



**POLICY NO. 54  
FIRE RESPONSE AND EMERGENCY SERVICES POLICY**

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**Title**

1. This Policy is entitled the “Fire Response and Emergency Services Policy”.
2. In this Policy:
  - (1) “fire response and emergency services provider” or “service providers” includes organizations which provide one or more fire response and/or non-fire emergency services;
  - (2) “mutual aid provider” means a fire response and emergency services provider which may be called for assistance and support at the request of a primary service provider;
  - (3) “primary fire response and emergency services” or “primary service providers” means fire response and emergency services providers which are intended to be called first by emergency services dispatchers for the provision of a particular service in a defined territory in the Municipality of Barrington;
  - (4) “registered” means registered by the Municipality of Barrington in accordance with Part X of the *Municipal Government Act* and the provisions of this Policy;
  - (5) “automatic aid” means assistance dispatched automatically by agreement between communities or fire districts to all first alarm structure fires. That differs from mutual aid or assistance arranged case by case.

**Primary Fire and Emergency Services Provided by Volunteer Organizations or Corporations**

3. The Municipality of Barrington acknowledges the provision of primary fire response and emergency services by volunteer fire departments and/or other bodies corporate, in the geographic areas and for the particular emergency services for which such entities are registered.

**Mutual Aid Providers**

4. The Municipality of Barrington acknowledges mutual aid or support services provided by fire response and emergency services providers registered as mutual aid providers, and the Municipality of Barrington authorizes primary service providers to request and obtain assistance where reasonably necessary from other, unregistered fire response and emergency services providers which are lawfully authorized primary service providers in another geographic area, municipal unit or jurisdiction.
5. The Municipality of Barrington adopts as a mutual aid agreement of the Municipality of Barrington for purposes of s.302 of the *Municipal Government Act*:
  - (1) each standing mutual aid agreement entered into by a registered primary service provider; and
  - (2) each *ad hoc* request made by a registered primary service provider for assistance at fires, rescues and other emergencies which results in another service provider responding to the event.
6. Nothing in section 3 or 4 of this Policy authorizes a primary service provider to obligate or purport to obligate the Municipality of Barrington to make case payments for aid or assistance.

**Terms of Policy**

- 7.1
  - (a) The Municipality will designate a Fire Services Coordinator to act as a liaison between the Municipality and the registered fire departments in the Municipality. He shall report directly to the CAO.
  - (b) The Organizations Structure of the Barrington Municipal Fire Services is attached and forms part of this policy as Schedule “C”.
  - (c) All proposed amendments to this policy or any other matters coming before the Municipality that deal with Fire Services will be discussed with the fire departments individually by the Fire Service Coordinator prior to being considered by Municipal Council.
  - (d) The Fire Service Coordinator will attend fire department meetings bi-monthly of each of the fire departments in the Municipality of Barrington.
- 7.2 The Coordinator will ensure that all fire departments have been consulted on all matters related to fire services that are, or may be coming before Municipal Council.

Page 3, Policy 54 “Fire Response and Emergency Services Policy”

- 7.3 (a) The Municipality will continue to levy area rates for fire protection as approved by Municipal Council from time to time in accordance with the statutory process.
- (b) A ratepayers meeting may be called by the area councillor, or the authority having jurisdiction to discuss any proposed changes in an area fire rate.
- 7.4 The Municipality will pay expenditures of fire departments upon approval of the Fire Services Coordinator. Purchase Orders shall be used for purchases over \$500.00 and these purchases must also be authorized by the Fire Service Coordinator and any two of the following: Fire Chief, Deputy Fire Chief or Treasurer for the particular fire department.
- (a) needed for items that are included in the budget
- (b) needed for items not in the budget: ex. broken pump
- (c) needed for items outside the budget: money left at the end of the budget year.
- 7.5 (a) The Municipality will continue to assist fire departments in obtaining financing for capital expenditures.
- (b) Fire departments will supply the Municipality with whatever information may be deemed necessary in order to assess the reasonableness of the proposed financing.
- 7.6 (a) On or before April 1<sup>st</sup> of each year every fire department shall supply the Municipality with one copy of their projected operating budget for the next year.
- (b) Financial Statements are to include all surpluses and deficits of each department.
- (c) Surpluses may be accumulated by individual fire departments at the discretion of Council. These funds will be accumulated in the Fire Services Reserve Fund and designated to the individual fire department.
- (d) Deficits incurred at the end of any given year are to be repaid in the subsequent year and included in the budget for that year.
- (e) Any fire department failing to file the required financial data by April 1<sup>st</sup> shall have future quarterly installments from the Municipality withheld until such time as the information is filed.
- 7.7 (a) All expenditures that are for the benefit of an individual fire department will be paid for through the revenues accruing to the respective fire department from the area fire rate for that departments’ district.

- (b) From time to time the Municipality will consider requests for funding of fire service expenditures which can be shown to be of benefit to all, or a significant portion of the fire departments in the Municipality.

7.8 The fire departments agree that all members shall have the training required for the positions identified in the General Operating Guidelines Section of this Policy.

### **Loan Guarantees**

8. It is the policy of the Municipality of Barrington to guarantee loans at the request of a registered primary fire and emergency services provider, subject to Council being satisfied that:

- (1) The purpose of the loan is for the fire hall or equipment that is not unduly duplicative of other fire halls and equipment available within or near the Municipality of Barrington; and
- (2) Guaranteeing the loan will not create an undue risk of a financial problem or liability for the Municipality of Barrington.

### **Grants and Loans**

9. Council may at its discretion grant or loan money or assets or (subject to s.8 of this Policy) guarantee loans for primary service providers.

### **Requirements and Procedures for Registration**

10. The Municipality of Barrington adopts the following requirements and procedures for registration under Part X of the *Municipal Government Act*:

- (1) The Municipality of Barrington will make available to all eligible fire response and emergency service providers interested in registering with the Municipality an application form, which must be completed in full and returned to the Municipality of Barrington for review each year by the CAO and Fire Service Coordinator. A copy of the application form for Fire Department or Emergency Services Provider is attached as Schedule “A”
- (2) For mutual aid service providers which are not primary service providers in the Municipality, and which apply to the Municipality for registration, the applicant shall be registered in this Municipality for those services for which it is registered in the municipal unit for which it provides primary services, and a copy of the application form for mutual aid providers is attached as Schedule “B”. A service provider registered in the Municipality of Barrington under subsection (1) is automatically registered as a mutual aid service provider in respect of its registered services.

- (3) The Municipality of Barrington shall register a body corporate or a municipal fire department that complies with the requirements of the *Municipal Government Act* and this Policy if:
  - (a) the Municipality of Barrington is satisfied based on a review of the application form that it is capable of providing the services it offers to provide;
  - (b) it carries a minimum of \$5,000,000 in liability insurance for the vehicles it owns or operates and a minimum of \$5,000,000 in liability insurance for claims brought against it for wrongful acts or omissions in regards to the fire response and emergency services which it provides;
  - (c) it does not provide fire response and emergency services for profit;
  - (d) (in the case of applicants seeking to register as primary service providers), the Municipality of Barrington does not otherwise provide or support others to provide the same primary service for the same territory; and
  - (e) it has completed and signed an application in the form provided by the Municipality of Barrington, and where a Fire Commission exists pursuant to statutory authority, the Commission and the entity providing the service have both signed the application; and
  - (f) it has provided a list of firefighters together with their completed training to the Municipality on or before April 1<sup>st</sup> each year.
- (4) (a) On or before February 1<sup>st</sup> of each year the Fire Services Coordinator, on behalf of the Municipality of Barrington will send out a registration form to the contact person listed on the most current registration form to all registered fire response and emergency service providers. The registration form must be filled out by the Fire Chief or other senior authorized representative of the service provider, and returned to the Municipality of Barrington on or before April 1<sup>st</sup> of each year.

- (b) Registration shall be effective upon the CAO (or his or her designate) signing the application form on behalf of the Municipality and shall be for the services for which application is made unless the contrary is indicated by the Municipality when approving the registration.
- (c) Failure to comply with this Policy may be a cause for the Municipality to revoke the body corporate’s registration.

### **Annual Meeting**

- 11. Each registered primary fire response and emergency services provider shall hold an annual meeting within the territory for which it is registered as a primary provider in order to report to, and answer questions from, the public concerning fire response and/or emergency services. Such annual meeting shall be advertised in the local newspaper and posted in a minimum of three (3) conspicuous places within the applicable territory. Such an annual meeting may be held concurrently with the annual meeting of a fire commission, department, society or other similar group, or with an elector’s meeting convened by a Council member.

### **Reporting to Council**

- 12. Each registered primary fire response and emergency services provider shall provide a report to Council at least once each year accounting for the use of funds provided, or guaranteed, by the Municipality of Barrington, which shall include a summary of payments made and the current standing of any loans made by, or guaranteed by, the Municipality of Barrington.

### **Fire Response and Emergency Services Standards**

- 13. All fire response and emergency services providers shall, to the best of their abilities and judgment, refrain from undertaking any activity unless the benefit of the activity appears at the time to outweigh the risks of the activity, including any risks arising from deficiencies or limitations of trained personnel, command and equipment at the site.

### **Burning of Derelict Buildings**

- 14. Burning of buildings in the Municipality, whether for training or other purposes, will require the fire department involved to use a Live Fire Evolution Checklist. If the burn of the structure applies to training or your Department is just providing a community service this form shall be used. When this form has been completed and before any training or burning in the structure takes place the form must be signed by a Chief Officer of the Department and delivered to the Fire Service Coordinator with a date, time and location of burn. A copy of the Live Fire Evolution Checklist is attached as Schedule “D”.

**General Operating Guidelines**

15. All Fire Department members must follow the General Operating Guidelines which are attached and form part of this policy.

**Approved by Council February 11, 2008**

**Amended by Council July 22, 2013**

**Amended by Council April 28, 2014**

**Amended by Council June 23, 2014**

**Amended by Council October 27, 2014**

**Amended by Council March 23, 2015**

**Amended by Council July 27, 2015**

**Amended by Council May 28, 2018**



# SCHEDULE “A”

**Application for Registration as a  
Fire Department or Emergency Services  
Provider under the Municipal Government Act**



## SCHEDULE "A"

Municipal Unit: \_\_\_\_\_

Department Name: \_\_\_\_\_

Contact/Address: \_\_\_\_\_

Incorporated body under: \_\_\_\_\_

Required Insurance Held: \_\_\_\_\_

Motor vehicle liability policy limits: \_\_\_\_\_

General liability insurance policy limits: \_\_\_\_\_

Insurance policy period: \_\_\_\_\_

Insurer: \_\_\_\_\_

Date of last report to Municipality: \_\_\_\_\_

Date of last public meeting: \_\_\_\_\_

Communities or area protected by this registration: \_\_\_\_\_

\_\_\_\_\_



## SCHEDULE “A”

Please indicate the service that the department will endeavour to provide and the level of service by placing an X in the appropriate box.

1. Fire and related emergencies	<b>Structural</b>	<b>Defensive</b>	<b>N/A</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Medical Emergencies	<b>Registered First Responder Medical Assistance</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Vehicle Rescue	<b>Technician</b>	<b>Operational</b>	<b>Awareness</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ground Search and Rescue	<b>Provider</b>	<b>Assistance</b>		<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



## SCHEDULE "A"

10. Other: Man-made and natural disasters for which the service has the training, equipment and Incident Command System to undertake.

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11. Are there limits on the amount of service that will be provided in respect to any of the services checked above? If so please indicate:

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12. Does the department have the equipment to perform the services checked above?

Yes

No

13. Does the department have the training or experience necessary to perform the services checked above?

Qualified Level I firefighters.

Minimum of 10

Yes

No



## SCHEDULE "A"

### APPLICANT

### MUNICIPALITY

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

Date of approval of Registration  
Application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk-Treasurer

Signature of Department Representative  
Signature of Related Body Representative  
(such as rural fire district, town, village, if applicable)

**Please note:** Explanation of the terminology used in this registration form is provided in the Information from the Office of the Fire Marshal included as (Addendum "B") in the Guide Respecting Fire and Emergency Services in the Municipal Government Act Resource Binder, a copy of which is available from the Municipality of Barrington upon request. To register, a department must be incorporated and hold any valid liability insurance that is required by municipal policy. The department must operate on a not-for-profit basis. The registration does not make the department an agent of the Municipality of Barrington. This registration may be modified by notifying the municipality thirty days in advance. The municipality may revoke this registration for cause. See the Municipality of Barrington's Fire Response and Emergency Services Policy 54 for further details.



# SCHEDULE “B”

**Application for Registration as a  
Mutual Aid Fire Response and  
Emergency Services Provider under the  
Municipal Government Act**



Is the applicant registered as a primary fire response or emergency service provider by another municipal unit? Yes  No

If yes, please enclose a copy of all registration particulars, including the level of services for which registration has been granted.

## SCHEDULE "B"

Municipal Unit: \_\_\_\_\_

Department Name: \_\_\_\_\_

Contact/Address: \_\_\_\_\_

Incorporated body under: \_\_\_\_\_

Required Insurance Held: \_\_\_\_\_

Motor vehicle liability policy limits: \_\_\_\_\_

General liability insurance policy limits: \_\_\_\_\_

Insurance policy period: \_\_\_\_\_

Insurer: \_\_\_\_\_

Date of last report to Municipality: \_\_\_\_\_

Date of last public meeting: \_\_\_\_\_

Communities or area protected by this registration: \_\_\_\_\_

\_\_\_\_\_



## SCHEDULE “B”

If not, please indicate the service that the fire department will endeavour to provide on a mutual aid basis as well as the level of service that the department will endeavour to provide by placing an X in the appropriate box. N/A denotes a service not being provided by the applicant.

1. Fire and related emergencies	<b>Structural</b>	<b>Defensive</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Medical Emergencies	<b>Registered First Responder</b>	<b>Medical Assistance</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Vehicle Rescue	<b>Technician</b>	<b>Operational</b>	<b>Awareness</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ground Search and Rescue	<b>Provider</b>	<b>Assistance</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## SCHEDULE "B"

10. Other: Man-made and natural disasters for which the service has the training, equipment and Incident Command System to undertake.

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11. Are there limits on the amount of service that will be provided in respect to any of the services checked above? If so please indicate:

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12. Does the department have the equipment to perform the services checked above?

Yes

No

13. Does the department have the training or experience necessary to perform the services checked above?

Qualified Level I firefighters.

Minimum of 10

Yes

No



## SCHEDULE "B"

### APPLICANT

### MUNICIPALITY

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

Date of approval of Registration  
Application:

\_\_\_\_\_

\_\_\_\_\_

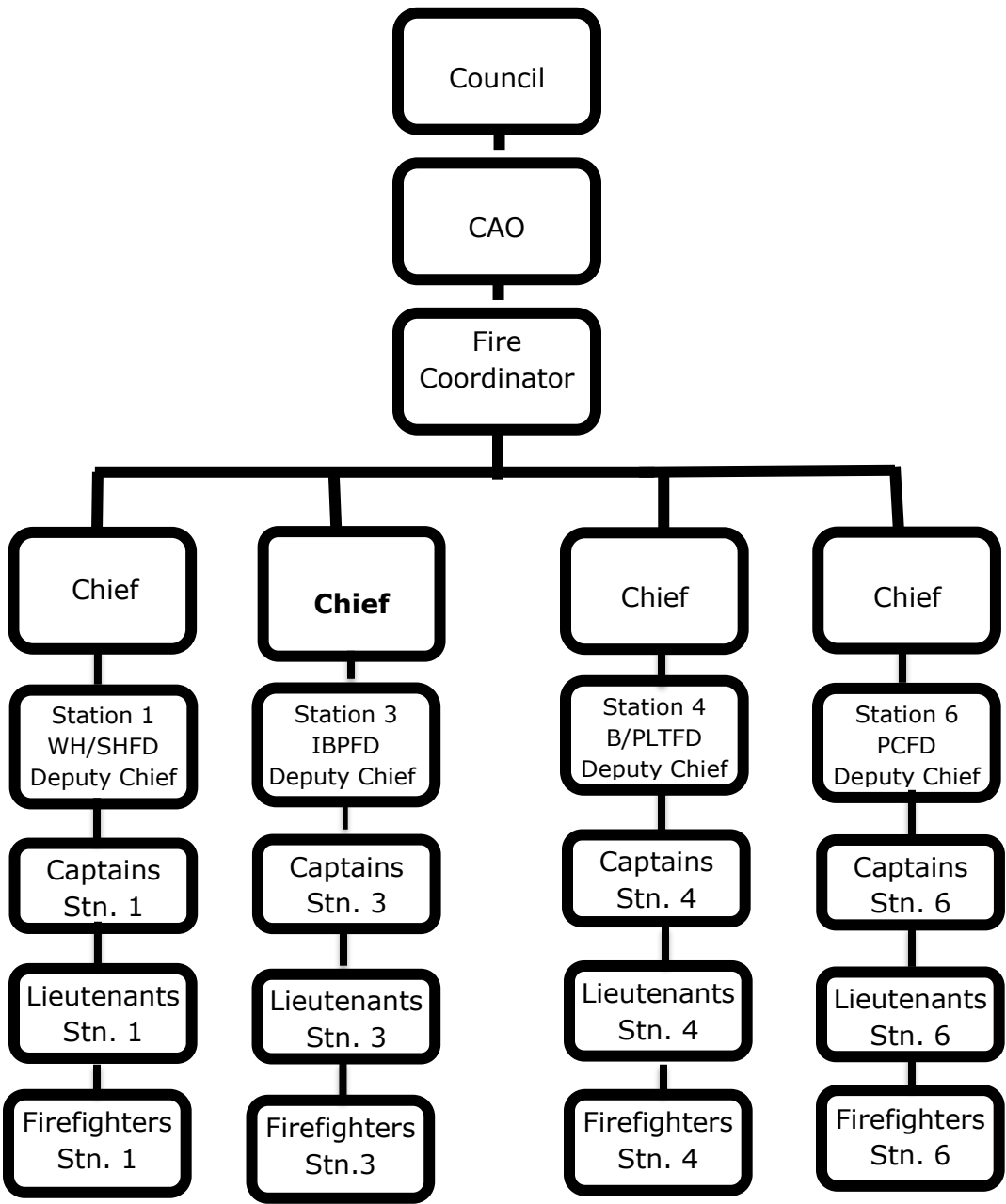
\_\_\_\_\_  
Signature of Department Representative  
Signature of Related Body  
Representative  
(such as rural fire district, town, village, if  
applicable)

\_\_\_\_\_  
Signature of Clerk Treasurer

**Please note:** Explanation of the terminology used in this registration form is provided in the Information from the Office of the Fire Marshal included as (Addendum "B") in the Guide Respecting Fire and Emergency Services in the Municipal Government Act Resource Binder, a copy of which is available from the Municipality of Barrington upon request. To register, a department must be incorporated and hold any valid liability insurance that is required by municipal policy. The department must operate on a not-for-profit basis. The registration does not make the department an agent of the Municipality of Barrington. This registration may be modified by notifying the municipality thirty days in advance. The municipality may revoke this registration for cause. See the Municipality of Barrington's Fire Response and Emergency Services Policy for further details.

# Schedule "C"

## BARRINGTON MUNICIPAL FIRE SERVICE



# SCHEDULE "D"

## LIVE FIRE EVOLUTION SAMPLE CHECKLIST

### PERMITS, DOCUMENTS, NOTICIATIONS, INSURANCE

- \_\_\_ 1. Written documentation received from owner:
  - Permission to burn structure
  - Demolition Permit from the Municipality of Barrington
  - Proof of clear title
  - Certificate of insurance cancellation
  - Acknowledgement of post-burn property condition
- \_\_\_ 2. Nova Scotia burning restriction map for that day
- \_\_\_ 3. Water supply plan in writing
- \_\_\_ 4. Notification made to appropriate dispatch office of date, time and location of burn
- \_\_\_ 5. Notification made to local RCMP:
  - Received authority to block off roads, if necessary
  - Received assistance in traffic control, if necessary
- \_\_\_ 6. Notification made to owners and users of adjacent property of date, time, and location of burn.
- \_\_\_ 7. Fire Department Liability Insurance obtained covering damage to other property.
- \_\_\_ 8. Written evidence of prerequisite training obtained from participating students from outside agencies.
- \_\_\_ 9. Comply with Nova Scotia Environment rules and regulations on burning.

### PREBURN PLANNING

- \_\_\_ 1. Preburn plans made showing the following:
  - Site plan drawing, including all exposures
  - Floor plan detailing all rooms, hallways, and exterior openings
  - Location of command post
  - Position of all apparatus
  - Position of all hoses, including backup lines
  - Location of emergency escape routes
  - Location of emergency evacuation assembly area
  - Location of ingress and egress routes for emergency vehicle

- \_\_\_ 2. Available water supply determined
- \_\_\_ 3. Require fire flow determined for the acquired structure/live fire training structure/burn prop and exposure buildings
- \_\_\_ 4. Required reserve flow determined (50 percent of fire flow)
- \_\_\_ 5. Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures
- \_\_\_ 6. Separate water sources established for attack and backup hose lines
- \_\_\_ 7. Periodic weather reports obtained
- \_\_\_ 8. Parking areas designated and marked:
  - Apparatus staging
  - Ambulances
  - Police vehicles
  - Press vehicles
  - Private vehicles
- \_\_\_ 9. Operations area established and perimeter marked
- \_\_\_ 10. Communication frequencies established, equipment obtained

**TRAINING STRUCTURE PREPARATION**

- \_\_\_ 1. Training structure inspected to determine structural integrity
- \_\_\_ 2. All utilities disconnected (acquired structures only)
- \_\_\_ 3. Highly combustible interior wall and ceiling coverings removed
- \_\_\_ 4. All holes in walls and ceiling patched
- \_\_\_ 5. Materials of exceptional weight removed from above training area (or area sealed from activity)
- \_\_\_ 6. Ventilation openings of adequate size precut for each separate roof area
- \_\_\_ 7. Windows checked and operated, openings closed.
- \_\_\_ 8. Doors checked and operated, opened or closed, as needed.

- \_\_\_ 9. Training Structure components checked and operated:
  - Roof scuttles
  - Automatic ventilators
  - Mechanical equipment
  - Lighting equipment
  - Manual or automatic sprinklers
  - Standpipes
  
- \_\_\_ 10. Stairways made safe with railings in place
  
- \_\_\_ 11. Chimney checked for stability
  
- \_\_\_ 12. Fuel tanks and closed vessels removed or adequately vented
  
- \_\_\_ 13. Unnecessary inside and outside debris removed
  
- \_\_\_ 14. Porches and outside steps made safe
  
- \_\_\_ 15. Cisterns, wells, cesspools, and other ground openings fenced or filled
  
- \_\_\_ 16. Hazards from toxic weeds, hives, and vermin eliminated
  
- \_\_\_ 17. Hazardous trees, brush, and surrounding vegetation removed
  
- \_\_\_ 18. Exposures such as buildings, trees, and utilities removed or protected
  
- \_\_\_ 19. All extraordinary exterior and interior hazards remedied
  
- \_\_\_ 20. Fire "sets" prepared:
  - Class A materials only
  - No flammable or combustible liquids
  - No contaminated materials

**PREBURN PROCEDURES**

- \_\_\_ 1. All participants briefed:
  - Training structure layout
  - Crew and instructor assignments
  - Safety rules
  - Training structure evacuation procedure
  - Evacuation signal (demonstrate)

- \_\_\_ 2. All hose lines checked:
  - Sufficient size for the area of fire involvement
  - Charged and test flowed
  - Supervised by qualified instructors
  - Adequate number of personnel
  
- \_\_\_ 3. Necessary tools and equipment positioned
  
- \_\_\_ 4. Participants checked:
  - Approved full protective clothing
  - Self-contained breathing apparatus (SCBA)
  - Adequate SCBA air volume
  - All equipment properly donned

### **POSTBURN PROCEDURES**

- \_\_\_ 1. All personnel accounted for
  
- \_\_\_ 2. Remaining fires overhauled, as needed
  
- \_\_\_ 3. Training structure inspected for stability and hazards where more training is to follow
  
- \_\_\_ 4. Training critique conducted
  
- \_\_\_ 5. Records and reports prepared, as required:
  - Account of activities conducted
  - List of instructors and assignments
  - List of other participants
  - Documentation of unusual conditions or events
  - Documentation of injuries incurred and treatment rendered
  - Documentation of changes or deterioration of live fire training structure
  - Acquired structure release
  - Student training records
  - Certificate of completion
  
- \_\_\_ 6. Building and property released to owner, release document signed.

# RELEASE FORM

Having agreed with the Building Official, Municipality of Barrington, that a structure owned by me and located at \_\_\_\_\_, is unfit for human habitation and is beyond rehabilitation, I further agree that the structure should be demolished. In order that demolition may be accomplished, I give my consent to the Municipality of Barrington to demolish, by burning or other means, the said structure.

I further release the Municipality of Barrington from any claim for loss resulting from such demolition.

Fire Department: \_\_\_\_\_

Address: \_\_\_\_\_

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

Owner/Agent: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Witness: \_\_\_\_\_

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

Date For Filled Out: \_\_\_\_\_

Community: \_\_\_\_\_

Civic #: \_\_\_\_\_

Date of Burn: \_\_\_\_\_

Time of Burn: \_\_\_\_\_

## RESPONSIBILITIES OF PERSONNEL

### INSTRUCTURE-IN-CHARGE

- \_\_\_ 1. Plan and coordinate all training activities
- \_\_\_ 2. Monitor activities to ensure safe practices
- \_\_\_ 3. Inspect training structure integrity prior to each fire
- \_\_\_ 4. Assign instructors:
  - Attack hose lines
  - Backup hose lines
  - Functional assignments
  - Teaching assignments
- \_\_\_ 5. Brief instructors on responsibilities:
  - Accounting for assigned students
  - Assessing student performance
  - Clothing and equipment inspection
  - Monitoring safety
  - Achieving tactical and training objectives
- \_\_\_ 6. Assign coordinating personnel, as needed:
  - Emergency Medical Services
  - Communications
  - Water Supply
  - Apparatus staging
  - Equipment staging
  - Breathing apparatus
  - Personnel welfare
  - Public relations
- \_\_\_ 7. Ensure adherence to this standard by all persons within the training area

### INSTRUCTOR

- \_\_\_ 1. Monitor and supervise assigned students (no more than five per instructor)
- \_\_\_ 2. Inspect student's protective clothing and equipment
- \_\_\_ 3. Account for assigned students, both before and after evolutions

**SAFETY OFFICER**

- \_\_\_ 1. Prevent unsafe acts
- \_\_\_ 2. Eliminate unsafe conditions
- \_\_\_ 3. Intervene and terminate unsafe acts
- \_\_\_ 4. Supervise additional safety personnel, as needed
- \_\_\_ 5. Coordinate lighting of fire with instructor-in-charge
- \_\_\_ 6. Ensure compliance of participant's personal equipment with applicable standards:
  - Protective clothing
  - Self-contained breathing apparatus (SCBA)
  - Personal alarm devices, where needed
- \_\_\_ 7. Ensure that all participants are accounted for, both before and after each evolution

**STUDENT**

- \_\_\_ 1. Acquire prerequisite training
- \_\_\_ 2. Become familiar with building layout
- \_\_\_ 3. Wear approved full protective clothing
- \_\_\_ 4. Wear approved SCBA
- \_\_\_ 5. Obey all instructions and safety rules
- \_\_\_ 6. Provide documentation of prerequisite training, where from an outside agency

# **BARRINGTON MUNICIPAL FIRE SERVICE**

# **GENERAL OPERATING GUIDELINES**

**ADOPTED BY THE FIRE SERVICE ADVISORY COMMITTEE: JULY 13, 2012**

**REVISED: AUGUST 20, 2012 - David Kendrick – Fire Services Coordinator  
- Maurice Nickerson – Fire Chief, IBPFD**

**REVISED: MARCH 5, 2014 - David Kendrick – Fire Services Coordinator  
- Eugene Stoddard – President IBPFD**

**REVISED: MAY 22, 2014 - David Kendrick – Fire Services Coordinator**

**REVISED: JUNE 11, 2015 - David Kendrick – Request of Council**

**REVISED: MAY 28, 2018 – Council and Fire Service**

# BARRINGTON MUNICIPAL FIRE SERVICE GENERAL OPERATING GUIDELINES

## MISSION STATEMENT

1. All departments are dedicated to improving, and preserving the quality of life, property, and the environment through education, leadership, and effective response to emergencies.

## VISION STATEMENT

1. All departments shall provide their communities with exemplary service, while sharing the responsibility with the citizens to develop safe communities.

## OBJECTIVES

1. In order to carry out their mission departments shall:
  - protect and preserve, life and property from fire, threat of fire, and/or any other emergency to their best ability
  - promote and encourage Fire Prevention to further an understanding of the dangers of fire
  - acquire by way of grant, gift, purchase, bequest, or otherwise, real or personal property to use and apply
  - buy, own hold, lease, mortgage, sell, and convey such real and personal property as may be necessary or desirable
  - employ companies, services, and individuals as may be necessary or desirable
  - through mutual aid agreements support and assist other departments and agencies.

## TABLE OF CONTENTS

<b>100 GENERAL GUIDELINES.....</b>	<b>Page 6</b>
101 PURPOSE.....	6
102 SCOPE.....	6
103 AUTHORITY.....	6
104 DISTRIBUTION.....	6
105 AMENDMENTS.....	6
106 CHAIN OF COMMAND.....	7
107 ORIENTATION.....	7
108 CODE OF ETHICS.....	8
108.1 RELATIONSHIP TO THE COMMUNITY.....	8
108.2 RELATIONSHIP TO THE BARRINGTON FIRE SERVICE.....	9
108.3 RELATIONSHIP TO EACH OTHER.....	9

109	DEFINITIONS.....	10
<b>200</b>	<b>ADMINISTRTION &amp; PERSONNEL GUIDELINES.....</b>	<b>11</b>
201	CONSTITUTION & BYLAWS.....	11
202	ELECTION OF CHIEF AND ADMINISTRATIVE OFFICERS.....	11
203	SELECTION OF ALL OTHER OFFICERS AND OPERATORS.....	12
204	PHOTOS.....	12
205	QUALIFICATIONS OF FIRE & DEPUTY CHIEFS.....	12
206	FIRE & DEPUTY CHIEFS JOB DESCRIPTION.....	12
207	FIRE SERVICE COORDINATOR JOB DESCRIPTION.....	13
208	QUALIFICATIONS OF CAPTAINS.....	14
209	CAPTAIN JOB DESCRIPTION.....	14
210	QUALIFICATIONS OF LIEUTENANTS.....	16
211	LIEUTENANT JOB DESCRIPTION.....	16
212	QUALIFICATIONS OF THE FIRE PREVENTION OFFICER.....	17
213	FIRE PREVENTION OFFICER JOB DESCRIPTION.....	17
214	QUALIFICATIONS OF THE TRAINING COORDINATOR/OFFICER.....	18
215	TRAINING COORDINATOR/OFFICER JOB DESCRIPTION.....	18
216	QUALIFICATIONS OF THE SAFETY OFFICER.....	19
217	SAFETY OFFICER JOB DESCRIPTION.....	19
218A	QUALIFICATIONS OF AN INTERIOR FIREFIGHTER.....	21
218B	INTERIOR FIREFIGHTER JOB DESCRIPTION.....	21
219A	QUALIFICATIONS OF AN EXTERIOR FIREFIGHTER.....	22
219B	EXTERIOR FIREFIGHTER JOB DESCRIPTION.....	22
220	MEDICAL ELIGIBILITY.....	22
221	APPARATUS OPERATORS.....	23
222	APPARATUS ACCIDENTS.....	26
223	VEHICLE ACCIDENT SCENE PROCEDURE.....	26
224	POST ACCIDENT PROCEDURE.....	27
225	FIRE CHIEF & DEPUTY CHIEF RESPONSIBILITIES.....	27
226	FOLLOW-UP & REVIEW RESPONSIBILITIES.....	27
227	PERSONNEL ACCIDENTS/INJURIES.....	28
<b>300</b>	<b>SAFETY GUIDELINES.....</b>	<b>28</b>
301	ZONES.....	28
302	HOT ZONE.....	29
303	WARM ZONE.....	29
304	COLD ZONE.....	29
305	COLLAPSE ZONE.....	29
306	SELF CONTAINED BREATHING APPARTUS (SCBA).....	29
307	OPERATIONS.....	30
308	PERSONNEL ALERT SAFETY SYSTEM (PASS).....	30
309	ACTIVATION.....	31
310	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	31
311	TURNOUT GEAR.....	31
312	HELMET.....	32

313	FIREFIGHTING GLOVES.....	32
314	NOMEX HOOD.....	32
315	FIREFIGHTING BOOTS.....	33
316	FLAME RETARDANT COVERALLS.....	33
317	SAFETY GLASSES.....	33
318	MEDICAL GLOVES.....	33
319	VEHICLE OPERATION.....	34
320	DECONTAMINATION.....	34
321	EMERGENCY EVACUATION.....	35
322	MAYDAY PROCEDURES.....	35
323	VEHICLE INSPECTION.....	36
324	DRESS.....	36
325	SAFETY VEST.....	36
326	ASSAULTS ON PERSONNEL.....	36
400	RESPONSE GUIDELINES.....	37
401	DEPARTMENT.....	37
402	REPORTING.....	37
403	PERSONAL VEHICLES.....	37
404	HALL ARRIVAL.....	38
405	HALL DEPARTMENT.....	38
406	STAND DOWNS.....	38
407	PERSONNEL.....	39
408	HALL RETURN.....	39
409	CAST OF CHARACTERS.....	39
410	INCIDENT COMMANDER.....	40
411	FIRE CHIEFS AND DEPUTY FIRE CHIEFS.....	40
412	CAPTAINS AND LIEUTENANTS.....	40
413	FIREFIGHTERS.....	40
414	SAFETY OFFICER.....	40
415	RADIO ROOM OPERATORS.....	41
416	SUPPORT PERSONNEL.....	41
417	CUSTOMERS.....	41
418	NEWS MEDIA.....	41
419	POLICE.....	41
420	SPECTATORS.....	41
421	CRIME SCENES.....	41
500	TACTICAL GUIDELINES.....	42
501	COMMAND.....	42
502	CHANGE OF COMMAND.....	43
503	RULES OF ENGAGEMENT.....	43
504	RISK AESSMENT.....	43
505	GREAT RISK.....	43
506	SOME RISK.....	44
507	RISK NOTHING.....	44

508	EMERGENCY TRAFFIC MANUAL.....	44
509	INCIDENTS.....	44
510	STRUCTURE FIRE/STANDARD ATTACK.....	44
511	STRUCTURE FIRE/FAST ATTACK.....	45
512	FIRE ALARM.....	47
513	VEHICLE FIRE.....	47
514	ATTACK.....	48
515	MVC/EXTRICATION.....	48
516	BRUSH FIRE.....	50
517	CHIMNEY FIRE.....	50
518	CARBON MONOXIDE ALARM (CO).....	51
519	BOMB THREAT.....	52
520	THERMAL IMAGING CAMERA (TIC) SUPPORT.....	53
521	MEDICAL.....	53
522	REQUESTED MUTUAL AID.....	54
523	AUTOMATIC MUTUAL AID.....	54
524	POSITIVE PRESSURE VENTILATION (PPV).....	54
525	APPLICATION.....	55
526	EXPOSURE CONTROL.....	55
527	VEHICLE FIRES.....	55
528	MASS CASUALTY INCIDENT (MCI).....	55
600	COMMUNICATIONS GUIDELINES.....	56
601	GENERAL.....	56
602	PAGING FAILURE/PHONE RECALL.....	56
603	FREQUENCY SELECTION.....	57
604	IDENTIFICATION CODES.....	57
605	RESPONSE COMMUNICATIONS.....	57
606	ALL RESPONSES.....	57
607	MEDICAL RESPONSES.....	58
608	MAYDAY.....	58
609	TEAM DESIGNATIONS.....	58
700	MEDICAL.....	59
701	GENERAL.....	59
702	PATIENT CARE REPORT (PCR).....	59
703	CARDIAC ARREST.....	59
704	DRESS.....	60
705	TRAINING.....	60
706	PERSONAL PROTECTION.....	60
707	DISINFECTING.....	60
708	MEDICAL RESPONSE CLOTHING.....	61
709	AED SAFETY.....	61
710	CRITICAL INCIDENT STRESS (CIS).....	61
711	SCENE MANAGEMENT.....	62
712	ACTIVATION.....	62

713 DEBRIEFING.....	62
714 DEATHS.....	63
715 REHABILITATION (REHAB).....	63
716 ESTABLISHMENT OF REHAB.....	64
717 RESOURCES.....	65
718 HYDRATION.....	65
719 NOURISHMENT.....	65
720 REST.....	65
721 RECOVERY.....	66
722 MEDICAL SERVICES.....	66
<b>800 TRAINING AND SAFETY REQUIREMENTS.....</b>	<b>66</b>
801 TRAINING STANDARD.....	66
802 PERSONNEL ACCOUNTABILITY.....	74
803 APPARATUS DRIVER GUIDELINES.....	78
804 SEARCH AND RESCUE GUIDELINES.....	80
<b>900 ANNEXES.....</b>	<b>83</b>
ANNEX A CO INVESTIGATION GUIDE & REPORT.....	84
ANNEX B REHAB RECORD.....	85
ANNEX C ACCIDENT/INJURY REPORT.....	86
ANNEX D ACCIDENT/INJURY INVESTIGATION REPORT.....	87

**ADOPTED BY THE FIRE SERVICE ADVISORY COMMITTEE – JULY 13, 2012**

**REVISED: AUGUST 20, 2012 - David Kendrick – Fire Service Coordinator  
- Maurice Nickerson – Fire Chief IBPFD**

**REVISED: MARCH 5, 2014 - David Kendrick – Fire Service Coordinator  
- Eugene Stoddard – President IBPFD**

**REVISED: MAY 22, 2014 - David Kendrick – Fire Service Coordinator**

**REVISED: JUNE 11, 2015 - David Kendrick – Request of Council**

**REVISED: MAY 28, 2018 - Council and Fire Service**

## **100 GENERAL GUIDELINES**

### **101 PURPOSE**

1. Guidelines shall be established to allow for the safe and efficient operation of the Fire Departments of the Municipality of Barrington during emergency and day-to-day operations.

### **102 SCOPE**

1. These guidelines are to be followed by all members of the Barrington Municipal Fire Service, regardless of the jurisdiction in which the department is operating.
2. Authority to deviate from these guidelines rests with the Incident Commander who is solely responsible for the results of any deviation.
3. These guidelines attempt to meet or exceed National Fire Protection Association (NFPA) standards, Provincial laws, statutes, and recognized firefighting practices.

### **103 AUTHORITY**

1. These guidelines have been developed and sanctioned by the Fire Departments and are issued under the authority of Barrington Municipal Council.

### **104 DISTRIBUTION**

1. The guidelines shall be posted on the Municipality of Barrington website.
2. The guidelines will be printed as required, but be aware printed copies may become outdated.

### **105 AMENDMENTS**

1. All members of the Barrington Municipal Fire Service are eligible to submit amendments to the guidelines or propose new guidelines.
2. All proposed amendments shall be in writing and posted at least 1 month prior to being brought forward to the Fire Departments' regular meeting.
3. Amendments or proposed guidelines are to be brought forth to the membership at each Fire Department meeting for discussion.
4. Amendments or proposals shall not contravene Provincial laws or statutes, NFPA standards, or accepted practices.

5. A majority vote by a quorum of members will enact the amendment or proposed guideline.
6. The Fire Service Coordinator, or designate, shall ensure all departments receive notice of amendments and updates of the guidelines.
7. The SOG's shall be reviewed every 5 years by the Fire Departments. Start Date was 2015.

### **106 CHAIN OF COMMAND**

1. The chain of command of a Department shall be:
  - Fire Chief
  - Deputy Fire Chief
  - Captains
  - Lieutenants as appointed
  - Senior Firefighter
2. The first arriving Officer shall assume command of an incident.
3. If no Officers respond, a senior firefighter shall assume command.
4. A superior officer may assume command on arrival or leave command with the present IC, if conditions permit.
5. The new IC shall inform all personnel, other departments, and agencies of the change of command.

### **107 ORIENTATION**

1. On joining the department all new members shall be assigned to a Department representative.
2. All new members shall complete an orientation with that Officer, covering the following areas:
  - Training requirements
  - Issue of PPE
  - Issue of Department number as appointed
  - Command structure with introduction to all Officers
  - Introduction to members
  - Issue of Constitution & Bylaws
  - Insurance/Beneficiary card
  - Safety
  - Tour of hall

- Tour of vehicles
  - Questions
3. The orientation shall be carried out prior to any new member responding to any incidents.
  4. As per the provincial guidelines all members must attend at least 20% of all meetings, calls and training to be eligible for Firefighter plates.
  5. At the beginning of each calendar year the Chief Officers shall go over the list compiled by the Fire Service Coordinator to make the decision on eligibility of Firefighter plates.
  6. Members shall only be eligible after one full year of service.
  7. When a member ceases to be an active volunteer member, the member and Registry of Motor Vehicles must be notified by registered mail, that they are no longer a member and that their registration on their vehicle has ceased.
  8. The notification letter will also request that any Fire Department equipment in their possession be returned to the Fire Department or Fire Service Coordinator. The Fire Service Coordinator will be responsible for mailing out the register letters.
  9. All new members must be trained to FFI or Exterior Firefighter within two years of joining the Fire Department.
  10. After two years if the new Firefighter has not acquired his or her training, the member, Fire Chief and Fire Service Coordinator can decide if the member will be able to continue. Final decision is to be made by Fire Service Coordinator.

## **108 CODE OF ETHICS**

1. This code of ethics provides guidance to members of the Barrington Municipal Fire Service in discharging their responsibilities.

### **108.1 RELATIONSHIP TO THE COMMUNITY**

1. Each member shall be expected to demonstrate the highest standard of personal integrity, truthfulness, honesty and fortitude in all public activities.
2. When speaking or acting as a private person or member of a group, members shall not create the impression that they speak or act for the Barrington Municipal Fire Service.

3. All members shall avoid any activity giving rise to conflict of interest, actual or perceived.
4. No member shall use Departmental names, logos, letterhead or affiliation in any way to obtain personal profit or personal gain.
5. No member shall use affiliation with a Department in connection with a partisan political campaign or lobbying activities in any way.
6. Members shall consider every person a customer.

### **108.2 RELATIONSHIP TO THE BARRINGTON MUNICIPAL FIRE SERVICE**

1. In supporting the mission of the Barrington Municipal Fire Service, members shall abide by the ethics statements, organizational statements, SOGs and policies of the Barrington Municipal Fire Service.
2. All members shall take reasonable steps to protect against disclosure of confidential information.
3. All statements of policy or position shall be formally approved by the Chief Officers and Fire Service Coordinator before public release.
4. No member may use departmental titles or affiliation in connection with a commercial or organization endeavor.
5. Members shall use their affiliation only during their term of such affiliation.
6. Members shall maintain high standards of professional competence and meet qualitative and quantitative standards of performance. They should seek and participate in appropriate professional development activities.
7. Members shall seek to advance the welfare of the Barrington Municipal Fire Service through accountability for the proper use of municipal funds, personnel, equipment and other resources.

### **108.3 RELATIONSHIP TO EACH OTHER**

1. Each individual member of the Barrington Municipal Fire Service shall be responsible and accountable for their own actions, and to some extent, for the wellbeing of other members.
2. Members shall be:
  - Considerate of one another's values, ideals, possessions, feelings, etc.

- Discrete when communicating with other members of the department
  - Tolerant of our differences whether they are gender, color, religious faith, and or sexual orientation. These are the differences that make us better able to serve the needs of a diverse community
  - United during good times and in difficult times, organizations must continue to work together as a team
3. Exploitation, discrimination, abuse, harassment and insensitivity are always wrong. It is the responsibility of all members to strive to eliminate them whether they are unconscious or conscious, covert or overt, while taking care to respect the rights of others.
  4. Respect towards positions of authority and leadership shall be granted as the people who have earned such positions have worked to obtain them and such positions are critical to our form of decision making.
  5. Progressive discipline, up to and including discharge, shall be imposed for cause if a member is found in violation of these articles.

## **109 DEFINITIONS**

AED	Automated External Defibrillator
Alarm	A signal from dispatch indicating fire, medical emergency or other situation that requires an emergency response
Association	Barrington Municipal Fire Service
Automatic Aid	The pre-determined response of personnel and equipment for a confirmed structure fire
CIS	Critical Incident Stress
CISD	Critical Incident Stress Debriefing
Code 1 Response	all emergency lights, sirens, and air horns
Code 3 Response	no emergency lights or sirens
Department	Fire Department
EMO	Emergency Measures Organization
South Dispatch B	Emergency Operations South (TMR)
FDC	Fire Department Connection
HUD	Heads up Display
IC	Incident Commander
IMS	Incident Management System
JRCC	Joint Rescue Coordinator Centre
KED	Kendrick Extrication Device
MFR	Medical First Responder
Mutual Aid	agreement to allow response of personnel and equipment to an alarm in a neighboring jurisdiction
MVC	Motor Vehicle Collision

NFPA	National Fire Protection Association
NSFS	Nova Scotia Firefighters School
OSC	On Scene Coordinator
OIC	Officer in Command
PAR	Personnel Accountability Report
PCR	Patient Care Report
PFD	Personal Flotation Device
PPE	Personal Protective Equipment
PPV	Positive Pressure Ventilation
RIT	Rapid Intervention Team
SCBA	Self Contained Breathing Apparatus
Shall	Indicates a mandatory requirement
Should	Indicates a recommendation or that which is advised but not required
Sitrep	Situation Report
Size-up	Ongoing evaluation of an incident
TIC	Thermal Imaging Camera

## **200 ADMINISTRATION & PERSONNEL GUIDELINES**

### **201 CONSTITUTION & BYLAWS**

1. The Constitution & Bylaws shall define, but not limited to:
  - Objectives
  - Membership
  - Organization
  - Areas of response
  - Duties
  - Structure
  - Financial
  - Code of Conduct
2. All members shall be given a copy of the Constitution & By-laws and amendments as they are promulgated.

### **202 ELECTION OF CHIEF OFFICERS AND ADMINISTRATIVE OFFICERS**

1. Fire Chiefs shall be elected by the membership to a 1 to 3 year term
2. Deputy Fire Chiefs shall be elected by the membership to a 1 to 3 year term
3. Presidents shall be elected by the membership to a 1 to 3 year term
4. Secretaries shall be elected by the membership to a 1 to 3 year term
5. Treasurers shall be elected by the membership to a 1 to 3 year term

### **203 SELECTION OF ALL OTHER OFFICERS AND OPERATORS**

1. It shall be the responsibility of the Fire Chief and Deputy Fire Chief to select all other Officers and Truck Operators for the fire department.
2. Officers shall meet the requirements as listed in Section 207 through 217
3. Truck Operators shall meet the requirements as listed in Section 219

### **204 PHOTOS**

1. All photos taken with department cameras remain the property of the department.
2. All photos shall be removed from the camera to the office computer only, as soon as possible.
3. No photos shall be given to any person or agency without the written permission of the Chief Officer.
4. No photos shall be posted on the internet by a member without the permission of the Chief Officer.

### **205 QUALIFICATIONS OF FIRE CHIEFS & DEPUTY CHIEFS**

1. Only those members having the following qualifications shall be permitted to stand for election to the office of Fire Chief or Deputy Fire Chief:
  - A minimum of 5 years experience in a department
  - A minimum of 3 years experience as an officer in the department
  - Fire Control
  - Incident Command course
  - Strategy & Tactics course
  - Fire Safety Officer course
  - Local Assistant to the Fire Marshall
  - First Aid and CPR
  - Level 1 trained

### **206 FIRE CHIEF & DEPUTY FIRE CHIEF JOB DESCRIPTIONS**

1. Fire Chiefs and Deputy Fire Chiefs shall be required to perform the duties listed below and other unspecified tasks within their scope of training.
  - Plan, organize, direct and coordinate the activities of department personnel
  - Respond to fires and other emergencies and exercise overall supervision of the emergency operation as required
  - Assume immediate supervision of rescue, firefighting and other emergency activities as required
  - Investigate human resource problems, recommending taking disciplinary action as necessary

- Enforce departmental personnel rules, procedures and policies
  - Direct the organization, training and direction of the firefighters
  - Oversight responsibility for the requisitioning, maintenance and operation of firefighting equipment and preparing specifications for firefighting equipment, and maintaining records of all fire department activities.
2. Fire Chiefs and Deputy Fire Chiefs should have knowledge of:
- Effective leadership and management principles and practices
  - Applicable laws and regulations affecting municipal firefighting
  - Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations
  - Important developments in local area, Provincial and Federal government agencies as they relate to the fire service
  - Fire protection, EMS, Haz-mat, fire prevention, and other emergency operations
3. Fire Chiefs and Deputy Fire Chiefs should have the ability to:
- Provide the leadership and management of the department through coaching, enabling and facilitating members working in a team environment
  - Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented department where all members know their mission, role, job; and goals and objectives are clear in order to create an organization that delivers excellent customer service through ethical leadership standards
  - Build constructive relationships by promoting effective partnerships with other Departments, the public, and Municipal, Provincial and Federal officials
  - Represent and speak on behalf of the department and its work, e.g., presenting, explaining, promoting, defining and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas
  - Plan, train, and manage the work of department personnel.

## **207 FIRE SERVICE COORDINATOR JOB DESCRIPTION**

1. The Fire Service Coordinator shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
- Attend conferences and conventions on fire protection matters
  - Direct the development of the annual budget and the administration of the department's annual budget

2. The Fire Service Coordinator should have knowledge of:
  - Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations
  - Important developments in local area, Provincial and Federal government agencies as they relate to the fire service
  - Fire protection, EMS, Haz-mat, fire prevention, and other emergency operations
3. The Fire Service Coordinator should have the ability to:
  - Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented department where all members know their mission, role, job; and goals and objectives are clear in order to create an organization that delivers excellent customer service through ethical leadership standards
  - Build constructive relationships by promoting effective partnerships with other departments, the public, and Municipal, Provincial, and Federal officials
  - Represent and speak on behalf of the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas

## **208 QUALIFICATIONS OF CAPTAINS**

1. Only those members having the following qualifications shall be permitted to stand for election to the rank of Captain:
  - A minimum of 3 years experience in the department
  - Fire Control
  - Incident Command course
  - Strategy & Tactics course
  - Fire Safety Officer course
  - Level 1 trained

## **209 CAPTAIN JOB DESCRIPTION**

1. Captains shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
  - Respond to routine calls and emergencies for the protection of life and property
  - Assume the position of IC if you are first officer on scene
  - Rides in the officer's seat in fire truck (passenger)
  - Communicates on radio as necessary
  - Responsible for an emergency or non-emergency scene until relieved by a superior officer

- The placement of personnel and equipment for the most efficient operations
  - Evaluate situations and determine the most effective methods for the saving of life and property
  - Supervise and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary
  - Supervise and assists in the administration of medical aid as necessary
  - Ensure that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
  - Supervise assigned personnel
  - Conduct or assist in the training of personnel of the department
  - Conduct or assist in the training and education of others, both individuals and groups, as directed
  - Ensure that all department administrative policies and procedures are implemented, and communicate policy and procedural changes to others as necessary
  - Maintains effective public relations for the department
  - Prepare and maintain records and reports and is responsible for ensuring that all reports originating from them are clear, accurate, concise, and timely
  - Attend special schools, conferences, and seminars, as required
2. Captains should have the knowledge of:
- Department administration and fire company organization
  - Preplanning methods and techniques and the principles of protection of life and property
  - Proper operation and maintenance of apparatus and equipment used in firefighting
  - Principles of fire tactics and strategies and salvage
  - First aid and resuscitation practices
  - Instructional techniques and training methods
  - Common hazardous materials and chemicals
  - Principles and practices of supervision
  - Pertinent federal, provincial, and local laws, regulations, and policies
3. Captains should have the ability to:
- Effectively supervise others, and maintain discipline
  - Work effectively as part of a group or team to achieve common goals
  - Establish and maintain effective and cooperative working relationships with those contacted in the course of work
  - Ability to operate fire apparatus and equipment
  - Maintain professionalism and composure at all times, including stressful situation
  - Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines

- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Prepare, understand and maintain clear, complete and accurate written reports and records
- Take direction and follow established policies and procedures

## **210 QUALIFICATIONS OF LIEUTENANTS**

1. Only those members having the following qualifications shall be permitted to stand for election to the rank of Lieutenant:
  - A minimum of 2 years' experience in the department
  - Fire control
  - Incident Command course
  - Strategy & Tactics course
  - Fire Safety Officer course
  - Level 1 trained

## **211 LIEUTENANT JOB DESCRIPTION**

1. Lieutenants shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
  - Respond to routine calls and emergencies for the protection of life and property
  - Responsible for an emergency or non-emergency scene until relieved by a superior officer
  - The placement of personnel and equipment for the most efficient operations
  - Evaluate situations and determine the most effective methods for the saving of life and property
  - Supervise and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary
  - Supervise and assists in the administration of medical aid as necessary
  - Ensure that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
  - Supervise assigned personnel
  - Conduct or assist in the training of personnel of the department
  - Conduct or assist in the training and education of others, both individuals and groups, as directed
  - Ensure that all department administrative policies and procedures are implemented, and communicate policy and procedural changes to others as necessary
  - Maintains effective public relations for the department
  - Prepare and maintain records and reports and is responsible for ensuring that all reports originating from them are clear, accurate, concise, and timely
  - Attend special schools, conferences, and seminars, as required

2. Lieutenants should have the knowledge of:
  - Department administration and fire company organization
  - Preplanning methods and techniques and the principles of protection of life and property
  - Proper operation and maintenance of apparatus and equipment used in firefighting
  - Principles of fire tactics and strategies and salvage
  - First aid and resuscitation practices
  - Instructional techniques and training methods
  - Common hazardous materials and chemicals
  - Principles and practices of supervision
  - Pertinent federal, provincial, and local laws, regulations, and policies
  
3. Lieutenants should have the ability to:
  - Effectively supervise others, and maintain discipline
  - Work effectively as part of a group or team to achieve common goals
  - Establish and maintain effective and cooperative working relationships with those contacted in the course of work
  - Operate fire apparatus and equipment
  - Maintain professionalism and composure at all times, including stressful situations
  - Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
  - Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
  - Prepare, understand and maintain clear, complete and accurate written reports and records
  - Take direction and follow established policies and procedures

## **212 QUALIFICATIONS OF THE FIRE PREVENTION OFFICER**

1. Only those members having the following qualifications should be permitted to stand for selection to the position of Fire Prevention Officer:
  - A minimum of 3 years' experience in the department

## **213 FIRE PREVENTION OFFICER JOB DESCRIPTION**

1. Fire Prevention Officers shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
  - Conduct presentations at schools, businesses and places of assembly on fire safety
  - Oversee the annual purchases of fire prevention material
  - Schedule activities related to fire prevention week (week with October 9<sup>th</sup> included)

- Attend special schools, conferences, and seminars, as required
2. Fire Prevention Officers should have the ability to:
    - Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation

#### **214 QUALIFICATIONS OF THE TRAINING COORDINATOR/OFFICER**

1. Only those persons having the following qualifications should be appointed to the position of Fire Training Coordinator/Officer:
  - A minimum of 5 years' experience in the department
  - Fire Control
  - Incident Command course
  - Fire Safety Officer course
  - Strategy & Tactics course
  - Level 1 trained

#### **215 TRAINING COORDINATOR/OFFICER JOB DESCRIPTION**

1. The Training Coordinator/Officer shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
  - Plan, organize and direct training of the department
  - Provide oversight to all training activities
  - Evaluate fire personnel
  - Evaluate program effectiveness
  - Recommend equipment purchases
  - Prepare and administer training budget
  - Maintain training records on a continual basis
  - Maintain a list of qualified drivers
  - Develop, implement, monitor and evaluate training program goals
  - Research, obtain and maintain training educational materials
  - Attend special schools, conferences, and seminars, as required
2. The Training Coordinator/Officer should have a knowledge of:
  - Department administration and fire company organization
  - Preplanning methods and techniques and the principles of protection of life and property
  - Proper operation and maintenance of apparatus and equipment used in firefighting
  - Principles of fire tactics and strategies and salvage
  - First aid and resuscitation practices
  - Instructional techniques and training methods
  - Common hazardous materials and chemicals
  - Principles and practices of supervision

- Pertinent federal, provincial, and local laws, regulations, and policies
3. The Training Coordinator/Officer should have the ability to:
- Effectively supervise others, and maintain discipline
  - Work effectively as part of a group or team to achieve common goals
  - Establish and maintain effective and cooperative working relationships with those contacted in the course of work
  - Operate fire apparatus and equipment
  - Maintain professionalism and composure at all times, including stressful situation
  - Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines

## **216 QUALIFICATIONS OF THE SAFETY OFFICER**

1. Only those members having the following qualifications should be appointed to the position of Safety Officer:
- A minimum of 4 years' experience in the department
  - Fire Control
  - Fire Safety Officer course
  - Incident Command course
  - Strategy & Tactics course
  - Level 1 trained

## **217 SAFETY OFFICER JOB DESCRIPTION**

1. Safety Officers shall be required to perform the duties listed below and other unspecified tasks within their scope
- Respond to routine calls and emergencies for protection of life and property
  - Manage the safety of all personnel and to relieve the IC of direct involvement in this responsibility
  - Keep the IC informed of present problems and potential hazards
  - Should not only identify problems but offer solutions to minimize the risks
  - Verify incident command system (ICS) is being utilized properly, appropriate span of control
  - Survey entire scene to identify any safety related issues, communicate same to IC and affected personnel
  - Confirm scene control sufficient to protect bystanders
  - Confirm assignment of RIT team if appropriate
  - Identify and appropriately mark hazards on scene, such as collapse zone, and overhead and downed wires
  - Monitor weather to determine effect of current conditions on personnel and to anticipate safety related issues associated with weather changes
  - Recognize apparatus parking at an emergency incident with respect to safety

- Complete accident and injury investigation appropriately
  - Recognize safety violations of policies and procedures
  - Correct safety violations on emergency incidents and non-emergency incidents
  - Complete visual inspection of members PPE upon entering hot zone
  - Assist in development and implementation of department health and safety programs, policies and procedures for various departmental operations regarding incident operations, routine fire department operations and training
  - Carry out duties in conformance with Federal, Provincial, and Municipal laws and ordinances and NFPA and other trade organization standards
  - Assist in the planning and implementation of training programs for the department in order to better carry out the policies and goals of the department as it applies to health and safety
  - Assist in the operation of departmental in-service health and safety programs and activities
  - Oversee, monitor and access the safety hazards and unsafe conditions that may occur and develop measures for ensuring personal safety
  - Attend training programs oriented to the duties of a safety officer
2. The Safety Officer has the authority to by-pass the chain of command when it is necessary to correct unsafe acts immediately, such as removing personnel from areas of imminent danger. The IC shall always be informed of these corrective actions immediately.
3. The Incident Safety Officer should have knowledge of:
- fire behavior
  - Incident Management System
  - building construction
  - fire suppression
  - SCBA
  - rescue
  - Haz-mat
  - first aid
  - applicable laws, ordinances, and SOG's
4. Safety officers should have the ability to:
- to determine indications for building collapse
  - to train and supervise subordinate personnel
  - to communicate effectively orally and in writing
  - to exercise sound judgment in evaluating situations and in making decisions
  - to effectively give and receive verbal and written instructions
  - to establish and maintain effective working relationships with other members, supervisors and the public

## **218 QUALIFICATIONS OF AN INTERIOR FIREFIGHTER**

1. Level I trained after two years in the fire service.
2. ICS 100 trained after two years in the fire service.
3. Completed their Orientation training in their respective fire stations.

### **218A INTERIOR FIREFIGHTER JOB DESCRIPTION**

1. Firefighters shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
  - Respond to routine calls and emergencies for protection of life and property
  - Assist in all phases of firefighting operations and medical emergencies as directed
  - Operate firefighting and first aid equipment
  - Maintain and inspect equipment and make minor adjustments and repairs to same
  - Assist in the maintenance and clean-up in and about the fire hall
2. Firefighters should have a knowledge of basic mathematics and mechanical principles
3. Firefighters should have the ability to:
  - Learn and apply firefighting and rescue methods and techniques
  - Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
  - Learn to drive fire apparatus with care and safety in accordance with provincial regulations during emergency and non-emergency situations
  - Learn pertinent federal, provincial, and local laws and regulations
  - Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
  - Interpret, understand and carry out department policies, procedures and training evolutions
  - Read and interpret maps and pre-fire plan drawings
  - Interpret and follow oral and written instructions
  - Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
  - Establish and maintain courteous and effective working relationships with those contacted in the course of work, including Municipal Staff, members of other governmental agencies, and the general public
  - Work effectively as part of a group or team to achieve common goals
  - Maintain professionalism and composure at all times, including stressful situations

- Take direction and follow established policies and procedures
- Level 1 trained

## **219 QUALIFICATIONS OF AN EXTERIOR FIREFIGHTER**

1. Exterior Firefighter trained after two years in the fire service.
2. ICS 100 trained after two years in the fire service.
3. Completed their Orientation training in their respective fire stations.

## **219A EXTERIOR FIREFIGHTER JOB DESCRIPTION**

1. Firefighters shall be required to perform the duties listed below and other unspecified tasks within their scope of training:
  - Respond to routine calls and emergencies for protection of life and property
  - Assist in SOME phases of firefighting operations and medical emergencies as directed
  - Assist in the maintenance and clean-up in and about the fire hall
2. Firefighters should have the ability to:
  - Learn assist firefighting and rescue methods and techniques
  - Assist with basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
  - Follow oral and written instructions
  - Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
  - Establish and maintain courteous and effective working relationships with those contacted in the course of work, including Municipal Staff, members of other governmental agencies, and the general public
  - Work effectively as part of a group or team to achieve common goals
  - Maintain professionalism and composure at all times, including stressful situations
  - Take direction and follow established policies and procedures

## **220 MEDICAL ELIGIBILITY**

1. Any member responding to a call, training, or other department activity shall report any medical conditions or any other condition that may hinder or restrict completion of certain tasks to the IC prior to leaving the hall or commencing training or activity.

2. Any member requiring ongoing doctors care for any injury or condition, e.g. broken limbs, strains, sprains, concussion, pregnancy, communicable disease, etc., which may restrict or hinder their ability to respond to calls, train, or perform certain tasks, shall consult with their doctor to determine their restrictions, if any.
3. Annex E shall be used as a guide to determine the ability of the member to respond to calls and/or perform certain tasks.
4. Changing medical conditions shall require the member to notify their medical condition to the Chief of any restrictions as required.
5. Pregnant members shall be re-evaluated monthly by their doctor to change or add any restrictions as required.

## **221 APPARATUS OPERATORS**

1. Vehicles over 14,000 kg require a minimum of a Class 3 license with air brake endorsement
2. Pump Operators Course certificate for Pumper and Tanker operators
3. Must be 21 years old

## **GENERAL**

All members shall operate vehicles used for Municipal business in a careful and prudent manner and shall obey the laws, policies, regulations, and procedures of the Province and Municipality.

Operating fire apparatus, especially in emergencies, poses unique hazards and increases the potential for accidents. Consequently, the driver must use extreme caution, alertness, and a prudent speed for the conditions encountered in order to react to the unexpected.

N.F.P.A. 1500, Chapter 4 submits the following recommendations for vehicle/apparatus operators:

- 4-2.3 Drivers of fire department vehicles shall be directly responsible for safe and prudent operation under all conditions.
- 4-2.4 Drivers shall not move vehicles until all persons on the vehicle are seated and secured with seat belts or safety harnesses in approved riding positions.
- 4-3.1 All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tailsteps or in any other exposed positions shall be specifically prohibited. Standing while riding shall be specifically prohibited.

All operators of Fire Department vehicles shall follow these recommendations.

**Road conditions, weather, or the action of another does not relieve the driver of the apparatus of his responsibility to drive safely.**

### **INCLEMENT WEATHER**

Under wet, foggy, or other hazardous weather or road conditions, drivers should react to the conditions encountered, and in no case exceed the posted speed limit.

### **EMERGENCY DRIVING**

During emergency response, Fire Department vehicles may exceed the posted speed limit, but shall be regulated AT ALL TIMES by existing road and traffic conditions. At no time will any Fire Department vehicle exceed 10 kph above the posted speed limit or 100 km under any conditions.

Exercise caution while driving through residential areas.

School speed zones shall not be exceeded.

During emergency response, drivers of Fire Department vehicles shall bring the vehicle to a complete stop to respond to any of the following:

1. Direction from a Law Enforcement Officer
2. Red traffic lights
3. Stop signs
4. Negative right-of-way intersections (an intersection where the lane you are traveling in does not have the right-of-way)
5. Blind intersections
6. When the driver cannot account for all lanes of traffic in an intersection
7. When other intersection hazards are present
8. When encountering a stopped school bus with flashing red warning lights if the lights are flashing amber you can proceed with caution

### **RESPONSIBILITY**

Officers and Apparatus Operators hold joint responsibility to ensure that all personnel are seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion. The only exception shall be when it is necessary for someone to serve as a backup person when backing the rig. Violations of this regulation will not be tolerated and will result in disciplinary action being taken against the violator, Apparatus Operator, and Officer.

### **BACKING APPARATUS**

When backing an apparatus in unavoidable, a member shall be assigned as a backing guide to notify the Apparatus Operator of any potential hazards. This will be accomplished by using hand signals. If the Apparatus Operator loses visual contact with his backing guide, the Apparatus Operator shall stop the apparatus immediately. Backing an apparatus will be the joint responsibility of the apparatus Operator and the backing guide.

If a guide is not available and the apparatus must be backed, the Apparatus Operator must dismount and walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

### **OPERATION OF APPARATUS**

The following steps shall be observed to help reduce the wear and tear on apparatus:

1. Allow all engines to idle three to five minutes before engine shutdown.
2. Do not allow engine rpms to exceed 1000 R.P.M. for more than two minutes during a closed pump test.
3. Do not use the “master” drain valve as a “pressure release valve”. To relieve pressure on the pump, retard engine revs to idle and open a nozzle to relieve the pressure on the lines.
4. Do not use the master drain valve to relieve the pressure on the lines. The master drain valve is used to drain the system to keep it from freezing. Check the master drain valve daily, but without pressure on the system.
5. If necessary, use the individual drain valves to relieve pressure on the system.

### **APPARATUS SECURITY**

The Company Officer shall ensure the security of the apparatus at all times.

### **WHEEL CHOCKS**

Wheel chocks are carried on all apparatus. Use chocks any time they will improve the safety of personnel or apparatus. The Officer and Apparatus Operator shall be responsible for deciding when to use chocks.

### **OVERHEAD DOORS AND OPENERS/CLOSERS**

The Apparatus Operator shall make sure the overhead door is fully open and stopped before proceeding through the opening. The Apparatus Operator shall also make sure the apparatus is clear of the opening before closing the overhead door.

## **SECURING OF EQUIPMENT**

The Apparatus Operator is responsible for all equipment assigned to the apparatus. Before clearing an incident, the Apparatus Operator should inventory all equipment assigned to that apparatus. This should include a walk around the apparatus to ensure that all equipment has been retrieved and secured, and that all compartment doors are closed and latched. The Apparatus Operator is responsible for the proper closing and latching of all compartments and doors any time the vehicle is put in motion.

## **222 APPARATUS ACCIDENTS**

1. Members are responsible for avoiding unsafe acts and situations that may endanger them, fellow members, and the public or might cause damage to the property of others or the department.
2. Department vehicles that are involved in an accident of any type, whether parked, involving a stationary object or another vehicle, shall be reported immediately.
3. Accidents shall be investigated and proper remedial action taken to prevent recurrence of similar accidents.
4. Failure to abide by safety rules and regulations and/or to follow appropriate reporting procedures will result in appropriate disciplinary action.
5. The driver of any department vehicle in an accident shall be checked for alcohol and drugs at a hospital or other suitable place. This will remove all doubt.

## **223 VEHICLE ACCIDENT SCENE PROCEDURE**

1. Stop the vehicle immediately and check for injuries, including those in any other vehicles involved or pedestrians.
2. Advise dispatch via radio of:
  - type of accident
  - location
  - injuries, if any
3. If the incident occurs while en route to a call, request additional unit(s) to cover the call.
4. Provide treatment to the injured as capable and request appropriate response units via dispatch, RCMP, EHS, and a second department.
5. Request dispatch to notify the Chief Officer or designate of the accident.
6. Protect the scene through the use of warning lights, traffic cones, etc., to prevent further injury or damage.
7. Remove vehicles and obstructions from the roadway only on the orders of the RCMP.
8. Do not discuss the accident or make any statements to anyone except to the proper authorities.
9. Document the scene as much as possible, pictures, license info, etc.

10. All members involved in the accident shall be checked by EHS and transported to hospital as required.
11. Members not transported shall see their family doctor as soon as possible.

#### **224 POST ACCIDENT PROCEDURE**

1. On return to the hall the driver and the OIC of the apparatus shall prepare and submit a narrative summary report of the incident.
2. The report will contain:
  - Date, time and location of incident
  - Person(s), apparatus, and/or equipment involved
  - Statements from person(s) involved and witnesses
  - An assessment as to contributing factors to the accident defined as:
    - > Negligence
    - > At Fault with Extenuating Circumstances
    - > No Fault
3. The determination of fault shall be explained in detail
4. Photographs of the accident scene and damage to the vehicle
5. All completed forms and photographs shall be forwarded through the chain of command to the Chief Officer.

#### **225 FIRE CHIEF & DEPUTY FIRE CHIEF RESPONSIBILITIES**

1. The Fire Chief or Deputy Fire Chief or designate shall respond to the scene upon notification to ensure all operational issues are addressed, make a visual survey of the accident scene and ensure photographs are taken.
2. Photographs, digitally dated and timed, if possible, shall be taken of the following:
  - Damage to the department vehicle
  - Damage to any other vehicle(s)
  - Damage to any other non-vehicular property
  - The intersection or area of the accident, in all directions
  - Any skid marks that may be present
  - Any visible contributing factors to the accident.
3. The Chief Officer shall ensure that all required accident report forms, statements, and other pertinent data are completed and recorded.

#### **226 FOLLOW UP & REVIEW RESPONSIBILITIES**

1. The Executive Committee shall convene to meet as an accident review board to review the accident and determine causative factors which contributed to the accident.
2. Annex C shall be used to conduct the review and make recommendations.

3. The primary function is to review the accident for cause and availability factors and make recommendations to prevent further incidents.
4. In the event member negligence contributed to the accident, recommendations for disciplinary action shall be forwarded for disposition.
5. Upon completion of the review, the final report shall be passed on to the safety committee, if applicable.
6. The Fire Service Coordinator shall review all accidents and develop an analysis of the types of accidents and causative factors and provide recommendations, to the Chief Officer.

### **227 PERSONNEL ACCIDENTS/INJURIES**

1. All personnel accidents and/or injuries at incidents, training, or other authorized department activities shall be investigated and documented.
2. The OIC of the incident, training, or activity shall take actions as appropriate for the accident or injury. As the seriousness of the accident or injury increases so should the immediate corrective action.
3. The Chief Officer or designate shall be notified as soon as possible after an accident or injury has occurred.
4. The Chief Officer shall be responsible for beginning the investigation process.
5. Annex C shall be used to document the accident/injury.
6. The Fire Service Coordinator and Fire Chief shall meet as soon as practical to review the accident or injury.
7. Annex D shall be used to obtain statements from witnesses prior to the meeting to help clarify the circumstances of the accident or injury.
8. The Safety Committee shall determine any recommended corrective action(s) to be taken by the member(s) involved.
9. The committee shall also determine if any measures can be taken to prevent a similar accident or injury in the future. This could include revision of training procedures and/or remedial training for all members.
10. Upon completion, the completed Accident or Injury Investigation Report shall be forwarded to the Chief Officer for review.
11. All Accident/Injury Investigation Reports shall be filed in the personnel file of the member(s) involved in the accident/injury and the accident/injury file of the department.

### **300 SAFETY GUIDELINES**

#### **301 ZONES**

1. Zones shall be set up at all incidents to control the movements and safety of bystanders, personnel, and equipment.
2. The RCMP may be required to assist in enforcement.
3. The use of caution tape should be considered to mark zones.

### **302 HOT ZONE**

1. The hot zone shall be the immediate area around the incident required for the operation to take place.
2. If it is an incident requiring SCBA, all personnel in the hot zone shall be dressed in full turnout gear and SCBA.
3. The Accountability Officer or IC shall have the accountability tags of all personnel in the hot zone and is to monitor SCBA usage.

### **303 WARM ZONE**

1. The warm zone will join the hot zone and extend to the cold zone in HazMat incidents.
2. The warm zone is a buffer between the hot and cold zones.
3. The warm zone is the area where victims, workers and equipment are decontaminated.
4. PPE will be required in the warm zone.

### **304 COLD ZONE**

1. The cold zone shall be the immediate area outside of the warm zone in use by the department.
2. Incident Command shall be in the cold zone.
3. No bystanders shall be beyond the cold zone.
4. If required the RIT shall be in the cold zone.

### **305 COLLAPSE ZONE**

1. If the incident involves a structure a collapse zone of a distance equal to one and one half times the height of the structure shall be enforced.
2. No apparatus shall be parked in the collapse zone.
3. The cold zone shall not be in the collapse zone.
4. The collapse zone and the hot zone may be the same.

### **306 SELF CONTAINED BREATHING APPARATUS (SCBA)**

1. SCBA shall be provided for and used by all personnel working in areas where:
  - The atmosphere is hazardous
  - The atmosphere is suspected to be hazardous
  - The atmosphere may rapidly become hazardous
  - Below ground level
  - Confined spaces
  - If any doubts to the quality of the atmosphere exist

2. If the safety of the atmosphere can be established by testing with approved testing equipment and continuous monitoring is carried out, entry shall be allowed in any of the above areas without the use of SCBA.
3. Members using SCBA shall operate in teams of two or more and are to remain in close proximity and communication with each other.
4. At least one member of the team shall have a radio tuned to the working frequency of the incident.
5. A second SCBA team shall be available to relieve or assist the first team prior to the first team entering the danger area.
6. Only members with a properly fitting face piece shall be permitted to function in a hazardous atmosphere with SCBA.
7. All members using SCBA shall be trained in the safe and proper use of the equipment.
8. Members who have facial hair that interferes with the face piece seal shall be prohibited from using SCBA.
9. Eyeglass frames shall not pass through the seal area of the face piece, unless of a design allowing a proper seal.
10. SCBA is to be worn for overhaul.

### **307 OPERATIONS**

1. SCBA teams shall operate on air until 1 team member is at 50% of air remaining in cylinder and make a conscious decision to stay or leave.
2. SCBA team members shall carry at least 1 radio.
3. SCBA team members shall exit together.
4. SCBA team members shall exit if a low air alarm sounds.
5. SCBA team members shall exit if one member experiences problems.
6. If the SCBA team has four or more members the team may be split as long as no member of the team is left alone. Command is to be informed in any changes to team size.
7. SCBA team members shall remain on air for at least 1 minute after exiting a hazardous atmosphere to allow any toxic gasses to dissipate.
8. Personnel shall rehab after two bottles of air on 2216 packs
9. Personnel shall rehab after one bottle of air on 4500 packs.
10. Personnel may resume SCBA tasks after sufficient rest and rehab.

### **308 PERSONNEL ALERT SAFETY SYSTEM (PASS)**

1. All SCBA shall be fitted with a PASS device.
2. All integral PASS devices shall be turned on prior to entering the hot zone.
3. All personnel shall be instructed in the operation of the PASS device prior to using SCBA.
4. All personnel shall be instructed as to the meaning of the various alarms and what actions to take in each situation.

5. PASS devices shall be tested by the member prior to entering the hot zone.
6. A malfunctioning or missing PASS device shall prevent the member from entering the hot zone.

### **309 ACTIVATION**

1. If a PASS device is activated all personnel shall check their own device and the device of all team members to ensure there was not an accidental activation.
2. The team leader shall report to the IC if there has been an accidental activation and there is no emergency with the team.
3. If all personnel are not accounted for and the activation is found not to be accidental a MAYDAY shall be declared.

### **310 PERSONAL PROTECTIVE EQUIPMENT**

1. All personnel shall be issued PPE meeting or exceeding NFPA standards at the time of manufacture.
2. All personnel shall be instructed in the correct way to wear and use all PPE prior to responding to any incident or training exercise.
3. Personnel shall not respond to any incident unless the appropriate PPE for that incident is available to them and is worn.
4. Turn out gear over 15 years old will be disposed of or destroyed.
5. Turn out gear 10 to 15 years old inspected by a qualified person can be used by exterior firefighters.
6. Interior firefighters shall wear gear less than 10 years old that meets the NFPA 1971 requirements.

### **311 TURNOUT GEAR**

1. All firefighting personnel shall be issued turnout gear of a size to fit properly allowing movement and complete protection.
2. All closure devices shall be in working order.
3. Turnout gear shall be inspected by the wearer, after each use checking for rips, tears, dirt, and bodily fluids documented in form 300 developed by the Fire Service Coordinator.
4. Dirt and bodily fluids shall be removed by washing.
5. Holes are to be repaired by qualified personnel.
6. All turnout gear worn in smoke shall be cleaned prior to reuse.
7. All turnout gear soaked or splashed with hydrocarbons shall be cleaned professionally.
8. All deficiencies shall be reported to an Officer and either fixed or replaced.
9. Turnout gear shall be worn at:
  - fire incidents
  - MVCs in the district

- public service calls
- any incident with the potential to require the use of SCBA

### **312 HELMET**

1. All personnel shall be issued a helmet.
2. Chief Officers shall be issued a white helmet.
3. Captains and Lieutenants shall be issued a red helmet.
4. Firefighters with sufficient training shall be issued black helmets.
5. Firefighters with little or no training shall be issued yellow helmets.
6. The wearer shall properly adjust it so as it stays on the head offering maximum protection.
7. The helmet shall have a face shield, or NFPA approved goggles, and chinstrap in working order.
8. All helmets shall be cleaned when soiled.
9. Any deficiencies shall be reported to an Officer immediately.
10. Helmets shall be worn:
  - with turnout gear
  - at brush fires
  - at MVCs
  - at public service calls
  - on the fire ground at all times

### **313 FIREFIGHTING GLOVES**

1. All personnel shall be issued firefighting gloves sized for a proper fit and maximum protection.
2. Gloves shall be inspected after every use for cuts and holes.
3. Gloves shall be cleaned of flammable materials.
4. Gloves shall be dried between uses.
5. Any deficiencies shall be reported to an Officer immediately.
6. Firefighting gloves shall be worn:
  - with turnout gear
  - with coveralls

### **314 NOMEX HOOD**

1. All personnel shall be issued a Nomex hood.
2. The hood shall be inspected after every use for holes and dirt.
3. The hoods shall be washed with turnout gear.
4. Any deficiencies shall be reported to an Officer immediately.
5. The hood shall be worn with SCBA at all times.

### **315 FIREFIGHTING BOOTS**

1. All personnel shall be issued properly sized firefighting boots allowing for maximum protection and mobility.
2. All boots shall be inspected after every use for cuts, holes, and dryness.
3. Boots shall be dried between uses.
4. Any deficiencies shall be reported to an Officer immediately.
5. The firefighting boots shall be worn:
  - with turnout gear
  - with coveralls

### **316 FLAME RETARDANT COVERALLS**

1. All coveralls shall be inspected after every use for rips, tears, bodily fluids, dirt, and flammable materials.
2. Rips and tears are to be repaired if possible.
3. Dirt and bodily fluids shall be removed by washing and hung to dry.
4. The coveralls shall be washed as required.
5. All coveralls shall be marked with the wearer's fire department number.
6. Any deficiencies shall be reported to an Officer immediately.
7. The coveralls may be worn:
  - at grass & forest fires
  - medical responses
  - at public functions (equipment displays, open houses, parking attendants etc.)
  - at training sessions as permitted by the OIC
  - at flooded basements
  - for general station duties

### **317 SAFETY GLASSES**

1. The glasses may be worn:
  - at medical responses
  - at MVCs
  - at training sessions as permitted by the OIC
2. Personnel, whose vision is so impaired that they cannot see adequately without prescription lens, shall not wear safety glasses.

### **318 MEDICAL GLOVES**

1. Medical gloves shall be worn:
  - at all medical responses, to be donned prior to leaving the apparatus
  - at MVCs under the firefighting gloves, to be donned prior to patient contact.
2. All gloves shall be properly disposed of on return to the hall and not left at the scene of the incident.

### **319 VEHICLE OPERATION**

1. All department vehicles equipped with air brakes over 14,000 kg require the driver to have, as a minimum, a Class 3 license with an air brake endorsement.
2. All Fire Department vehicles under 14,000 kg with air brakes require the driver to have an air brake endorsement on their license.
3. Non air brake equipped vehicles require the driver to have Class 5 license.
4. No member under the age of 21 shall be permitted to drive any department vehicle.
5. No member with a provisional license shall be permitted to drive any department vehicle.
6. All vehicles shall be operated in compliance with all traffic laws.
7. All drivers shall be directly responsible for the safe and prudent operation of that vehicle under all conditions.
8. All radio communications shall be carried out by the passenger of the vehicle, not the driver.
9. Driver shall carry their gear to the call in the truck and then don highly visible apparel and helmet once on scene.
10. The driver should only operate emergency lighting, sirens, and air horns, if required.
11. All drivers shall approach red lights, stop signs and/or intersections with emergency lights, siren, and air horns in operation. They shall come to a full stop and ensure all other drivers have given the right of way to the department vehicle, then proceed "with due regard to safety".
12. All drivers shall attempt to make all other drivers aware of the presence of the department vehicle when approaching traffic. Do not assume they can see or hear you. Be prepared to stop or slow down until the right of way is given to you.
13. No section of the Motor Vehicle Act will relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor shall it protect the driver of any such vehicle from the consequences of a reckless disregard of the safety of others.

### **320 DECONTAMINATION**

1. The IC shall monitor the condition of all personnel for the presence of contaminants on their clothing (PPE, medical jackets, civilian) and on their bodies.
2. Any member, who in the opinion of the IC, who is contaminated with fire by-products, bodily fluids, hydrocarbons, or other substances, which may pose a hazard to the member or others shall be advised to remove the contaminated clothing prior to getting on any apparatus.
3. The member shall be advised to shower as soon as possible.
4. All contaminated clothing shall be cleaned.

5. If a member refuses to decontaminate they shall be advised of the potential health risk they are putting them and their family in.
6. All members refusing to decontaminate shall be advised the department may not be liable for any future medical problems or conditions, which may arise from not decontaminating.
7. All members who refuse to decontaminate shall have their names noted in the response report.

### **321 EMERGENCY EVACUATION**

1. Upon indication of an imminent structure failure, the air horns of the nearest apparatus shall be sounded for three 5-second blasts followed by a second signal of three 5-second blasts of the air horns.
2. All firefighters in the structure shall immediately leave the structure and report to the Accountability Officer and/or the IC to be accounted for.
3. An evacuation order shall also be issued over all radio frequencies in use at the incident.
4. Upon indication of imminent danger in the Hot Zone of any incident, the air horns of the nearest apparatus shall be sounded for three 5-second blasts followed by a second signal of three 5-second blasts of the air horns. All firefighters in the Hot Zone shall immediately leave the Hot Zone and report to the Accountability Officer and/or the IC to be accounted for.
5. An evacuation order shall also be issued over all radio frequencies in use at the incident.
6. A PAR shall be conducted to confirm all personnel have evacuated and been accounted for.

### **322 MAYDAY PROCEDURES**

1. The initial Mayday call shall immediately be followed by the Location, Unit Number, Name, Assignment and Resources needed to get the victim out. (LUNAR)
2. On hearing a Mayday call, all personnel shall maintain radio silence; only the IC and victim shall use radio communications until further notice.
3. The IC shall prepare to send a RIT to the location of the Mayday.
4. Unless personal safety is threatened, personnel shall not abandon their work assignments unless ordered to by the IC. The rescue has precedence but certain suppression and related activities may be necessary in order to accomplish the rescue.
5. A PAR shall be conducted as soon as possible after a Mayday call to account for all personnel on scene.
6. The IC shall order all other personnel to switch to another frequency to continue the operation.
7. The IC will advise when general radio traffic may resume.

### **323 VEHICLE INSPECTION**

1. All department vehicles shall be inspected annually according to the Province of Nova Scotia Motor Vehicle regulations by a licensed garage for the type of vehicle.
2. All department vehicles shall be inspected on a regular scheduled basis to prevent, identify and correct unsafe conditions.
3. A preventive maintenance program shall be established and records shall be maintained.
4. Any department vehicle found to be unsafe shall be placed out of service until repaired.
5. Any problems with the department vehicles shall be reported immediately to an Officer.

### **324 DRESS**

1. All personnel shall wear appropriate PPE, clothing and footwear to fit the type of response and the weather conditions.
2. Shorts and sandals are not appropriate dress.

### **325 SAFETY VEST**

1. Any person conducting traffic control shall wear highly visible apparel and helmet or hard hat at all times.
2. Any person operating fire trucks shall wear highly visible apparel and helmet at all times (pumpers, tankers, rescue) if they are staying with the truck.
3. Firefighters with only a safety vest are not allowed in the hot zone.

### **326 ASSAULTS ON PERSONNEL**

1. Personnel and scene safety is highest priority of the department.
2. RCMP shall immediately be called to the scene.
3. All members shall defend themselves using all necessary means to stop the assault.
4. Members shall remain within legal principals of self defense.
5. Whenever possible and practicable, anyone assaulting a member shall be detained until RCMP arrives.
6. EHS shall be called to the scene to check out the assaulted member.
7. Do everything possible to avoid the confrontation.

## **400 RESPONSE GUIDELINES**

### **401 DEPARTMENT**

1. When responding you are representing the department, drawing attention to yourself does nothing for the image or esteem of the department.
2. Conduct of any member which is likely to affect the efficiency, social, or public influence or respectability of the department shall be deemed an offence as per the Constitution and By-laws.
3. Never respond under the influence of drugs or alcohol.
4. All traffic laws shall be adhered to when driving to or back from a call.

### **402 REPORTING**

1. On receipt of an emergency page all available members shall report to the fire hall to obtain appropriate PPE, equipment, and assignment.
2. Members who keep their turnout gear shall respond to the incident location if the location is closer than the fire hall.
3. Members who report to the scene shall remain aware of their personal safety and not attempt to do anything unsafe until other members, apparatus, and equipment arrives on scene.
4. Members who keep their turnout gear at the fire hall shall report to the fire hall for equipment and apparatus.
5. If a member has confirmed equipment and personnel have been dispatched, that member may stage near the scene to await orders from the IC.
6. The member shall not enter the scene until ordered and accompanied by another properly equipped member.
7. All members shall wear appropriate clothing for the weather to the fire hall.
8. Members responding to scene directly shall report to the OIC for tasking.

### **403 PERSONAL VEHICLES**

1. While it is recognized that members are expected to respond to emergencies as quickly as possible, it must be done in a safe manner.
2. Private vehicles are not emergency vehicles and are therefore not afforded any exemption or special privileges under provincial law.
3. The department accepts no liability, nor does it carry any insurance coverage for member's private vehicles while responding to and from calls.
4. You may be held criminally responsible for your actions should an accident occur.
5. When proceeding to the hall or the scene all members shall:
  - Obey all speed limit signs
  - Adjust your speed accordingly for the road, weather, and visibility conditions
  - Continually watch and adjust your speed when pedestrians are present

- Obey all stop signs and red lights; come to a complete stop
- 6. Passing other vehicles is not encouraged or recommended.
- 7. Members shall not pass a school bus with flashing red or amber lights.

#### **404 HALL ARRIVALS**

1. The first arriving member shall turn on the hall lights and open the bay doors.
2. The first arriving Officer, or a firefighter if no officers respond, shall select personnel and equipment to suit the call and begin the response.
3. As members arrive they are to dress in the appropriate gear and follow the orders of the IC.

#### **405 HALL DEPARTURES**

1. The driver of a vehicle shall complete a circle check ensuring that all doors and cabinets are shut and all equipment is secure on the outside of the vehicle.
2. The driver shall check for any objects or personnel in the path of the vehicle prior to moving the vehicle.
3. All power cords and airlines shall be disconnected prior to moving the vehicle.
4. All personnel in the vehicle shall be belted in prior to the vehicle moving.
5. All SCBA shall remain strapped to the seat until scene arrival.
6. Only one vehicle at a time shall exit the hall onto the tarmac, allowing the driver an unobstructed view of the street.
7. The driver and the IC shall ensure that traffic has stopped on the street prior to the vehicle entering the street.
8. If conditions warrant the use of emergency lights and siren, they shall be operating prior to the vehicle entering the street.
9. The passenger's seat is to be filled by an officer/senior firefighter who will be in charge of all communications while the vehicle is in motion.

#### **406 STAND-DOWNS**

1. If dispatch stands down the response prior to scene arrival, the IC shall downgrade the response and continue to the scene code 3 to confirm the situation at the scene.
2. The IC may stage some units at a convenient location and/or return some units to the hall.
3. If the stand down comes from a member or another fire department, all units shall return to the hall at the discretion of the IC after contacting the member or other department to confirm the situation.

#### **407 PERSONNEL**

1. Personnel, to crew the first out unit, shall be selected by the IC to meet the needs of the incident from the members initially responding.
2. If in the opinion of the IC, the personnel responding are either too few, inexperienced, or not qualified to respond to the incident, the IC shall immediately have another department paged out to assist or supply the needed expertise.
3. If possible, the IC shall respond to the incident with the available personnel and equipment to assist the other department.
4. No member shall respond alone unless mutual aid is confirmed.
5. The IC shall ensure assistance is coming from another department.
6. The driver of a vehicle should remain with the vehicle unless otherwise directed by the IC.

#### **408 HALL RETURN**

1. On the return to the fire hall no emergency lights shall be used.
2. Spotters are to be used at all times when backing apparatus on the road and into the hall. If the driver loses sight of the spotter the driver will stop the vehicle immediately.
3. When safely on the tarmac, emergency lights shall be turned off.
4. The driver of each apparatus shall ensure the log book has been filled out and all equipment and supplies used during the response has been:
  - cleaned
  - replenished
  - fuelled
  - returned to the proper storage
5. Any fire departments on standby shall be stood down by phone or radio as soon as possible.
6. When all units are ready to respond dispatch is to be informed the department is back in service.
7. The IC or designate shall fill out the response log in a legible manner with all pertinent information on the incident.
8. All notes, tactical work sheets, medical sheets, etc. shall be attached to the response log.

#### **409 CAST OF CHARACTERS**

1. The following personnel and groups may be on scene or found at incidents and have the duties, tasks, functions, and or impact on the incident as follows.

#### **410 INCIDENT COMMANDER**

- Assumes and confirms command at a stationary location. (Street side usually)
- Evaluates the situation (size-up)
- Initiates and controls the communication process
- Identifies strategy, attack plans and assignment of resources
- Develops effective on scene organization
- Reviews, evaluates, revises the attack plan
- Provides ongoing command, transfer of command and termination of command

#### **411 FIRE CHIEFS AND DEPUTY FIRE CHIEFS**

- Assigned by the IC to manage a specific area of the incident scene
- Determines the resources required for the task to be carried out
- Manages resources assigned to their area
- Updates IC to the progress being made
- May be a Company Officer
- Assigned to assist IC
- Manages communications and information
- Keeps track of assignments, location and progress of groups, or companies
- Carries out other tasks as required

#### **412 CAPTAINS & LIEUTENANTS**

- Supervises the work of the firefighters
- Carries out the assigned tasks as requested by the IC
- Responsible for maintaining communications with the IC
- Usually the team leader of an Engine Company, Rescue Company, Division or Group, etc.

#### **413 FIRE FIGHTERS**

- The workers who make up the Company, Division or Group
- Usually respond as a group on an apparatus
- Carries out tasks on the scene
- Works directly under the Company Officer

#### **414 SAFETY OFFICER**

- Provides overall safety operations
- Supports and reports to the IC
- Monitors for safety hazards
- Can stop any operation deemed unsafe
- Represents safety policies, procedures, and requirements

- May be Safety Officer with support of an Assistant Safety Officer

#### **415 RADIO ROOM OPERATORS**

- Supply radio communications for the incident scene
- Assist command by coordinating calling out additional resources
- Maintains log of all communications between scene and radio room

#### **416 SUPPORT PERSONNEL**

- Staff of outside agencies, Red Cross, Public Works, etc.

#### **417 CUSTOMERS**

- May be injured, requiring MFRs, ambulance
- Displaced from their home, traumatized because of the damage
- Must be cared for
- Deceased – requires RCMP, body removal
- Scene is now crime scene until proven otherwise

#### **418 NEWS MEDIA**

- Fires are significant news event
- Require a secure location away from the command post
- Require a positive well written account of the proceedings
- May require a Public Information Officer
- Only the IC or PIO deals with the media

#### **419 POLICE**

- Represent the authority and the ability to control the location
- Manages spectators, traffic control
- Start and control evacuation

#### **420 SPECTATORS**

- Are curious members of the general public
- May interfere with the overall operation
- May be exposed to the hazardous products of combustion

#### **421 CRIME SCENES**

1. All incidents are potential crime scenes.
2. All members should take note of conditions and circumstances going to the scene and on the scene.

3. Care shall be taken to preserve any potential evidence of criminal activity.
4. If criminal activity is suspected or confirmed the RCMP shall be called and the incident scene secured and preserved until their arrival.
5. If arson is suspected the Fire Marshall's office shall be contacted and the incident scene secured and preserved until the Fire Marshall's arrival.
6. All deaths are considered homicides until proven otherwise by the RCMP
7. If a death occurs or is discovered the RCMP shall be called to the scene and the incident scene secured and preserved until their arrival.
8. If a death is fire related the Fire Marshall shall be called to the scene.

## **500 TACTICAL GUIDELINES**

### **501 COMMAND**

1. At all incidents the Incident Command System (ICS) shall be used.
2. The IC shall be responsible for:
  - Firefighter safety and survival
  - Occupants/victims lives
  - Fire control and suppression
  - Conservation of property during and after the incident
  - Providing short term services to stabilize and assist the customer
3. **At all MVCs the RCMP are in command.**
4. The first Officer on scene shall broadcast a sitrep on the response frequency.
5. The first Officer on scene shall establish command by notifying all responders, via radio, the name of the IC and the location of command by street, area, or apparatus and the working frequency of the incident.
6. When command has been established a complete size up shall be carried out and an incident plan devised and carried out.
7. The IC shall wear the IC vest and be stationed near to the incident able to get an overall picture of the incident, without being in the way.
8. The IC may delegate areas of responsibility and tasks to other Officers and firefighters to allow for efficiency, safety, and the effective use of personnel and equipment.
9. The structure or area may be divided up into Divisions to allow for more effective control of the incident.
10. The Divisions shall be determined by standing in front of the structure:
  - A division front facing road
  - B division left side
  - C division rear
  - D division right side
  - First Floor Division 1, Second floor Division 2 and so forth
  - Basement Subdivision 1, Subdivision 2 and so forth
11. Support functions may be designated to allow for more effective control of the incident, water supply, safety, manpower, logistics, etc.

12. Tactical worksheets and recorders may be used to log and document the incident as it progresses.
13. All milestones shall be announced over the working frequency of the incident:
  - All Clear** - Building search complete and no one is inside
  - Under Control** - The fires progress has been stopped
  - Loss Stopped** - The fire is out and cleanup can start
  - Arrival
  - Command initiation, IC, location
  - Under control
  - Termination
14. The IC should conduct a post incident critique of all incidents after all apparatus and equipment have been made ready for the next incident.

### **502 CHANGE OF COMMAND**

1. The initial IC may retain command for the entire incident or turn over to another officer or member.
2. Upon arrival of a senior officer, command may be passed over to the senior officer at the request of the IC or on the senior officer's assessment that it is necessary to assume
3. Command shall only be passed at the one scene and only after the present IC briefs the new IC on the incident and the plan in place.
4. The change in command shall be announced over the working frequency.

### **503 RULES OF ENGAGEMENT**

1. A risk assessment shall be carried out by the IC, Chief Officer, or Safety Officer prior to carrying out any operations.
2. The department operations are based on the premise that, no activity shall be undertaken unless the benefit outweighs the risk.
3. The IC and Officers shall be committed to a safe scene and utilize all resources and training acquired to the best of their ability.

### **504 RISK ASSESSMENT**

1. The following rules shall be used to determine the amount of risk to expose members of the department to at incidents.

### **505 GREAT RISK**

1. Great risk shall be taken to rescue savable lives.
2. Activities that present significant risk to the safety of members shall be limited to situations where there is the potential to save lives.

3. A thorough size up of the situation, the equipment on site, the availability of water, the number of trained responders, are factors in determining the survivability of lives.

### **506 SOME RISK**

1. Some risk shall be taken to save savable property.
2. Activities that present some risk to the safety of members shall be limited to situations where there is the potential to save property.
3. A thorough size up of the situation, the equipment on site, the availability of water, the number of trained responders, are factors taken into consideration before entering savable property.

### **507 RISK NOTHING**

1. No risk shall be taken when there is no possibility of saving life or property.
2. After a complete size up of the situation, the IC shall make a calculated decision regarding defensive operations whereby all attacks are done from outside the structure.

### **508 EMERGENCY TRAFFIC MANUAL**

1. Control of traffic at emergencies scenes is crucial to the safety of all personnel, participants and bystanders on or near the scene.
2. The Emergency Traffic Manual details the placement of apparatus, pylons, and signage for emergency scenes and operations.
3. The guidelines in the Emergency Traffic Manual shall be followed at all scenes.

### **509 INCIDENTS**

1. The following incident specific guidelines shall be used to select equipment and personnel.

### **510 STRUCTURE FIRE/STANDARD ATTACK**

1. Apparatus shall be dispatched as per the BMFS protocols for structure fire.
2. The first arriving Officer shall be the IC. If no Officers respond a senior firefighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or en route the OIC of the first unit shall transmit a size up report to other responding units on the size and condition of the fire, whenever information becomes available.

**Sizeup Report example:**

- **On location at 197 Sherose Island Road, split level dwelling, 20' X 45', ordinary construction, occupied**
  - **Heavy fire and smoke first and second floor, Side C.**
  - **All occupants have been removed**
  - **Exposures Sides B and D similar type dwellings, light to medium smoke showing**
    - **Exposure A is a street, exposure C is a driveway**
    - **Advancing an attack line to fight the fire**
    - **Engine 1 is establishing Sherose Island Command**
5. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid than that was automatically dispatched.
  6. The IC shall establish a water supply, prior to starting any attack.
  7. The OIC of the attack engine shall position the engine no closer than 100 ft from the burning structure.
  8. Considerations for vehicle placement shall include:
    - Collapse zones of buildings
    - Power lines
    - Traffic
    - Portatank placement
    - Smoke and wind conditions
    - Hazards
    - Emergency Traffic Manual
  9. All personnel arriving on the scene shall report to the Accountability Officer and/or IC to have their tags collected and to be assigned tasks.
  10. The IC shall complete an initial assessment of the fire and decide upon an attack, interior or exterior.
  11. The IC shall attempt to learn if there are people in the structure or not accounted for.
  12. The minimum size of the attack team shall be 2 SCBA trained personnel with a portable radio.
  13. A backup team of 2 SCBA trained personnel shall be standing by, 2 in 2 out.
  14. Other vehicles are to be parked as directed by the IC taken into account:
    - Collapse zones of buildings
    - Available space
    - Power lines
    - Traffic
    - Smoke and wind conditions
    - Hazards
    - Emergency Traffic Manual

**511 STRUCTURE FIRE/FAST ATTACK**

1. Apparatus shall be dispatched as per the BMFS protocols for structure fire.

2. The first arriving Officer shall be the IC, if no Officers respond a firefighter shall be the IC.
3. On the order of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or en route the OIC of the first unit shall transmit a size up report to other responding units on the size and condition of the fire, whenever information becomes available.
5. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid, than that was automatically dispatched.
6. The IC shall take note of the closest water source and order the second in unit to establish a water supply from that source to the attack engine.
7. The OIC of the attack engine shall position the engine no closer than 50 ft. from the burning structure.
8. Considerations for vehicle placement shall include:
  - Collapse zones of buildings
  - Power lines
  - Traffic
  - Portatank placement
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual
9. A fast attack may be carried out, if in the opinion of the IC:
  - The fire is of such a size as to be controllable by the members on the engine.
  - People trapped or unaccounted for may be rescued safely before fire expands.
10. The IC shall transmit to all units that a fast attack is being carried out; the next in unit is to establish a water supply and to take over command.
11. The initial IC may have a roving command and enter the structure.
12. The new arriving IC shall get a situation report from the first in IC as soon as possible.
13. The IC shall assess the situation and deploy manpower and resources as required.
14. A Portatank shall be set up and a tanker shuttle started.
15. All personnel arriving on the scene shall report to the Accountability Officer and/or IC to have their tags collected and to be assigned tasks.
16. Other vehicles are to be parked as directed by the IC taken into account:
  - Collapse zones of buildings
  - Available space
  - Power lines
  - Traffic
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual

## **512 FIRE ALARM**

1. All fire alarms shall be treated as structure fires.
2. On arrival or en route the OIC of the first unit shall transmit a size up report to other responding units whenever information becomes available, upgrading units as required.
3. No down grading of a response shall be permitted after multiple responses to the same address for an apparently faulty system.
4. All alarms shall be investigated prior to being reset.
5. All businesses or units monitored by the system shall be entered and investigated for signs of fire and/or sprinkler operation.
6. The IC shall use the contact lists and the RCMP to contact business representatives for after hour responses.
7. Forcible entry shall only be used as a last resort.
8. The IC may release apparatus while awaiting contact personnel to arrive, but shall keep sufficient equipment and manpower to deal with any potential situations.
9. The IC shall ensure there is no fire or water flowing in any part of the building or complex prior to returning to the hall.

## **513 VEHICLE FIRE**

1. Apparatus shall be dispatched as per the BMFS protocols for vehicle fire.
2. The first unit arriving at the incident shall transmit a size up report instructing the other units as to the response required.
3. The first arriving Officer shall be the IC. If no Officers respond a firefighter shall be the IC.
4. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
5. On arrival or en route the OIC of the first unit shall transmit a size up report to other responding units on location, size and condition of the fire, or whenever information becomes available.
6. The first engine on scene shall be positioned upwind of the vehicle involved at least 100 feet from the vehicle, as conditions permit.
7. The second unit shall be positioned behind the vehicle involved, as per the Emergency Traffic Manual, providing blocking and warning lights.
8. The third unit should be positioned behind the second unit, as per the Emergency Traffic Manual, providing blocking and warning lights.
9. A danger zone of 100-foot radius around the involved vehicle shall be enforced. All personnel and vehicles within this area shall be cleared.
10. All personnel entering the hot zone shall have complete PPE and SCBA on.
11. Personnel approaching the involved vehicle shall stay clear of unsafe areas such as directly in front or rear of the vehicle, or facing the underside of the vehicle when on its side.

12. Firefighters shall anticipate hazards:
  - Extra fuel tanks
  - Propane fuel cylinders
  - Airborne bumpers
  - Hazardous contents
  - Exploding fuel tanks, tires, drive shafts, and batteries
13. Under no condition shall the gasoline filler cap be removed.

#### **514 ATTACK**

1. Two pre-connects should be used for the attack, if manpower permits.
2. The pump operator shall set up for foam if available.
3. One attack line shall be set for wide fog pattern and used to supply protection to the attack team in the form of a water wall.
4. The second attack line shall be set on narrow fog and used to knock down the fire.
5. The attack team shall advance on the vehicle at an angle on one of the corners, upwind if possible, behind the water wall.
6. As lines advance the narrow fog line shall be directed at the seat of the fire.
7. When the fire is out, the attack team shall retreat from the vehicle.
8. When the attack team is at a safe distance from the vehicle, water shall be turned off.
9. A careful inspection of the vehicle shall be carried out to confirm the fire is out.
10. Caution shall be exercised when opening the hood and trunk covers, as the fire may flash outward.
11. The hood and trunk shall be propped open, since springs may be weakened or even nonexistent.

#### **515 MVC/EXTRICATION**

1. Apparatus shall be dispatched as per the BMFS protocols for MVC/extrication.
2. The first arriving Officer shall be the IC. If no Officer responds a firefighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or en route the OIC of the first unit shall transmit a size up report to their responding units on the location, size and condition of the MVC, or whenever information becomes available.
5. The unit with the rescue tools shall be positioned as close as conditions permit to the MVC, to provide protection to the rescuers and easy access to rescue tools.
6. The first in engine shall be positioned behind the MVC as per the Emergency Traffic Manual guidelines.
7. A line from the engine shall be charged for fire suppression.
8. A third unit should be positioned ahead of the unit with the rescue tools.
9. Any other units shall be positioned ahead of the unit with the rescue tools.

10. The RCMP is in overall command of a MVC.
11. If the RCMP are on scene the IC shall:
  - Report to the RCMP IC advising them of resources available
  - Obtain specific instructions or requests
  - Detail another member to start a scene survey and equipment layout
  - Assign personnel to carry out these tasks accordingly
  - Keep the RCMP IC updated and advised of actions
12. If the Department is the first authority on scene the IC shall:
  - Establish a command
  - Complete a scene survey
  - Stabilize the vehicle
  - Start first aid for the injured
  - Have fire control procedures started
  - Secure the area for evidence
  - Start crowd control
  - Start traffic control
13. When the RCMP Authority arrives on scene the IC shall:
  - Report to the member
  - Provide a progress report and formally pass Command to the RCMP
  - Ask for their input into the operations
  - Continue the operation under the RCMP direction
14. When EHS arrives on scene the IC shall:
  - Report to the Paramedics what has been done
  - Provide a progress report with PCRs
  - Formally pass care of the injured to EHS
15. When responding into another Department's jurisdiction the OIC shall:
  - Report directly to the RCMP member in charge for an update and instructions
  - Detail another member to start a scene survey and equipment layout
  - Consult with the Fire Officer on scene for an update on work already started.
  - Take charge of the extrication if so asked by the OIC of the original responding department
16. Access to the vehicle shall be done in a manner as to not harm the victims or rescuers.
17. Simple access methods shall be tried before cutting, such as opening doors.
18. If at any time during an extraction any rescuer perceives an unsafe condition, an unsafe condition developing, or immediate danger to the victim or rescuers that rescuer shall shout **FREEZE**, bringing all activity to a halt so as the condition may be corrected.
19. All rescuers shall be aware of the many dangers present at a MVA/extrication:
  - Traffic
  - Fuel spills
  - Oil spills
  - Coolant spills
  - Glass

- Sharp metal edges
- Bodily fluids
- Air bags
- Cargo

### **516 BRUSH FIRE**

1. Apparatus shall be dispatch as per the BMFS protocols for brush fires.
2. The first arriving Officer shall be the IC, if no Officers respond a firefighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. DNR shall be informed via dispatch when the department is responding.
5. DNR shall assume command on arrival, supply services, and supply manpower.
6. On arrival or en route the IC shall transmit a size up report to other responding units on the size and condition of the fire, whenever information becomes available.
7. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid.
8. The attack engine should be positioned upwind of the fire.
9. Forestry hose should be used to fight the fire.
10. Class A foam may be used if available.
11. The fire shall be worked from both sides attempting to encircle the fire to control its spread.
12. When the fire is encircled work in from each side to extinguish it.
13. If available a TIC should be used to find hot spots.
14. Backpacks, shovels, patrol hoses, and brooms shall be used on hot spots and spot fires.

### **517 CHIMNEY FIRE**

1. Apparatus shall be dispatched as per the BMFS protocols for chimney fires.
2. The first arriving Officer shall be the IC, if no Officers respond a firefighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or en route the OIC of first unit shall transmit a size up report to or other responding units on the size and condition of the fire, whenever information becomes available.
5. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid.
6. The attack engine shall be positioned no closer than 50 ft. from the structure.
7. Considerations for vehicle placement shall include:
  - Collapse zones of buildings

- Power lines
  - Traffic
  - Portatank placement
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual
8. Other vehicles are to be parked as directed by the IC taken into account:
    - Collapse zones of buildings
    - Available space
    - Power Lines
    - Traffic
    - Smoke and wind conditions
    - Hazards
    - Emergency Traffic Manual
  9. All personnel arriving on the scene shall report to the Accountability Officer and/or IC to have their tags collected and to be assigned tasks.
  10. The IC shall complete an initial assessment of the fire and decide upon an attack, roof or interior.
  11. The minimum size of the roof attack team shall be 2 SCBA trained personnel.
  12. The roof ladder shall be used to access the chimney.
  13. The fire shall be extinguished with the aid of:
    - chains
    - dry chemical powder
    - hose and snuffer
  14. The minimum size of an interior attack team shall be 2 firefighters in SCBA.
  15. A backup team of 2 SCBA personnel shall be standing, 2 in 2 out.
  16. The interior team shall remove from all hearths, stoves, and chimney cleanouts, all ashes, embers, logs, debris, etc. in a metal bucket to the exterior of the dwelling.
  17. When the fire is out, the areas surrounding the chimney shall be checked for extensions on all floors inside and out.
  18. The appliance shall be checked for fire damage.

### **518 CARBON MONOXIDE ALARM (CO)**

1. Apparatus shall be dispatched as per the BMFS protocols for carbon monoxide alarm.
2. On arrival at the scene or en route the IC shall transmit a size up report whenever information becomes available.
3. The first arriving Officer shall be the IC, if no Officers respond a firefighter shall be the IC.
4. If conditions warrant, the IC shall immediately call for more apparatus and/or mutual aid.

5. The IC shall interview the occupants of the dwelling for the following information:
  - How long alarm sounding
  - Symptoms of occupants
  - Feel better outside of dwelling
  - What conditions have been changed
6. One firefighter shall take a reading at the entry point with a calibrated monitor detector. Below 10 PPM CO, SCBA is not required; above 10 PPM CO SCBA shall be worn to complete the survey.
7. If any other gas indicates as being out of spec, SCBA shall be worn.
8. A minimum team of 2 firefighters shall enter the dwelling to complete a survey with the aid of Annex A.
9. If at any time during the investigation the detector monitor rises significantly or indicates an alarm condition, the building shall be evacuated and only re-entered by the firefighters in SCBA.
10. Items and conditions to consider during investigation:
  - Turn on all exhaust devices before combustion devices, such as range hoods, exhaust fans, dryers, etc.
  - Appliances such as fireplaces, unvented space heaters, stoves, gas dryers, boilers, furnaces, and BBQs near windows
  - Attached garages
  - Unvented appliances are likely sources of CO
  - Inspect flu pipes for separations, cracks, rust and holes
  - Inspect chimney flues for open dampers and/or obstructions
  - Check for reverse stacking when two appliances share the same flue
  - Inspect pilot lights on gas appliances – should burn with a blue flame
  - Measure for CO near furnace vents to check the heat exchanger
11. Alarm conditions may be hard to recreate and no evidence of CO may turn up in the investigation even though the home CO detector has gone into alarm.
12. The completed Investigation Guide Report Sheet shall be attached to the incident report and filed in the log.

### **519 BOMB THREAT**

1. Apparatus shall be dispatched as per the BMFS protocols for a bomb threat.
2. The department shall only respond to bomb threats or incidents involving un-detonated explosives when specifically requested by the RCMP.
3. All units shall respond with both lights and sirens.
4. The first arriving Officer shall be the IC, if no Officers respond a senior firefighter shall be the IC.
5. All members are to respond to the hall and the IC will advise from there no member is to respond directly to the scene.
6. Prior to leaving the hall the IC shall confirm the resources required by the RCMP.

7. On arrival or en route the IC shall transmit a size up report to other responding units, whenever information becomes available.
8. The IC shall stage all responding units at least 1000 feet from the location.
9. Department personnel shall not become involved in the search for the bomb or other devices.
10. The department is on scene to allow time to develop plans should an explosion occur.

## **520 THERMAL IMAGING CAMERA (TIC) SUPPORT**

1. Apparatus shall be dispatched as per the BMFS protocols for TIC support.
2. The following priorities are to be assigned to the TIC:
  - Priority #1 – search and rescue
  - Priority #2 – fire attack team
  - Priority #3 – RIT
3. The first arriving Officer shall be the IC. If no Officers respond a firefighter shall be the IC.
4. On arrival or en route the IC shall transmit a size up report to other responding units, whenever information becomes available.
5. The TIC team shall consist of a minimum of 2 firefighters.
6. A spare battery shall be carried by one of the team members.
7. TIC operators must be aware that they have a tendency to move faster than the rest of the team, the TIC operator shall remember not to move too quickly, so that the rest of the team is not lost in the reduced visibility environment.
8. Personnel shall stay low even if the TIC allows them to see that the majority of the heat is at the ceiling. The possibility of a flashover in the dynamic atmosphere of a structure fire is high.
9. Personnel shall have an escape route either by following a hose line or following a wall in case the TIC fails.
10. Personnel shall allow sufficient time to exit a hazardous atmosphere when the battery status indicator shows that the battery power is getting low.
11. The TIC can also serve as a tool for detecting heat during the overhaul phase of an incident. It must be remembered, however, that the TIC cannot penetrate most construction materials including drywall, plaster and lathe, concrete, glass or plastic.

## **521 MEDICAL**

1. Apparatus shall be dispatched as per the BMFS protocols for medical responses.
2. The first arriving Officer shall be the IC, if no Officers respond a senior firefighter shall be the IC.
3. En route the IC shall detail the responders as to the duties, primary or secondary caregiver and scribe; they shall perform at the incident and what equipment they shall take to the site.

4. On arrival or en route the IC shall transmit a size up report to other responding units, whenever information becomes available.
5. The responders entering the building or approaching the patient shall be limited to 4.
6. All other responders shall remain with the vehicle and be available for assignment as requested by the IC.
7. The MFR designated the primary caregiver should be the only responder talking to the patient.
8. One MFR shall be the secondary caregiver and assist the primary caregiver.
9. One member shall start the Patient Care Report (PCR) and gather as much information as possible with the assistance of the primary caregiver, next of kin, and bystanders.
10. The IC shall attempt not to become involved in the treatment of the patient but control the overall scene to allow for a successful and safe outcome to the incident.
11. The responders shall bring the medical bag, the defibrillator, and a radio. Any other equipment that may be required is to follow as requested.
12. At responses in public areas, the same four responders only are to approach the patient. All other responders shall form a secure area around the scene, keeping the public at safe distance.

#### **522 REQUESTED MUTUAL AID**

1. Apparatus, personnel and equipment may be sent to other Fire Departments, other Agencies, and Organizations as requested.
2. The degree of assistance will be dependent on the availability of personnel and equipment.
3. The first arriving Officer shall be the IC. If no Officers respond a firefighter shall be the IC.
4. The IC shall determine the response.

#### **523 AUTOMATIC MUTUAL AID**

1. Vehicles, personnel and equipment will be sent to the response area automatically for confirmed structure fires by the dispatcher as per department protocols.

#### **524 POSITIVE PRESSURE VENTILATION (PPV)**

1. Apparatus shall be dispatched as per the BMFS protocols for PPV support.
2. The first arriving Officer shall be the IC. If no Officers respond a firefighter shall be the IC.
3. On arrival or en route the IC shall transmit a size up report to other responding units, whenever information becomes available.

### **525 APPLICATION**

1. All offensive fire operations qualify for early application of PPV. The IC shall order PPV where appropriate and early in the operation.
2. The PPV fan shall be placed approximately 4-10 feet from the opening on the unburned side of the fire.
3. An exit for the pressurized air shall be provided and shall be located in the fire area. This is generally a window, door or other opening, at least 75% to 150% the size of the air inlet opening.
4. Air flow from PPV shall be controlled throughout the operation. Too many openings or exit points reduce the effectiveness of PPV. In some cases, windows and doors that are already open may need to be closed to direct the air flow into the fire area, or the most densely affected smoke area.
5. As one area is cleared of smoke that area may need to be sealed off and another exit created in another area of the structure to direct the air flow into the next area to clear.

### **526 EXPOSURE CONTROL**

1. The objective is to introduce PPV ahead of a moving fire and force heat and smoke back into the fire area through a suitable exit opening.
2. For exposure control, the fan(s) shall be placed at an entry point at more severe exposure first. If a heavy smoke condition exists, it may be beneficial to create a temporary opening (i.e. door) to allow an exit for the pressure and smoke.
3. Once smoke has cleared, the exit should be closed, the building sealed, so that it will over pressurize the exposure.

### **527 VEHICLE FIRES**

1. The PPV shall be set up so as the discharge creates a wind behind the attack team allowing the smoke and heat to be diminished.

### **528 MASS CASUALTY INCIDENT (MCI)**

1. A mass casualty incident is any incident that exceeds the resources of the department.
2. The department may not know they are responding to a MCI until they arrive on scene.
3. Responding to incidents such as MVCs involving trains and/or buses the IC should be prepared for a MCI.
4. On arrival or en route the OIC of the first unit shall transmit a size up report to other responding units on the location, size and condition of the incident, or whenever information becomes available.
5. The declaration of an MCI is at the discretion of the IC.

6. Contact dispatch to request additional resources as the situation warrants.
7. If the department is the first agency on scene command shall be established and maintained until relieved by another agency or becomes part of a unified command.
8. Inform agencies not on scene, EHS, RCMP, etc., of the situation:
  - Type of incident
  - Approximate number of casualties
  - Severity of casualties
  - Approximate number of fatalities
  - Who is in command and location of command.
9. Victims shall be triaged as per EHS protocols.
10. Set up a staging area for incoming resources.

## **600 COMMUNICATIONS**

### **601 GENERAL**

1. There is no group or entity that owns the system. It is a model that consists of licensed frequencies granted by Industry Canada with registered letters of permission that grants other authorized users access to these frequencies.
2. Needless talking on South Dispatch B shall not take place. There are many fire departments relying on it for communications.
3. Needless chatter could prevent emergency pages from being set off.
4. Inform dispatch via South Dispatch B of:
  - Receipt of page
  - Station departure
  - Arrival on scene
  - Departure of scene
  - Be assigned, request and surrender OPS Channels
  - Return of service

### **602 PAGING FAILURE/PHONE RECALL**

1. In the event of a total failure of the paging system members shall be informed of an incident by phone.
2. Dispatch shall phone the Fire Chief with details of the incident.
3. The Fire Chief shall phone the designated members with the details of the incident.
4. If the Fire Chief is unavailable, Deputy Fire Chief, Captains, etc. shall be called until a member has been reached and the recall initiated.
5. The first office to be informed shall also announce over the radio the details of the incident.

### **603 FREQUENCY SELECTION**

1. The Department shall be paged on their assigned paging frequency and acknowledge the call and respond on South Dispatch B.
2. OPS or mutual aid frequencies shall be used once on scene as assigned by dispatch or requested.
3. Dispatch shall assign OPS channels or the IC can request upon arrival at the scene.
4. The IC and/or designate(s) shall monitor radio traffic on South Dispatch B and all assigned OPS channels to maintain good communication flow.

### **604 IDENTIFICATION CODES**

1. An identification code system has been developed to provide a method of identifying fire services, apparatus, and the rank of officers.
2. The use of identification codes and proper voice procedure will keep use of the radios to a minimum allowing for a more efficient use of the radio net.
3. Correct radio voice procedure shall have the sending unit calling the receiving unit by ID number and Department Name.
4. The following Barrington Municipality Departments are identified with these numbers:
  - Station 1 10 – 19 – Woods Harbour Shag Harbour Fire Department
  - Station 3, 30 – 39 – Island and Barrington Passage Fire Department
  - Station 4, 40 – 49 – Barrington/Port LaTour Fire Department
  - Station 6, 60 – 69 – Port Clyde Fire Department

### **605 RESPONSE COMMUNICATIONS**

1. All transmissions from dispatch are recorded and time stamped.
2. To aid in documenting responses, a standard set of radio communications shall be used initially on all responses.

### **606 ALL RESPONSES**

1. One member shall acknowledge receipt of page and response to hall via portable radio on the paging frequency and confirm that dispatch has been notified on South Dispatch B.
2. Other members responding shall not acknowledge receipt of the page to dispatch but may announce they are responding to the incident or station to the IC.
3. The OIC of the first unit to leave hall shall announce unit number and that they are responding from hall.
4. The OIC of all subsequent units shall announce unit number, and that they are responding from hall.

5. The OIC of the first unit on scene shall announce the arrival of that unit on scene and give a situation report on the paging frequency.
6. The OIC of all subsequent units shall announce the arrival of their units on scene on the paging frequency or South Dispatch B as applicable.

### **607 MEDICAL RESPONSES**

1. All actions in 606.1 are to be carried out.
2. The OIC of the responding unit may contact MFR-W on TMR and report the department is responding to incident with ETA in minutes.
3. The OIC of the responding unit shall contact MFR-W on TMR on arrival.
4. The OCI shall monitor the MFR-W talk group for any EHS updates and notify dispatch.
5. The OIC shall only supply patient information if asked for by EHS or if the patient's vitals have a major change.

### **608 MAYDAY**

1. The term MAYDAY shall only be used in life threatening situations – the term shall never be used in drills or in any practice evolutions.
2. If a MAYDAY is called, even in a drill, it means a firefighter is down and needs help.
3. The transmission of MAYDAY shall be used by personnel to inform the IC of situations requiring immediate action or assistance.
4. Discretion in the use of MAYDAY shall be applied to prevent its overuse and abuse.
5. The term “No Duff” shall be used in Drills and Practices to let people know that something is for real.

#### **REASONS TO CALL A MAYDAY:**

- Trapped
- Entangled
- Cut off by fire
- Cut off by collapse
- Through the floor
- Pinned
- Lost

### **609 TEAM DESIGNATIONS**

1. All teams or units entering a burning structure or hot zone shall have at least one portable radio.
2. Each team or unit may be designated with a title, e.g. Attack 1, Rescue 2, RIT 3.

## **700 MEDICAL**

### **701 GENERAL**

1. Members should not enter a residence or scene unaccompanied on a response.
2. If EHS Dispatch directs the department to STAGE, the unit responding shall park well back from the site, out of sight, until directed by dispatch or RCMP to proceed to the site.
3. Sirens and red lights may lead to further distress for the patient and their family. They shall be used only as required or directed:
  - Sirens may be turned off ½ km from the scene if possible and practical
  - Emergency lights may be turned off just prior to arrival on the scene unless circumstances dictate the use of emergency lights for the safety of the responders.
4. Vehicles shall be parked as close to the scene as possible without impeding traffic or preventing access to the scene by an ambulance.
5. All responders shall be wearing appropriate equipment for the type of response.
6. Be professional, polite, and considerate. Respect the condition of the patient and the concerns of the family.
7. All information concerning the response shall be kept strictly confidential.
8. All equipment used shall be returned to its proper stowage and all supplies used shall be replenished on completion of the response.

### **702 PATIENT CARE REPORT (PCR)**

1. A PCR must be started and completed as much as possible for each patient.
2. On the arrival of the paramedics all data on the PCR shall be relayed to them.
3. The white copy shall be given to the paramedics prior to their departure.

### **703 CARDIAC ARREST**

1. If a cardiac arrest occurs the dispatcher shall include this information in the page.
2. A minimum of two and maximum of four members, MFR qualified, closest to the location should proceed to the location and be prepared to immediately start CPR and rescue breathing.
3. Members should not enter a residence alone and should wait for backup prior to entering any residence.
4. All other members shall proceed to the hall and return with apparatus.
5. On arrival the defibrillator and medical bag shall be taken to the patient's location by the OIC of the responding unit and an assessment of the situation shall be made as to manpower and resources required in the residence, minimum personnel in the residence to complete tasks.
6. Normal medical SOGs are to be followed.

#### **704 DRESS**

1. If the response is to a domestic or business location all members responding should wear medical response clothing, if available.
2. If responding members are deemed to be unhygienic to respond to a medical call in the ICs judgment they shall be asked to remain at the hall and not respond to the incident and possibly put the patient in more jeopardy.
3. If the response is to an industrial or construction site all members responding should wear PPE.

#### **705 TRAINING**

1. All members shall be offered Medical First Responder Training.
2. No member shall be forced to complete MFR certification they do not desire to attain.
3. Members do require First Aid and CPR.

#### **706 PERSONAL PROTECTION**

1. All members shall have medical gloves on prior to leaving the vehicle on a medical response.
2. Medical gloves are to be used on one patient only. If moving to another patient the gloves shall be replaced with a new pair.
3. The driver shall ensure all medical gloves are removed and hands are washed prior to personnel entering vehicle.
4. All used gloves shall be placed in the garbage can.
5. All medical waste shall be disposed of properly on return to the hall after each response.

#### **707 DISINFECTING**

1. Any equipment contaminated during a response shall not be placed back into a medical bag until decontaminated.
2. All contaminated equipment shall be bagged in plastic and returned to the hall.
3. Handle all contaminated equipment, supplies, or other materials with the utmost care until they are properly cleaned and disinfected.
4. To disinfect equipment contaminated with blood or other bodily fluids, clean thoroughly with department supplied disinfectant.
5. Surfaces, such as floors, woodwork, vehicle seats, and countertops shall be cleaned of any visible soil prior to using the disinfectant.
6. Wash all soiled medical response clothing and overalls.
7. Scrub boots, shoes, and leather with soap, a brush and hot water.
8. Do not use kitchen sinks.

### **708 MEDICAL RESPONSE CLOTHING**

1. Medical response clothing may be provided to members to allow for easy identification of members to the IC, other agencies (e.g. RCMP, EHS) and the general public.
2. The medical response clothing shall not be worn for private use.
3. The medical response clothing is to be kept where the member deems most suitable such as:
  - Private vehicle
  - Home
  - Fire Hall

### **709 AED SAFETY**

1. Do not use the AED in the presence of flammable gases, vapors, or water.
2. Use care when operating the AED close to oxygen sources.
3. It is safe to operate AED on a patient wearing an oxygen mask.
4. Maintain at least 1.2 meters from radios, cell phones, and any device emitting radio waves.
5. Do not allow pads to contact other electrodes or metal parts that are in contact with the patient.
6. Remove all medicine patches and residual adhesive from the patient's chest prior to applying pads.
7. Do not place pads directly over an implanted pacemaker or defibrillator.

### **710 CRITICAL INCIDENT STRESS (CIS)**

1. CIS is the result of facing and attempting to deal with an event or situation beyond the normal capacity of human beings to cope with. These stress reactions may be physical, cognitive, emotional or any combination of these. The more intense reactions will interfere with the responders' ability to function at the scene and later in the persons' personal life. CIS reactions are normal and expected.
2. A CIS management is in place to reduce the impact of CIS reactions. It offers professional intervention to the reactions to minimize stress-related injury to members.
3. A response to any incident that exposes personnel to unusually strong emotional involvement may qualify for a CIS debriefing. The following are examples of incidents which may warrant debriefing, but not limited:
  - An event that has significant emotional power to overwhelm the usual coping mechanisms.
  - Serious injury or death of a department member or other emergency personnel in the line of duty.
  - Mass casualty incidents with serious injury or death
  - Death or serious injury of a child

- Dealing with victims known to the responder
  - Events that seriously threaten the lives of the responders
  - Serious injury or death of a civilian following department operations that may be extraordinary and involving prolonged expenditure of physical and emotional energy.
4. All new members shall be briefed on CIS reactions and information sessions will be presented as required as part of the safety program. Information and training programs for responder's families shall be made available.

### **711 SCENE MANAGEMENT**

1. Minimizing the exposure to stressful incidents results in fewer stress-related problems.
2. Command shall brief incoming personnel of the extent of the incident upon arrival to reduce the element of surprise to responders.
3. Rotating and/or removing initial responders from the scene as soon as possible should limit exposure to a critical incident.
4. If circumstances permit, personnel directly involved in high stress incidents should be considered for immediate removal from the scene. If personnel are limited and this is not possible, command shall designate a rest area away from the general area of the scene and free of the public and the media for responders to refresh and then be put back on duty as needed. This location shall not be the command post or manpower pool.
5. Breaks shall be mandatory for every ½ to 1 hour of working exposure to the incident.

### **712 ACTIVATION**

1. Upon determination by the Safety Officer of IC that the situation is a Critical Incident or has the potential to cause Critical Incident Stress reactions, the Safety Officer or IC shall immediately request that the Fire Marshall's office dispatch the CISD team.
2. The CISD team may be called for an incident involving a fatality.
3. Officers and firefighters bear the responsibility for identifying the recognizing significant incidents that may qualify for debriefing.
4. Any member who feels that a debriefing intervention is required should inform any officer, who will then begin the process to obtain the CISD team.
5. Only trained CISD members shall conduct a defusing.

### **713 DEBRIEFING**

1. When a time for the debriefing has been arranged, the Safety Officer or representative shall designate an area for the debriefing which provides ample space, privacy and freedom from distraction.

2. The Safety Officer or representative shall also arrange for refreshments such as fresh fruit, fruit juices, and vegetables as directed by CISD.
3. The Safety Officer or representative shall make at least two attempts to notify all involved of the time and location and encourage the member to attend. During the debriefing, those members attending are off duty and the Safety Officer shall consider a stand-by response from another department.
4. Attendance at debriefings is voluntary but all personnel involved in the critical incident are strongly urged to attend. It is important to realize that a firefighter's attendance may help the others even if they do not feel they themselves will benefit from the process. The debriefing is not an operations critique and is strictly confidential. Personnel attending debriefings are not required to speak if they choose not to.

#### **714 DEATHS**

1. Deaths shall be treated as homicides until proven otherwise by the RCMP.
2. The scene shall be treated as a crime scene.
3. The RCMP shall be called to the scene as soon as possible.
4. The incident scene shall be protected and preserved until their arrival.
5. If the incident is a suicide by hanging, the body shall be cut down and treated unless it is obviously deceased.

#### **715 REHABILITATION (REHAB)**

1. To insure that the physical and mental condition of firefighters operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. A rehab division shall be set up.
2. Rehab shall apply to all prolonged emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists.
3. The IC shall consider the circumstances of each incident and made adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest and relief from extreme climatic conditions and other environmental parameters of the incident.
4. The rehabilitation shall include the provision of Emergency Medical Services at the MFR level or higher.
5. All officers shall maintain an awareness of the condition of each member operating within their span of control and ensure the adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request the reassignment of fatigued crews.

6. During periods of hot weather, members shall be encouraged to drink water or other beverages throughout the incident. During any emergency incident or training evolution, all members shall advise the officers when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved.
7. Members shall also remain aware of the health and safety of other members of their crew.

## **716 ESTABLISHMENT OF REHAB**

1. The Incident Command shall establish a rehab division or group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution.
2. A member will be placed in charge of the division/group and shall be known as the Rehab Officer.
3. The location for the Rehabilitation Area will normally be designated by the IC. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the following site characteristics and designations:
  - It should be a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
  - It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
  - It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be a cool, shaded area. During cold weather, it should be a warm, dry area.
  - It should enable members to be free of exhaust fumes from the apparatus or equipment (including those involved in the rehabilitation division/group operations).
  - It should be large enough to accommodate multiple crews, based on the size of the incident.
  - It should be easily accessible by EHS units.
  - It should allow prompt re-entry back into the emergency operation upon complete recuperation.
4. Sites that should be considered but not limited to are:
  - A nearby garage, building lobby, or other structure.
  - A school bus.
  - Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.
  - An open area in which a Rehab Area can be created using tarps, fans, etc.

### **717 RESOURCES**

1. The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area.
2. The supplies should include but not limited to:
  - Fluids – water, activity beverage, or ice.
  - Food – soup, broth, or stew in hot/cold cups.
  - Medical – blood pressure cuffs, stethoscopes, oxygen, thermometer.
  - Other – awnings, fans, tarps, traffic cones and fire line tape.

### **718 HYDRATION**

1. A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during emergency incidents and training evolutions. During heat stress, the member should consume at least one litre of water per hour. Re-hydration is important even during cold weather operation where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn.
2. Caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

### **719 NOURISHMENT**

1. The department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast-food products. In addition, foods such as apples, oranges and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

### **720 REST**

1. The 2 bottle rule shall be the acceptable level for mandatory rehabilitation. Members shall rehydrate, at least eight ounces, while SCBA cylinders are being changed.
2. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer.
3. Members released from the rehabilitation division/group, shall report to the manpower officer to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

## **721 RECOVERY**

1. Members in the Rehabilitation Area should maintain a high level of hydration.
2. Members should not be moved from a hot environment directly into an air conditioned area because the body's cooling system could shut down in response to the external cooling. An air conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement.
3. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

## **722 MEDICAL SERVICES**

1. Medical should be provided and staffed by the most highly trained and qualified EMS personnel on the scene, at a minimum of MFR.
2. They shall evaluate vital signs, examine members, and make proper disposition:
  - return to duty
  - continued rehabilitation
  - medical treatment and transport to medical facility.
3. Annex B shall be used to record and assess all medical data.
4. Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for re-hydration.
5. Medical treatment for members, whose signs and/or symptoms indicate potential problems, should be provided in accordance with local medical control procedures. EHS shall be requested at such times.
6. Medical personnel shall be assertive in an effort to find potential medical problems early.

## **800 TRAINING AND SAFETY REQUIREMENTS**

### **801 TRAINING STANDARD**

#### **Section 1: Scope**

This guideline applies to all volunteer firefighters of the four Fire Departments registered with the Municipality of Barrington; namely, those of Port Clyde, Barrington/Port LaTour, Island/Barrington Passage and Woods Harbour Shag Harbour.

#### **Section 2: Purpose**

**The lives and safety of our firefighters are our priority.** It is the policy of these four departments to maintain a safe, trained and effective fire ground presence. A system of identification and credentialing serves to communicate the firefighter's rank and general training level to department personnel and command on the emergency scene.

### **Section 3: General**

As general policy, fire departments shall:

1. Maintain training records for membership documenting completion of the training for the tasks assigned.
2. Maintain a helmet and ID card identification system to communicate the firefighter's rank and general training level to department personnel and command on the emergency scene.
3. Identify and approve (Fire Service Co-ordinator) each member's classification using the Standard (NFPA 1001 Standard for Firefighters Professional Qualifications). Department membership prior to the effective date of this GOG can retain department positions, based on the evaluation of training and experience, and the documented approval by the Department Executive and Fire Service Co-ordinator.
4. Use (as required) the existing helmet designation until the time of new helmet purchase, provided that the member's correct classification is clearly indicated in an appropriate manner on the helmet and ID tag.
5. Use identification tags as part of their personnel accountability system which requires that members inform officers or IC of any personal limits, and not attempt a skill or task without proper training.
6. Control rank and incident response of a firefighter to the approved levels of training.
7. Provide the Municipal Fire Services Coordinator with updates on member's training and classification who in turn will retain appropriate records on the helmet color and ID tags.

### **Section 4: Definitions**

**Authority Having Jurisdiction (AHJ).** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**Shall.** Indicates a mandatory requirement.

**Should.** Indicates a recommendation or that which is advised but not required.

**Standard.** A document, the main text of which contains only mandatory provision using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. No mandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

**Accountability System.** A way of tracking firefighters in and out of the hazard zone.

**Certification.** Testing based on consistently applied, internationally recognized criteria

**Fire Chief.** The highest ranking officer in charge of a fire department or fire brigade.

**Helmet Color Coding.** A means of identifying a firefighters training by the colour of the helmet.

**Yellow.** Trained to do tasks outside of the hot zone, supports fighting fires from the outside.

**Black.** Trained to Level I firefighter and is allowed to fight fires on the inside.

**Red.** Officer of the fire department and trained to Level I firefighter with ICS, ISSO, and MCTO training.

**White.** Chief Officer of the fire department and trained to Level I firefighter with ICS, ISSO, and MCTO training.

**Blue.** Safety Officer of the fire department and trained to Level I firefighter with ICS, ISSO, and MCTO training.

**Incident Commander (IC).** The individual responsible for all incident activities, including development of strategies and tactics and the ordering and release of resources.

**Incident Management System (IMS).** An organized system that defines the roles and responsibilities to be assumed by responders and the standard operating procedures to be used in the management and direction of emergency incidents and other functions.

**Incident Safety Officer (ISSO).** An individual appointed or assigned by the Incident Commander to oversee **all** safety issues at the scene of an emergency and to perform duties and responsibilities as specified in this Code of Practice.

**International Fire Service Training Association (IFSTA).** A non profit education association of firefighting personnel who are dedicated to upgrade firefighting techniques and safety through training.

**Level I (firefighter).** Firefighter trained to work under supervision of an officer.

**Level II (firefighter).** Firefighter trained to do more complex tasks and assumes and transfers command under the Incident Command System.

**Managing Company Tactical Operations (MCTO).** Training course for firefighters to learn how to manage operations such as water, supply, ventilation, search and rescue etc. at an emergency.

**Mobile Burn Unit (MBU).** Provides realistic fire training in a safe environment.

**Member.** A person involved in performing the duties and responsibilities of a fire department, under the auspices of the organization.

**Membership.** A person that has formally joined the fire department.

**National Fire Protection Association (NFPA).** Provides consensus standards for the fire service which are a minimum standard.

**NFPA 1001. Standard for Firefighter Professional Qualifications.**

**Pro Board. Nova Scotia Fire Service Professional Qualifications Board.**

**Structural Fire Fighting.** The activities of rescue, fire suppression and property conservation in buildings or other structures or vehicles, rail cars, marine vessels, aircraft, or like properties.

**Training Course.** A course meeting the requirements outlined in the current applicable training manuals issued by the International Fire Services Training Association (IFSTA) and meets the NFPA 1001 Standard for Firefighter Professional Qualifications.

**Training Records.** Records of individual firefighter training for individual firefighters.

## **Section 5: Helmet and ID tag Coding, Credentialing and Response**

There are five basic helmet colors used, named Yellow, Black, Blue, Red and White. The helmet color will always identify the highest training level achieved. Personnel response to an emergency is dependent on the documented highest level of training and indicated by basic helmet colors. Firefighters that have specialized training can respond based on their basic helmet color and additional ID tags assigned.

### **1. YELLOW: Support (Exterior) Firefighter**

- Completion of department orientation and support (exterior) firefighter training courses.
- Completion of other specialized training courses as required by a specific assignment, e.g. heavy rescue equipment
- May respond to all emergencies including structure fires, but perform only exterior and support operations

### **2. BLACK: Firefighter Level I**

- Completion of FF Level I training courses for interior fire operations.

- Completion of specialized training courses as required by a specific assignment, e.g. heavy rescue equipment
- May respond to emergencies including structure fires and perform interior fire operations.

**3. RED: Officer (Lieutenant or Captain)**

- A minimum of 3 years firefighting experience with a Fire Department
- Completion of FF Level I training courses for interior fire operations. For officers that are not required for work within the hazard zone e.g. Apparatus Operators, etc. should be trained to FF Level I but are not required to have interior fire control training.
- Completion of training courses in Incident Command, Strategy & Tactics, and Incident Safety Officer.
- Completion of specialized training course as required by a specific assignment, e.g. Fire Prevention
- Operates at the discretion of the IC at all incidents

**4. WHITE: Chief Officer (Chief or Deputy Chief)**

- A minimum of 5 years firefighting experience with a Fire Department
- Completion of FF Level 1 training courses for interior fire operations
- Completion of training courses in Incident Command, Strategy & Tactics, Incident Safety Officer and Local Assistant to the Fire Marshall Course.
- Fulfills all Incident Command responsibilities

**5. BLUE: Safety Officer**

- A minimum of 5 years firefighting experience with a Fire Department
- Completion of FF Level 1 training courses for interior fire operations
- Completion of training courses in Incident command, Strategy & Tactics, Incident Safety Officer
- Operates in conjunction with the IC at all incidents

**Additional helmet striping or other appropriate markings will help identify special circumstances as follows:**

**Junior Firefighter:** Orange color stripe or other added to Yellow helmet

- Has completed the department junior application process and a basic department junior firefighter orientation
- No emergency response. (Department Training and Meetings only)

**Medical First Responders:** MRF decal on their helmet

- Completed requirements for yellow helmet.
- Completed all EHS requirements for MFR certification
- Responds to medical calls but other emergency response is to limit of helmet color

**Note: Apparatus Operators and Engine Company Officers:** In the case that Apparatus Operator and other Officers may not have nor require specific training on live fire interior operations, a decal will be added to the red helmet to indicate Captain, Lieutenant or Apparatus Operator.

Rank	Basic Helmet Color	ID TAG Bar
Junior Firefighter	Yellow with orange	White Card
Apparatus Operator	Red with decal	White Card Minimum
Support (Exterior) Firefighter	Yellow	White Card
Firefighter Level I	Black	White Card & White Card Red Stripe
Medical First Responder	Dependent on rank & decal	White Card Minimum
Safety Officer	Blue	White Card & White Card Red Stripe
Officer (Lieutenant, Captain)	Red with decal	White Card & White Card Red Stripe
Chief and Deputy Chief	White	White Card & White Card Red Strip

**Appendix 1: Firefighter Training Courses and Certifications**

**Exemption: Non firefighting personnel such as the Secretary, Treasurer, President and Fundraisers:** In the case that Non Firefighting Personnel such as the Secretary, Treasurer, President or Fundraisers belong to the Fire Department but are not involved in any way with Emergency Operations, they are exempt from the training requirements of other members.

**Any member with eight years or more service with any of the four Fire Departments in the Municipality of Barrington, and who has, through experience or other evaluation, demonstrated core competencies for safe response to an emergency, to the satisfaction of and approval to the Chief and/or Safety Officer of his or her current department, may have the opportunity up until one year after this policy has been accepted...to successfully complete (or challenge) their Firefighter Support or Firefighter I training...**

**Exemption from this training document for eight year + members:** Any member with eight years or more service with any of the four fire departments in the Municipality of Barrington will have the opportunity up until one year after this document has been accepted and passed by Council to participate in one of two ways to acquire their firefighter support training or

Firefighting I training. The training will have the participate in one of two ways to acquire their Firefighter test bank of IFSTA Essentials of Firefighting 5<sup>th</sup> edition and the questions have been correlated to the NFPA 1001 Standard for Firefighter Professional Qualifications. Pass mark for the written test is seventy percent and is the same percentage used by the Nova Scotia Firefighters School and the Nova Scotia Fire Service Professional Qualification Board in their written tests. The thirty skills required for the participants are all skills that are required by the NFPA 1001 Standard and must be completed with a one hundred percent pass for completion of the skills portion of the test.

We feel that we are giving firefighters that have been in the Fire Department over eight years with no formal training an opportunity to show that with their experience firefighting and the regular monthly training sessions that they are qualified to be an active member of the firefighting force. This training will be available for one year from the time Council accepts this training Standard. Oral tests for the written portion will be offered.

**For the Firefighter support training:** The firefighter must write a one hundred question written test approved by the Training Standard Committee and they must complete a 16 hour course in skill training completing thirty skills selected by the Training Standard Committee. The firefighter must pass the written test with a pass mark of 70% and all skills must be completed accurately to the satisfaction of the Instructor or Instructors involved in the training program. According to the number of firefighters involved we will offer a minimum of two weekends to complete this. The written test will be held on a week night before and after the skills. The skills will be held on a weekend between the written tests.

**For the Firefighter 1 training:** The firefighter must write a one hundred question written test approved by the Training Standard committee and they must complete a 16 hour course in skill training completing thirty skills selected by the Training Standard Committee. The firefighter must pass the written test with a pass mark of 70% and all skills must be completed accurately to the satisfaction of the Instructor or Instructors involved in the training program. According to the number of firefighters involved we will offer a minimum of two weekends to complete this. The written test will be held on a week night before and after the skills. The skills will be held on a weekend between the written tests. For the Firefighter 1 the training would also include a half day or one evening training in the Mobile Burn Unit from the Fire School when it comes to Barrington this July or next year (2014) when it comes for training. The Firefighter would also have the option of taking the MBU training in Shelburne, Yarmouth or any other area that the MBU does training.

**Members with less than eight years:** Members with less than eight years as a member of a fire department in the Municipality of Barrington will have to comply with this training document and will have two years to complete the training. This policy has been adopted by the Municipality of Barrington.

**Traffic Control:** Members that only want to direct traffic shall have a Traffic Control Course that is recognized by the Province of Nova Scotia.

**FF Support (Exterior) Training** comprises completion of a Department Orientation and the following training:

Course Title	Instruction and Skill Development (test)	Nova Scotia Fire School Reference	
		5 <sup>th</sup> Ed	6 <sup>th</sup> Ed
Department Orientation	4 hrs	N/A	N/A
Orientation	4 hrs	1001	1001
Safety	4 hrs	1002	1002
Fire Behavior	4 hrs	1003	1005
Protective Equipment	4 hrs	1005	1006
Ropes and Knots	4 hrs	1007	1008
Ground Ladders	4 hrs	1010	1012
Fire Hose	8 hrs	1013	1015
Fire Stream	8 hrs	1014	1016

**FF Level 1 training** comprises completion of the following training meeting the firefighting requirements of NFPA 1001.

Course Title	Instruction and Skill Development (test)	Nova Scotia Fire School Reference	
		5 <sup>th</sup> Ed	6 <sup>th</sup> Ed
Orientation	4 hrs	1001	1001
Safety	4 hrs	1002	1002
Fire Behavior	4 hrs	1003	1005
Building Construction	4 hrs	1004	1004
Protective Equipment	4 hrs	1005	1006
Portable Extinguishers	4 hrs	1006	1007
Ropes and Knots	4 hrs	1007	1008
Rescue	4 hrs	1008	1009
Forcible Entry	4 hrs	1009	1011
Ground Ladders	4 hrs	1010	1012
Ventilation	4 hrs	1011	1013
Water Supply	4 hrs	1012	1014
Fire Hose	8 hrs	1013	1015
Fire Stream	8 hrs	1014	1016
Fire Control	16 hrs	1015	1017
Suppression Systems	4 hrs	1016	1020
Loss Control	4 hrs	1017	1018
Protecting Evidence	4 hrs	1018	1019
Hazmat Awareness	8 hrs (ProBoard Exam)	1022	1022

**FF Level 1 ProBoard Certification training comprises completion of the following training courses meeting the firefighting requirements of NFPA 1001.**

**NSFS Reference Numbers will change with each Edition of IFSTA. Current numbers are from the 5<sup>th</sup> Edition.**

<b>Course Title</b>	<b>Instruction and Skill Development (Test)</b>	<b>Nova Scotia Fire School Reference</b>	
FF Level Training	100 hrs	1001-1018-1021	
Hazmat Operations	32 hrs. (ProBoard Exam)	1023	1023
Certification	8 hrs. (ProBoard Exam)	1024	1024

## **802 PERSONNEL ACCOUNTABILITY**

### **Section 1: Purpose**

**Safety is top priority.** This guideline outlines a Personnel Accountability System (PAS), which provides Incident command (IC) with standard and effective means to maintain scene accountability for firefighters and designated emergency personnel.

### **Section 2: Scope**

The PAS is applicable to Fire Departments registered with the Municipality of Barrington.

### **Section 3: General Responsibility**

1. The IC shall initiate, direct, and control the PAS for assigned personnel at any incident or training practice.
2. Officers shall maintain their crews intact and have constant awareness of their welfare, locations and activities.
3. Individual firefighters and assigned personnel shall keep the Officers and IC informed of their activities and location. Freelancing is strictly prohibited.
4. the minimum crew operating in a Hazard Zone is two (2) firefighters. For interior operations, crews must enter, work and exit together, through the same entrance whenever possible. Secondary egress shall be provided if available.
5. All crews operating in Hazard Zones shall be equipped with suitable PPE.

### **Section 4: Definitions**

**Emergency Evacuation Signal (EES)** – Standard 3 horn blast sequence used to signal evacuation of a Hazard Zone.

**Entry Control Board (ECB)** – A control board containing the member’s ID, time of entry, assigned location, expected duration of air supply, and anticipated time of exit used by the PAO to control the entry/exit of Hazard Zones.

**Freelancing** – to operate independently of the Incident Commander’s command and control.

**Hazard Zone (HZ)** is defined as any area that requires SCBA equipment or in which a firefighter or other assigned emergency responder is at risk of becoming lost, trapped or injured by the environment or structure.

**Incident Commander (IC)** The individual responsible for all incident activities, including development of strategies and tactics and the ordering and release of resources.

**Level 1 Accountability:** is used on small, single alarm response incidents or training exercises at which the IC is able to effectively manage the incident and personnel accountability i.e non-structural fires, medical first response etc. **Any such incident can escalate quickly and the IC may change the Accountability Level as required.**

**Level 2 Accountability:** is used on larger, complex incidents or training exercises where conditions exist or may develop that pose significant risk to the responding crews i.e. large structural fire, multi-department mutual aids etc.

**MAY DAY – “MAYDAY”**, announcement over command channels, repeated 3 times, indicating lost or trapped firefighters.

**On Scene Accountability Ring (OSAR)** – A ring carrying identification of the apparatus and used to account for responders on and off their assigned apparatus. It is located in a designated and accessible area of the apparatus.

**On Scene Tag (OST)** – This ID tag is placed on the On Scene Accountability Ring (OSAR) upon boarding the apparatus for any incident and then retrieved from the OSAR when re-boarding the apparatus and clearing the scene.

**Personnel Accountability Officer (PAO)** - The person designated by the IC to control entry/exit of Hazard Zones.

**Personnel Accountability System PAS** . A system that readily identifies both location and function of all members operating at an incident scene.

**Personnel Tracking Board (PTB)** A control board utilized by the IC for managing scene assignments on complex incidents

**Personnel Accountability Report (PAR)** Formal communication requesting accountability of fire ground personnel.

**Rehabilitation (REHAB)** Allowing firefighters to rest, rehydrate, and recover during an incident.

**Rehab Area:** is a vital PERLINK [http://en.wikipedia.org/wiki/Emergency\\_service](http://en.wikipedia.org/wiki/Emergency_service) service on the **fireground**, providing **firefighters** and other emergency personnel with immediate **medical attention** including **rehydration**, treatment for **smoke inhalation**, and the prevention of such life-threatening conditions as **heatstroke** and **heart attack**.

**SCBA Tag (SCBAT):** This ID tag remains with the firefighter until assigned tasks on scene. It is used to account for entry and exit of the Hazard Zones and on complex incidents to account for general scene support work.

### **Section 5: General (Level 1 and Level 2) Accountability**

1. A two (2) tag personnel accountability system (PAS) is used.
2. The Accountability Level is determined by the IC and may change according to the progression of the incident.
3. The Officer assigned to the apparatus is responsible for personnel accountability on his/her apparatus.
4. Personnel will be assigned tasks by their respective Officers and IC.
5. The IC shall appoint a PAO if entry control or more complex operations involving multiple crews is required.
6. Responders arriving via non departmental vehicles shall report to the Officer or IC before committing to any task. Tasks and temporary tags will be assigned as appropriate.
7. For any assignments in the Hazard Zones, SCBATs and an ECB must be used.
8. Personnel must report to the PAO prior to entering any Hazard Zone.
9. All points of entry to HZs are controlled by the PAO, ensuring that only qualified firefighters are so assigned.
10. Offices and crews must keep the IC and PAO informed of any changes in incident complexity, in their location, work assignment or team composition.
11. Personnel not trained to FF 1 will only have one white tag and helmets will be yellow.
12. Personnel trained to FF 1 or higher will have two tags and helmets will be black, red, white or blue.

### **Section 6: Level 1 Accountability Procedures**

1. On call response from station, personnel shall affix their OST to the OSAR on their assigned apparatus.
2. **On single alarm (single or multiple apparatus) incidents:**
  - a. The OSAR will remain in a designated area on each of the responding apparatus.

- b. It is not required to use a SCBAT for support activities outside of a Hazard Zone.
  - c. For assignments in the HZ, personnel will attach SCBATs to the ECB under the control of the PAO. Note: As a PAO may not be established for the first on scene crews, these crews, under Office Control, will attach SCBATs initially to the OSAR. The Officer responsible for the apparatus will transfer these SCBATs to the PAO once established.
  - d. Upon completion of operations, personnel:
    - i. will recover their SCBATs from the ECB
    - ii return to their assigned apparatus
    - iii retrieve their OST
3. The Officer in charge of each apparatus will advise the IC on accountability of all assigned to the apparatus.

### **Section 7: Level 2 Accountability Procedures**

1. On response from station, personnel shall affix their OST to the OSAR on their assigned apparatus.
2. **On complex multiple alarm and apparatus incidents:**
  - a. For each apparatus arriving on scene, the OSAR with all OSTs attached (and SCBATs from first on scene crew only) will be turned into the IC at a designated command post.
  - b. the IC will attach all OSARs to a PTB, for overall accountability of all apparatus and personnel on scene
  - c. if there are SCBATs already on the OSAR (from the Initial crews on scene), the IC will move them to the appropriate area of PTB or transfer them to the PAO for use on the ECB.
  - d. **For work assigned outside of Hazard Zones:**
    - i. upon task assignment by their respective Officer or IC, personnel will give their SCBAT to the IC
    - ii. the member's SCBAT will be placed on the PTB under the specific assignment. (Exterior Support, Water Shuttle, etc.)
  - e. **For any assignments in the Harard Zones:**
    - i. before entering HZ personnel will give their SCBAT to the PAO who will place it on the ECB
    - ii. the PAO will notify the IC if any member experiences difficulty or has not exited prior to reaching limit of air supply.
    - iii. on exit of the Hazard Zone, personnel will retrieve their SCBAT from the PAO before performing any other task. Crews that get separated or must exit a Hazard Zone at a location other than their original entry point must notify the PAO of their changed status and must retrieve their SCBAT.

- f. the Officer of the assigned apparatus will retrieve the OSAR from the PTB and return to their apparatus
- g. upon completion of operations, personnel will:
  - i. retrieve their SCBATs from the ECB or PTB
  - ii. return to their assigned apparatus
  - iii. retrieve their OST
3. The PAO will perform final accountability verification by ensuring that no tags remain on the ECB or PTB.
4. The Officer in charge of each apparatus will advise the IC on Accountability of all assigned to their apparatus.

### **Section 8: Rehabilitation Area Assignment and Release (Level 1 and 2)**

1. When directed to REHAB, personnel working in hazard zones will ensure that their SCBAT is provided to the REHAB Manager upon entry into the REHAB area.
2. Upon release from REHAB, personnel will recover their SCBAT from the REHAB Manager and report to their Officer or IC for reassignment or release from scene.

### **Section 9: Personnel accountability Report**

The IC may call for a personnel accountability report (PAR) to verify personnel accountability during scene operations. **A PAR is mandatory for the following situations any MAYDAY call, report of a missing or trapped firefighter, any sudden hazardous event, or any evacuation order.**

Officers must verify accountability for their assigned personnel and immediately report any absent member to the IC. **On notification that a crew does not have PAR, any absent member will be assumed lost or trapped in the hazard zone.** The missing person will be requested on a specific radio channel to report to the IC. If there is still no PAR, the IC will immediately send a rescue team to the last reported working area of the lost firefighter and begin search and rescue.

References: NFPA 1500 and 1561 guidelines.

## **803 APPARATUS DRIVER GUIDELINES**

### **Section 1: Purpose**

**Safety is top priority.** Emergency vehicle drivers have in their care, custody and control major assets of the Fire Department. Most importantly they have a high standard of care to the Fire Department members and to the general public and shall hold their safety in the highest regard at all times.

This guideline outlines minimum general considerations for apparatus drivers in the safe operation of Fire Department apparatus. It is not intended to replace, contravene or supersede the requirements outlined in current Motor Vehicle Regulations nor substitute for specific Fire Department best practices and operating procedures.

### **Section 2: Scope**

The guideline is applicable to the Fire Departments registered with the Municipality of Barrington. Currently drivers of fire trucks are required to hold a valid Class 5 driver's license with no other requirements for trucks over 14,000 kg. As driver training plans, licensing, and driver improvement programs require considerable time and resources to manage, this guideline is applicable one year following the initial date of approval. A driver of fire apparatus in the Municipality of Barrington shall hold at minimum a valid class 5 driver's license and be approved by their Fire Chief.

### **Section 3: Definitions**

**Authority Having Jurisdiction (AHJ).** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**Shall.** Indicates a mandatory requirement.

**Should.** Indicates a recommendation or that which is advised but not required.

**Standard.** A document, the main text of which contains only mandatory provision using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. No mandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of requirements of a standard.

**Fire Apparatus:** Any fire department emergency vehicle used in fire suppression or other emergency situation.

**Air Brake Endorsement:** An endorsement on the back of a driver's license in Nova Scotia which indicates the driver has taken and passed a written air brake knowledge test.

#### **Section 4: General Responsibilities**

1. Drivers shall operate apparatus according to the Department's best practices, standard procedures and/or By-laws.
2. Drivers shall observe the laws of the road and employ the principles of safe and defensive driving at all times and under all response codes and driving conditions.
3. Drivers shall never operate any equipment or apparatus if in any way impaired due to the use of alcohol, drugs or other medications.
4. Drivers, who have been charged in any motor vehicle accident, with any alcohol or drug violation, received any moving violations or change in the status of their license shall inform the Fire Chief in writing within 24 hours of the incident.
5. Drivers shall maintain knowledge of the apparatus specifications, characteristics, limitations and maintenance requirements.
6. Drivers shall successfully complete initial driver training and annual driver improvement programs as specified by the Fire Department.

#### **Section 5: General Qualifications**

1. For vehicles with gross weights below 14,000 kg. with air brakes, drivers shall have a valid Class 5 Nova Scotia Driver's License with an air brake endorsement or better.
2. For vehicles with gross weights over 14,000 kg. drivers shall have a valid Class 3 Nova Scotia Driver's License with an air brake endorsement or better.
3. Drivers of trucks equipped with pumps shall have a Pump Operators course for safe operational purposes..

### **804 SEARCH AND RESCUE GUIDELINES**

#### **Section 1: Purpose**

**Safety is top priority.** The purpose of this document is to assist the AHJ in assessing a technical search and rescue hazard in the response area, to identify the level of operational capability and to establish operational criteria. The rescues can be performed in a variety of ways.

This guideline outlines minimum general considerations for rescue personnel operating on the fireground or rescue area and following the NFPA 1670 Standard 2009 edition "Operations and Training for Technical Search and Rescue Incidents".

## **Section 2: Scope**

The guideline is applicable to the Fire Departments registered with the Municipality of Barrington. This document shall identify and establish levels of functional capability for conducting operations at technical search and rescue incidents while minimizing threats to rescuers. The requirements shall apply to Fire Departments that decide to provide response to technical search and rescue incidents. Only members that are going to respond to Search and Rescue operations would have to take the required training. This GOG is not meant to be used by individuals acting alone but as a member of a team.

Any Fire Departments in the Municipality of Barrington wanting to participate in Search and Rescue ventures as listed below must acquire the appropriate training as required by the NFPA 1670 Standard 2009 edition “Operations and Training for Technical Search and Rescue Incidents” or the applicable NFPA Standard for other specialized courses and provided by organizations such as the Nova Scotia Firefighters School or our own Instructional Staff following the curriculum used by such organizations.

## **Section 3: General Qualifications and Responsibilities**

1. The AHJ shall establish levels of operations capability needed to conduct operations at technical search and rescue incidents safely and efficiently based on hazard identifications, risk assessment, training level of personnel, and availability of internal and external resources.
2. At a minimum all technical search and rescue organizations shall meet the awareness level for each type of search and rescue incident for which the AHJ has identified a potential hazard.
3. In jurisdictions where identified hazards might require a search and rescue capability at a higher level than awareness a plan to address this situation will be written.
4. Listed below are some of the technical rescue functions that a fire department may want to offer as a service to the public.

## **Section 4: Definitions**

**Authority Having Jurisdiction (AHJ).** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**Shall.** Indicates a mandatory requirement.

**Should.** Indicates a recommendation or that which is advised but not required.

**Standard.** A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. No mandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of requirements of a standard.

### **Section 5: Functional areas of Search and Rescue**

Fire Departments will only train in the functions that are needed in their community as there may not be a need for the different types of Rescue. Search and Rescue training has three levels of training in each of the functions listed below and the firefighters that take the training can only work to the level they are trained for: Awareness, Operations, and Technician. Firefighters in each Department do not have to be trained to the same level for any of the Search and Rescue functions:

1. Rope Rescue.
2. Structural Collapse Search and Rescue
3. Confined Space Search and Rescue
4. Vehicle Search and Rescue
5. Water Search and Rescue
6. Wilderness Search and Rescue
7. Trench and excavation Search and Rescue
8. Machinery Search and Rescue
9. Cave Search and Rescue
10. Mine and Tunnel Search and Rescue
11. Helicopter Search and Rescue

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue, 2009. Generally these terms mean:

**Awareness:** First responders at the awareness level are those person who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

**Operations:** First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

**Technician:** First responders at the technician’s level are those persons who respond, as either initial call out or as a mutual aid response to contain and control the incident. This level of service usually will provide a high degree of intervention.

**900 ANNEX SECTION**

**ANNEX "A" CO INVESTIGATION GUIDE & REPORT**

Incident# \_\_\_\_\_

Date \_\_\_\_\_

Occupant Interview

- Symptoms -
- Feel better outside of the house – Yes/No
- How long detector going off \_\_\_\_ minutes
- Changed conditions by occupant after alarm activation

ITEM	Open	Shut	APPLIANCE	On	Off	REMARKS
windows			fans			
doors			space heater			
			fireplace			
	Yes	No	stove			
car running In garage			furnace			
			BBQ			
			water heater			
			dryer			

**Initial reading at entry point:**

\_\_\_\_\_ PPM CO      \_\_\_\_\_ % O<sup>2</sup>      \_\_\_\_\_ H<sup>2</sup>S      \_\_\_\_\_ % FV

ROOM	PPM	SOURCE	REMARKS
Kitchen			
Front Room			
Dining Room			
Family Room			
Rec. Room			
Bedroom #1			
Bedroom #2			
Bedroom #3			
Bedroom #4			
Bathroom #1			
Bathroom #2			
Bathroom #3			
Furnace Room			
Utility Room			
Den/Office			
Garage			
Basement			

**ANNEX “B” REHAB RECORD**

Record # \_\_\_\_\_ Date: \_\_\_\_\_ Bottle # - 1 2 3 4 5

Caregiver:	Dept:	#:	Signature:
Firefighter:	Dept:	#:	Signature:
Time In:	Time Out:		

**Body Core Cooling:** remove coat & helmet , unfasten bunker pants , immerse forearms

**Hydration:** wash hands , wash face , provide fluids

**Vitals:**

	>24! <12!	>110! <60!	>150/98! <110/x!		<Pearl	>1 sec			>100.6! <97.6!
Time	Resp	Pulse	BP	Skin	Pupils	Cap Refill		Time	Temperature
Min 0				normal pale cold	blue dry hot	flushed moist			
Min 10				normal pale cold	blue dry hot	flushed moist			
Min 20				normal pale cold	blue dry hot	flushed moist			

Objective assessment/Findings/Pertinent History

**Return Assessment:** all blocks must be checked off to be released  
**Remove from duty:** evidence of illness or injury or pulse over 100  
**Transported:** for treatment of illness or injury, temperature over 101, blood pressure less than 100

BP <150/98>110/x	No pain	More than 20 minutes of rest
Pulse <90 >60	Body temp <100 >98	
Respirations <20 >12	1 to 2 litres of fluids	
Skin normal	Nutrition	

**Notes:**

**ANNEX "C" ACCIDENT/INJURY REPORT**

Name: \_\_\_\_\_ #: \_\_\_\_\_

Department: \_\_\_\_\_

Accident             Injury

Date of Accident/injury: \_\_\_\_\_ Time: \_\_\_\_\_ Incident #: \_\_\_\_\_

Location of accident/injury: \_\_\_\_\_

Details of accident/injury: (cut, sprain, fall, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details leading to accident/injury: (what you were doing)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What PPE was being worn or used at the time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any medical or follow-up action required after incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was anyone else involved: (provide details if yes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion what action, if any, could be taken to prevent a recurrence of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time reported: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

**ANNEX “D” ACCIDENT/INJURY INVESTIGATION REPORT**

Name: \_\_\_\_\_ #: \_\_\_\_\_

Department: \_\_\_\_\_

Accident             Injury

Date of accident/injury: \_\_\_\_\_ Time: \_\_\_\_\_ Incident #: \_\_\_\_\_

Location of accident/injury: \_\_\_\_\_

What task was being performed at the time of the accident/injury?

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What are the hazards associated with the task?

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Has a risk assessment of the task been completed? If so, what procedures were recommended or implemented?

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Contributing factors: (weather, lack of training, carelessness, non compliance of guidelines, etc.)

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Was proper PPE and/or safety equipment being used?

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Was equipment being used correctly?

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**Page 2 - ANNEX “D” ACCIDENT/INJURY INVESTIGATION REPORT**

Witness statements from:

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_  
Name: \_\_\_\_\_ Dept.: \_\_\_\_\_  
Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

**INVESTIGATOR’S SUMMARY NOTES**

What is the chance of the accident/injury happening again? Frequent , Occasional , Rare

Analyse the sequence of events that led up to the accident/injury. Try to work backwards from the final event, to identify the contributing factors. This will assist in identifying action up items.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Investigator’s Recommendations:

<b>Investigators Recommendations</b>	<b>Person to Action</b>	<b>Completion Date</b>

Investigator’s Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Date

**Adopted by the Fire Service Advisory Committee: July 13, 2012**

**Revised on August 20, 2012 – David Kendrick, Fire Service Coordinator  
- Maurice Nickerson, Fire Chief, IBPFD**

**Revised on March 5, 2014 – David Kendrick, Fire Service Coordinator  
- Eugene Stoddard, President, IBPFD**

**Revised on May 22, 2014 – David Kendrick, Fire Service Coordinator FSAC**

**Revised on June 11, 2015 – David Kendrick – Request of Council**

**Revised on May 28, 2018 – Council and Fire Service**



<b>POLICY 54 FIRE RESPONSE AND EMERGENCY SERVICES POLICY</b>	<b>Effective Date: February 11, 2008</b>
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<b>Chief Administrative Officer’s Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	April 23, 2018
Date of Passage of current Policy	May 28, 2018
I certify that this “Fire Response and Emergency Services Policy” was adopted by Council as indicated above.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 5px;">           Chief Administrative Officer         </div> <div style="width: 45%; border-top: 1px solid black; margin-top: 5px;">           Date         </div> </div>	

**VERSION LOG**

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Various Amendments	CAO	Council	May 28, 2018





