended: Aug 14 2005</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.06.04
SUBJECT: Vehicle Safety – Fire Station Apparatus Exhaust Emissions	1 of 1

Purpose: The purpose of this guideline is to ensure that there is adequate ventilation of Apparatus exhaust in the Apparatus Bays in our fire stations.

Scope: All fire department members

Procedure: Station 61

Leaving the Fire Station

The vehicle exhaust extraction system will be attached before any vehicles are started inside the apparatus bays and apparatus officer will ensure that the extraction system is operational before allowing the apparatus to idle inside the bay.

Backing into the bay

With the apparatus exhaust just with-in reach of the extraction tube at the entrance to the bay, the apparatus will come to a complete stop and exhaust tube will be attached to the apparatus exhaust and the apparatus will slowly back into the bay with the extraction system operational. A manual start of the system may be required if it does not start automatically. One person will back the apparatus and then a second person will attach the hose making verbal contact with the person backing up the apparatus. Once the hose is attached the second person will stand clear and ensure those near the gear racks are clear of the hose/apparatus.

Extraction System not working

The back apparatus man door (E61 bay) and at least 2 other bay doors will be opened before the apparatus is started and then (when safe) will be moved outside. When backing an apparatus into the bay the same procedure will be followed and the doors kept open for not less than 10 minutes, and members will avoid (when practical) being inside the same bay as a running apparatus and during the ventilation period.

Station 62

The bay door in front of the responding apparatus will be opened before an apparatus is started. Then the apparatus will be moved outside (when safe) as soon as possible after starting to ensure that there is not a build up of vehicle exhaust inside the fire station. When backing to the fire station excessive idling within the fire station will be avoided when possible. If needed the rear bay door (or front bay door if using the rear bay) will be opened to provide adequate ventilation of the fire station. Both doors will remain open for a period no less than 10 minutes and members will avoid (when practical) being inside the apparatus bays during the ventilation period.

Reference:

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: June 10, 2009 Amended: October 20 2016
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.06.05
SUBJECT: Vehicle Safety – PPE while working on top of Apparatus	1 of 1

Purpose: The purpose of this operational guideline is to ensure that all members working on top fire apparatus wear appropriate PPE. This is to ensure that members are working safely and to mitigate any injuries that may occur if a fall was to happen off the apparatus.

Scope: To all fire department members.

Guideline: It will be the guideline of the Dashwood Fire Department to ensure that all its members working on top of fire apparatus wear their helmets with the chin strap done up and/or use a ladder on the truck to access areas that may put them at risk of falling off the apparatus.

Procedure: Anytime anyone is working top of any apparatus for any reason, for any length of time, members will be wearing their fire helmet with the chin strap done up. If the work to be done on top of the apparatus puts the person working on top of the apparatus in a position where they may be leaning over the side or back of the apparatus, a ladder will be put up and the member will work off the ladder.

When members are working on top of the apparatus and there are members who are working near the apparatus and there is a risk of a head injury, the members who are working near the apparatus will also have their helmets on.

Reference:

<p><u>Nick Acciavatti</u> Issued by Signature of Fire Chief</p>	<p>This OG replaces: Issued: July 23, 2009 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 1.07.00
SUBJECT: EQUIPMENT SAFETY AND MAINTENANCE	1 of 1

- Purpose:** To provide that all equipment used by the Department is safe. Regular maintenance is performed on that equipment to ensure its safety and usefulness.
- Scope:** All Fire Department personnel required to use or cleaning and maintaining equipment.
- Guideline:** Regular weekly inspections are required to ensure that all firefighting equipment and supplies are in full functioning condition at all times. The Fire Prevention Officer will do the weekly equipment checks on all equipment except for the small equipment, which the fire fighters will do on practice nights. If at any time equipment is observed to require repair or attention, the equipment must be evaluated as to its status. If it is determined that the equipment is unsuitable in its current condition, it must be tagged, removed from service and an officer be notified. Regular inspection of the equipment must be performed.
- Procedure:** The actual work to fulfil these responsibilities may be delegated to other members or to outside jobbers, but the Officer assigned the responsibilities will be held accountable for them. Any expenses incurred to complete inspections or servicing must be approved. The Fire Chief is required to present all expenses to the Board of Directors.
- Reference:** Dashwood Volunteer Fire Department Occupational Safety and Health Program.

Also see O.G.# 5.02

<u>Nick Acciavatti</u> Issued by <u>Signature of Fire Chief</u>	This OG replaces: Issued: Jan 23 1996 Amended:
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OPERATIONAL GUIDLINE

Dashwood Volunteer Fire Department	O.G. NO. 1.08.00
Title: First Responder Program-Blood Borne Pathogens- <i>Accidental Exposure</i>	PAGE 1 OF 1

Purpose: To establish protocols for the protection of all staff from exposure to blood borne pathogens and provide guidelines for post treatment.

Scope: All personnel involved in emergency medical incidents

Policy: All personnel shall wear proper protective clothing to minimize potential exposure and shall utilize the procedures established herein when an exposure has occurred.

Procedure: Precautions to be taken when there is a potential for exposure.

The members must as part of their initial scene assessment asses the risk of an accidental exposure to a blood born pathogen or air borne pathogen. Having assessed the risk they need to wear the protective clothing/ equipment required to mitigate the risk (i.e. medical gloves and eyewear). E61, T61 and R61 are equipped with medical equipment.

This equipment is your first line of defense in dealing with exposure risks. The term "Universal Precaution" when used by fire dispatch or on scene emergency personnel will assume all patients have HIV. The use of this term will indicate that all personal protective clothing **will** be worn.

In the event of an exposure to blood borne pathogens

Definition- Blood and or body fluid splashes into open cuts, eyes or mucous membranes.

A special procedure has be developed to ensure R.C.M.P., fire fighters and BCAS EHS members are offered knowledgeable care and advice regarding their risk after injury. There are treatment packages available at all hospitals for this purpose alone.

Notify the officer in charge immediately following exposure and report to the nearest hospital (NRGH or ST. Josephs) emergency room. Time is critical, as each hour passes; the chance for reversing the effects of exposure diminishes rapidly.

If you know the name of the person whose blood or body fluids you were exposed to, bring the information with you to the emergency room.

Exposure to communicable or infectious diseases must be documented on Workers' Compensation Board Form 6 and entered in the Accident Record Book.

There is no way to judge by looking at someone if they are HIV or Hepatitis positive. Early identification and treatment of high risk exposures can protect you and your family. Assume all contacts may be infectious.

_____ Nick Acciavatti Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: Oct 22, 2004
Date of issue:	Amended: March 13, 2007

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 1.08.01
Title: First Responder Program -Blood Borne Pathogens- Exposure Control Plan for First Responders	PAGE 1 OF 3

Purpose: The Purpose of this exposure plan is to eliminate or minimize the “First Responders” risk to Blood Borne Pathogens and OPIM’s , as well as reduce the risk of infection should exposure occur.

Scope: To all First Responders and First Aid Attendants.

Guideline: It is a guideline of the Dashwood Fire Department to ensure that our First Responders and First Aid Attendants are protected from occupational exposure to Blood Borne Pathogens, and that it is done in a manner that complies with the BC Workers Compensation Act, Occupational Health and Safety Regulation, B.C. Ambulance Service’s First Responder Program and human rights legislation.

Procedure:

Engineering and safe work practice controls are the preferred means to eliminate and or minimize and First Responder/First Aid Attendant exposure to blood borne pathogens in this Fire Department and while on scene of a medical incident. If such controls are unavailable or do not completely eliminate exposure, First Responders and First Aid Attendants will wear the appropriate protective equipment provided.

A. Engineering controls

Although first aid kits and other equipment contain only a few items that could break through the skin, First Responders and First Aid Attendants must always watch out for other sharp objects that may be encountered and pose a risk of percutaneous injury (e.g. contaminated broken glass at an accident scene). Sharps disposal containers are located in the First Aid room in the fire station and in the First Responder jump kit, for discarding disposable, contaminated sharp items.

Pocket masks with one way valves are available in the First Responder jump kit. These masks should not be shared before being washed and disinfected, or the valves being changed if there is insufficient time to do this between uses by different individuals.

B. Work practice controls and written work procedures

As specified in the Occupational First Aid Reference and Training Manual and The First Responder Reference Manual and Occupation First Aid Training Guides and the First Responder Training Guides, the First Responder and the First Aid Attendant will:

- Follow standard precautions
- Use pocket masks with one way valves when ventilating patients
- Follow safe sharps handling procedures, such as discarding any disposable, contaminated sharp items in disposable sharps containers as soon as possible.
- Wear water proof, disposable medical examination gloves when assessing and treating patients and treating patients (if there is a potential contact with patients blood, body fluids, secretions, excretions, mucous membranes or non intact skin), and when touching contaminated items or surfaces; also wear such gloves if they have non intact skin on their hands, after first covering the affected skin with a water proof dressings.
- replace gloves as soon as practical if there are torn, cut, punctured, or leaking and they become contaminated or damaged such that their ability to function as a barrier is in question.
- not wash or decontaminate disposable gloves for reuse.

- follow the procedures for glove removal and hand washing
- follow the cleanup procedures for spills of blood and OPIMs that minimize splashes.
- Not Store or consume food or drink in First Aid Facilities.
- Follow the post exposure health management procedure, if they have an exposure incident to blood or OPIMs.

C. Personal Protective Equipment

All personal protective for blood borne pathogens used at the Fire Station and while on scene at a medical incident will be provided by the Fire Department and/or the B.C. Ambulance Service at no cost to the First Responders and First Aid Attendants.

Waterproof, disposable medical examination gloves are available in:

- Cabs of all Apparatus
- First Responder Jump Kits
- Fire Station First Aid Room

They will be worn and used as specified in the manuals and training guides, and the safe work practices and written work procedures outlined above.

Eye/Face protection in the form of *Safety Glasses* will be issued to each First Responder and First Aid Attendant, also available in the First Responder Jump Kit, First Aid Kit, and the Fire Station First Aid room. They will be worn by First Responders and First Aid Attendants when it can be *reasonably* anticipated that the mucous membranes of their eyes, nose or mouth may be sprayed with blood or OPIMs

Gowns and protective foot wear in the form of Tyvec Suits are available in the Emergency Decontamination Kit in Station 61, the Fire Fighters Bunker gear (Rubber Boots) and the First Aid Room. They will be worn by First Responders and First Aid Attendants when it can be *reasonably* anticipated that their skin or clothing may come in to contact with blood or OPIMs.

D. House Keeping, Laundry and Waste

All reusable First Aid Equipment that is used by First Aid attendants and environmental working surfaces Counters in the First Aid room. They will be decontaminated as soon as possible after contamination with blood or OPIMs, as well as on a routine basis, as specified in the manual and training guides.

Laundry soiled with blood or OPIMs will be treated as specified in the manual and training guides.

Sharps disposal containers will be securely closed and replaced when they are two-thirds full. They will be sent to the nearest BC Ambulance service station?

First Aid waste items (e.g. disposable gloves, pads, and dressings) that are NOT dripping, saturated or grossly contaminated with blood or OPIMs are considered general waste. They will be discarded in waterproof waste bags for disposal in a landfill.

Items that are dripping saturated or grossly contaminated with blood or OPIMs are considered biomedical waste. They must be disposed of in accordance with provincial and local environmental regulatory agencies Nanaimo Regional Hospital.

E. Universal Precautions

First Responders and First Aid Attendants will treat all blood and OPIMs as though they are known to be infected with blood borne pathogens, and will follow infection control precautions and procedures as specified in the manual and training guides.

- Following precautions to prevent sharps injuries
- Using resuscitation devices
- Wearing personal protective equipment and
- Following hand washing procedures.

All First Responders and First Aid Attendants will be educated and trained regarding blood borne pathogens prior to initial assignment to respond to medical calls. The majority of the education and training will have been provided by the occupational first aid course and the first responder level 3 training course, such as:

- An explanation of blood borne diseases, their symptoms and effects, and modes of transmission
- Explanation of the appropriate methods of recognizing tasks and activities that may involve exposure to blood or OPIMs
- An explanation of engineering and safe work practice controls that will prevent or reduce exposure to blood born pathogens including their use and limitations
- Information on personal protective equipment, including: appropriate selection, use, removal, handling, cleaning, decontamination, inspection, maintenance, storage, disposal and limitations
- An explanation of post-exposure health management procedure for a First Responder and First Aid Attendant to follow if an exposure incident to blood or OPIMs occurs.

Additional First Aid training for “CPR C” is provided by Canadian Red Cross.

All First Responders and First Aid Attendants will receive biannual refresher training regarding blood borne pathogens and exposure control plan, at the time of their renewal of the First Responder Level 3 Ticket and their Occupational First Aid Level 3 ticket.

Hygiene Facilities and Decontamination Procedures

Hand washing facilities are located in the Fire Station First Aid Room and on scene by using Icigel hand cleaner and are available for First Responders and First Aid Attendants for hand washing. Hands will be washed as specified in the manual and training guides.

Waterless hand cleansers and towelettes are in the First Responder Jump Kit, First Aid kit and Fire Station First Aid Room are also provided for use if hand washing facilities are not immediately available. First Responders and First Aid Attendants wash their hands with mild soap and sunning water as soon as possible after use of the cleanser/towelettes.

If a First Responder or First Aid Attendant has an exposure to blood or OPIMs, the post-exposure health management procedure will be followed for decontamination.

Reference: O.G. # Cleaning and Disinfecting of Patient Care Equipment

<u>Nick Acciavatti</u> Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: Oct 22, 2004
Date of issue:	Amended: March 13, 2007

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 1.08.02
Title: First Responder Program –Handling Blood Borne Pathogens	PAGE 1 OF 4

Purpose: To Establish Guidelines for Handling Blood Borne Pathogens

Scope: To all First Responders and First Aid Attendants

Policy: A Blood Borne Pathogen is an organism present in human blood that can cause disease in humans. Currently, the organisms of most concern are hepatitis B, hepatitis C, and HIV. The First Responder and First Aid Attendant may have to care for a patient with a blood borne pathogen exposure or self-administer first aid if he or she is the one exposed. An injury is considered to be blood borne pathogen exposure incident if:

- It is a through the skin injury caused by a sharp object that has come in contact with blood or other potentially infectious material
 - It is a human bite
 - There is a mucous membrane(eyes, nose, or mouth) or non-intact skin contact with blood or other potentially infectious material
- Other potentially infectious materials may include:
- Bodily fluids that are visibly bloody
 - Saliva
 - Semen or vaginal secretions
 - Synovial fluid
 - Pleural fluid
 - Peritoneal fluid
 - Pericardial fluid
 - Amniotic fluid
 - All bodily fluids in situations where it is difficult or impossible to differentiate between body fluids

Universal precautions must be taken whenever dealing with such situations. Universal Precautions refers to a concept of infection designed to reduce the risk of transmission of blood borne pathogens. Universal Precautions require all human blood and other potentially infectious material to be treated as if there were known to be infectious for HIV, HIB, and other blood borne pathogens, regardless of the perceived “low risk” of a client population. Where it is difficult or impossible to differentiate between bodily fluids, all body fluids are to be considered as **POTENTIALLY INFECTIOUS**.

Universal Precautions must include:

- The assumption that all contacts may be infectious, since there is no way of knowing who may be infectious
- Wearing equipment for exposure such as gloves, aprons, protective glasses and face shields
- Washing hands after any contamination and before eating, drinking or smoking and after removing gloves
 1. Medicated Soap adds no advantage
 2. Use of a moisturizing cream is recommended, as it will help to keep intact skin healthy
- Protecting damaged skin by covering with a waterproof dressing, or by using gloves
- Disposing of sharps
- Using resuscitation devices such as pocket masks with one way valves to eliminate the need for direct mouth to mouth resuscitation
- Containing spills, splashes, and contamination by blood and bodily fluids

Procedure:

Emergency Decontamination Procedures:

Routine Hand Washing

Wash your hands when you tear a glove, or you think that a glove may have leaked.
Remove the gloves and wash your hands immediately.

Wash your hands after removing gloves at the end of the task, even if the gloves appear to be intact.

Wash your hands before eating, drinking, smoking, biting your nails, handling contact lenses, and applying personal care products.

If there is no water available, use a waterless hand cleaner. Thoroughly wash your hands with soap and water as soon as possible.

Contact with intact skin

If as a result of a splash or other mishap, you are exposed to potentially infectious bodily fluids, immediately wash the potentially infectious bodily fluid from the skin with soap and water. Avoid the use of harsh abrasive cleaners, as these can lead to dermatitis.

Do not use bleach or any other caustic disinfectant on the skin.

NOTE: Intact skin is not normally considered to pose a risk for blood borne pathogens. It is usually considered a good barrier to such transmission. Skin should however be carefully inspected to ensure that it is intact. If there is any doubt seek medical attention.

Contact with non-intact skin or mucous membranes

Flush the affected area with large amounts of water.
Seek medical attention immediately

Sharps injury or bite

Let the wound bleed freely.
Promote bleeding by putting the affected area low to the ground
Wash the affected area thoroughly with mild soap and water
Seek medical attention immediately

Dashwood Fire Department First Responder Program –Handling Blood Borne Pathogens

Work procedures for handling garbage

Follow these steps to prevent contact with sharps and other items improperly discarded:

- Handle garbage as little as possible
- Use water proof bags

- Be alert; if possible, look for sharps sticking out of the bags. Listen for broken glass when you move the bag
- Don't compress garbage or reach into garbage containers with your hands
- Don't use your bare hands to pick up garbage that has spilled out of an overflowing container
- Don't let garbage bags get too full. Leave enough space at the top of the bag, so that when you grab it, you grab the top of the bag only- not any of the contents
- Hold garbage bags by the top of the bag, away from your body. Don't hold garbage bags against your body
- Don't place one hand under the bag to support it.
- Dispose of waste accordingly to all regulations

Procedures for Contaminated Laundry

Isolating the laundry and minimizing manual handling prevents worker exposure to laundry contaminated with blood and/or other biohazardous material. The laundry is:

- Effectively bagged or contaminated at the location of use
- Not stored or rinsed in the location of use
- Handled as little as possible

When contaminated laundry is wet and there is reasonable likelihood of soak-through or leakage, the laundry is placed and transported in other leak-resistance bags or containers

When laundry is contaminated with a known or suspected blood borne pathogen, and is sent for processing to a laundry facility, Management must provide the following written information to the facility:

- Identify and nature of materials which could pose a hazard
- General precautionary measures

Bags and other containers of laundry contaminated with a known or suspected blood borne pathogen must be labeled unless universal precautions are taken and distinctive colored bagging is used.

Procedure for spills of blood and bodily fluid

Do not clean up blood or bodily fluids unless you are trained to do so, and you have the proper personal protective clothing

- Restrict access to the area
- Ensure waterproof plastic bags are available for removal of contaminated items
- Ensure dilute bleach or germicidal agent is ready. (1:100 parts bleach and water)
- Wear disposable waterproof gloves (rubber, latex neoprene, vinyl), and if necessary protective face shield, or apron, to act as a barrier against contact
- Cover Shoes or boots with disposable water proof covers if they can become contaminated
- Wipe up visible material first with disposable paper towel or cloth: dispose of materials in a garbage bag. Change gloves if they become contaminated.
- Decontaminate and disinfect the area with bleach solution or germicide.
- Pour on disinfectant, leave sit 10 minutes, and wipe up with disposable towels
- Discard any disposable items, clean any contaminated reusable equipment by disinfecting with bleach (follow manufacture's directions)
- Wear gloves to remove any PPE you are wearing (apron, face shield)
- Wash hands with soap and water

When an exposure incident occurs

The following exposure incidences are potentially hazardous:

- Puncturing the skin with sharp objects contaminated with infected bodily fluid or blood
- Splashing infected blood or bodily fluids into the tissues surrounding the eyes, nose or mouth
- Splashing infected blood or bodily fluids onto skin surfaces that are not intact, this includes open cuts, scrapes, abrasions, chapped or damaged skin, or diseased skin such as eczema or dermatitis

Blood and body fluids in contact with intact skin is not considered to be at risk for the spread of blood borne pathogens. However thoroughly wash the infected are immediately.

Get First Aid immediately,

- If the exposure involves a mucous membrane(eyes, nose, mouth) flush with ample clean water
- If there is a sharps injury allow the wound to bleed freely, then wash with soap and water
- If non intact skin is exposed wash it with soap and water

Seek Medical attention

- Immediately within two hours, at the closest hospital or health facility: the health care staff can decide if immunizations or blood tests are required and can provide follow up or counseling

Report the incident

- To the Fire Chief or Officer in Charge

Complete WCB forms

- For exposure incidences at work the employer (Dashwood Fire Department) must complete and submit the appropriate WCB claim forms

Engineering Controls

All garbage bags containing any blood, or bodily fluid contaminated materials will be kept sealed in a appropriately labeled biohazardous garbage bags, and stored in a sealed container outside the first aid area. Once the container starts filling up, the container will be transferred to the hospital for incineration of it contents by appointed person or company.

Reference: O.G. # Cleaning and Disinfecting of Patient Care Equipment

_____ Nick Acciavatti Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: Oct 22, 2004
	Amended: March 13, 2007

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 1.08.03
Title: Cleaning and Disinfecting of Patient Care Equipment	PAGE 1 OF 3

Purpose: To Establish Guidelines for cleaning and disinfecting patient care equipment to minimize potential blood borne pathogen exposure.

Scope: All First Responders and First Aid Attendants

Policy: Dashwood Volunteer Fire Department members will clean and disinfect medical equipment and related items after each use before placing it back in service.

Procedure:

Cleaning is the process used to physically remove foreign material (e.g. dust, soil) and organic material (e.g., blood, secretions, excretions, microorganisms) from a surface. Cleaning removes, rather than kills, microorganisms. This is achieved with water, detergents and firm mechanical action (“elbow grease”). Proper cleaning must be performed in order for effective disinfection.

Disinfection is the process of disabling or destroying microorganisms. Cleaning must precede disinfection. However, modern disinfectant wipes used in healthcare contain a detergent to clean and disinfectant to disinfect the surface at the same time.

Minimums for cleaning and disinfection:

- Gloves must be worn when cleaning and disinfecting equipment. If there is any potential for splash with blood or body fluids PPE must be worn and should include, gloves, gown, mask and eye protection (face shield or safety glasses)
- Cleaning equipment should be clean before use and cleaned after use.
- Cleaning and disinfecting is generally completed in 2 step process:
- First Step: Cleaning equipment and surfaces using detergent and water, to remove any soiling, dirt, dust, blood or body fluids. Firm pressure is used.
- Second Step: disinfecting equipment and surfaces is completed using a disinfectant. Firm pressure is used.
- Cleaning and disinfecting products must not be mixed because the detergent deactivates the disinfectant. For example, do not mix bleach with a detergent.
- Spray cleaning fluid should not be sprayed directly onto an item, as it may cause aerosolization and/or splash back blood/body fluid. Spray onto a cloth and then wipe the item clean.
- It is important to allow sufficient wet contact time to kill microorganisms as identified in the manufactures instructions.
- Proper hand hygiene must be performed following all cleaning and disinfection procedures.

Surfaces or equipment that are repeatedly touched throughout a call are known as a “high touch surfaces” These surfaces require focused attention. High touch surfaces should be cleaned after each use. Consider what kits were used and what pieces of equipment may have been touched during the incident.

A higher level of cleaning may be required based on the contamination level. This type of cleaning is known as a “Deep Clean”. This includes removing all items in and around the affected kit, and wiping/cleaning, and then restocking. If you are unsure if an item is suitable for cleaning and placing back in service, the item(s) will be taken out of service and either professionally cleaned or discarded.

Cleaning and Disinfection Products.

Bleach is denatured when directly exposed to proteins found in blood and body fluids, which means that surfaces must be cleaned with a detergent before using bleach to disinfect. However, bleach must never be directly mixed with detergent because this reduces its effectiveness and can cause dangerous chemical reactions.

Hospital grade disinfectants are safe to use. Certain combined products used in healthcare can be used for both cleaning and disinfection. For example: the accelerated hydrogen peroxide wipes routinely used to clean hard surfaced items. The wipes must be used in accordance to manufacturer's instructions including the amount of time a surface must be kept wet for proper disinfection. Therefore a surface may require multiple wipes to achieve the recommended wet time. Also, if a surface is visibly soiled it should be cleaned and then disinfected in a two-step process. Not all hospital grade disinfectants are combined products and able to clean and disinfect: read the product label to ensure you know its capabilities.

Cleaning of Kits, Bags and other reusable items.

Item	Frequency	Cleaning Standards	Disinfectant	Notes
Fabric Jump Kit	After each use	Wipe all touched surfaces	Accel TB Wipes	If heavily soiled it may have to be discarded.
Hard Case Jump Kit	After each use	Wipe all touched surfaces.	Accel TB Wipes	
Clip Board	After each use	Wipe down board	Accel TB Wipes	Clean pen too
Defib	After each use	Wipe down unit	Accel TB Wipes	
Pulse Ox Kit	After each use	Wipe down unit	Accel TB Wipes	
Scissors	After each use	Wipe down.		
Hard Board	After each use	Wash down, then wipe	Soap/water Accel TB Wipes	
Spider Straps	After each use	Wipe down	Accel TB Wipes	Could be laundered.
Calm Shell	After each use	Wash down, then wipe	Soap/water Accel TB Wipes	
Zap Straps	After each use	Wipe down or launder	Accel TB Wipes	
Blanket	After each use	Launder		If soiled bag at scene
O2 Cylinder	After each use	Wipe down	Accel TB Wipes	Don't forget handle.

Single use items

Bag Valve Mask, Airway, Bandages of all types, Hard Collar, Defib pads, gauze (all types), Head immobilizer, Ice pack, O2 Mask, Portable Suction Unit and canister. If you have an item that you are not sure is a single use, please ask the duty officer.

Routine Cleaning

Equipment Required-Gloves, safety glasses, disinfectant wipes and a detergent cleaner.

Procedure

1. If possible, items will get a basic cleaning at the scene before they are placed back on the apparatus.
2. Gather all wipes and related cleaning items including extra gloves and a trash can.
3. Visible or gross soil (including blood and/or body fluids) must be removed prior to cleaning/disinfection.

4. Using firm pressure, clean all high use surfaces with Accel Wipes or similar product. Change the Accel Wipe when it is no longer saturated. All surfaces must remain moist for at least 5 minutes for proper disinfection.
5. Discard all waste appropriately in a trash bag; then seal.
6. When complete, WASH YOUR HANDS using approved techniques.

Cleaning of Contaminated Clothing

All excess blood/body fluids are to be wiped off by gloved personnel with absorbent materials. Used absorbent materials are to be treated as contaminated garbage. Contaminated clothing (e.g. turnout gear, helmets and underclothes) is to be bagged at the scene and laundered by a professional cleaning service. In some cases where there is a large amount of potentially contaminated body fluids, (e.g. the absorbent material used is dripping as opposed to just soiled) double bagging will be required.

Double bagging procedures:

Two Person Procedures

- Ensure that all garbage and contaminated equipment is removed from the scene by protected personnel. Disposable and non-disposable items are to be placed into separate garbage bags. These items are to be placed into a single bag first and then placed into a second bag or “double bagged”. The following sequence explains this procedure.

Person #1

- Remains gloved and after completing the cleanup procedure, ties the garbage bag.

Person #2

- Wearing clean gloves, folds down the top of the second garbage bag four to 6 inches, forming a cuff. Holds the bag by placing their fingers under the cuff.

Person #1

- Deposits the tied garbage bag into the second bag as carefully as possible.

Person #1

- Now removes his/her gloves in the manner described below and deposits them on top of the tied bag.

Person #2

- Closes the second bag around the tied bag, and person #1’s gloves without touching the inner contents, folds the top of the second bag, ties and labels it.

This bag, which is clean on the outside, may now be disposed off. WASH HANDS!

Reference: BCEHS Cleaning and Disinfection of Patient Care Equipment. April 28 2016

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: January 23 2018 Amended:</p>
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OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.00.00
Title: Establishing Occupant Loads in Existing Buildings	PAGE 1 OF 1

Purpose: To outline the procedure of establishing occupant loads in existing buildings.

Scope: All Fire Department Personnel

Guideline: That we maintain a standard of establishing occupancy loads in existing buildings.

Procedure:

1. Confirm adequate exiting for intended use and occupant load.
 - A. Licensed beverage establishment
 - I. At ground level - .5 inch (12.2cm) per person
 - II. Not at ground level – .75 inch (9.2cm) per person
 - B. Other assembly occupancies:
 - I. At ground level - .25 inch (6.1 cm) per person
 - II. Not at ground level - .36 inch (9.2cm) per person
2. The occupant load for safe occupancy calculated by dividing the assembly floor area by the following figures which approximate an allowance for furnishing. Deduct structural features and fixed furnishings and equipment before making these calculations.
 - A. Licensed beverage establishments, and dining and cafeteria space = 1 person per 12.91 square feet. (1.2 square meters) floor area
 - B. Non fixed seats and tables = 1 person per 10.22 square feet (0.95 square meters)
 - C. Non Fixed seats = 1 person per 8.07 square feet (0.75 square meters) floor area
 - D. Standing space = 1 person per 4.3 square feet (0.4 square meters) floor area.
3. Under no circumstances would an occupant load be permitted to exceed the figure calculated for the available means.

<u>Nick Acciavatti</u> Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: September 20 2007
	Amended:

OPERATIONAL GUIDLINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.02.02
Title: Response to incidents – First Responder Medical Incidents	PAGE 1 OF 6

Purpose: To establish response procedures for requests for First Response by Emergency Health Service's BC Ambulance service.

Scope: All Fire Department Personnel

Guideline: Requests for First Responder assistance shall be requested by Emergency Health Services. The Fire Department will respond when requested by BC Ambulance Service under the First Responder Program.

Procedure:

When a Responder request is received from BC Ambulance the Dashwood Fire Department will be immediately dispatched. The response will be handled in the following manner:

1. First Responder calls in the Dashwood Fire District will be handled by only those qualified to First Responder Level 3 and those certified by BCAS as paramedics. Fire fighters who are not ticket holders can attend as helpers but will not take the role of a First Responder. Those qualified by BCAS as paramedics or qualified/certified as an Emergency Medical Responder and must take note not to exceed their level of training while in the performance as a "First Responder level 3" attendants, unless life saving measures are required to save a life of a patient and cleared by incident commander or senior Dashwood Fire Department officer.
2. The Fire Chief or Duty officer at their discretion may respond direct to the scene.
3. These calls will be handled by 1 Rescue Apparatus; if it is unavailable then one engine will be used in its place or as per the Duty Officer.
4. The minimum recommended crew is 2 First Responders;
5. Fire Department personnel are not to drive the Ambulance unless they are properly licensed (BC Drivers License Class 4)
6. When the FR Form is completed the pink copy will be forwarded to one of the medical coordinators for filing. (Yellow/White Copies stay with BCAS)

Fire emergencies take priority. If the Fire Department is Enroute responding to a First Responder Request and a Fire incident comes in the driver will divert to the Fire incident and BC Ambulance Dispatch will be notified. When Fire Crews are already committed at a fire scene then Emergency Health Service's Dispatch is to be advised that we are unable to respond.

When fire crews are on scene at a medical incident and are subsequently dispatched to a fire emergency, the incident commander will notify if they are able to respond, or arrange for a page out for additional members to respond to that incident. If at all possible additional apparatus will respond, even if one crew member is left at the scene with the patient.

It is recognized that the Fire Department may still receive calls or have someone walk into the fire station for medical emergencies from the public. Members in attendance will immediately relay calls for medical assistance to BC Ambulance Dispatch Center. If required a member may contact fire dispatch and ask for the fire department to respond.

If a Fire Department member is required to assist the Ambulance crew Enroute to the hospital it will be the Ambulance service's responsibility to return the Fire Fighter to the Fire Station. While with the Ambulance Service if any medical calls are attended where the Fire Fighter might administer medical assistance the fire fighter will be under the Liability of the Emergency Health Services. This will have no impact on the Dashwood Fire Department whatsoever from any legal proceeds that might arise from this type of assistance.

When a First Responder Call is required by Dashwood Fire Department and there insufficient members and/or any qualified personnel to attend the incident, Fire Dispatch will be notified as soon as possible to notify B.C. Ambulance Service of this situation. This will have no legal impact on the Dashwood Fire Department, it will be understood that the Dashwood Fire Department is there to support the B.C. Ambulance service not take the role of the B.C. Ambulance Service, so that if we are unable to respond to a medical incident due to shortages of qualified members or another "Fire" related emergency the B.C. Ambulance service will be notified as soon as possible.

Type of responding Personal Protective Clothing

When Enroute to First Responder calls, the type of personal protective clothing will be:

- Helmet, with accountability tags in place (helmet does not have to be used if the type of call does not require head protection, if any overhead hazards exist then helmet is required)
- Turn-out bunker pants, and steel toed rubber boots, N95 mask and safety glasses. Turn-out jackets are required to accompany turn-out pants but turn-out jackets are not required unless the situation requires the added protection of a turn-out jacket.
- Fire Department issued uniform with Steel toes boots are acceptable as long as the member brings their turnout gear with them on the incident. Long sleeve shirt or jacket is recommended.

Response Procedures with BCAS

Prior to EHS

1. Upon arrival at a medical scene prior to Ambulance personnel, the First Responder medical team of an officer and medical responder(s) will:
 - a) provide medical care prior to BCAS arrival,
 - b) provide a medical update to the BCAS personnel on their arrival
 - c) Assist BCAS personnel as required.
2. A First Responder access/egress team will maintain access and egress routes assist BCAS personnel with equipment and patient egress.
3. When First Responders arrive prior to BCAS and have assessed the patient, they will give a brief update to the BCAS personnel on arrival. This update shall preclude immediate BCAS intervention if required. A First Responder Form will be completed and left with BCAS crew as part of the pre-hospital record.
4. An incomplete First Responder Form is only acceptable when the priorities of patient care prevent its completion or BCAS personnel arrive prior to its completion. Patient transport will not be delayed.

With EHS

1. Upon arrival at a medical scene with BCAS personnel within sight or on scene, the First Responder medical team will assist BCAS personnel with medical equipment, patient care and patient egress as requested.
2. A First Responder access/egress team will maintain access and egress Routes, as well as assist BCAS personnel with equipment and patient egress.

After EHS

1. Upon arrival at a medical scene after BCAS personnel, the First Responder medical team will assist BCAS personnel with medical equipment, patient care and patient egress as requested.
2. A First Responder access/egress team will maintain access and egress Routes, as well as assist BCAS personnel with equipment and patient egress.

Change and Notification of Response

1. If in the judgment of the BCAS personnel, after the patient assessment, First Responders are not required at a medical call, they shall cancel the First Responder response. Once cancelled on a call, the First Responder shall not continue to remain at the medical scene. Should there be any emergency issues in addition to the medical nature of the call, the First Responders will continue to the scene and the Fire Officer will conduct a scene assessment. *If there are no hazards, the Fire Department will then terminate their response. If there are hazards, the Fire Department will remain on scene to mitigate those hazards.*
2. First Responders may advise BCAS Dispatch that the patient does not require emergency treatment or that there is no patient, but First Responders shall not cancel BCAS on medical calls. When possible, First Responders will remain on scene until released by BCAS.

Responses involving Illicit Drug Activity.

- If you enter a room and notice that there are signs of illicit drug activity or that there is any kind of white powder spread around, **you must remove the patient from the room as carefully as you can to an area free from contamination with appropriate PPE on.**
- **Make every attempt to minimize the disturbance of any white powder or drug paraphernalia.**
- If patient is contaminated with a white powder, the Responders must remove the patients clothing so as to cause the least amount of disruption to the powder as possible.
- While the clothing is being removed, the officer in charge should locate a safe well ventilated area for the Responders to work on the undressed patient.
 - **Note: Naloxone can be administered through clothing prior to decontamination if the situation requires.**
- Carefully move the undressed patient away from all contaminated clothing to the designated clean area.
- If required the Officer should direct the Responders or other personnel to establish a basic method of patient Decontamination.
 - The most basic method of Decontamination consist of copious amounts of cool clean water and mild soap (E.g. Johnston & Johnston / No more tears).
 - Initiate the EMS First Responder medical aid protocol as soon as safely possible
 - The responders treating the patient may need to decontaminate themselves during or after patient treatment if they have been accidentally contaminated.

During patient treatment Responders should pay close attention to their own well-being.

- **In particular they should be aware of the sudden onset of the following symptoms:**
 - Nausea
 - Confusion
 - generally feeling unwell in comparison pre incident health

(Proceed to the next step if any of these symptoms are present)

- The possibly exposed member may need to be decontaminated.
- Remove the affected Responder from immediate area and have them report to BCAS for assessment and treatment once decontamination is complete.

If while conducting your First Responder Protocol you find that your patient is showing signs of being exposed to an opioid, administer the following steps as urgently as possible.

(As per steps taken from FFR Naloxone administration)

Look for the following signs:

- Signs of injection drug use (e.g. track marks)
- Signs of inhalation in oral and nasal mucosa
- Evidence of intoxication during assessment (e.g. alcohol, stimulants, depressants, other)

Perform an assessment for the following:

- Level of consciousness - the person can't stay awake, walk or talk, unresponsiveness
- Little or no response to a sternal rub
- Pinpoint pupils or eyes rolled back
- Body is limp
- Slow or absent pulses
- Slow or absent breathing (< 8 breaths per minute), snoring or gurgling
- Low oxygen saturation (< 92% oxygen saturation on room air)
- Skin looks pale or blue, especially nail beds and lips, feels cold
- Vomiting

If you see the any of the above signs or symptoms:

Call EPOS physician (1 855-951-4789) to confirm clinical appropriateness of naloxone deployment.

Please provide the following information:

- Who is calling? e.g. *Vancouver Fire Rescue – FF Smith from VE01!.etc.*
- What is the response number? e.g. *12345*
- Why are you calling? *Suspected Opioid Overdose*
- Where are you? *Incident location*
- What happened up to this point? (brief) *Describe scene/patient*
- Relevant medical history? *If known*

After calling the Physician and permission has been begin the administration of the naloxone injection

Responder FFR & EMR Administration of Naloxone

1. **STIMULATE** the patient by talking loudly at them, **PERFORMING** a sternal rub and telling them to breathe
2. **ASSESS** and **SUCTION** the airway to clear it of vomitus or excess secretions
3. **If** they remain unresponsive **PLACE** an oral airway of appropriate size. Deeply unconscious patients should tolerate an oral airway
4. **BEGIN** bag valve mask ventilation with oxygen and deploy the oxygen saturation monitor
5. **CHECK** for the presence of a pulse. If absent **COMMENCE** CPR
6. **PREPARE** to give naloxone

Appropriate equipment should be included in your medical kits in addition to current equipment carried as outlined below:

- Naloxone (2 x 1.0 ml ampoules of 0.4 mg/mL naloxone)
- Needle and syringe sets (3 mL syringe barrel, 22G x 1 inch needle)
- Alcohol swabs
- Non sterile nitrile gloves
- Plastic ampoule breakers
- Naloxone Administration Information Form
- Relevant medical history? *If known*

Preparation of the medication:

Confirm the following:

- Medication name
- Dosage and concentration (i.e. Naloxone, 0.4 mg/ml, 1 mL ampoule)
- Expiration date

- Appearance of solution (ensure the solution is clear no cloudy appearance, abnormal colour or precipitate present)
- Ensure your 3mL syringe and 22 Gauge needle are together and ready for you to use.
- Keep needle capped until ready to draw up the medication.
- Hold the Naloxone ampoule upright and tap the bottom gently to
- dislodge any trapped solution from the neck of the vial

Break the Naloxone ampoule open by:

- Placing the plastic cap over the ampoule neck.
- Holding the ampoule base securely between your thumb and index finger of your non-dominant hand.
- With your dominant hand, place your thumb at the base of the plastic plunger (which should be near the scored portion of the ampoule neck) and your index finger near the top.
- Using your thumb push into the vial and pull toward you with your index finger (like you are snapping the neck of the vial)
- Using a syringe, insert needle into ampoule and draw plunger back until correct dosage obtained

Remove air bubbles from syringe by:

- a. Holding syringe with the needle up
- b. Tap the barrel of the syringe with finger to move the bubbles to the top
- c. Pull back slightly on the plunger to make sure all of the fluid is out of the needle
- d. Gently push the plunger until you see a drop of fluid on the bevel of the needle

Administer the medication:

- a. Needle Insertion
- b. Hold the muscle broadly, do not pinch skin
- c. Insert the needle at a 90-degree angle into the muscle in a smooth and steady motion
- d. Medication administration
- e. Inject the medication in a slow, steady motion into one of the large muscle groups previously identified

Post-injection:

- a. Withdraw needle slowly
- b. Apply gentle pressure and bandage to injection site
- c. Immediately dispose of used needles into the sharps container
- d. **DO NOT** recap needles

Document on the First Responder Report in the “Additional Treatments and/or Comments” section the administration of the medication including:

- a. Time
- b. Name of drug
- c. Dose
- d. Route (I.M.)
- e. Site injected
- f. Patient response

Complete Naloxone Administration Evaluation Form

After Administration of Naloxone ensure the following:

- **CONTINUE** BVM ventilation, taking care to assess for the presence of vomitus or excess secretions. If necessary **SUCTION** the airway
- May **RE-ADMINISTER** administration of 0.4 mg naloxone after 5 minutes if little or no response to first injection. *Note the total maximum dose is 0.8 mg of naloxone*
- Continue to **ASSIST** ventilation and keep the airway clear of vomitus and secretions. Be prepared to roll the patient to assist in clearing the mouth of vomitus and secretions.
- Continue to monitor and support respiratory and cardiac status until higher level of care arrives

Minimums for cleaning and disinfection:

- Gloves must be worn when cleaning and disinfecting equipment. If there is any potential for splash with blood or body fluids PPE must be worn and should include, gloves, gown, mask and eye protection (face shield or safety glasses)
- Cleaning equipment should be clean before use and cleaned after use.
- Cleaning and disinfecting is generally completed in 2 step process:
 - First Step: Cleaning equipment and surfaces using detergent and water, to remove any soiling, dirt, dust, blood or body fluids. Firm pressure is used.
 - Second Step: disinfecting equipment and surfaces is completed using a disinfectant. Firm pressure is used.
- Cleaning and disinfecting products must not be mixed as the detergent inactivates the disinfectant. For example, do not mix bleach with a detergent.
- Spray cleaning fluid should not be sprayed directly onto an item, as it may cause aerosolization and/or splash back of blood/body fluid, spray onto a cloth and then wipe the item clean.
- It's important to allow sufficient **wet contact time** to kill microorganisms as identified in the manufactures instructions;
- Proper Hand Hygiene must be performed following all cleaning and disinfection procedures.

Surfaces or equipment that is touched repeatedly throughout a call is known as a “high touch surface” These surfaces require focused attention. High touch surfaces should be cleaned after each use. Consider what kits were used, what pieces of equipment may have been touched during the incident.

A higher level of cleaning may be required based on the level of contamination of the kit or equipment. This type of cleaning is known as a “Deep Clean”. This clean includes a removal of all items in and around the affected kit, and wipe/clean and restock as required. If any items are questionable as to if they are suitable to be cleaned and placed back in service, the item(s) will be taken out of service and either professionally cleaned or discarded depending on the item. ‘

Please Reference: OG 1.08.03 Cleaning and Disinfecting of Patient Care Equipment for a more detailed guide to cleaning and disinfecting.

Nick Acciavatti

This O.G. Replaces:

Issued by:

Signature of Fire Chief

Date of issue: Oct 15 2004

Amended: March 29, 2017

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.03
SUBJECT: Response to Incidents – Request for Mutual Aid	1 of 1

Purpose: To establish a command system that may be applied consistently to all Dashwood Volunteer Fire Department mutual aid situations.

Scope: To all Fire Department Personnel.

Guideline: O.G.# 2.02.03 "Mutual Aid" shall be applied to all mutual aid incidents carried out by the Dashwood Volunteer Fire Department. All Department personnel identified within the scope of O.G.# 2.02.03 shall be familiar with, and carry out their responsibilities identified within this Guideline.

Procedure: The duty officer will at the earliest stages of an incident, request mutual made via Fire Dispatch for the appropriate agencies for the incident that we are responding to. When making requests for Mutual Aid command needs to be specific on what they need. (i.e. EHS with 1 Car for Fire Stand by, BC hydro to cut the power to the home, and 1 engine, 1 tanker and man power from Bow Horne Bay Fire Department etc.)

Common Mutual Aid Requests.

1. Structure Fires - EHS, BC Hydro, if needed Command will also request for additional support from Neighboring Fire Departments. North of the Station 61- Bow Horne Bay, South of Station 61- Qualicum Beach Fire Department and Station 62 area – Coombs Hillier's Fire Department.

2. MVA's – Request for "Jaws of Life" will be made via fire dispatch for Qualicum Beach Fire Department.

3. Fire Investigator - The Office of the Fire Commissioner will be contacted anytime that the scope of the investigation is beyond the capabilities of the department's investigators or if the possibility of criminal activity is suspected.

4. All other requests- All other mutual aid requests will be made as they are needed by command.

<p>_____ Nick Acciavatti Issued by</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 23, 1996</p> <p>Amended: November 2007</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.04
SUBJECT: Response to Calls – Mutual Aid	1 of 1

Purpose: To establish a command system that may be applied consistently to all Dashwood Volunteer Fire Department mutual aid situations.

Scope: To all Fire Department Personnel.

Guideline: O.G.# 2.02.04 "Mutual Aid" shall be applied to all mutual aid incidents carried out by the Dashwood Volunteer Fire Department. All Department personnel identified within the scope of O.G.# 2.02.04 shall be familiar with, and carry out their responsibilities identified within this Guideline

Procedure: The Dashwood Volunteer Fire Department will respond to requests for Mutual Aid for support from other Fire Departments in the following manor.

1. The Dashwood Volunteer Fire Department will only send enough apparatus to meet the minimum requirements of the requesting department. At a minimum there will be one engine and one tanker staffed with fire fighters left in the area at all times.
2. If such request summons all of the apparatus/manpower of the Dashwood Volunteer Fire Department, then a neighboring fire department will be requested to cover the Dashwood Fire Protection area. Under no circumstances will the Dashwood Fire Protection area be left with no fire protection to answer incidents in the Dashwood Fire Protection area. It may a request of the on call Duty Officer to have a neighboring fire department send a staffed engine to stand by at Station 61 (Dashwood)
3. All other requests for mutual aid will be at the discretion of the on call Duty Officer.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.05
Title: Response to Incidents- Natural Gas	PAGE 1 OF 2

Purpose: To ensure the safety of Department members and public when dealing with incidents involving Natural Gas.

Scope: All Fire Department Personnel.

Guideline: Natural Gas presents a serious hazard to Fire Fighters, emergency workers and the public. Department members must respond to natural gas incidents in accordance with guidelines established by this department and the gas company. Standard response will be 2 engines.

Procedure:

Safety: Members are not to enter an area of suspected high concentrations of gas unless it is necessary to resolve an immediate threat to life. In such a situation full protective clothing is to be worn, including SCBA. These measures must be taken under the Incident Command System and Passport Accountability System.

Gas Filled Building

- 1.0** The gas company must be informed immediately of all incidents involving Natural Gas.
- 1.1** Avoid stopping or parking apparatus adjacent to doors or windows of a building suspected of having a gas leak.
- 1.2** Upon arrival on scene of an emergency involving natural gas, members must establish a minimum perimeter of 100 meters (328 feet) for non-essential personnel.
- 1.3** Department members should not operate natural gas system valves unless it is necessary to resolve an immediate threat to life or prevent a possible explosion and fire.
- 2.** Department members should take following actions:
 - a)** Evacuate all occupants from the building;
 - b)** Eliminate possible sources of ignitions;
 - c)** Clear all people and traffic from the vicinity of the building and move them upwind if possible;
 - d)** Ventilate the affected building as freely as possible by opening windows etc.

Gas Escapes in the Open

- Department members should take the following actions:
- a)** Notify the gas company immediately.
 - b)** Care must be taken on scene when positioning apparatus. Apparatus and members should be up wind of the incident.
 - c)** Clear all people and traffic from the vicinity of the broken line. Do not allow anyone except the gas company personnel near the source of the escape.
 - d)** Eliminate all sources of ignition

- e) Members must use extreme caution and not approach leaking or broken polyethylene pipes as this material can generate a large static charge, which can result in an electrical arc when touched by members or equipment.

Dealing with migrating gas:

- a) **Above Ground** – check wind direction, the wind may drift the escaping gas into adjacent buildings. Close or block off doors, windows and air entry ducts. Shut off the gas at the gas meter and treat it as a Gas Filled building.
- b) **Below Ground** – check nearby buildings for gas entering the basements by way of drain tiles. If gas gets into the buildings, block off the openings by which the gas is entering and treat as a gas filled building.

Fire Involving Natural Gas

Department members should take the following actions:

- a) Notify the gas company
- b) Rescue or evacuation of personnel.
- c) Protect exposures.
- d) Do not attempt to extinguish escaping gas.
- e) If storage tanks and cylinders are involved, keep cool.
- f) Shut off gas supply at the meter if possible.

<u>Nick Acciavatti</u> Issued by: _____ Signature of Fire Chief Amended: April 24 2013	This O.G. Replaces: Issued: November 2007
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G.#. 2.02.06
Title: Response to Incidents - Motor Vehicle Incidents	PAGE 1 OF 2

Purpose: To establish procedures for the safe operation of fire crews at a motor vehicle incident.

Scope: All Fire Department Personnel

Guideline: A motor vehicle incident is will a tiered response with 1 engine and 1 rescue truck. If there are multiple trapped occupants, then additional units will be called upon by the Commander. Furthermore the notification of the "Jaws Of Life" will be called upon as soon as possible.

Procedure: It shall be the responsibility of the officer in charge to develop a strategy and implement the effective tactical operations to control hazards and remove all the occupants involved in a safe and timely manner.

1. **Positioning The Engine Safely** – The following factors must be considered by the officer in charge and implemented based upon the conditions encountered.

If possible position the engine to provide a safe working area for responding crews. Ideally this is blocking traffic, uphill and upwind, 75 – 100 feet from the incident.

2. **Size – Up** – The officer in charge will complete a 360 degree survey of the scene looking for, but not limited to the following:
 - I. **Hazards** – Hazardous materials placards, electrical wires and kiosks. Traffic, stability of vehicles. Fire and explosion hazards, new vehicle safety systems
 - II. **Number of Vehicles**
 - III. **Number and Location of Patients**
 - IV. **Rescue requirements** – additional resources required
3. **Personal Protective Equipment** – All personnel will wear full protective equipment in accordance with O.G.

4. **Tactics**

- Hazard control:
- Fire – Nothing showing - 20 lbs dry chemical extinguisher will be deployed and in proximity of the vehicle.
- Smoke Showing – place a fire stream between the occupants and the involved area. Effect immediate rescue.
- Electrical - Turn on the 4 way flashers, utilize the battery power to move any power seats away from the air bags, unlocking doors and lowering windows, then disconnect the negative terminal on the battery. This also

reduces a possible ignition source for flammable vapors as well as de-energizing all other electrical components.

- Stabilization - following scene assessment, rescuers must stabilize the vehicle. Techniques for stabilizing vehicles vary depending on the final resting positions of the vehicle.

5. Supplemental Restraint Systems

- **Air Bags** – **"AIR BAGS ARE ALWAYS LIVE"** even if the battery is disconnected and the capacitor has drained down, the air bags can still deploy. Do not work in front of any air bag unless absolutely necessary, if so limit the time of your exposure. Move any occupants away from air bags if possible. Be especially cautious during extrication operations, the crossing of two wires or contact with an air bag component can set off the air bags. Take the time to determine the location of all supplemental restraint systems and their components and avoid them if at all possible. **DUAL STAGE AIR BAG OR SECOND GENERATION AIR BAGS** can deploy twice, always assume that a deployed air bag will deploy again. If the patient is entrapped in the dash or steering wheel, use a dash lift or a roll instead of pulling the steering wheel.
- **Seat belts** – Try to locate the seat belt pre-tensioner by prying up on the plastic cover on the inside of the post will tell you where the location of the pre-tensioner is located.
- **Compressed Gas Cylinders** – Locate all cylinders prior to opening or prying through hoods or hatchback

Nick Acciavatti

Issued by:

Signature of Fire Chief

This O.G. Replaces:

Issued: July 25, 2007

Amended:

OPERATIONAL GUIDLINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.02.07
Title: Response to Incidents Involving Electricity	PAGE 1 OF 3

Purpose: To ensure the safety of personnel when dealing with incidents that involves electricity.

Scope: All Fire Department Personnel

Guideline: All incidents involving electricity shall have immediate notification of B.C. Hydro and if time permits shall be handled by the Hydro crew. Electrical lines shall be treated as live in till verified by B.C. Hydro to be safe. Standard Response will be 1 Engine and 1 Rescue Truck.

Procedure:

Electrical incidents are classified by the voltage involved. Incidents only involving **750 volts or less** between conductors are referred to as **Low Voltage Incidents** and incidents involving **more than 750 volts** between conductors are called **High Voltage Incidents**. Generally anything from the bottom of the pole transformer and above is high voltage and anything below the transformer is considered low voltage. When electrical components are damaged one of the primary issues is whether any of the low voltage components have come into contact with the high voltage components or if there is a potential for this to occur. Situations where low voltage components have come into contact with high voltage are very serous as this allows high voltage into buildings and subjects equipment to voltages it was not intended to safely use.

High Voltage Incidents (greater than 750 volts)

Distribution Lines:

- Fire Fighters must leave electrical lines untouched, call B.C. Hydro to attend and keep other personnel and the public away form the danger area. B.C. Hydro personnel must ground any electrical lines or circuit on site before it can be considered safe.
 - a) avoid stopping or parking apparatus close to electrical hazards. This includes keeping apparatus and personnel back a safe distance from wires to avoid injury form “step potential”.
 - b) Avoid using straight streams near electrical fires
- Upon arrival on scene of an emergency involving electrical lines, an operation perimeter must be established, with uninvolved personnel and public kept outside the perimeter. A rule of thumb for the perimeter is to maintain a distance of one complete span of wires on either side of the fallen wires. Essential personnel must stay back at least 10m (30 feet) from any energized electrical component or metal involved structures.
- If B.C. Hydro personnel are not on scene at an emergency incident involving electrical lines, Department members must remain on scene if possible unless Incident Command determines that no risk to the public exists.
- Fire fighters must not extinguish power pole fires unless life or a major structural component of the electrical system is threatened. If fire control is necessary at any incident involving the electrical system, a wide fog stream form a distance of at least 10m (30 feet) may be applied.

Vehicle:

- If the vehicle is in contact with electrical wires, but can be driven safely by the occupant without increasing the hazard, it should be driven clear of the wires. If it cannot be driven, the occupants must be told to remain in the vehicle and rescue personnel must remain at least 10m or 30 feet away until B.C. Hydro personnel can de-energize and ground the wire.
- If the occupants must be evacuated because of the risk of fire or other danger, they should jump clear of the vehicle with their feet together. They must never contact the vehicle and the ground at the same time. Once clear of the vehicle they should shuffle away from the vehicle. This is hazardous action due to the fear and confusion and must be avoided unless absolutely necessary.

Kiosk:

- Kiosks supplied by underground services present the same hazards as distribution lines. The vault may appear to be undamaged, yet the components inside may be damaged and the kiosk and the area around it electrically charged. Kiosks involved in accidents of fires must be treated the same as electrical wires.

Underground Vaults:

Unless life is at stake, there is no urgency to extinguish the fire or enter the manhole.

- If the man hole is in place and smoke issuing from the holes in the cover, wait until B.C. Hydro has thoroughly evaluated the danger involved.
- If the manhole cover has been removed, do not approach it, but take all necessary precautions until the conditions have been thoroughly evaluated with B.C. Hydro.
- Under no circumstances will any members of the Dashwood Fire Department will enter a man hole, our Department does not have the equipment to handle such emergency. Mutual Aid from Qualicum Beach Fire/rescue will be used.

Rescue is Situations with a Potential for Area to Become Electrically Energized.

- Establish Hot Zone 10m (30 feet) from all items that may become energized.
- Advise all personnel in the hot zone to remain still and wait for B.C. Hydro to arrive on scene.
- Rescuers must not enter the hot zone if there is a conductor on the ground or vehicles/equipment or victim are in contact with BC Hydro lines or electrical equipment.
- If rescue personnel do enter to remove a viable victim they shall:
 - Designate a safety watch to advise rescuers of changes in the situation.
 - Rescuers should not touch any vehicle or apparatus where there is potential for contact with electrical wires.
 - The minimum number of rescuers needed should enter the Hot Zone.
 - Remove victim immediately out of the hot zone, this removal should not be delayed by First Aid considerations.

Low Voltage Incidents (less than 750 volts)

- Upon the emergency call of a structure fire, the answering Officer or Fire fighter will call Fire Dispatch and ask for B.C. Hydro to attend. This will allow minimal delay in Hydro arriving on scene to secure the structure of possible electrical hazards.
- When necessary to turn off power at a structure before B.C. Hydro have arrived, may be done by turning off the main breaker switch in the building. Under no circumstances will Fire Fighters pull the electrical meter at a structure.
- Hydro substations have written emergency procedures located on site. NO fire fighting operations will be undertaken at any incident involving hydro substations unless B.C. Hydro personnel are present. Rescue operations will be carried out only under the supervision of the Incident Command Officer.

<u>Nick Acciavatti</u> Issued by:	This O.G. Replaces:
Signature of Fire Chief	Issued: July 25, 2007
	Amended:

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.02.08
SUBJECT: Response to Incidents – Out of Jurisdiction MVA/Medical Rescues (Areas where there is no Fire Protection)	1 of 1

Purpose: To establish guidelines for responding to 'Out of Jurisdiction' MVA/Medical Rescues (Areas where there is no Fire Protection)

Scope: All Fire Department Personnel

Guideline: It is the policy of the Dashwood Fire Department to have a clear set of guidelines to follow to respond to 'Out of Jurisdiction' MVA/Medical Rescues (Areas where there is no Fire Protection).

Procedure: Upon receipt of a call from either RCMP or EHS for a MVA/Medical Rescue Incident outside any Fire Protection area the Dashwood Fire Department will follow steps to ensure that they contact the appropriate agencies. A call from any other party has to be rerouted via EHS or RCMP dispatch to ensure that we are requested to attend by either the RCMP or EHS.

1. The Duty officer will contact fire dispatch to get a PEP task number before the response of any apparatus.
2. The Duty officer will request to fire dispatch for any additional resources that may be required respond and will request what types additional resources may be required, i.e. "One Rescue Company" or "Arrowsmith Search and Rescue"
3. Once the PEP task number has been received, the Duty Officer will respond direct to the scene and does an initial size up to better inform the incoming units of what is needed.
4. The Duty Officer will then request nearest required **minimal** Dashwood apparatus required at the incident and the responding apparatus will respond with a full crew. (all efforts should be made to ensure that there are sufficient apparatus left back in the fire protection area in the event of another incident)
5. There will be a stand by crew at the nearest fire station incase additional resources are required, once Incident Commander establishes that stand by crews not need they will stand down the stand by crew. The Standby crew will let command know that they are "staffed and ready"
6. Before the termination of the incident the Incident Commander will get a RCMP file and/or the BCAS Response number from and record all the details of the incident to be able to fully complete the required paper work.
7. All incident information will be filled out on the "Dashwood Fire Department Incident Report" and then the information will be passed on to the Fire Chief to complete the PEP forms as soon as possible after the incident.

Reference/Attachments:

Provincial Emergency Program – Road Rescue Services – Bulletin 05.01
 Provincial Emergency Program –Out of Jurisdiction Response by Fire Departments
 'Medical Rescues' Interim Bulletin 05-13

<u>Nick Acciavatti</u> Issued by <hr style="border: none; border-top: 1px solid black;"/> Signature of Fire Chief	This OG replaces: Issued: October 2007 Amended: November 17, 2009
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**INTERIM POLICY
OUT OF JURISDICTION RESPONSE BY FIRE DEPARTMENTS
'MEDICAL RESCUES'**

DEFINITION

- **Medical Rescue:** A response (other than a Road Rescue¹) to assist the British Columbia Ambulance Service by accessing, treating, and transporting an injured person(s) to a safe location when specialized rescue skills and equipment are required.
- **Out of Jurisdiction Response:** The service provided is outside the established municipal and/or fire protection area and is not covered under a mutual aid agreement or extended service by-law.

POLICY

1. The following support package is available to Fire Departments while providing out of jurisdiction 'Medical Rescue' services, subject to the conditions set forth in this policy:
 - a. Workers Compensation Board (WCB) or accidental death and dismemberment (AD&D) coverage;
 - b. Exemption from civil liability;
 - c. Liability insurance coverage; and
 - d. Reimbursement for defined expenses.
2. WCB/AD&D coverage, liability protection and financial reimbursement are contingent on 'Medical Rescue' services being undertaken at the request of the ambulance service and are authorized by a task number assigned by the PEP Emergency Coordination Centre (ECC).
3. Pre-hospital care and transportation of injured persons remains the responsibility of B.C. Ambulance Service, 'First Responders' providing care under BCAS direction are provided liability coverage under the First Responder program

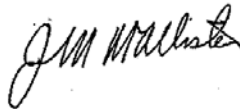
CONDITIONS

¹ Road Rescue is defined as 'A combination of rescue skills which may be called upon either individually or in combination in response to a motor vehicle accident, these include extrication of vehicle occupants, embankment rescue and/or fire suppression.'

4. A task number may be approved if the following conditions are met:
 - a. There is an actual or suspected imminent threat to life, or serious injury,
 - b. The request for assistance is made by the B.C. Ambulance Service, and
 - c. No PEP recognized Search and Rescue (SAR) group is available to respond within a reasonable timeframe, and/or does not have the specific training and equipment required.
5. Personnel responding must be trained and equipped to effect the 'Medical Rescue' in accordance with industry standards, and with due regard for the safety of responders and injured person(s);
6. The fire department is formally established through bylaw, and provided appropriate approval to respond outside their jurisdiction.

PROCEDURES

7. During a response requests for task numbers are made to the PEP ECC at 1-800-663-3456 on a 7 day a week, 24 hour a day basis. The request must include caller/agency name and contact information, known details of the incident and BCAS file number.
8. Personnel responding are to sign a Task Registration form (available from PEP Regional Offices or from the PEP website) for the specific response
9. On completion of response the ECC is to be called with confirmed details of the incident, number of personnel involved, and services rendered.
10. Within 60 days a completed Task Report, Task Registration form and Expense Reimbursement request are to be forwarded through the applicable PEP Regional Office.
11. Expenses for 'Medical Rescue' responses are to be claimed as of rates under PEP policy for Search and Rescue.
12. Should a responder be injured requiring WCB notification, while under a task number, the ECC is to be notified immediately and appropriate forms completed as per PEP policy.



Jim McAllister, Director, Management Services & Programs

Originally approved by: Bob Bugslag, Director

Date approved: July 25, 2005

ROAD RESCUE SERVICES

The following policy replaces Policy Bulletin 05.01 dated August 1, 2005. Changes have been highlighted for ease of reference.

DEFINITION

- **Road Rescue:** A combination of rescue skills which may be called upon either individually or in combination in response to a motor vehicle accident. These include extrication of vehicle occupants, embankment rescue and fire suppression.
- **Road Rescue Service Provider:** An organized fire-rescue service or volunteer rescue group whose members maintain an on-going competence (training and exercises) program that meets or exceeds the Operations Level of vehicle rescue in NFPA 1670 - Standard on Operations and Training for Technical Rescue Incidents, Chapter 6 - Vehicle and Machinery.

POLICY

1. The following support package is available to road rescue service providers for the provision of road rescue services, subject to the conditions set forth in this bulletin:
 - Workers' Compensation Board (WCB) or accidental death and dismemberment (AD&D) coverage;
 - Exemption from civil liability;
 - Liability insurance coverage; and
 - Reimbursement for defined expenses.
2. WCB/AD&D coverage, liability protection and financial reimbursement are contingent on road rescue services being undertaken at the request of the police or ambulance service and authorized by a task number assigned by the PEP Emergency Coordination Centre (ECC).
3. The same coverage may be extended for the use of auto extrication tools and techniques for the release of persons trapped by other means, such as farm or industrial accidents, train wrecks or aircraft crashes. The service(s) must be requested by the police, ambulance service or Rescue Coordination Centre (RCC) and authorized by a PEP task number.

4. Helicopter deployment of a rescue team to a remote area may be authorized by PEP regional manager or headquarters on the request of the police or British Columbia Ambulance Service (BCAS). Transportation of patients to a medical facility is the responsibility of the BCAS and is not covered under the PEP task number.

CONDITIONS

5. The coverage stated above is available under the following conditions:

Fire Departments (Regional Districts, Municipalities or Improvement Districts)

- there is an actual or suspected imminent threat to life or serious bodily injury (i.e., there is a trapped person);
- request has been made by the police, BCAS or RCC and a file number obtained;
- the service provided is outside the established municipal and/or fire protection area and is not covered under a mutual aid agreement or extended service bylaw;
- receipt at the appropriate PEP Regional Office of quarterly reports outlining training and exercises completed that meet the standards outlined within the definition of Road Rescue Service Provider;
- the fire department is formally established through bylaw; and
- a PEP task number has been assigned.

Volunteer Road Rescue Groups

- there is an actual or suspected imminent threat to life or serious bodily injury (i.e., there is a person trapped);
- request has been made by the police, BCAS, or RCC and a file number obtained;
- receipt at the appropriate PEP Regional Office of quarterly reports outlining training and exercises completed that meet the standards outlined within the definition of Road Rescue Service Provider;
- if the volunteer road rescue group is an adjunct service of the fire department, the service is provided outside the established municipal and/or fire protection area; or
- if the volunteer road rescue group is not an adjunct service of the fire or any local authority department, the service is provided from the onset of the call; and
- a PEP task number has been assigned.

ENTITLEMENT

6. The following guidelines will apply with respect to benefits and financial entitlement associated with an approved road rescue task:

Fire Services Responding Outside Normal Jurisdiction

- indemnification against WCB claims¹ and civil liability,
- reimbursement at pre-authorized rates (Annex A) for:
 - vehicle(s)/equipment;
 - third party contracted services, such as helicopter deployment when authorized by PEP regional manager or headquarters;
 - meals, consumable supplies expended; and
- reimbursement for repair or replacement of lost or damaged equipment².

Volunteers/Volunteer Groups

- WCB/AD&D coverage, exemption from civil liability and liability insurance coverage;
- reimbursement of third party contracted services, such as helicopter deployment when pre-authorized by PEP regional manager or headquarters;
- reimbursement at pre-authorized rates (Annex A) for:
 - out-of-pocket expenses (meals and mileage),
 - use of personal/group property (equipment),
 - consumable supplies expended, and
- reimbursement for repair or replacement of lost or damaged equipment in accordance with existing policy².

PROCEDURES

Task Authorization

7. PEP task authorization numbers are quickly available from the PEP ECC 1-800-663-3456 on 24 hours a day, 7 days a week basis. The request should include details of the incident, who requested the task (including police or BCAS file number) and estimated costs. The ECC must be updated if extrication, embankment rescue or fire suppression is required. Only call-outs by police, BCAS, RCC, PEP regional manager or PEP headquarters will be eligible for a PEP task number and subsequent reimbursement.
8. If a helicopter or other contracted equipment/service is required, pre-approval must be obtained through PEP regional manager or headquarters.

In order to ensure that volunteers are covered under the Workers' Compensation Act and have liability protection under the Emergency Program Act, an emergency response task number must be obtained from PEP Emergency Coordination Centre at the commencement of the task. Responding volunteers may use a designate to contact the ECC in situations where any delay will result in life safety issues.

¹ PEP will assume responsibility for WCB coverage/cost of claims during the period personnel are operating outside jurisdiction on an authorized road rescue task.

² Reimbursement for repair or replacement for damage to or loss of vehicles and related equipment will be limited to the lessor of the insurance deductible or **\$1000**.

Expense Reimbursement

9. Task Report and Task Registration forms and Expense Reimbursement Requests must be signed by the appropriate volunteer group leader and then forwarded, within 60 days, through the applicable PEP Regional Office which will ensure proper documentation of the incident and recommend reimbursement of eligible expenses.
10. Requests for expense reimbursement are subsequently processed for payment by PEP Headquarters.

WCB Claims

11. Notify PEP ECC immediately upon being made aware that a WCB claim has been initiated.
12. Complete WCB Employer's Report of Injury or Industrial Disease (WCB Form 7) as much as possible, including subject (worker) information, injury information and witness information.
13. The Director of PEP is the only person authorized to sign the WCB Form 7 if PEP is to assume responsibility for coverage.
14. WCB Form 7 must be forwarded immediately to the applicable PEP Regional Office together with the Task Registration Form and Task Report, if they are available. If not available, do not hold claim, submit immediately and forward Task Registration and Task Report Forms as soon as possible.
15. When a WCB Form 7 is received at the PEP Regional Office, the regional staff will type the form ensuring that information is complete and that a task number has been assigned. The form is then mailed to PEP Headquarters.
16. PEP Headquarters will obtain the PEP Director's signature and fax the WCB Form 7 to the nearest WCB office identified on the form by the Regional Office. PEP Headquarters will retain a copy of form and return original to Regional Office by mail.

IMPORTANT - ALL WCB FORM 7s MUST BE SIGNED BY THE PEP DIRECTOR, DO NOT SUBMIT FORMS DIRECTLY TO WCB.



Cam Filmer
Deputy Director

Attachment: Annex A - Reimbursement Schedule: Road Rescue/Fire Suppression
Tasks

Annex A

**REIMBURSEMENT SCHEDULE
ROAD RESCUE/FIRE SUPPRESSION TASKS**

Vehicles, Equipment and Consumable Supplies

Item	Rate
Vehicles	
Rescue Truck	<u>callout</u> \$125/callout <u>extrication and/or embankment</u> <u>rescue</u> \$250/hour
Fire Apparatus (only when specifically requested for fire suppression to save lives)	<u>callout</u> \$200/callout <u>extrication and/or embankment</u> <u>rescue</u> \$200/hour – standby \$400/hour – suppression used
Utility and/or Personal Vehicles (maximum 4 see note 8)	\$0.46/kilometre
Equipment	
Generator	\$6.50/hour or portion thereof (minimum 2 hours)
Consumable Supplies	
Consumable Supplies Allowance	\$80/task (extrication or embankment rescue task only)

Notes:

1. Vehicle rates include crew, equipment (less generators), fuel, oil and insurance. Rates are applicable from time vehicles are dispatched and continue until returned to quarters – billed at the closest 15 minutes (.25 hours). Rate also includes first 150 kms round trip; distance in excess of 150 kms round trip will be reimbursed at **\$0.46/km**.

2. **Callout rate (maximum allowed) is applicable when crew deploys but no extrication or embankment rescue is required or the task is cancelled enroute. Flagging is only authorized for the purpose of the safety of the emergency services personnel involved in the removal of the victim(s).** Once the victim(s) are safely extricated, flagging is no longer covered by PEP.
1. Standby rate is applicable for deployed fire apparatus during an **extrication and/or embankment rescue** but no fire suppression required.
3. Consumable supplies allowance is intended to cover the cost of such items as personal protection equipment (gloves and masks), flashlight batteries, flares and absorbent routinely consumed **during an extrication and/or embankment rescue only.** Foam, when used, will be reimbursed separately.
4. Third party contracted services, such as helicopter deployment/recovery, will be reimbursed at actual cost. PEP regional manager's or headquarters' pre-authorization required.
5. Meal expenses incurred as the result of an **extrication and/or embankment rescue**, which exceeded three hours duration, will be reimbursed at the rate of \$13.25 per meal to a maximum of four meals per 24-hour period.
6. Accommodation expenses incurred as the result of an authorized task will be reimbursed at the BC Government Group 1 rates for commercial accommodation or private lodging. PEP regional manager's or headquarters' pre-authorization required.
7. Response personnel are encouraged to muster at a hall and respond in the emergency vehicles. Only under exceptional circumstances, for example a multi vehicle MVI requiring additional support, will more than 4 responding vehicles be considered for reimbursement. This is at the discretion of the appropriate regional manager.

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.09
Title: INCIDENTS INVOLVING CLANDESTINE DRUG LABS, GROW OPERATIONS or OTHER ILLEGAL SITES	PAGE 1 OF 2

PURPOSE: To ensure the safety of fire department personnel at incidents involving clandestine drug labs, marijuana grow operations or other illegal sites.

SCOPE: This Operational Guideline applies to all Fire Department Personnel.

Guideline: Fire department personnel will take additional precautions when working at incidents involving clandestine drug labs, marijuana grow operations or other similar sites.

RATIONALE: Sites involving clandestine drug labs, marijuana grow operations or other illegal activities often involved additional hazards not commonly found at legal sites. The potential for increased danger including rapid fire extension, explosion, toxic vapors, and personal injury is far greater. It is for these reasons that fire department personnel working at these sites shall take additional precautions.

PROCEDURE:

- 1) Sites involving clandestine drug labs, marijuana grow operations or other illegal activities shall be referred to as "Special Operations Sites".
- 2) If a site is identified as a "Special Operations Site" **prior** to firefighters entering the structure Command shall determine if entry can be avoided by using an exterior attack or if entry can be made safer by adjusting normal operating procedures.
- 3) If Command identified a site as a "Special Operations Site" **after** firefighters have already entered the structure he will immediately recall them. Radio communication should be avoided unless all of the radio equipment being used is intrinsically safe as the interior firefighter may be in an explosive atmosphere. Command shall re-access their action plan to determine if entry can be avoided by using an exterior attack or if entry can be made safer by adjusting normal operating procedures.
- 4) If interior firefighters discover a "Special Operations Site" they should immediately exit the structure and advise Command of their findings. They should exit without touching any switches and should avoid using water until the site can be better accessed. Radio communication should be avoided until the firefighters are out of the structure unless all the radio equipment being used is intrinsically safe. Command shall assess these firefighters to determine if they need to be decontaminated before returning to service. Command will also record the time, length and type of exposure the firefighters faced.
- 5) Once a site has been identified as a "Special Operations Site" Command shall:

(See attachment "A", "Special Operation Site" check list)

- a. Request that the fire departments "Special Operations" trailer responded to the site. Once on site the fire departments decontamination equipment will be deployed.
 - b. Ensure that the electric utility company has been called to cut all power to the structure.
 - c. Ensure that any natural gas or propane supplying the structure has been turn-off.
 - d. Ensure that the RCMP has been called to attend at the site.
 - e. Ensure that BCAS has been called to attend at the site.
 - f. Ensure that proper personnel protective equipment is used by all persons involved in the incident.
 - g. Ensure that a both Safety Officer and a Rescue Team (RIT) has been assigned and briefed.
 - h. Ensure that no unnecessary personnel enter the Hot Zone.
- 6) Where a "Special Operations Site" does not involve a fire, it must be recognized that many of the same hazards still exist, and the same precautions should be taken.
- 7) Any firefighters or equipment that may have become contaminated might require decontamination.
- 8) These "Special Operations" sites shall be considered HAZ-MAT sites. All personnel that have been in the HOT ZONE shall be assessed to determine the need for decontaminated.

ATTACHMENTS

Attachment "A": "Special Operation Site" check list

RELATED REFERENCES

O.G. #2.23.03 Decontamination Procedures

<u>Nick Acciavatti</u> Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: July 25, 2007
	Amended:



Dashwood Fire Department

Special Operations Site

Command Checklist

Once a site has been identified as a "Special Operations" site Command shall:

1. Ensure all personnel on site have been advised.
2. Consider the need to suppress the fire. It may be safer to let it burn out.
3. Request that the emergency decon kit be responded to the site.
4. Prepare for decontamination of firefighters and equipment.
5. Establish control zones. HOT, WARM & COLD. Stay uphill and upwind.
6. Consider requesting additional resources. Mutual aid, contractors, specialist.
7. Initial evacuation of at least 100 feet each side (one house each side). Consider larger evacuation, up to 500 feet each side (one block each side).
8. Ensure that the RCMP has been called for investigation and evacuation.
9. Ensure that BCAS has been requested to attend the site for medical support.
10. Ensure that BC Hydro has been called to cut power to the site.
11. Ensure gas propane and natural gas has been shut-off.
12. Ensure that all persons use proper personnel protective equipment.
13. Ensure that a Safety Officer has been appointed and briefed.
14. Ensure that a Rescue Team (RIT) has been established and briefed.
15. Ensure that no unnecessary personnel enter the Hot Zone either during the fire suppression phase or during the overhaul and investigation phase.
16. Record, using notes, cameras and video as much information as possible regarding the site and dangerous goods involved.
17. Identify the hazardous materials involved.

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.10
Title: Response to Incidents - Flooding	PAGE 1 OF 1

- Purpose:** To establish procedures on handing emergency calls for Flooding
- Scope:** All suppression personnel.
- Guideline:** It is a guideline of the Dashwood Fire Department to know how to handle Emergency calls for flooding to maximize life safety and to initially organize the response additional personnel through the Regional District of Nanaimo's emergency coordinator. Standard Response will be 1 engine.
- Procedure:** Our role in flooding is emergency measures only, we have a limited number of sandbags and we if called upon will only perform emergency sand bagging until RDN emergency coordinator can make arrangements with P.E.P to organize manpower.
1. Emergency Call out for flooding from citizens or prior authorization from a Chief or Duty officer.
 2. Call Jani Drew @ 1-250-713-2057 or Ministry of Land Air and Water @ 1-800-663-3456
 3. Perform emergency sand bagging – evacuate residents which ever is higher priority.
 4. Once residents are safe – then fire departments role will be complete and we will clear the scene.

Fire department personnel are not to commit them selves to sand bagging efforts, committing our personnel to these efforts take away from our responsibility as a Fire Department.

<u>Nick Acciavatti</u> Issued by: Signature of Fire Chief	This O.G. Replaces: Issued: July 25, 2007 Amended:
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OPERATIONAL GUIDELINES

Dashwood Volunteer Fire Department	O.G.# 2.02.11
TITLE: Response to Incidents - Search and Rescue Structures	Page 1 of 3

Purpose: To safely locate, protect and remove fire victims.

Scope: All Fire Department personnel.

Procedure:

Rescue:

The incident commander will direct on scene personnel and secondary arriving personnel for support and engagement in the search, rescue and protection of victims until this priority has been completed.

There are several considerations involved in the rescue procedures:

- 1) The degree of danger to the occupants.
- 2) The method of rescue.
- 3) The time limit imposed on the rescuers by the fire.
- 4) The number of persons needing assistance.
- 5) The personnel available.

Priorities must be established when more than one person is in need of rescue, and these priorities should be determined on the basis of who is in the greatest danger.

Rescue priorities usually fall in the following order:

- 1) The most severely threatened or closest to the fire.
- 2) The largest number or group.
- 3) Remainder of occupants in the fire area.
- 4) Those in the exposed areas.

In many instances, it may be necessary for the first in Engine to conduct a fire attack simultaneously with rescue operations. In this case, the hose(s) shall be deployed between the fire and occupants for protection of victims. Often an aggressive attack on the fire with a hose stream is the best way to save endangered people.

Search:

The only assurance fire fighters have that all occupants are out of the building is through their own search. The search for victims takes place during the two major victim-finding activities, the primary search and the secondary search.

Primary Search

This is a rapid search of the areas affected by the fire which can be entered to removal or protect all occupants. Search of a fire building should be performed systematically to avoid missing anyone. Those assigned to search should follow a pattern and marking the doors with a single slash of red lumber crayons indicating this area has been searched. The red lumber crayons can be found in the cab of each Engine.

When a primary search is completed and occupants are protected or removed, the incident commander will broadcast, "**Primary search all clear.**"

Secondary Search

Heat and smoke conditions can limit the effectiveness of a primary search. So a secondary search is made when conditions have abated to point where a care full and complete search can be made. This secondary search should include:

- 1) All the places where someone might have taken refuge.
- 2) Places to which and individual could have fallen, jumped or collapsed unconscious.

During the secondary search the fire fighters should make the existing slash from the primary search into an "**X**" indicating the secondary search has been done in that room.

When a secondary search is completed and occupants are protected or removed, the Incident Commander will broadcast, "secondary search all clear". Any victims that are located should be moved to an area of safety as soon as possible. Fire fighters must take into account that the occupants do not have the same protective equipment that they have. Therefore, it may be necessary to find a safer way to retreat. Once Fire fighters have successfully removed a occupants, place the occupants in someone's care.

When a Secondary search is completed and occupants are protected or removed, the incident commander will broadcast, "**Secondary search all clear.**"

Safety

Certain precautions must be taken for the safety of the searchers.

- 1) The fire fighters will work under the Dashwood Fire Department accountability system and never out of visible/verbal range of team members.
- 2) Some type of guideline should be used such as a rope or a hose line. However, the hose line will drastically slow the rescue operation. It may be necessary to do the search with out a guideline. The rescuers should maintain contact with the wall and try to maintain a sense of where they are in the building. They should note the locations of doors and windows in the event that rapid evacuation from the area is necessary. Before entering the structure the search team will notify Command over the radio that they are entering the building with out a guideline. It is the responsibility of the Attack/Operations Sector Officer to ensure that reasonable radio contact is made with the search team that is working with out a guideline.
- 3) The Dashwood Fire department has adopted a system of knowing the sides of a building. Alpha in most cases is the street side or address side of the building then clockwise from that is Bravo, Charlie, and Delta walls. Search teams should radio to command each time they are at a new wall. They should say what wall they are on, Alpha, Bravo, Charlie or Delta wall.

- 4) All search teams will carry forcible entry tools, portable lights, and a portable radio. This will not only to assist in the search but also in his/hers own escape, if necessary.
- 5) The team will not pass through a doorway with out making sure the door won't close or lock behind them.
- 6) When a search is made quite near the fire area, they should have a charged hose line. Fire fighters should be constantly aware of their location and escape routes. Under Heat and smoke conditions it is preferable to make the search in the crawling position, for several reasons:
 - a) Visibility is usually much better near the floor.
 - b) Heat is much less near the floor.
 - c) Safer position for a sudden flashover or intensification of the fire.
 - d) There is less danger of falling through a hole or into a shaft or other floor opening.
- 7) When fire fighters search for people, they can also search for extension of the fire, which should be continuous.
- 8) Ventilation is another important duty that can be combined with a search. As fire fighters search they can open windows however, if positive pressure ventilation is being used windows should not be opened.

<u>Nick Acciavatti</u> Issued by:	This O.G. Replaces:
_____ Signature of Fire Chief	Issued: July 25, 2007
	Amended:

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.02.12
SUBJECT: Response to Incidents – Vehicle Fires	1 of 1

Purpose: To establish a procedure extinguishing Motor Vehicle Fires

Scope: To all Fire Suppression Staff

Guideline It is a guideline of the Dashwood Volunteer Fire Department to have a written set of guidelines on how to extinguish and deal with motor vehicle fires.

Procedure:

The first in officer will assume incident command and do a full and complete size up of the vehicle on fire, assess any rescue requirements and then the commander will choose the best method of attack according to the degree of involvement. At minimum crews will follow these guidelines below for a fully involved motor vehicle fire.

1. Position the attack engine in a safe location blocking the flow of traffic and with-in a safe distance away from the vehicle that is on fire. Position apparatus and attack hose lines up hill and up wind.
2. All Fire fighters that will be attacking the fire will don full PPE including SCBA, crews will work in teams of two and will pull a minimum of two 1-3/4" attack lines and will work under the direction of their incident commander to extinguish the fire.
3. The apparatus engineer will cone off the apparatus and assist, if needed in pulling out attack lines; the engineer will also turn on the foam system to .05% to supply the attack lines with class "A" foam.
4. Fire Attack will take place once both teams are in place, then one team will become the back up team hosing underneath the vehicle protecting the attack team. Then the attack team will do their best to attempt to extinguish the fire from a safe distance, once the attack team deems its safe to move in they will perform overhaul and extinguish any hot spots. Once the fire has been extinguished the incident commander can chose to open up the roadway for traffic.
5. RCMP will be advised of the fire and it will be up to the RCMP or the owner of the vehicle to arrange for towing. Emcon may be contacted for clean up of the roadway or any run off that is caused from the extinguishment of the vehicle.
6. If the fire is suspected to be suspicious in nature the vehicle will be investigated by fire department investigators and the RCMP will be contacted.
7. The incident commander will record all the information from the incident, license plate number, drivers name (if available) registered owner, make model and year, then will also take digital photo's of the vehicle. Once back at the station the incident commander will fill out the appropriate paper work.

<p>_____ <u>Nick Acciavatti</u> Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.13
SUBJECT: Response to Incidents –Fire Alarm Activations	1 of 1

Purpose: To establish written guidelines on responding to Alarm activations.

Scope: All fire department personnel.

Guideline: All calls for Alarm Activations will be treated as if there is a suspected fire, crews will take all precautions to safely manage the alarm activation and treat all alarm activations in the same manor.

Procedure:

Standard response for alarm activation will have the duty officer respond direct to the incident and will followed apparatus response order for this type of incident.

1. The first in officer will assume command and do a full size up of the structure and broadcast the size up over the radio.
2. Responding engine companies will don full PPE including SCBA.
3. The First in engine company will announce that they are nearing the incident and at the discretion of the incident commander secure a water supply, where there is no water supply the next in tanker will set up for a porta-pond.
4. Once on scene the incident commander will assess the incident and select the method of attack, if there is no need for attack the incident command will establish what apparatus are required and will have other responding apparatus return to quarters.
5. The alarm company maybe contacted if there is no one in attendance at the structure and if forcible entry had to be used to enter the structure.
6. Fire crews will do their best to fully investigate the cause of the alarm activation and report their findings to the incident command.

Updated enroute that the call is False.

If the fire department is updated enroute that the alarm was false, all responding apparatus will respond routine and will down grade to 1 duty officer and 1 engine company to confirm the alarms were false and assist in resetting the alarm if needed.

Documentation

The incident commander will record the owner/occupant's name and phone number, all findings/cause's of the alarm activation and the actions that they took on scene. All information will be recorded in the incident report form.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.14
SUBJECT: Response to Incidents – Bomb Scare	1 of 1

Purpose: To establish procedures for incidents involving bomb scares or threats

Scope: All Fire Department Personnel

Guideline: Bomb Scares or threats are, and will be the responsibility of the RCMP.

Procedure: All reports of bomb scare or threats will be referred to the RCMP. The incident commander will notify Fire Dispatch and request that the RCMP be called to attend. At the request of the RCMP, the fire department members will attend to assist in evacuation and fire suppression.

All bomb searches will be conducted by the RCMP. Fire Department members will not perform or assist with this function.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.15
SUBJECT: Response to Incidents – Biological Weapons Threat	1 of 1

Purpose: To establish the responsibility for responding to incidents involving biological weapons such as Anthrax, etc.

Scope: To all Fire Department Personnel

Guideline: The Fire Department will not respond to biological weapons threats. This is, and will be the responsibility of the RCMP.

Procedure: The incident commander will refer all reports of biological weapons threats immediately to the RCMP.

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.16
SUBJECT: Response to incidents – Forest and Grass Based Fires	1 of 2

Purpose: To provide for the safe and efficient response to forest and grass based fires, and to require fire department members to follow safe work practices for all designated job duties during these responses.

Scope: All Fire Department Personnel.

Guideline: The Incident Commander will assess the fire scene and determine if additional resources are required and if the fire is within "Fire Protection" or "Out of area"

Procedure: The Incident Commander will assess the fire scene and will apply the BC Forest Services' ranking system. (Rank 1-6)

The Incident Commander will contact Fire Dispatch to request assistance from BCFS in controlling a fire incident in the following circumstances:

Fire with-in Fire Protection Area

- For a rank 1 or 2 fire if the fire is too large to contain or if the terrain and topography ,limits the ability to access or suppress the fire
- The ranking is 3-6.
- If the fire is an interface fire.

Fire outside Fire Protection Area

- Duty officer will contact BCFS either by calling the BCFS Coastal Fire Center or having our Fire Dispatch contact BCFS and get approval to fight the fire and get a reference number.
- Only approved apparatus requested by BCFS will be sent out of area to action wild land fires.
- If the fire is an interface fire and requested by BCFS to attend.

When Reporting and Requesting Assistance the Fire Department who is reporting or requesting assistance, it is expected to provide key information to the Fire Control Officer or Coastal Fire Center.

1. Name of Fire Department
2. What is burning and Threatened
3. Access to the fire and fire department equipment and agencies enroute or on scene.
4. Type of Assistance required
5. Fire Potential and fire behaviour
6. Radio Frequency, if known and key contacts at the scene
7. Water sources at or near the fire, if known
8. Power lines, gas lines, or other know safety concerns.

The Fire Department Incident Commander will share a unified command with the BCFS Incident Commander. It is understood that the BCFS will provide resources throughout the event depending on availability of those resources.

Mop up and Fire Cause Investigation

With in Fire Protection Area: it is the responsibility of the Fire Department to investigate and mop up fires.

Outside Fire Protection Area: it is the responsibility of the BCFS to investigate and mop up fires.

<p><u>Nick Acciavatti</u> Issued by <hr/>Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended: April 25, 2013</p>
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OPERATIONAL GUIDLINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.02.17
Title: Apparatus Rolling Order	PAGE 1 OF 2

Purpose: To establish a Rolling order for different types of Emergency Situations

Scope: All Fire Department Personnel

Guideline: It is a guideline of the Dashwood Fire Department to follow these procedures in deciding what pieces of apparatus to send to specific types of emergencies.

Procedure:

STRUCTURE FIRE (ALL SIZES/NATURE):

Duty Officer -Nearest Engine, Tanker, Rescue. Next nearest Engine, Tanker, Rescue.

AUTO AID STRUCTURE FIRE

Duty Officer –T61/T62/S6.

E62 to Stand By at Station 61 or other location as per the Duty Officer.

CHIMNEY FIRE:

Duty Officer -Nearest Engine, Tanker. Next nearest Engine, Tanker. Rescues to Stand by

MOTOR VEHICLE FIRE:

Duty Officer- Nearest Engine/Tanker, Then Engine/Tanker if required.

Rescues to Standby.

BUSH FIRE:

Duty Officer -T61 /R62. Then nearest Engine/Tanker.

Out of Area – *Duty Officer to go Direct–Apparatus to wait for instructions. Contact BCFS for Instructions.*

ALARMS ACTIVATED:

Duty Officer -Nearest Engine, Tanker. Next nearest Engine, Tanker. Rescues to Stand By.

AUTO AID ALARMS

Qualicum Beach Fire District: Duty Officer/E61 *Squad 6 If Manpower is required.*

Coombs Fire District: Duty Officer/T61 *Squad 6 If Manpower is required*

MOTOR VEHICLE ACCIDENT

Duty Officer – Squad and Engine, Next Nearest Engine and Rescue.

Out of Area – *Duty Officer to go Direct–Apparatus to wait for instructions.*

Tankers to Standby.

POWER LINES DOWN:

Duty Officer - Nearest Engine and Rescue, Next Nearest Engine and Rescue (if required).

Tankers to Standby.

BEACH FIRES, BURNING COMPLAINTS, PUBLIC SERVICE/CO ALARMS:

As Per Duty officer Request. (Usually nearest Engine)

FIRST RESPONSE:

Nearest Rescue/Squad (Duty officer if required, in the 62 area the DO will standby at the Nahmint Rd Gate)

RESCUE CALLS:

Duty Officer- Squad and Engine, Next Nearest Rescue.

Tankers to Standby.

Out of Area – *Duty Officer to go Direct–Apparatus to wait for instructions.*

Response orders may change at the request of command or as the incident dictates.

Issued by: Nick Acciavatti Issued: September 20 2007

Signature of Fire Chief

Amended: April 15 2015

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.02.18
SUBJECT: Response to Incidents -Fire Fighters responding to the Fire Station	1 of 2

Purpose: To establish a procedure for the Dashwood Volunteer Fire Department on what to do when the pager Trips.

Scope: All Fire Department personnel who are required to respond to calls.

Guideline: When the pager tone is heard the Firefighter is to respond to the Fire Hall, unless identified otherwise in Operational Guideline 1.06.03.

Procedure:

Responding To An Emergency Call When The Pager Trips.

If there is a Fire Call, the pager will trip with tone. The Dispatch Center will trip the pagers as soon as they establish the Department to be called out. There may be a delay (static) before a voice message is heard. All firefighters **must** drive safely to the Fire Hall. Firefighters are not to respond to the incident scene.

Responding to the Fire Hall After The Pager Trips.

The first firefighter responding to the Fire Hall unlocks the door and disarms the alarm. The last to leave the Fire Hall must close the doors and set the alarm. The first firefighter to shall do the following:

1. Open the doors;
2. Check the Address on the wall map and write it on the white board by the door that enters the fire station.
3. Check the "Apparatus Rolling Order" and start the apparatus that will be responding
4. Don turnout gear
5. Take a portable radio from the charging unit if riding on an Apparatus that does not have radios on it.
6. If you are a recruit wait by the apparatus that is responding and wait for an officer to place you on an apparatus.
7. All fire fighters will board apparatus and respond to the call.

Standby At The Fire Hall (while apparatus is out).

Firefighters must remain at the Fire Hall until all equipment is returned to the Fire Hall. Turnout gear shall be donned in case other vehicles required. The Officer in Charge will deploy the standby crew in various routing jobs in the Fire Hall. These personnel shall not attempt to crowd the base station radio operator. Personnel may be released when the Incident Commander decides that no more help is required. The minimum amount of members that are to stand by at the fire station is 5.

Attendance Tracking

Members will use the computers in each fire station to log themselves into the Records Management System at the end incident in order to keep accurate attendance records, they will write in the comments section what their role was on that particular incident.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: September 2007 Amended: February 7 2018
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.19
SUBJECT: Response to Incidents – Water Rescue	1 of 1

Purpose: To safely work near bodies of water, and that all members know what equipment to use and safe rescue practices. This guideline will also outline the level of rescue levels that we will work to in order to attempt to save a person in distress.

Scope: All Fire Department personnel.

Guideline: The Fire Department will respond to calls for water rescue, and once called out for a water rescue, the on call duty officer will notify Arrowsmith Search and Rescue to assist with the rescue efforts on in land water areas, and for salt water rescues the Canadian Armed Forces Search and Rescue will be notified. BCAS will also be contacted for patient treatment.

Procedure:

The Dashwood Fire Department will respond to calls for water rescue and attempt to rescue person's in distress to 3 basic levels; at all levels anyone working near the water will work in teams of two and with appropriate PPE on, this includes life preservers. At no time shall rescuers place them selves in a position of danger to rescue a patient and shall avoid entering the water at all times.

1. **Talk Rescue** – From a dry safe location, talk to the patient and encourage them to make eye contact and focus them on returning to shore.
2. **Reach Rescue** – From a dry, safe location, reach with an aid to the patient, (the dull end of a pike pole) and pull them to safety. The Aid may be buoyant or non-buoyant; it may be also be a buoyant aid on a rope. The Rescuer should keep their center of gravity low as possible and anchor them selves by holding on to something stable on shore.
3. **Throw Rescue** – From a dry safe location, throw a buoyant aid to the patient, and talk them to safety. Throw the throw rope up stream near them being careful not to injure them, also encourage the patient verbally, and direct them to safety. It on fast moving water it is advised to position another rescuer down stream to affect another rescue point.

Rescue Considerations

Rescuers must keep in mind which mode they are working in, a "Rescue Mode", submerged less than 2 hours or a "Recovery Mode", submerged more than 2 hours. These are all factors which incident commanders must gather as much information as possible from the people on scene. If a person has been submerged for more than 2 hours, then marker buoys or ribbon on shore shall be place at "Last Scene" locations. If the rescue is a "recovery" then the RCMP shall be contacted and have the incident turned over to them. If it is an unsuccessful rescue the incident commander may want to notify the local Critical Incident Stress team for team debriefings.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: September 2007 Amended: June 2016
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.20
SUBJECT: Responses to Incidents – Chimney Fires	1 of 1

Purpose: To provide for the safe and efficient response to Chimney fires, and to require fire department members to follow safe work practices for all designated job duties during these responses.

Scope: All Fire Department members

Guideline: All calls for Chimney Fires will be treated as if there is a suspected fire, crews will take all precautions to safely manage the Chimney Fire and treat all Chimney Fires in the same manor.

Procedure: Standard response for Chimney Fire will have the duty officer respond direct to the incident and will follow the apparatus response order.

1. The first in officer will assume command and do a full size up of the structure and broadcast the size up over the radio.
2. Responding engine companies will don full PPE including SCBA.
3. The First in engine company will announce that they are nearing the incident and at the discretion of the incident commander secure a water supply, where there is no water supply the next in tanker will set up for a porta-pond.
4. Once on scene the incident commander will assess the incident and select the method of attack, if there is no need for attack the incident command will establish what apparatus are required and will have other responding apparatus return to quarters.
5. The crews on scene will do their best to search for extension of the fire with the help of the Thermal Imaging Camera.
6. An information sheet that will be given to the home owner to advise them to not have a fire in the fire place until the Chimney is inspected by a certified company. This is to ensure that there is no damage to the pipe or masonry work from heat/stress build up.

Fire crews will do their best to fully investigate the cause of Chimney Fire and report their findings to the incident command

Documentation:

The incident commander will record the owner/occupant's name and phone number, all findings/cause's of the Chimney Fire and the actions that they took on scene. All information will be recorded in the incident report form.

<p>_____ Nick Acciavatti Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: August 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.21
SUBJECT: Response to Incidents-Iam Responding	1 of 2

Purpose: To ensure the effective and efficient use of the Iam Responding Program.

Scope: To all responding fire department members.

Guideline: All responding fire department members will use the Iam Responding when **safe** and **practical** to do so when responding to incidents and use the IAR Scheduling feature to notify us when they are away from the Fire Protection area.

Procedure:

What to do when your pager goes off:

When responding to an incident and you are **WITHIN** the Fire Protection area:

- Call in to the phone number provided, or use the App and select the station that you are responding to. **“Station 61/62”**
- **This shall be done when it is safe to do so, preferably before the member leaves to respond.**

When you are responding and you are **NOT LONGER THAN 15min** driving time from the closest fire station:

- Call in to the phone number provided, or use the App and select the station that you are responding to and select either **“Station 61/62 Delay”**
- **This shall be done when it is safe to do so, preferably before the member leaves to respond**

When you are **NOT** responding at all:

- **Don't** call in to the phone number provided, or **don't** select anything on the app.
(This will prevent the IAR screens from being clogged with people who are **not** responding and will only show who is actually responding)

Please only use the IAR if you are responding to the incident, please don't log in and use the AVAILABLE or UNAVAILABLE features outside of responding to an incident in order not to have to continually clear the IAR screen on a daily basis. Please use the Scheduling feature as outlined below.

Scheduling

The IAR program has a scheduling feature, we encourage all members to log in the use this feature to notify us when they are out of town or unable to respond. This feature shall be used when the member expects to be out of the area out of the area for more than **8 Hours** and outside of their normal expected times away i.e. normal daily weekly employment. Members shall take this task on **themselves** to ensure that they are notifying us that they are out of the response area outside of their expected periods away.

IAR Monitors in our Stations and Apparatus

If any anytime the IAR monitors are down at either one of our stations, please contact the Duty Officer or Officer in Charge to notify them of the problem so that it can be reset as soon as possible.

Problems with IAR

If at any time there are any problems with IAR program or app, please contact the Duty Officer or Officer in Charge to notify them of the problem so that it can be looked at as soon as possible.

Members Responsibly to use IAR

Every member has a responsibility to use the IAR program when safe and practical to do so when responding to an incident or scheduling themselves away from the area outside of their normal daily absence. Members will seek advice if need to become orientated with the options to the IAR program to ensure that each member is using it to its full potential. Members can also access the features via the web address www.iamresponding.com to complete scheduling tasks and other IAR options.

Agency name: DASHWOODVFD
Log in: ff61 or 62-Helmet Number i.e. ff61-59
Password: ff61 or 62 Helmet Number i.e. ff61-59

Members who do not have smart phones, cell phones or a phone that is not readily accessible on a daily basis to notify that they are responding will advise the Fire Chief of this situation to make note of it.

Training Sessions

When fire dispatch conducts our weekly pager tests, members will use the IAR program to check themselves into their home station. This will let us know if the program is working properly, members know how to use it correctly and if they are attending training or not.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: November 07 2013 Amended: May 14, 2015
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.22
SUBJECT: Response to Incidents-Staging	1 of 2

PURPOSE: The objective of staging procedures is to provide a standard system of initial placement for responding apparatus, personnel, and equipment prior to tactical assignments of manpower and or equipment.

Effective utilization of this operational guideline will:

1. Prevent excessive apparatus congestion at the scene.
2. Allow time for Command to evaluate conditions prior to assigning units.
3. Place apparatus in an uncommitted location close to the immediate scene to facilitate assignments from Command.
4. Reduce radio traffic during the critical initial stages of the incident.
5. Allow Command to formulate and implement a plan without undue confusion and pressure.
6. Provides a resource pool from which Command may assign units and resources.
7. Provide for two levels of Staging: LEVEL I and LEVEL II

SCOPE: All fire department members and resources including mutual and automatic aid assignments.

POLICY: Level I Staging is automatically in effect for all incidents with two or more units.

Level II Staging is utilized when Command desires to maintain a reserve of resources on-scene and when the need to centralize resources exists. Level II Staging places all reserve resources in one central location and requires the implementation of a Staging Officer.

PROCEDURE:

1.0 Level 1 – Staging will be implemented in the following manor:

- 1.1. After the arrival of the first unit, all other units, will stage in their direction of travel, uncommitted, approximately one or two blocks from the scene until assigned by Command. A position providing a maximum of possible tactical options regarding access, direction of travel, water supply, etc., should be selected.

2.0 Level 2 – Staging

- 2.1. Level II Staging is utilized when Command desires to maintain a reserve of resources on-scene and when the need to centralize resources exists.
- 2.2. Command will designate a location and staging Officer.
- 2.3. Level II Staging should be implemented for all multi alarm incidents, first alarm medical or hazardous materials incidents, or other incidents in which Command desires to centralize resources, or simply to park apparatus in a central, unobstructed location.

- 2.4. Units that are already staged (Level I) or en-route to Level I Staging will stay in Level I Staging unless otherwise directed by Command.
- 2.5. Once Level II staging is implemented, all communications involving staging will be between Staging and Command/Operations Chief or Logistics as per the ICS structure established.

3.0 General

- 3.1. At incidents where factors such as heavy exertion, weather, or other influencing conditions cause the requirement for a Rehab Area, this is typically set up as component of Staging.
- 3.2. Should the Level II Staging Area be located more than one block from the incident scene or higher than the fifth floor of a structure, the Incident Commander should consider establishing a forward manpower staging area closer to the command post. Personnel from apparatus located in the Level II Staging area, along with necessary equipment, (turnouts, SCBA, hand tools, etc.), as well as the Staging Officer should be moved into this area. This action will allow for quick access and assignment by the Incident Commander. (Example: High-rise operations ‘Resource Floor’)
- 3.3. Large incidents may require more than one staging area.
- 3.4. The Staging Officer should don an Orange Vest (preferably marked “Staging Officer”).
- 3.5. The staging Officer should have access to at least two portable radios in order to monitor Command/Dispatch and Tactical operating radio frequencies.

REFERENCE:

Also see O.G.:

- Communications – Response and Departure Automatic/Mutual Aid Incidents
- Incident Command System
- Passport Accountability
- Communications - Radio Procedures

<p><u>Nick Acciavatti</u> Issued by <hr/> Signature of Fire Chief</p>	<p>This OG replaces: Issued: October 29, 2015 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	Regional O.G. # 2.02.23
SUBJECT: Operations- Response and Departure Communications Automatic/Mutual Aid Incidents	1 of 2

PURPOSE: To provide a system of communications to be used at all Automatic/Mutual Aid incidents in order to streamline communications for the requesting department, responding department(s) and Fire Dispatch.

SCOPE: All Fire Department personnel.

POLICY: The Dashwood Fire Department will follow the procedures listed below unless directed otherwise by the Fire Chief, designate, or Incident Commander. Radio communication shall be kept to a minimum on the designated dispatch channel upon receipt of an Automatic/Mutual Aid call in order for fire dispatch to monitor the responses of the various departments.

PROCEDURE:

1. Upon receipt of an automatic/mutual aid call the duty officer, or other designated officer, will acknowledge the page on the department dispatch/home channel.
2. Responding units will advise dispatch, via their 'home dispatch channel' when responding.
3. Upon entering the fire protection area of the requesting department, responding units will advise Fire Dispatch they are switching to the dispatch channel of the requesting fire department. They will then change to the dispatch channel of the corresponding department.
4. Responding units should initiate a brief communication with the requesting Incident Command in order to advise their ETA to scene and receive instructions provided they are not interrupting critical radio communications.
5. When approaching the scene, the responding apparatus will proceed as directed by incident command or assume a Level 1 staging position. The Company Officer will notify dispatch of arrival.
6. Upon arrival on scene responding apparatus and crews may be assigned to a tactical channel for emergency scene operations. In this case, company officers must ensure all radios are placed on the correct channel. **Note:** A quick radio check is encouraged providing it does not interfere with fire ground operations.
7. Incident commander will utilize the dispatch channel for all communications with fire dispatch.
8. Upon release from the emergency scene, assisting apparatus/departments will advise dispatch they are 'clear' of the scene.

9. After leaving the emergency scene, responding apparatus will change back to department's home designated dispatch channel. **Note:** Check all mobile and portable radios to ensure they are on the correct channels.

REFERENCE: 2013 Automatic Response Agreement between Parksville, Qualicum Beach, Errington, Coombs/Hilliers, and Dashwood.

District 69 Mutual Aid Agreement

Also see O.G.: Staging
Communications
ICS

<p><u>Nick Acciavatti</u> _____ Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: November 1 2015 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.24
SUBJECT: Response to Incidents-High Rise Firefighting Operations	1 of 6

PURPOSE: To provide a standard for fire suppression in high-rise buildings.

SCOPE: All fire department personnel.

POLICY: High-rise fire emergency guidelines as outlined in *Procedure* below, will be forwarded when dealing with a fire emergency in any building that is greater than six stories or when requested by the Incident Commander.

PROCEDURE:

RESPONSE

First Alarm:

All fire alarms or calls to investigate the possibility of fires in high-rise buildings will be responded to with all available on-duty personnel. Response to fire alarms will be as per OG# 2.05 "Response to Calls". Automatic aid may be initiated as per dispatching instructions for specific occupancies.

Second and Third Alarms:

A second alarm will be struck by the IC upon confirmation of a working fire or as otherwise may be required. A second alarm will consist of predetermined resources.

During an emergency event the Incident Commander may also strike a third or additional alarm if additional resources are required to control the emergency event.

Additional Resources:

The IC will request additional resources as required. The following is a list of possible resources to be called:

- fire department mutual / automatic-aid
- EHS (BC Ambulance)
- RCMP
- ESS (in the case of the evacuation of many occupants)
- hydro utility company
- gas utility company

INCIDENT COMMAND

The first arriving officer will proceed to the main lobby and investigate the source of the alarm/incident. This officer will provide an initial report and assume command.

Command will be established in the main lobby area unless affected by the incident. Command will confirm the source of the alarm with appropriate on scene staff/personnel and direct crew as required. Fire department personnel will be directed to investigate the source of the alarm.

On confirmation of a false alarm, command will direct crews to investigate the floor area involved to ensure that there is no need for any action. Command may downgrade or cancel the request for additional fire companies.

If the alarm source is confirmed to be a working fire, the Incident Commander will remain in the main lobby until such time as lobby control is established.

Command, upon confirmation of a working fire, will immediately strike a second alarm and order any additional resources, as may be required.

DEPLOYMENT

First Arriving Apparatus:

The Company Officer of the first arriving apparatus will take the following actions unless otherwise directed by Command:

1. Direct apparatus to designated spot according to Pre-Fire Plan or as directed by Command.
2. Direct apparatus operator to make connection to FDC in preparation for charging line when directed. Operator may stretch hydrant line if warranted by the situation.
3. Take crew with designated equipment (See Appendix "A" for recommended equipment) to the Deployment Floor, one (1) floor below the fire floor (fire floor - as indicated by the fire alarm system and/or other indicators). Crews will check floors below fire floor for any signs of smoke or fire extension.
4. Crews will connect a 2-½" hose line to the available water source (Standpipe System).
5. As directed by officer, crew will investigate conditions on Fire Floor. All conditions are to be communicated to Command.
6. Company Officer will recommend a Resource Floor to Command, normally two (2) floors below fire floor, by indicating the number of that floor. The company officer will advise command of any required resources and or tactics required to deal with the situation.
7. Commence fire attack when directed by command.

Second Arriving Apparatus:

The Company Officer of the second arriving apparatus will take the following actions unless otherwise directed by Command.

1. Will lay supply line to first in apparatus and establish water supply. (If not already done).
2. Company Officer will report to Command and then proceed with crew and necessary equipment (See Appendix "A" for recommended equipment) to the Resource Floor (2 floors below the Fire Floor). The Company Officer will then set up a resource area and track accountability for the upper floors.
3. Establish RIT on the Deployment Floor (one (1) floor below Fire Floor).
4. Setup ventilation as required and take measures to control smoke.

Third Arriving Apparatus:

The Company Officer of the third arriving apparatus will take the following actions unless otherwise directed by Command.

1. Report to Command upon arrival.

2. Company Officer will proceed to main Lobby and take over Lobby Control.
3. Crew will take required equipment (See Appendix "A" for recommended equipment) and proceed to Resource Floor and report to the Resource Officer. Crew will then proceed to floor above the fire floor and commence a primary search.
4. Crews will assist with any evacuations required. Upon completion of search, crew will report back to the Resource Officer for further directions.

SCBA USE:

All firefighters in the building will have an operational SCBA unit, including mask, on their back during initial operations.

- The IC will determine when and/or in what areas of the building SCBA are not required once sufficient information is obtained regarding conditions throughout the building.
- A minimum of one (1) full spare SCBA bottle will be staged on the *Resource Floor* for each SCBA in service.

Deployment Floor (or Division):

The Deployment Floor is located one (1) floor below the Fire Floor; one (1) floor above the *Resource Floor*. Connections to standpipes are usually made on the deployment floor stairwell or hallway standpipes.

Resource Floor (or Division):

The Resource Floor is located two (2) floors below the Fire Floor; one (1) floor below the *Deployment Floor*.

- The Resource Officer will ensure that all necessary equipment is staged on the Resource Floor.
- REHAB may be located in this location.
- Accountability for firefighters working on the resource, deployment and fire floors, as well as floors above those, will be maintained on the resource floor.

Rapid Intervention Team:

The IC will establish a Rapid Intervention Team until such time as it is determined that one is no longer required.

- The RIT will be stationed on the Deployment Floor (one (1) floor the Fire Floor), or elsewhere as determined by the IC.
- The IC will appoint a Safety Officer if one is required.
- The location of a secondary means of egress will be identified to all firefighters on the fire ground.

Lobby Control:

The Lobby Control Officer will establish control of the lobby, elevator and stairwell access.

Stairwell Support:

Members assigned to Stairwell Support will patrol stairwells, monitor stairwell conditions, assist occupants and assist in moving equipment to the Resource Floor. Stairwell Support teams will typically report to the Lobby Control Officer.

Staging:

If required, the IC will appoint a Staging Officer. The staging location will be located outside of and away from the building in an appropriate area.

- The Staging area should be far enough away from the incident so as not to confuse unassigned units with assigned units.
- The Staging Officer will ensure that subsequently responding apparatus, personnel and/or other resources are accounted for.

- Staged units are not permitted to leave the staging area until directed to do so by the Staging Officer or IC (if no staging officer is in place).

Search:

The IC will initiate search procedures as soon as possible. Unless the situation requires otherwise, the sequence for search will be:

- Fire floor
- Floor above the fire floor
- Floor below the fire floor
- In sequence, the floors above the fire floor.

Occupants will be evacuated via the stairwells provided the stairwells are clear of smoke. The IC may order occupants **protected in place** or another area of refuge if necessary.

Firefighting:

The IC will determine the strategy and tactics for all firefighting. In determining strategy and tactics he must consider the following:

- Building firefighting systems
- Secondary water supply lines
- Building ventilation (HVAC) systems

STAIRWELLS

The IC commander will designate, as may be appropriate, a Primary and Secondary Stairwell in the interests of ensuring a smooth flow to operations and evacuation.

Primary Stairwell: Used by firefighters for access and egress; standpipe connections are made in this stairwell.

Secondary Stairwell: Used for the evacuation of occupants, ventilation and as a second means of egress for firefighters.

ELEVATOR USE

Improper use of elevators during a high-rise fire may expose firefighters and /or the public to the risk of injury or death. Elevators will **NOT** be used by firefighters for initial operations. All firefighters will walk up.

- All Elevators are to be recalled to the lobby and locked out.
- If the high-rise building is equipped with a “firefighters’ elevator”:
- The elevator(s) will be secured for fire department use only.
- Elevators will be used only after:
 - Fire department personnel have determined that no fire exists, or the fire has been extinguished.
 - Fire department personnel verify the absence of smoke and/or fire on all lower floors and in the elevator shaft.
- All personnel riding in elevators at fire scenes will wear full PPE and SCBA until the IC orders otherwise.
- Fire department personnel will carry at least one portable radio in each elevator car while in use.

COMMUNICATIONS

Where there is communications equipment present the IC should ensure that the equipment is used to:

- Notify building occupants of the current situation.
- Direct building occupants of actions to be taken and provide periodic updates.
- Provide fire crews with internal communications.

UNDERGROUND PARKING

When a fire emergency originates in underground parking below a high-rise building the incident commander will use any appropriate high-rise tactics in conjunction with appropriate tactics for dealing with a Fire Emergency in an Underground Parking facility.

REFERENCE:

Work Safe Regulations Section 31

Also see O.G. #

2.05 "Response to Calls"

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Aug 31 2016 Amended:</p>
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APPENDIX "A"

EQUIPMENT

All First Alarm Companies will ensure the use of full PPE including SCBA.

All personnel on the fire ground will ensure they are using all PPE appropriate for the task they are performing.

The exact equipment taken will be determined by the situation and the size of each company.

The following is the list of equipment that each Fire Company will be responsible for taking with them on the initial response to a confirmed fire in a High-Rise structure.

First Arriving Company Recommended Equipment

<ul style="list-style-type: none">• Pressurized Water Extinguisher	<ul style="list-style-type: none">• 2 - 2 ½" x 50' hose incl 1 nozzle
<ul style="list-style-type: none">• 1 – 1 ½" x 100' hose packs	<ul style="list-style-type: none">• 1 High-rise Pack (Gated-Wye, Door & Sprinkler Wedges & 2-1/2" stub line, etc)
<ul style="list-style-type: none">• Portable Radios	<ul style="list-style-type: none">• Set of Irons (Axe & Haligan Bar)
<ul style="list-style-type: none">• Hand Lamps	<ul style="list-style-type: none">• Thermal Imaging Camera

Second Arriving Company Recommended Equipment

<ul style="list-style-type: none">• Hand Lamps	<ul style="list-style-type: none">• Portable Radios
<ul style="list-style-type: none">• 1 – 1 ½" Hose pack and any additional Hose Lines as requested by Attack Crew	<ul style="list-style-type: none">• Set of Irons (Axe & Haligan Bar) and any additional tools (i.e. pike poles) as requested.
<ul style="list-style-type: none">• 2 - 2 ½" x 50' hose incl 1 nozzle	<ul style="list-style-type: none">•

Third Arriving Company Recommended Equipment

<ul style="list-style-type: none">• Spare Air Cylinder for each SCBA	<ul style="list-style-type: none">• Ventilation Fan(s)
<ul style="list-style-type: none">• Additional Hose Lines as requested by Attack Crew	<ul style="list-style-type: none">• Set of Irons (Axe & Haligan Bar) and any additional tools (i.e. pike poles) as requested.
<ul style="list-style-type: none">• Portable Radios	<ul style="list-style-type: none">• Thermal Imaging Cameras

All additional personnel will ensure that they take spare air cylinders with them before ascending to fire floor.

Command will direct on scene personnel to take any required equipment as requested by Attack Teams or the Resource Officer to the area required.

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.25
SUBJECT: Response to Incidents – Initial Fire Attack Team	1 of 2

Purpose: To establish criteria for an initial interior fire attack at structure fires.

Scope: All fire department members.

Policy: A minimum of four (4) interior level qualified fire department members (including the Incident commander) will be assembled on the fire-ground before initiating offensive fire suppression or rescue operations inside a building or enclosed space that is involved in a fire situation beyond the incipient stage.

Procedure:

1. When less than four (4) interior level fire department members are assembled on the fire ground, only exterior defensive firefighting operations may be initiated unless life saving measures can be safely conducted. Defensive operations may include establishing water supply, laying attack lines and exterior attack. If additional interior firefighters arrive, the Incident Commander will re-evaluate the incident action plan and the risk benefit prior to performing transitional or offensive operations.
2. The Incident Commander must conduct a risk benefit analysis as part of the overall incident action plan prior to assigning members to an offensive operation with an Immediate Dangerous to Life and Health (IDLH) environment.
3. When a minimum of four (4) or more fire department members are available and initiate an offensive operation they will be assigned to the following minimum functions:
 - 1 Firefighter Exterior observer and initial rapid intervention team member equipped with SCBA, PPE and Radio
 - 1 Firefighter Exterior, fire pump operations
 - 2 Firefighters Interior entry, fire attack or search team.
4. When self-contained breathing apparatus (SCBA) are required to enter a building, or similar enclosed location, the entry team must be made of a minimum of two (2) interior qualified firefighters.
5. Upon entering a structure or enclosed space, effective voice communication will be maintained at all times between the interior team and the exterior firefighters.
6. The initial entry team of two or more firefighters must withdraw from the structure or enclosed space if a Rapid Intervention Team of at least two firefighters is not established within ten minutes from the time of entry.

Reference:

BC Playbook , Current Edition
Worksafe BC Section 31

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: Aug 31 2016 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.02.26
SUBJECT: Response to Incidents-Out of area Wildfire Deployments	1 of 1

Purpose: This Guideline is to ensure all stakeholders are in the know, that insurance coverage and risk management is prepared, and updates are provided during the deployment and our apparatus is placed back in service after the deployment.

Scope: Chief Officer(s) or designate.

Guideline: In consideration of requests for deployment of personnel and/or apparatus to support wildfire suppression or other actions outside of the Regional District of Nanaimo, we ask that you adhere to the following protocol, before committing to deployments out of your response area.

Procedure:

Before Deployment

- 1) **Automatic/Mutual Aid Partners** – Contact all of your Automatic Aid departments, that you support or that support you, to ensure they are comfortable with the requested deployment;
- 2) **RDN Emergency Services** – Contact the Fire Services Coordinator or Manager of Emergency Services, as soon as you think you may want to deploy resources. Deploying RDN assets out of the response area requires RDN approval. Depending on circumstances, it may take a bit of time and discussion with the powers that be. Provide as much time as possible for this process and confirm you have approval before deploying;
- 3) **Contact Board Chair or Designate** - Ensure you have board support to deploy assets outside of the response area given accountability and oversight that rests with the Society / Board;
- 4) **Contact RDN Fleet Management** – Call Darren Marshall or designate to arrange for ICBC insurance adjustments for out of area coverage.
- 5) **Membership**-Members will be selected based on their training and experience for the job that they will be doing deployments will be a minimum of one week unless released by the OFC. All efforts will be made to cycle different crews during the deployment.

During Deployment

1. **Updates** - Members will keep in touch with the Fire Chief daily and provide updates and activities.
2. **Documentation** - Members will keep a paper copy of all assignments, receipts and keep a daily log of all activities and expenses.

3. **Movement around the Province-** If it's suspected that the apparatus will be traveling to different areas of the province during the deployment, you must contact the Fire Chief or designate to contact the RDN Fleet manager to ensure that the correct insurance coverage is obtained.

After Deployment

- 1) **Updates** – Provide regular updates to the RDN Fire Service Coordinator or Manager of Emergency Services on resource departures, returns, changes, and other matters of importance such as damage to vehicles / equipment, etc.
- 2) **Contact RDN Fleet Management** - Call Darren Marshall to arrange for ICBC insurance adjustments when apparatus returns to the response area.
- 3) **Returning Apparatus Back in Service-** When the apparatus is returned back to the fire station it will be cleaned, restocked and make ready for service within 24 hours of returning by the crews who have been deployed.

Reference: Current Edition of the EMBC Fire Department Deployment Guidelines

<p><u>Nick Acciavatti</u> Issued by Signature of Fire Chief</p>	<p>This OG replaces: Issued: August 29, 2017 Amended:</p>
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OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.02.27
Title: Response to Incidents-Confined Space	PAGE 1 of 2

Purpose: To ensure that appropriate safety precautions are taken during the response to a confined space incident.

Scope: To all fire department members.

Policy: All members will know the role our fire department plays when responding to and dealing with confined space incidents. Member's will know the hazards of these types of responses and will only act in a support role unless members have been formally trained in Confined Space Rescue.

Procedure:

1. By definition a confined space is an area:
 - a) that is not designed for continuous human occupancy
 - b) that is large enough for human entry
 - c) where egress and access points are limited
 - d) That poses serious life and safety hazards, especially due to atmospheric conditions. Confined spaces include caverns, tunnels, pipes, tanks, and other locations where ventilation and access are restricted by the configuration of the space.
2. If our department is requested to respond to a Confined Space incident, Mutual Aid will be requested by the Duty Officer and Qualicum Beach and/or Parksville Fire Department will be asked to respond depending on the situation and staffing needed for the rescue.
3. A senior officer/firefighter will be assigned as the Technical Rescue Team leader during an incident to support the responding Mutual Aid department.
4. Members of the Confined Space Rescue Team will;
 - o have completed Confined Space Rescue awareness and operations training.
 - o members with awareness level may assist in site preparation and support, but shall not under any circumstance enter a confined space, and assist at the request of the team leader and or IC.
5. Six members provide the recommended minimum for most entry-type confined space rescues. The Actual number needed, however, should be based on the situation, hazards, available members and degree of difficulty of the situation confronted.
6. Only Intrinsically safe equipment shall be used in a confined space operation.
7. If our department is involved in Confined Space Operation level functions it will include the following and should be done with the primary responding agency:
 - a. procedures for protecting personnel from hazards within the confined space
 - b. continued size-up of existing and potential conditions
 - c. procedures for assuring personnel are capable of appropriately managing the physical and psychological challenges that effect rescuers entering confined spaces
 - d. identification of duties of the entry team, support team and rescue leader
 - e. procedures to monitor all air spaces of the area to be entered
 - f. procedures for entry type rescues into confined spaces.

- g. procedure for the safe and effective use of department patient packaging devices for use in confined spaces
- h. procedures for the transfer of First Responder patient information to emergency medical services (BCAS)
- i. procedures for planning and implementing an appropriate confined space rescue operation and having a Rapid Intervention Team in place.

DRAFT

Reference:

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: January 23 2018</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.03.00
SUBJECT: Operations – Traffic Management	1 of 2

Purpose: This procedure identifies parking practices for Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

Scope: To all fire department members.

Guideline: All fire department members while working on roadways will follow the traffic management guidelines to ensure that a safe working area for the incident.

Procedure:

It shall be the procedure of the Dashwood Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, highway or expressway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic. All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident. Always consider moving vehicles as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. At any time, a motorist may be driving without a legal driver's license. Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them. Assume that all approaching traffic is out to get you until proven otherwise. Nighttime incidents requiring personnel to work in or near moving near traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

1. First-arriving engine company apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane.
2. An additional apparatus may be dispatched to all vehicle-related incidents on all limited-access, or high-volume highways with the district.
3. The primary assignment of this additional apparatus and crew shall be to;
 - a) Establish an upstream block occupying a minimum of one lane plus the paved shoulder of the highway or blockage of driving lanes of traffic upstream of the initial block provided by the first-due apparatus.
 - b) The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, design curves, bridges, hills and over- or underpasses.
 - c) Traffic cones and/or cones illuminated by flares should be placed upstream of the apparatus by the truck crew at the direction of the company officer.
 - d) Traffic cones on limited-access, high-volume roadways shall be placed farther apart, with the last cone approximately 150 feet "upstream", to allow adequate warning to drivers. Personnel shall place cones and flares and retrieve cones while facing the traffic.

- e) Assign a Flagger person to monitor the response of approaching motorists as they are directed to transition to a slower speed and taper into merged lanes of traffic.
- f) Notify Command on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.
- g) Flagger shall activate a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.
- h) Driver operator of apparatus shall sound a series of long blasts on the apparatus air horn to audibly warn all operating personnel of the concern for the actions of an approaching motorist.

4. Police Department vehicles will be used to provide additional blocking of additional traffic lanes as needed. Med Units shall always be positioned within the safe work zone.

5. Staging of additional companies off the highway may be required. Ambulances may be brought onto the highway scene one or two at a time. An adequate size multi-patient loading area must be established.

6. Command should establish a liaison with the Police Department as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incident and establish normal traffic flows.

7. The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion.

Reference: Dashwood OG - 1.04.04
Dashwood Volunteer Fire Department Traffic Management Guidelines
Nova Scotia Traffic Management Guidelines for Emergency Scenes.

<p><u>Nick Acciavatti</u> Issued by <hr/> Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended: February 2008</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.03.01
SUBJECT: Operations - Incident Command	1 of 2

Purpose: To establish a command system that may be applied consistently to all Dashwood Volunteer Fire Department incident responses.

Scope: All Fire Department Personnel

- Procedure:**
1. The first in Officer will assume Command of the Incident.
 2. The IC will conduct a size-up and broadcast an initial report.
 3. The IC will establish a Command location.
 4. The IC will request additional support and stage incoming units as required.
 5. The IC will initiate offensive or defensive action.
 6. The IC will ensure the tactical priorities of:
 - Rescue victims and life safety of firefighters
 - Evacuation if required
 - Exposures
 - Ventilation
 - Attack
 - Loss Control / Salvage and Overhaul
 7. The IC will provide for the safety and welfare of all firefighters on the fire ground.
 8. The IC will sector the fire ground as/if required
 9. Communication to and from:
 - a. Dispatch - will be through the IC.
 - b. Command - will be through dispatch or Sector Officers (where applicable).
 10. The IC will maintain operational control.
 11. Change of Command may take place upon the arrival of a senior officer and following if deemed appropriate by the higher ranking officer:
 - a. A report from the existing IC as to fire ground conditions, personnel and tasks assigned (preferably face to face).
 - b. A broadcast over the radio of assumption of command by the IC.

12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident.
14. The IC will demobilize and terminate the incident as conditions dictate.

<u>Nick Acciavatti</u> Issued by <u>Signature of Fire Chief</u>	This OG replaces: Issued: Jan 23, 1996 Amended: July 24, 2007
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OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.03.02
Title: Operations - Emergency Decon	PAGE 1 OF 1

Purpose: To ensure that personnel exposed to hazardous materials that were not wearing adequate protective clothing are decontaminated quickly and effectively and to facilitate their transport to medical aid.

Scope: To include all personnel involved in emergency incidents.

Guideline: All personnel and victims exposed to hazardous materials must be decontaminated before transport to medial aid.

Procedure:

In the event that personnel or public are exposed to hazardous materials that were not wearing adequate protective clothing, emergency decon must be performed:

- 1) Victims to be decontaminated should move away from the source of the hazard quickly, preferably upwind and uphill.
- 2) Water reactivity should be considered before proceeding with the following procedure.
 - a) A fire fighter wearing protective clothing including SCBA will pull a charged 1-½ inch hose line to a position uphill, and if possible upwind and at least 50 feet from the victims.
 - b) The officer in charge will instruct the victims to stand still while the water is applied to them.
 - c) The fire fighter will wash the victims with a 1 ½ hose line.
 - d) The victims are advised to move towards the fire fighters 10 feet and take off their outer clothing except their SCBA if so equipped.
 - e) The victims are advised to move towards the fire fighter another 10 feet and take off their SCBA if so equipped and remove all reaming clothes. Officer in charge will take whatever steps are possible to ensure privacy and dignity of the victims.
 - f) The victims are advised to move towards the fire fighter another 10 feet and stand and turn as the fire fighters wash them with the 1 ½ hose line.
 - g) The victims are advised to move towards the fire fighter another 10 feet.
 - h) The victims are now ready for transport to hospital; emergency blankets are used to wrap the victims while awaiting transport.

<p>_____ Nick Acciavatti Issued by:</p> <p>_____ Signature of Fire Chief Date of issue:</p>	<p>This O.G. Replaces:</p> <p>Issued: September 20 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.03.03
SUBJECT: Operations - All Radio Traffic Procedures.	1 of 2

Purpose: To establish consistent radio procedures for all radio traffic.

Scope: To all Fire Department Personnel

Guideline: It is a guideline of the Dashwood Volunteer Fire Department to have a set of written guidelines for all fire department radio traffic for handling emergency and non emergency incidents.

Procedure: When ever possible the receiver of a message over the radio will repeat the info back to ensure that the sender understands that the receiver has received the message correctly.

N-911 FIRE DISPATCH PAGING

The FIRE DISPATCH shall page out the Fire Department whose area the emergency is in. This will be done as soon as all the pertinent information has been obtained from the caller The transmission of an alarm over the radio system will be preceded by an audible warning or alerting signal to differentiate the alarm from routine traffic. FIRE DISPATCH will broadcast the following information twice: the Fire Department involved the type of emergency, and the address.

i.e.: *“Dashwood Fire Department – Structure Fire - 999 Baylis Road - Dashwood Fire Department – Structure Fire - 999 Baylis Road”*

Mutual Aid will only be paged out if requested by the Fire Department handling the emergency. At this time the duty officer will answer the page and request for additional support.

i.e. *“Fire Dispatch from Dashwood Duty officer – Page received for a structure fire at 999 Baylis road” then the Duty officer may request additional support such as Fire Department mutual aid, and/or EHS, BC Hydro RCMP etc.*

Once the page has been received all units to respond to the call and will tell dispatch that they are enroute.

i.e. *“Fire Dispatch from Dashwood Duty Officer - Enroute to a structure fire at 999 Baylis Road”*

The first unit on scene will announce that they are on scene and conduct a size up, establish command and state the correct address.

i.e. *“Fire Dispatch from Dashwood duty officer” “Dashwood Duty Officer on scene at 999 Baylis Road, we have a 1 story wood frame structure, light smoke showing “ALPAH SIDE” all occupants out of the building. Dashwood Duty officer assuming command” the person who is now command becomes **“Dashwood Command”***

All other units will announce to command that they are nearing the scene approximately one block away from the incident, and then will contact fire dispatch that they are on scene.

i.e. *“Dashwood Command from E61 we are one block away” then once on scene “Fire Dispatch from E61 – E61 on scene”*

When any additional units arrive on scene, other than fire department apparatus, the commander will contact fire dispatch to let them know; i.e. RCMP, EHS, BC Hydro on scene.

Also Command will also contact dispatch for any “benchmarks” during the incident such as; All occupants out of the building, Achieved knockdown etc.

When the incident is complete the Incident Commander will contact fire dispatch to let them know that we are clear of the scene and back in service.

i.e. *“Fire Dispatch from Dashwood Command, we are clear of 999 Baylis Road, Back in service and all units returning to Quarters”*

FIRE DISPATCH – NI 9-1-11 CORPORATION	O.G. NO. 7-2-0
TITLE: USE OF NI 911 RADIO FREQUENCIES	PAGE 1 of 3

PURPOSE: This is intended to promote professional and efficient use of E-911 North Island Fire Dispatch Radio Systems

SCOPE: North Island 911 Fire Departments

POLICY: Industry Canada has rules that must be observed for all transmissions

General

- Users may not deliberately interfere with transmissions from another station.
- Users may not transmit unnecessary signals.
- Users may not transmit a message (conversation) containing profane or obscene words.
- Users shall not transmit false distress signals.
- Users are prohibited from discussing policy or personnel matters over the radio.
- Users shall transmit information using plain English in a clear and concise manner.

Fire Department Response to Page Outs

Upon receipt of a page, one designated member of a fire department shall acknowledge to dispatch that the page out was successful. Mobi-cad equipped vehicles are not exempt.

“Dispatch – XYZ Fire Department – Page Received”

Fire Departments who receive a page out for locations not in their protection area shall immediately notify Fire Dispatch of the error.

Fire Department Response to Fire Scenes – Dispatch Involved

- Chief Officers and Duty Officers responding directly from private residences to fire scenes may announce to dispatch, at their discretion, when they are responding and when they have arrived. These times will be tracked by fire dispatch.
- Fire apparatus responding from stations shall announce to dispatch when the apparatus is “en-route” and when the apparatus has arrived “on-scene”. These times will be tracked by fire dispatch. Mobi-cad equipped vehicles are exempt.
- At no time shall fire department members, other than mentioned above, announce to fire dispatch that they are en-route from their residence to a fire station.
- To terminate a call, the Incident Commander shall announce, “Command is terminated”. Upon hearing this statement, fire dispatch will assume that **ALL** vehicles assigned to that incident will be returning to station.

Fire Department use of Dispatch Channels

In many cases, multiple fire departments share a common dispatch frequency.

- Priority use of the channel will be granted to the fire department involved in operations that require monitoring by fire dispatch. New calls on the channel will be paged and the dispatcher may advise the affected fire department to switch to a tactical frequency.
- In all cases of multi-call situations, every effort shall be made to give priority to the fire department responding to the most urgent emergency.
- In all cases, every effort shall be made to minimize radio traffic on a common dispatch frequency by switching to a tactical frequency.
- At no time shall a department use a common dispatch frequency for the purpose of directing traffic, conducting training operations or notifying other members of non-emergency functions.

GLOSSARY OF TERMS MEANING

WORD OR PHRASE

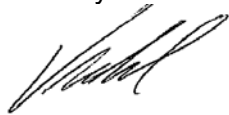
ACKNOWLEDGED	Let me know that you have received and understood this message
AFFIRMATIVE	Yes, or permission granted
BREAK	Indicates the separation between portions of the message.
CONFIRM	My version is Is that correct
CORRECTION	An error has been made in this transmission (message indicated). The correct version is ...
DISREGARD	Consider this transmission as not sent.
DUTY OFFICER	One designated member from a department assigned to be a contact/responder for non-emergency calls within a fire protection area.
GO AHEAD	Proceed with your message.
HOW DO YOU READ?	Self-explanatory
I SAY AGAIN	Self-explanatory (use instead of "I REPEAT")
MAYDAY	The spoken word for distress communications.
MAYDAY RELAY	The spoken word for the distress relay signal
MUTUAL AID	Request for assistance from another department
MONITOR	Listen on (frequency)
NEGATIVE	No, or that is not correct, or I do not agree.
READ BACK	Repeat all of this message back to me exactly as received after I have given it
ROGER	I have received all of your last transmission
ROGER NUMBER	I have received your message Number _____

SAY AGAIN	Self-explanatory, (do not use "REPEAT")
STAND BY	I must pause for a few seconds or minute, please wait
THAT IS CORRECT	Self-explanatory
VERIFY	Check coding, check text with originator and send correct version
ENROUTE	When any fire unit is responding to an incident
ON SCENE	When the responding fire unit has arrived at the scene of the incident
COMMAND TERMINATED	When firefighting has ceased at the fire scene.

PHONETIC ALPHABET

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIETT	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

REFERENCE:

<p>Chris Vrabel</p> <hr/> <p>Issued by:</p>  <hr/> <p>Signature of Fire Dispatch Manager</p> <hr/> <p>27 May 2009</p> <hr/> <p>Date of Issue:</p>	<p>This O. G. Replaces:</p> <p>Issued:</p> <p>Amended:</p>
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Operational Guideline

FIRE DISPATCH – NI 9-1-1 CORPORATION	O.G. NO. 7.2.2
TITLE: TIMERS	PAGE 1 of 1

PURPOSE: To provide the opportunity for Incident Commanders to use remote countdown timers during emergency incidents.

SCOPE: North Island 911 Fire Departments

POLICY: The use of timers will not be recorded in fire reports.

PROCEDURE:


At any time during fire department operations, an incident commander can request the initiation of a countdown timer from the fire dispatch center.

The dispatch center can set and start a countdown timer for any amount of minutes. The default time is set to 10 minutes.

Upon receipt of a request, the dispatcher will announce to command that the appropriate timer has been started.

Once the designated amount of time has expired, the dispatcher will announce to command that the requested countdown timer has expired.

REFERENCE:

Chris Vrabel Issued by:  Signature of Fire Dispatch Manager	This O. G. Replaces: Issued: Amended:
27 May 2009 Date of Issue:	

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.03.04
Title: Operations – Fire Department Routine	PAGE 1 OF 2

Purpose: This is to ensure that all our equipment, apparatus and fire stations are left in a “Ready to go” state. This is also to make known the Weekly, Monthly, Quarterly and Yearly Routine of the various duties/tasks that have to be completed.

Scope: All Fire Department personnel.

Guideline This is to ensure that the necessary checks, paper work and assigned tasks be completed. To achieve this, the fire fighters must follow this routine on practice nights and after incidents and over the course of the year.

Procedure:

Weekly Training Session Routine;

Before Weekly Training

- Weekly Training Sessions start at 7pm sharp. The fire fighters are expected to arrive at the hall between 6:30pm and not later than at least 5 min to 7pm. (unless work or family commitments are needed)
- Officers who do not have email will check their email at this time to ensure that they are kept up to date. Officers will check their mail boxes for any correspondence that may have received.
- If a member is missing a training session or is going to be late member will call either the duty officer or fire station to let them know.
- Members will pull the apparatus out on to the pad, then before members enter the fire station they will each test run the on board pumps on equipped apparatus.

During

- Members are not permitted to smoke during weekly training sessions unless otherwise cleared with the Officer/Instructor/Member in charge of the training session.

After Weekly Training

- Equipment checks are to be completed after training sessions (unless otherwise stated by the Officer/Instructor/Member in charge of the training session) Members are broken into crews as outlined on the crew board in each fire station. During these equipment checks apparatus will be washed or hosed off depending on how dirty they are.
- Each instructor will complete a training report for that nights training, being as detailed as possible.
- The Driver/ Officer (or member in charge) of the apparatus used will ensure that the apparatus and related equipment are back in their “ready to go” state and hosed/washed when the apparatus is returned to the fire station. Once the apparatus has been returned to the station, the “After use checks” will be signed off by the driver or officer to ensure that everything is ready to go.
- If the SCBA has been used the SCBA will be placed back in their ready to go state; this includes cleaning/washing of masks, cylinders and backpack assemblies, filling air cylinders and placing the SCBA back on the apparatus.
- If any rope or water rescue equipment is used it will be checked and placed back to its ready to go state. This includes hang drying any wet equipment, cleaning/inspecting and completing the check sheets.
- At 9pm to 930pm there will a short wrap up to discuss any items that have come up with the nights training or other issues. Depending on the training session, training may extend beyond 9pm.

- After any training session, all empty drink containers will be cleaned up and stored in a location that is out of sight. The hall will be left in an acceptable condition, as it's a public building.
- If any of the apparatus need to go for fuel, the senior officer will assign a crew of at least 3 trained members on an Engine and 2 trained members on a Tanker/Rescue to go for fuel.
- If the department gets paged out for an incident, it will be up to the Officers to assign their crews to the appropriate apparatus; at no time will members take their POV with out prior direction from the senior officer. The duty officer will respond as per the response OG. All members must stop, and calmly meet with their crew officers to come up with a plan to staff the apparatus in an efficient manor. Each instructor at the start of each practice night where there are crews out in the community training, will meet and discuss which apparatus will be used to respond to what incidents to avoid any confusion.

Before and after incident Routine

- When members arrive at the fire station, they will calmly enter the fire station being careful not to pass in front of any responding apparatus don their turnout gear and board the appropriate apparatus. Recruits and Junior members will board apparatus at the discretion of the officer of the responding apparatus.
- If you arrive at the fire station after first responding apparatus has left, the senior officer or firefighter will check the response order to see if which apparatus is the next out to respond. If there is no other apparatus to respond then there will be a minimum of 3 members to stand by at the station. Those members who are on stand by will; start the incident paper work, make coffee (if needed) and will get the wash equipment out. When the apparatus returns one of the standby firefighters will go out and back the apparatus on to the apron.
- Once the apparatus has returned the standby crew will wash the apparatus, and assist with any clean up that needs to be done, such as reload the apparatus with clean dry hose, re stock medical equipment etc. If there was a lot of equipment used at the incident it may be up to the Senior Officer to have the crews complete equipment check sheets to ensure that all the equipment is taken care of.
- Driver of the apparatus will be responsible to ensure that the apparatus and related equipment are back in their "ready to go" state and that the apparatus is topped up with water and fuel. Then complete the after-use check off sheets. If the Apparatus has had significant use then a "Post Trip Inspection" will be completed by the Driver.
- If the SCBA has been used the SCBA will be placed back in their ready to go state; this includes cleaning/washing of masks, cylinders and backpack assemblies, filling air cylinders and placing the SCBA back on the apparatus.
- If any rope or water rescue equipment is used it will be checked and place back to its ready to go state. This includes hang drying any wet equipment, cleaning/inspecting and completing the check sheets.
- The officer in Command will complete the necessary paper associated with the incident i.e: Member roster, Incident Report, and other incident details.
- The officer in command deems it appropriate, they conduct a debriefing to discuss the incident and if CISD counseling is required they will contact the necessary people. When holding a debrief session after an incident, one of the members will take notes on the session for the officers to review.

Weekly/Monthly/Quarterly/Yearly Routine

Weekly

- All Apparatus will have a full Air Brake Pre-Trip Inspection completed and those apparatus that have pumps will their pumps test ran. Then the Apparatus check paper work completed.
- All SCBA packs will have a full operational check completed on them and the paper work completed.

Monthly

- All gas detectors will be bump tested and documented.
- All Thermal Imaging Cameras will be checked and batteries rotated and documented.

Quarterly

- All SCBA will be inspected, cleaned, full operation check and batteries changed in the HUD's and in the control unit. The quarterly inspection form will be completed.
- Water Tanks will be inspected and checked to ensure that they are in working order.

Yearly

- All air packs/masks will be inspected to all applicable standards tested and air cylinders will be hydro-statically tested as required. These inspections will be conducted by an outside agency.
- All Ropes, Rope Hard/Software and Harnesses will be inspected and documented. These inspections can be completed in house.
- All Water Rescue Equipment and Ropes will be inspected and documented. These inspections can be completed in house.
- All Power Equipment will be serviced as per manufactures specs. The servicing will be conducted by a local small engine repair shop.
- All Apparatus will have a Commercial Motor Vehicle Inspection completed. These inspections will be conducted by an outside agency.
- All Fire Pumps will be serviced and inspected to NFPA recommendations. These inspections will be conducted by an outside agency.

It will be the responsibility of the officers, drivers and members at each fire station to ensure that this routine is followed and that the routine is kept consistent after each weeks training and after each incident. Officers must communicate between each other to ensure that they have the same mind set to ensure a consistent flow of information and routine to the firefighters.

<u>Nick Acciavatti</u> Issued by: Signature of Fire Chief	This O.G. Replaces: Issued: September 20, 2007 Amended: December 13, 2011
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.03.06
SUBJECT: Operations - Unit Call signs.	1 of 1

Purpose: To establish communications procedures that may be applied consistently to all Fire Department operations.

Scope: All Fire Department personnel who are required to communicate during emergency and non-emergency situations.

Guideline: O.G.# 2.03 " FD Call Signs" shall be applied to all use of communications by the Dashwood Volunteer Fire Department. All Department personnel identified within the scope of O.G.# 2.03 shall be familiar with, and carry out their responsibilities identified within this Guideline. Effective voice communications must be maintained between entry teams and outside firefighters.

Procedure: All elements of the N-9-1-1 Radio Procedure Manual and all forms and documents encompassed within, and as adopted by the Dashwood Volunteer Fire Department, become part of Operational Guideline 2.03.

D.V.F.D. radio identification signs are as follows:

<u>When Talking to Dispatch</u>	<u>When Talking to Each Other</u>
Dashwood Fire Chief	Chief 6
Dashwood Duty Officer	Dashwood Duty Officer
Dashwood Station 61	Station 61
Dashwood Deputy Chief 61	Chief 61
Dashwood Engine 61	Engine61
Dashwood Tanker 61	Tanker 61
Dashwood Rescue 61	Rescue 61
Dashwood Station 62	Station 62
Dashwood Deputy Chief 62	Chief 62
Dashwood Engine 62	Engine 62
Dashwood Tanker 62	Tanker 62
Dashwood Rescue 62	Rescue 62

All other radio users are to use their names. i.e. "Fire Fighter Smith from Command"

Included with this Operational Guideline is:
"DVFD Radio Channel Configurations"

<p style="margin: 0;"><u>Nick Acciavatti</u></p> <p style="margin: 0;">Issued by</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">Signature of Fire Chief</p>	<p style="margin: 0;">This OG replaces:</p> <p style="margin: 0;">Issued: Jan 23 1996</p> <p style="margin: 0;">Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.03.07
SUBJECT: Operations - Communication Procedures	1 of 1

- Purpose:** To establish communications procedures that may be applied for all Fire Department Incident Command situations.
- Scope:** All Fire Department personnel who are required to communicate through Incident Command.
- Guideline:** Various Officers in the Dashwood Fire Department carry portable radios. The first officer / senior fire fighter will handle communications with Fire Dispatch and will be called the Incident Commander.
- Procedure:** Communications for emergency incidents will be on Channel 1. Communications for incidents utilizing mutual aid will be on Channel 1. Communications for the purpose of Fire Practice and Practice Evolutions should use Channel 2 to maintain clear airwaves for Channel 1 communications.

When another Fire Department receives a call for a higher priority incident than the one we may be working on, all Dashwood radio communications will then be moved to CH 2. We will also advise the other Fire Department and Fire Dispatch that we are moving to another channel.

Traffic control at incidents will be on Ch 2 and should be done so as soon as needed by command. 1 Traffic controller will be assigned as the team leader and will contact command as needed on Ch 1.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: Jan 23, 1996</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.03.08
SUBJECT: Operations - Duty Officers	1 of 2

Purpose: Purpose of this Operational Guideline is to ensure clear duties of a Fire department Duty officer are outlined so that the Duty Officer(s) understands their role while on duty. Furthermore to ensure that qualified personnel are available to provide command coverage at all times of the day and week. This will ensure the highest level of emergency service for our citizens.

Scope: Fire Department Officers

Guideline: It is a guideline of the Dashwood Fire Department to assign a Duty Officer(s) to ensure that there is an officer in the fire protection district at all times.

Procedure and Guidelines:

The assigned duty officer will check in with the Fire Chief Friday afternoon to be briefed on the current burning regulations and any other pertinent information.

Duty Officers will carry a portable Radio with a Key Pad, Turn out gear with the DO 6 passport attached to their helmet, Fire Department Map book and the duty officer cell phone.

Duty officers will respond direct to incidents as per O.G. #2.05, or as otherwise instructed by a senior Officer. Duty officers must communicate with other duty officer in the event that there are two or more duty officers on duty while responding to an incident or one is closer to the incident

Duty officers will assume the role of incident commander and other incidents that they are called upon while on duty. If they wish they can pass off command to a senior officer when he/she arrives on scene. Duty officers must ensure that all apparatus and equipment be placed back in service and the necessary paper work is completed after the end of an incident.

If the in event that the incident is over the scope of training of the duty officer on duty, it will be up to the Chief or designate who is available whether or not that duty officer will respond to direct an incident. (i.e. in the event of a structure fire or large mutual aid incident)

Duty officer(s) while on duty **must not** engage in activities, which limit them to be unable to respond to incidents. Duty officers while on duty must stay within a reasonable distance from the protection area to be able to respond safely and efficiently to incidents (South to Parksville and north to Deep Bay).

Should any incidents occur which is suspicious of nature, or has significant dollar loss, or injury the Fire Chief shall be notified at the earliest convenience. If the Fire Chief is not in attendance he shall be contacted by phone. The duty officer shall, if possible use the cellular phone and await a return call.

If the daytime duty officer (Monday to Friday 6am to 4pm) is unavailable to perform his or her duties that duty officer will contact another assigned duty officer who is available to perform the duties of daytime duty officer and inform them of their absence. Then that individual will be asked to take over duty officer responsibilities to ensure adequate coverage of the protection area. If a duty officer is unavailable to contact anyone to take over duties as a duty officer then the Fire Chief or designate will be contacted and informed of this situation and Fire Dispatch will be contacted and informed of this situation.

Routine;

Daytime/Evening Duty Officer

Monday to Friday 6am to 4pm

Daytime coverage is paramount due to staffing levels; in all efforts daytime Duty Officer will be assigned to cover the protection area Monday to Friday from the hours of 6am to 4pm. The weekday evening duty officer will rotate between the Chief and Deputy Chief's as needed from the hours of 4pm to 6am.

Weekend Duty Officer

Friday 5pm to Sunday 6pm *(or the last day of the long weekend - 6pm)*

Weekend coverage will be assigned 3 months in advance on the calendar in the fire station. Officers will be asked of their schedule and one officer will be assigned duty officer duties for that weekend. **(All duty calls must be recorded and logged with fire dispatch)**

Once the weekend duty officer shift is over that duty officer will inform the Daytime Duty Officer and return all the Duty officer equipment to the fire station. If at anytime the duty officer is unable to do the weekend it is up to that duty officer to find another officer to take their place.

Reference: O.G.# 2.05 Apparatus Response Order.

<u>Nick Acciavatti, Fire Chief</u>	This OG replaces:
Issued by	Issued: June 1 st . 2005
Signature of Fire Chief	Amended: September 01, 2009

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.03.09
SUBJECT: Operations – Water Supply	1 of 2

Purpose: To establish the minimum requirements for water supply for firefighting purposes to protect property from fire in areas where water must be transported from a river, lake, canal, bay, stream, pond, well, cistern, or other similar source of water that is available as suction supply for Fire Department use such as fire hydrants.

Scope: All Fire Department Personnel

Guideline: Water obtained by methods outlined in this Guideline may be used to supplement water for firefighting available from hydrants and standpipes on a traditional municipal-type distribution system. Likewise, a hydrant served by a water distribution system may be the source of supply for water that is transported to the rural fire.

Procedure: The first due in duty officer/engine will select the type of water supply for the incident dictated by the extent of the fire, staffing of responding apparatus and the method of water supply; either tanker shuttle or hydrant/standpipe supply. Due to the length of some driveways the first due engine will lay a supply line from the road to the fire location and have the second due engine set up a relay pump operation either from port-a-ponds or another hydrant that is located near by. The officer of the first due engine will announce the method of water supply to the incoming units. If no hydrant or water supply is needed then the officer of the first due engine will announce – “No water Supply Required”

- **“Hydrant Supply Line”** – This set up is that the First Due engine will lay a Hydrant lay from a Hydrant to the fire location and will not require a relay pump or tanker shuttles.
i.e. “In coming units from E61, E61 is setting up for Hydrant Supply to the fire location”
- **“Relay Pump from Road”**– This is to set up for a relay pump from the road to the fire location and the first due tanker will set up a port-a-pond and then the second tanker will set up their pond. Tankers at this time will leave their water transfer equipment at the relay engine.
i.e. “In coming units from E61, E61 is setting up for Relay Pump from Road”

Command and Command Staff

Upon receipt of a incident that may require a tanker shuttle water supply, the duty officer shall summons additional tankers if the initial incident information is suggesting that the water supply exceeds the water that the department can supply, or if tankers are required to travel a far distance to refill, this will enable tankers to be continuously supply water to the fire ground.

If incident command has been established before any units are on scene, the incident commander can also let the incoming units know what method of water supply to use. Once the water supply has been selected the incident commander will establish a water supply sector officer. The water supply sector will be responsible for coordinating the tankers that are supply the water to meet the required fire flows. The water sector officer can request to command to summons additional tankers or release tankers as the incident water supply dictates.

Location of Water Supplies

South of Station 61 -There are hydrants/Standpipes located in most of the neighbourhoods and along Hwy 19a and are all marked in Map Books on all Apparatus. There is a water tank located on Corcan Road.

North of Station 61- There is 1 hydrant at the bottom of Shaw's hill on HWY 19a, 1 Hydrant located at Arrowsmith Golf Club (needs pumps to be turned on in the winter months – Call 752-9727 ext 9 and request that the pumps be turned on to supply the hydrant.)

Station 62 area – Tank stand at Corcan Road, Tank Stand at St62, and Hydrants/water storage tanks located within the Little Qualicum River Village.

Tanker Shuttle Operations

In areas where there are no hydrants, fire tankers will be used. In the event of a fire requiring tankers, additional tankers from mutual aid departments will be contacted on receipt of an incident requiring tankers. This is due to water shuttle travel times and distances.

When tankers are required it will be the responsibility of the tanker crews to set up portable pond and drafting equipment. When there are multiple tankers responding, there will be a water supply officer assigned and all tanker coordination will be run through the "Water Supply" officer, tanker shuttle communications maybe moved to another Radio Ch if required. When there is no water supply officer assigned, tankers will coordinate their communications through the Engine where the pond is set up at.

Drafting operations will use the following equipment:

- Portable pond
- 6" Hard Suction
- 6" Jet Siphon
- 1-50' 1 ½" supply hose for jet Siphon with a gated "Y" at the pump panel.
- Additional Hard Suction if required.

Drafting Intake Ports – E61/E62 – Drivers and Passenger side 6" intake valves.

E62 has a rear 4" intake but will only be used for hydrant operations and in situations where high volume water supply is not required in drafting situations.

<p><u>Nick Acciavatti</u> Issued by <u>Signature of Fire Chief</u></p>	<p>This OG replaces: Issued: December 18 2007 Amended: November 25 2009</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.03.10
SUBJECT: Operations – BCAS Auto Launch Procedures	1 of 1

Purpose: To have written procedures that follow with the BCAS Auto-Launch guidelines, these guidelines will identify the landing zones in our area, and the BCAS requirements for those landing zones.

Scope: All Fire Department members.

Guideline:

In the event of a BCAS auto-launch incident, and the requirement for landing zones are required, members who are involved on scene will set up landing zones and meet the requirements of BCAS guidelines. Only daytime Landing Zones will be set up, night time landing will at the discretion of BCAS personnel. All efforts will be made to coordinate with BCAS crews on scene to assist fire crews with the safe landing of the helicopter. There will be reference sheets in each apparatus on the aspects of these guidelines; fire crews on scene should reference these sheets when involved in these incidents to ensure scene safety and efficiency.

Procedure:

Command Staff

On scene there will be command staff assigned to coordinate the landing, they will be known as "Heli-spot safety" They will relay the information to BCAS crews or through our Fire Dispatch. Helispot safety will relay the location of the landing zone along with GPS coordinates, type of road surface, power line locations and wind direction if known.

Landing Zone Locations.

When requested by BCAS to set up landing zones, on scene crews will set up landing zones in the following areas:

Station 61 area:

GPS Coordinates Lat: 49 22.281 North

Long: 124 32.879 West

Landing Zone in this area will be located at the south end of the "Baylis" 4 lane section of HWY 19a (**Approximate Area 4500 Block HWY 19a**), crews will set the necessary 100'x100' landing zone with weighted traffic cones as per BCAS Guidelines. This landing zone will require the response of 3 apparatus, and those apparatus will block off sections of the hwy. Shutting down of the hwy must be coordinated with the time frames of when the helicopter will land to minimize traffic disruptions. The first arriving apparatus will go to **Polegate Road @ HWY 19a** and drop off one member, the second arriving apparatus will drop one member off at **Ferndown Road @Hwy 19a**, both members will have the necessary equipment to direct traffic around the 4 lanes (Large Transport trucks should asked if they can negotiate the corners) Once each member has been dropped off, the apparatus will stage 300 feet away from either side of the Landing Zone, shut off all headlights and prepare to set up the area for the Helicopter to land. Once the incident command receives word that the Helicopter is near, they will notify the traffic crews to re route traffic and crews will set up the Landing Zone.

Station 62 Area:

GPS Coordinates Lat: N49 19.666 North

Long: W124 33.587 West

Landing Zone in this area will be located in the gravel pit next to or near by the station, the landing zone will be far enough away from the station to minimize damage. In dry weather it may be necessary to wet down the gravel landing zone to minimize dust and rotor wash. This task may be assigned to the second in Engine crew as the first in crew may be busy at the incident. All unnecessary on lookers will be asked to keep away at a safe distance determined by the Heli-spot Safety Officer.

Reference Materials: BCAS Auto Launch Guidelines January 2005 Edition.

Attached: Reference Materials related to the Setting up Landing Zones, BCAS Requirements, Safety around Various Helicopters used by BCAS.

<u>Nick Acciavatti</u>	This OG replaces:
Issued by	Issued: April 2008
Signature of Fire Chief	Amended: September 2008

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.03.11
Title: Operations – Low Slope/Low Angle Rescue	PAGE 1 of 3

Purpose: To ensure all Low Slope/Low Angle rescues are performed in a safe and efficient manner.

Scope: All fire department personnel. Specifically those trained in Low Angle Rescue who are participating in the main function of a rescue.

Guideline:

Low Angle is defined by NFPA 1670 as an environment in which the load is predominantly supported by itself and not the rope rescue system. Generally slopes of up to 45 degrees, depending on the surface, will allow a load to be supported by itself. Slopes that are deemed outside the scope of training should be considered a High Angle and a rescue should only be attempted by personnel trained in that specific discipline.

If a High Angle Rescue is required, Command will call for mutual aid to another fire department or agency with the necessary training.

Low Angle Rescue requires proper training and practice to develop the skills needed to affect a safe and efficient rescue. With safety being the first priority, only members who have participated in a Low Angle Rescue course and demonstrated ongoing training will be allowed to participate in Low Angle Rescue operations. Members not trained in Low Slope Rescue may assist with set up or hauling while under the direction of a trained member. Untrained members may also complete tasks on scene unrelated to rescue operations.

Members who have completed a certified High Angle Rescue course or other training, which exceeds the qualifications for Low Slope Rescue may also complete any operations which can be performed by someone qualified for Low Slope Rescue. However they shall not exceed the scope of any training higher than Low Slope Rescue. If skills above Low Slope rescue are required then the incident should be deemed a High Angle Rescue and the appropriate agency should be contacted for mutual aid.

Members will wear their Fire Department issued coveralls and steel toed boots while conducting low slope rescue evaluations. Other related PPE will be rope rescue helmets for those members doing the rescue, and safety glasses and leather gloves as needed.

Procedure:

Training

Members wishing to participate in Low Angle Rescue will complete the 1.5-2 days of training on Low Angle/Low Slope Rescue with a qualified instructor. This course will familiarize them with ropes, knots, equipment, techniques, and procedures required for safe and efficient rescue operations in a Low Slope setting.

Members should also complete any Low Angle training practice performed by the fire department, supplementary of the initial course. This ongoing education will ensure the skills required to complete a safe rescue will be performed with confidence.

Reports of all training and practice completed by members will be kept and recorded for future reference.

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.03.11
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Rescues

Setting up for a Low Slope Rescue can be accomplished by dividing main components into three areas and assigning a team to each. These teams will be chosen to complete the tasks by Command or the most senior officer on scene. These will be Rescue, Main line, and Haul teams.

1. **Rescue Team:** The rescue team is responsible for descending the slope to reach the patient(s) with the necessary equipment, and as first responders to perform any medical aid. They will also be responsible for stabilizing, packaging and safely guiding the patient(s) up the slope. All persons on the Rescue Team should be certified first responders. Team members will don appropriate clothing and footwear, class 1 or 2 harness, safety helmet, safety glasses, and leather gloves. One member will wear a radio harness to communicate with other teams and command. The first member to descend will take the FR backpack to attend the patient(s); subsequent members will take the basket stretcher and any other equipment necessary.
2. **Main Line Team:** Main Line Team is responsible for establishing all anchor points, ropes, and belay system to safely lower the Rescue Team and any equipment. They will also be responsible for setting up any additional belays including safety lines.
3. **Haul Line Team:** Haul Line Team is responsible for establishing any anchor points or directional pulleys for the mechanical advantage as well as set up or deployment of the MA system in coordination with the Main Line Team.

All Teams will communicate via radio or may communicate vocally if a direct line of sight is possible. The Main Line Team may have an ``edge`` person who can vocally relay messages from the Rescue Team to the Main Line Team in place of radio communication. This will ensure good communication, specifically between teams when rescuers on belay are being raised or lowered.

Equipment

An inventory log of all Low Slope Rescue equipment will be kept in Station 61 and all related equipment will be inspected, checked and cleaned before its placed back into service after each use. (Either training or on an incident) Any equipment that has been damaged, that shows excessive wear, or that has been shock loaded, will be taken out of service and tagged as such.

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.03.11
Title: Operations – Low Slope/Low Angle Rescue	PAGE 3 of 3

Anchoring and Rigging

“Bombproof Anchors” – where there is NO DOUBT that an anchor point will hold, no back anchor will be required.

“Strong Anchors” – this does not imply the anchor is weak, but it isn’t considered “bombproof”

All strong anchors will require a secondary anchor point behind, and as in-line with the primary anchor as possible to prevent shock loading or a pendulum effect as the slack in the line to secondary anchor is taken up.

If an anchor bridle must be used, the angle between the two anchor points of the bridle must not exceed 45 degrees to prevent manipulation of the working load on the bridle.

Hard linking (using more than two metal components together at one time) shall be avoided.

Rigging will be checked frequently since loading and unloading can cause components to loosen off or change positions.

If a rope has to pass over an edge that may damage the rope, an edge protector will be used.

Anchoring to a Fire Apparatus

In certain circumstances where we may use a Fire Apparatus as an anchor point please observe the following safety precautions by doing the following. Please anchor to a suitable location such as a tow hook or tow eye. Avoid using open tow hooks unless you use suitable means to prevent the assembly from coming off the tow hook.

Zach Stonley _____

Issued by:

Signature of Fire Chief

Amended:

This O.G. Replaces:

Issued: May 12, 2014

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.04.00
SUBJECT: Equipment- Portable Fire Extinguishers	1 of 1

Purpose: To ensure that all Portable Fire Extinguishers are properly cleaned and maintained to provide for the safe operation and use.

Scope: All Fire Department personnel required to use, clean and maintain Portable Fire Extinguishers.

Guideline: All Portable Fire Extinguishers shall be checked, cleaned and maintained in accordance with the Dashwood Volunteer Fire Department Operational Guidelines.

Procedure and Guidelines:

All Portable Fire Extinguishers must be cleaned and inspected as soon as possible, in accordance with the Dashwood Fire Department Operational Guidelines, after each use in emergency operations and training exercises.

All Portable Fire Extinguishers must be inspected and dry chemical extinguishers must have the powder loosened weekly.

Records of inspection must be kept in accordance with the Dashwood Volunteer Fire Department Operational Guidelines.

Reference: O.G.#

Dashwood Volunteer Fire Department Occupational Safety and Health Program.

IFSTA Essentials of Fire Fighting Training Manual.

B.C. Fire Academy EDUKIT - Extinguishers and Extinguishing Agents.

NFPA 10 - Standard for Portable Fire Extinguishers

Also see O.G.# 1.07, 1.07.06, 2.08

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Jan. 23, 96 Issued: July 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.04.01
SUBJECT: Equipment – Fire Hose	1 of 2

Purpose: To ensure that all Hose is properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required to use or clean and maintain Hose

Guideline: All Hose shall be cleaned and maintained in accordance with the Dashwood Volunteer Fire Department Operational Guidelines.

Hose readiness and post-use inspection must be completed prior to leaving the incident site.

Procedure and Guidelines:

All Hose must be cleaned and inspected as soon as possible, in accordance with the Dashwood Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises.

Records of inspection must be kept in accordance with the Dashwood Volunteer Fire Department Operational Guidelines .

Fire Hose will be service tested annually to meet NFPA 1962

Reference:

Dashwood Volunteer Fire Department Occupational Safety and Health Program.

IFSTA Essentials of Fire Fighting Training Manual.

B.C. Fire Academy EDUKIT - Fire Hose.

NFPA 1962 - Standard on Care and Use of Fire Hose

Also see O.G.# 1.07, 1.07.06, 2.12

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Jan. 23, 96 Issued: July 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.04.02
SUBJECT: Equipment –Ground Ladders	1 of 1

Purpose: To ensure that all Ground Ladders are properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required to use or clean and maintain Ground Ladders.

Guideline: All Ground Ladders shall be cleaned and maintained in accordance with the Dashwood Volunteer Fire Department Operational Guidelines.

Ground Ladders readiness and post-use inspection must be completed prior to leaving the incident site.

Procedure and Guidelines:

All Ground Ladders must be cleaned and inspected as soon as possible, in accordance with the Dashwood Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises.

Records of each use, cleaning and inspection must be kept in accordance with the Dashwood Volunteer Fire Department Operational Guidelines. All Ground Ladders will be WCB/NFPA Tested and inspected yearly.

Dashwood Volunteer Fire Department Ground Ladders

35' 3-stage Ladder

24' 2-stage Ladder

14' Roof Ladder

10' Attic Ladder

Reference: O.G.#

Dashwood Volunteer Fire Department Occupational Safety and Health Program.
IFSTA Essentials of Fire Fighting Training Manual.

NFPA 1931, "Design and Design Verification Tests for Fire Department Ground Ladders"

NFPA 1932, Use, Maintenance and Service Testing of Fire Department Ground Ladders"

Also see O.G.# 1.07, 1.07.06, 2.11

<u>Nick Acciavatti</u> Issued by	This OG replaces: Jan. 23, 96
Signature of Fire Chief	Issued: July 2007
	Amended:

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.04.03
SUBJECT: Equipment – Utility Ropes	1 of 2

Purpose: To ensure that all Ropes are properly cleaned and maintained to provide for safe operation and use.

Scope: All Fire Department personnel required to use or clean and maintain Ropes.

Guideline: All Ropes shall be cleaned and maintained in accordance with the Dashwood Volunteer Fire Department Operational Guidelines.

Ropes readiness and post-use inspection must be completed prior to leaving the incident site.

Only ropes specified for life safety are to be used for life safety. Utility ropes are **NOT** to be used for life safety.

Procedure and Guidelines:

All Ropes must be cleaned and inspected as soon as possible, in accordance with the Dashwood Volunteer Fire Department Operational Guidelines, after each use in emergency operations and training exercises. All Ropes will be inspected at least annually.

Records of each use, cleaning and inspection must be kept in accordance with the Dashwood Volunteer Fire Department Operational Guidelines.

Reference: O.G.#

Dashwood Volunteer Fire Department Occupational Safety and Health Program.

IFSTA Essentials of Fire Fighting Training Manual.

NFPA 1983, Fire Service Life Safety Rope, Harness and Hardware"

Also see O.G.# 1.07, 1.07.06, 2.10

<u>Nick Acciavatti</u> Issued by	This OG replaces: Jan.23.96
_____ Signature of Fire Chief	Issued: July 2007
	Amended:

OPERATIONAL GUIDELINE

DASHWOOD FIRE DEPARTMENT	O.G. NO. 2.04.04
Title: Equipment - Life Safety Rope	PAGE 1 OF 3

Purpose: To establish a minimum standard for the use of all Life Safety Rope and ensure proper maintenance. This will enhance the safety for all potential users of the equipment.

Scope: All Fire Department Personnel. Specifically those trained in Low Slope, or High Angle Rescue.

Guideline: All personnel who use Life Safety Rope must ensure the equipment is inspected, used, and maintained according to the manufactures instructions and the Operating Guideline. Only ropes specified for life safety according to NFPA 1983 are to be used for rescue and life safety operations.

Procedure:
Life Safety Rope

Putting rope in to service

- 1) The rope will be cut to its desired length and the ends heat treated to prevent fraying.
- 2) All rescue rope must be labeled on both ends for identification of use.
- 3) A new rope record form will be filled out to begin a Rope Log.
- 4) The manufactures label or a copy, for the rope, will be kept with the rope log.

Labeling

Life safety rope will be labeled on either end in the following manner with the following information,

- 1st. Letter-** Identifies the use of the rope – **R**-Rescue **T**-Training **E**- Escape
- 2nd. Digit-** Identifies which number of rope under the above category
- 3rd. Digit-** Identifies the diameter of the rope-
 - **13-16 mm** General use/9000lbs min breaking strength / 2 person
 - **9.5-13mm** Light duty use/4500lbs min breaking strength / 1 person load
 - **7.5-9.5mm** Escape Rope/3000lbs. min breaking strength / 1 fire fighter 1 time use.
- 4th. Digit-** Identifies the length of the rope

Labeling example- R-1-13.5-300

Inspection Procedures

All life safety Rope will be inspected before and after each use and considered for rescue only if all of the following conditions are met:

- 1) Rope has not been damaged. Will be inspected by sight and touch for cuts, nicks, abrasions, soft spots, bulges, or any other damage which might compromise its integrity.
- 2) Rope has not been exposed to heat, direct flame impingement, or excessive abrasion.
- 3) Rope has not been subjected to any impact load.
- 4) Rope has not been exposed to any liquids, solids, gasses, mists, or vapors of any chemical or any other material that can deteriorate rope.
- 5) Rope is clean, dry and free from dirt or any other substances.
- 6) Rope passes inspection only when inspected by a qualified person following the manufacture's inspection procedure both before and after each use.

All "in service" life safety rope stored and ready for use will be inspected after each use or with every Quarterly inspection and the results are to be recorded in the rope log.

Any rope that fails to pass inspection will be destroyed immediately. The destruction of the rope means that it should be altered in such a manner that it cannot be mistakenly used as a life safety rope. Removing the labels and cutting the rope into short lengths for use as utility rope can achieve this.

Rope Log

Any time a rope is used; the type of use and the inspection comments will be recorded in the Rope Log. The Rope log will be considered a permanent rope record and a legal document. The Rope Log contains the individual record of each Life Safety Rope "In Service", as well as the manufactures product label and other that is required by NFPA 1983 standard on Fire Services Life Safety Rope and System Components (2001 Edition)

The log will include the following to comply with WorkSafe BC regulation 32.6.

- 1) Rope number and in service date
- 2) Manufacture date and name
- 3) Color, diameter, length, and tensile strength
- 4) Damage found or maintenance performed
- 5) Name of the qualified person completing the inspection

The Rope Log Book is kept in the training room, so the information is readily available to all potential users when ever necessary.

Length of Service

Life Safety Rope shall be kept in service as long as it continues to pass inspection to a maximum of five years (5) as per WorkSafe BC. After 5 years the rope shall be destroyed.

Use and storage of Life Safety Rope

All efforts should be made to ensure that Life Safety Rope is stored clean, dry, out of direct sunlight and away from extreme heat. Proper storage bags have been supplied to assist in maintaining the readiness of the rope.

All efforts should be made to preserve the rope labeled (r) for actual rescues only!

All training should be performed with (t) training rope, which is stored in the Fire Station.

<u>Nick Acciavatti</u> Issued by: Signature of Fire Chief Amended: May 12, 2014	This O.G. Replaces: Issued: March 05 2007
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.04.05
SUBJECT: Equipment – Gas Detector	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the gas detectors that we use in the fire department.

Scope: To all Fire Department Personnel

Guideline: The Gas Detector shall be inspected and maintained in accordance with manufactures recommended guidelines. Gas detectors will be located on both engines and both rescues.

Procedure:

Gas Detector Use:

The gas detector will be turned on enroute to the incident if the unit is needed right away, i.e. gas line rupture, to ensure that the unit performs the necessary self checks, this will also ensure that the unit is functioning properly. Anytime the unit is turned on, it must be done so in a **“clean air”** environment, and then brought in to the area that it will be used in. The unit can be also used after structure fires, smoke in a house, or other related incidents to check the allowable limits of air quality.

Weekly/After use Checks/Documentation:

Weekly:

Each Gas Detector will be turned on, checked to make sure the unit powers up, Batteries Charged, Audible Alarms Sound/Vibrates, the unit reads “TEST OK” and the unit “AUTO ZEROS”
If any problems, tag and take out of service. The weekly test will be recorded in on the weekly apparatus check sheets provided in each station.

After use Checks:

The gas detector will be inspected and cleaned with gentle cleaning solution after each use. The unit will be tested the same as the weekly checks and then recorded on the sheets provided in each station-black 3 ring binder with other check off sheets.

Bump test

Bump Test will be completed monthly as per manufactures recommendations with the docking test station located at Station 61. The bump test will be recorded on the sheets provided in each station-black 3 ring binder with other check off sheets.

6 Month Calibration

Calibration will be completed every 6 months or sooner if required. Calibration will be done with the docking test station located at Station 61. The Calibration test will be recorded on the sheets provided in each station-black 3 ring binder with other check off sheets. The docking station downloaded at 6 month interval.

Any problems with any of the units, they will be taken out of service, tag it with the problem, and notify the Duty Officer.

<p><u>Nick Acciavatti</u> _____ Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: June 2007</p> <p>Amended: January 21, 2015</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.04.06
SUBJECT: Equipment – Thermal Imaging Camera	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the Thermal Imaging Camera that we use in the fire department.

Scope: All Fire Department Personnel.

Guideline: The Thermal Imaging Camera shall be inspected and maintained in accordance with manufactures recommended guidelines.

Procedure:

Incidents: The Thermal Imaging Camera can be used at a wide Varity of incidents and shall be utilized at every opportunity. The Thermal Imaging Camera should be used for but not limited to; investigate a possible hidden fire, size up of a structure fire, attack and search operations, salvage and overhaul, and can also be used at MVA's to search for the possible locations of patients.

Monthly/After use Checks: The Thermal Imaging Camera will be inspected after each use and monthly as per manufactures recommended guidelines and will be recorded on the inspection sheet in the Apparatus bay. The unit will notify the user if the unit is functioning properly or needs service.

Problems with the unit: The unit will be tagged and removed from service and one of the officers will be notified of the problem

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: May 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 2.04.07
SUBJECT: Equipment – Life Preservers	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the Life Preservers that we use in the fire department.

Scope: To all Fire Department Personnel

Guideline: To ensure that all fire fighters are familiar with the use, and inspection of the Life Preservers that we use in the fire department.

Procedure:

Incidents: Life Preservers will be used at all incidents that are at or near any body of water that may pose a drowning hazard to fire fighters. Only the fire fighters who need to be near the waters edge will be working in that area, all other members must keep a safe distance from the water.

Yearly/After use Checks: The Life Preservers will be inspected after each use and yearly as per manufactures recommended guidelines and will be recorded on the inspection sheet in the Apparatus bay. The unit will notify the user if the unit is functioning properly or needs service.

Problems with the units: The unit will be tagged and removed from service and one of the officers will be notified of the problem

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: May 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #2.04.08
SUBJECT: Equipment – Self Contained Breathing Apparatus	1 of 1

Purpose: To ensure that all fire fighters are familiar with the use, and inspection of the SCBA that we use in the fire department.

Scope: All Fire Department Personnel

Guideline: To ensure that all fire fighters are familiar with the use, and inspection of the SCBA that we use in the fire department.

Procedure:

Incidents: SCBA will be used at all fires where there is a risk of inhaling toxic smoke from structure fires, vehicle fires, and other fires which incident command deems hazardous and any time fire fighters working in with 75 feet of a burning structure or vehicle. SCBA will also be used anytime there is a possibility of entering a potentially hazardous atmosphere or low oxygen atmosphere.

After use, Weekly, Quarterly and Annual NFPA/WCB Checks and testing: The SCBA packs will be inspected after each use, weekly, quarterly and yearly checks and tests as per manufactures recommended guidelines and will be recorded on the inspection sheet in the Apparatus bay. The unit will notify the user if the unit is functioning properly or needs service.

After use Check: Each pack and Mask, will be cleaned, inspected and tested as per manufactures guidelines and then recorded in the SCBA check book.

Weekly Checks: Each pack and mask will be inspected and tested weekly as per manufactures guidelines and then recorded in the SCBA check book.

Quarterly Checks: Each pack and mask will be cleaned, inspected and tested, Hydro Static test dates be monitored and air exchanged in cylinders to ensure “fresh air” in the cylinder. All will be recorded in the SCAB check book.

Annual NFPA/WCB Tests and Checks: Once a year all air packs and masks will be checked by a NFPA qualified inspector by an outside agency, this is to ensure that all packs meet NFPA standards and requirements current to the year the packs were manufactured in. An air sample will be sent in and analyzed by an outside testing agency yearly to meet all NFPA, WCB and any other safety standards. All current and new members will have their SCBA mask “Fit Test” completed yearly to meet WCB regulations.

Problems with the units: The unit will be tagged and removed from service and one of the officers will be notified of the problem

Reference: MSA MMR Air Mask with Fire Hawk Regulator owner’s manual, NFPA 1981, and WCB Part 31 Section 31.19 to 31.26

<p style="text-align: center;">_____ Nick Acciavatti</p> <p>Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: March 16, 2018 June 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 3.01.00
SUBJECT: Training – Department Training Standards	1 of 2

Purpose: To commit the Department to the training of firefighters to a standard to enable them to perform their duties safely and effectively .

Scope: This procedure applies to all firefighters, fire officers and command officers in the Department.

Guideline: The Department will train all firefighters on a regular basis to Provincial and Municipal standards.

Procedure:

GENERAL:

1. In order to assist fire fighters in training, the Fire Department will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Department.
2. Department training will be designed to meet the following standards:
 - a. Dashwood Volunteer Fire Department Operational Guidelines
 - b. NFPA 1001 - Fire Fighter as outlined by the JIBC FFII and the IFSTA Essentials of Fire Fighting – Current Edition.
 - c. Volunteer Fire Fighter Training Standards, Province of British Columbia
 - d. OFC Playbook
3. The authority and responsibility for the adoption and approval of various training requirements is vested in the Officers of the Department.
4. The Chief and the Chief Training Officers are responsible for:
 - a. determining Department training needs;
 - b. developing Department training programs; both:
 - c. evaluating continuity of training each shift/hall;
 - d. scheduling special training sessions;
 - e. conducting training, as required; and
 - f. maintaining training records for all members of the Department.
5. Officers and instructors are responsible for:
 - a. coordinating with the Chief Training Officer in matters relating to training;
 - b. evaluating the training needs for the department;
 - c. establishing a training schedule for the department;
 - d. providing overall guidance to the department in matters relating to training;
 - e. conducting training, as required; and
 - f. forwarding lesson plans and class attendance to the Chief Training Officer as soon as possible after classes are completed.
 - g. instructing as per Department training schedules, utilizing applicable standards, manuals and Operational Guidelines, as well as Department and other training aids; and
 - h. Completing lesson plans and class attendance as soon as possible after classes are completed.
6. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

REFERENCES: Dashwood Volunteer Department Operational Guidelines
NFPA 1001 - Fire Fighter Professional Qualifications
NFPA 1002 - Driver Professional Qualifications
Volunteer Fire Fighter Training Standards, Province of British Columbia
British Columbia Firefighter Standard
IFSTA Essentials of Fire Fighting current Edition

<p><u>Nick Acciavatti</u> Issued by <u>Signature of Fire Chief</u></p>	<p>This OG replaces: Issued: June 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #3.01.02
SUBJECT: Training – Training Standards – Career Fire Fighters	1 of 2

Purpose: To commit the Department to the training of career firefighters to a standard to enable them to perform their duties safely and efficiently.

Scope: To all Career Fire Fighters.

Guideline: The Department will train career firefighters on a regular basis to Provincial and Municipal standards

Procedure:

General

1. Each platoon will practice on their day shifts and each practice will be a minimum of 2 hours in duration. Statutory holidays will be the only practices normally cancelled.

Recruit Fire Fighters

2. When a career firefighter applicant is accepted for training by the Fire Chief, he/she must successfully complete the Career Recruit Basic Training program and then the career probationary period, before being considered for acceptance as a full member of the Department.
3. During the recruit program and during probationary training, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the Fire Chief if found unsuitable.

Probationary Fire Fighters

4. During his/her probationary period, a career firefighter will:
 - a) complete the Department Probationary Training program;
 - b) qualify in CPR; and
 - c) complete the First Responder First Aid course, level III.

Fire Fighters

5. Subsequent to his/her probationary period, a career firefighter will
 - a) complete the Department Driver Training program;
 - b) obtain Class 5 Driver's License or better; and
 - c) obtain air brake endorsement.
6. All career firefighters will be trained to meet the standards applicable to their job descriptions of their positions held.
7. Career firefighters are expected to participate in additional specialized training pertinent to their duties (for example, auto extrication, hazardous materials decontamination). Firefighters may participate in additional specialized training offered by the Department (for example, Fire Academy Company Officer or Training Officer) as available and as selected.

REFERENCE:NFPA 1001 - Fire Fighter Professional Qualifications.

NFPA 1002 - Driver Professional Qualifications.

Department Operational Guidelines.

Department Probationary Training program.

Department Driver Training program.

Department Job Descriptions.

<p><u>Nick Acciavatti</u> Issued by Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 3.01.03
SUBJECT: Training Standards -Volunteer Fire Fighters	1 of 2

Purpose: To commit the Department to the training of volunteer firefighters to a standard to enable them to perform their duties safely and efficiently.

Scope: This procedure applies to all volunteer firefighters and officers in the Department.

Guideline: The Department will train volunteer firefighters on a regular basis to Provincial and Municipal standards.

Procedure:

General

There will be a test page at 1830 hrs Thursday for practice at 1900 hrs. Members are expected to report to an Officer any problems with pagers. Members are expected to sign in and perform the regular pump checks prior to 1900 hrs. Following practice, all members must perform the weekly inspections of Small Tools and Equipment, Apparatus and S.C.B.A. Practice wrap-up may be done before or after weekly inspections at the discretion of the Officers.

1. Volunteers will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve, Christmas Day and New Years Eve will be the only practices normally cancelled.
2. A volunteer will be eligible for a training course if they have attended 70% of regular practices in the six (6) months prior to booking of the training course.

Probationary Period: *First Month of Application being accepted and before any formal training is started.*

3. During his/her first month of joining the probationary period starts and will:
 - a) Obtain a medical "Fit for Duty" rating, this place the recruit to the role in which he/she is fit to do.
 - b) Have a Criminal Record Check done by the RCMP
 - c) Be interviewed by Human Resource Personnel.
 - d) Have a majority vote in favour by the membership after consecutive 3 practices.

Recruit Firefighters

4. When a volunteer firefighter applicant is accepted for training by the Fire Chief, he/she must successfully complete the elements of the volunteer Recruit Training Program before being considered for the qualification level of Firefighter, the Recruit Fire Fighter will attend minimum of 80% of all recruit training classes.
5. During the Recruit Training Program, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the Fire Chief if found unsuitable.
6. Recruits will be issued turnout clothing upon start of the Recruit Training Program. They will be issued a pager after 6 consecutive practices (upon approval of department officers) and will be at the qualification level of Recruit Fire Fighter.
7. Recruits may attend general meetings at the Hall, but shall not be able to vote on issues the meeting until they have 1 year's seniority.

8. During the Recruit Training program the Recruit will be enrolled Training exercises that are applicable to their job descriptions either as a Fire Fighter, Support Member, or Junior Member.

Firefighters/Sr. Firefighters

9. All Department volunteer Firefighters will be trained to meet the British Columbia Volunteer Fire Fighter Training Standards, NFPA 1001 Standards, and IFSTA Essentials of Fire Fighting current edition.
10. Volunteer Firefighters are expected to participate in additional specialized training pertinent to the Department; Firefighters may participate in additional specialized training offered by the Department as available and as selected.
11. Volunteer Firefighters will continually seek training to improve their skills as Fire Fighters.

Fire Fighter Engineers

12. A Fire Fighter Engineer is a member who has been a Fire Fighter for more than 2 years, has to complete the in house Driver Training program and meet the training standards outlined in the Fire Fighter Engineer Job Description.

Officers

13. Upon selection as an Officer, they will make themselves familiar with Department Operational Guidelines in order to function efficiently as an officer. Officers will meet the standards of training set for firefighters, and are expected to attend additional training necessary to fulfill their officer functions (for example, Incident Command System, instructional techniques).
14. Officers are expected to attend the Officers Meetings, Board Meetings as required, and Officer Training sessions held by the Department.
15. Officers must meet the training standards as outlined in their respective job Descriptions and will continually seek training to improve their skills as officers.

REFERENCE:

- Dashwood Volunteer Fire Department Operational Guidelines.
- Dashwood Volunteer Fire Department Occupational Safety and Health Program.
- IFSTA Essentials of Fire Fighting Training Manual.
- Volunteer Fire Fighter Training Standards, Province of British Columbia
- Dashwood Fire Department – Job Descriptions.

<p style="text-align: center;"><u>Nick Acciavatti</u></p> <p>Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: September 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 3.01.04
SUBJECT: Training Standards – Driver Training	1 of 1

Purpose: To ensure the safe and efficient operation of fire department apparatus during emergency and non emergency operations.

Scope: All Fire Department Personnel responsible for driving or operating Fire Department Apparatus.

Guideline: All Fire Department members must have completed the driver training program before driving any of the department's apparatus in an emergency event, and under the direct supervision of an officer/qualified driver in non emergency events. All members must hold a valid drivers license for the apparatus they will be driving with no more than 6 points on their license.

Procedure:

Driver Training Program

In order for member to be able to enroll in the driver training program they must have:

- a) Drivers must hold a valid drivers license for the apparatus they are to drive.
- b) Submit an annual drivers abstract and no more than 6 points.
- c) Have been a Fire Fighter for a minimum of 2 years to drive an Engine or Tanker.

The driver training program will be administered as needed to ensure that the department has enough driver/engineer's. Maintenance of the driving training will be on going and be incorporated into the rolling 2 year training plan.

Members may use the support vehicles with for non emergency events such as out of town training with the approval from the Fire Chief.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: September 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 3.01.05
SUBJECT: Training Standards – Maintenance of Training	1 of 2

Purpose: To establish the topics in which all members of the Department will review every 2 years and this will provide for the maintenance of their qualifications for their positions.

Scope: All Fire Department members.

Guideline: All Firefighters are to constantly review and refine their skills as fire fighters to contribute the safe, efficient and effective operation of the Department.

Procedure:

Fire Fighters will have on-going maintenance of training at each practice night with various skills being reviewed and practiced. A 2 year rolling training outline will address the basic subjects that fire fighters are expected to complete. Most of the topics will be practical evolutions combined with written self study tests from the IFSTA curriculum; these will be known as "Core Topics". Most of the topics will be taught and reviewed in-house following the standards outlined by NFPA and in the IFSTA Essentials manuals; there are some topics that will be administered by an outside training agency. Along with these core topics the operational guidelines that relate to these topics will be reviewed as well.

The subjects will be:

In house

- Fire Fighter Safety
- Fire Behaviour
- Portable Fire Extinguishers – Live Fire
- Ropes and Knots
- Building Construction.
- Vehicle Stabilization and Patient Removal
- Forcible Entry
- Ground Ladders
- Ventilation – PPV and Roof Operations
- Fire Hose
- Water Supply; Water Shuttle operations and Hydrant Operations.
- Motor Vehicle Fires
- Jaws of Life operations review. – Administered by one of the local Departments who have the "jaws"
- Loss Control/Salvage and Overhaul
- Fire Cause and Determination
- First Responder 3, AED and Spinal Management –this will include a review of the accidental exposure plan, and blood borne pathogens
- Pumps and Pumping, including Drafting
- Initial Deployment drills and full scenarios
- Haz-mat. And this includes emergency Decon
- SCBA and Air management.
- Search and Search Techniques
- Incident Command
- Officer skills and leadership
- Chimney Fire Procedures
- Forest Fire Suppression
- Traffic Management and Control
- Driver Training

Outside Training

- Live Fire
- Rapid Intervention Team Training
- Traffic Control
- Any other training that the officers deem important.

Fire Fighters will have ample opportunity to make up any topics that they miss, and the training records will be reviewed quarterly to ensure that all the members are meeting the expectations of the rolling training schedule. Fire Fighters are urged to review all the topics as outlined over the 2 year training plan and the live fire and Rapid Intervention Team training components are mandatory to maintain their status as a "Fire Fighter"

<p><u>Nick Acciavatti</u> Issued by Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 3.02.00
SUBJECT: Training- Training Attendance	1 of 1

Purpose: To ensure fire department emergency responders maintain their training to a level enabling them to perform their duties safely and efficiently.

Scope: All Fire Department Personnel

Guideline: The Department will provide training sessions for all fire department personnel. Fire department personnel must be extremely dedicated and ensure that they attend a sufficient number of training sessions to maintain their level of training.

Procedure:

1. Training of emergency responders is a very important and serious issue. Therefore the fire department will conduct training sessions on a regular basis. Fire department personnel who respond to emergencies must be committed to attend regular training sessions to ensure that they are adequately trained.
2. The Fire Department will conduct regular training sessions every Thursday evening from 19:00 hours to 21:00 hours. The Fire Department will also conduct regular training sessions every. The Fire Department may also schedule other training sessions if necessary to enable fire department personnel an opportunity to meet the required minimum attendance. Members will use the computers in each fire station to log themselves into the Records Management System at every training session in order to keep accurate attendance records.
3. Regular Thursday evening training sessions will be cancelled between the period of Christmas Eve day and New Years day.
4. Fire department personnel shall attend a minimum of forty training sessions per year in order to maintain their standing as emergency responders with the Fire Department. Fire department personnel who are on an official leave of absence from the fire department must attend at least 70% of the scheduled practices outside of their leave time.
5. Training attendance will be assessed every six-months and personnel who do not maintain the minimum training attendance may be directed by the Fire Chief to:
 - Attend a special training session(s).
 - Not participate in emergency responses until attendance improves.
 - Be assigned other duties until such time as attendance can be improved.
 - Take a leave of absence until such time as attendance can be improved.
 - Resign from the Fire Department.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: September 2007 Amended: February 7 2018
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 3.03.02
SUBJECT: Training - Structure Acquisition and Live Fire Training	1 of 5

PURPOSE: The purpose of this procedure is to ensure that Live Fire Training is conducted with the highest degree of personnel safety.

SCOPE: All fire department members

POLICY: In order to ensure safe operations, Live Fire Training must be conducted only by qualified Instructors, with all participants having achieved a minimum level of basic training. Sites to be used must be inspected for hazards, exposures and water supply. While practical experience is the objective of Live Fire Training, personnel safety must remain the first consideration.

PROCEDURE:

STUDENT PREREQUISITES:

1. In order to ensure safe operations during live fire training exercises, all participating personnel must have achieved a minimum level of basic training.

2. Prior to being permitted to participate in live fire training evolutions, personnel must receive training to meet the following NFPA 1001 performance objectives:
 - a) General Firefighting
 - b) Forcible Entry
 - c) Protective Breathing Apparatus
 - d) Fire Hose, Nozzles, and Appliances
 - e) Fire Streams
 - f) Ladders
 - g) Ventilation
 - h) Rescue
 - i) Safety
 - j) Fire Behavior

ACQUIRED STRUCTURES:

3. Prior to accepting an acquired structure for a live fire training drill an inspection must be conducted of the building to determine its suitability for the desired training objectives. This inspection is for the purpose of determining that the structural components are capable of withstanding the weight of contents, drill participants, and any accumulated water utilized in the drill. See paragraph 5 re addressing any deficiencies found.

PREPARATION OF ACQUIRED STRUCTURES:

4. If the structure is accepted for use in live fire training, the following documentation must be obtained:
 - a) Evidence of clear title of the structure, and a title search, if necessary.

- b) Written permission from the owner to allow Fire Department use to conduct live fire training.
 - c) Proof of insurance cancellation.
 - d) A demolition permit.
 - e) Written documentation to owner indicating anticipated condition of structure at conclusion of drill.
5. Prior to conducting the live fire training drill, all hazardous conditions identified in the pre-acceptance inspection must be addressed. Specific attention must be given to removing hazards in the following areas:
- a) Floors, railings, stairs.
 - b) Chimney hazards.
 - c) Walls and ceilings.
 - d) Interior and exterior debris.
 - e) Extraordinary weight above the training area.
 - f) Disconnection of utilities.
 - g) The provision of adequate ventilation above the training area.
 - h) Removal of toxic weeds, insect hives, and vermin.
 - i) Location of septic tanks, soap boxes, etc.

EXPOSURES:

- 6. Any exposed adjacent buildings or structures must be removed or protected from damage by fire during the drill.
- 7. Utility services must be removed or protected from damage.
- 8. Adjacent property users must be notified of the date and time of the live fire training drill.
- 9. The live fire training drill must not create a hazard to adjacent streets or highways. In the event that the drill cannot be accomplished without creating a hazard, the Police Department must be contacted to limit access to the affected area.
- 10. Pedestrian traffic must be excluded from the operations area and any downwind areas affected by smoke or products of combustion.
- 11. The operations area perimeter must be clearly marked with fire line tape to prevent entry by unauthorized individuals.
- 12. The Police must be notified in advance of the Live Fire Training Session.

WATER SUPPLY:

- 13. A water supply source must be identified which is capable of providing the anticipated quantities of water, depending on the drill to be conducted. This water supply must be established with consideration to the following:
 - a) Size of structure and contents to be burned.
 - b) Calculation of required fire flow for the structure.
 - c) Nature and extent of suppression operations.

d) Additional reserve of 50% of required fire flow.

14. Separate pumpers must be utilized to supply attack and backup lines utilized during the drill.

VEHICLE PARKING / STAGING:

15. An area must be designated to park fire apparatus and vehicles which are not a part of the evolution so as to not interfere with fire ground operations.
16. A parking area for an ambulance or emergency medical services vehicle must be designated. Consideration must be given to locating this area for prompt response in the event of a personal injury to participants in the evolution.

PRE-BURN BRIEFING SESSION:

17. Prior to conducting actual live fire training evolutions in the building, a pre-burn briefing session must be conducted for all participants. All evolutions to be conducted must be discussed and assignments must be made for all crews' participation in the training session.
18. Prior to conducting any live fire training in the structure, all participants must have a knowledge and familiarity with the layout of the building in order to facilitate necessary evacuation of a building.

SAFETY OFFICER:

19. A Safety Officer must be appointed for all live fire training evolutions.
20. The Safety Officer **HAS THE AUTHORITY, REGARDLESS OF RANK**, to intervene and control any aspect of the operations when, in his/her judgment, a potential or real danger, accident, or unsafe condition exists.
21. Responsibilities of the Safety Officer include but are not limited to:
 - a) Prevention of unsafe acts.
 - b) Elimination of unsafe conditions.
22. The Safety Officer must provide for the safety of all personnel on the scene, including participants, instructors, visitors, and spectators.
23. The Safety Officer **MUST NOT** be assigned other duties inconsistent with safety responsibilities.

ADDITIONAL SAFETY REQUIREMENTS:

24. The Chief Instructor of the live fire training evolutions must determine, prior to each specific evolution, how many lines and backup lines will be necessary. Each hose line must be capable of delivering a minimum of 60 gpm. for five minutes (in other words, . 300 gallons of water per line). The Chief Instructor must then:
 - a) Assign one instructor to each functional crew, which must not exceed five students.
 - b) Assign one instructor to each "backup line."
 - c) Assign sufficient additional personnel to "backup lines" to provide mobility.

- d) Assign an additional instructor for each additional functional assignment
25. Additional safety personnel, as deemed necessary by the Safety Officer, may be strategically placed within the structure to react to any unplanned or threatening situation or condition.
 26. A method of fire ground communications must be established to coordinate Command, interior sectors, exterior sectors, the Safety Officer, and external requests for assistance.
 27. Interior Instructor is to radio Command when the evolution is ready to proceed. Command relays to all backup personnel (for example: pump operators, backup sector, interior sector, exterior sector, and safety officer). When the evolution is over the same procedure will be used.
 28. Three long blasts on a horn (approximately 2 seconds each in duration) is to alert everyone that emergency traffic is going to be passed by radio. The call "Emergency Traffic" is to alert everyone on the radio that emergency traffic is going to be passed and everyone else is to stay off the air. The message is then passed regarding the emergency.
 29. Emergency medical services may be available on site to handle any injuries. Written reports must be made on all injuries and medical aid rendered in accordance with WCB requirements.
 30. One person must be designated to control the materials being burned and to ignite the training fire. This person must not be a student and must wear full protective clothing, including self-contained breathing apparatus. The decision to ignite the training fire must be made by the Chief Instructor in coordination with the Safety Officer.
 31. No person(s) shall be placed inside the building to play the role of victim.
 32. Department Guidelines on Passport Accountability and Incident Command shall be followed.

PROTECTIVE CLOTHING AND EQUIPMENT:

33. All participants must be inspected by the Safety Officer to ensure the protective clothing and SCBA are being worn prior to participation in a live fire training evolution.
34. All participants, instructors, safety personnel, and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution must use SCBA whenever one or more of the following conditions exists:
 - a) Operating in an atmosphere that is oxygen deficient or contaminated by products of combustion.
 - b) Operating in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion.

c) Operating in any atmosphere that may become oxygen deficient or contaminated.

RECRUIT SAFETY:

- 35. Exposing recruit firefighters to structural training fires presents special safety considerations. All instructors should anticipate that first exposures to interior fire conditions may be less than orderly. To reduce the possibility of injury, span of control for interior live fire training operations must not exceed **THREE** recruits for each instructors.

INSTRUCTORS:

- 36. All instructors must be qualified by the Fire Department to deliver Live Fire Training.
- 37. The participating student to instructor ratio must not be greater than five to one.
- 38. Other factors such as extreme temperatures, larger groups, and long duration classes, etc. must be taken into consideration and additional instructors must be designated as deemed necessary to secure proper levels of safety.

INSTRUCTOR RESPONSIBILITIES:

- 39. Prior to the ignition of any fire, instructors must ensure that all protective clothing and equipment are being worn and used.
- 40. Instructors must make a head count both when entering and exiting an actual attack evolution. Instructors must closely monitor and supervise all assigned personnel during the live fire training evolution.
- 41. Following the sessions, the instructors must conduct an overall critique of the session and of the students' interaction, evaluating the students' participation and abilities.

<p><u>Nick Acciavatti</u> Issued by Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended: September 13 2016</p>
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**OPERATIONAL GUIDELINE 3.03.02
LIVE FIRE TRAINING REPORT**

The Chief Instructor is to complete Parts 1 to 12 of this report prior to starting Live Fire Training. Parts 13 and 14 are to be completed after the session.

DATE: _____

TIME: _____

SITE ADDRESS: _____

HALL NO. _____

CHIEF INSTRUCTOR: _____

INSTRUCTORS: _____

-
1. ____ Standard Operating Procedure 6.01 has been read.
 2. ____ Burn site approved by Deputy Chief or Chief Training Officer.
 3. ____ Fire Department has written permission to burn structure and/or vehicles.
 4. ____ Burning permit obtained.
____ Demolition permit obtained.
 5. ____ Burn site inspected by Chief Instructor as to:
____ Hazards ____ Flammability ____ Adequate water supply.
____ Interior ____ Exterior ____ Emergency Exit Obstructions
____ Entrance points ____ Exit points
 6. ____ Material used to cover any openings in a structure can be removed from inside with minimal force.
 7. ____ Safety hose lines are manned and in place.
 8. ____ Command Officer has been appointed.
 9. ____ Safety Officer has been appointed.
 10. ____ All personnel participating in the exercise are wearing approved protective clothing, including self contained breathing apparatus.
 11. ____ All communications are checked before starting the exercise.
 12. ____ All participants have a briefing to discuss the sequence of the exercise.
 13. ____ A drawing of the site plan showing configuration of buildings, staging areas, equipment placement, etc, has been attached.
 14. ____ The Building Department has been advised of the demolition of the building.
 15. Description of training session activities and comments of success of evolutions:

SIGNED: _____

CHIEF INSTRUCTOR

OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.01.00
SUBJECT: Interagency – Office of the Fire Commissioner	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the Office of the Fire Commissioner for assistance.

Scope: Applies to the Officer in Charge, Incident Commander, Local Assistant to the Fire Commissioner or Investigating Officer of any incident.

Guideline: The Office of the Fire Commissioner shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstances or large dollar loss;
- to report unsafe premises with respect to fire safety;
- in the event of a potential building or area evacuation.

Procedure:

During normal office hours, depending upon the nature of the incident, it is the responsibility of the Officer in Charge, Incident Commander, and Local Assistant to the Fire Commissioner or the Investigating Officer to contact the nearest Regional Office of the Fire Commissioner.

After hours notification and/or assistance calls shall be made to 1-250-356-9000.

REFERENCE: Fire Services Act - Section 13 & Section 25

<p><u>Nick Acciavatti</u> Issued by <hr/>Signature of Fire Chief</p>	<p>This OG replaces: Issued: September 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.02.00
SUBJECT: Interagency – Mutual Aid	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the Fire Departments in Oceanside Mutual Aid emergency response.

Scope: All Fire Department personnel who may be involved in mutual aid situations.

Guideline: O.G.# 4.02 "Mutual Aid" shall be applied to the mutual aid contact carried out by the Dashwood Volunteer Fire Department. All Department personnel identified within the scope of O.G.# 4.02 shall be familiar with, and carry out their responsibilities identified within this Guideline.

Procedure:

All elements of the Mutual Aid Agreement for Fire Departments in District 69, including all forms and documents encompassed within, and as adopted by the Dashwood Volunteer Fire Department, become part of Operational Guideline 4.02.

Included with this Operational Guideline is:
"District 69 Mutual Aid Fire Departments Contacts"

Reference: Mutual Aid Agreement for Fire Departments in District 69.

Any information regarding mutual aid response information shall reference OG 2.02.03 and 2.02.04.

<p style="text-align: center;"><u>Nick Acciavatti</u></p> <p>Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.03.00
SUBJECT: Interagency – Emergency Health Services	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the Emergency Health Services for assistance.

Scope: Applies to the Officer in Charge, Incident Commander, or Fire Chief at any emergency incident.

Guideline: The Emergency Health Services shall be notified and/or contacted for assistance whenever it is deemed necessary.

Procedure: The I.C. will call upon E.H.S. to respond to a scene for stand-by when he/she feels it is necessary. They will be there to administer Oxygen and/or First Aid if needed. This call should be made at the beginning of the emergency incident or as soon as possible.

Reference: Any information regarding response information shall reference OG 2.02.03 and 2.02.04.

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.04
SUBJECT: Interagency - RCMP	1 of 1

Purpose: To establish a procedure for notifying and/or contacting the RCMP for assistance.

Scope: To All Fire Department Members

Guideline: The RCMP shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstances or large dollar loss;
- to report unsafe motorists while working on Roadways;
- in the event of a potential building or area evacuation.
- Motor Vehicle accidents.
- Or other situation where the assistance of the RCMP would be helpful.

Procedure:

Incident command can contact the RCMP via Fire Dispatch or for non emergency events during business hours at 248-6111.

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: December 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.05.00
SUBJECT: Interagency - Provincial Emergency Program	1 of 1

Purpose: To establish a procedure for notifying and/or activating the Provincial Emergency Program.

Scope: To all Fire Department Members

Guideline: PEP will be contacted anytime there is an MVA outside of Fire Protection area, and anytime the incident warrants the program to be activated, i.e. a large wild fire, earthquake etc.

Procedure:

Municipalities and regional districts will activate their emergency plan and set up a local emergency operations centre to support responders if the situation escalates and the response requirements become more complex.

Day-to-day, the provincial government is available to respond to calls through an emergency coordination centre that is staffed 24/7.

The provincial emergency management structure is activated when a BC community or any significant infrastructure is threatened by an emergency or disaster which may overwhelm a local authority's ability to respond. There will be an increase in the activation level of provincial regional emergency operation centers and the provincial emergency coordination centre to support local governments' emergency operations as required.

Additional assistance is provided by the Government of Canada if the emergency escalates beyond provincial resource capabilities. Requests from the province to the Government of Canada are managed through Public Safety Canada, which maintains close operational links with provincial and local emergency authorities and maintains inventories of resources and experts in various fields.

In practice, the response can move quickly from the local to the national level.

When there is a call for an MVA that in an area that has no fire protection, or large evacuation of a building or area, PEP will be contacted via fire dispatch as soon as possible, PEP then will issue a response number. After the incident the all the necessary PEP documentation will be completed and either faxed or mailed in.

PEP Contact # 1-888-344-5888

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.06.00
SUBJECT: Interagency - BC Hydro	1 of 1

Purpose: To establish procedures for notifying and/or contacting B.C. Hydro for assistance at any given incident.

Scope: Applies to the Officer in Charge, Incident Commander of any Incident

Guideline: B.C. Hydro shall be notified and requested to attend any incident that involves or is likely to involve an electrical hazard.

Procedure: The Incident Commander or the Officer in Charge of an Incident shall determine the need to have B.C. Hydro contacted. The Incident Commander shall request the Dispatcher to contact B.C. Hydro at the 24 hour Emergency number listed below. The Incident Commander shall relay to B.C. Hydro, through the Dispatcher, details of the incident and possible equipment required if this can be determined.

Due to time delays after hours, BC Hydro should be notified as soon as the need/or possible need for their service, to shorten wait times on scene.

24 Hour Emergency Contact 752-8010

<u>Nick Acciavatti</u> Issued by Signature of Fire Chief	This OG replaces: Issued: December 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.07.00
SUBJECT: Interagency - BC Safety Authority	1 of 1

Purpose: To establish procedures for notifying and/or contacting BC Safety Authority for assistance at any given incident.

Scope: Applies to the Incident Commander or Investigator of any Incident.

Guideline: The BC Safety Authority shall be notified of any incident (fires, explosions, leakage's) in which natural gas or propane, Electricity could possibly be indicated as being the probable cause or becomes involved as a result of a hazardous event initiated by some other circumstances.

Procedure:

The Incident Commander at any given incident shall request that the BC Safety Authority be contacted by the Dispatcher or directly from the site under the following circumstances:

Estimated Materials Damage Up to \$50,000.00 Advise Inspector during Office Hours
Estimated Materials Damage Over \$50,000.00 Advise Inspector at any Time
Loss of Life Advise Inspector immediately at any time.

BC Safety Authority will be contacted anytime during a fire investigation where the investigator deems the fire may be caused by electricity, natural/propane gas or a faulty piece of equipment or product.

When contacting the BC Safety Authority, please ask them what branch you are looking for i.e. Electrical or gas etc.

BC Safety Authority toll free number **1-866-566-7233**

<p><u>Nick Acciavatti</u> Issued by Signature of Fire Chief</p>	<p>This OG replaces: Issued: December 2007 Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.08.00
SUBJECT: Interagency - Media	1 of 1

Purpose: To provide for an avenue of communication between the Dashwood Fire Department and all Media sources.

Scope: All fire department members and Media personnel.

Guideline: General information regarding non-emergency related fire department operations or activities shall be co-coordinated and released by the Office of the Fire Chief.
All information regarding emergency related fire department operations or activities shall be co-coordinated and released by the Fire Chief or Incident Commander.

Procedure:

Fire Department personnel, other than the Fire Chief or Deputy Chief in non emergency situations, or the Fire Chief/Incident commander in emergency related situations, will transfer any media request for information to the appropriate individual.

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. #
SUBJECT: Interagency – BC Forest Service	1 of

Purpose:

Scope:

Policy:

Procedure:

<hr/> <p>Issued by</p> <hr/> <p>Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued:</p> <p>Amended: March 16, 2018</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.10.00
SUBJECT: Interagency – Coast Guard	1 of 1

Purpose: To establish procedures for notifying and/or contacting the Coast Guard for assistance.

Scope: Applies to the Officer in Charge, Incident Commander, of any incident.

Guideline: The Coast Guard shall be notified of any incident regarding fires, spills or rescue in a marine situation.

Procedure: The Incident Commander is responsible to have the Coast Guard contacted in the event of a situation as noted above.
The Coast Guard can be contacted at the following numbers or through fire dispatch:

- French Creek Station 248-2724
- Kestral (44' boat) 329-2990 (cel)
- 733 (Rubber Boat) 220-7904 (cel)

<p>_____ Nick Acciavatti Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.11.00
SUBJECT: Interagency – Water Department	1 of 1

Purpose: To establish procedures for notifying and/or contacting the Water Department for assistance at any given incident.

Scope: Applies to the Incident Commander of any Incident.

Guideline: The Water Department shall be notified of any incident and requested to assist at any incident that the Incident Commander deems appropriate.

These incidents shall include but are not limited to the following:

Procedure: The Incident Commander at any given incident shall request that the Water Department be contacted by the Dispatcher or directly from the site under the following circumstances:

- Water main break
- Prolonged water flow from a hydrant during suppression activities.
- Any problems that the incident commander deems that the water department needs to be notified.

Contact # - Bill Norman – 752-6266
Harvey Twidale-752-9882

<u>Nick Acciavatti</u> Issued by <hr/> Signature of Fire Chief	This OG replaces: Issued: December 2007 Amended:
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OPERATIONAL GUIDELINE

Dashwood Volunteer Fire Department	O.G. # 4.12.00
SUBJECT: Interagency - Emcon	1 of 1

Purpose: To establish procedures for notifying and/or contacting the Emcon for assistance at any given incident.

Scope: Applies to the Incident Commander of any Incident.

Guideline: The Emcon shall be notified of any incident and requested to assist at any incident that the Incident Commander deems appropriate.

These incidents shall include but are not limited to the following:

Procedure: The Incident Commander at any given incident shall request that Emcon is contacted by the Dispatcher or directly from the site under the following circumstances:

- Damage along roadways
- Required Road Closures
- Incidents where equipment is required
- Traffic Control at an incident that may involve long hours and when department members are required for other duties

Emcon Contact # - 1-866-353-3136 24 hours

<p>_____ Nick Acciavatti Issued by</p> <p>_____ Signature of Fire Chief</p>	<p>This OG replaces:</p> <p>Issued: December 2007</p> <p>Amended:</p>
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Dashwood Volunteer Fire Department



Incident Command Guidelines January 2018

**DASHWOOD VOLUNTEER FIRE DEPARTMENT
INCIDENT COMMAND GUIDELINES**

PURPOSE:

To establish guidelines that will accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on arrival sequence of members, apparatus and officers.
2. Insure that strong, direct and visible Command will be established as early as possible.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
4. Provide a system for orderly transfer of Command.

PROCEDURE:

1. The Incident Commander is responsible for the command function at all times. As the identity of the Incident Commander changes, through transfers of command, responsibility shifts with the title. The term Command in this procedure refers jointly to both the person and the function.
2. Functions assigned to Command will include the following specific responsibilities:
 - Identify and establish strategic goals and objectives.
 - Initiate the Incident Command system.
 - Assign and delegate functions appropriate for the magnitude and nature of the incident.
 - Summon additional resources as required.
 - Organize, coordinate, direct, and control activities and operations essential to the plan.
3. The first fire department unit will establish command by giving a formal radio announcement and remain in command and may be relieved by a ranking officer if required and/or until the incident is terminated. Command will be established at all emergency incidents unless otherwise deemed by the first arriving unit.

The following direction will be followed when:

- a. Simultaneous arrival of officers the higher ranking officer will assume Command unless otherwise agreed on by the officers.
 - b. No incident scene shall be commanded by any personnel below the rank of Company Officer unless none are present, in which case Incident Command should be assumed by the Senior Firefighter.
4. The officer assuming command shall broadcast a brief radio report that shall include the following:
Unit identification on the scene and confirming assumption of command.
(E61 on scene Smith Command).

Building Description / Conditions:

(Single Story wood frame structure light smoke showing)

S - Size (3 storey)
C - Construction (wood frame)
O - Occupancy (duplex)

P - Protection (not sprinklered)

E - Exposure involved (if any)

(E61 from command I need - 1 crew to the "ALPHA" door for attack, and 1 crew for RIT.)

4. The radio designation "COMMAND" will be used with a brief description of the incident location, ie: "Dashwood Command" This designation will not change through the duration of the incident unless another incident comes in, then the street name will be used i.e. Dashwood Corcan Road Command.
6. At working incidents Command should use a tactical worksheet to outline and record assignments and to assist in the transfer of command.
7. All units responding on multiple unit responses will follow standard staging procedures to support Command.
8. Command is responsible for the following tasks as required by the circumstances of the situation with in his or her judgement.

Initial:

- a. Rapidly evaluate situation (size-up) THINK !
- b. Transmit a brief initial report.
- c. Assume an effective Command position and assume Command.
- d. Develop a plan of attack. PLAN !
- e. Assign units as required ACT !
- f. Provide continuing overall command and progress within the framework of fire ground procedures until relieved by a ranking officer.
- g. Assign group(s)/division(s) etc.
- h. Review and evaluate attack efforts and revise plan of attack as needed.
- i. Request and assign additional units as required.
- j. Return companies to service and terminate "COMMAND".

The first four tasks are initial command responsibilities. The continuing responsibilities stay with Command whether the initial officer remains in Command or Command is transferred to subsequent arriving officers.

9. In cases where the initial arriving officer is a Command officer, their efforts should automatically be directed towards establishing a Command post and fulfilling the listed responsibilities.
10. An initial arriving Company Officer must decide on an appropriate commitment for their company(s). This will usually fall into one of three general modes as listed below:

A. NOTHING SHOWING MODE (Investigating):

These situations generally require investigation by the first arriving company(s) while staging other company(s) in advantageous locations, ie: "T62 stand by at corner of Baylis and Dorman"
Normally the officer should go with his/her company to check while utilizing a portable radio to continue command, ie: "E61 arrived - 2025 Dorman Road – nothing showing - will be investigating – Smith in command"

B. FAST ATTACK MODE:

Situations which require immediate action to provide rescue or stabilize the situation, such as interior fires in residences, apartments or small commercial occupancies require that the officer quickly decide how to commit his/her company(s). Where a fast interior attack is critical, he/she can take advantage of his/her portable radio to permit the necessary involvement in the attack without neglecting his/her

Command responsibilities.

This mode should not last more than a few minutes and will end with one of the following:

1. Situation is stabilized.
2. Command is passed to the next arriving unit.
3. A Command officer arrives and Command is transferred.
4. Situation is not stabilized and the officer must remove themselves to a normal Command position.

C. PASSING COMMAND:

In certain situations it may be advantageous for the first arriving Company Officer to "pass command" to the next arriving company officer or command. This is indicated when the first arriving company decides that the initial commitment of that company requires taking action with a full crew, i.e.:

- i. Immediate rescue situation.
- ii. Offensive attack for an interior fire in a residence or a small commercial occupancy.
- iii. Situations where distance from apparatus to fire is a factor-Relay pumping etc.

When a Company Officer decides to go into action with his/her company and "pass command" as a tactical option they must communicate this intention by formal radio contact with the company to which command is being passed and that company must confirm their receipt and understanding of this particular command transaction. Companies who utilize passing command as a tactical option in the fast attack mode must not allow this option to serve as a "hot potato" technique for dodging command responsibility. There must be a practical limit to the number of times command is actually passed or transferred. Two command transfers should be the upper limit considered when exercising this option, examples:

One turnover: Company Officer to Duty Officer

Two turnover: Duty Officer to Higher Ranking Officer (If required)

* It is important to realize that once command is passed to the 2nd company officer or to a command officer that the operation has now shifted out of the "fast attack mode" and now is in the "formal command mode".

C. COMMAND MODE:

Situations by virtue of the size of the fire, the complexity/potential of the occupancy or the possibility of extension, require strong, direct, and overall command of the incident from the

outset. In such cases, the officer will initially assume a Command position and maintain that position until relieved by a ranking officer.

11. Initial tactical decisions faced by the first arriving company officer can render that officer overwhelmed if he/she must operate in a complete operational void. The officer MUST establish command and decide on the appropriate commitment(s) for his/her company(s). These are two separate tactical decisions that for all practical purposes, the company officer has to combine into one mental decision-making process. When personnel resource levels are added to this equation, the decision-making task becomes even more complex and crucial.

The following options are designed to assist the company officer, when in a command mode, in determining how best to exercise alternatives with regard to assignment of his/her crew to facilitate the overall plan of attack:

- a. The officer can designate a member of their company to direct its function and place them into action with reduced personnel (primarily) as a three (or) two person company.
 - b. The officer can assign members of another company to augment their company's personnel to maintain or enhance its functional capability.
 - c. The officer can assign their remaining company members to another company to work under the supervision of the officer of that company.
 - d. The officer can assign their company members to perform staff functions to assist in their command role.
12. While the company officer assuming Command has a choice of modes and degrees of personal involvement in the attack, the officer continues to be fully responsible for the identified task assigned to the Command function. In all cases the initiative and judgement of the officer are of great importance. The modes identified are not strict rules but general guidelines to assist the officer in planning their actions.
 13. The subsequent arrival (in itself) of a ranking officer on the fire ground does not mean Command has been transferred to that ranking officer.
 - Command is transferred only when the outlined transfer of Command procedures have been completed.

Transfer of Command Procedures:

- A. The arriving ranking officer will communicate with Command by radio, or preferably, face to face to be briefed on items such as:
 - 1)General situations status.
 - 2)Deployment and assignments of operating companies.
 - 3)Needs for additional resources.
 - 4)Tactical worksheet (if applicable).
- B. Command is considered transferred only after a verbal announcement, by radio, is made describing the "Command is being transferred to (State Name)"

- C. The individual relieved of Command will be reassigned as necessary by the officer assuming command.
 - D. In cases where Command is effectively handling a tactical situation and is completely aware of the general status of the situation, and the location and function of the operating companies, it may be desirable for that officer to continue in an active command role. The ranking officer may assume a supportive role in the overall function.
14. It will be the responsibility of Command to develop (maintain) an organizational structure utilizing Operational Guidelines as soon as possible after arrival and implementation of initial tactical control measures.

The size and complexity of the organizational structure will be determined by the complexity of the incident.

The ideal structure of a simple incident will include 2 levels:

- a. Strategy level: Command
- b. Task level: Engine Company(s) (Oscar/Tango)

A more complex incident may include 3 levels:

- a. Strategy level: Command
- b. Tactical level: Divisions/Groups
- c. Task level: Engine Company(s) (Oscar/Tango)

COMMAND:

Refers to those functions necessary for overall accomplishment of strategic objectives. The Command level should be staffed by the highest ranking officers who will plan overall strategy, develop an effective Command structure, organize the fire ground and provide the necessary support to meet these objectives.

Divisions/Groups

Are identified as the intermediate tactical control level of command in the organizational structure. Divisions/Groups are commanded by Command Staff who concentrate on the more specific areas and tasks needed to meet the overall operational objectives. Generally, several companies will be assigned to each section commander reporting to Command.

TASK:

Is the level in the organizational structure which refers to evolution-oriented functions or company level operations and individual accomplishments, which, when accumulated, add up to the achievement of sector objectives. These are usually company functions with the company officer reporting to the Sector Commander.

Dashwood Volunteer Fire Department



Passport Accountability Guidelines

DASHWOOD VOLUNTEER FIRE DEPARTMENT

PASSPORT ACCOUNTABILITY SYSTEM - OVERVIEW

The Passport Accountability System is designed to account for and track fire personnel at an incident.

This is achieved by placing one white name tag on the main Passport located on the Officer's radio and another white name tag on the backup Passport located on the apparatus dash.

This must be done immediately at beginning of a call.

During a normal apparatus response, the Officer, upon arrival, will have the main Passport attached to his/her radio. Should the incident escalate and a formal command post be established, the main Passport from the Officer's radio should be transferred to the command post for placement on a status board.

Assignments, location and times can be logged on the status board at this time. Should the Officer and crew be engaged in rescue or fire attack efforts and are not able to transfer their main Passport to command, the backup Passport will be utilized from their apparatus unit until their main Passport can be retrieved.

All fire personnel and apparatus responding to an incident where a formal command post is established must hand in their main Passport to command to book into the system.

Should the incident require the use of SCBA for extended periods of time, command will implement SCBA control.

This is achieved by placing an Officer at a designated point of entry with an SCBA status board. SCBA control will log cylinder pressure, time in, expected time out and the location if applicable.

The Passport system is designed to be quick to put into operation and simple to operate.

The following pages are the complete Operational Guideline procedures for the Dashwood Volunteer Fire Department.

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- 4.6 EMERGENCY INCIDENTS

DASHWOOD VOLUNTEER FIRE DEPARTMENT

PASSPORT ACCOUNTABILITY SYSTEM

1.0 Guideline:

- 1.1 It is a guideline of the Dashwood Volunteer Fire Department to account for the location and safety of all personnel within an emergency incident perimeter. Members participating at an incident must adhere to the guidelines of the Passport Accountability System. Members not using the Passport Accountability System are unauthorized to be inside the emergency incident perimeter.
- 2.0 REFERENCES:
 - 2.1 N.F.P.A. 1500-6-1.6
 - 2.2 N.F.P.A. 1561
- 3.0 DEFINITIONS:
 - 3.1 Company Officer: Officers and Acting Officers in charge of a pump, aerial, emergency, tanker, or other apparatus. The Company Officer works under the command of a Sector Officer.
 - 3.2 Crew: Firefighting personnel assigned to apparatus that responds to an emergency incident.
 - 3.3 Emergency Incident: Any situation in which the Fire Department responds to deliver emergency services including: rescue, fire suppression, medical treatment, and other forms of hazard control.
 - 3.4 Emergency Incident Perimeter: Any area where the public is not allowed access for safety reasons.
 - 3.5 Helmet Shield (Appendix A): A Reflexite, Velcro-backed shield that attaches to the front of a member's helmet. The shield has letters and/or numbers identifying a company, unit or support assignment (e.g.: E61, T62, C63).
 - 3.6 Incident Termination: The conclusion of Fire Department operation at the scene of an incident. This usually indicates the departure of the last unit from the scene.
 - 3.7 Make-up Kit: A kit designed to expand the Passport Accountability System at large incidents and provide immediate replacement for lost or damaged system materials.
 - 3.8 Name Tag (Appendix A): A plastic, Velcro-backed tag with a member's rank (if appropriate) and last name. Name tags will be provided in various colours:
 - a) White with black lettering for Chief officers, Red with white lettering for company officers, yellow with black letters for firefighters, and Black with white letters for Support firefighters, Jr. firefighters and Recruit firefighters to be attached to Passport for accountability;
 - 3.9 Passport Accountability System: A procedure that utilizes helmet shields, Passports, name tags and status boards to track the assignment of sectors, companies, teams and individuals at an emergency incident.
 - 3.10 Passport (Appendix B): A Velcro and plastic card that identifies and accounts for members and companies. Members attach name tags to Passports.
 - a) Main Passport: white, pre-printed with unit ID., rigid plastic which is kept on the Officer's portable radio.
 - b) Back-up Passport: yellow, pre-printed with unit ID., rigid plastic which is kept on the dashboard of the apparatus.
 - c) Reserve Passport: red, pre-printed with unit ID., rigid plastic, kept on the alarm desk in the station. Used for temporary replacement of lost main and back-up Passport.

d) Blank Passport: red, rigid plastic, not pre-printed, kept in make-up kits on command vehicles. Used to make up companies on scene.

3.11 Roll Call: A poll of all crews at an emergency incident to account for all personnel at an incident.

3.12 SCBA Control Officer: A member or members designated by command to document use of SCBA at all points of entry.

3.13 Sector Officer: Assigned by command to manage specific functions or geographical areas.

3.14 Status Board (Appendix C): A large hard plastic board with Velcro strips upon which command attaches Passports of assigned companies and writes notes.

3.15 Team: A group of two or more firefighters who work together and are responsible for each other's safety.

3.16 Team Leader: Usually a Company Officer or member assigned or selected as the team leader.

3.17 Velcro Pad: Permanently placed on portable radios, alarm desk or dashboard to which Passports are attached.

4.0 PROCEDURE:

4.1 The Dashwood Volunteer Fire Department must use the Passport Accountability System, in conjunction with Fire Ground Command, to identify individual members of a crew or team and their assignment, and to account for the assignment of crew, teams or units at an emergency incident.

4.2 The Passport Accountability System will be expanded to accommodate multiple-alarm companies, mutual aid companies and resource or support departments.

4.3 RESPONSIBILITY:

4.3.1 Command and Sector Officers at an emergency incident must use the Passport Accountability System to account for those sectors, companies and teams within their direct span of control.

4.3.2 Command, Sector Officers, Company Officers and firefighters will maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.

4.3.3 All Officers and firefighters are accountable for the safety of themselves and other members of their crews or teams. Team members will maintain a constant awareness of the position and function of all members working with them.

a) Team members must always be in contact with each other through one of the following methods:

1. Voice (not by radio)
2. Visual
3. Touch

Exception: Radio or phone contact is permissible for apparatus operators, Command and Sector Officers, or other situations where the location of such personnel is constant and is known by the remainder of the team.

b) If a member is in trouble, the other member(s) of the team shall take appropriate steps to:

1. Provide direct help
2. Call for help
3. Go get help

- c) Members will stay together as teams when in the emergency incident perimeter and as otherwise directed by Command until the incident termination.

.3.4 Maintenance of Helmet Shields and Passports:

- a) Company Officers - at the beginning of each shift, during the entire shift and at all emergency incidents, will be responsible for supervising the maintenance and proper placement of helmet shields, name tags and Passports. The Chief Officers will ensure that this procedure is being implemented.
- b) At the beginning of each incident, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
 - 1. the correct helmet shield on their helmet. At the beginning of each incident, members will remove the helmet shield from the location on the apparatus and place it on their own helmet.
 - 2. their name tags on the correct Main and Back-up Passports. At the beginning of each incident they will remove their two name tags from their helmet and place them on Main and Back-up Passports.
- c) Company Officers are responsible for members under their direct control. When a crew is split away from the Company Officer to a different Officer, that Officer becomes accountable for that crew.
- d) Individuals assigned to support functions such as Fire Prevention, Arson, Training, Haz-Mats, Disaster Services, etc., must have a helmet shield for that division.
- d) Materials and supplies for the ongoing support of the Passport Accountability System (eg: spare tags, Velcro) will be maintained by the Fire Chief or designate.

4.4 IMPLEMENTATION

4.4.1 Materials: The Passport Accountability System utilizes removable helmet shields, Passports, name tags, control tags, status boards and make-up kits.

- a) Helmet Shields:
 - 1. Each apparatus, unit or division will have a Velcro backed helmet shield for each member likely to respond on that apparatus. The purpose of the helmet shield is to clearly identify the unit or crew to which the members are assigned and visually tells whether they are permitted to be inside the incident perimeter and that they have "checked" into the accountability system.
 - 2. All helmet shields are to be kept on the designated apparatus or unit when not actually on a helmet.
 - 3. Helmet shields must be in place on the member's helmet BEFORE participating as an on-duty crew member.
- b) Passports:
 - 1. The purpose of the Passport is to provide for the accountability of crew members after entering an emergency incident perimeter.
 - 2. Passports are a three-part card that contains the following information:
 - a) The top portion contains station number and company designator (eg: Engine, Tanker).
 - b) The middle portion is Velcro to hold the member's name tags - Officer at top followed by driver, and remaining firefighters. (If a driver is to be left with the apparatus at an incident, his/her name tag will be placed upside down).

- c) The bottom portion is for recording notes such as "time of arrival", "assignment" or "location".
3. Passport Colour Codes:
- a) White - Main, normally used by everyone at the incident.
 - b) Yellow - Back-up, kept on apparatus until requested.
 - c) Red - Reserve, for use if Main or Back-up is lost or damaged.
4. There shall be two Passports (one Main and one Back-up) provided for each apparatus or unit.
- a) The Main Passport is white, Velcro-backed, pre-printed with unit ID., rigid and shall be attached to the Officer's portable radio until used as a Passport on entrance and assignment into an emergency incident perimeter.
 - b) The Back-Up Passport is an exact duplicate of the Main Passport except that it is yellow, and is used as follows:
 - 1. For the identification of crew members when the Main Passport is unavailable.
 - 2. Back-up Passports are attached to the dashboard of the apparatus.
 - c) Reserve Passports (Red)
 - 1. Pre-printed with Unit ID. Velcro-backed and rigid. They are kept on the alarm desk in the station.
 - a) They replace the lost Main or Back-up Passports.
 - b) Used by crews who need to report for shift change at the emergency incident.
 - 2. Blank, red, rigid Passports are carried in command vehicles and are used for:
 - a) Temporary replacement of engraved, red Passports that have been placed in service.
 - b) Additional make-up companies that respond to the incident scene without Passports
 - c) Name Tags:
 - 1. Each member of the Fire Department will maintain a minimum of six Velcro name tags; four white with black lettering and two red with white lettering.
 - a) The two white name tags are for attaching to the Main and Back-up Passports when reporting for duty and are stored on the front of the member's helmet.
 - b) The two spare white name tags will be kept in the member's locker to replace lost or damaged name tags.
 - c) **IMPORTANT:** Name tags must be attached to the Main and Back-up Passports before responding with the apparatus.
 - 2. Company Officer or team leader name tags are the first name tags on the Passport, followed by the driver, and firefighters (If driver is to remain with vehicle at incident, his name will be upside down).

3. When detailed support member reports to an emergency incident, they report to command for assignment.

d) Status Boards:

These are plastic engraved boards with Velcro on both sides and space for command to make notes such as time of arrival, assignment or sector.

1. The status board collects Passports from Company Officers as they are assigned. Two or more may be utilized for large incidents by Command and Sector Officers.
2. The status board will be used by SCBA Control Officers to document cylinder pressure, time of entry, time due out and location/assignment.
3. One status board, with grease pencil, will be kept on each primary apparatus and vehicle.

e) Make-Up Kits:

These will be kept on each Command Vehicle. They will be used to make up crews and expand the accountability system to include any outside agency or resource that may be at an incident scene. The kits will contain:

1. Two status boards
2. Six blank red Passports
3. Thirty blank name tags
4. Four grease pencils (china markers)
5. Two sets of Five Helmet Shields

4.5 UTILIZATION of Passport Accountability System

4.5.1 LEVEL I Accountability

- a) For normal response, each member will have placed a name tag on both the Main and Back-up Passports and attached the helmet shield.
- b) Upon arrival, Company Officers will have the Main Passports (attached to the portable radio) with them for accountability.
- c) If the first-in company cannot be located or does not respond by radio, the second-in company must obtain it's Back-up Passport from the dashboard and proceed immediately with a search.

4.5.2 LEVEL II Accountability

- a) This applies to all responses, once command has been established and positioned.
- b) Command then will ask for and collect all the Main Passports at the command post, place them on the status board and record assignment, location and times. If the first-in companies are in possession of their Main

Passports, command must retrieve their Back-up Passports from their apparatus. This will allow command to obtain their Main Passport at a later time so as not to impede rescue or attack.

- c) Once Sector Officers are designated, command will hand over the Passports of assigned companies and Sector Officers will place them on the status board and will record the assignment, location and times.
- d) The Staging Officer in Level II Staging will collect the Main Passports and place them on the status board, and will record the status and times. When command asks for crews, teams or members, the Staging Officer will return the Passport to that crew, team or member.
- e) When crews, teams or members are reassigned to another sector (eg: rehab, staging or decon), they MUST hand over their Passport to the appropriate Sector Officer.

4.5.3 LEVEL III Accountability

- a) This applies to all responses where SCBA will be used for extended periods of time; when command determines that the incident requires a more stringent accountability, command will implement point of entry SCBA control.
- b) To implement point of entry SCBA control, command may designate Officer(s) or member(s) to monitor all points of entry to the structure, confined spaces or areas involved. These individuals will be referred to as SCBA Control Officers.
- c) SCBA Control Officers will be at the point of entry and record the cylinder pressure, time of entry, time due out, location and assignment.
- d) As members exit a control point, the time of exit will be recorded.
- e) Members who must exit at a point that is remote from their control point must inform, and return, to their SCBA Control Officer.
- f) SCBA Control Officers will ensure that search and rescue operations are initiated for overdue or unaccounted personnel.

4.6 EMERGENCY INCIDENTS:

4.6.1 Reporting to the Incident:

- a) When a company or team reports to an incident, staging or sector, they will transfer their Main Passport to the Command or Sector Officer. Following are exceptions to this rule:
 - 1. Main Passport will remain with the Officer or team leader when:
 - a) they are the only unit at the incident;
 - b) they are a committed, first arriving unit(s) at an incident before the establishment of a command post;
 - c) they have passed command;
 - d) they are on, or directed to, a remote side of an emergency incident before the establishment of command.

2. When first arriving crews that have not transferred their Passports to command leave a hazardous area, they will report their status to command by radio or personal contact. The commander will direct the crews to a new assignment where they will then transfer their Passport.

4.6.2 During Emergency Incidents:

- a) Commanders will require the transfer and use of Passports at every incident or multiple alarm fires.
- b) Staging Officers will record the time that crews report to staging.
- c) When Command relieves a crew, he/she will:
 1. confirm with the Officer that all crew members are accounted for;
 2. return the crew's Passport to the Company Officer;
 3. direct the Company Officer to staging or another sector function; and
 4. advise the designated sector that the company has been directed to report to that sector. The receiving Sector Officer WILL ACKNOWLEDGE and record that information on the status board.

4.6.3 Roll Call:

Commanders and Company Officers must conduct an emergency incident roll call using the Passport Accountability System as follows:

- a) When a company, crew or team is relieved of an assignment and transferred to a different sector, Commanders will confirm that Company Officers have conducted a roll call.
- b) When a Commander has reason to believe that a firefighter or crew is missing or trapped, the Commander must start rescue efforts as soon as possible at the last known location. Command will then conduct a roll call of the emergency incident to confirm the status of missing personnel.

Example:

"Fire Dispatch and all sectors, this is Command; a distress call has been transmitted"

"All Sectors Emergency Traffic from Command; conduct a roll call of your units"

"Sector A conducting roll call"

"Sector B conducting roll call"

"Roof top sector conducting roll call"

"Command - Sector A; all members accounted for"

"Command - Sector B; all members accounted for"

"Command - Roof Sector; all members accounted for"

NOTE: Whenever possible, roll call will be conducted without the use of the radio to keep the frequency clear.

- c) Before there is a change from an offensive to defensive fire ground strategy:

"All Sectors - Command; we are setting up to change to a DEFENSIVE STRATEGY. Withdraw all units from the building and conduct a roll call"

"Command - Sector 2; withdrawing all personnel"

"Command - Roof Sector; withdrawing all personnel"

"Command - Sector 2; all units accounted for and out"

"Command - Roof Sector; all units accounted for and off of the building"

"Roof Sector and Sector 2 - Command; all accounted for"

- d) When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding or release of vapour clouds.
- e) When the Incident Command, Sector Officer or Company Officer determines that a need for a roll call exists.
- f) Upon termination of an emergency scene and when apparatus is ready to depart, the apparatus commander will conduct a visual roll call and retrieve the Helmet Shields and return the Name Tags.

4.6.4 Required Materials:

- a) The Fire Chief or designate will order materials and supplies to maintain the Passport Accountability System as follows:
 - 1. Two engraved Passports (one white and one yellow) for each apparatus, command vehicle or special unit.
 - 2. One helmet shield for each officer and firefighter position on the apparatus plus one spare.
 - 3. Replacement name tags for lost or damaged equipment.
 - 4. Red, pre-printed, Passports for each apparatus, command vehicle or special unit. (Reserve)
 - 5. Velcro pads for portable radios, alarm desks, dashboards.
 - 6. One status board for each vehicle.
 - 7. Passport Accountability System Make-Up Kits for each command vehicle which contain materials as follows:
 - a) two status boards in the Make-Up kits;
 - b) six blank, red Passports for the Make-Up kits;
 - c) thirty blank name tags;
 - d) four grease pencils (china markers);
 - e) two sets of five helmet shields.

4.6.5 Location of Materials:

- a) The Fire Chief or designate will direct the placement of materials for the Passport Accountability System on each apparatus assigned to their station.

Errington Volunteer Fire Department



Operational Guidelines

FIRE DEPARTMENT OPERATIONAL GUIDELINES

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OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 0.01
TITLE: OPERATIONAL GUIDELINE POLICY	Page 1 of 1

PURPOSE: To provide for the safe and efficient operation of the Errington Volunteer Fire Department, in conformance with all Federal, Provincial and Municipal, Acts, Regulations and Bylaws, and to require fire fighters to follow safe work practices for all designated job duties.

SCOPE: All fire department personnel.

POLICY: In accordance with the authority provided by the Fire Department Bylaw, made pursuant to Section 699 of the B.C. Municipal Act, all current Operational Guidelines that have been established and signed by the Fire Chief, shall be adhered to by all fire department personnel identified within the scope of each guideline.

PROCEDURE: All elements of the Fire Department Operational Guidelines, as adopted by the Fire Chief, including all forms and documents either referenced or encompassed within, become part of the Fire Department Operational Guidelines.

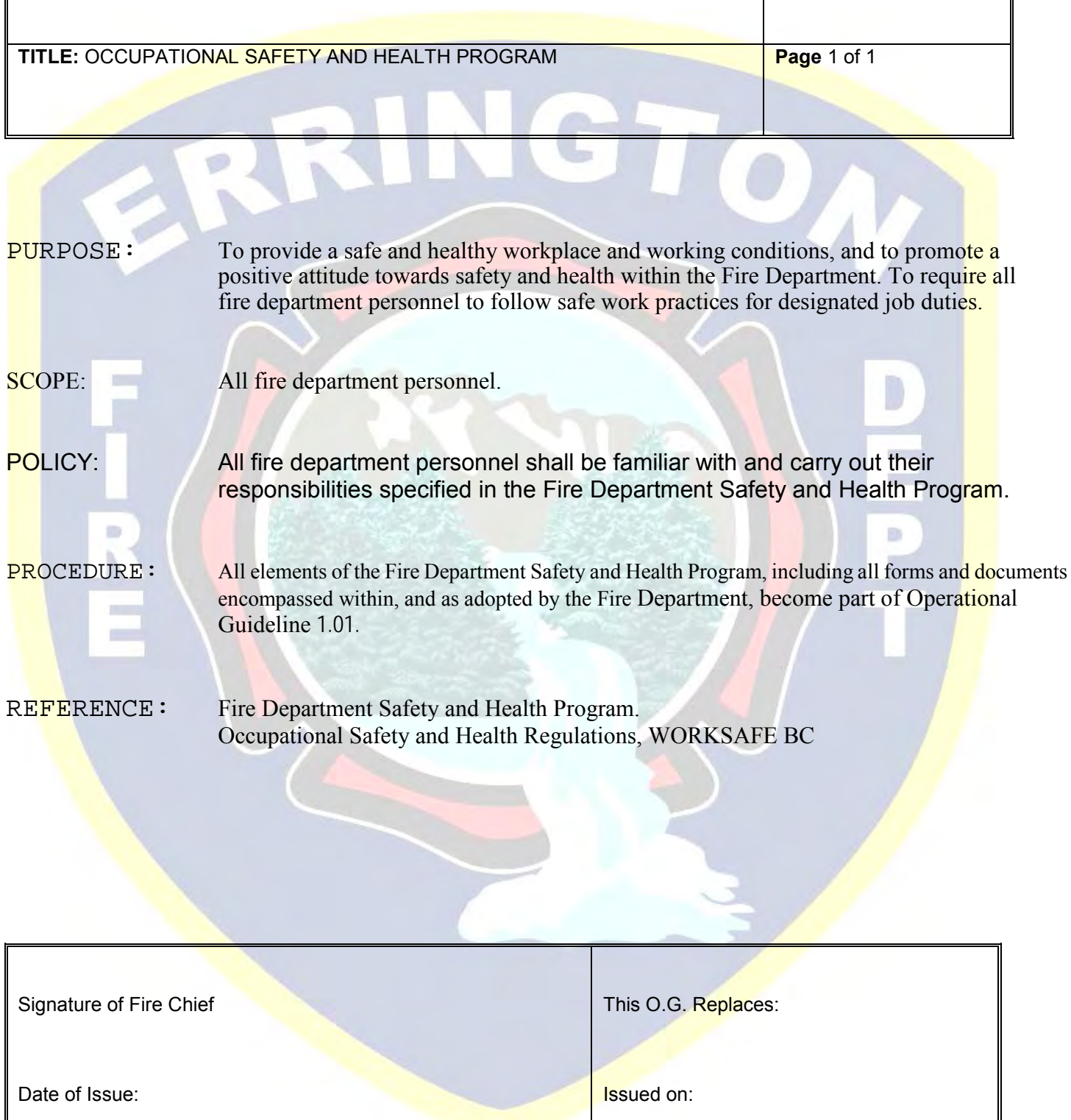
REFERENCE: Fire Department Operational Guidelines..
Occupational Safety and Health Regulations, WORKSAFE BC

Also see O.G.#

Signature of Fire Chief	This O.G. Replaces:
Date of Issue:	Issued on:

OPERATIONAL GUELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01
TITLE: OCCUPATIONAL SAFETY AND HEALTH PROGRAM	Page 1 of 1



PURPOSE : To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards safety and health within the Fire Department. To require all fire department personnel to follow safe work practices for designated job duties.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall be familiar with and carry out their responsibilities specified in the Fire Department Safety and Health Program.

PROCEDURE : All elements of the Fire Department Safety and Health Program, including all forms and documents encompassed within, and as adopted by the Fire Department, become part of Operational Guideline 1.01.

REFERENCE : Fire Department Safety and Health Program.
Occupational Safety and Health Regulations, WORKSAFE BC

Signature of Fire Chief	This O.G. Replaces:
Date of Issue:	Issued on:

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01.01a
TITLE: Occupational Health and Safety	Page 1 of 1

PURPOSE: To meet the requirements of the Workers Compensation Board Occupational Health and Safety Regulation section 33.28 and 33.37 in regards to the transportation of injured fire fighters

SCOPE: All fire department personnel.

POLICY: The Fire Department shall ensure that transportation is available for fire fighters who may be injured during the course of their duties at an incident.

PROCEDURE: The Incident Commander shall ensure that effective transportation is available to ensure that injured fire fighters can be immediately transferred to medical care facilities:

LAND:

- 1) BC Ambulance Service shall be notified and asked to attend at any major incident.
- 2) If BC Ambulance Service is unable to attend, the fire department may employ the use of a personal vehicle or a Fire Department vehicle.

AIR:

If immediate transportation is not available or practical the Incident commander shall contact either the BC Ambulance Service or the Provincial Emergency program at 1800 663 3456

REFERENCE: Occupational Health and Safety Regulations, WORKSAFE BC

Also see O.G.#

Signature of Fire Chief	This O.G. Replaces:
Date of Issue:	Issued on:

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01.02
TITLE: WRITTEN AND PRACTICAL SAFE WORK PROCEDURES	Page 1 of 1

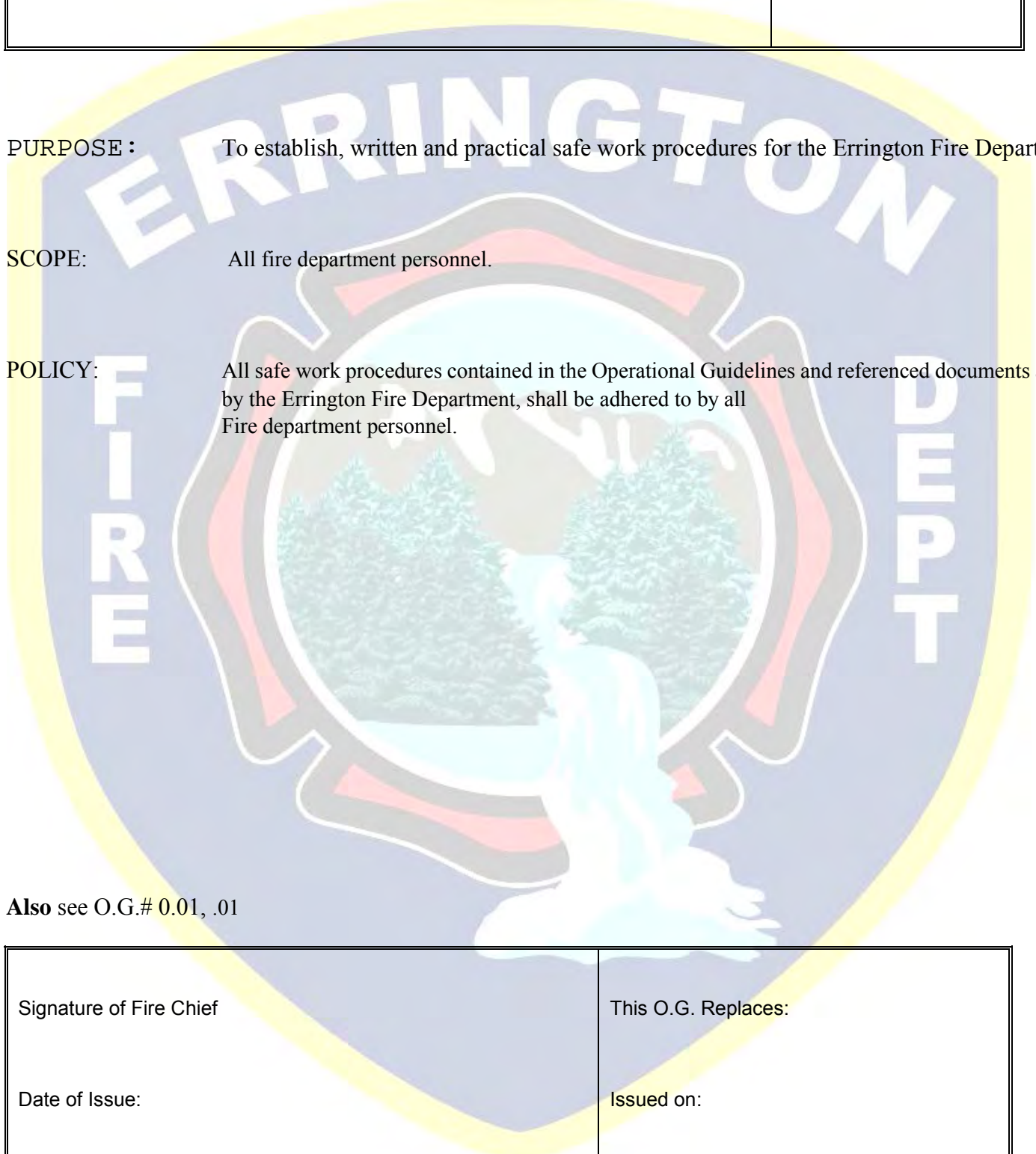
PURPOSE : To establish, written and practical safe work procedures for the Errington Fire Department.

SCOPE: All fire department personnel.

POLICY: All safe work procedures contained in the Operational Guidelines and referenced documents adopted by the Errington Fire Department, shall be adhered to by all Fire department personnel.

Also see O.G.# 0.01, .01

Signature of Fire Chief	This O.G. Replaces:
Date of Issue:	Issued on:



OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01.06
TITLE: HAZARDOUS MATERIALS AND SUBSTANCES	Page 1 of 1

PURPOSE: To establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.

SCOPE: All fire department personnel

POLICY: All fire department personnel shall receive **WHMIS** training.

PROCEDURE:

REFERENCE: Dangerous Goods Manual

Also see O.G.# 1.01

Signature of Fire Chief	This O.G. Replaces:
Date of Issue:	Issued on:

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01.08
TITLE: Medical Examinations and Health Monitoring	Page 1 of 1

PURPOSE: To establish a procedure for medical examinations and monitoring

SCOPE: All fire department personnel.

POLICY: All Fire Department personnel shall comply with the medical examination and health monitoring requirements of this Operational Guideline.

PROCEDURE:

1. Prior to becoming a firefighter and any time as a member, all personnel must report any significant illness or disability to a senior officer. If a problem is suspected and for the safety of the individual and crew it may be required that a physical examination by a certified physician be performed to determine that they are medically and physically fit for fire fighting duties.
2. The Department will provide annual hearing tests, as required by WORKSAFE BC Regulations.
3. The Department will provide annual lung testing for all firefighters as per the Department Operational Guideline.
4. The Fire Department recognizes the benefits of good mental health for productive employees. The Department will provide “Critical Incident Stress” management and counseling when needed.


Reference

Also see OG1.01.
WORKSAFE BC regulations

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01.11
TITLE: OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	Page 1 of 1



PURPOSE: To establish a Health and Safety committee for the Errington Fire Department

SCOPE: All fire department personnel.

POLICY: A Health and Safety committee with a minimum of four members shall be established. The Deputy Chief and one Board Member shall be a part of this committee and give a monthly report to the Fire Chief.

PROCEDURE:

REFERENCE: Occupational health and Safety regulation, WORKSAFE BC

Also see O.G.#

Signature of Fire Chief _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.01.15
TITLE: INFECTIOUS DISEASE CONTROL	Page 1 of 1

PURPOSE: To provide guidelines for the control of communicable and infectious diseases.

SCOPE: All fire department personnel.

POLICY: Protective measures must be taken by all Fire Department members to protect themselves from communicable and infectious diseases.

PROCEDURE:

- Wear medical gloves when treating any patient.
- Wear surgical mask when appropriate.
- Wear eye protection when appropriate.
- Avoid skin contact with patient body fluids.
- Thoroughly wash your hands and exposed skin as soon as possible after patient treatment.
- Remove as soon as possible any turnout or uniform clothing contaminated with body fluids. Such clothing shall be bagged and tagged and sent out to be cleaned.
- Any possible exposure to any communicable or infectious disease should be reported to the Fire Chief, treated as soon as possible by a qualified physician, and the necessary WORKSAFE BC documents filled out.


REFERENCE:

Also see O.G.#

Signature of Fire Chief _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.02
TITLE: RESPIRATORY PROTECTION PROGRAM	Page 1 OF 1

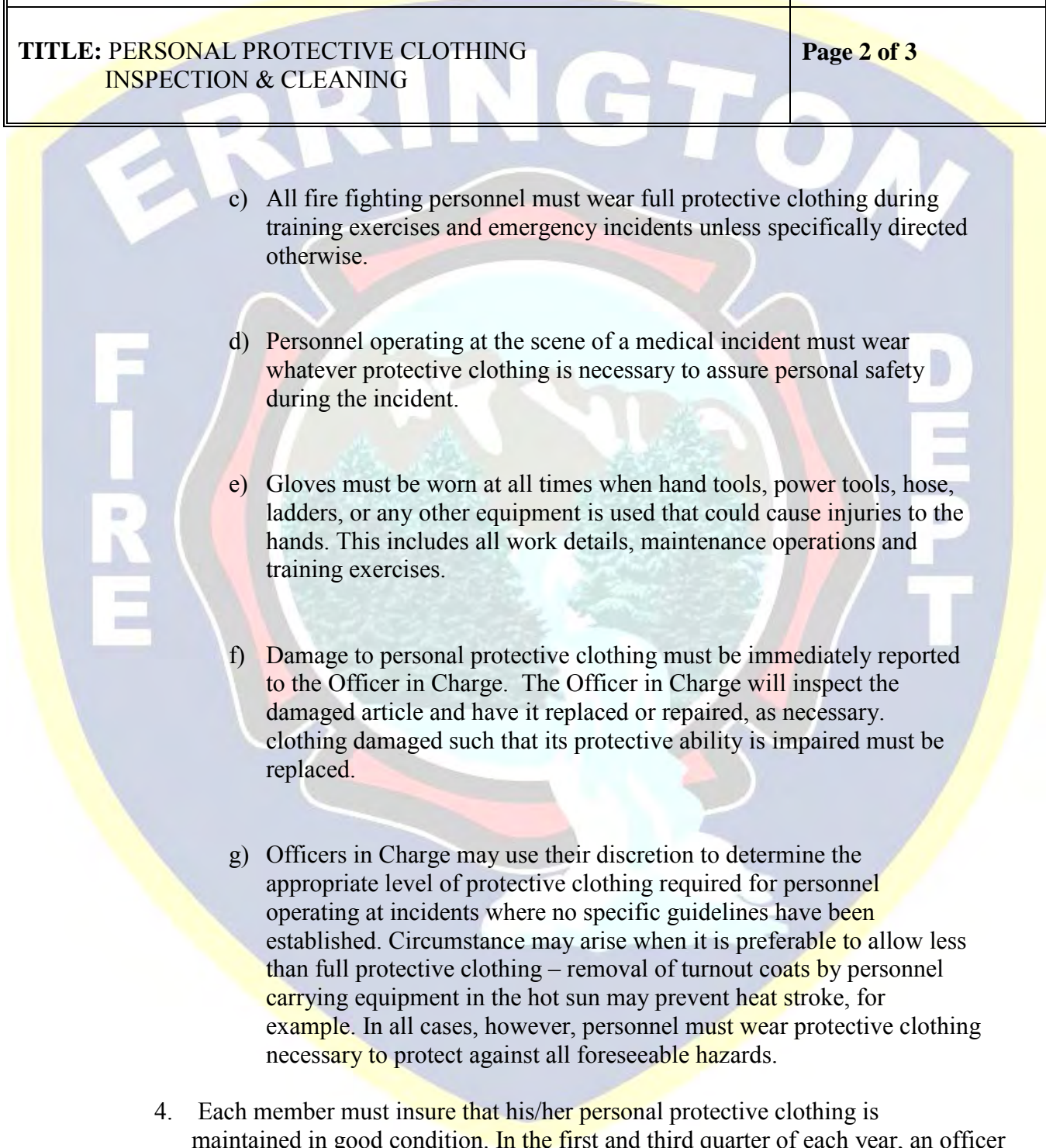
- 
- PURPOSE:** To require fire fighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.
- SCOPE:** All fire department personnel who in the course of duty, may be exposed to Respiratory hazard.
- POLICY:** Every fire fighter in the department shall be trained in the use, limitations, Maintenance and regulations regarding self contained breathing apparatus (**SCBA**)
- PROCEDURE:** All elements of the Errington Fire Department Respiratory Protection Program, Including all forms and documents encompassed within, and as adopted by the Fire Department, become part of Operational Guideline 1.02
- REFERENCE:** Occupational Safety and Health Regulations, WORKSAFE BC

Also see O.G.# 1.01

Signature of Fire Chief _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

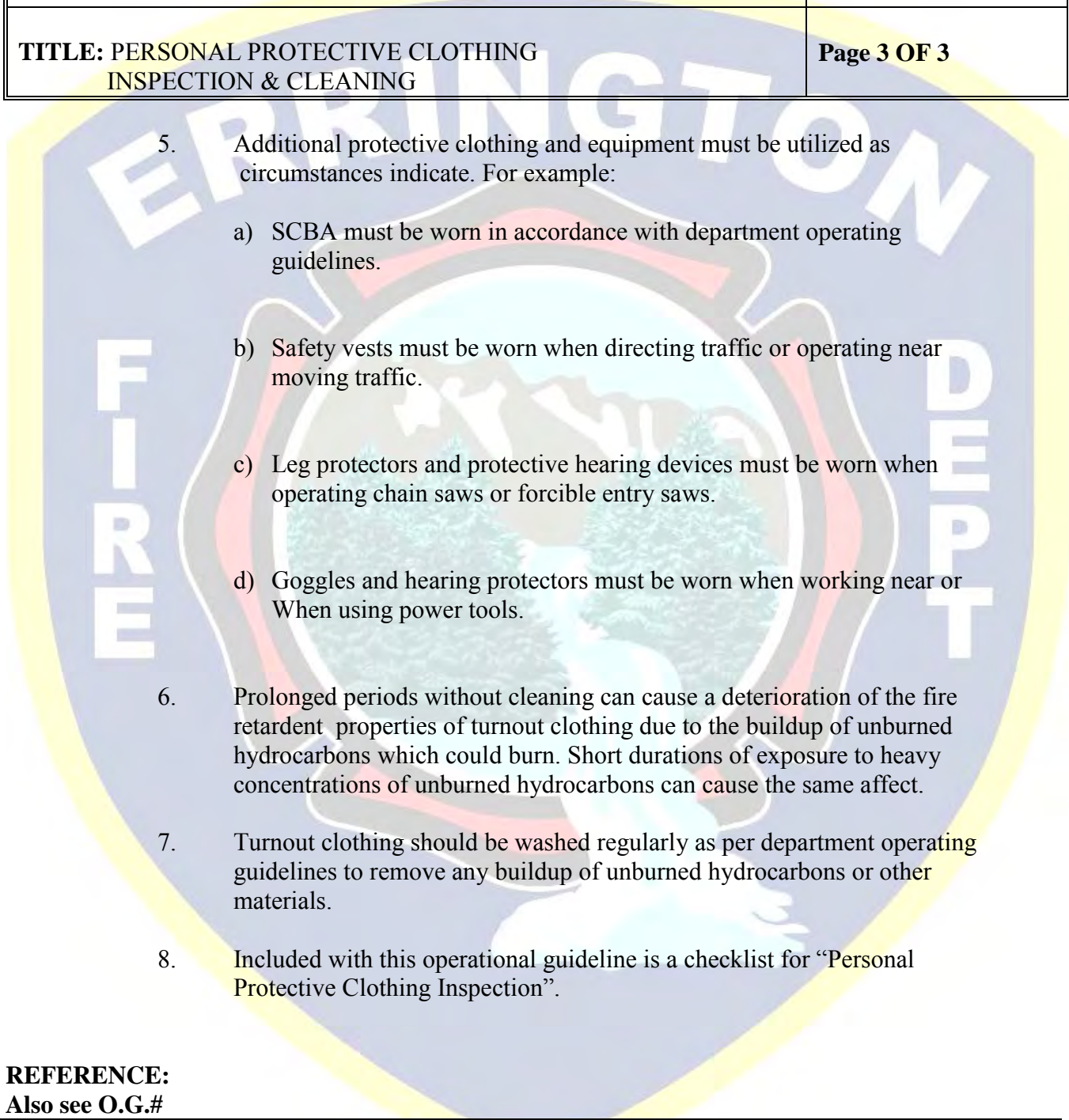
OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.03.01
TITLE: PERSONAL PROTECTIVE CLOTHING INSPECTION & CLEANING	Page 2 of 3

- 
- c) All fire fighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.
 - d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
 - e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
 - f) Damage to personal protective clothing must be immediately reported to the Officer in Charge. The Officer in Charge will inspect the damaged article and have it replaced or repaired, as necessary. clothing damaged such that its protective ability is impaired must be replaced.
 - g) Officers in Charge may use their discretion to determine the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstance may arise when it is preferable to allow less than full protective clothing – removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example. In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
4. Each member must insure that his/her personal protective clothing is maintained in good condition. In the first and third quarter of each year, an officer must inspect all protective clothing for each fire fighter. This inspection must be confirmed by completion of the Personal Protective Clothing inspection report contained in this Operation Guideline and its submission to the Fire Chief

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.03.01
TITLE: PERSONAL PROTECTIVE CLOTHING INSPECTION & CLEANING	Page 3 OF 3

- 
5. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
 - a) SCBA must be worn in accordance with department operating guidelines.
 - b) Safety vests must be worn when directing traffic or operating near moving traffic.
 - c) Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws.
 - d) Goggles and hearing protectors must be worn when working near or When using power tools.
 6. Prolonged periods without cleaning can cause a deterioration of the fire retardent properties of turnout clothing due to the buildup of unburned hydrocarbons which could burn. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same affect.
 7. Turnout clothing should be washed regularly as per department operating guidelines to remove any buildup of unburned hydrocarbons or other materials.
 8. Included with this operational guideline is a checklist for “Personal Protective Clothing Inspection”.

REFERENCE:
Also see O.G.#

Signature of Fire Chief: _____ Date of Issue: _____	This O.G. Replaces: _____ Issued on: _____
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OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.03.02
TITLE: Fire Department pagers	Page 1 of 1

PURPOSE: To encourage fire fighters to be more aware and keep better track of Fire Department pagers that are issued to them.

SCOPE: All fire department personnel.

POLICY: Due to the high cost of Fire Department pagers, a fire fighter may have the cost of a new pager deducted from their clothing and gas allowance if more than one pager is lost or damaged through negligence during any given five year period.

PROCEDURE:

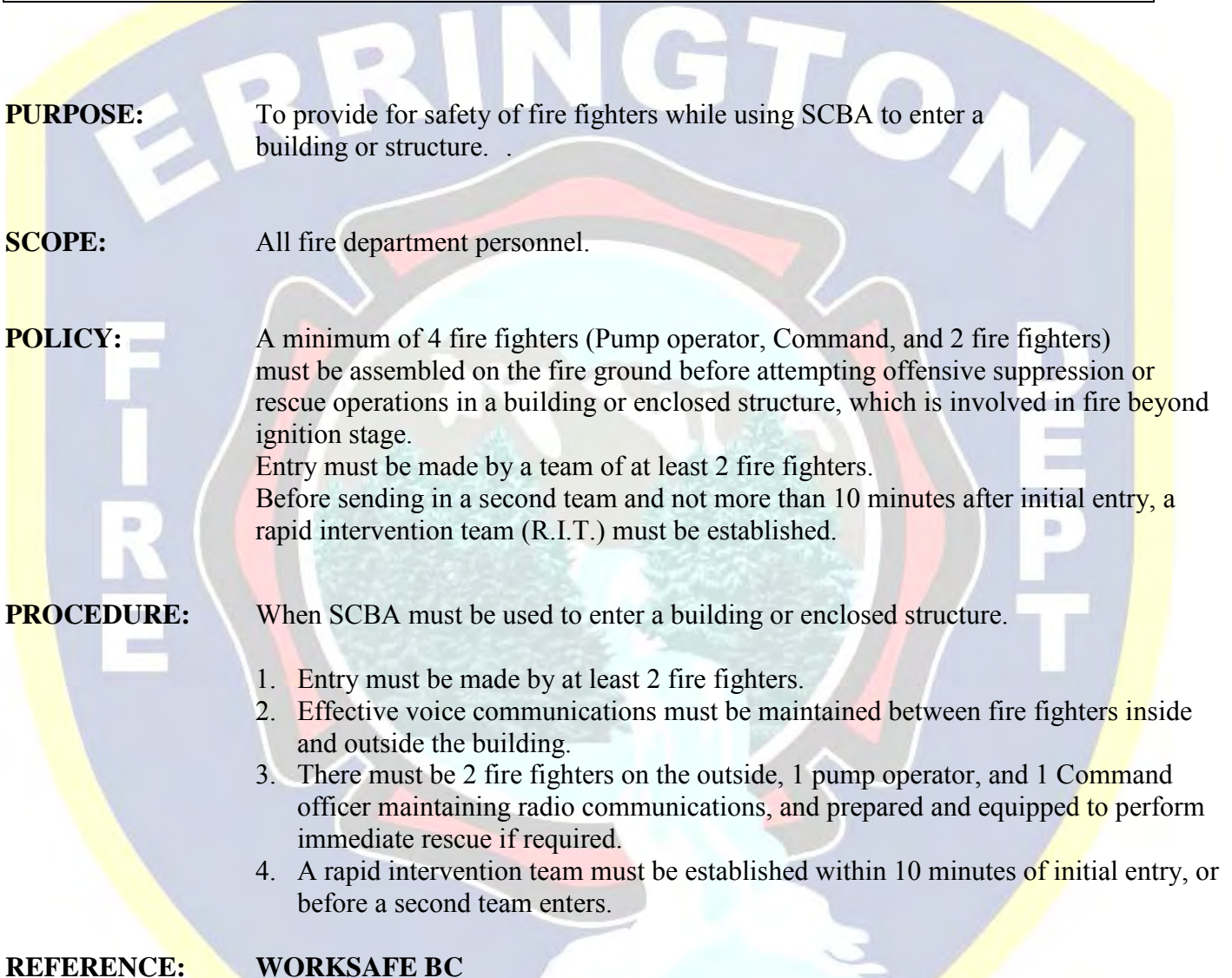
REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.04
TITLE: INITIAL FIRE ATTACK AND/OR SEARCH AND RESCUE REQUIRING SCBA	Page 1 OF 1

- 
- PURPOSE:** To provide for safety of fire fighters while using SCBA to enter a building or structure.
- SCOPE:** All fire department personnel.
- POLICY:** A minimum of 4 fire fighters (Pump operator, Command, and 2 fire fighters) must be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in fire beyond ignition stage.
Entry must be made by a team of at least 2 fire fighters.
Before sending in a second team and not more than 10 minutes after initial entry, a rapid intervention team (R.I.T.) must be established.
- PROCEDURE:** When SCBA must be used to enter a building or enclosed structure.
1. Entry must be made by at least 2 fire fighters.
 2. Effective voice communications must be maintained between fire fighters inside and outside the building.
 3. There must be 2 fire fighters on the outside, 1 pump operator, and 1 Command officer maintaining radio communications, and prepared and equipped to perform immediate rescue if required.
 4. A rapid intervention team must be established within 10 minutes of initial entry, or before a second team enters.
- REFERENCE:** **WORKSAFE BC**

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.05
TITLE: EMERGENCY RADIO TRAFFIC	Page 1 OF 1

PURPOSE: To establish a procedure that ensures radio communication to any unit, team, or member that encounters an immediate perilous situation.

SCOPE: All fire department personnel.

POLICY: When any person on an emergency scene finds themselves in, or becomes aware of an immediate perilous situation, a **MAYDAY** message will be transmitted immediately 3 times.

- PROCEDURE:**
1. The member that is aware of or in an immediate perilous situation will transmit the word **MAYDAY** 3 times over the radio and then identify them self.
 2. At this point all other non-emergency radio traffic will stop immediately.
 3. After establishing communication with Operations officer or Command the member transmitting the mayday call will transmit the **critical message**.
 4. The operations officer will acknowledge the **critical message** by repeating it and then initiate the required actions immediately.
 4. After required actions are completed, the operations officer or command will announce that normal radio traffic shall commence.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.06
TITLE: EMERGENCY EVACUATION ALERT	Page 1 OF 1

PURPOSE: To establish a procedure that ensures all personnel are promptly alerted
When an emergency scene must be evacuated immediately.

SCOPE: All fire department personnel.

POLICY: When an incident commander determines that the conditions at a scene
Have, or may soon deteriorate to the point where fire fighters working
Within the hazard area may be in danger, an “Emergency Evacuation
Order” shall be issued.

PROCEDURE: When an incident commander determines that it is necessary for crews
to evacuate an emergency scene the following procedures will be
followed.

1. The incident commander will broadcast a message over the radio
that all crews are to evacuate the scene, or portion of the scene,
immediately.
2. The incident commander will then request the operator of an
appropriate vehicle to sound the horn for 3 consecutive, 5-second
blasts, and repeat when instructed.
3. Upon evacuation, all personnel are to report to their crew leaders,
and return to staging.
4. When evacuation is complete the incident commander will conduct
a roll of all personnel using the passport system.

REFERENCE:
Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.10
TITLE: TEMPORARY TRAFFIC CONTROL	Page 1 of 5

PURPOSE: To provide temporary traffic control to ensure safety for emergency responders, patients and members of the public.

SCOPE: All fire department personnel.

POLICY:

1. Fire fighters under the direction of the Incident Commander are to ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, patients and members of the public.
2. RCMP provides the most effective means of traffic control. Where it is evident that traffic control will be required to provide a safe working area Incident Commanders must request RCMP assistance for traffic control immediately.
3. Only firefighters trained and certified to BC Safety Council standards should provide traffic control beyond temporary limits.
4. Apparatus operators should utilize traffic devices in such a way as to provide a safe working area for all emergency responders and general public.
5. While working at an incident on HWY 19 the High speed Traffic guideline should be followed to avoid unnecessary risk to responders and public from the approaching high speed traffic.
6. For all other secondary roads the Lower speed traffic guideline would be followed to avoid unnecessary risk to responders and public from the approaching traffic.
7. Appropriate PPE should be used when providing traffic control Including high visibility vest, and full turnout gear. For non fire fighter personnel PPE should include hard hat, high visibly vest, and reflective cuffs.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.10
TITLE: TRAFFIC CONTROL	Page 2 of 5

PROCEDURE:

Lower Speed (< 60 KM/Hr) Traffic Control

- Radio communications should be on Channel 3 using main fire radios or Channel 1 on The FRS radios.
- As per BC Safety council training the emergency scene should be secured with the appropriate zones and cone spacing.
- The typical scene setup should be varied according to visibly, road conditions, weather conditions, and/or increased risk.
- Traffic flow should be allowed to move whenever possible provided it doesn't jeopardize scene safety through the use of appropriate traffic devices to redirect away from the emergency scene.
- Refer to diagram # 1 for a typical setup of traffic devices.
- Each apparatus should create a traffic safety zone around itself with the lead apparatus encompassing the emergency scene. If the apparatus are close enough in proximity to one and other then one single traffic setup would be sufficient.

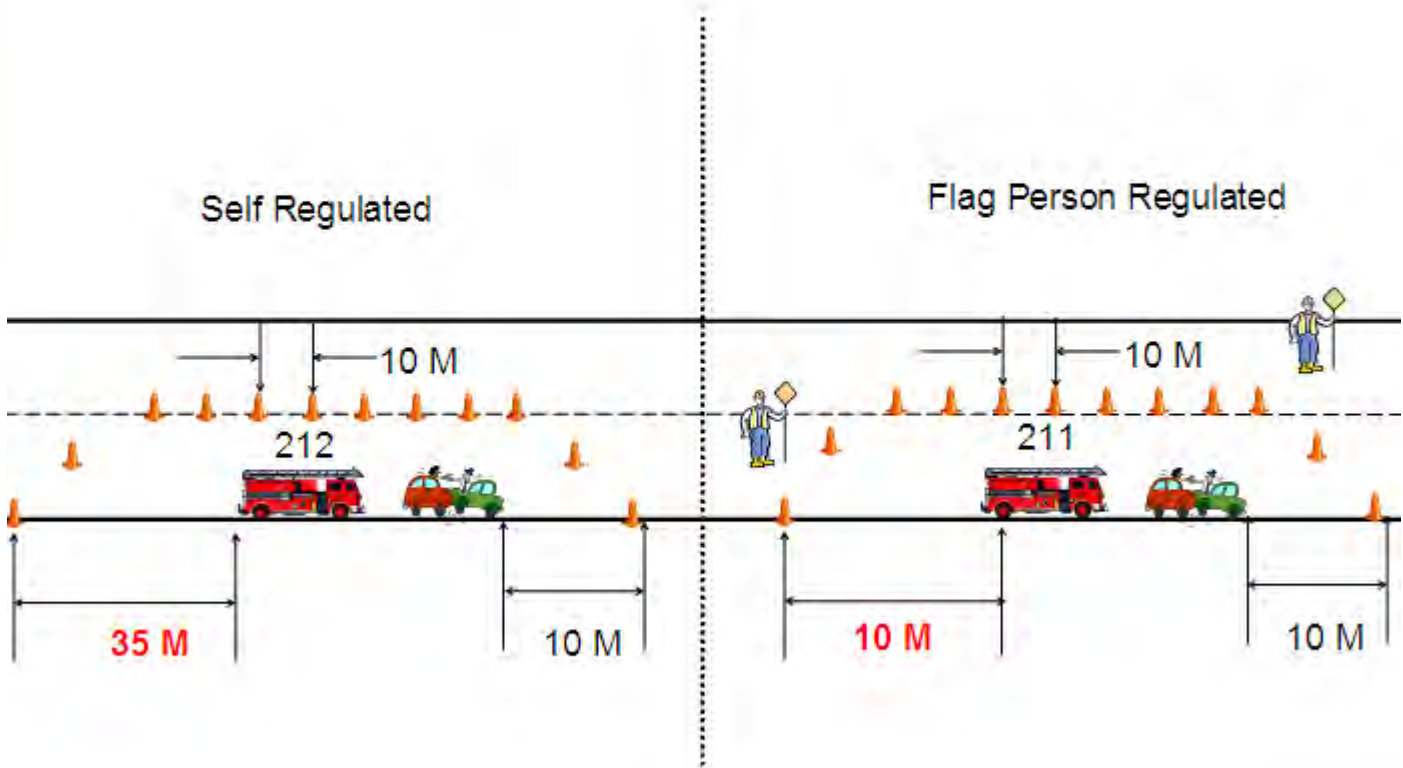
High Speed (> 60 KM/Hr) Traffic Control (Hwy 19)

- Radio communications should be on Channel 3 using main fire radios or Channel 1 on The FRS radios.
- As per BC Safety council training the emergency scene should be secured with the appropriate zones and cone spacing.
- The typical scene setup should be varied according to visibly, road conditions, weather conditions, and/or increased risk.
- Traffic flow should be allowed to move whenever possible provided it doesn't jeopardize scene safety through the use of appropriate traffic devices to redirect away from the emergency scene.
- Refer to diagram # 2 for a typical setup of traffic devices.
- Ideally 3 apparatus should attend the emergency scene whenever possible.
- Directional traffic lights on all apparatus should be activated and directing traffic appropriately.
- The use of the high intensity estrobes should be utilized in the taper zone between the larger traffic cones day and night.
- Ideally traffic control should be self regulated and the use of stop signs should be restricted to temporary interruptions of traffic flow to facilitate operations by order of the IC.
- Apparatus drivers are expected to stay with their vehicle and provide traffic control unless directed otherwise by IC.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.10
TITLE: TEMPORARY TRAFFIC CONTROL	Page 3 of 5

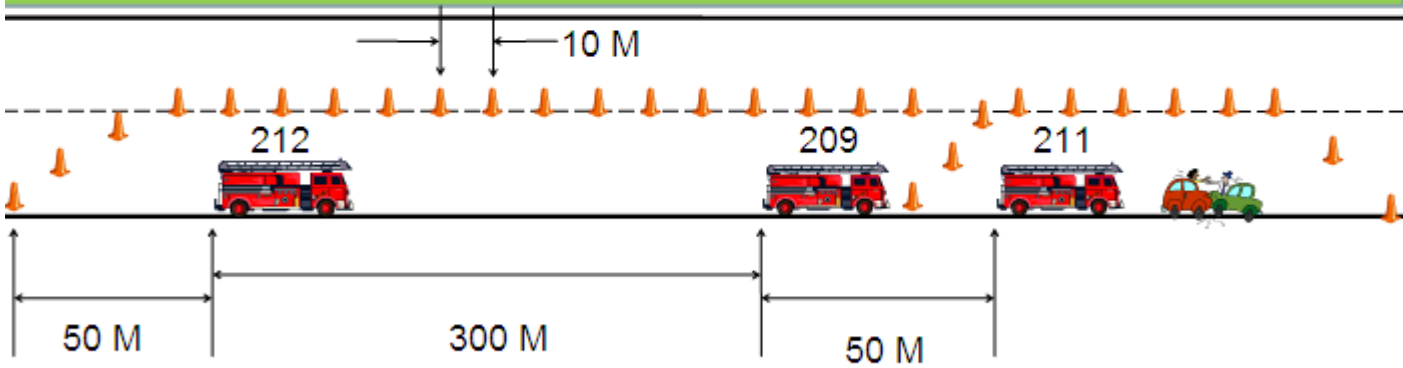
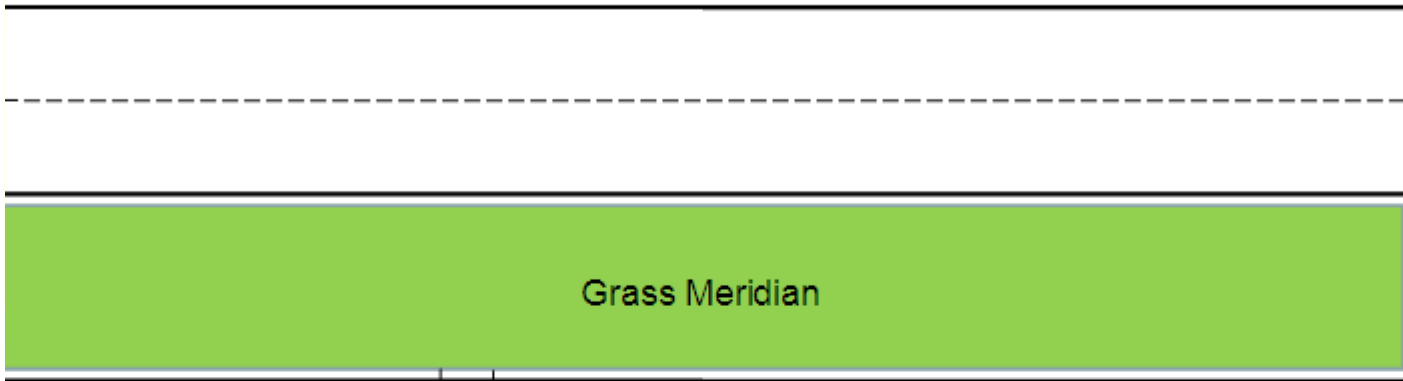
< 60 Km/Hr Apparatus and Cone Setup
(Secondary Roads Diagram #1)



OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.10
TITLE: TEMPORARY TRAFFIC CONTROL	Page 4 of 5

> 60 Km/Hr Apparatus and Cone Setup
(Hwy 19) Diagram #2



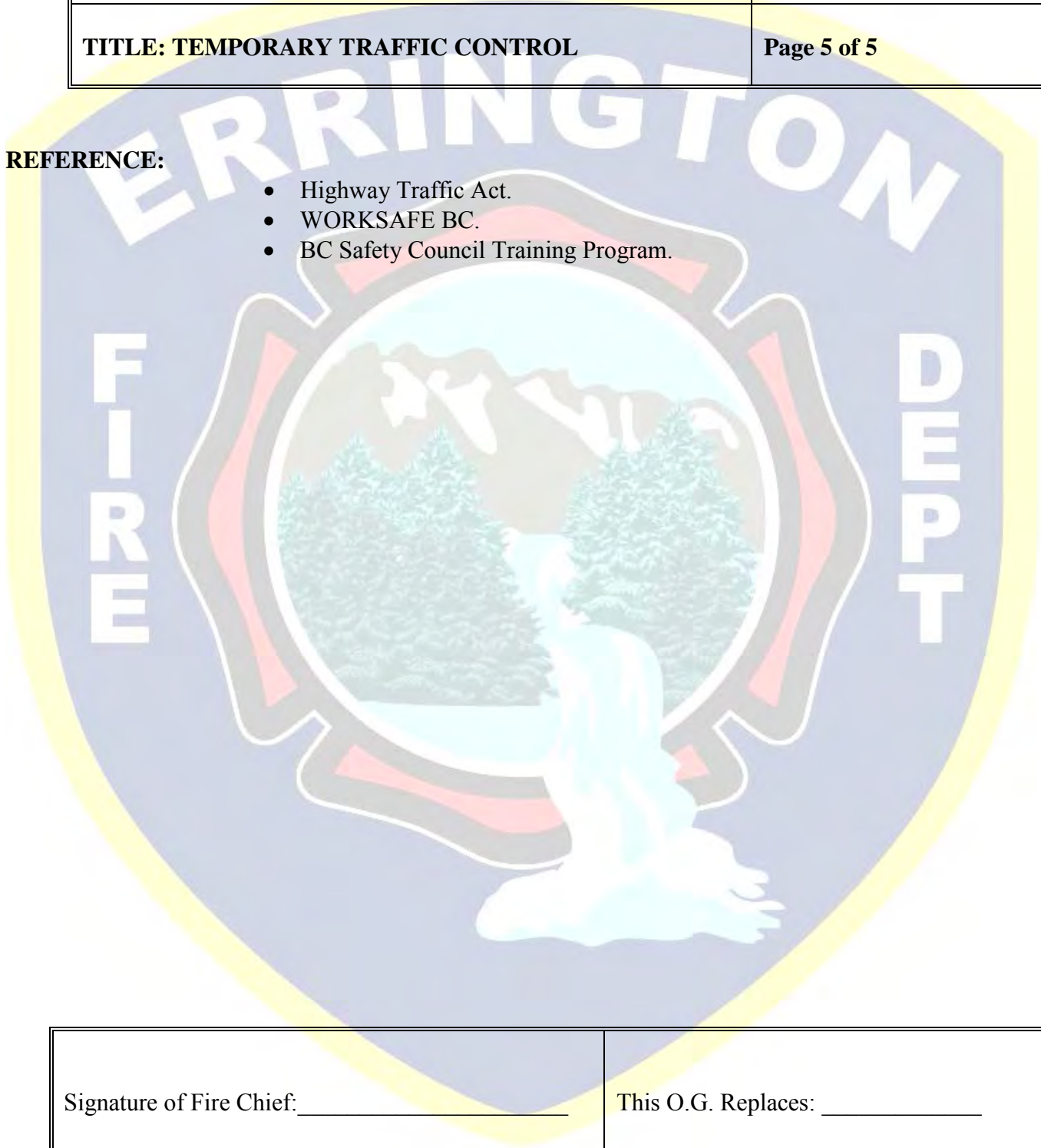
1 Dash & 1 Space = 6 M
8 Dashes & Spaces = 50 M
50 Dashes & Spaces = 300 M

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.04.10
TITLE: TEMPORARY TRAFFIC CONTROL	Page 5 of 5

REFERENCE:

- Highway Traffic Act.
- WORKSAFE BC.
- BC Safety Council Training Program.



Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.05.04
TITLE: WORKSAFE BC WORKSITE SAFETY ENFORCEMENT	Page 1 OF 1

PURPOSE: To inform personnel of the WORKSAFE BC mandate to enforce the regulatory requirements for safe work practices.

SCOPE: All fire department personnel.

POLICY: The employer must ensure that the employees are made aware of all Known or reasonably foreseeable health or safety hazards to which they Are likely to be exposed to at work. The employer will provide Operational Guidelines and training in order to assist personnel in Applying safe work practices.
Every supervisor must ensure that the workers under his or her direct supervision are made aware of all known or reasonable foreseeable health and safety hazards in the area where they work.
Every worker must take reasonable care to protect the workers health And safety by carrying out his or her work in accordance with established safe work practices.

- PROCEDURE:**
1. Officers are to ensure that personnel have read, understand and follow Operational Guidelines and that a copy of the Guidelines are available at the Hall for the use of personnel.
 2. A worker must report to their supervisor or to a representative of the safety committee, any contravention of safe work practices or any absence or defect in PPE, or the existence of any other hazard that the worker considers likely to endanger worker safety.

REFERENCE:
Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.06.01
TITLE: WARNING DEVICES IN EMERGENCY OPERATIONS	Page 2 OF 2

PURPOSE:

- d) Officers shall ensure that, when operations are being conducted upon a traveled thoroughfare, and conditions are present that, in their judgment, may require a flag person to ensure the safety of themselves and their workers, that a person shall be designated to perform this duty. .
 - e) When Fire Department vehicles respond to an emergency on a Freeway, throughway, or other busy thoroughfare, they should Attempt to park directly behind or ahead of cars involved in the Emergency. This position will minimize the interruption of traffic Flow as well as the exposure of men and apparatus to danger from Collision. Avoid as much as possible the directing of lighted Headlights and spotlights into flowing traffic. Revolving warning Lights, tail lights, and emergency red lights should be kept in an 'on' Position.
3. Headlights. Apparatus headlights will be kept in operation during all Emergency responses (day and night). While working at emergencies They shall be dimmed (low beam) or turned off.
 4. Air Horns. The air horn may be used in connection with siren.

REFERENCE: Motor Vehicle Act Section 118
Motor Vehicle Act Section 118.2 (a)
Motor Vehicle Act Regulation 4.14 (2)
Motor Vehicle Act Regulation 4.22
WORKSAFE BC Regulation 52.06 (2 and 3)
WORKSAFE BC Regulation 52.06 (1,2 and 3)

Also see O.G.# 1.06.02, 1.06.03.

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.06.02
TITLE: WARNING DEVICES IN NON-EMERGENCY OPERATIONS	Page 2 OF 2

5. b) If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a traveled thoroughfare to the extent that they present a hazard, then, officers shall ensure that parking complies with **Operational Guideline 1.06.01 –item 2: “Emergency Lights and Precautions – Response To a Traveled Thoroughfare, a), b) and c).”**

REFERENCE:

- Motor Vehicle Act Section 118
- Motor Vehicle Act Section 118.2 (a)
- Motor Vehicle Act Regulation 4.14 (2)
- Motor Vehicle Act Regulation 4.22
- WORKSAFE BC Regulation 52.06 (2 and 3)
- WORKSAFE BC Regulation 52.06 (1, 2 and 3)

Also see O.G.# 1.06.01, 1.06.03.

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.06.03
TITLE: VEHICLE RESPONSE SAFETY	Page 1 OF 3

PURPOSE: To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

SCOPE: All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department Vehicles.

POLICY: The driver of any fire department vehicle bears full responsibility for adherence to this guideline and conformance with the B.C. Motor Vehicle Act.
The driver of any Fire Department vehicle, when responding to an incident must continually assess whether any of the factors in section 122 (4) of the Motor Vehicle Act, pose an inordinate risk when weighted against the risk of harm to the members of the public when exercising the privileges in Section 122 of the Motor Vehicle Act.

These factors include:

- a) The nature, condition and use of the highway
- b) The amount of traffic that is on, or might reasonably be expected to be on, the Highway.
- c) The nature of the use being made of the emergency vehicle at the time.

PROCEDURE:

1. **Driver Training:** Only personnel who have the necessary licenses and Endorsements for the apparatus being operated, as required by the B.C. Motor Vehicle Act, and who have successfully completed the Fire Department Driver Training Program, are permitted to drive department vehicles, except when Under supervision of a trainer for the purpose of driver training.
2. **Secure Position:** The driver of any Fire Department vehicle shall not move The vehicle until all passengers have signaled that they are in a secure position. All passengers being transported by Fire Department vehicles shall ride only in Secure positions.
3. **Exiting the Station:** The driver shall be aware of other vehicles leaving the Station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure there Proper operation.

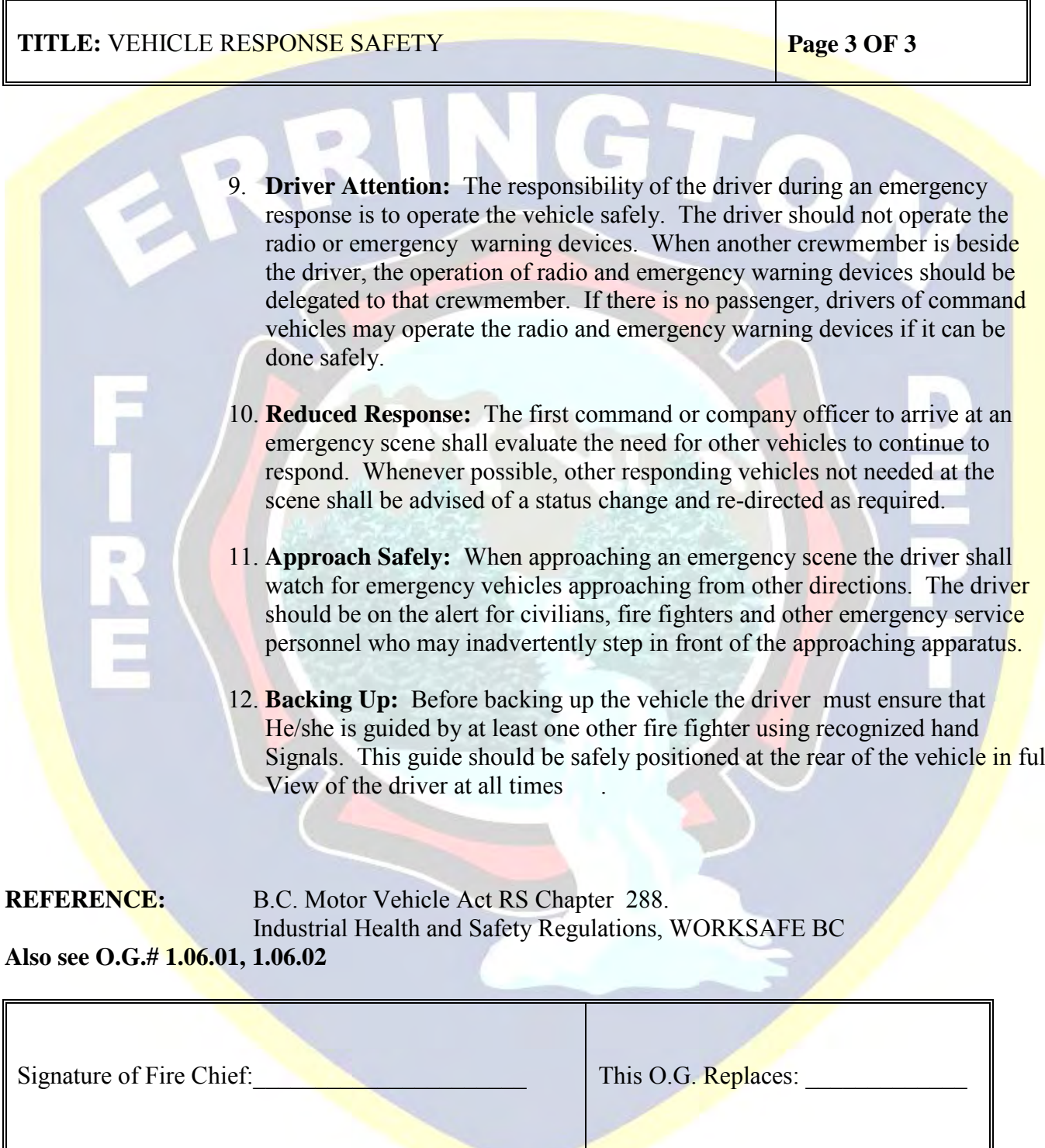
OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.06.03
TITLE: VEHICLE RESPONSE SAFETY	Page 2 OF 3

4. **Warning Devices and Vehicle Lights:** Warning Devices and Vehicle Lights shall be operated in conformance with Operational Guidelines 1.06.01 and 1.06.02.
5. **Speed:** The driver shall always maintain a speed consistent with safe operation of the vehicle under prevailing conditions. If conditions permit, the maximum speed limit may be exceeded, in accordance with B.C. Motor Vehicle Act.
6. **Driving in the Oncoming Traffic Lane:** Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive in the oncoming traffic lane, extreme caution must be exercised and a safe operating speed must be maintained.
7. **Intersections:** Intersections are one of the most dangerous areas to approach During an emergency response. The following precautions shall be observed by All responding vehicles.
 - When a responding vehicle must approach an intersection in the oncoming Traffic lane the driver shall come to a complete stop until all other traffic in The intersection has yielded. This applies even when the responding vehicle Has a green light at a controlled intersection.
 - When approaching a controlled intersection with a stop sign or red light, The vehicle shall come to a complete stop until other traffic in the Intersection has yielded.
 - The maximum allowable speed through any intersection shall be the posted Speed limit.
8. **Passing Emergency Vehicles:** Passing other emergency vehicles can be Dangerous. If passing is necessary, radio contact should be made with the driver Of the other vehicle, prior to passing.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.06.03
TITLE: VEHICLE RESPONSE SAFETY	Page 3 OF 3

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9. **Driver Attention:** The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or emergency warning devices. When another crewmember is beside the driver, the operation of radio and emergency warning devices should be delegated to that crewmember. If there is no passenger, drivers of command vehicles may operate the radio and emergency warning devices if it can be done safely.
 10. **Reduced Response:** The first command or company officer to arrive at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required.
 11. **Approach Safely:** When approaching an emergency scene the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, fire fighters and other emergency service personnel who may inadvertently step in front of the approaching apparatus.
 12. **Backing Up:** Before backing up the vehicle the driver must ensure that He/she is guided by at least one other fire fighter using recognized hand Signals. This guide should be safely positioned at the rear of the vehicle in full View of the driver at all times .

REFERENCE: B.C. Motor Vehicle Act RS Chapter 288.
Industrial Health and Safety Regulations, WORKSAFE BC
Also see O.G.# 1.06.01, 1.06.02

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.06.04
TITLE: RESCUE 215 and SPU TRAILER RESPONSE PROCEDURES	Page 1 of 1

PURPOSE: To establish a guideline to ensure safe operation of Rescue 215 and the SPU trailer.

SCOPE: All fire department personnel responding to both emergency and non emergency situations using Rescue 215 and the SPU Trailer.

POLICY: Due to the fact that trailers are an uncommon piece of equipment in the fire service and an acquired skill is required to handle them in a safe manner, only designated personnel will be assigned to operate R215 with the SPU trailer.

PROCEDURE: In the event that R215 and the SPU trailer is needed at an incident, a driver that has had prior experience in handling heavy trailers of this nature will be assigned by the Chief, Deputy Chief, Assistant Chief or a senior officer in charge of the incident. R215 is not to go code 3 when pulling the SPU trailer

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.07.09
TITLE: GROUND LADDERS	Page 1 OF 2

PURPOSE:

To ensure that Department ground ladders are properly used and Maintained, and tested regularly, so that the chance of injury to firefighters by ladder failure is reduced..

POLICY:

Ground ladders will be maintained as per manufacturers' guidelines and Tested periodically in accordance with this procedure.

PROCEDURE:

1. It is the responsibility of the Fire Chief to ensure that proper care and Procedures are utilized during the maintenance, testing and use of ladders.

MAINTENANCE

2. Fire Department ground ladders must be maintained according to manufacturers' recommendations. In the absence of specific manufacturers' guidelines, ladders must be inspected after each use. These inspections must include but are not limited to checking for obvious deformities such as bent or damaged rungs, cracks, or missing parts.

If any deficiencies are found, the ladder will be removed from service and repaired.

3. Ground ladders must not be painted except for the top and bottom 12 inches of the beams for identification or visibility purposes. Pawl assemblies must be kept clean and lubricated as necessary.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.07.09
TITLE: GROUND LADDERS	Page 2 OF 2

SERVICE TESTING:

4. Department ground ladders must be service tested:
 - a) On a regular basis.
 - b) Any time the ladder is suspected of being unsafe.
 - c) After the ladder has been subjected to overloading.
 - d) After the ladder has been subjected to impact loading or unusual condition of use.
 - e) After heat exposure.
 - f) After any deficiencies have been repaired, unless the only repair was replacing the halyard.
5. If there are any signs of failure during service testing the ladder is to be removed from service and either repaired and retested or destroyed.

RECORDS:

6. Records must be kept of all strength service tests, repairs and retesting on the forms provided by the Department.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 1.101.15
TITLE: INFECTIOUS DISEASE CONTROL	Page 1 of 1

PURPOSE: To provide guidelines for the control of communicable and infectious diseases.

SCOPE: All fire department personnel.

POLICY: Protective measures must be taken by all Fire Department members to protect themselves from communicable and infectious diseases.

PROCEDURE:

- Wear medical gloves when treating any patient.
- Wear surgical mask when appropriate.
- Wear eye protection when appropriate.
- Avoid skin contact with patient body fluids.
- Thoroughly wash your hands and exposed skin as soon as possible after patient treatment.
- Remove as soon as possible any turnout or uniform clothing contaminated with body fluids. Such clothing should be washed with soap on a hot cycle.

Any possible exposure to any communicable or infectious disease should be reported to the Fire Chief, treated as soon as possible by a qualified physician, and the necessary W.C.B. documents filled out.

REFERENCE:

Also see O.G.#

Signature of Fire Chief _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.02.02
TITLE: INCIDENT COMMAND and TACTICAL PRIORITIES	Page 1 OF 2

PURPOSE: To establish a command system that may be applied consistently to all Fire Department incident responses.

SCOPE: All fire department personnel who assume command of an incident.

POLICY: O.G.# 2.02 “Incident Command” shall be applied to all incident responses carried out by the Errington Fire Department. All department personnel identified within the scope of O.G.#2.02 shall be familiar with, and carry out their responsibilities identified with this Guideline. The referenced “Incident Command Guidelines” form part of O.G.#2.02

- PROCEDURE:**
1. The first in Firefighter will assume Command of the incident.
 2. The IC will conduct a size-up and broadcast an initial report.
 3. The IC will establish a Command location.
 4. The IC will request additional support and stage incoming units as required.
 5. The IC will initiate offensive or defensive action
 6. The IC will ensure the tactical priorities of:
 - Rescue victims and life safety of fire fighter.
 - Evacuation if required.
 - Ventilation.
 - Attack.
 - Salvage and Overhaul.
 7. The IC will provide for the safety and welfare of all fire fighters on the Fire ground.
 8. The IC will sector the fire ground as/if required.

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.02.02
TITLE: INCIDENT COMMAND and TACTICAL PRIORITIES	Page 2 OF 2

9. Communication to and from:
 - a. Dispatch – will be through the IC.
 - b. Command – will be through Sector Officers (where applicable).
10. The IC will maintain operational control.
11. Change of Command may take place upon the arrival of a senior officer and following:
 - a. A report from the existing IC as to fire ground conditions, personnel and tasks assigned (preferably face to face).
 - b. A broadcast of assumption of command by the IC.
12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident.
14. The IC will wind down and terminate the incident as conditions dictate.

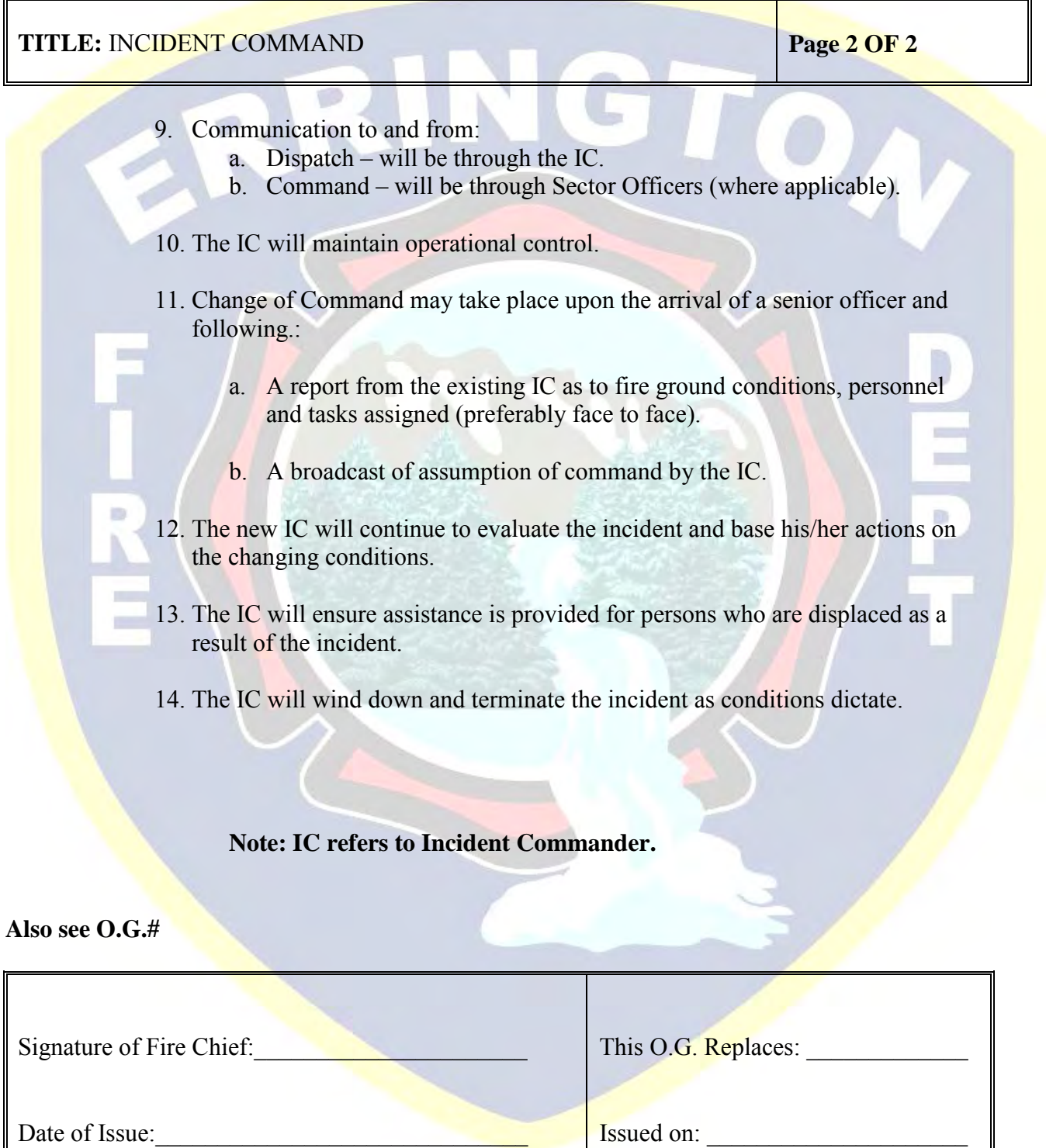
Note: IC refers to Incident Commander.

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.02.02
TITLE: INCIDENT COMMAND	Page 2 OF 2

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9. Communication to and from:
 - a. Dispatch – will be through the IC.
 - b. Command – will be through Sector Officers (where applicable).
 10. The IC will maintain operational control.
 11. Change of Command may take place upon the arrival of a senior officer and following:
 - a. A report from the existing IC as to fire ground conditions, personnel and tasks assigned (preferably face to face).
 - b. A broadcast of assumption of command by the IC.
 12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
 13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident.
 14. The IC will wind down and terminate the incident as conditions dictate.

Note: IC refers to Incident Commander.

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.02.03
TITLE: MUTUAL AID RESPONSE PROCEDURES	Page 1 of 1

PURPOSE: To ensure that only adequately trained and experienced personnel respond to neighboring fire departments for mutual aid calls while ensuring that adequate resources remain.

SCOPE: All fire department personnel.

POLICY: Only equipment and manpower that has been requested shall respond to a mutual aid call provided that does not exceed one engine or one engine and one tanker. Enough equipment and manpower must remain in this area in order to maintain an adequate level of protection. Both T209 and T213 can respond at the same time for tanker or air lighting support provided they are not beyond the far boundaries of Parksville or Coombs. No fire fighter shall respond to a mutual aid call until instructed to do so by an officer.

PROCEDURE: Because of the complexity of working with and along side other departments, only the most senior and/or experienced fire fighters will be assigned to respond. After all responding fire fighters muster at their respective halls, the most senior officer or fire fighter shall decide who goes and then assign them to vehicles. It is essential that the utmost professionalism and courtesy be demonstrated while representing this department.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.05.01
TITLE: Response to calls outside the area	Page 1 of 1

PURPOSE: To establish a procedure for vehicles and crews leaving the area for fire fighting activities in areas other than for District 69 mutual aid Departments.

SCOPE: All fire department personnel.

POLICY: The following procedures shall be followed prior to any vehicle or personnel leaving the area.

- PROCEDURE:**
1. A detailed written request must be received from the authority having jurisdiction.
 2. Notify the RDN and ensure liability coverage is adequate and in place.
 3. Officer in charge shall notify all fire department members and form a crew from available personnel. (At least 1 first responder per crew is preferable)
 4. Board chairperson shall be notified of the situation and which vehicle and crew members are leaving the area.
 5. A complete inventory of personal and vehicle equipment shall be performed prior to leaving the area and a signed and dated copy left in the fire hall.
 6. The crew must have available to them at least \$1000 on credit cards for provisions, accommodations, and fuel etc.
 7. Members of other fire departments or organizations must never be allowed to operate EVFD equipment unless authorized by the Chief or Deputy.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.05.02
TITLE: TENDER RESPONSE TO MVI's	Page 1 of 1

PURPOSE: To maximize safety of responding personnel on scene, and to provide lane blocker and water.

SCOPE: All Class 3 drivers.

POLICY: Tenders shall respond to all MVI calls unless told not to by IC
In the event of an MVI on hwy 19 tenders shall not be the last apparatus in the line. They shall be a lane blocker.

PROCEDURE: Visibility by oncoming traffic is limited due to lack of appropriate lighting on Tenders so their use on hwy 19 shall be limited. They shall be used as a lane blocker between apparatus and or a water source for an engine. They shall never be used as the last apparatus in the line for directing traffic.

Once on scene at any incident, emergency warning lights shall be utilized as per OG 1.06.01

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

Errington Fire Department	O.G. # 2.05.03
SUBJECT: Response to Incidents-Iam Responding	1 of 2

Purpose: To ensure the effective and efficient use of the Iam Responding Program.

Scope: To all responding fire department members.

Guideline: All responding fire department members will use the Iam Responding when **safe** and **practical** to do so when responding to incidents and use the IAR Scheduling feature to notify us when they are away from the Fire Protection area.

Procedure:

What to do when your pager goes off:

When responding to an incident and you are **WITHIN** the Fire Protection area:

- Call in to the phone number provided, or use the App and select the hall that you are responding to. **“Hall 1/2”**
- **This shall be done when it is safe to do so, preferably before the member leaves to respond.**

When you are responding and you are **NOT LONGER THAN 15min** driving time from the closest fire station:

- Call in to the phone number provided, or use the App and select the station that you are responding to and select either **“Hall 1/2 Delay”**
- **This shall be done when it is safe to do so, preferably before the member leaves to respond**

When you are **NOT** responding at all:

- **Don't** call in to the phone number provided, or **don't** select anything on the app. (This will prevent the IAR screens from being clogged with people who are **not** responding and will only show who is actually responding)

Please only use the IAR if you are responding to the incident, please don't log in and use the AVAILABLE or UNAVAILABLE features outside of responding to an incident in order not to have to continually clear the IAR screen on a daily basis. Please use the Scheduling feature as outlined below.

Scheduling

The IAR program has a scheduling feature, we encourage all members to log in the use this feature to notify us when they are out of town or unable to respond. This feature shall be used when the member expects to be out of the area out of the area for more than **8 hours** and outside of their normal expected times away i.e. normal daily weekly employment. Members shall take this task on **themselves** to ensure that they are notifying us that they are out of the response area outside of their expected periods away.

Clearing the IAR after an Incident

Only the duty officer or officer in charge of the incident will clear the IAR screen after an incident. This will be done as soon as practical after an incident is complete.

IAR Monitors in our Stations and Apparatus

If any anytime the IAR monitors are down at either one of our stations, please contact the Duty Officer or Officer in Charge to notify them of the problem so that it can be reset as soon as possible.

Problems with IAR

If at any time there are any problems with IAR program or app, please contact the Duty Officer or Officer in Charge to notify them of the problem so that it can be looked at as soon as possible.

Members Responsibly to use IAR

Every member has a responsibility to use the IAR program when safe and practical to do so when responding to an incident or scheduling themselves away from the area outside of their normal daily absence. Members will seek advice if need to become orientated with the options to the IAR program to ensure that each member is using it to its full potential. Members can also access the features via the web address www.iamresponding.com to complete scheduling tasks and other IAR options.

Agency name: ERRINGTON
Log in: your full name
Password: your full name unless you changed it

Members who do not have smart phones, cell phones or a phone that is not readily accessible on a daily basis to notify that they are responding will advise the Fire Chief of this situation to make note of it.

<p>_____ Troy Bater Issued by _____ Signature of Fire Chief</p>	<p>This OG replaces: Issued: January 23, 2018 Amended:</p>
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OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.06.02
TITLE: SET UPS	Page 1 of 4

PURPOSE: To ensure a rapid setup of vehicles and equipment at fire ground with minimum instruction, to avoid unnecessary radio traffic. And also to ensure an adequate water supply to the front line engine and fire fighting activities.

SCOPE: All fire department personnel.

POLICY: Depending on the size and scope of the incident, one or more of the following SET-UPS may be used as determined and instructed by the Incident Commander / Operations Officer.

PROCEDURE: All vehicles and equipment must be set up so as to minimize traffic flow interruption while ensuring a steady flow of water to the fire ground and maximizing Personnel safety.

During a HIGH VOLUME SET-UP Personnel from the first in tanker shall position a portable tank behind the engine then report to staging. The driver shall dump the water then go for refill.

Personnel from the second in tanker shall set up a portable tank as laid out in the diagram then report to staging, The driver shall proceed to drop the pod and return to hall for Tank Pod.

Tanker trucks should utilize the nearest water supply sites available unless instructed by the officer in charge of water supply.

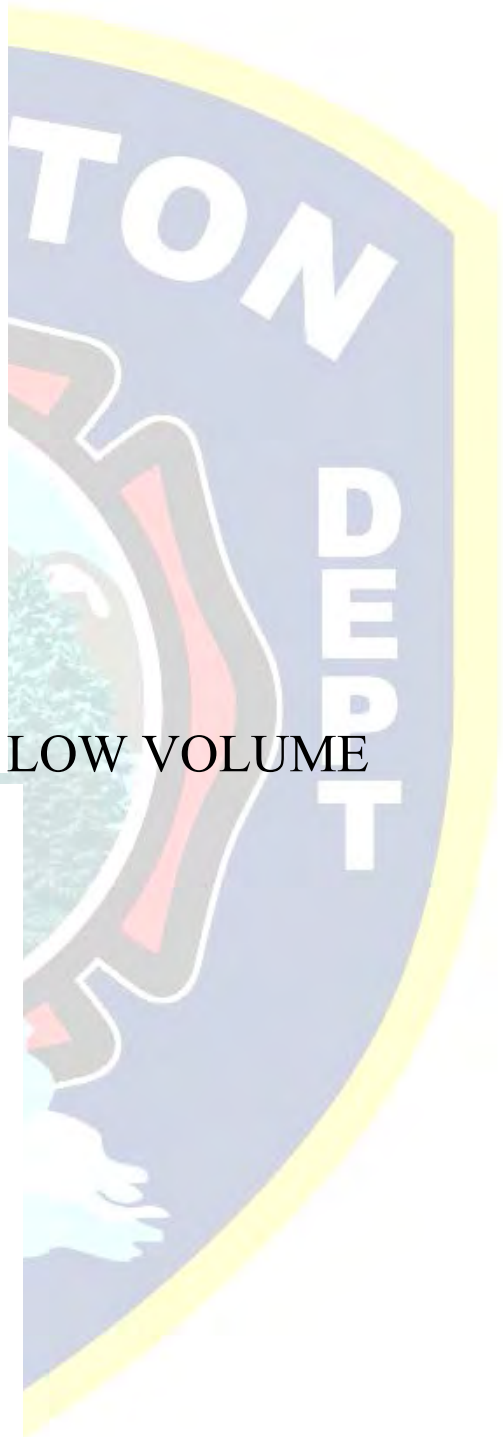
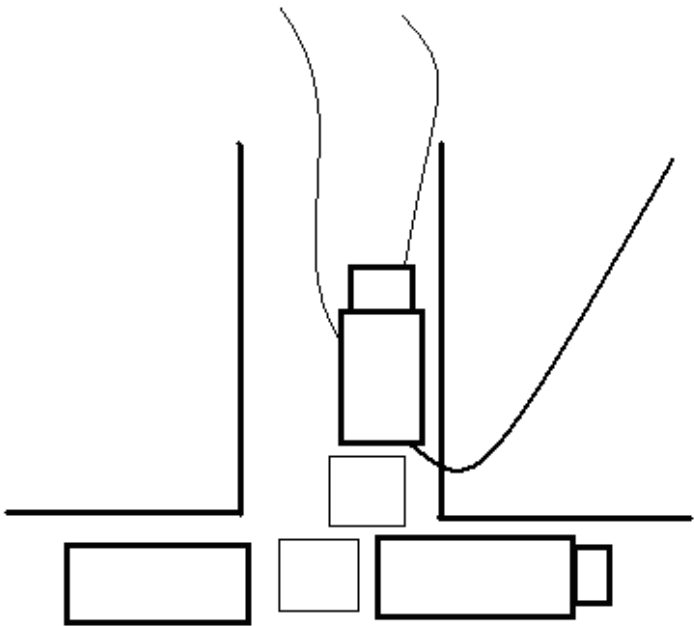
During a LOW VOLUME SET-UP Tankers shall pump directly into the forward lay or engine as required.

REFERENCE: See Diagrams on Page 2 and 3

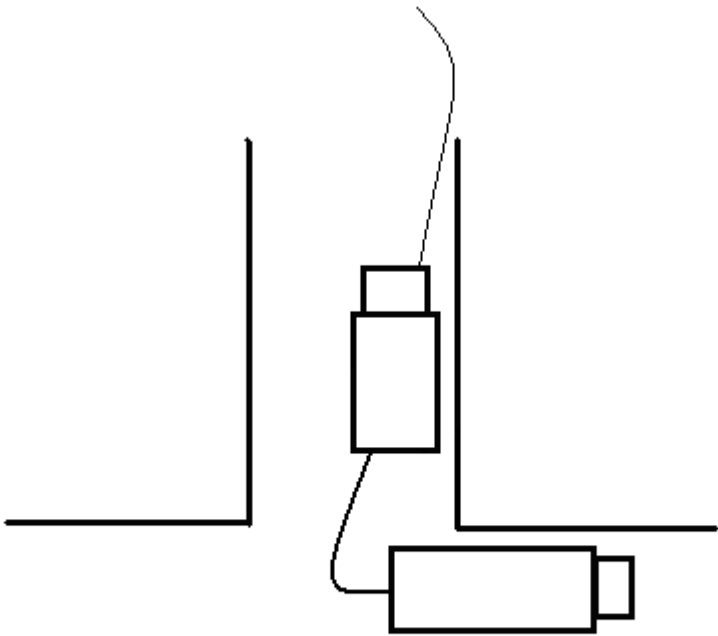
Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

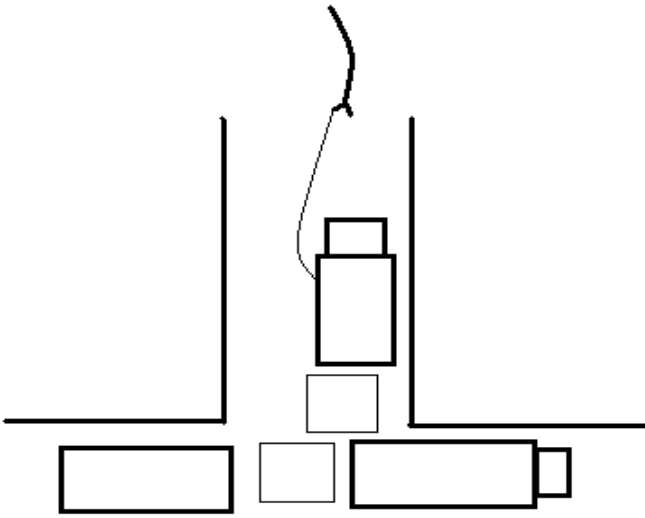
HIGH VOLUME



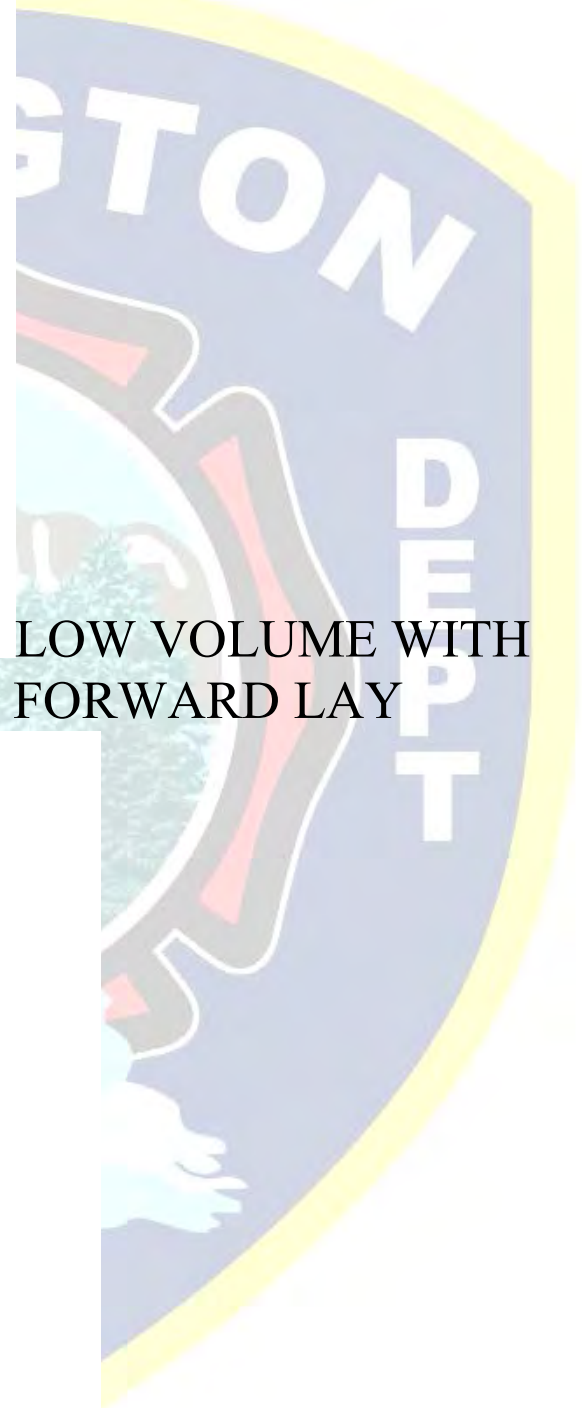
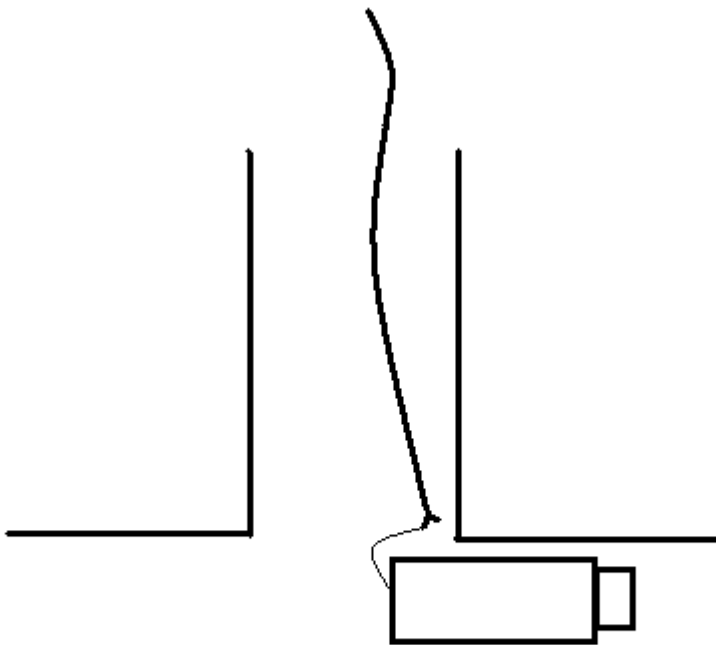
LOW VOLUME



HIGH VOLUME WITH FORWARD LAY

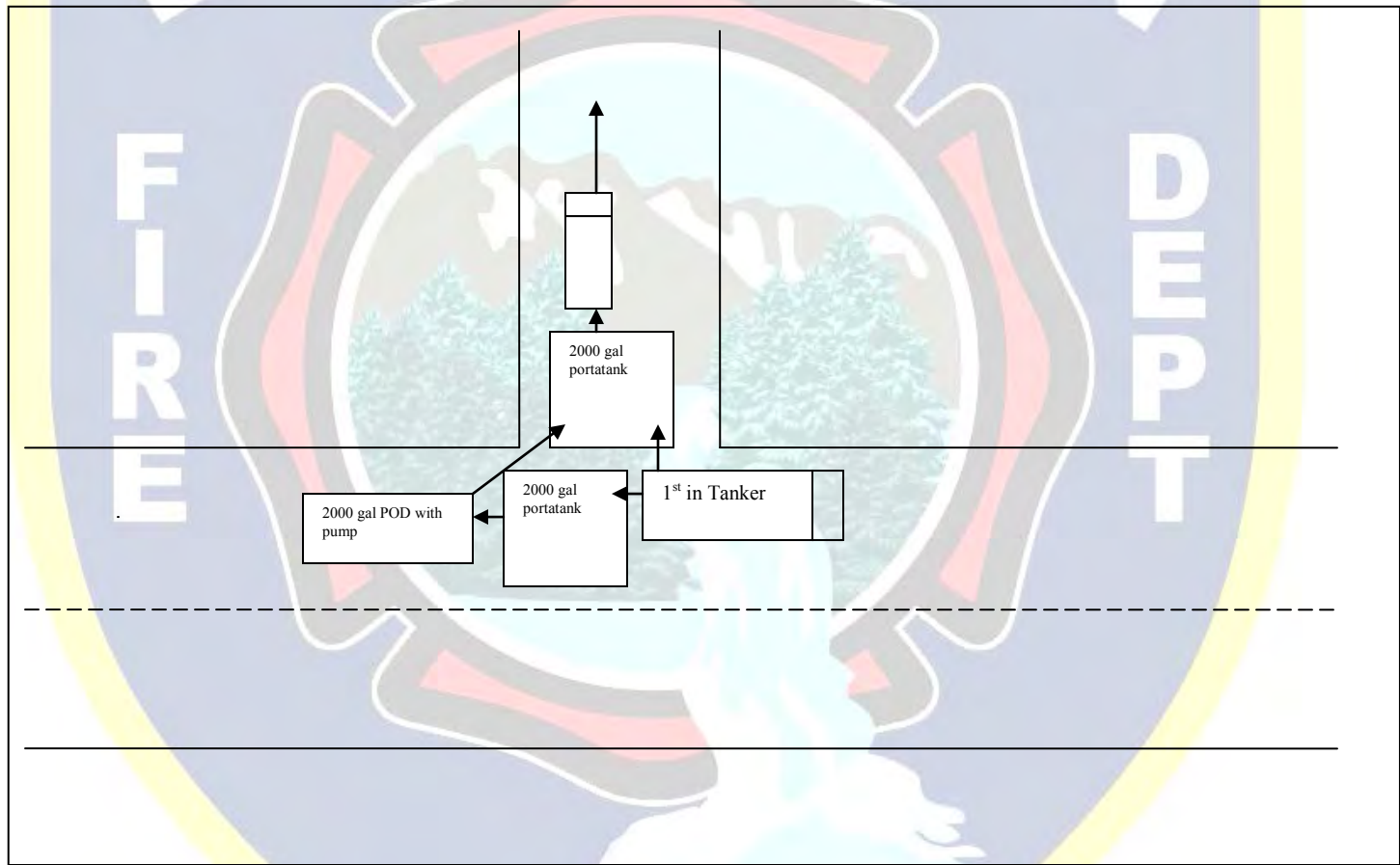


LOW VOLUME WITH FORWARD LAY



OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.06.02
TITLE: ISO SET UP	Page 4 of 4



Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.07
TITLE: SELF CONTAINED BREATHING APPARATUS	Page 1 OF 2

PURPOSE: To provide Fire Department personnel with the knowledge and requirements for wearing self contained protective breathing apparatus (SCBA), the procedures for donning and doffing SCBA, and the proper care and maintenance of SCBA equipment.

SCOPE: Applicable to all Fire Department personnel required to wear SCBA..

POLICY: All Fire Department personnel will wear SCBA at all times where the fire fighter could encounter hazardous atmosphere, including the following:

- Oxygen deficiency.
- Elevated temperatures.
- Smoke.
- Toxic atmosphere (with or without fire),

SCBA will be worn and maintained in accordance with the Fire Department Respiratory Protection Program.

The decision that SCBA is not required at an incident shall be made by the Officer in charge, not by the individual fire fighter.

PROCEDURE: All Fire Department personnel shall, at entry level, be trained and tested in the use, limitations and maintenance requirements of the SCBA. All Fire Fighters shall receive a fit test. Fit testing shall be completed by a person trained in the procedures for S.C.B.A. maintenance level 2.

All Fire Department personnel shall be expected to maintain their proficiency in the use of SCBA. This will be done by the recording and reviewing of training sessions.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.07
TITLE: SELF CONTAINED BREATHING APPARATUS	Page 2 OF 2

All Fire Department personnel will receive the appropriate training and information as SCBA equipment is upgraded and changed.

REFERENCE: IFSTA Essentials of Fire Fighting Training Manual
WORKSAFE BC and Health Regulations.
NFPA 1981

Also see O.G.# 1.01, 1.02, 1.03.01, 1.07.01

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.16.06
TITLE: RESPONSE TO MVI's	Page 1 of 1

PURPOSE: To establish a safe, coordinated and effective approach to MVI's.

SCOPE: All fire department personnel.

POLICY: When attending an MVI where extrication may be required, the senior officer (IC) shall implement pre-established crew assignments in order to achieve a safe and effective means to control the hazards and accomplish the intended tasks.

PROCEDURE: If extrication of the vehicle occupants is, or suspected to be required, ensure the appropriate mutual aid fire department is dispatched as soon as possible. The first arriving Officer shall assume command and proceed with overall scene size up "Outer Circle Check" to assess the hazards and initiate a controlled initial response by all incoming agencies. (eg. RCMP, EHS, Hydro, etc.)

A safe working environment shall be maintained throughout the call with the appropriate responding agencies contacted and notified either directly or through Fire Dispatch.

As soon as it appears safe to do so the I.C. will assign a firefighter to conduct an "Inner Circle Check" to make verbal contact with patients and make a closer assessment of conditions and vehicle stability.

This may include number of patients, hydro lines, fuel spills, dangerous goods, stability of cargo, vehicle & fuel type and whether vehicle is running.

Inner circle personnel should check vehicle and notify the IC of immediate hazards.

The IC shall secure a safe location for rescue operations, vehicle placement and staging of incoming vehicles and equipment and initiate crews to perform first aid and/or hazard control. When extrication is required the IC shall confer with the Rescue Officer from the responding FD by radio or face to face to relay pertinent information. The "Rescue Officer" then becomes in charge of and responsible for the extrication sector.

The IC remains responsible for overall command and control, scene safety, and the direction of all crews in conjunction with extrication and hazard control operations.

REFERENCE:

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.22.01
TITLE: FIRST RESPONDER PROGRAM RESPONSE PROCEDURES	Page 1 of 1

PURPOSE: To minimize response time and maximize patient care, while ensuring first responder and firefighter safety.

SCOPE: All fire department personnel.

POLICY: First responder personnel, probationary fire fighters and fire fighters involved in the program shall respond as requested by Fire dispatch, to any type of emergency medical call within the Errington fire protection district.

These calls could include, but are not limited to the following:

1. Life threatening emergencies.
2. Mass casualty incidents.
3. Manpower or special equipment requests.
4. Any call where an ambulance is not immediately available.

PROCEDURE: Like many other types of calls, First response calls can be and very often are, dangerous situations for department personnel. Because of this all responding personnel shall use extreme caution when approaching and while remaining at the scene.

Except to locate a scene and assess hazards etc, a minimum of 2 first responders are required to approach a situation where medical assistance is required unless directed by an officer.

The Fire Department shall endeavor to respond with at least two of the most qualified First Responders on all prime responding apparatus.

Only those personnel trained to level 3 First Responder or better shall participate in providing medical attention, unless the situation is of such magnitude as to require first aid to be given by all personnel involved at the incident.

Personnel not trained to First Responder level 3 standards or greater shall only perform tasks under the direct supervision of level 3 First Responders or BC ambulance personnel.

At the ambulance attendants request and if manning permits, Fire Department personnel may ride the ambulance to the hospital to assist with medical care as long as IC OK's it. .

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.23.01
TITLE: GROW OPS and CLANDESTINE DRUG LABS	Page 1 of 2

PURPOSE: To Ensure Fire Dept personnel are aware of the dangers associated with grow ops and clandestine labs, and create a procedure so as to minimize any risk of injury to anyone on scene.

SCOPE: All fire department personnel.

POLICY: Incidents involving Marijuana grow operations or Clandestine Drug Labs are considered a crime scene and fall under the jurisdiction of the RCMP

PROCEDURE:

When evidence at an incident shows that a grow-op or drug lab is suspected, the Incident Commander/Safety Officer will determine a "HOT ZONE" area around the facility. No Fire Department personnel shall enter this area unless directed by the Operations Officer and only when wearing full turnout gear and SCBA.

A two level decontamination system shall be set up as soon as possible for personnel that come in contact with chemicals and gases etc on scene. A Fire stream at low pressure shall be used initially to wash down personnel while still in full gear. When clear of the "HOT ZONE" personnel shall go through a second wash down while removing contaminated clothing. Make sure to remove SCBA last and avoid cross contamination to any vehicles or other equipment.

Due to the high level of danger associated with these incidents no unnecessary risk shall be taken by personnel to save any related property from fire etc.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.23.01
TITLE: GROW OPS and CLANDESTINE DRUG LABS	Page 2 of 2

PROCEDURE Cont:

Things to note

Never shut down a chemical reaction in progress. If a qualified offensive-trained Haz-Mat Specialist is not available, and a trained chemist is not able to attend the scene in a timely manner, then consult with another specialist over the telephone. Describe clearly the nature of the reaction, vessel shapes, sizes, fluid color, and vapor present, heating underway, cooling hoses and any other equipment in the process. The police agency on scene should have a knowledgeable chemical contact.

Provide emergency back-up and rescue support to the investigators during the initial phases of the operation.

Provide decontamination facilities to persons leaving the premises.

Fire suppression may be necessary during the clean-up and dismantle phases of the operation.

In all cases, follow good Haz -Mat management principles to avoid personal injury, Identify and secure product containment, and prevent cross contamination.

OTHER RESOURCES

Health Canada Clan Lab Response Team
Western Canada 24-hour pager, 604-975-1672

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.25.04
TITLE: EARTHQUAKE OR OTHER LARGE SCALE DISASTER	Page 1 of 2

PURPOSE: To establish a standard procedure for responding fire fighters in the event of a major disaster when regular communications equipment and paging systems may not be operational.

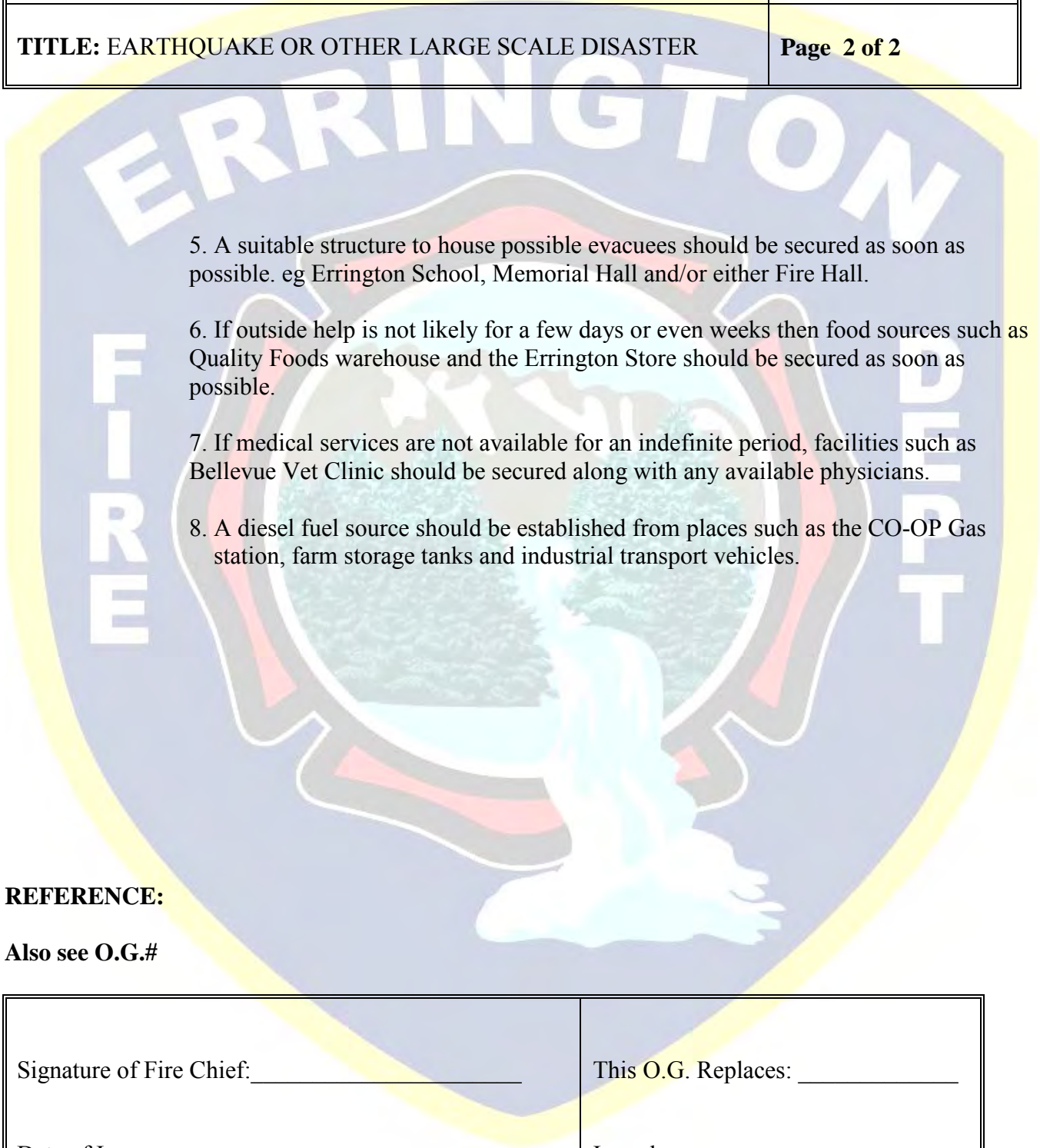
SCOPE: All fire department personnel.

POLICY: Only after securing the safety of their own family and home shall any fire fighter respond to their respective halls for duty.

- PROCEDURE:**
1. Depending on the type of incident and after their own homes are secured all fire fighters shall gather any possibly required tools and equipment, their pager and charger, a change of clothes and a one day supply of food, and respond to the nearest hall for briefing by an officer.
 2. If power outage is likely to last indefinitely then conservation of battery power is important, for example, one pager (on monitor) and one radio per crew except when entering a dangerous environment.
 3. All roads, driveways and buildings should be checked systematically starting with the worst hit areas first.
 4. In the event of an earthquake extreme caution should be exercised when entering buildings because of unstable structure. Whenever possible one team member should have a good knowledge of building construction types and techniques.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 2.25.04
TITLE: EARTHQUAKE OR OTHER LARGE SCALE DISASTER	Page 2 of 2



5. A suitable structure to house possible evacuees should be secured as soon as possible. eg Errington School, Memorial Hall and/or either Fire Hall.
6. If outside help is not likely for a few days or even weeks then food sources such as Quality Foods warehouse and the Errington Store should be secured as soon as possible.
7. If medical services are not available for an indefinite period, facilities such as Bellevue Vet Clinic should be secured along with any available physicians.
8. A diesel fuel source should be established from places such as the CO-OP Gas station, farm storage tanks and industrial transport vehicles.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.01
TITLE: FIRE FIGHTER TRAINING STANDARDS	Page 1 OF 2

PURPOSE: To commit the Department to the training of fire fighters to a standard to enable Them to perform their duties safely and effectively.

SCOPE: This procedure applies to all fire fighters.

POLICY: The Department will train all fire fighters on a regular basis to Errington Fire Department standards.

PROCEDURE:

General:

1. In order to assist the fire fighters in training, the Fire Chief will supply sufficient manuals and resource material. Such manuals and resource material will remain the property of the Department.

Training Responsibilities:

2. The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire Chief.
3. The Chief Training Officer is responsible for:
 - a) determining Department training needs;
 - b) developing Department training programs;
 - c) evaluating continuity of training;
 - d) scheduling special training sessions;
 - e) conducting training, as required; and
 - f) maintaining training records for all members of the Department.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.01
TITLE: FIREFIGHTER TRAINING STANDARDS	Page 2 OF 2

4. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

Also see O.G.# 3.01.01, 3.01.02

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.01.01
TITLE: INCIDENT SAFETY-FIRE FIGHTER OPERANTIONAL READINESS.	Page 1 OF 1

PURPOSE: To establish guidelines that require fire department members performing emergency operations to be prepared for the extreme physical and mental exertion associated with fire fighting.

SCOPE: All fire department personnel.

POLICY: Each member shall be responsible for ensuring operational readiness by maintaining a high level of physical fitness and stamina, together with adequate hydration, nourishment and rest.

PROCEDURE: Fire fighters engaged in operations, which require strenuous physical exertion or mental alertness should monitor their fatigue level. As fatigue may lower a fire fighter's personal perception, there is an responsibility on team members to monitor each other for signs of fatigue.

Fire fighters who are already stressed from performing other jobs/activities or have had insufficient rest must notify the Officer – in – Charge of their limitations for continuing to perform critical functions.

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.01.02
TITLE: Training Wages and Expenses	Page 1 of 2

PURPOSE: To outline the monetary expectations for the compensation of fire fighter training that is outside the normal scope of training.

SCOPE: All Fire Department Personal.

POLICY: When a fire fighter is required to attend additional training over and above what is normally provided, the fire fighter is entitled to compensation for their time and a reimbursement for their out of pocket expenses. The training must be approved by the Fire Chief prior to commencement in order for it to qualify for the compensation. The compensation schedule is as follows:

- Member must have a 75% practice attendance to qualify for compensation.
- The compensation will cover training 7 days a week.
- No consideration will be made for a normal missed work day or not.
- Member in good standing for 0 to 1 year will not receive a wage.
- Member in good standing for 1 to 2 years will receive a wage of \$25/day
- Member in good standing for 2 to 3 years will receive a wage of \$50/day
- Member in good standing for 3 to 4 years will receive a wage of \$75/day
- Member in good standing for 4 to 5+ years will receive a wage of \$100/day
- Any course that is up to 4 hours will be considered a have day and the member will receive a half the day wage.
- Every effort should be made to use fire department vehicle when possible
- If you use your own vehicle for travel you will be entitled to the following mileage expense:
 - 0-100 KM will be allowed a charge of .50/km
 - 101 + KM will be allowed a charge of .25/km
- All ferry, bus, train and/or airline expenses will be covered fully provided a receipt is submitted.
- You will be allowed to claim \$40 / day for meals if meals are not provided by the training event.
- Hotel cost will be covered in full provided:
 - Official receipt is submitted if private credit card is used
 - Make every effort to use an EVFD credit card to pay for room.
 - Cost must be as close to \$100/night as possible.
 - People must double up unless it means mixing a male with a female or only one bed is available per room.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.01.02
TITLE: Training Wages and Expenses	Page 2 of 2

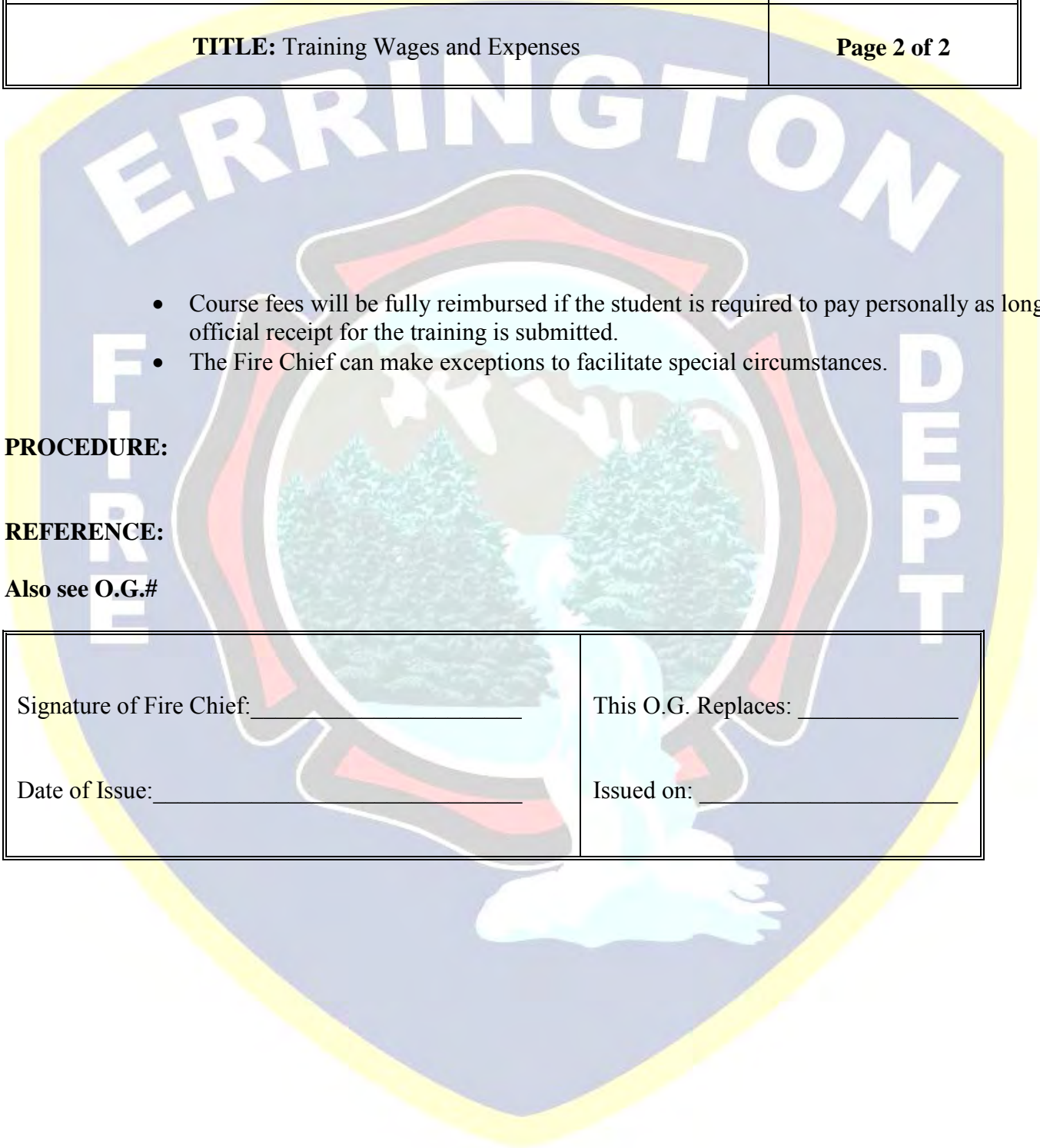
- Course fees will be fully reimbursed if the student is required to pay personally as long as an official receipt for the training is submitted.
- The Fire Chief can make exceptions to facilitate special circumstances.

PROCEDURE:

REFERENCE:

Also see **O.G.#**

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____



OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.03
TITLE: LIVE FIRE TRAINING	Page 1 of 5

PURPOSE: The purpose of this procedure is to ensure that Live Fire Training is conducted with the highest degree of personnel safety.

SCOPE: All fire department members

POLICY: In order to ensure safe operations, Live Fire Training must be conducted only by senior department officers with all participants having achieved a minimum level of basic training. Sites to be used must be inspected for hazards and exposures. While practical experience is the objective of Live Fire Training, personnel safety must remain the first consideration.

PROCEDURE:

STUDENT PREREQUISITES:

1. In order to ensure safe operations during live fire training exercises, all participating personnel must have achieved a minimum level of basic training.

ACQUIRED STRUCTURES:

2. Prior to accepting an acquired structure for live fire training, an inspection must be conducted of the building to determine its suitability for the desired training objectives. This inspection is for the purpose of determining that the structural components are capable of withstanding the weight of contents, drill participants, and any accumulated water utilized in the drill.

PREPARATION OF ACQUIRED STRUCTURES:

3. If the structure is accepted for use in live fire training, the following documentation must be obtained:
 - a) Written permission from the owner to allow Fire Department use to conduct live fire training.
 - b) Written documentation to owner indicating anticipated condition of structure at conclusion of drill.
4. Prior to conducting the live fire training drill, all hazardous conditions identified in the pre-acceptance inspection must be addressed.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.03
TITLE: LIVE FIRE TRAINING	Page 2 of 5

EXPOSURES:

5. Any exposed adjacent buildings or structures must be removed or protected from damage by fire during the drill.
6. Utility services must be removed or protected from damage.
7. Adjacent property users must be notified of the date and time of the live fire training drill.
8. Pedestrian traffic must be excluded from the operations area and any downwind areas affected by smoke or products of combustion.
9. The operations area perimeter must be clearly marked with fire line tape to prevent entry by unauthorized individuals.
10. 911 Dispatch must be notified in advance of the Live Fire Training Session.

WATER SUPPLY:

11. A water supply source must be identified which is capable of providing the anticipated quantities of water, depending on the drill to be conducted. This water supply must be established with consideration to the following:
 - a) Size of structure and contents to be burned.
 - b) Nature and extent of suppression operations.
 - d) Additional reserves of at least 50% of anticipated usage must be available.
12. Separate pumps must be utilized to supply attack and backup lines utilized during the drill.

PRE-BURN BRIEFING SESSION:

13. Prior to conducting actual live fire training evolutions in the building, a pre-burn briefing session must be conducted for all participants. All evolutions to be conducted must be discussed and assignments must be made for all crews' participation in the training session.
14. Prior to conducting any live fire training in the structure, all participants must have a knowledge and familiarity with the layout of the building in order to facilitate necessary evacuation of a building.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.03
TITLE: LIVE FIRE TRAINING	Page 3 of 5

SAFETY OFFICER:

15. A Safety Officer must be appointed for all live fire training evolutions.
16. The Safety Officer **HAS THE AUTHORITY, REGARDLESS OF RANK**, to intervene and control any aspect of the operations when, in his/her judgment, a potential or real danger, accident, or unsafe condition exists.
17. Responsibilities of the Safety Officer include but are not limited to:
 - a) Prevention of unsafe acts.
 - b) Elimination of unsafe conditions.
18. The Safety Officer must provide for the safety of all personnel on the scene, including participants, instructors, visitors, and spectators.
19. The Safety Officer **MUST NOT** be assigned other duties inconsistent with safety responsibilities.

ADDITIONAL SAFETY REQUIREMENTS:

20. The Chief Instructor of the live fire training evolutions must determine, prior to each specific evolution, how many lines and backup lines will be necessary. The Chief Instructor must then:
 - a) Assign one instructor to each functional crew, which must not exceed five students.
 - b) Assign one instructor to each "backup line"
 - c) Assign sufficient additional personnel to "backup lines" to provide mobility.
 - d) Assign an additional instructor for each additional functional assignment
21. Additional safety personnel, as deemed necessary by the Safety Officer, may be strategically placed within the structure to react to any unplanned or threatening situation or condition.
22. A method of fire ground communications must be established to coordinate Command, interior sectors, exterior sectors, the Safety Officer, and external requests for assistance.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.03
TITLE: LIVE FIRE TRAINING	Page 4 of 5

23. Emergency medical services may be available on site to handle any injuries.
24. One person must be designated to control the materials being burned and to ignite the training fire. This person must not be a student and must wear full protective clothing, including self-contained breathing apparatus. The decision to ignite the training fire must be made by the Chief Instructor in coordination with the Safety Officer.
25. No person(s) shall be placed inside the building to play the role of occupant/patient.
26. Department Guidelines on Passport Accountability and the Incident Command System shall be followed.

PROTECTIVE CLOTHING AND EQUIPMENT:

27. All participants must be inspected by the Safety Officer to ensure the protective clothing and SCBA are being worn prior to participation in a live fire training evolution.
28. All participants, instructors, safety personnel, and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution must use SCBA whenever one or more of the following conditions exists:
 - a) Operating in an atmosphere that is oxygen deficient or contaminated by products of combustion.
 - b) Operating in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion.
 - c) Operating in any atmosphere that may become oxygen deficient or contaminated.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 3.03
TITLE: LIVE FIRE TRAINING	Page 5 of 5

RECRUIT SAFETY:

29. Exposing recruit firefighters to structural training fires presents special safety considerations. All instructors should anticipate that first exposures to interior fire conditions may be less than orderly. To reduce the possibility of injury, span of control for interior live fire training operations must not exceed **THREE** recruits for each instructor.

INSTRUCTOR RESPONSIBILITIES:

30. Prior to the ignition of any fire, instructors must ensure that all protective clothing and equipment are being worn and used.
31. Instructors must make a head count both when entering and exiting an actual attack evolution. Instructors must closely monitor and supervise all assigned personnel during the live fire training evolution.
32. Following the sessions, the instructors must conduct an overall critique of the session and of the students' interaction, evaluating the students' participation and abilities.

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 4.06.02
TITLE: FOREST FIRE OPERATIONS	Page 1 of 1

PURPOSE: To establish procedures for inter-agency operations at bush/forest fire incidents.

SCOPE: All suppression and dispatch personnel.

POLICY: The Errington Fire Department and Ministry of Forests fire suppression personnel shall work cooperatively with the mutual goal of controlling and extinguishing forest fires. Incident Command procedures will be utilized for inter-agency command and control.

PROCEDURE: Upon receiving a call from dispatch the IC shall determine if the fire is on, or bordering on crown or hiways property. If so a call to the ministry of Forests shall be made as soon as possible to notify them of the situation and to receive an incident number.

Ministry of Forests fire suppression personnel shall attend (if available) and work with the Errington Fire Department Incident Commander at all major forest fires.

The Ministry of Forests Fire Boss shall provide direction to the overall operation.

If called to a forest fire at which command has been established by another agency, the senior officer from Errington Fire Dept shall immediately report to the IC to establish unified command.

The Errington Fire Department Incident Commander shall determine what fire department resources can be committed to the incident and shall be responsible for the specific operation of these resources.

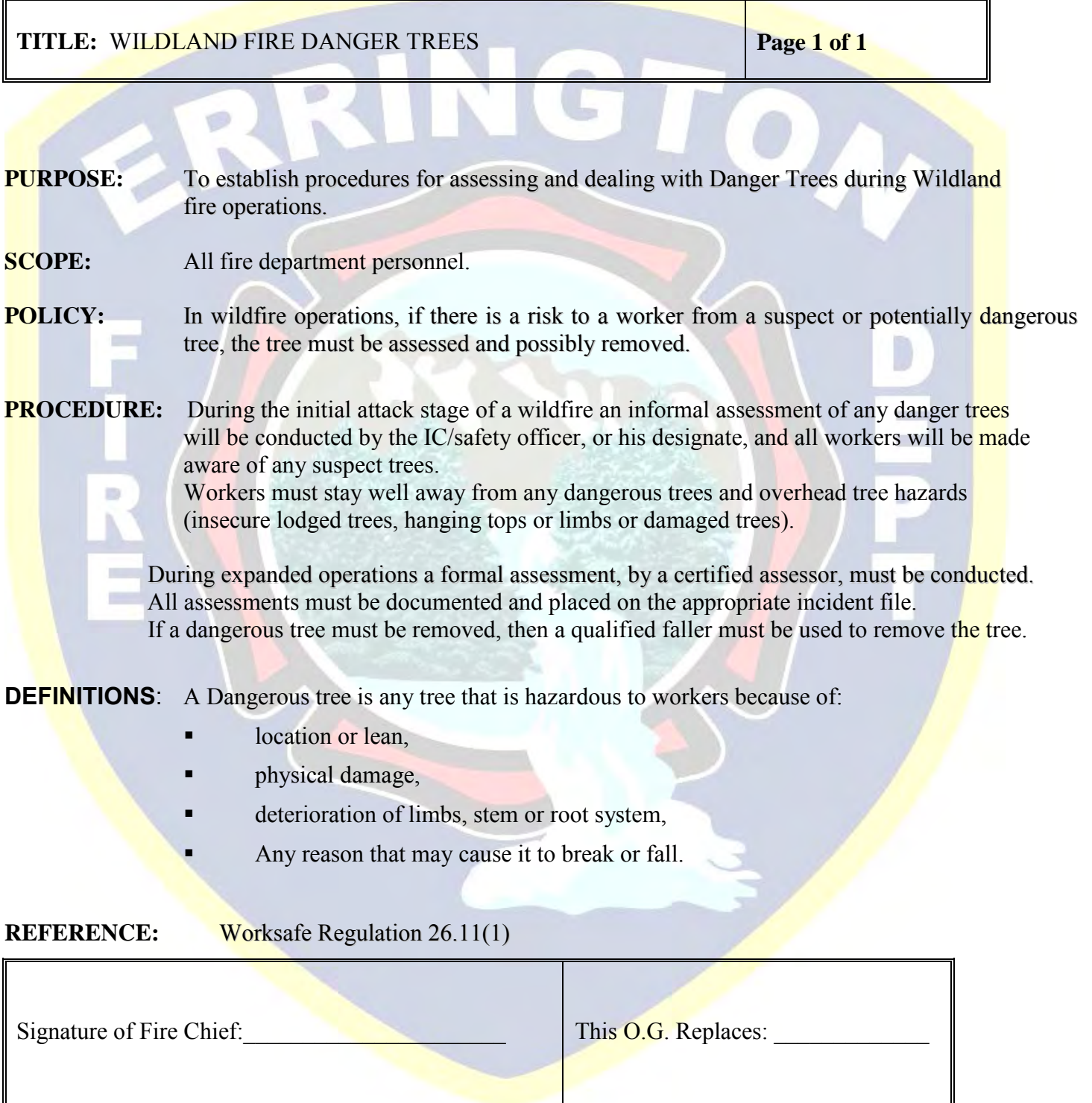
The Fire Commissioners radio frequency (channel 3) shall be utilized for inter-agency communications by the Commanders.

REFERENCE:

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

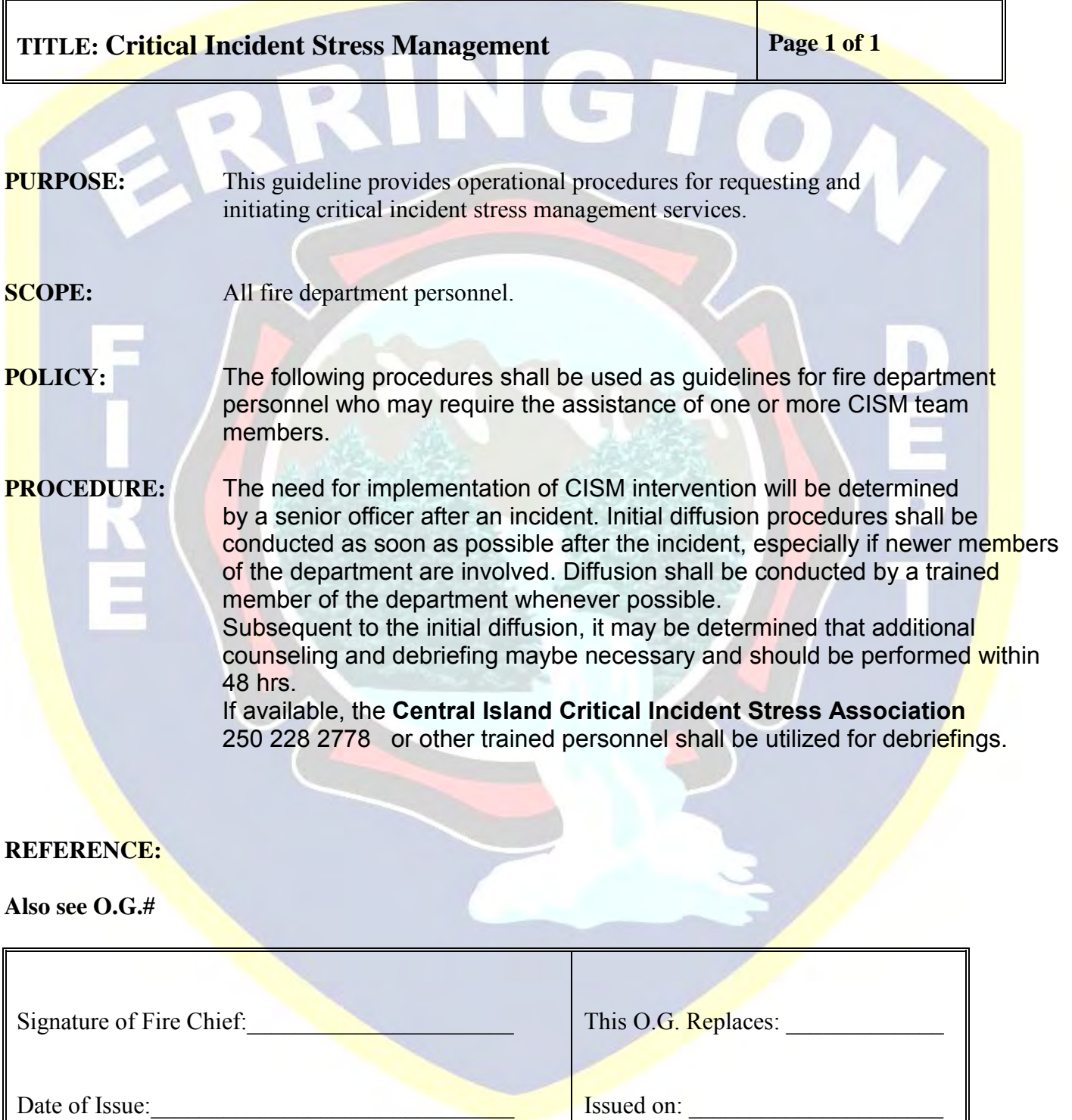
ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 4.06.03
TITLE: WILDLAND FIRE DANGER TREES	Page 1 of 1

- 
- PURPOSE:** To establish procedures for assessing and dealing with Danger Trees during Wildland fire operations.
- SCOPE:** All fire department personnel.
- POLICY:** In wildfire operations, if there is a risk to a worker from a suspect or potentially dangerous tree, the tree must be assessed and possibly removed.
- PROCEDURE:** During the initial attack stage of a wildfire an informal assessment of any danger trees will be conducted by the IC/safety officer, or his designate, and all workers will be made aware of any suspect trees.
Workers must stay well away from any dangerous trees and overhead tree hazards (insecure lodged trees, hanging tops or limbs or damaged trees).
During expanded operations a formal assessment, by a certified assessor, must be conducted. All assessments must be documented and placed on the appropriate incident file.
If a dangerous tree must be removed, then a qualified faller must be used to remove the tree.
- DEFINITIONS:** A Dangerous tree is any tree that is hazardous to workers because of:
- location or lean,
 - physical damage,
 - deterioration of limbs, stem or root system,
 - Any reason that may cause it to break or fall.
- REFERENCE:** Worksafe Regulation 26.11(1)

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 4.12.01
TITLE: Critical Incident Stress Management	Page 1 of 1



PURPOSE: This guideline provides operational procedures for requesting and initiating critical incident stress management services.

SCOPE: All fire department personnel.

POLICY: The following procedures shall be used as guidelines for fire department personnel who may require the assistance of one or more CISM team members.

PROCEDURE: The need for implementation of CISM intervention will be determined by a senior officer after an incident. Initial diffusion procedures shall be conducted as soon as possible after the incident, especially if newer members of the department are involved. Diffusion shall be conducted by a trained member of the department whenever possible. Subsequent to the initial diffusion, it may be determined that additional counseling and debriefing maybe necessary and should be performed within 48 hrs. If available, the **Central Island Critical Incident Stress Association** 250 228 2778 or other trained personnel shall be utilized for debriefings.

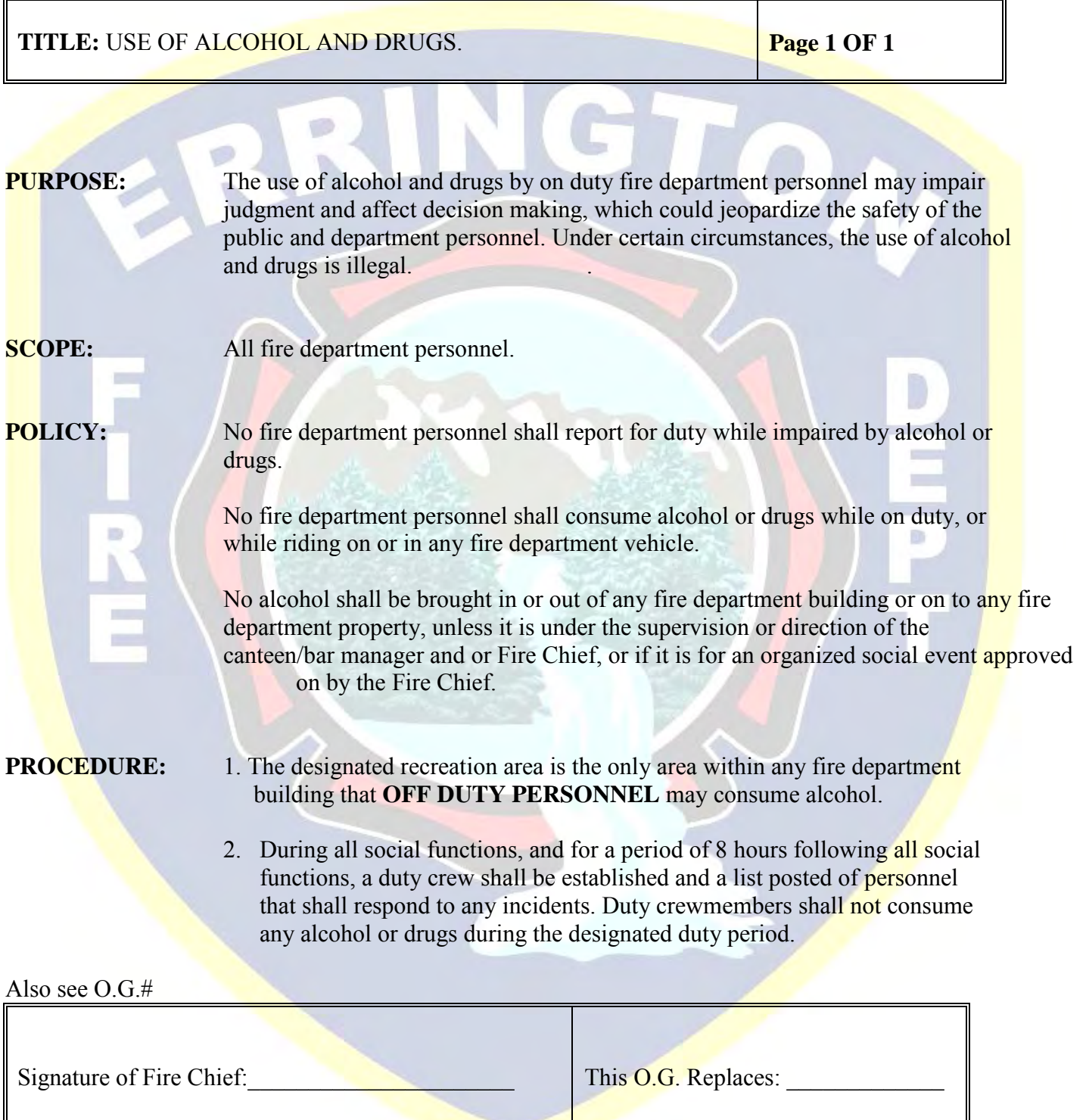
REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.01
TITLE: USE OF ALCOHOL AND DRUGS.	Page 1 OF 1

- 
- PURPOSE:** The use of alcohol and drugs by on duty fire department personnel may impair judgment and affect decision making, which could jeopardize the safety of the public and department personnel. Under certain circumstances, the use of alcohol and drugs is illegal.
- SCOPE:** All fire department personnel.
- POLICY:**
- No fire department personnel shall report for duty while impaired by alcohol or drugs.
 - No fire department personnel shall consume alcohol or drugs while on duty, or while riding on or in any fire department vehicle.
 - No alcohol shall be brought in or out of any fire department building or on to any fire department property, unless it is under the supervision or direction of the canteen/bar manager and or Fire Chief, or if it is for an organized social event approved on by the Fire Chief.
- PROCEDURE:**
1. The designated recreation area is the only area within any fire department building that **OFF DUTY PERSONNEL** may consume alcohol.
 2. During all social functions, and for a period of 8 hours following all social functions, a duty crew shall be established and a list posted of personnel that shall respond to any incidents. Duty crewmembers shall not consume any alcohol or drugs during the designated duty period.

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.02
TITLE: ATTENDANCE	Page 1 OF 1

PURPOSE: To establish minimum requirements for attendance so that fire department members are current with any new procedures and able to maintain a good safe working relationship with all other fire department personnel.

SCOPE: All fire dept members.

POLICY: To successfully achieve and maintain the level of knowledge required to be a fire fighter, members are required to attend a minimum of 3 scheduled practices in any given month.

- PROCEDURE:**
1. All members are allowed to miss 1 regularly scheduled practice within any calendar month. A phone call with as much notice as possible is appreciated so practice can be organized accordingly.
 2. Any member missing 2 or more practices in any given month without being excused by an officer shall be reviewed by the Fire Chief. After one warn letter he/she may face the possibility of being dismissed from the department.
 3. Members may request a leave of absence in writing at least 2 weeks prior to the leave. Leave may be granted for up to six (6) months, at which time another request can be submitted. The Fire Chief and officers shall review any request and shall determine if leave is to be granted and if any conditions shall be attached. Members on leave for more than six (6) months may be dismissed by the Fire Chief. After a leave of absence for longer than 4 weeks a member will have to complete all the basics of training before He/She receives full member status and is allowed to respond to calls.

Any member found not to be meeting the requirements of this Operational Guideline may be dismissed from the department at the discretion of the Fire Chief or designate.

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.03
TITLE: GENDER CONDUCT & PERSONAL HARASSMENT	Page 1 of 1

PURPOSE: The purpose of this guideline is to ensure a respectful work environment and maintain good working relationships between all department members.

SCOPE: All fire department personnel.

POLICY: Harassment of either a sexual or personal nature will not be tolerated. Sexual Harassment is defined as offensive verbal or physical conduct directed at a person because of his/her gender. Personal Harassment is offensive verbal or physical conduct directed at a person for any other reason. It shall be the responsibility of each member of the Errington Fire Department to conduct themselves appropriately in a manner as defined within these guidelines.

PROCEDURE: Sexual or Personal Harassment complaint procedure shall be as follows:
If any fire department member feels subjected to sexual or personal harassment, they are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If a member is uncomfortable in addressing the matter directly with the harasser, or if the behavior does not stop, a discussion with any of the department Officers is warranted.
Any Officer or fire fighter who becomes aware of any alleged incident of harassment shall immediately refer the matter to the Fire Chief or Deputy Chief for investigation. If the results of the investigation show that sexual or personal harassment has occurred, the harasser will be subject to disciplinary action, which may include dismissal from the fire department.

REFERENCE: Worksafe BC
Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.07
TITLE: MMEBERSHIP - GRIEVANCE	Page 1 OF 2

PURPOSE: Paid-call members must have a method to grieve any disciplinary actions taken against them.

SCOPE: This Operational Guideline applies to all paid-call members.

POLICY: To ensure a sense of fairness paid-call members have a system of challenging disciplinary actions made against them.

PROCEDURE:

- 1) Any paid-call member who believes he/she has been disciplined unfairly can forward their concerns in writing (grievance) to the Fire Chief or an Officer within **(7) seven days** of the disciplinary action.
- 2) The grievance shall be delivered to the next higher level of supervision for consideration. For example;
 - a) If a Lieutenant issued the discipline the grievance would go to the Captain.
 - b) If a Captain issued the discipline the grievance would go to one of the Chiefs
 - c) If the Fire Chief issued the discipline the grievance would go to the Board Chair of the Errington Fire Department.
- 3) The Officer receiving the grievance would investigate it and make one of three choices.
 - a) Remove or reduce the disciplinary action.
 - b) Agree with the disciplinary action.
 - c) Send the grievance to the next higher level for action.
- 4) The Officer would report his findings in writing to:
 - a) The member making the grievance application.
 - b) The Officer issuing the discipline.
 - c) The Fire Chief.
 - d) The Board Chair of the Errington Fire Department.
- 5) If the member is still unsatisfied after the initial grievance procedure has been completed he/she may choose to forward the grievance to the next higher level for further review. This must happen within **48 hours** of receiving the written response from the Officer investigating the grievance. This sequence may continue until the Fire Chief has reviewed the grievance.

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.07
TITLE: MMEBERSHIP - GRIEVANCE	Page 2 OF 2

6) Final Grievance Procedure:

- a) If the member is still unsatisfied after the Fire Chief has reviewed the grievance they may make a final grievance. A final grievance can be forward in writing to the chairperson of the Errington Fire Department Board of Directors within **48 hours** of receiving a written response from the Fire Chief. The chairperson and the Fire Chief would meet to resolve the grievance.
 - b) If between the two of them they cannot come to a mutually agreeable resolution they would appoint a third person who was not a member of the fire department to assist with the grievance. The three-person committee would review the
 - c) Grievance and their decision will be considered final.
- 7) At any stage of the grievance procedure, the parties may have the assistance of the member(s) concerned as witnesses and all reasonable arrangements will be made to permit the conferring parties to have access to any part of the Fire Department premises to view any working conditions or records which may be relevant to the settlement of the grievance.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.08
TITLE: PROMOTION TO REGULAR FIREFIGHTER (yellow hat)	Page 1 of 1

PURPOSE: To establish a standard or level of training which a rookie firefighter must achieve before becoming a regular firefighter.

SCOPE: All fire department personnel.

POLICY: All Rookie fire fighters after the adoption date of this Operational guideline shall meet the following standard of training before becoming a regular firefighter.

- PROCEDURE:**
- a. Hold a valid class 3 or better drivers license.
 - b. Complete the 7 modules of the “Action Training Systems inc” computer program.
 - c. Receive final approval by the senior Training Officer.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

**Errington and District Volunteer Fire
Department**

**Fire Fighter Introduction and
Application Package**

OPERATIONAL GUIDELINE

ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.10
TITLE: SELECTION OF FIREFIGHTERS	Page 1 of 1

PURPOSE: The long-term effectiveness of Department firefighters depends upon careful initial selection as a crucial prerequisite to the successful completion of the Recruit Training Program and the probationary period. This procedure outlines the steps to be taken to ensure that the Departments selection of firefighters is a careful, deliberate and efficient process.

POLICY: Selection of firefighters for enrollment in the Department Recruit Training Program will include careful consideration of their application and the results of this Operational Guideline. Successful candidates must meet the requirements of this Operational guideline.

PROCEDURE:

- 1 Applicants for positions of firefighter must complete the Department enrollment application form when the recruiting process is initiated. Completed applications will be forwarded to the Fire Chief.
- 2 The Fire Chief or designate will shortlist applicants based upon the enrollment applications and the Department's needs. This short list of applicants will be interviewed by a Selection Panel consisting of at least three Officer.
- 3 As a result of the Selection Panel interview, applicants may be listed for further consideration and practical evaluation.
- 4 If there is any doubt about the physical ability of the applicant to perform all the necessary tasks of a fire fighter, the applicant may be required to undergo a medical examination to confirm his or her abilities.
- 5 Upon consideration of all interviews, evaluations, checks and examinations, successful applicants will be included in the Recruit Training program.

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

**ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT
OPERATIONAL GUIDELINE**

O.G.# 5.01.10 Attachment A

GENERAL DUTIES AND REQUIREMENTS - FIREFIGHTER

1. Firefighters report to the Fire Chief.

Nature and Scope of Work

2. Firefighters are responsible for the combating, extinguishing and preventing of fires and saving of life and property within the Errington Fire Protection area to Department standards. Participates in training as required by the Department training program.

Illustrative Examples of Duties

3. Without restricting the general nature and scope of the work, the following are illustrative examples of work which may be expected of the classification:
 - a) Is prompt at all meetings and practices.
 - b) Familiarizes himself/herself with and abides by fire department procedures, rules and regulations.
 - c) Familiarizes himself/herself with the handling, care and maintenance of all department equipment.
 - d) Attends promptly when an alarm is sounded.
 - e) Lays and connects hose, directs water streams, raises and climbs ladders, uses portable extinguishers, self-contained breathing apparatus, and all other firefighting, rescue, and safety tools and equipment;
 - f) Searches for and rescues persons from danger and administers first aid to the injured;
 - g) Ventilates premises to release heat and smoke; places salvage covers to prevent water damage;
 - h) As assigned, drives and operates motor driven firefighting equipment;
 - i) As assigned, receives and records telephone and other types of emergency alarms and dispatches apparatus, equipment and manpower.
 - j) Remains at the scene of an emergency or call-out unless given permission to leave by the officer in charge.
 - k) Returns to the hall after calls and practices to assist in cleaning of equipment and making the apparatus and equipment ready for the next alarm; reports the loss or damage of apparatus or equipment.
 - l) Cleans and maintains his/her own equipment and ensures it is ready for use.
 - m) Ensures that his/her name has been recorded on the attendance sheet for alarms and practices.
 - n) Serves on any committee to which he/she may be elected or appointed.
 - o) Makes recommendations to his/her Fire Chief for the good of the department.
 - p) Partakes of training as directed by the Training Officer or Fire Chief.
 - q) Performs related duties as required.

Preferred Training and Experience

4. The following are preferred training and experience for this position:
 - a) Considerable mechanical aptitude.
 - b) Agility and strength to do prolonged and arduous work under adverse conditions.
 - c) Ability to react quickly and remain calm under duress.
 - d) Successful completion of Department Recruit Training Program.
-

**ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT
APPLICATION FOR ENROLLMENT AS A MEMBER**

CONFIDENTIAL

FULL NAME: _____ BIRTHDATE: _____

ADDRESS: _____ POSTALCODE: _____

SOCIAL INS. NUMBER: _____ HEALTH CARE : _____

TELEPHONE: HOME _____ BUSINESS _____

NEXT OF KIN: _____ RELATIONSHIP: _____

ADDRESS: _____ TELEPHONE: _____

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

PHYSICAL DISABILITIES (if any): _____

MARITAL STATUS: Single ___ Married ___ Widowed ___ Divorced ___ Separated ___

EDUCATION: _____

FIRST AID CERTIFICATES (if any) : _____

FIREFIGHTING EXPERIENCE (if any): _____ WHERE _____

EMPLOYER: _____ OCCUPATION: _____

EMPLOYER ADDRESS: _____ HOURS OF WORK: _____

DRIVERS LICENSE #: _____ CLASS: _____ AIR BRAKE ENDORSEMENT? ___

DO YOU HAVE A CRIMINAL RECORD? _____

I, the undersigned, apply to enroll as a member of the **ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT**, and if accepted undertake to perform such duties as may be assigned to me by the Fire Chief, or his/her delegated representative in authority of the **ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT**. I agree to account for any Fire Department equipment that may be issued to me. I will be required to have a medical and physical examination and to submit a Physician's statement on the Department form confirming my physical ability to carry out firefighting duties prior to being accepted into the **ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT**.

SIGNED: _____ DATE: _____

**ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT
OPERATIONAL GUIDELINE**

O.G. #5.01.10 Attachment C

RECRUIT SELECTION BOARD GUIDELINES

In the initial selection of applicants to choose those that will be interviewed by the Selection Board, the following criteria should be used:

- a) Home or work location in relation to the Hall -
Eligible members must live within the Errington Area. Preference should be given to candidates who live closer to the Hall.
If selecting day-time firefighters, preference should be given to those who give a firm commitment to being able to respond during the day from work.
- b) Previous firefighting, first aid or related experience -
Preference should be given to those with previous experience, but only if it is applicable to the Department's needs, and only if the experience is recent.
- c) Physical disabilities -
Physical disabilities should be considered only in relation to the degree they affect the candidates ability to perform the tasks normally undertaken by a firefighter. Disabilities that prohibit a candidate from safely functioning on the fireground would eliminate the candidate from selection.
- d) Present occupation -
Occupation should be considered in terms of:
 - 1) Stability -- will the candidate's occupation involve time commitments or moves that prohibit him/her from continuing to effectively function as a member of the Department?
 - 2) Experience -- does the candidate's occupation give him/her experience that would benefit the Department?
- e) Availability for Department work -
Obviously, this should be a major consideration. If the candidate is not available to respond to training and emergency calls, he/she is not a suitable candidate.
- f) Criminal record -
Any criminal record should be considered in terms of how serious and how recent were the offenses. Offenses that would affect a firefighter's credibility on the fireground should eliminate the candidate from further selection, unless the offenses were minor and in the distant past.
Any ambiguities to appear at this stage should be clarified by a personal interview with the candidate prior to his/her being chosen for an interview by the Selection Board. Potential problems should be discussed with the Fire Chief.

The Selection Board should carefully consider the applicant's application prior to the interview. During the interview, the following should be discussed with the candidate:

- a) his/her reasons for wishing to become a firefighter
Preference should be given to those who indicate a interest in a long-term association with the Department.
- b) The reaction of his/her spouse or "significant other" -
The candidate should have discussed his/her application with his/her spouse. Any reluctance on either members part should be weighed in his/her application.
- c) The reaction of his/her employer -
If the candidates indicates that his/her is available to respond from work, he should have discussed that matter with his/her employer and arrived at a clear agreement as to the employer's reaction to his/her involvement as a firefighter.
- d) His/her life-style and community stability -
The Department is looking for solid citizens who intend to remain in the community and are offering their time and skills on a long-term basis. Any indications of poor character or instability in the community should weigh against the candidate.
- e) His/her physical condition -
Neither the candidate nor the Department gain if we accept someone who cannot handle the rigors of firefighting. Careful consideration should be given to the candidate's physical condition and health prior to his/her acceptance.
- f) His/her understanding of the expectations of the Department.
No one gains if the applicant does not understand the expectations of the Department with regard to the time commitment of a firefighter, the immediate response expected to a call out and the rigors of firefighting. The Recruit Training Program, the Probationary period and the skills required before acceptance as a full paid-call member of the Department must be explained to the applicant.



Royal Gendarmene
Canadian royale
Mounted du
Police Canada

**CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION
CONSENTEMENT À LA DIVULGATION DE RENSEIGNEMENTS
SUR LES CAS'ERS JUDICIAIRES**

IF COMPLETED MANUALLY, PLEASE PRINT
POUR LES FORMULAIRES REMPLIS À LA MAIN, ÉCRIRE EN CARACTÈRES D'IMPRIMERIE

PART - PARTIE 1

Surname - Nom de famille		Given name(s) - Prénom(s)		Usual first name or alias - Prénom usuel		Maiden name - Nom de jeune fille	
Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F		Date of birth - Date de naissance		Place of birth - Lieu de naissance		Tel. no. - N° de tél.	
Address (no., street, apt.) - Adresse (n°, rue, app.)		City - Ville		Province		Postal code - Code postal	
Previous address if less than 5 years at current address - Adresse précédente si on est à l'adresse actuelle depuis moins de 5 ans							
Address (no., street, apt.) - Adresse (n°, rue, app.)		City - Ville		Province		Postal code - Code postal	

PART - PARTIE 2

Pursuant to Section 8(1) of the Federal Privacy Act, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Conformément au paragraphe 8(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente la Gendarmerie royale du Canada à divulguer des renseignements me concernant à:

Full name - Nom complet		Title - Titre		Name of organization - Nom de l'organisation	
Address (no., street, apt.) - Adresse (n°, rue, app.)		City - Ville		Postal code - Code postal	

PART - PARTIE 3

WAIVER AND RELEASE:

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

RENONCIATION ET DÉCHARGE :

Par la présente, je libère à jamais à Sa Majesté la Reine du chef du Canada, la Gendarmerie royale du Canada, ses membres, employés et mandataires, des réclamations, poursuites en justice et demandes de tous ordres pour dommages, pertes ou préjudices que je pourrais subir, attribuables d'une manière quelconque à la communication autorisée ci-dessus de renseignements et je renonce à tout droit y afférent.

PART - PARTIE 4

This consent is valid for a period of three months from the date of signature.
Le présent consentement est valide pour une période de trois mois à compter de la date de sa signature.

Signed this _____ day of _____ Signature of applicant _____
Signé le _____ jour du (d') _____ Signature du requérant _____

APPLICANT _____
 snme given

Date of Birth: _____
 yr mo da

PART - PARTIE 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. **A record may or may not exist for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

Les renseignements ci-après, contenus dans les dossiers de la GRC ou les dossiers d'autres services de police accessibles par ordinateur, se fondent uniquement sur une vérification du nom et de la date de naissance. **Le sujet de la présente demande ne possède pas nécessairement de casier; pour obtenir une identification positive et vérifier s'il existe un casier judiciaire attesté à son sujet, il faut effectuer la vérification des empreintes digitales. Veuillez soumettre un jeu complet d'empreintes digitales au :

RCMP IDENTIFICATION SERVICES
CRIMINAL HISTORIES SECTION
 1200 VANIER PARKWAY
 OTTAWA, ONTARIO K1A 0R2

SERVICE DE L'IDENTITÉ JUDICIAIRE DE LA GRC
SECTION DES DOSSIERS JUDICIAIRES
 1200, PROM. VANIER
 OTTAWA (ONTARIO) K1A 0R2

Initial the information to be disclosed
 Parapher les renseignements à divulguer

Initials Initiales	Category of Information for Disclosure Catégorie de renseignements à divulguer	FOR POLICE USE ONLY RÉSERVE AU SERVICE DE POLICE	
		No record located Aucun dossier trouvé	**Record may or may not exist **Un casier peut exister ou non
	Records of criminal convictions found on the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. Les dossiers faisant état d'une condamnation au criminel trouvés au Centre d'information de la police canadienne (CIPC) et pour lesquels aucune réhabilitation n'a été accordée.		
	Records of criminal convictions found on CPIC for which a pardon has not been granted and records of outstanding criminal charges of which the RCMP are aware or which are found on CPIC. Includes all charges regardless of disposition. Les dossiers faisant état d'une condamnation au criminel trouvés au CIPC et pour lesquels aucune réhabilitation n'a été accordée, ainsi que les dossiers faisant état d'accusations criminelles en instance et dont la GRC connaît l'existence ou qui figurent au CIPC. Comprend toutes les accusations déposées, peu importe le jugement rendu.		
	Records of criminal convictions found on CPIC for which a pardon has not been granted and records of discharges which have not been removed from the CPIC system in accordance with the Criminal Records Act. Includes all charges regardless of disposition. Les dossiers faisant état d'une condamnation au criminel et pour lesquels aucune réhabilitation n'a été accordée et les dossiers d'absolution qui n'ont pas été retirés du système du CIPC, conformément à la Loi sur le casier judiciaire. Comprend toutes les accusations déposées, peu importe le jugement rendu.		
	Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC) and information found on local police indices checks. This includes all information related to non convictions and all charges regardless of disposition. Les renseignements policiers figurant dans des systèmes informatiques (par exemple le Système de récupération des renseignements judiciaires (SRRJ), le système du CIPC) et les renseignements relevés au terme d'une vérification des fichiers des services de police locaux. Comprend tous les renseignements liés aux disculpations et toutes les accusations, peu importe les jugements rendus.		
	Other (specify) - Autre (préciser)		

COMPLETED BY - REMPLI PAR

Member (signature) - Membre (signature)	Reg. no. - Matr.	Unit - Service	Date

THE NATURE OF OUR BUSINESS

The fire and rescue service is one of the most diverse and challenging professions known today. It is this diversity that inspires men and women to enter the service -- as volunteers, paid-call firefighters or career employees. Imagine having to train to prepare yourself to cope with situations that range from structure fires to motor vehicle accident to hazardous chemical spills to heart attacks and almost any other possible emergency situation in between. This diversity is coupled with the fact that these skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances. These factors contribute to our profession being personally very rewarding.

Our primary goal is to protect the public. This is accomplished in two ways:

- a) The first is to prevent fire emergencies from occurring. This is done through fire prevention, inspections, fire safety education and code enforcement programs.
- b) Secondly, we are here to prepare ourselves to control fire emergencies and assist at medical emergencies. This is done through education, training, pre-incident planning, more training, state-of-the-art equipment and more training. We are a paramilitary profession working in a "hurry up and wait" environment.

This business is not for everyone. You need more than just a desire to help people. You also need courage and dedication, assertiveness and a willingness to learn new skills and face new challenges. The fire and rescue service is not for the meek or timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and rescue service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when a child is rescued, compassion for accident victims and fulfillment in teaching fire safety. The list goes on and on.

The bottom line in our business is measured by the loss of life, pain and suffering, and property damage we have prevented and reduced. We exist and are prepared for one reason only: to provide service to the community.

If you feel you have what it takes to meet the challenges of our business, we welcome you to join us.

ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT

Profile:

THE ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT consists of approximately 25 members. Fire protection and backup emergency medical services are provided to the citizens of the Errington from the fire hall's located at 960 and 1930 Errington rd.

Mission:

To provide the most effective and efficient fire protection and rescue service for the citizens of and visitors to Errington.

Organization:

The Fire Department operates under the direction of the Fire Chief who is responsible to the Board of Directors.

Operations:

The Errington Volunteer Fire Department responds to approximately 150 emergency calls per year, ranging from structure fires to grass fires, from rescues to backup for the emergency health services. The Department also responds to several complaints per year, ranging from burning complaints to reports of hazardous materials.

Firefighters:

Paid-call firefighters directly participate in fire and rescue operations, including incident response and the operation of all apparatus and equipment. Men and women between the ages of 16 and 60 who are in good physical condition and have the desire to participate in emergency fire and rescue activities are eligible to apply for the position of Fire Fighter.

TRAINING AND PARTICIPATION

Over the years, the Fire Service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the "first responder" not only when life and property are threatened by manmade and natural disasters, but for seemingly smaller problems as well.

In order to ensure that all members of the Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge and abilities necessary to deliver fire and emergency first aid service to the citizens of Errington.

Training Requirements - Recruits and Probationary Firefighters:

All volunteers entering the Department, regardless of prior training or experience, must complete a 3 month Recruit Training program taught by Department officers. They then work with the department for 6 months on probation prior to being accepted as full members of the Department. During the following year, the individual must obtain a B.C. class 3 drivers license with an air brake endorsement and qualify in Cardio-Pulmonary Resuscitation. They also receive First Responder training during this period if they wish to participate in the First Responder Program.

**ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT
FIREFIGHTER APPLICANTS**

DEED OF RELEASE for PRACTICAL EVALUATION

I, the undersigned applicant, acknowledge that I have been warned that undergoing physical tests described in the application information can be dangerous to my health if I am not in good health and physical condition. I hereby certify that I have satisfied myself that undergoing such tests will not be dangerous to my health. I further certify that I accurately completed the Physical Examination Readiness Questionnaire.

To the best of my knowledge, I do not at present have an illness of any nature whatsoever.

In consideration of the **ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT**, considering my application for volunteer firefighter, I expressly agree that it is my sole responsibility to determine whether I can undertake such tests without danger to my health.

I release and discharge the **ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT** and its Officers, servants, consultants and advisors from any and all claims, damages and actions of every nature for or in respect of anything done or omitted to be done in connection with the establishment or supervision of the physical fitness tests, or the advice as to their nature and possible danger to my health, whether or not such act or omission shall constitute negligence, and in particular from any and all injuries, including death, which may result from my performing or attempting to perform such tests.

IN WITNESS WHEREOF, I have set my hand this _____ day
of _____ 19 _____.

Signed in the presence of:

Witness

(print full name)

(signature of applicant)

Complete and return in person if selected for practical evaluation.

**ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT
FIREFIGHTER APPLICANTS**

Practical Evaluation Readiness Questionnaire

For Applicant's use and guidance. Please present to Examiner at time of testing. This questionnaire is designed as a sensible first step to take if you are planning to subject yourself to the rigorous Physical Fitness Tests for Firefighter applicants.

- | | Yes | No |
|---|-----|-----|
| 1. <i>Have you ever been bothered by shortness of breath?</i> | ___ | ___ |
| 2. <i>Have you had frequent bouts of respiratory problems, such as influenza, asthma or pneumonia?</i> | ___ | ___ |
| 3. <i>Have you any back problems that would prevent you from lifting heavy objects?</i> | ___ | ___ |
| 4. <i>Has your Doctor ever said you have heart trouble?</i> | ___ | ___ |
| 5. <i>Do you often feel faint or have spells of severe dizziness?</i> | ___ | ___ |
| 6. <i>Do you frequently have pains in your heart or chest?</i> | ___ | ___ |
| 7. <i>Has a Doctor ever said your blood pressure was too high?</i> | ___ | ___ |
| 8. <i>Has your Doctor ever told you that you have a bone joint problem such as arthritis, that has been aggravated by exercise, or might be made worse with exercise?</i> | ___ | ___ |
| 9. <i>Are you not in good physical shape and not accustomed to vigorous exercise?</i> | ___ | ___ |
| 10. <i>Is there any good reason not mentioned here why you should not undergo strenuous physical testing, even if you wanted to?</i> | ___ | ___ |

If you answered YES to one or more questions:

- a) **Consult with your personal physical by telephone or in person before taking the physical examinations. Tell him what questions you answered "Yes" to on this questionnaire and show him/her this sheet.**
- b) **You will not be allowed to participate unless you present with your questionnaire, a written statement from your family physician indicating that you are cleared to participate.**

Signature

Print Full Name

Date

Complete and return in person if selected for practical evaluation.

ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT

Procedure for Practical Evaluation of Firefighter Applicants

Purpose: To assist in determining the suitability of applicants for Fire Department related tasks.

A. Ladder Climb -- to assess to applicant for fear of heights.

A 35 foot Department ladder will be erected in a safe and secure location. A department member will demonstrate a climb to a point three-quarters of the way up the ladder and return to ground level.

Each applicant will be warned to stop if he/she experiences difficulty when doing the exercise. Each applicant will then don Department turnout gear and climb to same point on the ladder and return to ground level.

The applicant will be rated "pass/fail". Department evaluators will note any hesitation or difficulty of the applicant in performing the task.

B. SCBA Facepiece Wear -- to assess the applicant for claustrophobia.

A Department member will demonstrate the donning and doffing of a Department SCBA facepiece and explain the test procedure to be followed.

Each applicant will be warned to stop if he/she experiences difficulty when doing the exercise. Each applicant will then don a SCBA pack and facepiece which has been covered to prevent the applicant from seeing. The applicant will then be directed around the building by a Department member, the Department member ensuring the applicant's safety. The applicant will be directed:

- a) to follow a number of step and direction movements (for example "take two steps forward and one to the left").
- b) to pick up an object from the floor (for example "reach down and pick up the hammer on the floor two paces in front of you").
- c) to carry the object as directed and deposit it back on the floor (for example "take three paces to the right and place the hammer back on the floor").

The applicant will then be directed to remove the facepiece.

The applicant will be rated "pass/fail". Department evaluators will note any hesitation or difficulty of the applicant in performing the task.

The SCBA facepiece will be cleaned and sanitised prior to being used again.

C. Hose Coupling -- to assess the applicant for manual dexterity.

A Department member will demonstrate the coupling of the following equipment:

one length of dry 2 1/2 inch hose, connected to
one 2 1/2 inch to 1 1/2 inch gated wye, connected to
one length of dry 1 1/2 inch hose, connected to
one 1 1/2 inch nozzle.

Each applicant will be warned to stop if he/she experiences difficulty when doing the exercise. Each applicant will then don Department gloves, be given the uncoupled components and shall connect the various parts as shown, to the best of their ability, and then to disconnect the appliances and return the nozzle and gated wye to the start point..

The applicant will be rated "pass/fail". Department evaluators will note any hesitation of difficulty of the applicant in performing the task.

D. Dummy Drag -- to assess the applicant for physical ability.

A Department member will demonstrate the drag of a 125 pound dummy a marked distance of approximately 50 feet while wearing SCBA.

Each applicant will be warned to stop if he/she experiences difficulty when doing the exercise. Each applicant will then don SCBA and drag the dummy the same marked distance.

The applicant will be rated "pass/fail". Department evaluators will note any hesitation of difficulty of the applicant in performing the task.

**ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT
FIREFIGHTER MEDICAL EXAMINATION**

Re: Surname: _____ Given names: _____

Date of birth: ____/____/____
 yy / mm / dd

Address: _____

The medical examination to be performed is to determine if the person above has maintained an acceptable level of fitness to perform as a firefighter and has not contracted any disabling disease or disability to prevent his/her effective functioning as a firefighter.

The physician shall determine, using any testing procedures that he/she feels necessary, if the above named person is fit for active firefighting duties so that the firefighter will **not** jeopardize himself/herself and other personnel that he/she may come in contact with while performing his/her duties.

EXAMINING PHYSICIANS PLEASE NOTE

1. The fee for the service of the physician for this examination is the responsibility of the **ERRINGTON AND DISTRICT VOLUNTEER FIRE DEPARTMENT**.
2. To function as a member of the Fire Department, it is essential that the applicant be physically and mentally fit to perform the varied duties of a firefighter.

1. Height _____ Weight _____ B.P. _____ Posture _____

2. Vision: Without glasses R. 20/____ L. 20/____
 With glasses R. 20/____ L. 20/____

3. Hearing: R. _____ L. _____

4. Oral hygiene: _____
 Good Fair Poor

5. History of previous illness: _____

6. Is there any evidence of:

	YES	NO		YES	NO
1. Hernia			8. Infectious Hepatitis		
2. Asthma			9. Tuberculosis		
3. Fainting spells			10. Heart trouble		
4. Dizziness			11. Epilepsy		
5. Allergies			12. Hypertension		
6. Arthritis			13. Diabetes		
7. Back trouble			14. Respiratory trouble		

If yes, please specify by number: _____

7. Details of any physical impairment. (Please be specific.) _____

8. Is this your first contact with the patient? YES NO

If no, how long have you treated the patient? _____

9. Does applicant have any nervous problems? YES NO

If yes, please specify. _____

10. Does applicant have any alcohol or drug problems? YES NO

If yes, please specify. _____

11. Is the applicant taking any regular medication? YES NO

If yes, please specify. _____

12. In light of your examination findings and the guidance of this form

DO YOU CONSIDER THE APPLICANT PHYSICALLY AND MENTALLY CAPABLE
OF PERFORMING THE DUTIES OF A FIREFIGHTER?

YES NO

Date: _____

Signature of Physician

Physician : _____

Mailing Address: _____

City / postal code: _____

Telephone number: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.11
TITLE: 10 year service status (Honorary Member)	Page 1 of 1

PURPOSE: To allow long standing members of the fire department to enjoy full privileges of a fire fighter with regards to use of facilities etc, while not having to maintain the level and status of a fire fighter.

SCOPE: All fire department personnel.

POLICY: When a fire fighter has completed 10 years of service within the department and no longer wishes to maintain the status level of a active member , but wishes to stay involved to a degree socially etc, he/she may request “honorary member status”

PROCEDURE: Upon acceptance by the Fire Chief and Deputy Chief an honorary member may be allowed full use of the departments facilities for social and function purposes and be allowed to keep his/her door code for full access.
The Fire Chief and or Deputy Chief reserve the right to revoke these privileges at any time.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.01.16
TITLE: PERSONAL USE OF FIRE DEPT EQUIPMENT	Page 1 of 1

PURPOSE: To ensure all crucial pieces of equipment and apparatus are ready, available, and fully operational in the event of a callout.

SCOPE: All fire department personnel.

POLICY: All fire department vehicles and equipment are not to be used for personal use under any circumstances, unless prior approval as been received from either the chief or deputy.

PROCEDURE: After using fire dept equipment it shall be cleaned and returned to its original location as soon as possible, complete and in full working condition. Any repairs needed due to abuse or misuse shall be the responsibility of the fire fighter. The chief or deputy must be notified of any problems with the equipment or any concerns that may hinder its ability to perform on fire ground.

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

ERRINGTON VOLUNTEER FIRE DEPARTMENT	O.G.# 5.03.01
TITLE: FREQUENCY OF INSPECTIONS	Page 1 of 1

PURPOSE: To establish frequency levels of fire safety inspections for the district in order to meet the requirements of the Fire Services Act.

SCOPE: Fire prevention personnel.

POLICY: All buildings or premises that pose a considerable risk to employee or public safety should be inspected annually.

PROCEDURE:

REFERENCE:

Also see O.G.#

Signature of Fire Chief: _____	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____

OPERATIONAL GUIDELINE

Extension FIRE DEPARTMENT	O.G.# 0.01
SECTION 0: INTRODUCTION	Page 1 of 1
TITLE: OPERATIONAL GUIDELINE POLICY	
SUB:	

PURPOSE: To provide for the safe and efficient operation of the **Extension** Fire Department, in conformance with all Federal, Provincial and Municipal, Acts, Regulations and Bylaws, and to require fire fighters to follow safe work practices for all designated job duties.

SCOPE: All fire department personnel.

POLICY: In accordance with the authority provided by the *Fire Protection Bylaw*, made pursuant to Section 797.1 of the B.C. Local Government Act, all current Operational Guidelines that have been established and signed by the Fire Chief, shall be adhered to by all fire department personnel identified within the scope each guideline.

PROCEDURE: All elements of the **Extension** Fire Department Operational Guidelines, as adopted by the Fire Chief, including all forms and documents either referenced or encompassed within, become part of the **Extension** Fire Department Operational Guidelines.

REFERENCE: **Extension** Fire Department Operational Guidelines.
 Chapter 143, Fire Department Act.
 Chapter 144, Fire Services Act.
 Section 797.1, Local Government Act.
 Occupational Safety and Health Regulations, Workers Compensation Board of British Columbia.
GBNAME Policy and Procedure Manual.

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____
Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 0.01
SECTION 0: INTRODUCTION TITLE: OPERATIONAL GUIDELINE POLICY SUB:	Page 2 of 2

Also see O.G.#

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue : -----	Issued on: -----
Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB:	Page 1 of 1

PURPOSE: To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards Health and Safety within the *Extension* Fire Department. To require all fire department personnel to follow safe work practices for designated job duties.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall be familiar with and carry out their responsibilities specified in the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: All elements of the *Extension* Fire Department Occupational Health and Safety Program, including all forms and documents encompassed within, and as adopted by the *Extension* Fire Department, become part of Operational Guideline 1.01.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

Extension Fire Department Occupational Health and Safety Program.

GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01.01, 1.01.02, 1.01.03, 1.01.04, 1.01.05, 1.01.06, 1.01.07, 1.01.08, 1.09.09, 1.01.10, 1.01.11, 1.01.12, 1.01.13, 1.01.14, 1.01.15.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.01
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Occupational Health & Safety Policy	Page 1 of 1

PURPOSE: To establish an Occupational Health and Safety Policy for *Extension* Fire Departments.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall be familiar with the Occupational Health and Safety Policy and shall perform their duties in a safe manner. It is the duty of all employees to follow safe work practices and to actively participate in making their work environment safer.

PROCEDURE: The Occupational Health and Safety Policy contained in Part 1 of the *Extension* Fire Department Occupational Health and Safety Program is adopted and forms part of Operational Guideline 1.01.01.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01.

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____
Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.02
SECTION 1: SAFETY	Page 1 of 1
TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM	
SUB: Written And Practical Safe Work Procedures	

PURPOSE: To establish written and practical safe work procedures for the *Extension* Fire Departments.

SCOPE: All fire department personnel.

POLICY: All safe work procedures contained in the Operational Guidelines and referenced documents adopted by the *Extension* Fire Department, shall be adhered to by all fire department personnel.

PROCEDURE: The safe work procedures contained in Part 2 of the *Extension* Fire Department Health and Safety Program are adopted and form part of Operational Guideline 1.01.02.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 0.01, 1.01.

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____
Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.03
SECTION 1 : SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Training Of Fire Fighters & Officers	Page 1 of 1

PURPOSE: To establish a policy for the training and retraining of fire fighters and officers in the safe performance of their duties.

SCOPE: All fire fighters and officers.

POLICY: All fire fighters and officers shall be trained in accordance with Part 3 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for the training of fire fighters and officers contained in Part 3 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.03.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01, 3.01, 3.01.01, 3.01.02.

<p>_____ Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.04
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Supervision Of Workers	Page 1 of 1

PURPOSE: To ensure that all fire fighters are supervised in accordance with the Workers' Compensation Board requirements.

SCOPE: All fire fighters and officers.

POLICY: Officers shall supervise fire fighters in accordance with the requirements of Part 4 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for the supervision of fire fighters contained in Part 4 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.04.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

Extension Fire Department Occupational Health and Safety Program.

GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.05
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Regular Inspections & Monitoring	Page 1 of 1

PURPOSE: To provide for the regular inspection and monitoring of all fire department facilities, equipment, machinery, work processes, work practices and procedures to ensure that dangers to fire department personnel are eliminated or effectively controlled.

SCOPE: All fire department personnel.

POLICY: The regular inspection and monitoring of all fire department facilities and equipment, machinery, work processes, work practices and procedures must comply with Part 5 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for regular inspection and monitoring contained in Part 5 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.05.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01.

_____ Signature of Fire Chief	This O.G. Replaces: _____
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.06
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Hazardous Materials & Substances	Page 1 of 1

PURPOSE: To establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall receive WHMIS training and carry out their responsibilities in accordance with Part 6 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for the WHMIS program contained in Part 6 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.06.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p style="text-align: center;">Issued on: _____</p> <p style="text-align: center;">Admin. Approval: _____</p>	<p>This O.G. Replaces: _____</p> <p style="text-align: center;">Forwarded to _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.07
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Monitoring Of Workplace Exposures	Page 1 of 1

PURPOSE: To provide for monitoring of the workplace environment to prevent exposures to harmful substances.

SCOPE: All fire department personnel.

POLICY: The workplace environment shall be continually monitored in accordance with Part 7 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for monitoring of the workplace environment, as specified in Part 7 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.07.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01

_____ Signature of Fire Chief Date of Issue: _____ Forwarded to _____	This O.G. Replaces: _____ Issued on: _____ Admin. Approval: _____
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.08
SECTION 1 : SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Medical Examinations & Health Monitoring	Page 1 of 1

PURPOSE: To establish a procedure for medical examinations and monitoring, to ensure the health of fire department personnel.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall comply with the medical examination and health monitoring requirements of Part 8 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for medical examination and health monitoring contained in Part 8 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.08.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.08
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Medical Examinations & Health Monitoring	Page 2 of 2

Also see O.G.# 1.01.

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.09
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: First Aid Services & Equipment	Page 1 of 1

PURPOSE: To provide first aid services and equipment in accordance with the Workers' Compensation Board of British Columbia Regulations.

SCOPE: All fire department personnel.

POLICY: First aid equipment and services shall be provided by the fire department in accordance with the requirements of Part 9 of the *Extension* Fire Department Occupational Health and Safety Program. All injuries and accidents must be treated, documented and reported in accordance with Part 9 of the Occupational Health and Safety Program.

PROCEDURE: The requirements for first aid services and equipment contained in Part 9 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.09.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

British Columbia Emergency Response Management System Standard, August 2000.

Extension Fire Department Occupational Health and Safety Program.

GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.10
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Investigation Of Accidents & Diseases	Page 1 of 1

PURPOSE: To ensure all accidents and occupational diseases are investigated to determine the action necessary to prevent recurrence.

SCOPE: All fire department personnel.

POLICY: Any accident or the occurrence of any occupational disease shall be investigated in accordance with the requirements of Part 10 of the *Extension* Fire Department Occupational Safety and Health Program.

PROCEDURE: The requirements for the investigation of accidents and occupational diseases, as specified in Part 10 of the *Extension* Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.10.

REFERENCE: Occupational Safety and Health Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Safety and Health Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.11
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Joint Occupational Health & Safety Committee	Page 1 of 1

PURPOSE: To establish a Health and Safety committee for *Extension* Fire Departments .

SCOPE: All fire department personnel.

POLICY: A Health and Safety Committee with a minimum of four members shall be established in conformance with Part 12 of the *Extension* Fire Department Occupational Health and Safety Program. The committee membership shall consist of two elected members from the department membership and two appointed representatives from the department administration.

PROCEDURE: The terms of reference for the Occupational Health and Safety Committee are contained in the *Extension* Fire Department Occupational Health and Safety Program.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

Extension Fire Department Occupational Health and Safety Program.

GBNAME Policy and Procedure Manual.

Miscellaneous WCB Publications

Also see O.G.# 1.01.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.12
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Records & Statistics	Page 1 of 1

PURPOSE: To establish a system of maintaining records and statistics to meet the requirements of the Workers' Compensation Board of British Columbia.

SCOPE: All fire department personnel.

POLICY: All records and forms shall be completed and maintained in accordance with the requirements of Part 13 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for the maintenance of records and statistics as specified in Part 13 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.12.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.13
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Review Of Occupational Health & Safety Program	Page 1 of 1

PURPOSE: To establish a procedure for reviewing the *Extension* Fire Department Occupational Health and Safety Program.

SCOPE: All fire department personnel.

POLICY: The *Extension* Fire Department Occupational Health and Safety Program shall be reviewed in accordance with the requirements of Part 14 of the *Extension* Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for reviewing the Occupational Health and Safety Program as specified in Part 14 of the *Extension* Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 1.01.13.

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G.# 1.01

<p>_____ Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.13
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Review Of Occupational Health & Safety Program	Page 2 of 2

_____ Signature of Fire Chief	This O.G. Replaces: _____
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.14
SECTION 1: SAFETY TITLE: OCCUPATIONAL HEALTH & SAFETY PROGRAM SUB: Exposure To Diseases	Page 1 of 1

PURPOSE: To establish procedures for managing and reporting exposure of all personnel to diseases including airborne, bloodborne, blood or body fluids, non-impact skin, percutaneous or permucosal exposure.

SCOPE: All Fire Department personnel.

POLICY: Any member who is exposed to communicable diseases will be offered testing and treatment by a responsible medical authority. Proper protective equipment will be utilized at all incidents. All exposures will be documented and reported. (WCB Forms 6 and 7, Individuals' Personnel File, Departmental Log)

PROCEDURE: When exposure occurs, the member will follow proper first aid treatment including identifying the source if possible, record name, telephone number, parent or guardian if possible to discuss the request for seriology testing.

Notify immediate supervisor of the incident.

Forms 6 or 7 will be completed by qualified personnel.

REFERENCE: Protocol for Protecting Emergency Responders from Communicable Diseases, Office of the Provincial Health Officer, June 1998.

WCB Publication- Blood Borne Pathogens

BCAS Policy - Blood and Airbourne Pathogens

Also see O.G. #

_____ Signature of Fire Chief	This O.G. Replaces: _____
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.01.15
SECTION 1 : SAFETY TITLE: OCCUPATIONAL HEALTH&SAFETY PROGRAM SUB: Critical Incident Stress Defusing	Page 1 of 1

PURPOSE: To ensure that all personnel are provided with Critical Incident Stress counselling when required.

SCOPE: All fire department personnel.

POLICY: Critical Incident Stress debriefing and counseling will be provided to personnel when deemed necessary.

PROCEDURE: Activation – When a member recognizes the need for stress defusing, a C.I.S. facilitator shall be contacted to coordinate the implementation of a defusing session.

CRITICAL INCIDENT STRESS FACILITATORS CONTACT INFORMATION:

<i>Service</i>	<i>Phone Number</i>
<i>Service</i>	<i>Phone Number</i>

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

Extension Fire Department Occupational Health and Safety Program.
GBNAME Policy and Procedure Manual.

Also see O.G. #

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue : -----	Issued on: _____
Forwarded to _____	Admin. Approval: -----

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.02
SECTION 1: SAFETY TITLE: RESPIRATORY PROTECTION PROGRAM SUB:	Page 1 of 1

PURPOSE: To require fire fighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

SCOPE: All fire department personnel who in the course of duty, may be exposed to respiratory hazards.

POLICY: Every fire fighter in the department shall be trained in the use, limitations, maintenance and regulations regarding self contained breathing apparatus (SCBA) and shall subscribe to the *Extension* Fire Department Respiratory Protection Program.

PROCEDURE: All elements of the *Extension* Fire Department Respiratory Protection Program, including all forms and documents encompassed within, and as adopted by the *Extension* Fire Department, become part of Operational Guideline 1.02.

REFERENCE: *Extension* Fire Department Respiratory Protection Program.

Occupational Health and Safety Regulation, Workers Compensation Board of British Columbia.

IFSTA Essentials of Fire Fighting Training Manual

B.C. Fire Academy SCBA EDUKIT

Also see O.G.# 1.01

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.03.01
SECTION 1: SAFETY TITLE: PERSONAL PROTECTIVE EQUIPMENT SUB: Personal Protective Clothing Inspection & Use	Page 2 of 2

- b) All fire fighting personnel must wear full protective clothing when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets and gloves are optional for drivers and officers travelling to the response.
- c) All fire fighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.
- d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
- e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
- f) Damage to personal protective clothing must be immediately reported to the Incident Commander. The Incident Commander will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
- g) Incident Commanders may use their discretion to determine the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstance may arise when it is preferable to

_____ Signature of Fire Chief	This O.G. Replaces: _____
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Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.03.01
SECTION 1: SAFETY TITLE: PERSONAL PROTECTIVE EQUIPMENT SUB: Personal Protective Clothing Inspection & Use	Page 3 of 3

allow less than full protective clothing (removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example). In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.

4. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
 - a) SCBA must be worn in all circumstances where there may be oxygen deficient or hazardous atmosphere.
 - b) Safety vests must be worn when directing traffic or operating near moving traffic.
 - c) Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws.
 - d) Goggles and hearing protectors must be worn as appropriate.

5. Included with this operational guideline is a checklist for "Personal Protective Clothing Inspection".

REFERENCE:

Also see O.G.# 1.07.01

_____ Signature of Fire Chief Date of Issue: _____ Issued on: _____	This O.G. Replaces: _____ Forwarded to Admin. Approval: _____
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OPERATIONAL GUIDELINE

Extension FIRE DEPARTMENT	O.G.# 1.03.01
SECTION 1: SAFETY	Page 1 of 1
TITLE: PERSONAL PROTECTIVE EQUIPMENT	
SUB: Personal Protective Clothing Inspection & Use	

- PURPOSE:** To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.
- SCOPE:** All fire department personnel involved in emergency incidents or training exercises.
- POLICY:** Appropriate personal protective clothing must be worn by all personnel at the scene of any emergency incident or training exercise.
- PROCEDURE:**
1. For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the coat collar turned up.
 2. All clothing must be issued or approved by the Fire Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
 3. Protective clothing must be worn by all personnel according to the following guidelines:
 - a) Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.03.03
SECTION 1: SAFETY TITLE: PERSONAL PROTECTIVE EQUIPMENT SUB: Personal Alert Safety Devices	Page 1 of 1

PURPOSE: To establish an alerting system for firefighters in jeopardy.

SCOPE: All suppression personnel.

POLICY: Personal alarm devices will be turned on prior to entering hazardous environments, and will not be turned off until the firefighter has returned to a safe area.

Continuous sounding of the alarm will cause a roll call to be initiated and search and rescue efforts commenced as soon as possible.

PROCEDURE: All air packs shall be equipped with PASS alarm devices.

PASS alarm devices shall be activated prior to entry into any building or area requiring the use of breathing apparatus.

Failure of a PASS device to test properly when initially activated shall require the unit be replaced prior to any hazardous environment entry.

An immediate roll call followed by search and rescue efforts shall be conducted upon the continuous sounding of any PASS alarm.

REFERENCE:

Also see O.G. # 1.04.01

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.01
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Personnel Accountability (Passport)	Page 2 of 2

PROCEDURE: Search and rescue efforts will commence as soon as possible at the last known location of the missing personnel.

If it becomes evident that a structure failure is imminent, an evacuation order shall be initiated in accordance with O.G. 1.04.

REFERENCE: Passport System Guidelines.
 BCERMS Standard - ICS 100.
 Justice Institute of British Columbia, ICS 100 Orientation Manual.
 O.G. # 1.04.

Also see O.G. #

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.01
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Personnel Accountability (Passport)	Page 1 of 1

PURPOSE: To establish a system to account for the location and safety of all personnel within an emergency incident perimeter.

SCOPE: All personnel in attendance at emergency incidents.

POLICY: All Fire Departments shall use the Emergency Incident Accountability (Passport) system in conjunction with the Incident Command System to identify individual members of a team and their assignment, and to account for the assignment of teams and units at an emergency incident.

PROCEDURE: Incident Commanders at an incident shall use the Passport system to account for companies and teams within their direct span of control.

Company Officers, Team Leaders and individual firefighters are accountable for the safety of themselves and other members of the team.

Passports, name tags and portable status boards shall be properly utilized in the operation of the passport system.

Transfer of name tags shall be done prior to participating in any activities at an incident.

An emergency roll call shall be conducted immediately when the Incident Commander is informed of the possibility that a firefighter or team is missing or trapped.

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OPERATIONAL GUIDELINE

Extension FIRE DEPARTMENT	O.G.# 1.04.02
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Safety Officer	Page 1 of 1

PURPOSE: To ensure a safety function is established for the health and safety of firefighters at emergency incidents.

SCOPE: All fire department personnel.

POLICY: At all incidents, the Incident Commander is responsible for the safety of fire department personnel.

The Incident Commander is the Safety Officer until such time as another individual is appointed as the Safety Officer to perform that function.

PROCEDURE: The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.

REFERENCE: BCERMS Standard - ICS 100

Also see O.G. #

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.03
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Incident Rehabilitation Sector	Page 2 of 2

Also see O.G. #O.G. # 1.04.01, 1.04.02

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.03
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Incident Rehabilitation Sector	Page 1 of 1

PURPOSE: To ensure a rehabilitation sector is established for the health and safety of firefighters at emergency incidents.

SCOPE: All fire department personnel.

POLICY: A rehabilitation sector shall be established at all major incidents for monitoring and refreshing suppression personnel who have performed strenuous physical activities or where exposure effects from heat or cold exist.

PROCEDURE: At major incidents, a rehabilitation officer shall be assigned to establish, monitor and control the rehabilitation of firefighters.

When available, ambulance personnel shall be assigned to this sector to assist in monitoring and evaluating staff. Criteria for evaluating members in rehab are heart rate and temperature. Critical levels for increased rehabilitation requirements are where the heart rate exceeds 110 beats per minute and/or the temperature exceeds 100.6 degrees Fahrenheit.

Any firefighter utilizing two air cylinders shall be required to attend rehabilitation.

Firefighters shall not be reassigned until liquids have been replenished and pulse and temperature rates have returned to acceptable levels.

REFERENCE: Passport System Guidelines
BCERMS Standards-ICS 100

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.04
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Operational Readiness and Rehabilitation	Page 1 of 1

PURPOSE: To establish guidelines which require each member performing emergency operations to be responsible for monitoring his/her capabilities and fatigue levels.

SCOPE: All fire department personnel.

POLICY: Each member shall be responsible for ensuring the Incident Commander is advised of any limitations or fatigue levels that may affect his/her ability to adequately perform assigned duties.

PROCEDURE: Monitoring: Firefighters engaged in operations which require strenuous physical exertion should monitor their fatigue level. Fatigue lowers ones personal perception, therefore, there is an emphasis on team members and individuals to monitor each other for signs of fatigue.

Treating Fatigue: The "two air cylinder rule", or forty-five (45) minutes of strenuous worktime, is recommended as an acceptable level prior to mandatory rehabilitation. The treatment for fatigue is rest and rehydration until recovery.

Rest: Rest should not be less than ten minutes and may exceed an hour as determined by the rehab officer . Criteria for evaluation members are heart rate and temperature . Heart rates in excess of 110 beats per minute and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.04
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Operational Readiness and Rehabilitation	Page 2 of 2

Rehydration: A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. Water is the key element to hydrate firefighters. Drinks such as coffee or pop are discouraged for 'on scene' hydration as they slow absorption into the system. Members assigned to the rehab sector shall be responsible for replacing lost fluids during proceeding physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work) . In general, one litre of water should be consumed per hour.

Nourishment: The Fire Department shall provide nourishment at extended operations where companies are engaged for four or more hours. Nourishment should be geared towards energy replacing foods such as apples, oranges, soups and sandwiches. Fast foods should be avoided due to high fat and salt content.

REFERENCE:

Also see O.G. # 1.04.02

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.05
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Electrical Emergency Safety	Page 1 of 1

PURPOSE: To require firefighters to follow safe work practices involving electricity.

SCOPE: All fire department personnel.

POLICY: Firefighters shall not handle downed power lines whether live or not and shall use appropriate precautionary measures around any electrical equipment.

A safety perimeter of 10 meters shall be clearly identified around downed lines and other electrical hazards.

PROCEDURE: All downed wires should be considered live. A ten meter perimeter must be established for firefighter and public safety. Damaged kiosks and other electrical vaults are treated in the same manner. Meters shall only be removed by authorized personnel. The handling of, and operations around electrical equipment shall follow procedures and practices outlined in the B.C. Hydro Electrical Safety for Firefighters.

REFERENCE: JIBC- Fire Academy Edukit
Occupational Health and Safety Regulations, Workers' Compensation Board of British Columbia.
IFSTA Essentials of Fire Fighting Training Manual
Province of British Columbia First Responder Program
B.C. Hydro Electrical Safety for Firefighters

Also see O.G. #

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.06
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Rapid Intervention Team	Page 1 of 1

PURPOSE: To increase the overall level of safety for all firefighters who may be exposed to an IDLH atmosphere or to other incident hazards that may require necessitate a rescue. The objective of a Rapid Intervention Team is to have a fully equipped rescue team on-site, in a ready state, to react and respond to rescue injured or trapped firefighters.

SCOPE: All fire department personnel.

POLICY: A Rapid Intervention Team (RIT) shall be established at all offensive attack structure fires and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions, or mishap.

For fire suppression activities the RIT will be established within ten (10) minutes of the entry of the initial attack team and before a second entry team is sent in.

PROCEDURE: 1. INITIAL RAPID INTERVENTION

Four (4) firefighters shall be assembled at the scene prior to conducting an offensive attack. When two (2) firefighters enter on initial attack, one (1) shall be responsible to operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and prepared and equipped with PPE, SCBA, and radio to perform immediate rescue if required.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.06
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Rapid Intervention Team	Page 2 of 2

They may assist by placing themselves on the exterior of the doorway and feeding fire hose as required. A second hose line shall be deployed as soon as possible

2. INTERIOR TEAMS

Firefighters engaged in offensive structural firefighting operations shall operate in teams of two or more and use a buddy system within the team and maintain voice, visual or touch with one another at all times. This assists in assuring accountability within the team. Radios shall be used for communications between offensive firefighting team(s) and the Incident Commander.

3. RIT ESTABLISHMENT

A Rapid Intervention Team (RIT) made up of a minimum of two (2) trained firefighters shall be established and suitably equipped on the scene before sending in a second entry team within ten (10) minutes after the initial attack. The RIT will obtain a briefing from the Incident Commander.

Rapid Intervention Teams will assume a ready state, with personal protective equipment appropriate to the hazards. The RIT should have all the appropriate tools for the type of incident. (e.g. For structures, this will include a charged hose line long enough to access the furthest point, lanterns, forcible entry tools, hose straps, radios, and escape SCBA packs.)

The designated individuals of a RIT are permitted to take on other tasks provided that they do not interfere with the responsibility to account for those individuals in the hazard area. Any task being

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performed by the RIT must be such that work can be abandoned without placing offensive firefighters at additional risk if rescue or assistance is needed.

The RIT shall remain in readiness until the Incident Commander declares the incident under control and there is no longer an IDLH atmosphere.

4. RIT ACTIVATION

Upon report of a lost, trapped, or missing firefighter, an "emergency traffic" signal shall be initiated. Command will deploy the RIT to the last reported location of the company. The RIT will be assigned a Rescue Group designation. Whenever an RIT is deployed it shall be replaced as soon as possible with a minimum of four (4) firefighters to back up crews involved in the rescue operation.

If a RIT is required to a location where the company officer or team leader is incapacitated (physically or emotionally) the RIT (Rescue Group) Leader will assume responsibilities for the area in which the emergency exists. They will coordinate all activities to maximize the rescue operation.

REFERENCE: Workers' Compensation Board Regulation

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.08
SECTION 1: SAFETY TITLE: INCIDENT SAFETY SUB: Initial Fire Attack Team	Page 1 of 1

PURPOSE: To establish criteria for the initial fire attack team at structure fires.

SCOPE: All suppression personnel.

POLICY: A minimum of four firefighters (including the Officer) must be assembled on the fireground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in a fire situation beyond the incipient stage.

PROCEDURE: When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least two (2) firefighters. Effective voice communication must be maintained between firefighters inside and outside the enclosed location. When two (2) firefighters enter on initial attack, one (1) shall operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and prepared and equipped with PPE, SCBA and radio to perform immediate rescue if required.

Where less than four firefighters are actually assembled on the fireground, only exterior defensive firefighting operations shall be initiated until additional personnel arrive on scene. This could include establishing water supply, laying attack lines, defensive attack and/or transitional attack.

The second team arriving at the incident scene will establish a Rapid Intervention Team in accordance with O.G. 1.04.07. Subsequent teams may back-up the first team or be assigned according to the needs of the incident.

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<i>Exten:</i> FIRE DEPARTMENT	O.G.# 1.04.09
SECTION 1: SAFETY	Page 1 of 1
TITLE: INCIDENT SAFETY	
SUB: Personnel Risk	

PURPOSE: To establish personnel risk guidelines for fire ground operations.

SCOPE: All suppression personnel.

POLICY: Fire Departments are committed to extending every possible effort to the saving of life and protection of property within our community.

Within the scope of this policy there shall be a balance of personnel safety and welfare in relation to the protection of life and property. In all cases, personnel safety shall be considered ahead of property.

PROCEDURE:

- a) Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects must be considered in the extent of actions employed.
- b) Activities that are routinely employed to protect or save property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
- c) No risk to the safety of members shall be acceptable when there is no possibility of saving lives or savable property.
- d) No risk to the safety of members shall be acceptable for training exercises or the rescue of pets or animals.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.04.10
SECTION 1: SAFETY	
TITLE: INCIDENT SAFETY	Page 1 of 1
SUB: Traffic Control	

PURPOSE: To provide traffic control to ensure safety for emergency responders, victims and members of the public.

SCOPE: All fire department personnel.

POLICY: Incident Commanders are to ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, victims and members of the public.

PROCEDURE:

1. RCMP provide the most effective means of traffic control. Where it is evident that traffic control will be required to provide a safe working area Incident Commanders must request RCMP assistance for traffic control immediately.
2. Firefighters may provide temporary (15 minutes or less) traffic control to ensure for personnel safety.
3. Only firefighters trained and certified to W.C.B. and M.O.T.H. requirements may provide traffic control beyond temporary limits.
4. During the course of minor incidents Incident Commanders are to ensure that apparatus operators utilize traffic cones to provide a safe working area for fire department members.

REFERENCE: Highway Traffic Act.
Workers' Compensation Board Regulation.

Also see O.G. #

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SECTION 1: SAFETY	
TITLE: INCIDENT SAFETY	Page 2 of 2
SUB: Violence Program -On Scene	

4. At all incidents where crowd control is required for either:
 - a) establishing a working area,
 - b) ensuring for the safety of fire department personnel, or
 - c) for protecting the public's own safety;

The Incident Commander shall establish a 'Fire Line'. Command must identify the area to be controlled to the Police Commander, who will assume responsibility for keeping unauthorized persons outside of that area.
5. Should fire department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the Police identifying the type of problem encountered and the desired action.
6. If unexpectedly faced with a threatening action of violence at any time, the Incident Commander or individual involved will attempt to defuse the situation (depending on the risk).

If caught in this situation:

 - (i) Assess your:
 - a. means of egress (for immediate escape if needed)
 - b. aggressor's state of mind (alcohol or drugs involved?)
 - c. environment (protection, weapons that could be used against you)
 - d. means of obtaining assistance.

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- (ii) Maintain a minimum seven (7) foot "Safe Zone". Do not turn your back on the individual!
If individual walks towards you back away.
 - (iii) Attempt to defuse (calm) the individual.
 - a. Speak to the person (try to determine the focus of the aggression)
 - b. Direct the individual to the Incident Commander or Police Officer - forewarn that individual of the situation
 - c. Provide assistance to individual if able
 - d. DO NOT continue communications if the individual is becoming more agitated.

DO NOT ATTEMPT TO SUBDUE THE INDIVIDUAL!
 - (iv) Call for assistance. (often the individual will submit if you are not alone)
 - a. Call/phone co-worker
 - b. Notify Incident Commander
 - (v) Be a "GOOD" witness.
 - a. Try to write down pertinent information and facts
 - b. Watch the direction the individual moves
 - c. Be available to co-workers, supervisors, and/or RCMP
7. Upon returning to the hall, IC and/or individual members involved will complete a report on the incident. Copies will be distributed to the Occupational Health and Safety Committee representative and the Safety Officer (Deputy Chief) who will distribute to the Occupational Health and Safety Committee and the Fire Chief.

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8. Where circumstances are such that the incident could likely be repeated, all staff shall be notified in a timely fashion.
9. The IC, or team leader may require any firefighter to attend rehabilitation , and/or cirtical incident debriefing at any time, as deemed necessary.

REFERENCE: Industrial Health and Safety Regulations 8.88 – 8.96, Workers' Compensation Board of British Columbia.

GBNAME Policy and Procedure Manual.

NFPA 1500

Also see O.G. #

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Extension FIRE DEPARTMENT	O.G.# 1.06.01
SECTION 1: SAFETY	Page 1 of 1
TITLE: VEHICLE RESPONSE SAFETY	
SUB: Warning Devices In Emergency Operations	

PURPOSE: To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

SCOPE: All Fire Department members responding to emergency situations.

POLICY: The B.C. Motor Vehicle Act explicitly specifies the use of red lights and sirens on Fire Department vehicles during response to emergency situations (Code 3). Emergency situations are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

The driver of an emergency vehicle may exceed the highway regulations provided he has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm to members of the public should those privileges not be exercised.

PROCEDURE: Emergency Vehicle Warning Devices. Emergency vehicles will respond on an emergency basis only when all warning devices are in continuous operation.

Officers are responsible for ensuring for the safety of the firefighters and citizens while vehicles are responding to incidents.

Officers shall ensure that a barricade formed by safety cones shall be erected in the area of operations at the earliest possible instance.

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This barricade shall be arranged in such a fashion as to protect the workers from vehicular traffic and to give motorists adequate warning to stop their vehicles. The barricade shall be removed when the need for such protection has terminated.

Air Horn. The air horn may be used in connection with the siren.

REFERENCE: Motor Vehicle Act Section 122

Workers Compensation Board Regulation 52.06 (1, 2 and 3)

Also see O.G.# 1.06.02, 1.06.03.

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SECTION 1 : SAFETY TITLE: VEHICLE RESPONSE SAFETY SUB: Warning Devices In Non-Emergency Operations	Page 1 of 1

PURPOSE: To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

SCOPE: All Fire Department members responding to non-emergency situations.

POLICY: All Fire Department vehicles shall be operated in accordance with this Operational Guideline when responding to non-emergency situations.

- PROCEDURE:**
1. Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren.
 2. Red lights will be used when backing into the apparatus room.
 3. During station tours, pumper demonstrations, etc., red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
 4. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
 5. a) Fire Department apparatus, when involved in non-emergency business (tours, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage.

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OPERATIONAL GUIDELINE

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- The maximum allowable speed through any intersection shall be the posted speed limit.

- 9. Passing Emergency Vehicles: Passing other emergency vehicles can be dangerous. If passing is necessary, radio contact should be made with the driver of the other vehicle, prior to passing.

- 10. Driver Attention: The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or emergency warning devices. When another crew member is beside the driver, the operation of radio and emergency warning devices should be delegated to that crew member. If there is no passenger, drivers of command vehicles may operate the radio and emergency warning devices if it can be done safely.

- 11. Reduced Response: The first Command or Company Officer to arrive at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required.

- 12. Approach Safely: When approaching an emergency scene the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, fire fighters and other emergency service personnel who may inadvertently step in front of the approaching apparatus.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: _____</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.06.03
SECTION 1: SAFETY	
TITLE: VEHICLE RESPONSE SAFETY	Page 5 of 5
SUB: Vehicle Response Safety_	

13. Backing Up: Before backing up the vehicle the driver must ensure that he/she is guided by at least one other firefighter using recognized hand signals. This guide should be safely positioned at the rear of the vehicle on the driver side.

14. Personal Vehicles: Members responding to the fire station or the incident are not provided any special privileges and must adhere to ALL regulations of the Motor Vehicle Act.

REFERENCE: B.C. Motor Vehicle Act RS Chapter 318.

Workers' Compensation Board of British Columbia Regulation.

B.C. Fire Academy Apparatus Familiarization EDUKIT.

GBNAME Policy and Procedure Manual.

Also see O.G.# 1.06.01, 1.06.02.

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OPERATIONAL GUIDELINE

Extension FIRE DEPARTMENT	O.G.# 1.06.03
SECTION 1: SAFETY	Page 1 of 1
TITLE: VEHICLE RESPONSE SAFETY	
SUB: Vehicle Response Safety	

PURPOSE: To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

SCOPE: All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department vehicles.

POLICY: The driver of any fire department vehicle bears full responsibility for adherence to this guideline and conformance with the B.C. Motor Vehicle Act.

The driver of any fire department vehicle responding to an incident, must continually assess whether exercising the privileges of Section 122(4) of the Motor Vehicle Act pose an inordinate risk to members of the public.

PROCEDURE: The driver of an emergency vehicle may exercise the privileges granted in Section 122(4) of the Motor Vehicle Act if the driver has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm should those privileges not be exercised. Factors which will increase the risk of harm for the purposes of this section include: the nature, use and condition of the highway, the amount of traffic, visibility and pedestrians.

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SECTION 1: SAFETY TITLE: VEHICLE RESPONSE SAFETY SUB: Vehicle Response Safety	Page 2 of 2

1. Driver Training: Only personnel who have the necessary licenses and endorsements for the apparatus being operated, as required by the B.C. Motor Vehicle Act, and who are acceptable to the Incident Commander, are permitted to drive department vehicles, except when under supervision of a trainer for the purpose of driver training.

2. Vehicle Readiness: The driver of any fire department vehicle is responsible to ensure that his vehicle is in a state of readiness at all times. The driver is to ensure that all equipment is in place and stored safely, and to ensure that all doors are closed and secure prior to exiting the station.

3. Secure Positions: The driver of any fire department vehicle shall not move the vehicle until all passengers have signalled that they are in a secure position. All passengers being transported by fire department vehicles shall ride only in secure positions.

In accordance with WCB Regulations, seat belts shall be used by all personnel when equipment is in motion.

No person shall ride on the tailboard.

4. Exiting the Station: The driver shall be aware of other vehicles leaving the station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure their proper operation.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.07.01
SECTION 1: SAFETY TITLE: EQUIPMENT SAFETY AND MAINTENANCE SUB: Self Contained Breathing Apparatus	Page 1 of 1

PURPOSE: To ensure that all Self Contained Breathing Apparatus (SCBA) is properly cleaned and maintained to provide for safe operation and use.

SCOPE: All fire department personnel required to use or clean and maintain SCBA.

POLICY: All SCBA shall be cleaned and maintained in accordance with the *Extension* Fire Department Respiratory Protection Program, and the manufacturers guidelines.

PROCEDURE: All SCBA must be cleaned and inspected as soon as possible, in accordance with the *Extension* Fire Department Respiratory Protection Program, and the manufacturers guidelines, after each use in emergency operations and training exercises.

Records of each use, cleaning and inspection must be kept in accordance with the *Extension* Fire Department Respiratory Protection Program.

REFERENCE: *Extension* Fire Department Occupational Health and Safety Program
Extension Fire Department Respiratory Protection Program
 IFSTA Essentials of Fire Fighting Training Manual
 Workers' Compensation Board Regulations
 B.C. Fire Academy- SCBA EDUKIT

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 1.07.01
SECTION 1: SAFETY TITLE: EQUIPMENT SAFETY AND MAINTENANCE SUB: Self Contained Breathing Apparatus	Page 2 of 2

NFPA 1981

Also see O.G.# 1.01, 1.02, 1.03.01, 2.07

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Records of each use, cleaning and inspection must be kept in accordance with the *Extension* Fire Department Respiratory Protection Program.

REFERENCE: *Extension* Fire Department Occupational Health and Safety Program
Extension Fire Department Respiratory Protection Program
 IFSTA Essentials of Fire Fighting Training Manual
 Workers' Compensation Board Regulations
 B.C. Fire Academy- SCBA EDUKIT

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NFPA 1981

Also see O.G.# 1.01, 1.02, 1.03.01, 2.07

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Extension FIRE DEPARTMENT	O.G.# 1.07.02
SECTION 1: SAFETY	Page 1 of 1
TITLE: EQUIPMENT SAFETY & MAINTENANCE	
SUB: Hydrants	

PURPOSE: The ensure that hydrant uses or defects are appropriately reported.

SCOPE: All department personnel involved in the use fire hydrants.

POLICY: In the water supply system, the major emphasis is placed upon the ability to deliver adequate water to control major fires throughout the community on a reliable basis via suitable hydrants. Hydrants shall be maintained in conformance with the B.C. Fire Code.

PROCEDURE: When a fire departments uses a fire hydrant, they will notify the appropriate maintaining body of the use and/or any noticed defects. Each department must maintain a complete listing of all water supply contacts.

REFERENCE: Fire Underwriters Survey
 Water Supply for Public Fire Protection
 N.F.P.A. 291 Hydrant Testing & Marking
 Fire Academy Edukit - Water Supplies
 B.C. Fire Code - Subsection 6.6.4
Regional Bylaws

Also see O.G.# 2.06.01

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01
SECTION 3: TRAINING TITLE: STANDARDS SUB:	Page 1 of 1

PURPOSE: To commit the Fire Department to the training of fire fighters to a standard to enable them to perform their duties safely and effectively.

SCOPE: This procedure applies to all fire fighters, fire suppression officers and command officers in the Fire Department, career and volunteer.

POLICY: The Fire Department will train all fire fighters on a regular basis to Provincial and Municipal standards.

PROCEDURE: General:

1. In order to assist fire fighters in training, the Fire Chief will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Fire Department.
2. Fire Department training will be designed to meet the following standards:
 - a) *Extension* Fire Department Operational Guidelines
 - b) NFPA 1001 -Fire Fighter Professional Qualifications
 - c) NFPA 1002- Driver Professional Qualifications, and
 - d) Volunteer Fire Fighter Training Standards, Province of British Columbia
 - e). BCERMS Standard – ICS 100

Training Responsibilities:

3. The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire Chief.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01
SECTION 3: TRAINING TITLE: STANDARDS SUB:	Page 2 of 2

4. The Training Officer is responsible for:
 - a) determining Department training needs;
 - b) maintaining training records for all members of the Department
 - c) developing Department training programs;
 - d) evaluating continuity of training each hall;
 - e) scheduling & coordinating special training sessions; and
 - f) conducting training, as required.

5. The Deputy Chief is responsible for:
 - a) coordinating with the Training Officer in matters relating to training;
 - b) evaluating the training needs for their respective hall;
 - c) establishing a training schedule for their respective hall;
 - d) providing overall guidance to their respective halls in matters relating to training;
 - e) conducting training, as required; and
 - f) forwarding lesson plans and class attendance to the Training Officer as soon as possible after classes are completed.

6. Officers and instructors are responsible for:
 - a) instructing as per Department training schedules, utilizing applicable standards, manuals and Operational Guidelines, as well as Department and other training aids; and
 - b) completing lesson plans and class attendance as soon as possible after classes are completed.

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SECTION 3: TRAINING TITLE: STANDARDS SUB:	Page 3 of 3

- All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

REFERENCE: *Extension* Fire Department Operational Guidelines
 BC Firefighting Standard Level 1
 BC Firefighting Standard Level2
 IFSTA Essentials of Fire Fighting Training Manual
 JIBC Edukit

Also see O.G.# 3.01.02

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01.01
SECTION 3: TRAINING TITLE: STANDARDS SUB: Volunteer Fire Fighters	Page 1 of 1

PURPOSE: To commit the Fire Department to the training of volunteer fire fighters to a standard to enable them to perform their duties safely and efficiently .

SCOPE: This procedure applies to all volunteer fire fighters and officers in the Fire Department.

POLICY: The Fire Department will train volunteer fire fighters on a regular basis to Provincial and Municipal Standards.

PROCEDURE: General:

1. Volunteers at each hall will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve and New Years Day will be the only practices normally cancelled. The Training Officer will endeavour to schedule a daytime practice each month for those volunteers unable to attend the scheduled evening practice.
2. Volunteer fire fighters are expected to attend 70% of all scheduled practices in order to maintain their standing as members of the Department. Volunteer fire fighters should also be able to attend 40% of callouts in order to maintain their standing as members of the Department.

Recruit Fire Fighters

3. When a fire fighter applicant is accepted for training by the Fire Chief, he/she must successfully complete the Volunteer Recruit Basic Training program and then the volunteer probationary

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SECTION 3: TRAINING	Page 2 of 2
TITLE: STANDARDS	
SUB: Volunteer Fire Fighters	

period, before being considered for acceptance as a full member of the Department.

4. During the recruit program and during probationary training, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the Fire Chief if found unsuitable.
5. Recruit fire fighters will be issued turnout clothing upon start of the Recruit Basic Training program. They will be issued pagers upon beginning the probationary period and will then attend Hall functions, training and call outs.
6. During his/her probationary period, a volunteer fire fighter will:
 - a) complete the Department Probationary Training program;
 - b) complete the Department Driver Training program;
 - c) obtain a Class 3 Drivers License or better;
 - d) obtain an air brake endorsement;
 - e) qualify in CPR; and
 - f) complete the First Responder First Aid course, level III minimum.
7. During the probationary period volunteer trainees may attend general meetings of their Hall.
8. Upon completion of 6 months as a probationary volunteer fire fighter and with the Fire Chiefs recommendation, a probationary volunteer fire fighter may be enrolled in the Provincial Certification Program. Upon acceptance as a full member, fire fighters will enroll in the Provincial Certification Program.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01.01
SECTION 3: TRAINING TITLE: STANDARDS SUB: Volunteer Fire Fighters	Page 3 of 3

Fire Fighters

9. All Department volunteer fire fighters will be trained to meet the British Columbia Volunteer Fire Fighter Training Standards, and will participate in the British Columbia Fire Fighter Certification program.
10. Volunteer fire fighters are expected to participate in additional specialized training pertinent to their Hall (for example, MVA rescue, hazardous materials, decontamination). Fire fighters may participate in additional specialized training offered by the Department (for example, auto extrication, First Responder level III) as available and as selected.

Volunteer Officers

11. Upon selection as a volunteer officer, fire fighters will make themselves familiar with Department Operational Guidelines, in order to function efficiently as an officer. Officers will meet the standards of training set for fire fighters, and are expected to attend additional training necessary to fulfill their officer functions (Incident Command System, instructional techniques, for example).
12. Volunteer officers are expected to attend the Officers Seminar and Officer Training sessions held by the Fire Department.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.02
SECTION 2: OPERATIONS TITLE: INCIDENT COMMAND SYSTEM SUB:	Page 1 of 1

PURPOSE: To establish a command system that may be applied consistently to all Fire Department incident responses.

SCOPE: All department personnel who assume command of an incident.

POLICY: O.G.# 2.02 "Incident Command" shall be applied to all incident responses carried out by a *Extension* Fire Department. All department personnel identified within the scope of O.G.# 2.02 shall be familiar with, and carry out their responsibilities identified within this Guideline. The referenced "Incident Command Guidelines" form part of O.G.# 2.02.

- PROCEDURE:**
1. The first in Company/Chief Officer will assume Command of the incident.
 2. The IC will conduct a size-up and broadcast an initial report.
 3. The IC will establish a Command location.
 4. The IC will request additional support and stage incoming units as required.
 5. The IC will initiate offensive or defensive action.
 6. The IC will ensure the tactical priorities of:
 - Rescue victims and life safety of fire fighters
 - Evacuation if required
 - Ventilation
 - Attack
 - Salvage and Overhaul

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SECTION 2: OPERATIONS TITLE: INCIDENT COMMAND SYSTEM SUB:	Page 2 of 2

7. The IC will provide for the safety and welfare of all fire fighters on the fireground.
8. The IC will sector the fireground as/if required.
9. Communication to and from:
 - a) Dispatch -will be through the IC
 - b) Command -will be through dispatch or Sector Officers (where applicable).
10. The IC will maintain operational control.
11. Change of Command may take place upon the arrival of a senior officer and following:
 - a) A report from the existing IC as to fireground conditions, personnel and tasks assigned (preferably face to face).
 - b) A broadcast of assumption of command by the IC.
12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident.
14. The IC will wind down and terminate the incident as conditions dictate.

REFERENCE: BCERMSStandard-ICSPprogram

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Also see O.G. #

Note: IC refers to Incident Commander.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.05.01
SECTION 2: OPERATIONS TITLE: RESPONSE TO CALLS SUB: Out of District	Page 1 of 1

PURPOSE: To establish response procedures to requests for assistance to areas outside either the Fire Protection Local Service Area or the Mutual Aid Districts.

SCOPE: All dispatchers and suppression personnel.

POLICY: *Extension* Fire Departments shall not respond to calls for assistance to areas outside of the Fire Protection Local Service Area (except to Mutual Aid Districts for specific services as defined in Operational Guidelines).

PROCEDURE: *Extension* Fire Departments are not authorized to provide service to areas outside the fire protection area without contractual agreements (Mutual Aid) or the permission of the Administrator.

Requests for service that are clearly outside these areas or are the primary responsibility of other agencies, shall be denied.

Where there is some ambiguity on borderline type calls, units are to be dispatched and may be stood down if the incident is clearly outside the response district.

Where life is at risk or extension of the incident may impact upon the specified fire protection area, service may be provided to borderline incidents provided good judgment is used to justify the borderline proximity (1/2 km) and the need for service.

The RCMP or Ministry of Forests may order assistance be provided to serious incidents outside normal response areas. Under such an Order, units are to respond and the Administrator is to be notified. Order – must be stated that the request is an Order under Provincial or Federal statute.

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REFERENCE: *Local Service Area Establishment Bylaws.*

Also see O.G. #

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.05.02
SECTION 2: OPERATIONS TITLE: RESPONSE TO CALLS SUB: Bomb Scare	Page 1 of 1

PURPOSE: To establish procedures for incidents involving bomb scares or threats.

SCOPE: All fire department personnel/dispatchers.

POLICY: Bomb scares or threats are the responsibility of the RCMP.

PROCEDURE: Reports of bomb scare/threats are to be referred to the RCMP. At the request of the RCMP, fire department personnel will attend to assist in evacuation and fire suppression if needed.

Bomb search is conducted by the RCMP. Fire department personnel do not perform this function.

REFERENCE:

Also see O.G. #

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.05.03
SECTION 2: OPERATIONS TITLE: RESPONSE TO CALLS SUB: Specialized Responses	Page 1 of 1

PURPOSE: To establish response procedures to incidents requiring specialized response services.

SCOPE: Dispatch/Suppression Personnel

POLICY: Incidents requiring a specialized response for operations shall utilize the service of specialists on the enclosed list. Suppression crews will provide assistance within the scope of the department Operational Guidelines to incidents within the boundaries of the Fire Protection Service Area or in Mutual Aid areas when requested by the Fire Department.

PROCEDURE: Operations that require specialized equipment or skills outside the scope of existing fire department staff skills shall be assigned to one of the service providers listed. Such operations include:

- hazmat
- high angle/rope rescue
- search and rescue
- marine/diving
- shipboard fires
- swift water
- other similar incidents

Fire crews will provide support for peripheral activities under the director of the specialists. Gather as much information as possible and establish an appropriate safety perimeter

Should the department have Board authorization to undertake Specialized Response to a specific type of incident, an Operational Guideline is required before undertaking activity.

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<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.05.03
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Hazmat Contractors

<i>Name</i>	
<i>Address</i>	<i>Phone Number</i>

Dive Rescue <i>Name</i>	<i>Phone Number</i>
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SwiftWater <i>Name</i>	<i>Phone Number</i>
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Marine <i>Name</i>	<i>Phone Number</i>
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Search and Rescue /Inland Water Rescue <i>Name</i>	<i>Phone Number</i>
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Rope Rescue <i>Name</i>	<i>Phone Number</i>
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Confined Space Rescue <i>Name</i>	<i>Phone Number</i>
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Downed Aircraft <i>Name</i>	<i>Phone Number</i>
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<i>Extension</i> FIRE DEPARTMENT	O.G.#2.05.03
SECTION 2: OPERATIONS TITLE: RESPONSE TO CALLS SUB: Specialized Responses	Page 3 of3

Also see O.G.# 2.05.09

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.05.05
SECTION . OPERATIONS TITLE: Dangerous Goods SUB: Biological Weapons Threat	Page 1 of 1

PURPOSE: To establish procedures for incidents involving biological weapons (ie. Anthrax).

SCOPE: All fire department personnel/dispatchers.

POLICY: Biological weapons threats are the responsibility of the RCMP.

PROCEDURE: Reports of biological weapons threats are to be referred immediately to the RCMP.

Should the Fire Department receive a suspicious package they are directed to follow established RON Emergency Response Protocol.

REFERENCE: RON Emergency Response Guide

Also see O.G. #

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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.07.01
SECTION 2: OPERATIONS TITLE: SCBA SUB: Self Contained Breathing Apparatus	Page 1 of 1

PURPOSE: To provide Fire Department personnel with the knowledge and requirements for wearing self contained protective breathing apparatus (SCBA), the procedures for donning and doffing SCBA, and the proper care and maintenance of SCBA equipment.

SCOPE: Applicable to all Fire Department personnel required to wear SCBA.

POLICY: All Fire Department personnel will wear SCBA at all times where the fire fighter could encounter hazardous atmospheres, including the following:

- Oxygen deficiency
- Elevated temperatures
- Smoke
- Toxic atmosphere (with or without fire)

SCBA will be worn and maintained in accordance with the *Extension* Fire Department Respiratory Protection Program.

All fire personnel shall wear SCBA before entering any atmosphere that is unknown, oxygen deficient and/or hazardous IDLH (immediately dangerous to life and health).

PROCEDURE: All Fire Department personnel shall, at entry level, be trained and tested in both written and practical manners, in the use, limitations and maintenance requirements of the SCBA. All Fire Fighters shall receive a fit test annually. Fit testing shall be completed by a person qualified and trained in the procedures for positive and negative fit testing.

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SECTION 2: OPERATIONS TITLE: SCBA SUB: Self Contained Breathing Apparatus	Page 2 of2

All Fire Department personnel shall be expected to maintain their proficiency in the use of SCBA. This will be done by recording and reviewing of training sessions on Fire Department training documents.

All Fire Department personnel will receive the appropriate training and information as SCBA equipment is upgraded and changed.

- REFERENCE: *Extension* Fire Department Health and Safety Program
Extension Fire Department Respiratory Protection Program
 IFSTA Essentials of Fire Fighting Training Manual
 Workers' Compensation Board Health and Safety Regulations
 B.C. Fire Academy- SCBA EDUKIT
 NFPA 1981

Also see O.G. # 1.01, 1.02, 1.03.01, 1.07.01

_____ Signature of Fire Chief Date of Issue :----- Forwarded to _____	This O.G. Replaces: _____ Issued on: ----- Admin. Approval: _____
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.17.01
SECTION 2: OPERATIONS TITLE: FIRE SUPPRESSION SUB: Vehicle	Page 1 of 1

PURPOSE: To establish fire fighting procedures for gasoline and/or alternate fuelled vehicles involved in fire.

SCOPE: All fire department personnel responding to vehicle fires.

POLICY: It shall be the responsibility of the Incident Commander to develop an initial strategy and implement effective tactical operations to successfully control and extinguish vehicles involved in fire and to conduct these operations in a safe manner.

PROCEDURE: 1. Positioning Attack Vehicle Safely: The following factors must be considered by the Incident Commander and implemented at his/her discretion, based on the conditions encountered.

If possible, avoid passing a vehicle that is fully involved in fire.

Position the pumper a safe distance (at least 30m) from a vehicle involved in fire.

If possible, position the pumper on high ground and upwind. The only exception to placing the pumper on high ground would be if the vehicle was fuelled with Liquefied Natural Gas (LNG), which is lighter than air.

2. Fire Fighting Tactics: The following fire fighting tactics shall be implemented at the discretion of the Incident Commander, based on the conditions encountered.

Personnel must wear full protective clothing and S.C.B.A., in accordance with O.G.# 2.07 "SCBA".

<p>_____ Signature of Fire Chief</p> <p>Date of Issue:-----</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: _____</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.17.01
SECTION 2: OPERATIONS TITLE: FIRE SUPPRESSION SUB: Vehicle	Page 2 of 2

Two (2) 38mm fog lines must be employed and the initial attack, if possible, made towards the front of the vehicle, and at an angle of approximately 45 degrees. Observe the interior of the vehicle for occupants.

Locate the fire. Apply a water stream to the fuel tank for cooling purposes. Extinguish the fire with second 38mm hose line.

In the event of a vehicle fully or extensively involved in fire, the Incident Commander may order the first 38mm hose line adjusted to a straight stream and directed on the vehicle. The second 38mm hose line is to be used for protection of personnel.

When advancement is made after this initial application, the straight stream should be adjusted to a fog pattern and the Incident Commander should employ effective tactical operations to control and extinguish the fire.

Note: There is nothing in this Operational Guideline that restricts the Incident Commander from using foam to combat a vehicle fire.

REFERENCE: O.G. 1.06.03

Also see O.G.# 2.07.

_____ Signature of Fire Chief	This O.G. Replaces: _ _____
Date of Issue :-----	Issued on: _____
Forwarded to _____	Admin. Approval: ____ _

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.28.02
SECTION 2: OPERATIONS TITLE: BUILDING SECURITY SUB: Fire Watch Detail	Page 1 of 1

PURPOSE: To establish a procedure for providing a 'fire watch' and building security detail after a fire incident.

SCOPE: Incident Commanders

POLICY: A 'fire watch/building security' detail shall be assigned to guard structures damaged by a major fire incident.

PROCEDURE: A fire watch/building security detail shall be established at a structure whenever the need becomes apparent to:

- protect the scene for investigation
- provide observation to prevent rekindle
- provide security whenever the owner/occupant cannot be located and valuables are left inside an unsecured building
- provide observation and security against possible incendiarism

The watch person is to be provided with information explaining any hazards or conditions which he should specifically watch for. He will be assigned a 'marked' fire department vehicle where possible and a radio.

Persons assigned to the watch shall:

- remain alert at all times
- protect the scene from unauthorized entry (if in doubt, contact the fire department dispatcher via radio)
- guard against rekindling of fire
- call for help immediately, whenever problems arise

_____ Signature of Fire Chief	This a.G. Replaces: _____
Date of Issue: _____	Issued on : _____
Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 2.28.02
SECTION 2: OPERATIONS TITLE: BUILDING SECURITY SUB: Fire Watch Detail	Page 2 of 2

When fire watch is provided for security purposes, it shall only remain on the scene until the building can be boarded up or the owners assume responsibility.

Where the fire watch is provided for protection against reignition, it shall remain on the scene for a MINIMUM of four hours after the LAST embers have been extinguished.

REFERENCE:

Also see O.G. #

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue:-----</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces:_____</p> <p>Issued on:-----</p> <p>Admin. Approval:_____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01
SECTION 3: TRAINING TITLE: STANDARDS SUB:	Page 1 of 1

PURPOSE: To commit the Fire Department to the training of fire fighters to a standard to enable them to perform their duties safely and effectively.

SCOPE: This procedure applies to all fire fighters, fire suppression officers and command officers in the Fire Department, career and volunteer.

POLICY: The Fire Department will train all fire fighters on a regular basis to Provincial and Municipal standards.

PROCEDURE: General:

1. In order to assist fire fighters in training, the Fire Chief will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Fire Department.
2. Fire Department training will be designed to meet the following standards:
 - a) *Extension* Fire Department Operational Guidelines
 - b) NFPA 1001 -Fire Fighter Professional Qualifications
 - c) NFPA 1002- Driver Professional Qualifications, and
 - d) Volunteer Fire Fighter Training Standards, Province of British Columbia
 - e) BCERMS Standard -ICS 100

Training Responsibilities:

3. The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire Chief.

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue : -----	Issued on : -----
Forwarded to _____	Admin. Approval: -----

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01
SECTION 3: TRAINING TITLE: STANDARDS SUB:	Page 2 of 2

4. The Training Officer is responsible for:
 - a) determining Department training needs;
 - b) maintaining training records for all members of the Department
 - c) developing Department training programs;
 - d) evaluating continuity of training each hall;
 - e) scheduling & coordinating special training sessions; and
 - f) conducting training, as required.

5. The Deputy Chief is responsible for:
 - a) coordinating with the Training Officer in matters relating to training;
 - b) evaluating the training needs for their respective hall;
 - c) establishing a training schedule for their respective hall;
 - d) providing overall guidance to their respective halls in matters relating to training;
 - e) conducting training, as required; and
 - f) forwarding lesson plans and class attendance to the Training Officer as soon as possible after classes are completed.

6. Officers and instructors are responsible for:
 - a) instructing as per Department training schedules, utilizing applicable standards, manuals and Operational Guidelines, as well as Department and other training aids; and
 - b) completing lesson plans and class attendance as soon as possible after classes are completed.

_____ Signature of Fire Chief	This O.G. Replaces: _____
Date of Issue: _____	Issued on: _____
Forwarded to _____	Admin. Approval: _____

OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01
SECTION 3: TRAINING TITLE: STANDARDS SUB:	Page 3 of 3

7. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

REFERENCE: *Extension* Fire Department Operational Guidelines
 BC Firefighting Standard Level 1
 BC Firefighting Standard Level 2
 IFSTA Essentials of Fire Fighting Training Manual
 JIBC Edukit

Also see O.G.# 3.01.02

_____ Signature of Fire Chief Date of Issue : ----- Forwarded to _____	This O.G. Replaces: _____ Issued on : ----- Admin .Approval: -----
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01.01
SECTION 3: TRAINING TITLE: STANDARDS SUB: Volunteer Fire Fighters	Page 1 of 1

PURPOSE: To commit the Fire Department to the training of volunteer fire fighters to a standard to enable them to perform their duties safely and efficiently.

SCOPE: This procedure applies to all volunteer fire fighters and officers in the Fire Department.

POLICY: The Fire Department will train volunteer fire fighters on a regular basis to Provincial and Municipal Standards.

PROCEDURE: General:

1. Volunteers at each hall will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve and New Years Day will be the only practices normally cancelled. The Training Officer will endeavour to schedule a daytime practice each month for those volunteers unable to attend the scheduled evening practice.
2. Volunteer fire fighters are expected to attend 70% of all scheduled practices in order to maintain their standing as members of the Department. Volunteer fire fighters should also be able to attend 40% of callouts in order to maintain their standing as members of the Department.

Recruit Fire Fighters

3. When a fire fighter applicant is accepted for training by the Fire Chief, he/she must successfully complete the Volunteer Recruit Basic Training program and then the volunteer probationary

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue:-----</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces:_____</p> <p>Issued on:-----</p> <p>Admin. Approval:-----</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01.01
SECTION 3: TRAINING TITLE: STANDARDS SUB: Volunteer Fire Fighters	Page 2 of 2

period, before being considered for acceptance as a full member of the Department.

4. During the recruit program and during probationary training, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the Fire Chief if found unsuitable.
5. Recruit fire fighters will be issued turnout clothing upon start of the Recruit Basic Training program. They will be issued pagers upon beginning the probationary period and will then attend Hall functions, training and call outs.
6. During his/her probationary period, a volunteer fire fighter will:
 - a) complete the Department Probationary Training program;
 - b) complete the Department Driver Training program;
 - c) obtain a Class 3 Drivers license or better;
 - d) obtain an air brake endorsement;
 - e) qualify in CPR; and
 - f) complete the Fir:st Re:;ponder First Aid course, level III minimum.
7. During the probationary period volunteer trainees may attend general meetings of their Hall.
8. Upon completion of 6 months as a probationary volunteer fire fighter and with the Fire Chiefs recommendation, a probationary volunteer fire fighter may be enrolled in the Provincial Certification Program. Upon acceptance as a full member, fire fighters will enroll in the Provincial Certification Program.

_____ Signature of Fire Chief Date of Issue : ----- Forwarded to _____	This O.G. Replaces: _____ Issued on : ----- Admin. Approval: -----
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01.01
SECTION 3: TRAINING TITLE: STANDARDS SUB: Volunteer Fire Fighters	Page 3 of 3

Fire Fighters

9. All Department volunteer fire fighters will be trained to meet the British Columbia Volunteer Fire Fighter Training Standards, and will participate in the British Columbia Fire Fighter Certification program.
10. Volunteer fire fighters are expected to participate in additional specialized training pertinent to their Hall (for example, MVA rescue, hazardous materials, decontamination). Fire fighters may participate in additional specialized training offered by the Department (for example, auto extrication, First Responder Level III) as available and as selected.

Volunteer Officers

11. Upon selection as a volunteer officer, fire fighters will make themselves familiar with Department Operational Guidelines, in order to function efficiently as an officer. Officers will meet the standards of training set for fire fighters, and are expected to attend additional training necessary to fulfill their officer functions (Incident Command System, instructional techniques, for example).
12. Volunteer officers are expected to attend the Officers Seminar and Officer Training sessions held by the Fire Department.

<p>_____</p> <p>Signature of Fire Chief</p> <p>Date of Issue: -----</p> <p>Forwarded to _____</p>	<p>This O.G. Replaces: _____</p> <p>Issued on: -----</p> <p>Admin. Approval: _____</p>
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OPERATIONAL GUIDELINE

<i>Extension</i> FIRE DEPARTMENT	O.G.# 3.01.01
SECTION 3: TRAINING TITLE: STANDARDS SUB: Volunteer Fire Fighters	Page4of4

REFERENCE: Volunteer Fire Fighter Training Standards, Province of British Columbia
Extension Fire Department Operational Guidelines
Fire Department Membership Application Form
Fire Department Probationary Training Program
Fire Department Driver Training Program
GBNAME Position Posting and Eligibility Program
IFSTA Essentials of Fire Fighting
JIBC Edukit

Also see O.G. #

	This O.G. Replaces:
Signature of Fire Chief	Issued on:
Date of Issue:	Admin. Approval:
Forwarded to	

NANOOSE FIRE DEPARTMENT OPERATIONAL GUIDELINES

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* = WCB requirement completed Needs officer approval w = on web page

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00.00	

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: OPERATIONAL GUIDELINE POLICY

OG# 01 /01

PAGE 1 OF 1

PURPOSE

To provide for the safe and efficient operation of the Nanoose Volunteer Fire Department in conformance with all known Federal, Provincial and Local Government, Acts, Regulations and Bylaws.

SCOPE

All fire department personnel.

POLICY

In accordance with the authority provided by the Regional District of Nanaimo "Fire Services" Bylaw #1003.02, 2007, all new and current Operational Guidelines that have been established and signed by the Fire Chief shall be adhered to by all fire department personnel identified within the scope of each guideline.

PROCEDURE

It is the responsibility of all fire department personnel to understand and comply with all relevant Operational Guidelines. It is the responsibility of both the junior and senior officers of the fire department to understand, comply with and enforce all relevant Operational Guidelines. Any forms or documents referenced by or encompassed within these guidelines become part of the Nanoose Volunteer Fire Department Operational Guidelines.

REFERENCES

RELATED GUIDELINES

Created On:	Sept 08, 2001	Revised On:	Aug 19, 2014
This document replaces the last revision of:			Sept 08, 2001
Approved by:			
Effective date:	Sept 08, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: OHS PROGRAM	OG# 01/02

1. We all want to have a safe and healthy workplace. To ensure this, we need everybody's participation.
2. The management of the NANOOSE VOLUNTEER FIRE DEPARTMENT is committed to providing safe and healthy working conditions, and to promoting positive attitudes towards health and safety within the organization.
3. Management is responsible for providing a safe work site and for establishing and maintaining adequate standards of maintenance of the site and equipment to ensure that physical and health hazards are guarded against or eliminated, and for developing work procedures conducive to a safe and healthy workplace.
4. Fire Officers are responsible for ensuring that fire fighters are properly instructed to do their work safely; for enforcing safe work procedures and regulations; and for correcting all unsafe activities.
5. All workers and subcontractors working on Fire Department property and equipment are required to work safely, to know and follow all rules and safe work procedures.
6. Everyone is expected to correct or report unsafe conditions and activities, and to work co-operatively toward the prevention of accidents.
7. Safety related defects shall be reported using "SAFETY DEFECT" report forms, located in the OG manual in the radio room. Safety defect reports shall be Signed and dated by the person reporting the defect.

Created On:	July 3, 2002	Revised On:	December 15, 2014
This document replaces the last revision of:			
Approved by:			
Effective date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: OHS PROGRAM	OG# 01/02

Terms of Reference

1. Name of Safety and Health Committee
Nanoose Volunteer Fire Department Safety committee.

2. Constituency
All employees \ members of the Nanoose Volunteer Fire Department as represented by a four-member committee.

3. Purpose of the Committee
To identify and resolve safety and health problems in support of a planned occupational safety and health program in the place of employment, in a co-operative spirit

4. Functions of the Committee
 - (a) Make recommendations for the establishment and enforcement of safety and health policies and practices,
 - (b) Participate in the identification of dangers to safety and health in places of employment, and recommend means of controlling the dangers,
 - (c) Obtain information from the Fire Chief and from such other sources as necessary regarding the identification of existing or potential dangers to safety and health at the place of employment,
 - (d) Advise on and promote safety and health programs for the education and information of the Department,
 - (e) Receive, consider, and where necessary, investigate, complaints respecting safety and health of members at the place of employment, and where necessary make recommendations to the Fire Chief
 - (f) Maintain records regarding the complaints received and the resolution of those complaints,
 - (g) Where applicable review the information resulting from monitoring and measuring procedures, and where necessary make recommendations to the Fire Chief,
 - (h) Participate in inspections at places of employment concerning the safety and health of members and workers,
 - (i) Perform any other duties that a W.C.B. officer may assign to a committee.

Created On:	July 3, 2002	Revised On:	December 15, 2014
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Approved by:			
Effective date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: OHS PROGRAM	OG# 01/02

5. Records

- (a) The committee will keep accurate records of all matters that come before it.
- (b) Records are kept at the Fire hall in a file in the chief s office a Minimum five years.

6. Meetings

- (a) The committee will meet monthly.
- (b) Special meetings, if required, will be held at the call of the Fire Chief or the committee
- (c) A quorum shall consist of a majority of members,
- (d) The committee will add procedures it considers necessary for the meetings.
- (e) Minutes will be prepared by the secretary as soon as possible after the meeting and will be made available to the all members, and to the Workers' Compensation Board.

7. Committee Officers

The committee shall appoint a Chairman and a Secretary from its membership.

8. Amendments

These terms of reference may be amended by majority vote of committee members.

Created On:	July 3, 2002	Revised On:	December 15, 2014
This document replaces the last revision of:			
Approved by:			
Effective date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: OHS PROGRAM	OG# 01/02

Compensation Reports

Regulation 1

The officer in charge is responsible to record and report to the fire chief, any injury or industrial disease reported to him / her by the member.

Regulation 2

Obligation of the Fire Chief /Designate to report the injury to the WCB commences when an officer, first aid attendant, or other member of the department first becomes aware of any one of the conditions listed in Regulation 3.

Regulation 3

Where none of the conditions listed (a) to (h) is present, an injury is a minor injury and is not required to be reported to the WCB unless one of those conditions subsequently occurs.

Thus, a reportable injury is an injury arising out of and in the course of employment or which is claimed by the worker concerned to have arisen out of and in the course of such employment, and in respect of which any one of the following conditions is present or subsequently occurs.

- (a) The member/worker loses consciousness following the injury, or
- (b) The member/worker is transported or directed by a first aid attendant or other representative of the Department to a hospital or other place or medical treatment, or is recommended by such person to go to such place, or
- (c) The injury is one that obviously requires medical treatment, or
- (d) The member/worker states that he/she intends to seek medical treatment, or
- (e) The member/worker has received medical treatment for the injury, or
- (f) The member/worker is unable or claims that he / she is unable by reason of the injury to return to his/her usual job function on any working day subsequent to the day of injury. A Medical Practitioner must verify this time loss.
- (g) The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or a hearing aid, or
- (h) The member/worker or the WCB has requested that an employer's report be sent to the WCB.

Created On:	July 3, 2002	Revised On:	December 15, 2014
This document replaces the last revision of:			
Approved by:			
Effective date:	December 15, 2014		

OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: OHS PROGRAM

OG# 01/02

PAGE 5 OF 5

REGULATION 4 - WCB Reporting system (FORMS)

Member Will fill out the "Safety Hazard/Accident Report" form, for minor injuries or exposures requiring recording only, no WCB involvement at the time.

Will fill out a Form 6, completely, for a time loss or compensable injury. That will also require a Form 7 to be filled out by the Fire Chief's Office.

First Aid The first aid attendant will fill out Form 7A if first aid was rendered to the injured person.

Chief Will complete Form 7 and forward all forms to WCB

The Fire Chief s Office will maintain records of all accidents or exposures in the members personal file.

INVESTIGATION

The Fire Chief and/or Deputy Chief's, along with a member or members of the Safety Committee, will do the accident investigation on all injuries, and make a written report.

Created On:	July 3, 2002	Revised On:	December 15, 2014
This document replaces the last revision of:			
Approved by:			
Effective date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: "SAFETY HAZARD/ACCIDENT REPORT"

OG# 01/02

PAGE 1 OF 1

PURPOSE

To provide for consistent reporting of hazard or accidents

SCOPE

All Fire Department Personnel

POLICY

PROCEDURE

Circle one

REPORT OF: SAFETY HAZARD or **ACCIDENT REPORT**

EQUIPMENT or PERSONNEL

Pass on to FIRE CHIEF FIRE CHIEF

DEPUTY CHIEF TRAINING OFFICER

EQUIPMENT COMMITTEE SAFETY COMMITTEE

CHAIR

REMARKS:

If equipment is damaged describe what and severity of damage. If only minor personal injury describe what the injury is and how it happened, also note time and date of injury. This form only serves as a temporary measure (24 hrs) to see if anything develops from injury. ie. Minor cuts, bruises, minor sprain, etc.

TIME: _____

DATE: _____

PERSON MAKING REPORT: _____

If "Equipment"

SHOULD THIS PIECE OF EQUIPMENT BE TAKEN OUT OF SERVICE?

Yes / No _____

If "Person" DO YOU EXPECT TO BE OFF OF WORK BECAUSE OF THIS INJURY?

Yes / No _____

REFERENCES

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	September 22, 2015
This document replaces the last revision of:			September 22, 2015
Approved by:			
Effective date:	September 22, 2015		

OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: OFFICE OF THE FIRE COMMISSIONER

OG# 01/03

PAGE 1 OF 1

PURPOSE

To establish a procedure for notifying and/or contacting the Office of the Fire Commissioner.

SCOPE

Senior officer in charge or Local Assistant to the Fire Commissioner.

POLICY

The Office of the Fire Commissioner shall be notified in the event of;

- **Fire death(s), serious injury or suspicious fire;**
- **Fires of unusual circumstance or large dollar loss;**
- **To report unsafe premises with respect to fire safety;**
- **In the event of a potential building or area evacuation.**

PROCEDURE

The Senior officer in charge or the Local Assistant to the Fire Commissioner shall notify the Office of the Fire Commissioner at 1-888-988-9488 (24 hrs)

REFERENCES

Fire Services Act – Section 13

Fire Services Act – Section 25

RELATED GUIDELINES

Created On:	Mar 27, 2000	Revised On:	Nov 2, 2014
This document replaces the last revision of:			N/A
Approved by:			
Effective date:	December 1, 2014		

**REGULATIONS FOR THE OFFICERS AND OTHER MEMBERS
OF
NANOOSE VOLUNTEER FIRE DEPARTMENT**

ARTICLES ONE TO FOURTEEN

ARTICLE 1

Section 1

The Officers of the Fire Department shall consist of a Fire Chief, one or two Deputy Chiefs, a Training officer and not less than two Captains and/or two Lieutenants.

Section 2

The Fire Chief and the Deputy Fire Chief(s) and Training officer shall be elected by the members of the Fire Department at their annual meeting.

- (a) To be eligible for these positions a person must have a minimum experience of one year in a command position in the Nanoose Volunteer Fire Department.

Section 3

The Fire Department members at their annual meeting shall elect a Secretary (and if required, a Treasurer) from their membership.

Section 4

If a position should become vacant before expiry of a term of office, a special election shall be held to fill the vacant position.

Section 5 The election of these officers shall be by secret ballot.

ARTICLE 2 DUTIES OF THE FIRE CHIEF AND OTHER OFFICERS.

Section 1

The Fire Chief is responsible to the Board of Directors of the Nanoose Fire Protection Society for all matters pertaining to the operation of the Fire Department; and he/she shall attend Board meetings and submit a monthly report.

- (a) Other duties as described in the Fire Chiefs job description.

Section 2

It is the duty of the Fire Chief to hold a regular meeting at least quarterly. The Fire Chief may call special meetings as he/she requires, or at the written request of five members, stating the purpose of the meeting.

Section 3

The Fire Chief shall exercise general supervision of all the affairs of the Department. He/she shall normally act as chairman of every meeting. He/she shall carry out and enforce the Regulations of the Fire Department to the best of his/her ability.

Section 4

The Fire Chief shall be in complete charge at all fire and at practices. In his absence, the senior Officer or Member present shall automatically take over as acting Chief, exercising all the powers of the Fire Chief.

Section 5

It shall be the duty of the Fire Chief, Deputy Fire Chief(s) and Training officer to appoint Captains and Lieutenants from among the Members according to their qualifications and experience, and when necessary terminate such appointments. The chain of command is to be designated and posted.

Section 6

The Fire Chief, Deputy Fire Chief(s) and Training officer shall decide upon the total number of Active Members, Senior Members, Junior Members and Cadet Members to be considered the "effective strength" of the Fire Department. They will be responsible for keeping the Active Membership (ages 18-60) at that level, but never below the minimum strength of fifteen as laid down in the Constitution and By-laws of the Nanoose Fire protection Society.

Section 7

The Fire Chief shall ensure that the residents of the area are kept informed on fire hazards in the community and on the activities of the Department.

Section 8 The Fire Chief shall see that each fire is investigated as required, to determine the cause, if possible. In the case of suspicious circumstances he/she shall secure and preserve all possible evidence for future use.

Section 9

The Fire Chief shall be an ex-officio member of every committee.

Section 10

It shall be the duty of the Deputy Fire Chief(s);

- (a) To perform the duties of the Fire Chief, in his absence.
- (b) To assist the Fire Chief in the discharge of his duties.
- (c) Other duties as described in the Deputy Chiefs job description.

Section 11

The Training Officer is responsible for determining Department training needs in consultation with the Fire Chief and Deputy Chief(s), maintaining training records for all members of the Department, developing Department training programs, evaluating continuity of training, and conducting training, as required.

(a) Other duties as described in the Training officers job description

Section 12

The Captains and Lieutenants shall carry out duties as delegated to them by the Fire Chief ,Deputy Fire Chief(s)or Training officer.

Section 13

The term of duty of each Captain and Lieutenant shall be for one year or until the calendar year end, unless terminated at an earlier date by the Fire Chief. The newly-elected Fire Chief ,Deputy Fire Chief(s)and Training Officer shall fill the vacancies so created by making appointments forthwith.

ARTICLE 3 DUTIES OF THE FIRE DEPARTMENT SECRETARY.

Section 1

It shall be the duty of the Secretary to keep a record of all proceedings of the Department; to call the roll; to record all absentees; to keep the books and records of the department; to issue new I.D. cards yearly.

Section 2

The secretary shall give each member at least one day's notice of any special meeting.

Section 3

The Secretary shall notify each person when he/she is elected a member of the Department, and furnish him with a copy of the current regulations and an I.D. card.

ARTICLE 4 DUTIES OF THE FIRE DEPARTMENT TREASURER.

Section 1

The Treasurer shall receive all monies entrusted to his keeping. He/she shall keep a regular account of all monies as received and those properly authorized to be paid out on behalf of the Fire Department. The Fire Chief, the Treasurer and one other elected officer shall have signing authority. Any two required.

Section 2

He/she shall present an annual financial statement of the affairs of the Department to the Annual Fire Department meeting.

Section 3

He/she shall submit the books and supporting documents to an auditing committee at the end of each fiscal year, and will submit the books for approval by the membership.

Section 4

No member or members of the Department shall transact any business involving finance or major decisions without first obtaining proper authorization.

ARTICLE 5 CONDITIONS OF MEMBERSHIP.

Section 1

Any resident of Nanoose Fire Protection Area, of good character, and health and between the ages of 18 and 60, shall be eligible for active membership subject to, a complete physical examination before being elected and every two years thereafter except as per [article 5 section 7.](#)

Section 2

The Fire Department will accept Junior Members who are between sixteen and eighteen years of age, and Cadet Members who are between thirteen and fifteen years of age. All are to be of good character and residents in the Fire Protection Area. Cadet Members may not drive vehicles. Juniors or Cadets may not enter a burning building. Other restrictions may be laid upon Juniors or Cadets from time to time by order of the Fire Chief.

Section 3

The Fire Department may accept area residents over the age of 60 as senior members. Such members may be assigned to restricted duties as required by any governing regulations.

Section 4

Applications for Membership will be received in writing by the fire department. When a vacancy arises the applicant will be invited to attend an oral and practical interview, and if successful, the first convenient regular practice. The applicant shall comply with all other requirements. He/She will be introduced to all members present The applicant will serve a minimum of a twelve month probationary period.

Section 5

After completing the probationary training requirements the applicant shall then be voted on by secret ballot, at the first available business meeting, from which he/she will be absent. He/she shall be declared elected if he receives a majority vote of Members present.

Section 6

An unsuccessful applicant may submit a new application should he/she decide to seek Membership at a later date.

Section 7

All members of age 55 or over shall be required to have a yearly, complete medical examination at no cost to the individual.

Section 8

Any member who appears unfit for duty may be ordered to have a complete physical examination at the discretion of the Fire Chief and Deputy Chief(s).

Section 9

Any member may be struck off the roll of Members for just cause, if the action is authorized by majority secret vote of the members present at a regular meeting.

Section 10

(a) Persons who help to maintain and promote the best interests of the Nanoose Volunteer Fire Department through financial or material support, personal service, or through co-operation as officers in other organizations, may be proposed for Honorary Membership in the Nanoose Volunteer Fire Department if approved by a two-thirds majority vote at a regular Fire Department meeting.

(b) Upon such approval, the Secretary shall inform such new Honorary Members by letter, outlining privileges and asking whether the offered Honorary Membership is accepted. The letter shall state that Honorary Membership entitles the holder to a welcome to Fire Department social events, field days et cetera.

(c) With the exception of persons mentioned in (d) and (e) Honorary Members shall have a two year term unless the Honorary Member resigns or his Membership is terminated for just cause and so decided by a two-thirds vote at a regular Fire Department meeting.

(d) Some persons may be offered Honorary Membership for a term. Office holders in other organizations may be in this category. They will be asked to inform the Fire Department when their term of office ends and to give the name of the new incumbent, who may be invited to assume the Honorary Membership.

(e) Members of the Board of Directors of the Nanoose Fire Protection Society, shall hold Honorary Membership during their term of office.

ARTICLE 6 DUTIES OF MEMBERS.

Section 1

It shall be the duty of all members of the Department:

- (a) To become familiar with and abide with these rules & regulations, all operational guidelines and any other relevant policies.
- (b) To obey and respect their officers at all times.
- (c) To be prompt at all meetings and practices.

- (d) To so familiarize themselves that they may be capable of handling any part of the equipment.
- (e) To respond as quickly as possible after hearing the general alarm, or on being contacted in any other way; and to take charge if necessary until the arrival of a senior officer.
- (f) To show courtesy and respect at all times in dealing with the public.
- (g) To return to the Fire Hall after fires and practices to assist in proper care of the equipment, and in putting it in readiness for the next call.
- (h) To notify the officer-in-charge when leaving duty.
- (i) To be responsible for his/her own helmet, coat, boots, and any other equipment issued to him personally; and when his membership in the Department ends, to return all Department property in his possession to the Chief.
- (j) appropriate Personal protective equipment must be worn to emergency calls and practices.
- (k) Members shall notify the Fire Chief if unable to attend practice or emergency calls.

ARTICLE 7 SOBRIETY.

Section 1

No member may participate at any fire, practice or meeting if impaired by alcohol or any other drug. The judgement of the Fire Chief or Senior Officer present, is final on the question.

Section 2

Repeat offenses under this heading are grounds for being struck off the roll of Members as provided in [Article 5, Section 9.](#)

ARTICLE 8

Section 1

No member shall drive the fire apparatus unless properly qualified or directed to do so by the Chief, Deputy Chief(s), or by an officer delegated by them. Members shall observe all traffic regulations.

Section 2

No person, not a member of the Department, unless authorized by a Department Officer, shall be allowed to ride on the apparatus or to handle equipment.

Section 3

When equipment or apparatus is involved in an accident, the driver shall immediately report the incident to the Officer-in-Charge and both shall make a written report to the Fire Chief.

Section 4

Any member involved in an accident while on duty in a private car, shall immediately report the accident to the Officer in Charge and both shall make written report to the Fire Chief.

Section 5

Any injuries incurred in the performance of duties shall be reported immediately to the Officer in Charge and both shall make written report to the Fire Chief.

ARTICLE 9

Section 1

The Department shall not respond to a fire or emergency outside the limits of the Fire Protection Area except:

(a) that in the opinion of the Fire Chief (or Senior Officer in his absence) the fire or emergency threatens property in Nanoose Fire Protection Area,

(b) in another area with which an agreement has been entered into to provide fire protection, or

(c) on property with respect to which an agreement has been entered into with any person or corporation to provide protection therefore.

(d) an emergency authorization by the Fire Chief (or Senior Officer in command in his absence), to dispatch equipment to another area for disaster or when assistance has been specifically requested by another fire department.

ARTICLE 10 MEETINGS AND PRACTICES.

Section 1

As stated in part under [Section 2](#), it shall be the duty of the Fire Chief to call all regular and special meetings and practices; to preside at all meetings; to preserve order; to decide all points of order that may arise, subject to appeal by any Member present, which appeal, if seconded must be decided by a majority open vote.

Section 2

A quorum of 10 Members, exclusive of the Chairman, is required for any regular or special meeting of the Fire Department.

Section 3

No member shall be excused from attending any meeting or practice except on grounds of sickness, work, holiday, or while on leave of absence of a three month term granted by the Fire Chief. The Secretary should be informed so that his attendance record may be accurate.

Section 4

Any member whose attendance falls below 75% may be struck off the roll of Members as provided in [Article 5, Section 9](#).

Section 5

Should a Member be absent for reasons covered in [Section 3](#), it shall be recorded by the Secretary in the Attendance record.

ARTICLE 11 COMMITTEES.

Section 1 WELFARE COMMITTEE

The Fire Chief shall appoint a committee whose duties are to note, follow up, and suitably recognize absences of members through illness, accident, bereavement, and special occasions such as weddings, anniversaries, births, or other important occasions. The Chairman will inform the Fire Chief of all such cases in order that he may announce same to the membership.

Section 2 SOCIAL COMMITTEE

The Fire Chief shall appoint a committee with duties

(a) to set up and operate any activity decided upon by the membership for the comfort and refreshment of Department members.

(b) to assist the Welfare Committee, when necessary in the handling of 'outside' social functions.

Section 3 REVIEW COMMITTEE

Shall be elected and operate as per OG 01-19.

Section 4 SAFETY COMMITTEE

Shall be appointed and operate as per OG 01-02

Section 5

The Fire Chief shall appoint such other committees as may be required from time to time.

Section 6

The term of duty of each Committee shall end at the annual meeting unless terminated earlier by the Fire Chief. Such committees as are still required are to be reconstituted by the newly-elected Fire Chief.

ARTICLE 12 RULES OF ORDER.

Section 1

No member shall be allowed to speak until recognized by the Chair.

Section 2

Only one member shall be entitled to the floor during the same period of time.

Section 3

No member shall speak for more than five minutes on any one subject, except by permission of the Chief.

Section 4

No questions can come before the Department unless properly moved and seconded and declared open for discussion by the Chair.

Section 5

Any member may call for a vote on any question at any point in a discussion, but it shall be the decision of the Chairman when the vote shall be taken, subject to appeal as provided in [Article 10, Section 1](#). Any member may ask for a recorded vote, unless the question is one to be decided by secret ballot. If the Chairman directs a recorded vote, the Secretary shall call the roll and list in the minutes the ayes and nays by name.

Section 6

All questions, unless otherwise governed by the By-laws, shall be settled by a simple majority of the votes cast.

Section 7

When a motion is properly before the Department meeting, it must be disposed of before another can be entertained; nor shall any motion be subject to more than two amendments.

Section 8

When a point of order is raised by any member, the person having the floor shall take his seat until the point is decided by the chair; when, if proper, he may resume.

Section 9

No member shall leave the room during a meeting unless permission be given by the Chair.

ARTICLE 13 ORDER OF BUSINESS.

Section 1

- (1) Roll Call.
- (2) Reading of minutes.
- (3) Reading of communications.
- (4) Unfinished business.
- (5) Reading of accounts.
- (6) Committee reports.
- (7) New business.

ARTICLE 14 RETIREMENT AND HONORARY MEMBERSHIP.

Section 1

Upon reaching the age of 60, a member shall retire from active fire fighting duty, but he/she may elect to continue as a senior member under the regulations in [Article 5, Section 3](#).

1st revision March 11, 1974.

2nd Revision June 6, 1984.

3rd Revision April 17 1990

4th Revision; Approved by the members of the Nanoose Volunteer Fire Department at their regular general meeting and enacted by the Board of Directors, Nanoose Fire Protection Society, December 10, 2008

Addenda to Rules and Regulations
NANOOSE VOLUNTEER FIRE DEPARTMENT
Emeritus - a lifetime status

EMERITUS Earned by merit i.e. time, energy, skill - donated to the Department by an active member at the expense of family, friends, social activity involving loss of Saturdays and Sundays through Time spent at the Fire Department on behalf of the department and the community on a continuing basis.

e.g. The construction years by an active member.
Only active firemen can qualify.
Only a roll call meeting with a secret ballot can confer this status.

PURPOSE To allow for retirement by a member from the active roster, by his earned merit to maintain and retain the privileges of the Fire Department on a non-active basis. In so doing, the status would only be granted on the understanding that when called upon to render service, said service will be given within his or her capability to do so.

This would not preclude such a privilege holder from volunteering such time, capabilities or skills that any situation arising may warrant and that coverage by W.C.B. is carried by the Department at all times.

EXCEPTION:

A Fire Fighter who retired or resigned prior to October, 1977 (First five year awards) may be proposed for this status provided the qualifications are met and the balloting is done at a Roll call business meeting of the Department.

QUALIFICATIONS:

An assessment of the individual's contribution of time, capabilities, skill and service as an active Fire Fighter. (L.O.A. is interrupted service).

Intense Era-

inception of completion of three bays with upstairs
(Jan, 1971 - Dec., 1974).
construction of fourth bay, completion of tower, all fleet mobile,
all planned projects completed (Jan. 1975 - Dec. 1977)

Growth Era- (Jan. 1978 - ?)

Seniors

- full participation in all aspects of the Department with a minimum of two years continuous service with no L.O.A. - but a five year service would be acceptable.

Charter Members

- when coupled with service as an active Fire Fighter (senior or otherwise) will be considered as an asset but lack of it will not prevent election to Emeritus Status.
- Nominations for Emeritus shall be submitted to the Fire Chief by two active firemen only after the nominee has been approached and indicated acceptance if elected.
- The Fire Chief will appoint a group to evaluate and assess the performance of the nominee and the group will indicate whether or not Emeritus Status should be granted . If approved, the Fire Chief will present the name and background of the nominee and call for a secret ballot at a regular business meeting. A two-thirds majority of the Roll Call members will ensure election of the nominee.
- If enough Emeritus Status holders are available, the Fire Chief may call upon them to evaluate and assess any nominations submitted to him/her.

Residential Qualifications:

Emeritus Status holders are expected to reside within the Fire Protection Boundaries and to maintain their right to the privileges of the Fire Department as noted elsewhere. Relocation would require a formal notice to the Fire Chief and the return of any keys held. W.C.B. protection would be withdrawn.

Clarification:

Retirement from the active roster is not resignation from the Fire Department.

Record of attendance - for W.C.B. purposes, status holders should indicate attendance at the fire hall (for any purpose) opposite their name on the roster sheet.

HALL AND FIRE GROUND RULES

The Fire Chief is the only person to speak for the department.

No persons other than officers and radio operator in the radio room during fires and practices unless permission granted by the Fire Chief.

No personal guests Monday nights-exceptions may be granted by the Chief.

Non-members are to stay out of the room until fire debriefing is over unless authorized.

Guests must be signed in by a member. Maximum 2 guests per member(his/her family and children not included).

Children are to be supervised at all times (no excessive noise, running around, etc.)

Duty crews are not to imbibe on their duty crew night.

Leave your dirty boots at bottom of stairs - **CLEAN** up your own mess.

Your glass must be rinsed and put in the dish washer, cans and bottles are to be put away in the kitchen.

Fire Department property and equipment are not to be taken out of building except by permission of the Chief.

No coins or other objects are to be thrown on pool table.

No drinks etc. to be over or on pool table.

When finished with pool table put 3 balls in each pocket and cover the table.

Thermostats are to be left alone.

No part of your uniform (fire helmet, pants, coat, boots, etc.) are to be used for any personal reason (e.g. working in yard at home).

When your last leaving the building be sure all doors are locked and the burglar alarm is activated.

Members are not allowed to bring alcohol into the Fire Hall.

Beards and moustaches are not allowed if they interfere with the SCBA face seal.

ALL members are to call in if going out of district.

Nanoose Volunteer Fire Department
RULES AND GUIDELINES FOR PROBATIONARY MEMBERS

As a probationary member you will serve a minimum twelve month probationary period (this period may be extended).

After serving your probationary period and meeting probationary requirements you will be voted on at the first available business meeting from which you will be absent.

Beards and moustaches are not allowed if they interfere with an air mask seal.

Members must notify the officer in charge when leaving duty.

Probationary cadet or junior members may not enter burning buildings or drive fire vehicles.

No member shall be excused from attending any meeting or practice except on the grounds of sickness, work or holidays. Members should phone the hall to tell why they can't make the meeting or practice.

Members must not talk about Fire Department business outside the department. The Fire Chief is the only spokesperson for the department, and any questions on a fire will be directed to him.

Members shall obey and respect officers at all times.

As a probationary member you should familiarize yourself with the posted rules & regulations and operational guidelines.

As a probationary member you do not have a vote at business meetings, but you are expected to attend.

The downstairs door must be locked when no one is downstairs.

Probationary members are not allowed to borrow tools from the shop.

No alcohol is to be consumed before or during a meeting or practice. hats are not to be worn upstairs.

Probationers must have a complete physical examination before the fourth month of probation ends.

Reviewed 2015

OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: ALCOHOL AND DRUGS

OG# 01 /08

PAGE 1 OF 1

PURPOSE

The use of alcohol, prescription drugs, drug combinations or illicit drugs may impair judgment and effect decision making, which could jeopardize the safety of the public and Fire Department personnel.

SCOPE

All fire department personnel.

POLICY

No Fire Department member shall report for duty or respond to a page while impaired by alcohol or drugs. A member who is impaired shall be considered “unfit for duty”

PROCEDURE

No alcohol or drugs shall be brought into any Fire Department building or onto any Fire Department property.

**No fire department personnel shall consume alcohol or drugs while on duty.
No Fire Department member shall drive or operate any equipment if impaired.**

REFERENCES

RELATED GUIDELINES

**Criminal Code of Canada
B.C. Motor Vehicle Act
B.C. Liquor Control Act**

Created On:	September 08,2001	Revised On:	October 1, 2014
This document replaces the last revision of:			September 08, 2001
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OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: GRIEVANCE PROCEDURES (REVIEW COMMITTEE)

OG# 01 /19

PAGE 1 OF 3

PURPOSE

To establish an operating policy for the Review Committee of the Nanoose Volunteer Fire Department.

SCOPE

All Fire Department personnel.

POLICY

It is the policy of the Nanoose Volunteer Fire Department to ELECT a Review Committee. The Review Committee shall follow this operational guideline, as approved by the membership of the Nanoose Volunteer Fire Department.

PROCEDURE

Review Committee (To be read at the time of election)

MANDATE:

To be the advocate of the members of the Fire Department. To solve disputes in co operation with the executive. To have a positive, cooperative, pro-active approach, ie. to seek out problems if necessary and resolve them. The business of the Review Committee shall be considered the business of the Fire Department. Upon notice prior to practice planning, convenient time will be allotted for committee members to transact their business.

ELECTIONS:

Following the election of officers at the extraordinary meeting in December of each year the Membership will elect five members to the Review Committee. The election will be "blind", that is there will be no nominations and no campaigning. All members will have a vote but the chief and deputies will not be eligible for the committee. Each member will write five different names on

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OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: GRIEVANCE PROCEDURES (REVIEW COMMITTEE)

OG# 01 /19

PAGE 2 OF 3

the ballot. The five members with the most votes will be asked if they wish to sit on the review committee. If any decline, then the question will pass to the member with the next highest number of votes. The numbers will be recorded in the minutes of the special meeting. The member receiving the highest number of votes will chair the committee

PROCEDURES:

A secretary will be chosen to record all of the committee's business.

QUORUM:

If less than the whole committee is present then motions must get majority of the whole committee (three votes).

The Committee will meet at the call of the chairman.

PROBLEM SOLVING:

A disagreement between parties within the Fire Department constitutes a grievance.

1ST STAGE:

The Committee or any member of the Committee may be delegated to inform the parties and present them with all documents pertaining to the grievance For information only. If agreement is reached then the decision is final. If no agreement is reached then:

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OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: GRIEVANCE PROCEDURES (REVIEW COMMITTEE)

OG# 01 /19

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2ND STAGE:

The Review Committee and the parties will confer in one or more sessions with or without the presence of the aggrieved. If agreement is reached, then the decision is final. If no agreement is reached then:

3RD STAGE: (arbitration)

The Review Committee will each appoint an arbitrator who meets the approval of all parties The arbitrator will hear the parties and deliver his/her decision within one week. The decision of the arbitrator will be final and binding.

REFERENCES

RELATED GUIDELINES

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OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: FIRE HALL ENTRY AND ALARM SYSTEM

OG# 01 /23

PAGE 1 OF 1

PURPOSE

To ensure that all members are aware of entry and exit procedures.

SCOPE

All fire department personnel.

POLICY

The fire hall uses a monitored alarm system that needs to be disarmed on entry and rearmed when exiting the building.

PROCEDURE

Members will be issued a “key fob” to be used for entry and to disarm the alarm system. Members must contact the Fire Chief or other senior officer if their fob is lost or damaged.

The last member to leave the fire hall will;

- Make sure no one else is still in the hall;
- Make sure that all doors and windows are properly secured;
- Activate the alarm system by entering their code # at either the front door or gear room keypad;
- Exit the building and confirm system operation by the alternating green/red indicator lights.

REFERENCES

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **FIRE FIGHTER MEMBERSHIP STANDARDS**
Membership increments and benefits

OG# 01 /24

PAGE 1 OF 4

PURPOSE

To commit the Fire Department to the training of volunteer fire fighters to a standard that will enable them to perform their duties safely and efficiently, and to maintain continuity of privileges & benefits for probationary members for privileges and benefits.

SCOPE

This procedure applies to all volunteer fire fighters, officers and probationary members of the Nanoose Volunteer Fire Department.

POLICY

The Fire Department will train volunteer fire fighters on a regular basis to Provincial Standards. This OG should be followed by All members of the NVFD

PROCEDURE

General:

Volunteers will meet at least one evening each week and each practice will be a minimum of 2 hours duration. Statuary holidays will be the only practices normally cancelled.

Volunteer fire fighters are expected to attend at least 75% of all scheduled practices in order to maintain their standing as members of the Department. Volunteer fire fighters are expected to attend all calls except those for which there are reasonable excuses.

Recruit Fire Fighters

When a fire fighter applicant is accepted for training by the executive officers of the fire department, he/she must successfully complete the Volunteer Recruit Basic Training program and then the volunteer probationary period, before being considered for acceptance as a full member of the Department.

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: FIRE FIGHTER MEMBERSHIP STANDARDS
Membership increments and benefits

OG# 01 /24

PAGE 2 OF 4

During the recruit program and during probationary training, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the executive officers of the fire department if found unsuitable.

Recruit fire fighters will be issued turnout clothing upon start of the Recruit Basic Training program. They will be issued pagers upon beginning the probationary period and will then attend Hall functions, training and call outs.

During his/her probationary period, a volunteer fire fighter should:

- complete the Department Probationary Training program;
- complete the Department Driver Training program;
- obtain an air brake endorsement;
- qualify in CPR; and
- complete the First Responder level III training.

During the probationary period volunteer trainees can attend general meetings of the Hall, but have no vote.

Upon completion of 12 months as a probationary fire fighter, and with the Fire department officers recommendation, a probationary fire fighter will be voted on at the next regular business meeting, and with a majority vote will become a full member.

Fire Fighters

All Department volunteer fire fighters will be trained to use the equipment that would usually be used by the Nanoose VFD, in a safe & competent manor.

Volunteer fire fighters are expected to participate in additional specialized training pertinent to the Hall (for example, MVA rescue, hazardous materials, decontamination, auto extrication, First Responder Level III)

Volunteer Officers

Upon selection as a volunteer officer, fire fighters will make themselves familiar with

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: FIRE FIGHTER MEMBERSHIP STANDARDS Membership increments and benefits	OG# 01 /24

Department Operational Guidelines, in order to function efficiently as an officer. Officers will meet the standards of training set for fire fighters, and are expected to attend additional training necessary to fulfil their officer functions (Incident Command System, instructional techniques, for example). Volunteer officers are expected to attend Officer Training sessions held by the Fire Department.

INCREMENTS & BENEFITS

One year probation period for new members with privileges and benefits added for successful completion of training at various stages during that year.

FIRST NIGHT –

Safety video, pagers issued, turnout gear issued. Schedule training / orientation weekend. No guests, not to ride first truck, not to drive trucks. Assigned to training crew. watch for being comfortable with SCBA, turnout gear, hose lines, safety, etc.

SIX WEEKS/TWO MONTHS –

Assign to regular crew, guests allowed. Pump operations, ladders, fire theory.

THREE MONTHS –

Medical to be completed by.

FOUR MONTHS –

Driver training may start.

SIX MONTHS –

Respond with first truck (fire experience reqd.), eligible for training courses etc.

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: FIRE FIGHTER MEMBERSHIP STANDARDS Membership increments and benefits	OG# 01 /24

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NINE MONTHS –

Drive trucks and assume all duties of regulars. All privileges.

ONE YEAR –

Voted on with recommendation from officers. shirt & membership card issued; keys issued, eligible for officer.

ONE YEAR –

Issued nylon jacket or equivalent (presented at John Enos Lectures)

FIVE YEARS –

Issued leather jacket or 3 in 1 jacket or equivalent

TEN YEARS and on 10 year increments –

Second leather jacket or 3 in 1 jacket or equivalent. Spouse is eligible for same as member

FIFTEEN YEARS and on 5 year increments -

Vest

****note** the term required must be completed prior to ordering any jackets or vests****

If the probationary member is unsuitable for this department it must be handled quickly and business-like, not on a personal level.

REFERENCES

articles 1-14 rules & regulations for Nanoose Volunteer Fire Department

RELATED GUIDELINES

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Nanoose Volunteer Fire Department

Job Description for Fire Fighters

Nature and Scope of Work

1. Firefighters are responsible for the combating, extinguishing and prevention of fires and saving of life and property within the Nanoose Fire Protection area to Department standards. All Fire Fighter are expected to participate in training as required by the Department training program.

Examples of Duties

2. The following are examples of work that may be expected of Fire Fighters.
 - a) Should be prompt at all meetings and practices.
 - b) Familiarizes himself/herself with and abides by fire department procedures, rules and regulations.
 - c) Familiarizes himself/herself with the handling, care and maintenance of all department equipment.
 - d) Attends promptly when an emergency page is sounded.
 - e) Works towards proficiency in all skills related to Fire Fighting and Rescue
 - f) Remains at the scene of an emergency or call-out unless given permission to leave by the officer in charge.
 - g) Returns to the hall after calls and practices to assist in cleaning of equipment and making the apparatus and equipment ready for the next alarm; reports the loss or damage of apparatus or equipment.
 - h) Cleans and maintains his/her own equipment and ensures it is ready for use.
 - i) Serves on any committee to which he/she may be elected or appointed.
 - j) Makes recommendations to his/her Fire Chief for the good of the department.
 - k) Partakes of training as directed by the Training Officer or Fire Chief.
 - l) Performs related duties as required.

Preferred Training and Experience

3. The following are preferred training and experience for this position:
 - a) Considerable mechanical aptitude.
 - b) Agility and strength to do prolonged and arduous work under adverse conditions.
 - c) Ability to react quickly and remain calm under duress.
 - d) Successful completion of Department Recruit Training Program.
 - e) The ability to operate as part of a Team

Nanoose Volunteer Fire Department

Job Description for Officers

Captains and Lieutenants are expected to:

- Support and enforce the OG's and Policies of the Department
- Take an active role in the development and delivery of the Training Program
- Exercise a supervisory role regarding Equipment Maintenance
- Mentor the ongoing development of the Fire Fighters
- Carry out assignments during Emergency Calls

Preferred Skills

- At least 2 years as an active Fire Fighter with NVFD
- Fire Fighter 2
- Fire Officer 1
- Fire Instructor 1
- A willingness to participate in further training

OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: PERSONAL ALERT SAFETY SYSTEM (PASS ALARM)

OG# 02 /02

PAGE 1 OF 1

PURPOSE

To ensure that members are provided with and use a Personal Alert Safety System, (PASS), when involved in duties which require a self-contained breathing apparatus to be worn.

SCOPE

All fire department personnel

POLICY

All SCBA will be equipped with automatic PASS alarms and all personnel will be trained to properly use them, including non-emergency and emergency situations.

PROCEDURE

Members will be trained in the proper procedure for the use, testing and maintenance of SCBA equipped with PASS alarms.

Members will be trained in the proper procedure to manually activate their PASS alarm.

Members will be trained in the proper procedure to respond to an emergency activation of a PASS alarm.

REFERENCES

Worksafe BC regulation 31.18

RELATED GUIDELINES

OG 02/01

OG 03/08

Created On:	Apr 03, 2000	Revised On:	Nov 2, 2014
This document replaces the last revision of:			N/A
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OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: PERSONAL USE OF BREATHING AIR

OG# 02 /03

PAGE 1 OF 1

PURPOSE

To ensure consistent monitoring of air for personal use and to ensure that personally owned equipment meets all testing standards prior to filling.

SCOPE

All fire department personnel that use compressed breathing air for personal use.

POLICY

This operational guideline must be followed by all fire department members that use this privilege.

PROCEDURE

You must be checked out on filling procedures before using the equipment.

All air bottles must have passed a current hydro test and visual inspection.

Use of air is for members only, not friends or guests.

Cascade bottles must be refilled if they are below 2800 PSI.

All hoses and equipment will be neatly stored, ready for service.

A "Personal Use Breathing Air" form must filled out.

You must notify a senior member before filling personal bottles.

REFERENCES

RELATED GUIDELINES

Created On:	March 29, 2005	Revised On:	Sept 20, 2015
This document replaces the last revision of:			
Approved by:			
Effective date:	December 1, 2015		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: Use of supplemental oxygen for pets	OG# 02 /04

PAGE 1 OF 1

PURPOSE

To provide guidance on the use of supplemental oxygen for pets.

SCOPE

All Fire Department personnel.

POLICY

The “Pet O2” equipment may be used by NVFD personnel to give aid to pets in medical distress.

PROCEDURE

The decision to start or discontinue treatment of animals rests with the IC.
 Ideally the “Pet O2” equipment should be used by NVFD personnel trained in its use.
 Fire fighting personnel may only commence treatment of animals if it does not conflict with treatment of human patients or other emergency operations.
 Provision for animal restraints should be made to prevent injuries to NVFD personnel and bystanders, and to prevent further harm to the animal.

REFERENCES

RELATED GUIDELINES

Created On:	January 22, 2017	Revised On:	
This document replaces the last revision of:			
Approved by:			
Effective Date:	February 6, 2017		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: PERSONAL PROTECTIVE CLOTHING

OG# 02 /05

PAGE 1 OF 2

PURPOSE

To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

SCOPE

All fire department personnel involved in emergency incidents or training exercises.

POLICY

Appropriate personal protective clothing must be worn by all personnel at the scene of any emergency incident or training exercise.

PROCEDURE

1. For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed.
2. All clothing must be issued or approved by the Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
2. Protective clothing must be worn by all personnel according to the following guidelines:
 - a) Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.
 - b) All fire fighting personnel must wear full protective clothing when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets and gloves are optional for drivers and officers during the response.
 - c) All fire fighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: PERSONAL PROTECTIVE CLOTHING

OG# 02 /05

PAGE 2 OF 2

- d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
- e) Gloves should be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
- f) Damage to personal protective clothing must be immediately reported to the Officer in Charge. The Officer in Charge will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
- g) Officers in Charge may use their discretion to determine the appropriate level of protective clothing required for personnel operating at incidents. Circumstance may arise when it is preferable to allow less than full protective clothing -- removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example. In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
- 4. Each member must insure that his/her personal protective clothing is maintained in good condition. In the first quarter of each year, an officer must inspect all protective clothing for each fire fighter assigned to their company. This inspection must be confirmed by completion of the Personal Protective Clothing Inspection report contained in this Operational Guideline and its submission to the Fire Chief.
- 5. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
 - a) SCBA must be worn in accordance with department operating guidelines.
 - b) Safety vests must be worn when directing traffic. Safety vests or regular turn out gear must be worn while operating near moving traffic.
 - c) Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws.
 - d) Goggles and hearing protectors must be worn as appropriate.

REFERENCES

wcb regulations

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **CLEANING & INSPECTION OF PERSONAL PROTECTIVE CLOTHING**

OG# 02 /06

PAGE 1 OF 1

PURPOSE

To ensure that all personal protective equipment is maintained according to the manufacturers recommended practices in order to maintain the highest degree of personal safety during emergency operations and training exercises.

SCOPE

All fire department personnel.

POLICY

Appropriate inspection and cleaning procedures as outlined by each manufacturer will be followed to ensure that personal protective clothing is maintained to the highest degree with regards to personal safety.

PROCEDURE

In the first quarter of each year, all protective clothing will be inspected for cleaning and repairs required. This inspection must be confirmed by completion of the Personal Protective Clothing Inspection report which will then be submitted to the Fire Chief.

INSPECTION AND CLEANING

While spot cleaning can and should be carried out by members, following the manufacturers recommendations, full cleaning and any repair of turnout gear will be done by a qualified and approved third party. Annual inspection will include all turnout gear, forestry gear and first responder gear.

REFERENCES

wcb regulations, manufacturers recommended procedures.

RELATED GUIDELINES

O.G.# 03-05 First Responder Clothing

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OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT	
USE OF ENTERTAINMENT DEVICES	OG# 02 /07

PAGE 1 OF 1

PURPOSE

To outline the reasonable use of AM/FM radios and other music/entertainment devices at non-emergency scenes as a part of reputational management for the Fire Department.

SCOPE

All Fire Department personnel.

POLICY

There shall be no use of onboard or handheld entertainment devices during emergency calls.
Devices should not be used with excessive volume or content that would disturb or offend members of the general public.

PROCEDURE

Devices may be used during non-emergencies, such as to and from training or during fire watch, providing it does not distract the driver or disturb the general public. Care must be taken to project a professional image for the Fire Department and members.

REFERENCES

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **PASSPORT ACCOUNTABILITY SYSTEM**

OG# 03 /01

PAGE 1 OF 3

PURPOSE

To establish a **quick and simple** system that will maintain the **accountability** of **all** fire ground personnel.

SCOPE

All responding fire department personnel.

POLICY

It is the policy of the Nanoose volunteer fire department to account for the location and safety of all fire department personnel within an emergency incident perimeter. **All members participating at an incident** must adhere to the guidelines of the passport accountability system. **Members not using the passport accountability system are unauthorized** to be inside the emergency incident perimeter.

PROCEDURE

INCEPTION OF AN INCIDENT:

For all responses: (exception: First responder calls)

Each member will place one of his/her **name tags** on each of the **main passport and backup passport**, then place one of the **2" blue reflective dots** on their **helmet**.

LEVEL I (Small and routine).

Both passports will remain on the dashboard of the truck.

LEVEL II (Larger incidents where command post is set up).

Once the command post has been established, there will be an **accountability person** appointed. The **main status board, main passports and a portable radio** will be collected by the **accountability person**. It will be the **responsibility** of the **accountability person** to keep track of assignments, location and times.

Personnel responding in their own vehicles (Note: only when directed to do so)

Personnel that respond to the scene of an emergency incident in vehicles other than fire department owned, must report to the Incident Commander. They must check into the system by:

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **PASSPORT ACCOUNTABILITY SYSTEM**

OG# 03 /01

PAGE 2 OF 3

a) on **level I** incidents, place their tags or write their names on both the main and backup passports on the first in vehicle.

b) on **level II** incidents, **if the accountability person has not yet collected** the main passports, place their tags or write their names on both the main and backup passports in the first in vehicle.

if the accountability person has collected the main passports, place one of their tags or write their name on the passports in the first in vehicle, then report to the accountability person and check into the system with him/her.

Some units return early

During an incident where **some units will be returning** to the hall and **some personnel** are being stood down, **the individuals leaving the scene must collect their name tags** and return the **blue dots**, then return to hall. All personnel who have had to switch vehicles must return blue dots to the proper vehicle once they have returned to the hall.

All Return At Or Near the Same Time

At the end of an incident where all units **return to the hall at or near the same time**, where **personnel may have been reassigned to a different unit**, a simple **roll call** done on the radio by the co-pilot, of who is missing from their truck, will be held prior to leaving the scene.

Once units have returned to the fire hall, all **personnel are responsible for collecting their own name tags and returning the 2" blue dots to the truck that they came off.**

On level II incidents the **status board** will come back to the hall **with all names** on it. **Each member** will be **responsible for picking up his/her name tags and returning the blue dots** to the proper truck.

If you cannot account for an individual or individuals, report to command and a full search shall be conducted immediately, until that person or persons are found.

EMERGENCY EVACUATION PROCEDURE:

The following is the standard operating procedure for an immediate evacuation of an area where an imminent hazard condition is found to exist, such as building collapse, sudden release etc. Use both audible and radio signals.

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: PASSPORT ACCOUNTABILITY SYSTEM

OG# 03 /01

PAGE 3 OF 3

Audible signal: At least three (3) five second(5) long blasts from the nearest air horn of a fire truck.

Radio signal done on all fire department channels: Repeat message three(3) times "All fire ground personnel, this is (identify yourself), I am ordering an immediate evacuation of (identify the area).

Once an evacuation order has been called for, a meeting place or meeting places will be decided upon and a roll call shall be conducted. If you cannot account for an individual or individuals, a full search shall be conducted immediately, until that person or persons are found.

REFERENCES

NFPA 1561

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: INCIDENT COMMAND SYSTEM

OG# 03 /02

PAGE 1 OF 2

PURPOSE

To establish a command system that may be applied consistently to all Nanoose Fire Department, incident responses.

SCOPE

All department personnel who assume command of an incident.

POLICY

This OG shall be applied to all incident responses carried out by the Nanoose Fire Department. All department personnel identified within the scope shall be familiar with, and carry out their responsibilities identified within this Guideline.

PROCEDURE

1. The first in Chief / Officer / senior firefighter will assume Command of the incident.
2. The IC will conduct a size-up and broadcast an initial report.
3. The IC will establish a Command location.
4. The IC will request additional support and stage incoming units as required.
5. The IC will initiate offensive or defensive action.
6. The IC will ensure the tactical priorities of:
 - Rescue victims and life safety of fire fighters
 - Evacuation if required
 - Ventilation
 - Attack
 - Salvage and Overhaul
7. The IC will provide for the safety and welfare of all fire fighters on the fire ground.
8. The IC will sector the fire ground as/if required.
9. Communication to and from:
 - a. Dispatch - will be through the IC
 - b. Command - will be through dispatch or Sector Officers or appointed personnel (where applicable).

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **INCIDENT COMMAND SYSTEM**

OG# 03 /02

PAGE 2 OF 2

- 10. The IC will maintain operational control.
- 11. Change of Command may take place upon the arrival of a senior officer and following:
 - a. A report from the existing IC as to fire ground conditions, personnel and tasks assigned (preferably face to face).
 - b. A broadcast of assumption of command by the IC.
- 12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
- 13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident. (Victim services, RDN emergency plan)
- 14. The IC will terminate the incident as conditions dictate.

REFERENCES

Note: IC refers to Incident Commander.

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: SAFETY OFFICER / PERSONAL RISK

OG# 03 /03

PAGE 1 OF 1

PURPOSE

To ensure a safety function is established for the health and safety of fire fighters at emergency incidents.

SCOPE

All fire department personnel

POLICY

At all incidents, the incident commander is the safety officer until such time as another individual is appointed as the safety officer to perform that function.

The Nanoose Volunteer Fire Department is committed to extending every possible effort to the saving of life and protection of property within our community.

Within the scope of this policy there shall be a balance of personnel safety and welfare in relation to the protection of life and property. **In all cases, personnel safety shall be considered ahead of property.**

PROCEDURE

The safety officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.

Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects must be considered in the extent of actions employed.

Activities that are routinely employed to protect or save property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.

No risk to the safety of members shall be acceptable when there is no possibility of saving lives or saving property.

No risk to the safety of members shall be acceptable for training exercises or the rescue of pets or animals.

REFERENCES

RELATED GUIDELINES

Created On:	2003	Revised On:	October 10, 2015
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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: ROLLING ORDER AND CREWING OF TRUCKS

OG# 03/04

PAGE 1 OF 1

PURPOSE

To establish a consistent rolling order and crewing of apparatus when responding to emergencies.

SCOPE

All Fire Department personnel

POLICY

To ensure that the necessary equipment and personnel respond to all emergencies the normal rolling order should be as follows.

PROCEDURE

First Responder calls - # 20 with at least 2 trained personnel.

Fire calls with hydrants - #18 with 3 trained fire fighters then #11- #16 appropriately crewed.

Fire calls with no hydrants - #18 with 3 trained fire fighters then #13 - #17 appropriately crewed.

Bush fires - #18 or #20 ,depending on access, with 3 trained fire fighters then #13 - #17 appropriately crewed.

Any changes to the rolling order or crewing will be made by IC or the senior officer at the hall. Consideration should be given to things such as nature of the call, experience of the responders, number of personnel available, etc.

REFERENCES

RELATED GUIDELINES

Created On:	July 3, 2002	Revised On:	Sept 17, 2014
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Effective date:	December 15, 2014		

OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: HYDRANT USE REPORTING

OG# 03 /09

PAGE 1 OF 1

PURPOSE

To ensure that use of hydrants and any defects are reported to the Regional District of Nanaimo Utilities Department.

SCOPE

All fire department personnel.

POLICY

All uses of a hydrant and any defects will be reported to the Fire Chief or other senior officer who will then report to the RDN Utilities Department.

PROCEDURE

After using a fire hydrant for emergency or non-emergency purposes, the officer in charge will notify the Fire Chief or, in his absence, directly notify the RDN Utilities Department, (1-877-607-4111), of the hydrant usage and any defects. Hydrants will be identified using the nearest civic address. **EXCEPTION** Any use of the hydrant at Red Gap Rd or at the corner of Delanice Way and North West Bay Rd. does not require notification of the RDN.

REFERENCES

RELATED GUIDELINES

Created On:	Apr 03, 2003	Revised On:	Nov 02, 2014
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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **MONITORING OF WORKPLACE**

OG# 03/10

PAGE 1 OF 1

PURPOSE

To establish a safe workplace environment for all Fire Department personnel.

SCOPE

All Fire Department personnel.

POLICY

The workplace environment shall be continually monitored to prevent exposures to harmful substances.

PROCEDURE

FIRE HALL;

The Fire Department Occupational Health and Safety Committee, will identify any workplace (fire hall) areas that require specific monitoring.

FIRE GROUND;

The Incident Commander at any incident will appoint an Incident Safety Officer in accordance with Department Operational Guidelines. The Incident Safety Officer will be responsible for monitoring the safety of operations at the incident.

FIRE HALL / FIRE GROUND;

All fire department members are responsible for the ongoing monitoring of the workplace (fire hall) and the fire ground, and reporting of any hazards. Any hazards shall be reported to the Fire Department Occupational Health and Safety Committee, the appointed safety officer, or the incident commander.

REFERENCES

WCB regs

RELATED GUIDELINES

O.G.# 03-03

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **RESPONSE TO MUTUAL AID CALLS**

OG# 03 /11

PAGE 1 OF 2

PURPOSE

Emergencies requiring additional resources beyond those of the requesting Fire Department, (Mutual Aid), are generally more complex. This OG is meant to simplify on scene arrival procedures and provide a concise framework for units responding to a request for Mutual Aid.

SCOPE

All Fire Department personnel responding to a Mutual Aid call.

POLICY

All Fire Department personnel responding to a Mutual Aid request will follow this procedure

PROCEDURE

The initial mutual aid request from IC should include the following information.
 What equipment and appropriately trained personnel are being requested.
 Address and map information of the incident for incoming units.
 If level 2 staging is in place what is the staging location and radio channel for incoming units.

RESPONSE PROCEDURE – RADIO COMMUNICATIONS

Responding units should contact Dispatch with unit # and ETA when leaving their hall and again when leaving the scene.
 When approaching the incident scene responding units should contact either IC or Staging officer on the requesting departments paging channel.
 All radio communications should be kept as concise as possible.

STAGING

All responding units will use Level 1 staging procedures unless IC has designated Level 2 staging.
 After arriving at Level 2 Staging the senior firefighter or officer will report to the Staging officer in person for assignment and accountability sign in.
 Crews are to standby their trucks with emergency lights and sirens off until assigned or released.
 Secondary vehicles other than fire fighting equipment should be placed in secondary parking other than the main staging area.

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **RESPONSE TO MUTUAL AID CALLS**

OG# 03 /11

PAGE 2 OF 2

SECONDARY CONSIDERATIONS FOR IC

Rehab resources including food and water for longer calls
 Refueling arrangements for apparatus.
 Replacement crews for incidents longer than 12 hours.
 Release mutual aid resources ASAP.

REFERENCES

RELATED GUIDELINES

Departmental OGS
 Radio Communications
 Staging Procedures
 Passport Accountability
 Rehab Procedures
 ICS
 District 69 Mutual Aid Agreement

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Nanoose VFD

Vehicle Driver's Safety Check

Date _____ Odometer Reading _____ Unit No. _____

Pre-Trip Inspection

Post-Trip Inspection

UNDER HOOD & AROUND BODY

- Hoses, belts, etc.
- Leaks — Water, Fuel, Oil
- steering
- Brake Slack Adjusters
- Compartment Door Locks & Lights
- Wheels, Tires, Lugs
- Engine Noises
- Vehicle Body
- Brakes (Foot & Parking)
- Pump panel gauges & lights
- Water supply (fire fighting)

INSIDE CAB

- Windshield & Windows
- Windshield Wipers
- Mirrors

INSIDE CAB (cont.)

- Heater & Defroster
- Gauges - Ammeter, Oil Pressure, Fuel,
- Water Temperatures, Air Pressure

LIGHTING

- Horn & Sirens
- Emergency Equipment
- Head Lights
- Tail Lights
- Stop Lights
- Turn Signals and 4-Way Flasher
- Reflectors
- Clearance Lights
- Emergency Warning Lights

Remarks (explain unsatisfactory items noted above):

Mechanic's Report (If defects are noted):

Check completed by:

Nanoose VFD

Vehicle Driver's Safety Check

Date _____ Odometer Reading _____ Unit No. _____

Pre-Trip Inspection

Post-Trip Inspection

UNDER HOOD & AROUND BODY

- Hoses, belts, etc.
- Leaks — Water, Fuel, Oil
- steering
- Brake Slack Adjusters
- Compartment Door Locks & Lights
- Wheels, Tires, Lugs
- Engine Noises
- Vehicle Body
- Brakes (Foot & Parking)
- Pump panel gauges & lights
- Water supply (fire fighting)

INSIDE CAB

- Windshield & Windows
- Windshield Wipers
- Mirrors

INSIDE CAB (cont.)

- Heater & Defroster
- Gauges - Ammeter, Oil Pressure, Fuel,
- Water Temperatures, Air Pressure

LIGHTING

- Horn & Sirens
- Emergency Equipment
- Head Lights
- Tail Lights
- Stop Lights
- Turn Signals and 4-Way Flasher
- Reflectors
- Clearance Lights
- Emergency Warning Lights

Remarks (explain unsatisfactory items noted above):

Mechanic's Report (If defects are noted):

Check completed by:

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE RESPONSE SAFETY	OG# 03/13

PURPOSE

To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

SCOPE

All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department Vehicles.

POLICY

The driver of any fire department vehicle bears full responsibility for adherence to this guideline and conformance with the B.C. Motor Vehicle Act. Authority to deviate from this guideline may only be given by a fire department officer accompanying the driver and the officer bears full responsibility for any deviation.

The driver and the officer in charge of any fire department vehicle, when responding to an incident must continually assess if deviating from this operational guideline poses an inordinate risk of harm to the members of the public, and or the members of the fire department. If the decision is made to deviate from this OG then there are certain factors to consider. These factors include:

- a) The nature and type of the call that the vehicle is responding to and the use of this vehicle once it arrives on scene at the emergency.
- b) The nature and condition of the road or highway.
- c) The amount of traffic that is on, or might reasonably be expected to be on, the road or highway

PROCEDURE

1.Driver Training: Only personnel who have the necessary licenses and endorsements for the apparatus being operated, as required by the B.C. Motor Vehicle Act, and who have successfully completed the fire department Driver Training Program, are permitted to drive department vehicles, except when under supervision of a trainer for the purpose of driver training.

2.Secure Positions: The driver of any fire department vehicle shall not move the vehicle until all passengers have signalled that they are in a secure position with seat belts

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE RESPONSE SAFETY	OG# 03/13

fastened. All passengers being transported by fire department vehicles shall ride only in secure positions. Fire department personnel shall not ride alone in the jump seat area.

3. Exiting the Station: The driver shall be aware of other vehicles leaving the station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure their proper operation. If parking a truck on the apron, the front of the truck shall stop at the grating on the apron, to prevent fumes from entering the hall.

4. Warning Devices and Vehicle Lights: Warning Devices and Vehicle Lights shall be operated in conformance with Operational Guidelines 03/14 & 03/15

5. Speed: The driver shall always maintain a speed consistent with safe operation of the vehicle under prevailing conditions or the maximum posted speed limit.

6. Driving in the Oncoming Traffic Lane: Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive in the oncoming traffic lane, extreme caution must be exercised and a safe operating speed must be maintained.

7. Intersections: Intersections are one of the most dangerous areas to approach during an emergency response. The following precautions shall be observed by all responding vehicles:

-When a responding vehicle must approach an intersection in the oncoming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.

-When approaching a controlled intersection with a stop sign or red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.

-The maximum allowable speed through any intersection shall be the posted speed limit.

8. Passing Emergency Vehicles: Passing other emergency vehicles can be dangerous. If passing is necessary, radio contact should be made with the driver of the other vehicle, prior to passing.

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE RESPONSE SAFETY	OG# 03/13

PAGE 3 OF 3

9.Driver Attention: The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or emergency warning devices when another crew member is available. The operation of radio and emergency warning devices should be delegated to a crew member. If there is no passenger, drivers of vehicles may operate the radio and emergency warning devices if it can be done safely.

10.Reduced Response: The first command or company officer to arrive at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required.

11.Approach Safely: When approaching an emergency scene the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, fire fighters and other emergency service personnel who may inadvertently step in front of the approaching apparatus.

12.Backing Up: Before backing up the vehicle the driver must ensure that he/she is guided by at least one other fire fighter using recognized hand, light and horn signals. This guide should be safely positioned at the rear of the vehicle on the driver side. Rotating red lights will be used whenever a fire department vehicle is backing up.

13. All vehicles must be left running on the apron for a 5 minute cool down after returning to the firehall.

REFERENCES

- B.C. Motor Vehicle Act RS Chapter 288.
- Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
- Frontline Driver Training Manual

RELATED GUIDELINES

O.G.# 03/14 03/15

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE OPERATION DURING EMERGENCIES	OG# 03/14

PURPOSE

To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

SCOPE

All Fire Department drivers responding to emergency situations

POLICY

The B.C. Motor Vehicle Act explicitly specifies the use of red lights and sirens on Fire Department vehicles during response to emergency situations. Emergency situations are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

DEFINITIONS:

Code 1 = (routine) no lights or siren

Code 2 = red lights only

Code 3 = red lights and siren.

PROCEDURE

1. **Emergency Vehicle Warning Devices.** Emergency vehicles may respond "code three" to emergency calls only. Some calls may be down graded to "code two" response.

2. Emergency Lights and Precautions - Response To A Travelled Thoroughfare.

a) Officers shall take all precautions to ensure the safety of the firefighters and citizens in the area in which fire department operations are being conducted.

b) Officers and vehicle operators shall ensure that, where a travelled thoroughfare is being encroached upon, the flashing emergency lights (excluding alternating headlights and oscillating "crossfire" type lights) remain in operation upon and after arrival at an emergency scene. The emergency lights shall be extinguished only after conclusion of the operation and when the need to warn traffic of the position of a halted emergency vehicle has ceased.

c) Officers shall ensure that a safety zone is formed by traffic cones, in the area in which Fire Department operations are being conducted, shall be erected at the earliest possible instance by the first available person.

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE OPERATION DURING EMERGENCIES	OG# 03/14

These cones shall be arranged in such a fashion as to protect the workers from vehicular traffic and to give motorists adequate warning to stop their vehicles. These cones shall be removed when the need for such protection has terminated.

d)Officers shall ensure that, when operations are being conducted upon a travelled thoroughfare, and conditions are present that, in their judgement, may require a flag person to ensure the safety of themselves and their workers, that a person with the appropriate training shall be designated to perform this duty.

e)When Fire Department vehicles respond to an emergency on a freeway, throughway, or other busy thoroughfare, they should attempt to park directly behind or ahead of cars involved in the emergency. This position will minimize the interruption of traffic flow as well as the exposure of personnel and apparatus to danger from collision. Avoid as much as possible the directing of lighted headlights and spotlights into flowing traffic. Revolving warning lights, tail lights, and emergency red lights should be kept in an 'on' position.

3.Headlights. Apparatus headlights will be kept in operation during all emergency responses (day and night) and while working at emergencies shall be dimmed (low beam).

4.Air Horn. The air horn may be used in connection with the siren.

5. All vehicles must remain running on the apron for a 5 minute cool down after returning to the firehall

REFERENCES

Motor Vehicle Act reg 133/98

RELATED GUIDELINES

O.G.# 03/13, 03/15, 03/21

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE OPERATION - NON EMERGENCY	OG# 03/15

PAGE 1 OF 3

PURPOSE

To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

SCOPE

All Fire Department members responding to non-emergency situations.

POLICY

All Fire Department vehicles shall be operated in accordance with this Operational Guideline when responding to non-emergency situations.

DEFINITIONS:

- Code 1 = (routine) no lights or siren
- Code 2 = red lights only
- Code 3 = red lights and siren.

PROCEDURE

1. Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren. (CODE 1)
2. When backing up red lights must used and the truck must be guided by a member at the rear of the vehicle with a clear view of the driver.
3. During station tours, pumper demonstrations, etc., red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
4. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
5. a) Fire Department apparatus, when involved in non-emergency business (practice, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage.

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE OPERATION - NON EMERGENCY	OG# 03/15

- b) If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a travelled thoroughfare to the extent that they present a hazard, then, members shall ensure that parking complies with **OG 03/14 - Item 2: "Emergency Lights and Precautions - Response To A Travelled Thoroughfare, a), b) and c)."**
6. **Headlights:** Apparatus headlights will be kept in operation during all non emergency operations.
7. All trucks will remain running on the apron for a 5 minute cool down after returning to the firehall.

REFERENCES

Motor vehicle act reg 133/98

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: VEHICLE OPERATION - NON EMERGENCY	OG# 03/15

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RELATED GUIDELINES

O.G.# 03/13, 03/14

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **DRIVING VEHICLES WITH AUTOMATIC TRANSMISSIONS**

OG# 03/16

PAGE 1 OF 1

PURPOSE

To ensure the **safe and controlled** operation of fire apparatus equipped with automatic transmissions during training, routine and emergency operations.

SCOPE

All Fire Department Vehicles

POLICY

All applicable fire department vehicles shall be operated in accordance with this operational guideline during all driving situations, be it training, routine or emergency.

PROCEDURE

On approach of an intersection, site of destination, down hill slopes etc. the transmission will be used as a means of holding back or maintaining engine control of the vehicle.

On all vehicles use of the service brakes should bring the engine RPMS down to **1500.** Once this has been done the transmission will be down shifted **one** gear. The operator will continue to use the service brakes to be sure that the engine speed does not exceed **2200 R.P.M.**

****NOTE**** the proper use of the service brakes is to make a brake application approximately **3 - 5 second duration**, then release, allowing for a “cooling period”, not a continuous application that will tend to overheat the brakes and may cause brake fade.

REFERENCES

Freightliner operators manual, International operators manual, Cummins operators maintenance manual. BC Professional drivers manual

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: DRIVING OF PERSONALLY OWNED VEHICLES	OG# 03/17

PURPOSE

To ensure the safe and efficient response of fire department personnel to emergency calls, in their privately owned vehicles.

SCOPE

All fire department personnel

POLICY

Member responding to the fire hall or the incident are not provided any special privileges and must adhere to all regulations of the Motor Vehicle Act.

PROCEDURE

Members must not respond if they are impaired by alcohol or drugs.
 Members must report any circumstances that stop them from responding, such as snow or trees down, to the OIC.
 Members must report any incidents or accidents to OIC that occur while responding,

REFERENCES

BC Motor Vehicle Act.

RELATED GUIDELINES

OG 01/08

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: OPERATIONAL READINESS / REHABILITATION

OG# 03/18

PAGE 1 OF 2

PURPOSE

To establish guidelines which require each member performing emergency operations to be responsible for monitoring his/her capabilities and fatigue levels.

SCOPE

All fire department personnel.

POLICY

Each member shall be responsible for ensuring the Incident Commander is advised of any limitations or fatigue levels that may affect his/her ability to adequately perform assigned duties.

PROCEDURE

Monitoring:

Firefighters engaged in operations which require strenuous physical exertion should monitor their fatigue level. Fatigue lowers ones personal perception, therefore, there is an emphasis on team members and individuals to monitor each other for signs of fatigue.

Treating Fatigue:

The "two air cylinder rule", or forty-five (45) minutes of strenuous work time, is recommended as an acceptable level prior to mandatory rehabilitation. The treatment for fatigue is rest and re-hydration until recovery.

Rest:

Rest should not be less than ten minutes and may exceed an hour as determined by the rehab officer. Criteria for evaluation members are heart rate and temperature. Heart rates in excess of 110 beats per minute and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation.

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: OPERATIONAL READINESS / REHABILITATION

OG# 03/18

PAGE 2 OF 2

Rehydration:

A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. Water is the key element to hydrate firefighters. Drinks such as coffee or pop are discouraged for 'on scene' hydration as they slow absorption into the system. Members assigned to the rehab sector shall be responsible for replacing lost fluids during proceeding physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work). In general, one litre of water should be consumed per hour.

Nourishment:

The Fire Department shall provide nourishment at extended operations where companies are engaged for four or more hours. Nourishment should be geared towards energy replacing foods such as apples, oranges, soups and sandwiches. Fast foods should be avoided due to high fat and salt content.

REFERENCES

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: TRAFFIC CONTROL PROCEDURES	OG# 03/21

PAGE 1 OF 1

PURPOSE

To provide traffic control to ensure safety for emergency responders, victims and members of the public.

SCOPE

All fire department personnel.

POLICY

Incident Commanders are to ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, victims and members of the public.

PROCEDURE

1. Where it is evident that traffic control will be required to provide a safe working area, Incident Command must establish traffic control immediately.
2. Any Firefighter may provide **temporary (15 minutes or less)** traffic control to ensure for personnel safety.
3. Only firefighters trained and certified to W.C.B. and M.O.T.H. requirements may provide traffic control beyond temporary limits.
4. During the course of minor incidents Incident Commanders are to ensure that apparatus operators utilize traffic cones to provide a safe working area for fire department members.
5. During major incidents with serious impacts on normal traffic flow truck #20 should respond with a minimum crew of two firefighters to set up the “traffic warning” sign well ahead of the accident scene. Ideally, one of the pre-planned locations on the map should be used.

REFERENCES

M.O.T.H. Highway Traffic Act.
WCB Reg 18.

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **RESPONSE TO AUTOMATIC ALARM SYSTEMS**

OG# 03/29

PAGE 1 OF 1

PURPOSE

To establish procedures for response to automatic alarm system calls.

SCOPE

All fire department personnel responding to automatic alarm system calls.

POLICY

Over the years history has proven that there are far more false calls from automatic alarm systems than there are genuine calls. The Nanoose Volunteer Fire Department will continue to respond to these calls, but in a more routine fashion.

PROCEDURE

The Fire Chief Deputy Chief or Training Officer will respond directly as per normal operations and the fire apparatus will also respond with a full complement of crew, however, the apparatus will respond code "1" (no red lights & no siren). If at any time there is an update during the response that would indicate an emergency situation, then all units will commence with code "3" response (red lights & siren activated)

The intent of this operational guideline is not to discourage fire fighters from responding promptly, it is simply to weigh all of the potential risks involved.

REFERENCES

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **CONFINED SPACE GUIDELINE**

OG# 03/30

PAGE 1 OF 1

PURPOSE

To recognize the hazards of a confined space and to provide a safe procedure to deal with a fire or rescue operations.

SCOPE

All fire department and support personnel responding to a confined space incident, as defined by the “ Nanoose VFD Confined Space Entry Manual”

POLICY

Confined spaces include caverns, tunnels, pipes, tanks and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements, crawl spaces and attics.

The I/C should attempt to gather as much information as possible about the incident prior to committing personnel and equipment to a C/S (confined space) incident or a potential CS incident. The I/C must assume that an unsafe atmosphere exists within the confined space until testing establishes it safe.

PROCEDURE

Once defined as a “confined space incident”, all procedures of the “Nanoose Volunteer Fire Department Confined Space Entry Program Manual” must be adhered to.

All confined space incidents will be considered “LEVEL II” incidents with respect to the “Passport Accountability System”

REFERENCES

Nanooses VFD Confined Space Entry Program Manual

RELATED GUIDELINES

O.G.# 03/01 passport accountability system

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: : FIREFIGHTING OVER WATER & SHIPBOARD

OG# 03/31

PAGE 1 OF 1

PURPOSE

To establish guidelines for response to fires on board commercial marine vessels

SCOPE

All fire department officers and suppression personnel.

POLICY

The Canadian Coast Guard is the authority having jurisdiction for vessels at anchor. Structural fire fighters must not respond to such ship board fires without a specific request from Coast Guard (Rescue Coordination Centre) and explicit Approval of their Municipal Council or Board. Structural fire fighters may respond to commercial ship fires when the vessel is in dock provided suppression activities are limited to the level of training provided to fire fighters. A Unified Command System will be utilized at all commercial vessel fires.

PROCEDURE

Marine fire fighting is a highly specialized and dangerous operation. Fire department cannot engage in aggressive firefighting operations unless they have provided certified marine firefighting training for their staff. The Canadian Coast Guard has established operational agreements with specialized marine firefighting organizations to respond to marine fires (see reference). The rescue coordination center must be notified to initiate the appropriate response for commercial marine vessel fires. Structural firefighters may initiate suppression activities on vessels at dockside providing the fire is above deck and the situation is acceptable for the application of structural firefighting techniques.(i.e. ventilation and adequate escape routes can be maintained). Under no circumstances must any staff be assigned to suppression activities below decks (confined spaces). Defensive firefighting tactics only must be utilized. The use of personal flotation devices (PFD'S) shall be used by all personnel. Provincial Ministry of environment and federal fisheries and oceans shall be advised of any release of pollutants.

REFERENCE

Sample Memorandum of Understanding, Canadian Coast Guard

RELATED GUIDELINES

Created On:	Jul 9 2002	Revised On:	Nov 24 2015
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MEMORANDUM OF UNDERSTANDING (MOU)
Between the Canadian Coast Guard - Pacific Region (CCG)
And

Nanoose Volunteer Fire Department - Governing the Provision of Emergency Response Services

Purpose:

To establish the procedures whereby the CCG can utilize the expertise and resources of the Nanoose Volunteer Fire Department to assist in the response to shipboard emergencies.

This Memorandum of Understanding does not create legal obligations between the parties.

Definitions:

Shipboard Emergency - an incident which occurs on board a ship where the potential exists of a threat to individuals of grave and imminent danger if timely action is not taken, and where actions are required to minimize damage to or loss of property.

Emergency Response Services - Those services for which the Nanoose Volunteer Fire Department Officers and/or personnel are trained and equipped to provide, e.g. shipboard fire fighting, hazardous materials response.

On-Scene Commander(OSC) - The commander of a search and rescue unit designated to coordinate search and rescue operations within a specified search area.

Nanoose Volunteer Fire Department Incident Commander - The person in command of the Nanoose Volunteer Fire Department facilities, equipment, personnel, procedures and communications at an emergency.

Scope: This MOU covers the geographic area of coastal British Columbia.

Policy: The CCG is mandated to provide mariners with assistance for the resolution of shipboard Emergencies. In incidents where specialized trained Emergency Response Services are required the CCG may request the assistance of Nanoose Volunteer Fire Department for the provision of these specific services.

(Note: this action would normally be on behalf of the ships' Master. In certain incidents it may be warranted for CCG to arrange for these specialized services as a preventative measure.

Call-out Procedure:

CCG RCC Marine Controllers, under the Authority of the Superintendent RSER (Rescue, Safety & Environmental Response) will contact Nanoose Volunteer Fire Department Dispatch at 1-800-918-9168 and provide information on incident details and location, services required, and transportation arrangements.

Command and Control:

The On-Scene Commander, the Nanoose Volunteer Fire Department Incident Commander and the Ships' Master or senior representative will be responsible for jointly managing the response to a shipboard emergency. The On-Scene Commander, the Nanoose Volunteer Fire Department Incident Commander and the Ships' Master or Senior representative will retain command of their respective personnel while implementing an agreed upon response plan,

Training and Equipment Provided by Nanoose Volunteer Fire Department:

All Nanoose Volunteer Fire Department personnel utilized in response should be trained to the appropriate National Fire Protection Association Standard and equipped with the appropriate Personal Flotation Device.

Costs: The CCG, on behalf of the Ships' Master, will pay the costs associated with;

1) Transport and support of Nanoose Volunteer Fire Department Officers and/or

personnel.

2) Backfilling positions or equipment vacated by Nanoose Volunteer Fire Department Officers.

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: FIRST RESPONDER OPERATIONS / PROTOCOL

OG# 03/32

PAGE 1 OF 2

PURPOSE

To establish a safe and professional approach to emergency medical responses.

SCOPE

All fire department personnel engaged in emergency medical operations.

POLICY

The Nanoose Volunteer Fire Department will be summoned to emergency medical calls from time to time. This may only be done by EHS (emergency health services). It is the policy of the Nanoose VFD to provide and or assist in providing the best emergency medical care possible to the patient or patients.

PROCEDURE

Licensing

All fire dept personnel giving direct patient care medical service should be trained and certified to EMA-FR III. Responders are only to provide care to the level that they are trained and certified.

Infection control

All procedures for proper infection control shall be adhered to (see OG 03/05).

Operations

All first responders will adhere to policies and procedures as set by training manuals and, policy and procedures manuals issued by MOH.

Responsibilities of personnel

Paper work person to be close by the attendant until initial vitals are taken.

Attendant should maintain direct conversation with the patient.

Assistant is responsible for setting up O2 and getting equipment from the bag. No contaminated or potentially contaminated equipment to be returned to the bag.

4th person to fill in as required.

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **FIRST RESPONDER OPERATIONS / PROTOCOL**

OG# 03/32

PAGE 2 OF 2

ALCOHOL is not to be consumed while on FR Duty rotation.

HATS only fire department authorized headgear can be worn while on a call or training session.

After removal of gloves hands must be washed with soap and water, or alcohol gel in the absence of soap and water, then soap and water once returned to the hall. Medical gloves are not to be worn under structural firefighting gloves.

REFERENCES

first responder policies and procedures manual
 first responder training manual

RELATED GUIDELINES

O.G.# 03/05

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: HYDRO AND ELECTRICAL EMERGENCIES

OG# 03/36

PAGE 1 OF 1

PURPOSE

To require firefighters to follow safe work practices involving electricity.

SCOPE

All fire department personnel.

POLICY

Firefighters shall not handle downed power lines whether live or not and shall use appropriate precautionary measures around any electrical equipment.

A safety perimeter of at least 10 meters shall be clearly identified around downed lines and other electrical hazards

PROCEDURE

All downed wires should be considered live. A ten meter perimeter must be established for fire fighter and public safety. Damaged kiosks and other electrical vaults are treated in the same manner. Meters shall only be removed by authorized personnel. The handling of, and operations around electrical equipment shall follow procedures and practices outlined in the B.C. Hydro Electrical Safety for Fire fighters.

REFERENCES

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia., IFSTA Essentials of Fire Fighting Training Manual, B.C. Hydro Electrical Safety for Firefighters

RELATED GUIDELINES

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: RESPONSE TO MOTOR VEHICLE ACCIDENTS

OG# 03/37

PAGE 1 OF 1

PURPOSE

To establish a procedure for attending to Motor Vehicle Accidents.

SCOPE

All fire department personnel responding to Motor Vehicle Accidents

POLICY

It shall be the Department policy to respond to MVA's within the Nanoose Fire Protection District as follows.

PROCEDURE

- Chief, Deputy Chief or Training Officer to respond direct
- Truck # 18 will respond first with three fire fighters on board, two of which should be First Responders. Followed by #16, #19 etc.
- Once on scene the incident commander will give a size up of the situation, how many Vehicles are involved, number of patients, whether or not extrication is required, possibly how many ambulances are required.

The size up should also include which, if any, other agencies are on scene ie. RCMP, EHS etc. If there are flammable liquids leaking from the vehicle or vehicles involved then appropriate firefighting measures should be taken. A 20 lb dry chem extinguisher should be manned at the very least.

OTHER CONSIDERATIONS:

If patient care or rescue require entry into the vehicle it must be suitably secured with cribbing, struts or other means.

Establish that RCMP & Ambulance are responding. Traffic control should be established as soon as possible to provide for scene safety. If extended amount of time or heavy traffic anticipated, setup of "ACCIDENT SCENE AHEAD" sign from #20 would be appropriate. Generally, the fire department assumes a support role for the other agencies and will often provide for clean-up of leaking fluids, traffic control, assisting with lifting of patients.

Batteries should be disconnected as soon as it is safe to do so, by disconnecting the terminal or cutting the cables. Cut the ground first. (Most cases is negative ground, some trucks and heavy equipment positive ground)

REFERENCES**RELATED GUIDELINES**

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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: RESPONSE TO VEHICLE FIRES

OG# 03/38

PAGE 1 OF 1

PURPOSE

To establish firefighting procedures for gasoline and/or alternate fuelled vehicles involved in fire.

SCOPE

All fire department personnel responding to vehicle fires.

POLICY

It shall be the responsibility of the Officer in Charge to develop an initial strategy and implement effective tactical operations to successfully control and extinguish vehicles involved in fire and to conduct these operations in a safe manner.

PROCEDURE

Positioning Attack Vehicle Safely: The following factors must be considered by the Officer in Charge and implemented at his/her discretion, based on the conditions encountered. If possible, avoid passing a vehicle that is fully involved in fire. Position the pumper a safe distance (at least 100') from a vehicle involved in fire. If possible, position the pumper on high ground and upwind. The only exception to placing the pumper on high ground would be if the vehicle was fuelled with Liquefied Natural Gas (LNG), which is lighter than air.

Fire Fighting Tactics: The following firefighting tactics shall be implemented at the discretion of the Officer in Charge, based on the conditions encountered. Personnel must wear full protective clothing and S.C.B.A., Two (2) 1 1/2" fog lines must be employed and the initial attack, if possible, made towards the front of the vehicle, and at an angle of approximately 45 degrees. Observe the interior of the vehicle for occupants.

Locate the fire. Apply a water stream to the fuel tank for cooling purposes. Extinguish the fire with second 1 1/2" hose line. In the event of a vehicle fully or extensively involved in fire, the Office in Charge may order the first 1 1/2" hose line adjusted to a straight stream and directed on the vehicle. The second 1 1/2" hose line is to be used for protection of personnel. When advancement is made after this initial application, the straight stream should be adjusted to a fog pattern and the Officer in Charge should employ effective tactical operations to control and extinguish the fire.

Note: *There is nothing in this Operational Guideline that restricts the officer in charge from using foam to combat a vehicle fire.*

REFERENCES

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	September 28, 2015
This document replaces the last revision of:			September 28, 2015
Approved by:			
Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **RESPONSE TO BOMB SCARE INCIDENTS**

OG# 03/40

PAGE 1 OF 1

PURPOSE

To establish procedures for incidents involving bomb scares or threats.

SCOPE

All fire department personnel/dispatchers.

POLICY

Bomb scares or threats are the responsibility of the RCMP.

PROCEDURE

Reports of bomb scare/threats are to be referred to the RCMP. At the request of the RCMP, fire department personnel will attend to assist in evacuation and fire suppression if needed. Bomb search is conducted by the RCMP. Fire department personnel do not perform this function.

REFERENCES

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	September 28, 2015
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Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **STRUCTURAL FIRE ATTACK**

OG# 03/41

PAGE 1 OF 1

PURPOSE

To establish criteria for the initial fire attack team at structure fires.

SCOPE

All suppression personnel.

POLICY

A minimum of four firefighters (including the Officer) must be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in a fire situation beyond the incipient stage.

PROCEDURE

When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least two (2) firefighters. Effective voice communication must be maintained between firefighters inside and outside the enclosed location. When two (2) firefighters enter on initial attack, one (1) additional fire fighter shall operate the pump and perform accountability functions and a fourth fire fighter must remain outside maintaining communications, and be prepared & equipped with PPE, SCBA and radio to perform immediate rescue if required.

Where less than four firefighters are actually assembled on the fireground, only exterior defensive firefighting operations shall be initiated until additional personnel arrive on scene. This could include establishing water supply, laying attack lines, defensive attack and/or transitional attack.

The second team arriving at the incident scene will establish a Rapid Intervention Team in accordance with O.G.03-08. Subsequent teams may back-up the first team or be assigned according to the needs of the incident.

REFERENCES

RELATED GUIDELINES

O.G.#03-08

Created On:	Month Day Year	Revised On:	September 28, 2015
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NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: **SPECIALIZED RESPONSES (haz mat etc.)**

OG# 03/42

PAGE 1 OF 1

PURPOSE

To establish response procedures to incidents requiring specialized response services.

SCOPE

All fire department members.

POLICY

Incidents requiring a specialized response for operations shall utilize the service of specialists. Suppression crews may provide assistance within the scope of the department Operational Guidelines to incidents within the boundaries of the Fire Protection Service Area or in Mutual Aid areas when requested by the Fire Department.

PROCEDURE

Operations that require specialized equipment or skills outside the scope of existing fire department staff skills should not be undertaken by the fire department.

Such operations may include:

- hazmat
- high angle/rope rescue
- search and rescue
- marine/diving
- shipboard fires
- swift water
- other similar incidents

Fire crews may provide support for peripheral activities under the direction of a specialist. The Incident Commander should gather as much information as possible and establish an appropriate, safe plan. The fire department should have Board authorization to undertake a Specialized Response to a specific type of incident, and an Operational Guideline before undertaking the activity.

REFERENCES

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	February 6, 2015
This document replaces the last revision of:			February 6, 2015
Approved by:			
Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: CRITICAL STRESS MANAGEMENT

OG# 04/01

PAGE 1 OF 1

PURPOSE

To ensure that all personnel are provided with Critical Incident Stress counselling when required.

SCOPE

All fire department personnel.

POLICY

Critical Incident Stress debriefing and counselling will be provided to personnel when deemed necessary.

PROCEDURE

All serious or traumatic calls should have the opportunity for crews to debrief.

When there is a recognized need for stress defusing, a C.I.S. facilitator shall be contacted to coordinate the implementation of a defusing session.

CRITICAL INCIDENT STRESS CONTACT INFORMATION:

WCB - 1-800-661-2112

Vancouver Island Health – 1-877-370-8699

REFERENCES

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	June 11, 2014
This document replaces the last revision of:			June 11, 2014
Approved by:			
Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: FIRE DEPARTMENT TRAINING PROGRAM

OG# 04/02

PAGE 1 OF 2

PURPOSE

To commit the Fire Department to the training of fire fighters to a standard to enable them to perform their duties safely and effectively.

SCOPE

This procedure applies to all fire fighters, fire suppression officers and command officers in the Fire Department

POLICY

The Fire Department will train all fire fighters on a regular basis to Provincial standards.

PROCEDURE

General:

In order to assist fire fighters in training, the Fire Chief will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Fire Department. Fire Department training will be designed to meet the following standards: Nanoose Volunteer Fire Department Operational Guidelines and Volunteer Fire Fighter Training Standards, Province of British Columbia BCERMS Standard ICS 100

Training Responsibilities:

The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire Chief. The scheduling & coordinating special training sessions lies with both the Training Officer and the Fire Chief.

The Training Officer is responsible for:

Determining Department training needs, in consultation with the Fire Chief & Deputy Chief, maintaining training records for all members of the Department, developing Department training programs, evaluating continuity of training, and conducting training, as required.

The Deputy Chief (s)

Are responsible for coordinating with the Training Officer in matters relating to training, evaluating the training needs, evaluating fire department staff.

Created On:	Month Day Year	Revised On:	March 2, 2014
This document replaces the last revision of:			March 2, 2014
Approved by:			
Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: FIRE DEPARTMENT TRAINING PROGRAM

OG# 04/02

PAGE 2 OF 2

Captains and Lieutenants

Are responsible for instructing as per Department training schedules, utilizing applicable standards, manuals and Operational Guidelines, as well as Department and other training aids.

All members

Are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

Additional Training

Requests for extra training should be submitted to the Deputy Chief / Training Officer as a written proposal with all relevant details. (Date, cost, location, etc.)

The proposal should show alignment with current NVFD training goals. If accepted by the Deputy Chief / Training Officer, it will then be forwarded to the Fire Chief for final approval.

Financial Costs

The Nanoose Volunteer fire department will be responsible for all training costs. This will include travel, meals and lodging costs. (RDN Rates will apply)

REFERENCES

Fire Department Operational Guidelines, IFSTA Essentials of Fire Fighting

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	March 2, 2014
This document replaces the last revision of:			March 2, 2014
Approved by:			
Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: WORKING ALONE

OG# 04 /03

PAGE 1 OF 3

PURPOSE

To ensure that Fire Department personnel that are working alone have a system in place to make sure they are safe.

SCOPE

All Fire Department personnel

POLICY

Any member that works alone should have a designated “check in” person that is able to contact the worker by cell phone, radio or other method to ensure that they are safe.

PROCEDURE

The risk of injury should be assessed when setting up a check in procedure.

The “check in” person must know how and who to escalate to if a worker cannot be contacted. The worker is responsible for contacting the “check in” person when finished working alone to close out the check in procedure.

CHECK IN PROCEDURE

Low Risk

If a member is working alone in a low risk situation, such as at the Fire Hall, any other person, (spouse, other member etc), may act as the “check in” person provided;

- There is at least one method of communication, (cell phone, landline, radio etc), between the two parties.
- Check in times or intervals are agreed to and understood.
- The “check in” person knows who to contact if the member cannot be reached at the agreed to times.

The member must contact the “check in” person to let them know that they are finished working alone.

Created On:	Aug 21, 2014	Revised On:	
This document replaces the last revision of:			
Approved by:			
Effective date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: WORKING ALONE

OG# 04 /03

PAGE 2 OF 3

High Risk

If a member is working alone in a high risk situation, such as responding to complaints or responding alone at night, the following procedure should be followed;

- A fire report sheet should be started that includes address of call, time of call, time on scene etc.
- There must be at least one method of communication between the two parties.
- The responding member should give a report on the situation when they arrive on scene.
- Fire Department members will normally act as the “check in” person but Fire Dispatch may act as long as they maintain radio contact until the member on scene is clear of the scene and returning.
- The member on scene must ensure that they report to the “check in” person that they are clear of the scene and returning.
- Contact intervals between the two parties should be no more than 15min.
- If the “check in” person is unable to contact the member on scene after several attempts and within a reasonable time, the “check in” person shall call for more resources, (RCMP, full fire crew, EHS etc), until the “on scene” member is located or contact is re-established.

REFERENCES

Check in Procedure 04-03

RELATED GUIDELINES

Created On:	Aug 21, 2014	Revised On:	
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Effective date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: WORKING ALONE

OG# 04 /03

PAGE 3 OF 3

Created On:	Aug 21, 2014	Revised On:	
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Effective date:	December 15, 2014		

OPERATIONAL GUIDELINE

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: USE OF SOCIAL MEDIA

OG# 04 /04

PAGE 1 OF 1

PURPOSE

To guide members in the appropriate use of “Social Media” as it relates to the Fire Department

SCOPE

All Fire Department personnel

POLICY

All “Official” information released regarding the Fire Department must be approved by the Fire Chief.

PROCEDURE

Members must not release any information, including pictures or video , that violates the privacy of the public or other Fire Department members.

Member use of Social Media must not negatively impact the reputation of the Fire Department, Officers, other members or agencies that we deal with.

Members are personally responsible for their use of Social Media and any liability.

Members will be disciplined for inappropriate use of Social Media including sanctions and termination.

Members must not use cell phones or devices for texting while at calls or practices, if it interferes with their duties, without the permission of their officer.

Members that are attending Mutual Aid calls must receive permission from the senior member of the hosting department before posting any information or pictures.

REFERENCES

RELATED GUIDELINES

Created On:	Oct 26, 2014	Revised On:	N/A
This document replaces the last revision of:			N/A
Approved by:			
Effective Date:	December 15, 2014		

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: Harassment Policy

OG# 04 /05

PAGE 1 OF 1

PURPOSE

This Policy prohibits personal or sexual harassment, bullying or violence in our workplace. It is not meant to constrain normal social interaction.

SCOPE

All Fire Department Personnel

POLICY

All Fire Department members will be trained to understand their rights and responsibilities with regard to WorkSafe BC regulations.

Members must not engage in bullying, harassment or violent behavior.

Members must report incidents of bullying, harassment or violence they have experienced or witnessed.

PROCEDURE

Incidents of bullying, harassment or violence must be reported to a senior officer.

All reported incidents will be investigated.

False or exaggerated reports may result in disciplinary action.

REFERENCES

- Investigation Procedure for reports of bullying , harassment or violence.
- OHS guidelines 115, 116, 117

RELATED GUIDELINES

Created On:	November 15, 2015	Revised On:	
This document replaces the last revision of:			
Approved by:			
Effective Date	December 1, 2015		



NANOOSE VOLUNTEER FIRE DEPARTMENT
TRAINING AGREEMENT

It is understood and agreed that,

- Nanoose Volunteer Fire Department will pay the cost for the successful completion of all training courses that are required by the Fire Department and any associated costs, (such as mileage, meals, etc.) , on a pre-approved basis.
- The student/firefighter must make their best effort to attend and successfully complete any required training courses.
- If the student/firefighter does not successfully complete the required training courses the Fire Department may recover any costs of that training from any amounts owed to the student/firefighter by the Fire Department such as practice pay, emergency pay, and the PAID program.

Student/Firefighter Name _____

Signature_____

Date_____

NANOOSE VOLUNTEER FIRE DEPARTMENT

TITLE: FIRST RESPONDER / AMBULANCE TRAINING

OG# 04/11

PAGE 1 OF 1

PURPOSE

To establish a procedure to set up a formal first responder training so that active licenced first responders can get hands on experience.

SCOPE

All active fire department "licenced" first responders.

POLICY

It is the policy of the Nanoose Volunteer Fire Department, that any active licenced first responders that want to gain more experience, must follow this operating guideline.

PROCEDURE

1. Personnel must setup their first responder training session with the ambulance station unit chief three days prior to the training event.

2. Once a first responder training session date and time have been set, written notice must be given to the Fire Chief or his delegate three days in advance of the first responder training session.

3. If an accident or injury occurs, the Fire Chief is to be notified immediately.

4. It is understood that if the ambulance attends a call, the first responder that is on the first responder training session will be logged on to the ambulance report.

REFERENCES

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	April 20, 2014
This document replaces the last revision of:			April 20, 2014
Approved by:			
Promulgated on:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: Wildland Fire Danger Trees	OG# 05 /02

PAGE 1 OF 2

PURPOSE

To establish procedures for assessing and dealing with Danger Trees during Wildland fire operations

SCOPE

All suppression personnel

POLICY

In wildfire operations, if there is a risk to a worker from a suspect or potentially dangerous tree, the tree must be removed or assessed.

PROCEDURE

During the initial attack stage of a wildfire (within 3 hours of ignition) an informal assessment of any danger trees will be conducted by the OIC, or his designate, and all workers will be made aware of any suspect trees. Workers in this situation need to keep a “heads up approach” and stay away from any obvious dangerous trees and overhead tree hazards (insecure lodged trees, hanging tops or limbs). During expanded operations (after 3 hours) a formal assessment, by a certified assessor, must be conducted.

Where specific wildfire suppression operations are critical to controlling the fire and there is no other practical alternative safety procedure, the use of spotters to watch suspect or potentially dangerous trees in order to allow workers to carry out activities may be utilized, as long as it is for a short duration only. If this practice is to be employed, then it is essential that all workers on site are aware of the procedures to be used and appropriate action required if a tree appears in any way to be posing a threat of injury to workers on-site at that time.

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Effective date:	Month Day Year		

NANOOSE VOLUNTEER FIRE DEPARTMENT	
TITLE: Wildland Fire Danger Trees	OG# 05 /02

PAGE 2 OF 2

All procedures must be documented and placed on the appropriate incident file. If conditions call for an alternate safe work procedure from these standards, an amending written practice will be developed to address the specific situation and ensure the safety of personnel. The appropriate Fire Officer must approve this practice.

If a dangerous tree must be removed, then a qualified faller must be used to remove the tree.

REFERENCES

DEFINITIONS:

Dangerous Tree: A Dangerous tree is any tree that is hazardous to workers because of:

location or lean, physical damage, overhead hazards, deterioration of limbs, stem or root system, >50% of roots or stem burnt, any combination of the above.

O.G. # 4.06.01

O.G. # 1.06.01

Worksafe Regulation 26.11(1)

Wildfire Management Branch OSWS #1

RELATED GUIDELINES

Created On:	Month Day Year	Revised On:	Month Day Year
This document replaces the last revision of:			Month Day Year
Approved by:			
Effective date:	Month Day Year		



File: 146-20

August 13, 2014

Fire Departments – Coastal Fire Centre

Dear Fire Chief:

RE: Coastal Fire Centre Initial Attack Supplemental Resources – Fire Departments

As you are aware, wildfire activity is at near-record levels for the Province. The long range outlooks indicate at least 6-8 weeks of continued dry weather, with above normal temperatures. In addition lightning fires typically occur in August.

In light of this:

- Provincial resource demands continue to outstrip capacity, without relief in sight;
- The large number of high priority Type 1 “project” fires that continue to require resources;
- Interface fires and newly discovered wildfires requiring Initial Attack (I/A), are first priority for resources – protection of human life/property is priority #1;
- High “Drought Code” values mean fires in heavy coastal fuels require long duration fire suppression effort to extinguish – even on very small fires;
- For every 14 consecutive days of active fire operations, our *Operational Safe Work Standard* #2 requires our personnel to have three days of time off to rest and recuperate. This policy, while very important, results in ongoing challenges in crew and officer scheduling, through busy fire periods;
- Maintaining aggressive I/A capacity for the highest priority targets, i.e., Interface fires, is paramount.

With this in mind, we are looking at strategies to augment our resources – especially for initial attack/first response to road accessible wildfires. Fire Departments, being important partners in fire management have trained/experienced professional personnel and fire apparatus that could help us through this challenging time.

For many years the Wildfire Management Branch has had a Province-wide Standard Operating Guideline (SOG 1.06.01 - attached) that provides terms of reference between Wildfire Management Branch and Fire Departments/Local Governments regarding wildfire response - inside and outside fire department boundaries.

Initial Attack Supplemental Resources – Fire Departments

In light of the serious challenges we face in initial attack/first response resources, we are requesting your voluntary assistance to supplement our wildfire response resources. As such, we are seeking assistance from you until conditions stabilize and our resource capacity returns to normal levels. Please consider this a “pilot project” that could be incorporated into the existing SOG 1.06.01 in future.

Specifics regarding this proposal are outlined in our Standard Operating Guideline 1.06.01 Supplementary Guidance (attached). We envision the implementation of the selected Fire Department “Strike Teams” to commence with an orientation starting the week of August 15-22, 2014, and based on current fire activity forecasts expect the need could continue well into September, 2014.

We very much value your ongoing support and diligence in managing your own fires within your area to date, and also now your consideration of strengthening our partnership by considering this proposal. Please respond back to this letter with your acceptance to participate at your earliest opportunity, and then we will provide details for the orientation/cross training date, time and location.

For additional information, please direct your inquiries to our Fire Operations Section 250-951-4201. Thank you

Yours truly,



Ken Taekema, RFT
Fire Centre Manager

Attachment(s): SOG 1.06.01 Standard Operating Guideline
SOG 1.06.01 Supplementary Guidance

Province of
British Columbia

Wildfire Suppression with Local Governments Standard Operating Guideline

Subject :

WMB Guideline for Compensation to
Fire Departments for Wildfire
Suppression Actions on Lands outside
of their Jurisdiction

Ministry of Forests,
Lands and Natural
Resource Operations

Library :
Fire Operations

Chapter Ref :
Provincial

Section:
Fire
Operations

File :
SOG
1.06.01

PURPOSE: This operating guideline will ensure that there is an understanding of responsibilities for wildfire suppression between the Wildfire Management Branch (WMB) and all local governments.

SCOPE: This operating guideline applies to all wildfire situations involving the WMB and corresponding local governments within British Columbia.

POLICY: All wildfire suppression activities which also involve or directly affect local government fire protection agencies, will be consistently administered in accordance with current legislation, regulations and guidelines. This provides a straightforward approach to mutual aid, between the WMB and local government sponsored fire protection services.

PROCEDURE:

- 1.) **Wildfire Suppression Agreements:** All previous agreements with the WMB, relative to wildfire suppression with local governments are now replaced by this operating guideline. The key element in this operating guideline is mutual aid, to be consistently applied across the province.
- 2.) **Responsibility for Fire Suppression:** Where local government provides fire protection services through municipal, regional or improvement district governments (i.e. a fire department), it is understood that the fire department is responsible for fire suppression action on all fires within its legislated fire protection jurisdiction. i.e. letters patent or by-laws
- 3.) **Responsibility for Wildfire Suppression:** Where wildfire threatens forest or other wildland values, the WMB, has responsibility to ensure that appropriate fire suppression takes place, regardless of ownership or land status.
- 4.) **Mutual Aid:** This Operating Guideline, maintains an established commitment to mutual aid on all wildfires which are beyond the capability of a local fire department. Suppression efforts undertaken by the WMB and costs associated with those efforts will be the responsibility of the WMB, on behalf of the province. Fire departments will be responsible for their own costs which they incur in suppressing fires within their jurisdiction.
- 5.) **Crown Lands or Unorganized Areas:** Where Provincial Crown lands exist within a fire department's boundaries, and wildfire occurs and the fire department takes action, the fire department is entitled to compensation from the

province, provided that the action was approved by the appropriate Fire Centre. Similarly, where a fire department, takes pre-approved wildfire suppression action on a wildfire outside its jurisdiction, in areas where there is no local fire department protection, the fire department is entitled to compensation. This pre-approval process is facilitated through a phone call to the appropriate Regional Wildfire Coordination Officer, available 24 hours each day during fire season.

6.) **Cost Responsibilities:**

- a) **Compensation:** Where approved as per (5) above, compensation will be based on a flat rate for fire apparatus. The current rate per fire apparatus, including personnel and equipment on the truck is \$450.00/hour. The minimum call rate per truck is one (1) hour, which includes a built in cleanup time of 1/2 hour. Where actual time of fire suppression exceeds 1 hour, an additional 1/2 hour for cleanup time will be accepted. The fire department will be compensated through submission of an itemized invoice (attached Appendix 1) to the approving fire centre.
- b) **Billing:** Where wildfire control measures are undertaken by the WMB, the province maintains the right to recover costs incurred, through an administrative billing process to landowners. The WMB reserves the right to apply fines and/or administrative penalties and/or proceed with charges against those parties who are determined to be committing an offense under the *Wildfire Act and Wildfire Regulation*.

7.) **Relieving a Fire Department:** Where a wildfire occurs in unorganized areas, and a fire department has taken voluntary fire suppression action, the WMB will take over fire suppression efforts at the earliest opportunity, when so requested by the fire department.

Where a fire department anticipates extended duration wildfire suppression and mop-up, within its jurisdiction, the fire department may request assistance from the WMB with the objective of being assisted to the containment stage of that wildfire event. It is recognized by the WMB that it is in the best interest of the public to maintain emergency response capabilities, provided by local fire departments. This will be considered when determining whether final mop-up will be completed by the WMB. It is common practice to require a landowner, where deemed capable by the province, to provide assistance in extinguishment and patrolling duties, on that landowner's fee simple lands.

8.) **Reporting and Requesting Assistance:** The WMB will, upon receipt of a fire report deemed to be the responsibility of a fire department, forward known information to the appropriate fire department, without delay. When a fire department is reporting a wildfire and/or requesting assistance, it is expected to provide key information to the RWCO as follows:

- i. fire department and location of fire
- ii. what is burning and threatened
- iii. access to the fire and fire department equipment and agencies en route or on scene
- iv. type of assistance required, fire potential and fire behaviour
- vi. radio frequency, if known, and key contact at the scene

Standard Operating Guideline 1.06.01 Supplementary Guidance

- This document is intended to provide guidance to Zone staff and local Fire Departments in determining if local fire departments are able/willing to provide crews/apparatus to augment/supplement existing Fire Centre Initial Attack (I/A) crew resources, above and beyond the protocols contained within Operating Guideline O.G. 1.06.01(attached).
- Pre-org local Fire Departments willing/capable of acting as supplemental initial attack resources for Coastal Fire Centre, for specified times;
- This would allow I/A crews to be deployed to remote targets (e.g. new lightning fires) and still maintain “truck response: to fires with Fire Dept.- staffed I/A resources;

As such, participating Fire Departments will:

- Require approval from their local governing body to participate in this Standby/Response protocol;
- Be “packaged” as self-contained 3-person crew - with crew leader, 2 fire fighters and fire apparatus, suitable for wildfire response and be utilized for ground attack to road accessible fires/responses;
- Be compensated based on current policy for voluntary action reimbursement on wildfire incidents (O.G. 1.06.01) to agreed-upon levels.
- Be prepared and willing to integrate in day-to-day Zone firebase operations and be positioned at the local Zone Firebase or to a designated “forward base” location.

Specifics

Participating Fire Departments will:

- Provide a 3 person Crew with a Type-4 certified I/C (or NFPA equivalent), have a level 3 (or equivalent) First Aid member on the crew and all crew members have Basic Wildfire Suppression (S-100, S-10A or NFPA equivalent);
- Ensure all members are physically fit and submit “Par-Q” evaluation (attached);
- Provide a Crew leader, preferably with basic ICS (minimum I-100) training;
- Provide a “Brush Truck” type of fire apparatus – suitable for off-pavement response – four wheel drive is preferable – where this is not possible/available, a suitable vehicle may be provided by Coastal Fire Centre;
- Have radio contact and be approved to utilize Coastal Fire Centre frequencies, and provide a cell phone for the designated crew leader (I/C). ;
- Normally respond without “lights and sirens”, unless specifically approved by Coastal Fire Centre.

Compensation:

- Pay rate is based on existing O.G. 1.06.01 - \$450.00/hour/truck (all-found - i.e. including manpower, fuels, foam etc.);
- The rate while positioned at a designated Coastal Fire Centre location – e.g. a Zone Firebase - will be at “½ rate” of \$225.00/hour including truck and crew. When called out to respond to a fire report, the working rate of \$450.00/hour will apply for any hours worked;
- Standby hours at the Fire Dept.’s Fire Hall will be at 1/4 rate – i.e. \$112.50/hour.
- Rate for a 3-person crew only (without truck) is \$112.50/hour;
- Hours of availability will be set daily by Coastal Fire Centre – normally a shift will be 8 hours (e.g., 10:30 - 18:30) at a Zone Firebase, with standby of 4 additional hours abutting that shift, at the Fire Department’s Fire Hall. Additional standby beyond that would be on an “as and when” required basis – standby would be done at the Fire Department’s home Fire Hall, at the rate of \$112.50/hour;
- Total hours for an operational period would be as follows:

○ Standby at home Fire Hall	08:30 - 10:30	\$112.50/hour
○ Standby at Zone Firebase	10:30 – 18:30	\$225.00/hour
○ Standby at home Fire Hall	18:30 - 22:30	\$112.50/hour
○ Additional standby @ Fire Hall	When approved	\$112.50/hour
○ Working rate – Fire response	When approved	\$450.00/hour
- There is no obligation for the Fire Department to respond outside the designated hours (standby hours). If requested/approved by Coastal Fire Centre to go outside their boundary - the normal policy/procedures for O.G. 1.06.01 applies @ at the rate of \$450.00/hour/truck with crew.
- Invoicing for standby and/or response, pursuant to this Addendum, will be submitted on “Invoice for Wildfire Suppression Services” form, per “Appendix 1” - O.G. 1.06.01.

Release:

- Coastal Fire Centre agrees to release the Fire Department to respond to any incidents – within their boundaries, as/when required - every hour not available to Coastal Fire Centre, will result in a reduction of @ \$225.00/hour/crew & truck, if standing by at the Zone Firebase, or \$112.50/hour/crew& truck if standing by at the Fire Dept.’s Fire hall.

- The Fire Department will advise Coastal Fire Centre immediately if they require release to respond to an emergency within their Fire Dept. area, and at the earliest opportunity will provide an estimated time when they will be “back in service” for the Coastal Fire Centre;
- Participation in this protocol may be cancelled at any time., by either Wildfire Management Branch or the Fire Department

Operational Guideline

FIRE DISPATCH – NI 9-1-1 CORPORATION	O.G. NO. 7-2-0
TITLE: RADIO PROCEDURES FOR USER FIRE DEPARTMENTS	PAGE 1 of 6

PURPOSE: This is intended to promote professional and efficient use of E-911 North Island Fire Dispatch Radio Systems

SCOPE: Fire Dispatch and North Island 911 Fire Departments

POLICY: Industry Canada has rules that must be observed for all transmissions

General

- Users may not deliberately interfere with transmissions from another station.
- Users may not transmit unnecessary or false distress signals or messages (conversations) containing profane or obscene words.
- Users are prohibited from discussing policy or personnel matters over the radio.
- Users shall transmit information using plain English in a clear and concise manner.

Initial Dispatch Cycle

1. Dispatchers will activate pre-alert and paging tones followed by a voice announcement. The voice announcement will be as follows:
 - a. Department name
 - b. Dispatch Code (problem type) as per the attached table “Appendix A”
 - c. Location of reported incident
 - d. Repeat steps a,b,c
 - e. Announce time of day
 - f. Announce map page, cross street or building name information as applicable.
2. Upon receipt of a page, one designated member of a fire department shall voice announce that the page out was successful, as soon as is practical. *For example, “Sayward Fire, page received”.*
3. Dispatch will track vehicle movements. Additional incident details will be broadcast upon the first announcement of a vehicle responding. For example, “**Fire Dispatch - Courtenay Chief 19 responding**”, dispatch reply, “**Roger Courtenay Chief 19, the caller reports that the problem is the in the rear bedroom and it’s getting worse**”.
4. All responding vehicles shall voice announce vehicle unit number when they are responding and when they arrive at scene. For example, “**Nanoose Rescue 1 responding**” or “**Parksville Ladder 1 on scene**”
5. Once command has been established all communications with dispatch should include the jurisdiction name and the applicable benchmark being announced. For example, “**Fire dispatch – Comox Command – fire loss stopped**” or “**Fire dispatch - Mcneill Command – RCMP & BCAS on scene**”.

NOTE: Dispatchers will use the term “**Standby**” during radio communications with fire departments as an indicator that they are momentarily not available due to processing a new incident(s) or gathering information for an existing incident. Fire Departments are kindly requested to hold off broadcasting new information until dispatch acknowledges they’re ready.

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Police to Respond or Wait for Police Notifications: One of the FCABC Essential Benchmarks as found in Appendix B refers to **Code 5 – Police**. There are times when Incident Commanders or Duty Officers require police to attend an incident but do not want to use the word “police” in front of people or over the air. A request to dispatch to “have fives attend” or “Code 5 to this address” will be understood by dispatchers.

The reciprocal is that BC EHS at times will flag an incident as “wait for police”. In these cases dispatchers may use the term “wait for fives” or “wait for code 5”. In all cases a “wait for police” notice should trigger the responding officers to stage apparatus well out of site of the address of the incident.

Paging 2nd calls - Fire Dispatchers will use the terminology “department name” + “duty officer” when alerting a fire department, by voice only, that a second call for service has come in. This will provide the most appropriate on-duty officer, as opposed to the incident commander, the opportunity to answer the radio call and advise dispatch whether the department is a) able to respond and b) which vehicle(s) are to be assigned to the second incident.

Fire Department use of Dispatch Channels

In many cases, multiple fire departments share a common dispatch frequency.

- Priority radio channel use will be granted to the fire department involved in the most serious incident. New calls on the channel will be paged and the dispatcher may advise the affected fire department to switch to a tactical frequency.
- In all cases of multi-call situations, every effort shall be made to give priority to the fire department responding to the most urgent emergency.
- In all cases, every effort shall be made to minimize radio traffic on a common dispatch frequency by switching to a tactical frequency once on scene for operations.
- At no time shall a department use a common dispatch frequency for the purpose of directing traffic, conducting training operations or notifying other members of non-emergency functions.

Benchmarks

The BCFTOA and the FCABC have completed work on an “Essential Benchmarks” document for the fire service in British Columbia. The purpose of this project was to identify those communications that must be captured on an incident, as well as to ensure a consistent definition of these terms. These benchmarks are not intended to be a complete list of radio communications. These are merely those communications that are critical to document, and in some cases are the current NFPA standard. See Attached Appendix “B” Essential benchmarks.

First Responder Service Levels

Participation by fire departments in the First Responder Medical Program varies for each jurisdiction. In an effort to maintain a consistent approach to service delivery a list of available service levels can be found in Appendix C and should be referenced by fire departments when increasing or decreasing their participation in the First Responder Program.

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Service Levels during an Evacuation of Fire Dispatch

In the event that the primary fire dispatch center is compromised or requires evacuation, **and at the discretion of the Fire Dispatch Manager, service levels may be reduced from Full Service Dispatch with Monitoring to Basic Service with Call Drop.** In the event Call Drop services are invoked dispatchers will notify the fire department of the incident type and location, once the involved fire department acknowledges receipt of the page, the dispatcher will disconnect the radio link. Vehicle movements and benchmarking **will not** be tracked. Mobile CAD and electronic paging will also not be available.

Responding fire departments may obtain additional information by dialing 1-800-918-9168 or by calling Nanaimo Fire Dispatch at (250)755-4569 however it is imperative that fire departments refrain from calling either of these numbers unless absolutely necessary.

NI 911 Corp Radio Equipment in Fire Halls

NI 911 Corp has fire dispatch radio equipment located in many fire halls throughout the service area. These systems are integral to communications with fire dispatch and rely upon constant 110v power to maintain batteries in the event of a power outage. Fire departments shall refrain, from unplugging, re-locating or connecting or disconnecting microphones, computers, modems phones or any related cables or other devices without the express written approval of the North Island 9-1-1 Technology Manager.

REFERENCE: O.G. 7.2.0 Appendix “A”; O.G. 7.2.0 Appendix “B”; O.G. 7.4.2

Chris Vrabel Issued by:	This O. G. Replaces: Issued: Amended: 1 July 2016
<i>Chris Vrabel</i> Signature of Fire Dispatch Manager	
27 May 2009 Original date of Issue:	

FIRE DISPATCH – NI 9-1-1 CORPORATION	O.G. NO. 7-2-0
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Appendix “A”

Suggested Terminology for Dispatching Calls

Dispatch Code:	Calls relating to:	Page:
ABANDONED 911	Hang up, lost contact calls before full info received	"General Response Required"
ALARMS	Alarm activation: emergency	"Alarm Activation"
ALARMS NON-EMERGENCY	Alarm activation: non-emergency	"Alarm Activation Routine Response"
AVIATION INCIDENT	Aircraft incident (crash, fire)	"Aircraft Incident" "Aircraft Fire"
BEACH/BRUSH	Beach /Ground cover or Brush fires emergency	"Brush Fire" "Stump Fire" "Grass Fire"
BEACH/BRUSH NON-EMERGENCY	Burning complaint, beach fire, smoldering bark mulch	"Burning Complaint" "Beach Fire" "Bark Mulch"
BOMB THREAT	Bomb threat	"Report to Station" followed by
CARBON MONOXIDE	Possible victims	"CO Detector Activation Emergency"
CARBON MONOXIDE : NON-EMERGENCY	Investigation, no victims	"CO Detector Activation Routine"
CHIMNEY	Fires contained within chimney or firebox	"Chimney Fire"
DUTY OFFICER INVESTIGATION	Public concern or request; General inquiry	"Duty Officer Contact on Landline"
FIRST RESPONDER	BCAS Responder calls A-E, Assist, Delay B/C, Delay D/E	"First Responder" "First Responder Assist"
FUEL LEAK/SPILL/OTHER	Fuel leak or spill, large quantities, emergency	"Fuel Spill Emergency"
FUEL LEAK/SPILL/OTHER: NON-EMERG	Small fuel leak or spill, non emergency	"Small Fuel Spill"
GARBAGE CONTAINER	Dumpster or garbage bin fires	"Dumpster Fire"
HAZMAT	Chemical substance spill or release	"Duty Officer Contact on Landline"
HYDRO TROUBLE	Power lines, hydro pole fire, arcing/sparking	"Hydro Trouble"
MARINE INCIDENT	Boat, Dock, or Aircraft fire or sinking in water	"Boat Fire" "Boat Sinking" "Floatplane Fire" "Dock
MV FIRE	Motor vehicle incident involving fire or possible fire	"Motor Vehicle Fire"
MVI	Motor vehicle incident	"MVI"
MVI/EXTRICATION	Motor vehicle accident with extrication in area	"MVI, Extrication Required"
MVI - PED STRUCK	Motor vehicle incident involving pedestrian	"MVI Ped Struck"
NATURAL GAS LINE BREAK	Natural gas line rupture	"Natural Gas Line Break"
NATURAL GAS/PROPANE	Problem involving natural gas or propane inside or outside of structure	"Natural Gas/Propane Leak"
NATURAL GAS/PROPANE – NON-EMERG	Investigation of non emergency natural gas/propane issue	"Natural Gas/Propane, Non Emergency"
OUTDOOR FIRE - EMERGENCY	Miscellaneous fires including boats and sheds	"Outdoor fire with description"
PUBLIC SERVICE	Request or inquiry; refer to D/O investigation	"Public Service"
RESCUE-ROAD	Any MVI that involves entrapment, out of area	"Road Rescue"
RESCUE-CONFINED	Confined space rescue	"Confined Space Rescue"
RESCUE-HIGH ANGLE	High Angle or steep embankment rescue	"High Angle Rescue"
RESCUE-LOW ANGLE/BCAS ASSIST	Assisting BCAS with a trapped patient/other rescue	"Low Angle Rescue", "BCAS Assist"
RESCUE-MARINE	Marine rescue	"Marine Rescue"
RESCUE-SWIFT WATER	River rescue	"River Rescue"
STRUCTURE - FIRE	Heavy smoke or visible flames inside or extending from a residence or building, fires involving all or part of a room	"Structure Fire", "Kitchen Fire", "Garage Fires"
STRUCTURE-ELECTRICAL TROUBLE	Electrical trouble inside residence	"Electrical Trouble Inside Structure"
STRUCTURE-SMOKE	Smoke inside structure or light smoke showing from	"Smoke in Structure", "Smoke Showing From Structu
WILDLAND	Fire involving multiple trees/ Forest / Insterface Fires	"Wildland Fire"

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Appendix “B”

ESSENTIAL BENCHMARKS		
Term Used	Definition of Term	Comments
Acknowledge Page	Incident confirmed	Unit designation to be added
On Route (responding)	Attending to the incident	Unit designation to be added
On Scene	Arrived at the incident	Unit designation to be added
Command Established	I/C identified at incident	Geographical confirmation. i.e. Smith Road Command
Nothing Showing	No visible emergency evident at the location	
Working Fire	Working Fire	State Attack Type: Offensive, Defensive or Transitional
Smoke Showing	Smoke Showing	Fire Response Only
Investigating	Looking to gather information on incident	
Primary Search – All Clear	Primary search completed	
Secondary Search – All Clear	Secondary search completed	
Under Control	Situation has been stabilized	Should be used for all type of incident
Mayday	Firefighter in distress	
Abandon	Firefighters to leave the building immediately, leaving all equipment	
Evacuate	Firefighters to assist Citizens/Public to leave the building	
Withdraw	Firefighters to leave the building, bringing all equipment with them in a rapid manner	
Fire Struck	Fire is out	Fire Response Only
RIT Established	Rapid Intervention Team has been established	Requirement of WorkSafe BC for confined space and structure fires
Loss Stop	Property conservation is complete, Salvage and overhaul is complete	All incident types, structure, MVI, etc.
PAR (commenced or completed)	Personal Accountability Report is being conducted/completed	
Clear of Scene	Apparatus is leaving the incident	State apparatus designation
Command Terminated	I/C is no longer in charge of incident	
Code 2	Routine response	
Code 3	Emergency Response	
Code 4	Possible death or fatality	
Code 5	Police	

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Appendix “C”

Incident Type	Paging Options (check one)
First Resp A	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp B	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp C	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp D	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp E	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp Assist Emergency	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp Assist Routine	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp Delay B/C	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General
First Resp Delay D/E	<input type="checkbox"/> No Response (dept does not respond and will not be notified) <input type="checkbox"/> Duty Officer (D/O to decide case by case basis if dept will respond) <input type="checkbox"/> 1 st Resp (if dept equipped with separate FR paging) <input type="checkbox"/> General

Operational Guideline

FIRE DISPATCH – NI 911 CORP	O.G. NO. 7.2.1
TITLE: EVACUATION TONES	PAGE 1 of 1

PURPOSE: To establish a common evacuation tone for use by all NI 911 Fire Departments

SCOPE: North Island 911 Fire Departments

POLICY:

PROCEDURE:

At any time during fire department operations an incident commander can request the initiation of the emergency evacuation tones from the fire dispatch center.

The emergency evacuation tones are a series of warbles:

- 3 seconds fast warble
- 3 seconds slow warble
- 3 seconds fast warble


This will be immediately followed by the words,

“(XYZ FIRE DEPARTMENT) - EVACUATE, EVACUATE, EVACUATE”

Once complete, Dispatch will stay off the frequency while standing-by for further instructions.

Fire departments can request a test of the emergency evacuation tones so that firefighters can become familiar with the tones. Please contact fire dispatch by phone at 1-800-918-9168 prior to making any requests for tests on your frequency.

REFERENCE:

Chris Vrabel Issued by:  Signature of Fire Dispatch Manager	This O. G. Replaces: Issued: Amended:
27 May 2009 Date of Issue:	

Operational Guideline

FIRE DISPATCH – NI 9-1-1 CORPORATION	O.G. NO. 7.2.2
TITLE: TIMERS	PAGE 1 of 1

PURPOSE: To provide the opportunity for Incident Commanders to use remote countdown timers during emergency incidents.

SCOPE: North Island 911 Fire Departments

POLICY: The use of timers will not be recorded in fire reports.

PROCEDURE:


At any time during fire department operations, an incident commander can request the initiation of a countdown timer from the fire dispatch center.

The dispatch center can set and start a countdown timer for any amount of minutes. The default time is set to 10 minutes.

Upon receipt of a request, the dispatcher will announce to command that the appropriate timer has been started.

Once the designated amount of time has expired, the dispatcher will announce to command that the requested countdown timer has expired.

REFERENCE:

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Operational Guideline

FIRE DISPATCH – NI 9-1-1 CORPORATION	O.G. NO. 7.2.4
TITLE: Fire Dispatch – Contact Information	PAGE 1 of 1

PURPOSE: To provide fire departments in the North Island 9-1-1 Corporation service area with the contact information for issues related to the Fire Dispatch Network

SCOPE: North Island 911 Fire Departments

PROCEDURE:

Fire departments have been provided with a toll free 800 number that will connect them directly with fire dispatchers. The use of this number should be limited to inquiries during active incidents or for immediate follow up after an incident.

All other inquiries about fire dispatch administration, operations or technical support should be directed to the appropriate representative below:


Fire Dispatch Operations and Network Technical Support – contact the Fire Dispatch Manager or Technology Manager at 250-286-6266 or email us at firedispatch@ni911.ca for all inquiries related to:

- Incident follow up – more than 12 hours after the incident was terminated
- Property and Response plan changes
- Access to VisiNet Browser and Mobile CAD issues
- Contractual agreements (End User and Co-location)
- Paging and Radio systems

Fire Dispatch Advisory Committee – Contact the appropriate Regional District representative for your service area or visit www.ni911.ca for issues related to:

- NI 911 Corp administration, governance, policy & service level change requests

Alberni Clayoquot RD	Ted MacZulat (Beaver Creek FD)	Wes Patterson (Port Alberni FD)
Comox Valley RD	Gord Schreiner (Comox FD)	Mike Williamson (Cumberland FD)
Nanaimo RD	Nick Acciavatti (Dashwood FD)	Marc Norris (Parksville FD)
Mt. Waddington RD	Tasos Baroutis (Port McNeill)	Schell Nickerson (Port Hardy FD)
Powell River RD	Dave Keiver (Malaspina FD)	Jim Brown (Northside FD)
Strathcona RD	Sharon Clandening (Quadra FD)	Mike Atchison (Zeballos FD)

<p>Chris Vrabel</p> <hr/> <p>Issued by:</p>  <hr/> <p>Signature of Fire Dispatch Manager</p> <hr/> <p>22 March 2013</p> <hr/> <p>Date of Issue:</p>	<p>This O. G. Replaces:</p> <p>Issued:</p> <p>Amended: 11 March 2016</p>
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