

DATE: October 25, 2021

FILE: 7200-20 ORFR

TO: Chair and Members
Black Creek-Oyster Bay Services Committee

Supported by Russell Dyson
Chief Administrative Officer

FROM: Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Comox Valley Regional District Fire Department Operational Guidelines

Purpose

To seek Board approval of the annual updates to the Comox Valley Regional District (CVRD) Fire Services Operational Guidelines Manual (OGs)

Recommendation from the Chief Administrative Officer:

THAT the Board endorse the updates to the Comox Valley Regional District Fire Department Operational Guidelines Manual as per Appendix A attached to the Comox Valley Regional District Fire Department Operational Guidelines staff report, dated October 25, 2021.

Executive Summary

- The board last approved the CVRD Fire Services OGs on August 25, 2020;
- The current version includes the following changes:
 - The Standard OGs includes reference to Union Bay Fire Rescue;
 - Union Bay Fire Rescue's Local OGs have been added to the OGs Manual;
- Several updated OGs and policies include:
 - 4.4.17.6 Floating Vessel Incidents - Hornby Island Fire Rescue Local OG
 - 4.5.5.10 Paid on Call (POC) - Oyster River Fire Rescue Local OG
 - 4.5.5.12 Annual Physical Fitness Test - Oyster River Fire Rescue Local OG
 - 3.2.12 Incident Safety Personnel Accountability (Passport) - CVRD Standard OG
 - 3.2.15 Incident Safety Operational Readiness & Rehabilitation - CVRD Standard OG
 - 3.2.17 Incident Safety Emergency Withdraw/Abandon Alert - CVRD Standard OG
 - 3.3.10 Building Security - CVRD Standard OG
 - 3.5.3 Public Information - CVRD Standard OG – Deleted
 - 340-50 Corporate Safety Program – Policy, Leadership and Administration has replaced 2640-00 Occupational Health and Safety Policy.

Prepared by:

Concurrence:

Concurrence:

B. Green

J. Bast

D. DeMarzo

Bruce Green
Fire Chief
Oyster River Fire Rescue

James Bast
Manager of Fire Services

Doug DeMarzo
General Manager of
Community Services

Government Partners and Stakeholder Distribution (Upon Agenda Publication)

Oyster River Fire	✓
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Background/Current Situation

The board adopted the OGs package in August 2020 and part of that adoption was to have any updates presented on an annual basis to ensure the CVRD fire departments are using the most up-to-date OGs (Appendix A).

Policy Analysis

The “Comox Valley Regional District Fire Services Administration Bylaw No. 280, 2013” includes the following definition:

“Regional District Operational Guidelines” means operational guidelines developed by the regional district in consultation with the fire departments and applicable to all fire departments under the auspices of the regional district with such guidelines to include matters relating to human rights, liability and other matters consistent with regional district practices;”

The OGs Manual is consistent with this policy.

Options

Staff have identified two options available for consideration:

1. Endorse the OGs updates as presented; or
2. Request further information.

This staff report provides information in support of option 1.

Financial Factors

Not relevant.

Legal Factors

The CVRD fire department's training and adherence to the OGs will facilitate a safe and efficient delivery of fire protection services, in conformance with all Federal, Provincial, and Local Government; Acts, Regulations and Bylaws.

Regional Growth Strategy Implications

Not relevant.

Intergovernmental Factors

Not relevant.

Interdepartmental Involvement

Not relevant.

Citizen/Public Relations

As the CVRD fire departments currently utilize the OGs contained within the new OG Manual, the citizens will not see a change in the operational delivery of the fire protection service.

Attachments: Appendix A – Comox Valley Regional District Operational Guidelines and Policies
Updated October 2021

Subject: Corporate Safety Program – Policy, Leadership and Administration	
Applies to: Comox Valley Regional District	Date: June 2020
Developed by: Health and Safety, Human Resources	File code: 340-50

It is the policy of the Comox Valley Regional District (CVRD) to provide a safe work environment which is designed, operated and maintained in accordance with Occupational Health and Safety standards.

It is the responsibility of the CVRD's management to develop, implement and maintain programs designed to reasonably prevent injuries and occupational diseases within our workplaces by reasonably ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

Supervisory personnel will be responsible for ensuring that all subordinates are fully trained in safe work procedures and all pertinent regulations to enable optimal performance without accident and/or industrial disease.







It is the duty of every employee to follow safe and proper work procedures, to observe all rules and regulations pertaining to the job in hand, and to co-operate in attaining the objective of an accident and disease free environment.

Through the active participation and co-operation of management, supervisors, workers and joint committees, the CVRD will promote health and safe working conditions and attitudes as integral parts of the operation.

Signed this 23rd day of June, 2020



Russell Dyson
Chief Administrative Officer

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.1: Definitions		Page 1 of 1			
	Title	Operational Guideline Definitions				
	Sub:					

PURPOSE: The actions are to be performed. If "how to" descriptions are used, this The PURPOSE of the O.G. is described in general terms. One or two brief sentences are used.

SCOPE: The SCOPE identifies the members of the CVRD Fire Department to whom the O.G. applies.

POLICY: A POLICY states the guiding principle or course of action to be adopted while achieving the objective or purpose of the O.G.







PROCEDURE: A PROCEDURE states the circumstances under which certain actions are to be taken and sometimes those actions are listed. This section describes what actions are to be taken but should avoid describing how section becomes unnecessarily long. "How to" descriptions belong in a training manual and not in the O.G.

FORMAT: **CVRD** Fire Departments will use the Operational Guideline format as provided (see attached).

REFERENCE: This section lists document references such as legislation, training standards or departmental training documents that apply.

ALSO SEE O.G. #: Other O.G.s may be related to this O.G. These are referenced here.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.1: Definitions		Page 1 of 1			
	Title	Operational Guideline Definitions				
	Sub:					

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POLICY: A POLICY states the guiding principle or course of action to be adopted while achieving the objective or purpose of the O.G.







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FORMAT: **CVRD** Fire Departments will use the Operational Guideline format as provided (see attached).

REFERENCE: This section lists document references such as legislation, training standards or departmental training documents that apply.

ALSO SEE O.G. #: Other O.G.s may be related to this O.G. These are referenced here.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.1
    	Section 3.2:	Safety	Page 1 of 1			
	Title	Occupational Health & Safety Program				
	Sub:					

PURPOSE: To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards Health and Safety within the CVRD Fire Departments. To require all fire department personnel to follow safe work practices for designated job duties.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall be familiar with and carry out their responsibilities specified in the CVRD Fire Department Occupational Health and Safety Program approved by the CVRD Board.







PROCEDURE: All elements of the CVRD Fire Department Occupational Health and Safety Program, including all forms and documents encompassed within, and as adopted by the CVRD Fire Department, and CVRD Board become part of Operational Guideline 3.2.1.

FORMAT:

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
CVRD Fire Department Occupational Health and Safety Program Manual.

ALSO SEE 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8
O.G. #:

James Best	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G.# : 3.2.10
    	Section 3.2:		Safety		Page 1 of 1		
	Title		Personal Protective Equipment				
	Sub:		Personal Protective Clothing Cleaning				

PURPOSE: To ensure that all personnel protective clothing is maintained in a clean and functional condition.

SCOPE: All fire department personnel involved in emergency incidents or training exercises.

POLICY: Personal protective clothing will be inspected regularly for defects and cleaned when required to remove contamination.

PROCEDURE:

1. Each member must insure that his/her personal protective clothing is maintained in good condition. Members will inspect and report any deficiencies to the Fire Chief immediately.
2. Prolonged periods without cleaning can cause a deterioration of the fire retardant properties of turnout clothing due to the buildup of unburned hydrocarbons which could burn. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect.
3. Turnout clothing should be washed regularly as per manufacturer's guidelines to remove any buildup of unburned hydrocarbons or other materials.







FORMAT:

REFERENCE:

ALSO SEE

O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G.# : 3.2.11
    	Section 3.2:		Safety		Page 1 of 1		
	Title		Personal Protective Equipment				
	Sub:		Personal Alert Safety Device				

PURPOSE: To establish an alerting system for firefighters in jeopardy.

SCOPE: All suppression personnel.

POLICY: Personal alarm devices will be turned on prior to entering hazardous environments, and will not be turned off until the firefighter has returned to a safe area.

Continuous sounding of the alarm will cause a roll call to be initiated and search and rescue efforts commenced as soon as possible.

PROCEDURE: All air packs shall be equipped with PASS alarm devices.

PASS alarm devices shall be activated prior to entry into any building or area requiring the use of breathing apparatus.

Failure of a PASS device to test properly when initially activated shall require the unit be replaced prior to any hazardous environment entry.

An immediate roll call followed by search and rescue efforts shall be conducted upon the continuous sounding of any PASS alarm.







FORMAT:

REFERENCE:

ALSO SEE

O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.12
    	Section 3.2:		Safety	Page 1 of 1		
	Title		Incident Safety			
	Sub:		Personnel Accountability (Passport)			

PURPOSE: To establish a system to account for the location and safety of all personnel within an emergency incident perimeter.

SCOPE: All personnel in attendance at emergency incidents.

POLICY: All Fire Departments shall use the Emergency Incident Accountability (Passport) system in conjunction with the Incident Command System to identify individual members of a team and their assignment and to account for the assignment of teams and units at an emergency incident.

PROCEDURE: Incident Commanders at an incident shall use the Passport system to account for companies and teams within their direct span of control.

Company Officers, Team Leaders and individual firefighters are accountable for the safety of themselves and other members of the team.

Passports, name tags and portable status boards shall be properly utilized in the operation of the passport system.

Transfer of name tags shall be done prior to participating in any activities at an incident.

An emergency roll call shall be conducted immediately when the Incident Commander is informed of the possibility that a firefighter or team is missing or trapped.

PROCEDURE: Search and rescue efforts will commence as soon as possible at the last known location of the missing personnel.







If it becomes evident that a structure failure is imminent, an abandon order shall be initiated.

FORMAT:

REFERENCE: Passport System Guidelines
BCERMS Standard – ICS 100.
Justice Institute of British Columbia, ICS 100 Orientation Manual.

ALSO SEE
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.13
					Section 3.2: Safety	Page 1 of 1
					Title Incident Safety	
					Sub: Safety Officer	

PURPOSE: To ensure a safety function is established for the health and safety of firefighters at emergency incidents.

SCOPE: All fire department personnel.

POLICY: At all incidents, the Incident Commander are responsible for the safety of fire department personnel.
The Incident Commander is the Safety Officer until such time as another individual is appointed as the Safety Officer to perform that function.







PROCEDURE: The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.

QUALIFICATIONS: Incident Safety Officer must meet the requirements set out in the playbook for their level of service.

REFERENCE: BCERMS Standard – ICS 100

ALSO SEE O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G.# : 3.2.14
    	Section 3.2:		Safety		Page 1 of 1		
	Title		Incident Safety				
	Sub:		Incident Rehabilitation Sector				

PURPOSE: To ensure a rehabilitation sector is established for the health and safety of firefighters at emergency incidents.

SCOPE: All fire department personnel.

POLICY: A rehabilitation sector shall be established at all major incidents for monitoring and refreshing suppression personnel who have performed strenuous physical activities or where exposure effects from heat or cold exist.

PROCEDURE: If BCAS is in charge of rehab then their policy supersedes this OG.

At major incidents, a rehabilitation officer shall be assigned to establish, monitor and control the rehabilitation of firefighters.

When available, ambulance personnel shall be assigned to this sector to assist in monitoring and evaluating staff. Criteria for evaluating members in rehab are heart rate and temperature. Critical levels for increased rehabilitation requirements are where the heart rate exceeds 110 beats per minute and/or the temperature exceeds 100.6 degrees Fahrenheit and or blood pressure exceeds 160/100.







Any firefighter from Hornby Island utilizing two air cylinders shall be required to attend rehabilitation. Any firefighter from Denman Island, Fanny Bay or Oyster River utilizing one cylinder shall be required to attend rehabilitation.

Firefighters shall not be reassigned until liquids have been replenished and pulse, blood pressure rates and temperature rates have returned to acceptable levels.

REFERENCE: Passport System Guidelines
BCERMS Standards – ICS 100

ALSO SEE 3.2.12, 3.2.13
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.15
    	Section 3.2:		Safety		Page 1 of 2	
	Title		Incident Safety			
	Sub:		Operational Readiness & Rehabilitation			

PURPOSE: To establish guidelines which require each member performing emergency operations to be responsible for monitoring their capabilities and fatigue levels.

SCOPE: All fire department personnel.

POLICY: Each member shall be responsible for ensuring the Incident Commander is advised of any limitations or fatigue levels that may affect their ability to adequately perform assigned duties.

PROCEDURE: **Monitoring:** Firefighters engaged in operations which require strenuous physical exertion should monitor their fatigue level. Fatigue lowers one's personal perception; therefore, there is an emphasis on team members and individuals to monitor each other for signs of fatigue.

Treating Fatigue: The "air cylinder rule as per OG 3.3.14", or forty-five (45) minutes of strenuous worktime, is recommended as an acceptable level prior to mandatory rehabilitation. The treatment for fatigue is rest and rehydration until recovery.

Rest: Rest should not be less than ten minutes and may exceed an hour as determined by the rehab officer. Criteria for evaluation members are heart rate, blood pressure and temperature. Heart rates in excess of 110 beats per minute and/or blood pressure rates in excess of 160/100 and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation.







Rehydration: A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. Water is the key element to hydrate firefighters. Drinks such as coffee or pop are discouraged for 'on scene' hydration as they slow absorption into the system. Members assigned to the rehab sector shall be responsible for replacing lost fluids during proceeding physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work). In general, one litre of water should be consumed per hour.

Nourishment: The Fire Department shall provide nourishment at extended operations where companies are engaged as required.

FORMAT



REFERENCE

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 16, 2016	
	Updated on: March 15, 2021

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.15
    	Section 3.2:		Safety		Page 2 of 2	
	Title		Incident Safety			
	Sub:		Operational Readiness & Rehabilitation			

ALSO SEE 3.2.12, 3.2.14
O.G. #:

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 16, 2016	
	Updated on: March 15, 2021

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.16
					Section 3.2: Safety	Page 1 of 2
					Title	
					Sub:	

PURPOSE: To increase the overall level of safety for all firefighters who may be exposed to an IDLH atmosphere or to other incident hazards that may require/necessitate a rescue. The objective of a Rapid Intervention Team is to have a fully equipped rescue team on-site, in a ready state, to react and respond to rescue injured or trapped firefighters.

SCOPE: All fire department personnel.

POLICY: A Rapid Intervention Team (RIT) shall be established at all offensive attack structure fires and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions, or mishap.

For fire suppression activities the RIT will be established within ten (10) minutes of the entry of the initial attack team and before a second entry team is sent in.

PROCEDURE: 1. INITIAL RAPID INTERVENTION

Four (4) firefighters shall be assembled at the scene prior to conducting an offensive attack. When two (2) firefighters enter on initial attack, one (1) shall be responsible to operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and prepared and equipped with PPE, SCBA, and radio to perform immediate rescue if required.







They may assist by placing themselves on the exterior of the doorway and feeding fire hose as required. A second hose line shall be deployed as soon as possible

2. RIT ESTABLISHMENT

A Rapid Intervention Team (RIT) made up of a minimum of two (2) trained firefighters shall be established and suitably equipped on the scene within ten (10) minutes after the initial interior attack or before sending in a second entry team. The RIT will obtain a briefing from the Incident Commander.

Rapid Intervention Teams will assume a ready state, with personal protective equipment appropriate to the hazards. The RIT should have all the appropriate tools for the type of incident. (e.g. For structures, this will

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
    					Comox Valley Regional District	O.G.# : 3.2.16
					Section 3.2: Safety	Page 2 of 2
					Title Incident Safety	
					Sub: Rapid Intervention Team	

include a charged hose line long enough to access the furthest point, lanterns, forcible entry tools, hose straps, radios, and escape SCBA packs.)

The designated individuals of a RIT are permitted to take on other tasks provided that they do not interfere with the responsibility to account for those individuals in the hazard area. Any task being performed by the RIT must be such that work can be abandoned without placing offensive firefighters at additional risk if must be such that work can be abandoned without placing offensive firefighters at additional risk if rescue or assistance is needed.

The RIT shall remain in readiness until the Incident Commander declares the incident under control and there is no longer an IDLH atmosphere.

3. RIT ACTIVATION

Upon report of a lost, trapped, or missing firefighter, an “emergency traffic” signal shall be initiated. Command will deploy the RIT to the last reported location of the company. The RIT will be assigned a Rescue Group designation. Whenever an RIT is deployed it shall be replaced as soon as possible with a minimum of two (2) firefighters to back up crews involved in the rescue operation.

If a RIT is required to a location where the company officer or team leader is incapacitated (physically or emotionally) the RIT (Rescue Group) Leader will assume responsibilities for the area in which the emergency exists. They will coordinate all activities to maximize the rescue operation.







FORMAT:

REFERENCE: Workers’ Compensation Board Regulation

ALSO SEE 3.2.12.

O.G. #:

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.2:		Safety		Page 1 of 1	
	Title		Incident Safety			
	Sub:		Emergency Withdraw/Abandon Alert			

PURPOSE: To establish a procedure that ensures all personnel are promptly alerted when an emergency scene must be withdrawn or abandoned immediately. Withdraw meaning with all tools and equipment. Abandon meaning drop all tools and equipment and abandon immediately.

SCOPE: All fire department personnel.

POLICY: When an Incident Commander determines that the conditions at an incident have or may soon deteriorate to the point where firefighters working within the hazard area may be in danger, an emergency withdraw or abandon order shall be issued.

Firefighters shall immediately leave the danger area and report to the holder of their passport, Incident Commander or Passport Control Officer.

PROCEDURE: When the Incident Commander determines that it is necessary for crews to evacuate an emergency scene the following procedure will be followed.







1. The Incident Commander will broadcast a message over the radio and air horn will sounds that all crews are to withdraw or abandon the scene immediately.
2. Upon withdraw or abandon all personnel are to report to the officer that is in control of their passport.
3. When withdraw or abandon is complete the Incident Commander will conduct a roll call of all personnel involved at the emergency scene.

FORMAT:

REFERENCE: Workers' Compensation Board Regulation

ALSO SEE 3.2.12
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Updated on: March 25, 2021

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.2.18
    	Section 3.2:		Safety		Page 1 of 1		
	Title		Incident Safety				
	Sub:		Initial Fire Attack Team				

PURPOSE: To establish criteria for the initial fire attack team at structure fires.

SCOPE: All suppression personnel.

POLICY: A minimum of four firefighters (including the Officer) must be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in a fire situation beyond the incipient stage.

PROCEDURE: When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least two (2) firefighters. Effective voice communication must be maintained between firefighters inside and outside the enclosed location. When two (2) firefighters enter on initial attack, one (1) shall operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and be prepared and equipped with PPE, SCBA and radio to perform immediate rescue if required.

Where less than four firefighters are actually assembled on the fire ground, only exterior defensive firefighting operations shall be initiated until additional personnel arrive on scene. This could include establishing water supply, laying attack lines, defensive attack and/or transitional attack.

The second team arriving at the incident scene will establish a Rapid Intervention Team in accordance with O.G. 3.2.16. Subsequent teams may back-up the first team or be assigned according to the needs of the incident.







FORMAT:

REFERENCE:

ALSO SEE 3.2.16

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.19
					Section 3.2: Safety	Page 1 of 1
					Title Incident Safety	
					Sub: Personnel Risk	

PURPOSE: To establish personnel risk guidelines for fire ground operations.

SCOPE: All suppression personnel.

POLICY: Fire Departments are committed to extending every possible effort to the saving of life and protection of property within our community.
 Within the scope of this policy there shall be a balance of personnel safety and welfare in relation to the protection of life and property. **In all cases, personnel safety shall be considered ahead of property.**

PROCEDURE:

- a) Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects must be considered in the extent of actions employed.
- b) Activities that are routinely employed to protect or save property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
- c) No risk to the safety of members shall be acceptable when there is no possibility of saving lives or savable property.
- d) No risk to the safety of members shall be acceptable for training exercises or the rescue of pets or animals.







FORMAT:

REFERENCE:

ALSO SEE

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.2
    	Section 3.2: Occupational Health & Safety		Page 1 of 1			
	Title	Respiratory Protection Program				
	Sub:					

PURPOSE: To require fire fighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

SCOPE: All fire department personnel who in the course of duty, may be exposed to respiratory hazards.

POLICY: Every fire fighter in the department shall be trained in the use, limitations, maintenance and regulations regarding self-contained breathing apparatus (SCBA) and shall subscribe to the CVRD Fire Department Respiratory Protection Program.







PROCEDURE: All elements of the CVRD Fire Department Respiratory Protection Program, become part of Operational Guideline 3.2.2.

FORMAT:

REFERENCE: Occupational Health and Safety Regulation, Workers Compensation Board of British Columbia.
IFSTA Essentials of Fire Fighting Training Manual
Jones and Bartlet

ALSO SEE 3.2.1
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.20
					Section 3.2: Safety	Page 1 of 1
					Title	
					Sub:	
					Incident Safety	
					Traffic Control	

PURPOSE: To provide traffic control to ensure safety for emergency responders, victims and members of the public.

SCOPE: All fire department personnel.

POLICY: Incident Commanders are to ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, victims and members of the public. All members performing traffic control must be trained to the emergency scene traffic control standard.

PROCEDURE:







1. RCMP provides the most effective means of traffic control. Where it is evident that traffic control will be required to provide a safe working area Incident Commanders must establish traffic control immediately.
2. Trained Firefighters may provide temporary emergency scene traffic control to ensure for personnel safety.
3. Only firefighters trained and certified to W.C.B. and M.O.T.I requirements may provide traffic control beyond temporary limits.
4. During the course of minor incidents Incident Commanders are to ensure that apparatus operators utilize traffic cones to provide a safe working area for fire department members.

FORMAT:

REFERENCE: Motor Vehicle Act.
Workers' Compensation Board Regulation.

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.21
					Section 3.2: Safety	Page 1 of 3
					Title Incident Safety	
					Sub: Violence Program – On-Scene	

PURPOSE: To establish a Prevention of Workplace Violence Program for the purpose of preventing or defusing incidents of workplace violence through training and communications.

SCOPE: All fire department personnel.







POLICY: The fire department Incident Commander shall identify and react to situations that involve or are likely to involve violence. All fire department personnel shall be familiar with and carry out their responsibilities as established by the Prevention of Workplace Violence Program.

PROCEDURE:

- When fire department personnel are dispatched to an incident where known or suspected violence is a threat; the Incident Commander shall communicate directly or through dispatch with the law enforcement personnel to ensure the safety of fire department members.
- In such violent situations, the fire department Incident Commander shall stage all fire department resources in a safe area until the law enforcement agency has secured the scene.
- When violence occurs after emergency operations have been initiated, the fire department Incident Commander shall either secure immediate law enforcement agency protection or shall withdraw all fire department members to a safe staging area.
- At all incidents where crowd control is required for either:
 - establishing a working area,
 - ensuring for the safety of fire department personnel, or
 - for protecting the public's own safety;

The Incident Commander shall establish a 'Fire Line'. Command must identify the area to be controlled to the Police Commander, who will assume responsibility for keeping unauthorized persons outside of that area.
- Should fire department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the Police identifying the type of problem encountered and the desired action.
- If unexpectedly faced with a threatening action of violence at any time, the Incident Commander or individual involved will attempt to defuse the situation (depending on the risk).
- If caught in this situation:
 - Assess your:
 - means of egress (for immediate escape if needed)

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.21
					Section 3.2: Safety	Page 2 of 3
					Title	
					Sub:	

- b) aggressor's state of mind (alcohol or drugs involved?)
 - c) environment (protection, weapons that could be used against you)
 - d) means of obtaining assistance.
- ii. Maintain a minimum seven (7) foot "Safe Zone". Do not turn your back on the individual!
If individual walks towards you back away.
- iii. Attempt to defuse (calm) the individual.
 - a) Speak to the person (try to determine the focus of the aggression)
 - b) Direct the individual to the Incident Commander or Police Officer – forewarn that individual of the situation
 - c) Provide assistance to individual if able
 - d) DO NOT continue communications if the individual is becoming more agitated.







DO NOT ATTEMPT TO SUBDUE THE INDIVIDUAL!

- iv. Call for assistance. (often the individual will submit if you are not alone)
 - a) Call/phone co-worker
 - b) Notify Incident Commander
- v. Be a "GOOD" witness.
 - a) Try to write down pertinent information and facts
 - b) Watch the direction the individual moves
 - c) Be available to co-workers, supervisors, and/or RCMP
- 8. Upon returning to the hall, IC and/or individual members involved will complete a report on the incident. Copies will be distributed to the Occupational Health and Safety Committee representative and the Safety Officer who will distribute to the Occupational Health and Safety Committee and the Fire Chief.
- 9. Where circumstances are such that the incident could likely be repeated, all staff shall be notified in a timely fashion.

FORMAT:







REFERENCE: Industrial Health and Safety Regulations 8.88 – 8.96, Workers' Compensation Board of British Columbia.
CVRD Prevention of Workplace Violence Program

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.21
    	Section 3.2:		Safety		Page 3 of 3	
	Title		Incident Safety			
	Sub:		Violence Program – On-Scene			

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.22
    	Section 3.2:		Incident Safety	Page 1 of 2		
	Title		Vehicle Response Safety			
	Sub:		Warning Devices in Emergency Operations			

PURPOSE: To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

SCOPE: All Fire Department members responding to emergency situations.

POLICY: The B.C. Motor Vehicle Act explicitly specifies the use of red lights and sirens on Fire Department vehicles during response to emergency situations (Code 3). Emergency situations are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

The driver of an emergency vehicle may exceed the highway regulations provided he has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm to members of the public should those privileges not be exercised.

PROCEDURE: Emergency Vehicle Warning Devices. Emergency vehicles will respond on an emergency basis only when all warning devices are in continuous operation.

Officers are responsible for ensuring for the safety of the firefighters and citizens while vehicles are responding to incidents.

Officers shall ensure that a barricade formed by safety cones shall be erected in the area of operations at the earliest possible instance.







This barricade shall be arranged in such a fashion as to protect the workers from vehicular traffic and to give motorists adequate warning to stop their vehicles. The barricade shall be removed when the need for such protection has terminated.

Air Horn. The air horn may be used in connection with the siren.

FORMAT:

REFERENCE: Motor Vehicle Act Section 122







James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.2.22
					Section 3.2:	Incident Safety	Page 2 of 2
					Title	Vehicle Response Safety	
					Sub:	Warning Devices in Emergency Operations	

ALSO SEE

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District	O.G.# : 3.2.23	
					Section 3.2:	Incident Safety	Page 1 of 2
					Title	Vehicle Response Safety	
					Sub:	Warning Devices In Non-Emergency Operations	

PURPOSE: To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

SCOPE: All Fire Department members responding to non-emergency situations.







POLICY: All Fire Department vehicles shall be operated in accordance with this Operational Guideline when responding to non-emergency situations.

PROCEDURE:

- Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren.
- Red lights will be used when backing into the apparatus bays.
- During station tours, pumper demonstrations, etc., red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
- Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
- Fire Department apparatus, when involved in non-emergency business (tours, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage.
 - If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a travelled thoroughfare to the extent that they present a hazard, then, officers shall ensure that the hazard lights are on with traffic cones placed beside the truck.
- All the above will apply unless directed by command.

FORMAT:







James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District	O.G.# : 3.2.23	
					Section 3.2:	Incident Safety	Page 2 of 2
					Title	Vehicle Response Safety	
					Sub:	Warning Devices In Non-Emergency Operations	

REFERENCE: Motor Vehicle Act Section 122
Motor Vehicle Act Regulation 133/98
Workers Compensation Board Regulation 52.06 (1, 2 and 3)

ALSO SEE 3.2.22
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.24
					Section 3.2	Incident Safety
					Title	Vehicle Response Safety
					Sub:	Vehicle Response Safety

PURPOSE: To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

SCOPE: All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department vehicles.

POLICY: The driver of any fire department vehicle bears full responsibility for adherence to this guideline and conformance with the B.C. Motor Vehicle Act.







The driver of any fire department vehicle responding to an incident, must continually assess whether exercising the privileges of Section 122(4) of the Motor Vehicle Act pose an inordinate risk to members of the public.

PROCEDURE: The driver of an emergency vehicle may exercise the privileges granted in Section 122(4) of the Motor Vehicle Act if the driver has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm should those privileges not be exercised. Factors which will increase the risk of harm for the purposes of this section include: the nature, use and condition of the highway, the amount of traffic, visibility and pedestrians.

1. **Driver Training:** Only personnel who have the necessary licenses and endorsements for the apparatus being operated, as required by the B.C. Motor Vehicle Act, and who are acceptable to the Incident Commander, are permitted to drive department vehicles, except when under supervision of a trainer for the purpose of driver training.
2. **Vehicle Readiness:** The driver of any fire department vehicle is responsible to ensure that his vehicle is in a state of readiness at all times. The driver is to ensure that all equipment is in place and stored safely, and to ensure that all doors are closed and secure prior to exiting the station.
3. **Secure Positions:** The driver of any fire department vehicle shall not move the vehicle until all passengers have signaled that they are in a secure position. All passengers being transported by fire department vehicles shall ride only in secure positions.

In accordance with WCB Regulations, seat belts shall be used by all personnel when equipment is in motion.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:







					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.24
					Section 3.2	Incident Safety
					Title	Vehicle Response Safety
					Sub:	Vehicle Response Safety

Page 2 of 3

No person shall ride on the tailboard.

4. **Exiting the Station:** The driver shall be aware of other vehicles leaving the station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure their proper operation.
5. **Warning Devices and Vehicle Lights:** Warning devices and vehicle lights shall be operated in conformance with Operational Guidelines 3.2.23 and 3.2.22.
6. **Speed:** The driver shall always maintain a speed consistent with safe operation of the vehicle under prevailing conditions. If conditions permit, the maximum speed limit may be exceeded, in accordance with the B.C. Motor Vehicle Act.
7. **Driving in the Oncoming Traffic Lane:** Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive in the oncoming traffic lane, extreme caution must be exercised and a safe operating speed must be maintained.
8. **Intersections:** Intersections are one of the most dangerous areas to approach during an emergency response. The following precautions shall be observed by all responding vehicles.
 - When a responding vehicle must approach an intersection in the oncoming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.
 - When approaching a controlled intersection with a stop sign or red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.
 - The maximum allowable speed through any intersection shall be the posted speed limit.
9. **Passing Emergency Vehicles:** Passing other emergency vehicles can be dangerous. If passing is necessary, radio contact should be made with the driver of the other vehicle, prior to passing.
10. **Driver Attention:** The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or emergency warning devices. When another crew member is beside the driver, the operation of radio and emergency warning devices

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.24
    	Section 3.2		Incident Safety		Page 3 of 3	
	Title		Vehicle Response Safety			
	Sub:		Vehicle Response Safety			

should be delegated to that crew member. If there is no passenger, drivers of command vehicles may operate the radio and emergency warning devices if it can be done safely.







11. **Reduced Response:** The first Command or Company Officer to arrive at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required.
12. **Approach Safely:** When approaching an emergency scene, the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, fire fighters and other emergency service personnel who may inadvertently step in front of the approaching apparatus.
13. **Backing Up:** Before backing up the vehicle the driver must ensure that he/she is guided by at least one other firefighter using recognized hand signals. This guide should be safely positioned at the rear of the vehicle on the driver side.
14. **Personal Vehicles:** Members responding to the fire station or the incident are not provided any special privileges and must adhere to ALL regulations of the Motor Vehicle Act.

FORMAT:

REFERENCE: Motor Vehicle Act Section 122
Motor Vehicle Act Regulation 133/98
Workers Compensation Board Regulation 52.06 (1, 2 and 3)

ALSO SEE B.C. Motor Vehicle Act RS Chapter 318.
O.G.#: Workers' Compensation Board of British Columbia Regulation.
Jones and Bartlett.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.2.25
					Section 3.2:	Incident Safety	Page 1 of 1
					Title	Equipment Safety & Maintenance	
					Sub:	Self-Contained Breathing Apparatus	

PURPOSE: To ensure that all Self-Contained Breathing Apparatus (SCBA) is properly cleaned and maintained to provide for safe operation and use.

SCOPE: All fire department personnel required to use or clean and maintain SCBA.

POLICY: All SCBA shall be cleaned and maintained in accordance with the CVRD Fire Department Respiratory Protection Program, and the manufacturers' guidelines.

PROCEDURE: All SCBA must be cleaned and inspected as soon as possible, in accordance with the CVRD Fire Department Respiratory Protection Program, and the manufacturer's guidelines, after each use in emergency operations and training exercises.







Records of each use, cleaning and inspection must be kept in accordance with the CVRD Fire Department Respiratory Protection Program.

FORMAT:

REFERENCE: CVRD Fire Department Occupational Health and Safety Program
 CVRD Fire Department Respiratory Protection Program
 IFSTA Essentials of Fire Fighting Training Manual
 Workers' Compensation Board Regulations
 Jones and Bartlett
 NFPA 1981

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.26
					Section 3.2:	Incident Safety
					Title	Infectious Disease Control and Prevention
					Sub:	
					Page 1 of 1	

PURPOSE: To ensure fire department personnel do not endanger their health or the health of others while on medical calls.







SCOPE: This operational guideline applies to all fire department personnel.

POLICY: Fire department personnel shall ensure that steps are taken to prevent exposure to infectious diseases while on and returning from responses.

PROCEDURE:

1. Fire department personnel who respond and work with the patient shall wear appropriate PPE for all calls. PPE includes but not limited to:
 - a. medical gloves.
 - b. eye protection.
 - c. bunker gear or coveralls.
 - d. as needed- N95 mask, gown and splash shield.
2. Responders shall be aware of their surroundings and try not to place equipment in areas that may be contaminated. Responders shall also make every effort not to kneel when responding to avoid clothing from becoming contaminated.
3. After all call's responders shall wipe down (while wearing medical gloves) the equipment used with sanitizer wipes. If the equipment is suspected to be contaminated it should be sanitized using precept tabs when back at the firehall.
4. If turn out gear or coveralls are contaminated, they shall be removed and bagged at the scene. Once back at the hall it shall be put into the washing machine using medical gloves and washed with hot water, laundry soap and bleach as needed.
5. All responders shall use hand sanitizer once they remove their gloves and wash their hands once they return to the hall.

		This O.G. Replaces:
Signature of Manager of Fire Services		
Date of Issue: March 5, 2020		Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.2.27
    	Section 3.2:		Incident Safety		Page 1 of 2		
	Title		Training During COVID-19				
	Sub:						

PURPOSE: To establish a risk analysis and risk mitigation procedure for firefighter training during the COVID-19 Pandemic

SCOPE: This operational guideline applies to all fire department personnel.







POLICY: During the COVID-19 pandemic all training plans must be assessed using the COVID-19 Risk Assessment Tool to determine what risk mitigation is required for training to commence.

- PROCEDURE:**
1. Ensure that all appropriate personal protective equipment is worn correctly while conducting this procedure PPE includes but not limited to:
 - a. non-medical gloves.
 - b. eye protection.
 - c. bunker gear or coveralls.
 - d. non-medical mask or as N-95 as needed
 2. Prior to commencing with training the Officer in Charge (OIC) or Training Officer (TO) must assess each training session using the COVID-19 Risk Assessment Tool to determine:
 - Risk Factors
 - Risk Mitigation
 - If the training is essential or non-essential
 - Risk level to personnel in proceeding with training

The completion of the Risk Assessment Tool will inform if the training should proceed, and what steps need to be implemented to mitigate a potential Covid-19 exposure.

3. The identified risk factors and risk mitigations for each training session shall be shared with personnel prior to the training commencing.
4. Implement standard COVID-19 risk mitigation for all personnel; the OIC or TO will ensure all personnel are oriented and understand these policies and procedures:
 - All personnel will perform good hand hygiene including frequent hand

Signature of Manager of Fire Services Date of Issue: May 20, 2020	This O.G. Replaces:
	Issued on: May 20, 2020







					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.27
					Section 3.2: Incident Safety	Page 2 of 2
					Title	
					Sub:	

washing and sanitizing of hands when entering and exiting the fire station.

- No personnel will attend with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- Maintaining 2m social distancing and not congregate prior, during or after training in training rooms, offices, apparatus bays, on apparatus or while donning or doffing PPE.
- Understand where to wait prior to the start of training.
- Understand the procedure for isolating and sending home anyone who becomes sick during training.
- Understand the procedure for cleaning apparatus and after use.
- Understand the procedure for use and cleaning high touch surfaces.
- Understand the procedure for use and cleaning of firefighting tools and PPE.

REFERENCE:

	This O.G. Replaces:
Signature of Manager of Fire Services	
Date of Issue: May 20, 2020	Issued on: May 20, 2020

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.28
    	Section 3.2:		Incident Safety	Page 1 of 2		
	Title		Responding During COVID-19			
	Sub:					

PURPOSE: To establish a risk analysis and risk mitigation procedure for firefighter responding during the COVID-19 Pandemic







SCOPE: This operational guideline applies to all fire department personnel.

POLICY: During the COVID19 pandemic all emergency responses shall be altered to allow for reduced risk of transmission of COVID 19.

PROCEDURE:

- No person shall attend an emergency call if:
 - They have symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing. If they have these symptoms, they must self-isolate for 10 days.
 - Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
 - Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- All members shall sanitize their hands as they enter the hall.
- Maintain 2 meters physical distancing while in the hall and on the response whenever possible.
- Wear a non-medical face mask when physical distancing is not possible.
- Trucks shall role with the following numbers of firefighters wearing non-medical masks:
 - 41- 4, driver, officer, 1 FF behind officer and 1 FF behind driver.
 - 42- 4 driver, officer, 1 FF behind Officer and 1 FF behind driver
 - 43-3 driver, officer and 1 FF in back.
 - 45-3 driver, officer and 1 FF in back
 - 48-4 driver officer and 1 FF per row of seats
 - All other firefighters can grab their gear and respond to the scene in their personal vehicle as required by command.
- Firefighters shall sanitize their hands before returning to the hall in the

Signature of Manager of Fire Services Date of Issue: May 20, 2020	This O.G. Replaces:
	Issued on: May 20, 2020







					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.28
					Section 3.2:	Incident Safety
					Title	Responding During COVID-19
					Sub:	
					Page 2 of 2	

trucks.

7. Once back at the hall all equipment used and trucks must be sanitized before they go back into service. This includes your personal vehicle if it was driven to the scene.
8. Firefighters shall sanitize their hands as they leave the hall and wash the clothes they were wearing on the call when they get home.
9. PPE required for calls: at all times firefighters must follow physical distancing guidelines when possible.
 - **First responder calls** (patient contact) - N-95 mask, full face shield, tyvek suit, and medical gloves.
 - **MVI's**- patient contact - N-95 mask, full face shield, Tyvek suite and medical gloves.
 - **MVI's** - non patient contact- turn out gear, N-95 masks and helmet with shield down.
 - **Fire calls** - turn out gear and SCBA as needed. If dealing with a patient use PPE per first responder calls.

REFERENCE:

Signature of Manager of Fire Services Date of Issue: May 20, 2020	This O.G. Replaces:
	Issued on: May 20, 2020

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.3
    	Section 3.2: Safety		Page 1 of 1			
	Title	Occupational Health & Safety				
	Sub:	Occupational Health & Safety Policy				

PURPOSE: To establish an Occupational Health and Safety Policy for CVRD Fire Departments.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall be familiar with the Occupational Health and Safety Policy and shall perform their duties in a safe manner. It is the duty of all members to follow safe work practices and to actively participate in making their work environment safer.







PROCEDURE: The Occupational Health and Safety Policy contained in the CVRD Fire Department Occupational Health and Safety Program is adopted and forms part of Operational Guideline 3.2.1.

FORMAT:

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
CVRD Fire Department Occupational Health and Safety Program.

ALSO SEE 3.2.1
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.2.4
					Section 3.2:	Safety	Page 1 of 1
					Title	Occupational Health & Safety	
					Sub:	Regular Inspections and Monitoring	

PURPOSE: To provide for the routine inspection and monitoring of all fire department facilities, equipment, machinery, work processes, work practices and procedures to ensure that dangers to fire department personnel are eliminated or effectively controlled.

SCOPE: All fire department personnel.

POLICY: The routine inspection and monitoring of all fire department facilities and equipment, machinery, work processes, work practices and procedures must comply with the CVRD Fire Department Occupational Health and Safety Program.

PROCEDURE: The requirements for routine inspection and monitoring contained in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

FORMAT:







REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

CVRD Fire Department Occupational Health and Safety Program.

ALSO SEE 3.2.1

O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G.# : 3.2.5
					Section 3.2:	Safety	Page 1 of 1
					Title	Occupational Health & Safety	
					Sub:	Medical Examination & Health Monitoring	

PURPOSE: To establish a procedure for medical examinations and monitoring, to ensure the health of fire department personnel.

SCOPE: All fire department personnel.

POLICY: All fire department personnel shall comply with the medical examination and health monitoring requirements of the CVRD Fire Department Occupational Health and Safety Program.







PROCEDURE: The requirements for medical examination and health monitoring contained in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

FORMAT:

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
CVRD Fire Department Occupational Health and Safety Program.

ALSO SEE 3.2.1
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.2:		Safety	Page 1 of 1		
	Title		Occupational Health & Safety			
	Sub:		First Aid Services & Equipment			

PURPOSE: To provide first aid services and equipment in accordance with the Workers' Compensation Board of British Columbia Regulations.

SCOPE: All fire department personnel.

POLICY: First aid equipment and services shall be provided by the fire department in accordance with the requirements of the CVRD Fire Department Occupational Health and Safety Program. All injuries and accidents must be treated, documented and reported in accordance with Part 9 of the Occupational Health and Safety Program.







PROCEDURE: The requirements for first aid services and equipment contained in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

FORMAT:

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
British Columbia Emergency Response Management System Standard, August 2000.
CVRD Fire Department Occupational Health and Safety Program.

ALSO SEE 3.2.1
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.2:		Safety		Page 1 of 1	
	Title		Occupational Health & Safety			
	Sub:		Records & Statistics			

PURPOSE: To establish a system of maintaining records and statistics to meet the requirements of the Workers' Compensation Board of British Columbia.

SCOPE: All fire department personnel.

POLICY: All records and forms shall be completed and maintained in accordance with the requirements of the CVRD Fire Department Occupational Health and Safety Program.







PROCEDURE: The requirements for the maintenance of records and statistics as specified in the CVRD Fire Department Occupational Health and Safety Program are adopted as part of Operational Guideline 3.2.1.

FORMAT:

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.
CVRD Fire Department Occupational Health and Safety Program.

ALSO SEE 3.2.1
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.2:		Safety		Page 1 of 1	
	Title		Occupational Health & Safety			
	Sub:		Critical Incident Stress (CIS) Defusing			

PURPOSE: To ensure that all personnel are provided with CIS counselling when required.

SCOPE: All fire department personnel.

POLICY: CIS debriefing and counseling will be provided to personnel when deemed necessary by the fire chief.

PROCEDURE: **Activation** – When a member recognizes the need for stress defusing, a C.I.S. facilitator shall be contacted to coordinate the implementation of a defusing session.

CRITICAL INCIDENT STRESS FACILITATORS CONTACT INFORMATION:

Work Safe CIS: 1-888-922-3700







FORMAT:

REFERENCE: Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

ALSO SEE

O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.2:		Safety		Page 1 of 2	
	Title		Personal Protective Equipment			
	Sub:		Personal Protective Clothing Inspection & Use			







PURPOSE: To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

SCOPE: All fire department personnel involved in emergency incidents or training exercises.

POLICY: Appropriate personal protective clothing must be worn by all personnel at the scene of any emergency incident or training exercise.

- PROCEDURE:**
- For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the coat collar turned up.
Forestry clothing consists of; fire resistant coveralls, helmet, goggles, gloves, breathing mask, ear plugs
 - All clothing must be issued or approved by the Fire Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
 - Protective clothing must be worn by all personnel according to the following guidelines:
 - Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not commence until involved personnel have donned all necessary protective equipment.
 - All firefighting personnel must wear full protective clothing when responding to any type of alarm. All protective clothing must be donned prior to boarding the apparatus. Helmets are not to be worn in the vehicle.
 - All firefighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.
 - Personnel operating at the scene of a medical incident must wear

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.9
    	Section 3.2:		Safety		Page 2 of 2	
	Title		Personal Protective Equipment			
	Sub:		Personal Protective Clothing Inspection & Use			

whatever protective clothing is necessary to assure personal safety during the incident.

- e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.
 - f) Damage to personal protective clothing must be immediately reported to the Incident Commander. The Incident Commander will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
 - g) Incident Commanders may use their discretion to determine the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstance may arise when it is preferable to allow less than full protective clothing (removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example). In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
4. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
- SCBA must be worn in all circumstances where there may be oxygen deficient or hazardous atmosphere.
 - Safety vests must be worn when directing traffic or operating near moving traffic.
 - Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws.
 - Goggles and hearing protectors must be worn as appropriate.







FORMAT

REFERENCE: WCB, Occupational Health and Safety

ALSO SEE

O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.1
					Section 3.3: Operations	Page 1 of 2
					Title: Incident Command System	
					Sub:	

PURPOSE: To establish a command system that may be applied consistently to all Fire Department incident responses.







SCOPE: All department personnel who assume command of an incident.

POLICY: O.G. # 3.3.1 "Incident Command" shall be applied to all incident responses carried out by a CVRD Fire Department. All department personnel identified within the scope of O.G. # 3.3.1 shall be familiar with, and carry out their responsibilities identified within this Guideline. The referenced "Incident Command Guidelines" form part of O.G. # 3.3.1.

PROCEDURE:

1. The first in Company/Chief Officer will assume Command of the incident.
2. The IC will conduct a size-up and broadcast an initial report.
3. The IC will establish a Command location.
4. The IC will request additional support and stage incoming units as required.
5. The IC will initiate offensive or defensive action.
6. The IC will ensure the tactical priorities of:
 - Rescue victims and life safety of fire fighters
 - Evacuation if required
 - Ventilation
 - Attack
 - Salvage and Overhaul
7. The IC will provide for the safety and welfare of all fire fighters on the fire ground.
8. The IC will sector the fire ground as/if required.
9. Communication to and from:
 - a) Dispatch - will be through the IC
 - b) Command - will be through dispatch or Sector Officers (where applicable).
10. The IC will maintain operational control.
11. Change of Command may take place upon the arrival of a senior officer and following:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.1
					Section 3.3: Operations	Page 2 of 2
					Title: Incident Command System	
					Sub:	

- a) A report from the existing IC as to fire ground conditions, personnel and tasks assigned (preferably face to face).
- b) A broadcast of assumption of command by the IC.







12. The new IC will continue to evaluate the incident and base his/her actions on the changing conditions.
13. The IC will ensure assistance is provided for persons who are displaced as a result of the incident.
14. The IC will wind down and terminate the incident as conditions dictate.

FORMAT:

REFERENCE: BCERMS Standard – ICS Program
Note: IC refers to Incident Commander.

ALSO SEE
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.#: 3.3.10
					Section 3.3:	Operations
					Title	Security at Fire Scene
					Sub:	Fire Watch Detail
					Page 1 of 2	

PURPOSE: To establish a procedure for providing a ‘fire watch’ and building security detail after a fire incident. A “fire watch” may be necessary to watch for rekindles or to maintain scene security until the Office of the Fire Commissioner investigator, or the insurance company investigator attends.

SCOPE: Incident Commanders

POLICY: A ‘fire watch/building security’ detail shall be assigned to guard structures damaged by a major fire incident.

PROCEDURE: A fire watch/building security detail shall be established at a structure whenever the need becomes apparent to:

- protect the scene for investigation
- provide observation to prevent rekindle
- provide security whenever the owner/occupant cannot be located and valuables are left inside an unsecured building
- provide observation and security against possible incendiarism

The watch person is to be provided with information explaining any hazards or conditions which they should specifically watch for.

If a firefighter is not available as a watch person the Incident Commander may engage a private security firm.

Persons assigned to the watch shall:

- remain alert at all times
- protect the scene from unauthorized entry (if in doubt, contact the fire chief)
- guard against rekindling of fire
- call for help immediately, whenever problems arise







When fire watch is provided for security purposes, it shall only remain on the scene until the building can be boarded up or the owners assume responsibility.

Where the fire watch is provided for protection against rekindle, it shall remain on the scene for a MINIMUM of four hours after the LAST embers have been extinguished.

FORMAT:







REFERENCE: CVRD Fire regulation bylaws

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.3:		Operations		Page 2 of 2	
	Title		Security at Fire Scene			
	Sub:		Fire Watch Detail			

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.2
					Section 3.3: Operations	Page 1 of 2
					Title: Communications	
					Sub:	

PURPOSE: To provide fire department members with procedures for using radio communications.

SCOPE: All fire department personnel.

POLICY: Fire Department personnel to use standard communication protocols when using radios.







PROCEDURE: Radio equipment will be used for fire department business only. Fire Department members will use “clear text” only, no codes.

- Always wait until the frequency is “clear” before making a transmission.
- When making a transmission, identify the unit or person you are calling FIRST followed by your identity.
- When transmitting over a repeater frequency wait two seconds after keying the microphone before speaking.
- DO NOT transmit message until receiver acknowledges the call.
- Coarse language will not be tolerated.
- All communications will be brief, factual and without personal content.
- Prevent “radio feedback” when transmitting by maintaining adequate distance between radio and pager equipment.
- Repeat back transmissions.
- Use tactical frequencies for fire ground operations, request channel from fire dispatch.

When responding to a call, notify dispatch as to:

- when the apparatus is enroute
- the number of fire department members on board
- provide a brief status report of incident upon arrival and upon conclusion of incident
- provide periodic updates
- when the apparatus is returning to Hall, and
- when the apparatus is back in service.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:







					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.2
					Section 3.3:	Operations
					Title:	Communications
					Sub:	

FORMAT:

REFERENCE:

ALSO SEE
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.3.3
    	Section 3.3:		Operations		Page 1 of 1		
	Title		Apparatus				
	Sub:						

PURPOSE: To identify the type of apparatus employed by the CVRD Fire Department.

SCOPE: All fire department personnel.

POLICY: The use of all fire department apparatus must comply with the CVRD Fire Department Occupational Health and Safety Program.







PROCEDURE: The following apparatus are employed by the fire department and dispatched in the following order with two or three firefighters on board.

FORMAT:

REFERENCE:

ALSO SEE LOCAL O.G. FOR EACH CVRD FIRE DEPARTMENT
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.4
					Section 3.3: Operations	Page 1 of 1
					Title	
					Sub:	

PURPOSE: To establish response procedures for local call outs.

SCOPE: All dispatchers and suppression personnel.

POLICY: CVRD Fire Fighters equipped with pagers shall, upon hearing the page respond to the Fire hall ASAP.

PROCEDURE: Proceed directly to the Fire Department, even if you have to pass the incident on route, adhering to All Motor Vehicle Act regulations (no special privileges are provided for). Four-way flashers may be used to warn other drivers you need their cooperation.

Get into your full Personnel Protective Clothing before departing, open the bay doors.

The passenger to communicate to Dispatch the number of firefighters on board each vehicle.

Radio Operator dispatch, See NI911 OG

Scene Arrival

Radio the on-scene incident commander at the driveway entrance for instructions

After the Incident check







- all gear is back in its correct place
- water tanks are full
- truck fuel tanks are full
- small engines refueled
- chainsaw is maintained
- damaged equipment reported and repair arranged

FORMAT:

REFERENCE: Local Service Area Establishment Bylaws.

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.3.5
					Section 3.3: Operations	Page 1 of 1
					Title: Water Supply	
					Sub:	

PURPOSE: To identify locations of CVRD water sources.

SCOPE: All fire department personnel.

POLICY: In accordance with the authority provided by the *Fire Protection Bylaw*, made pursuant to Section 797.1 of the B.C. Local Government Act, all current Operational Guidelines that have been established and signed by the Fire Chief, shall be adhered to by all fire department personnel identified within the scope each guideline.

PROCEDURE: Available water Sources

Locate maps for closest available water sources to the incident.

Hydrants

Contact local water stewards before connecting to their hydrants







Set up porta tank and allow water to siphon from Hydrant to porta tank and then draw water from porta tank. May also use a relay water system if resources are available.

FORMAT:

REFERENCE: Local Service Area Establishment Bylaws.

ALSO SEE LOCAL O.G. FOR EACH CVRD FIRE DEPARTMENT
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.3:		Operations		Page 1 of 1	
	Title		Ventilation			
	Sub:					

PURPOSE: To ensure a safe environment fire fighters entering a burning structure, ventilation will be as determined by Incident Command.

SCOPE: All fire department personnel.

POLICY: A burning structure must be adequately ventilated as determined necessary by Incident Command. Any fire fighters entering the structure must be equipped with a radio in contact with the IC and be in PPE, SCBA.

PROCEDURE: The Incident Commander will establish a ventilation team equipped with a radio.

The IC will determine the type of ventilation to be used and the specific location on the structure for the ventilation to occur.

Upon direction from the IC the Ventilation team will commence to ventilate the structure.







FORMAT:

REFERENCE:

ALSO SEE 3.2.16

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.3:		Operations		Page 1 of 1	
	Title		Response to Calls			
	Sub:		Out of District			

PURPOSE: To establish response procedures to requests for assistance to areas outside either the Fire Protection Local Service Area or the Mutual Aid Districts.

SCOPE: All dispatchers and suppression personnel.

POLICY: CVRD Fire Departments shall not respond to calls for assistance to areas outside of the Fire Protection Local Service Area (except to Mutual Aid Districts for specific services as defined in Operational Guidelines).

PROCEDURE: CVRD Fire Departments are not authorized to provide service to areas outside the fire protection area without contractual agreements (Mutual Aid) or the permission of the Manger of Fire Services.

Requests for service that are clearly outside these areas or are the primary responsibility of other agencies shall be denied.

Where there is some ambiguity on borderline type calls, units are to be dispatched and may be stood down if the incident is clearly outside the response district.

Where life is at risk or extension of the incident may impact upon the specified fire protection area, service may be provided to borderline incidents provided good judgment is used to justify the borderline proximity (1/2 km) and the need for service.

The RCMP or Ministry of Forests may order assistance be provided to serious incidents outside normal response areas. Under such an Order, units are to respond and the Manger of Fire Services is to be notified as soon as possible







Order – must be stated that the request is an Order under Provincial or Federal statute.

FORMAT:

REFERENCE: Local Service Area Establishment bylaws.
Local Fire Service Administration bylaws

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.8
    	Section 3.3:		Operations	Page 1 of 2		
	Title		SCBA			
	Sub:		Self-Contained Breathing Apparatus			

PURPOSE: To provide Fire Department personnel with the knowledge and requirements for wearing self-contained protective breathing apparatus (SCBA), the procedures for donning and doffing SCBA, and the proper care and maintenance of SCBA equipment.

SCOPE: Applicable to all Fire Department personnel required to wear SCBA.

POLICY: All Fire Department personnel will wear SCBA at all times where the fire fighter could encounter hazardous atmospheres, including the following:

- Oxygen deficiency
- Elevated temperatures
- Smoke
- Toxic atmosphere (with or without fire)

SCBA will be worn and maintained in accordance with the CVRD Fire Department Respiratory Protection Program.

All fire personnel shall wear SCBA before entering any atmosphere that is unknown, oxygen deficient and/or hazardous IDLH (immediately dangerous to life and health).

PROCEDURE: All Fire Department personnel shall, at entry level, be trained in practical manners, in the use, limitations and maintenance requirements of the SCBA. All Fire Fighters shall receive a fit review annually. Fit review shall be completed by a person qualified and trained in the procedures.







All Fire Department personnel shall be expected to maintain their proficiency in the use of SCBA. This will be done by recording and reviewing of training sessions on Fire Department training documents.

All Fire Department personnel will receive the appropriate training and information as SCBA equipment is upgraded and changed.

FORMAT:







REFERENCE: CVRD Fire Department Health and Safety Program
 CVRD Fire Department Respiratory Protection Program
 IFSTA Essentials of Fire Fighting Training Manual
 Jones and Bartlett Training Manual
 Workers' Compensation Board Health and Safety Regulations
 NFPA 1981

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District	O.G. #: 3.3.8	
					Section 3.3:	Operations	Page 2 of 2
					Title	SCBA	
					Sub:	Self-Contained Breathing Apparatus	

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.3.9
					Section 3.3: Operations	Page 1 of 2
					Title	
					Sub:	

PURPOSE: To establish firefighting procedures for gasoline and/or alternate fueled vehicles involved in fire.

SCOPE: All fire department personnel responding to vehicle fires.

POLICY: It shall be the responsibility of the Incident Commander to develop an initial strategy and implement effective tactical operations to successfully control and extinguish vehicles involved in fire and to conduct these operations in a safe manner.

PROCEDURE: 1. **Positioning Attack Vehicle Safely:** The following factors must be considered by the Incident Commander and implemented at his/her discretion, based on the conditions encountered.

If possible, avoid passing a vehicle that is fully involved in fire.

Position the pumper a safe distance (at least 30m) from a vehicle involved in fire.

If possible, position the pumper on high ground and upwind. The only exception to placing the pumper on high ground would be if the vehicle was fueled with Liquefied Natural Gas (LNG), which is lighter than air.

2. **Fire Fighting Tactics:** The following firefighting tactics shall be implemented at the discretion of the Incident Commander, based on the conditions encountered.

Personnel must wear full protective clothing and S.C.B.A., in accordance with O.G. # 3.3.8 "SCBA".

Two (2) 38mm fog lines must be employed and the initial attack, if possible, made towards the front of the vehicle, and at an angle of approximately 45 degrees. Observe the interior of the vehicle for occupants.







Locate the fire. Apply a water stream to the fuel tank for cooling purposes. Extinguish the fire with second 38mm hose line.

In the event of a vehicle fully or extensively involved in fire, the Incident Commander may order the first 38mm hose line adjusted to a straight stream and directed on the vehicle. The second 38mm hose line is to be used for protection of personnel.

When advancement is made after this initial application, the straight stream should be adjusted to a fog pattern and the Incident Commander should employ effective tactical operations to control and extinguish the fire.

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	

Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.3.9
    	Section 3.3:		Operations		Page 2 of 2		
	Title		Fire Suppression				
	Sub:		Vehicle				

Note: There is nothing in this Operational Guideline that restricts the Incident Commander from using foam to combat a vehicle fire.







FORMAT:

REFERENCE:

ALSO SEE 3.3.8

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.4.1
					Section 3.4:	Training
					Title	Standards
					Sub:	
					Page 1 of 1	

PURPOSE: To commit the Fire Department to the training of fire fighters to a standard to enable them to perform their duties safely and effectively.

SCOPE: All fire fighters, fire suppression officers and command officers in the Fire Department.

POLICY: The Fire Department will train all fire fighters on a regular basis to Provincial standards.

PROCEDURE: General:







1. In order to assist fire fighters in training, the Fire Chief will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Fire Department.
2. Fire Department training will be designed to meet the playbook training in accordance with the declared level of service being provided.
3. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Fire Department.

FORMAT:

REFERENCE: CVRD Fire Department Operational Guidelines
 IFSTA Essentials of Fire Fighting Training Manual
 Jones and Bartlett Training Manual
 British Columbia Fire Service Minimum Training Standards, Structure
 Firefighters Competency and Training PLAYBOOK

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.4.2
					Section 3.4: Training	Page 1 of 1
					Title Standards	
					Sub: Volunteer Fire Fighters	

PURPOSE: To commit the Fire Department to the training of volunteer firefighters to a standard to enable them to perform their duties safely and efficiently.

SCOPE: All volunteer firefighters and officers in the Fire Department.

POLICY: The Fire Department will train volunteer firefighters on a regular basis to Provincial Standards.

PROCEDURE: General:







1. Volunteers at each hall will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve and New Year's Day will be the only practices normally cancelled.
2. Volunteer firefighters are expected to attend 70% of all scheduled practices in order to maintain their standing as members of the Department. Volunteer firefighters should also be able to attend 40% of callouts in order to maintain their standing as members of the Department.
3. Workers Compensation requires that CVRD Fire Department have sufficiently trained first aid attendants.

FORMAT:

REFERENCE: British Columbia Fire Service Minimum Training Standards, Structure Firefighters Competency and Training PLAYBOOK

ALSO SEE For Firefighter recruit, and Officer standards. See local OG's per department
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.4.3
					Section 3.4: Training	Page 1 of 1
					Title Standards	
					Sub: Junior Fire Fighters	

PURPOSE: To commit the Fire Department to the training of junior fire fighters to a standard to enable them to perform their duties safely and effectively.

SCOPE: This procedure applies to all junior in the Fire Department.

POLICY: The Fire Department will train all volunteer junior fire fighters on a regular basis to Provincial standards.

PROCEDURE: **General:**

1. Junior volunteer fire fighters will practice at least one evening each week and each practice will be a minimum of two hours duration. Christmas Eve and New Year's Day will be the only practices normally cancelled.
2. Junior fire fighters are expected to attend 70% of all scheduled practices. Junior fire fighters should also be able to attend 30% of callouts in order to maintain their standing in the fire department.
3. Junior fire fighters may participate up to age 18 in all but Live Fire and Driving Department Vehicles







FORMAT:

REFERENCE:

ALSO SEE

O.G.#: 3.4.1 and 3.4.2

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.5.1
					Section 3.5: Administration	Page 1 of 1
					Title Code of Conduct	
					Sub:	

PURPOSE: To establish Code of Conduct for all Firefighters.

SCOPE: All Fire Department personnel.

POLICY: All Fire Department Personnel shall be familiar with the “Code of Conduct” for the use of the fire department hall and facilities as established by the Fire Chief.

PROCEDURE:







1. Personal Protective Equipment (PPE) may only be worn in professional capacity while performing duties representing the Fire Department. Any other use of PPE must have the approval of the Fire Chief.
2. Fire Fighters as valued members of the local community are expected to act in a professional manner at all times.
3. Fire Fighters may use the Fire Hall and its facilities as long they are members in good standing. Guests are allowed; Fire hall security must not be breached.
4. Junior Fire Fighters may only use the Fire Hall if accompanied by a Fire Fighter and may only bring one guest into the Fire hall.
5. Personal use of Fire Department tools and equipment must have prior approval of the Fire Chief.
6. Consumption of alcoholic beverages in the Fire hall or at any fire department event will follow provincial regulations.
7. Return all CVRD training manuals and material when resigning from the department.

FORMAT:

REFERENCE: CVRD Code of Conduct #2510-00

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.5.2
    	Section 3.5:		Administration		Page 1 of 1		
	Title		Hiring Guidelines				
	Sub:						

PURPOSE: To establish hiring guidelines for joining CVRD Fire Departments.

SCOPE: All Fire Department personnel.

POLICY: All Fire Department personnel shall be familiar with the hiring guidelines.

PROCEDURE:

1. Complete CVRD application form.
2. At the fire Chiefs discretion, he may request or ask for the following be provided:
 - a) Valid Driver's License
 - b) Drivers abstract
 - c) Criminal records check
 - d) References from other fire fighters
 - e) Doctors medical clearance
3. The following medical conditions may limit or prevent joining the Fire Department.
 - a) Asthma
 - b) Diabetes
 - c) Heart condition
 - d) Contact lenses
 - e) Hearing disability
 - f) Junior must have written parent or guardian approval







FORMAT:

REFERENCE: Driver's abstract and criminal record check policy 2590-00

ALSO SEE

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.6.1
    	Section 3.6:		Inter-Agency		Page 1 of 1		
	Title		Office of Fire Commissioner				
	Sub:						

PURPOSE: To establish a procedure for notifying and/or contacting the Office of the Fire Commissioner for assistance.

SCOPE: Applies to the Officer in Charge, Incident Commander, Local Assistant to the Fire Commissioner or Investigating Officer of any incident.

POLICY: The Office of the Fire Commissioner shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstance or large dollar loss;
- to report unsafe premises with respect to fire safety;
- in the event of a potential building or area evacuation.

PROCEDURE: Depending upon the nature of the incident, it is the responsibility of the Officer in Charge, Incident Commander, and Local Assistant to the Fire Commissioner or the Investigating Officer to contact the nearest Regional Office of the Fire Commissioner.

Contact the Office of the Fire Commissioner 24-hour 1-888-988-9488







Contact Vancouver Island Fire Service Advisor (250) 952-4913

FORMAT:

REFERENCE: Fire Services Act - Section 13
Fire Services Act - Section 25

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.6.2
					Section 3.6:	Inter-Agency	Page 1 of 1
					Title	Ministry of Forests	
					Sub:	Wildland Fire Reporting Procedures	

PURPOSE: To establish notification procedures with the Ministry of Forests for wildland fires.

SCOPE: All fire department and dispatch personnel.

POLICY: The Ministry of Forests shall be notified of all wildland fires occurring in the Fire Protection District.

- PROCEDURE:**
1. Wildland fires occurring **INSIDE** fire department boundaries.
 - a) Where Forest Service assistance is required the following procedures should be followed:
 - i) The Incident Commander shall advise dispatch immediately and request that the appropriate Fire Base be contacted with a request for assistance.
 - ii) The Incident Commander shall provide Dispatch with the, location, rank and approximate size of the wildland fire.
 - b) Where Forest Service assistance is not required the following procedures should be followed:
 - i) The Incident Commander shall advise Dispatch at the earliest convenience, and request the appropriate Fire Base be informed with the location, rank and approximate size of the wildland fire.

The Forest Service would like to be informed of any wildland fires that have occurred in protection boundaries. They need this information for statistical purposes and for identifying areas with a high incidence of wildland fires.

2. Wildland fires occurring **OUTSIDE** fire department boundaries.

When a department responds on these fires it is considered that the department is responding / acting on behalf of the B.C. Forest Service.







FORMAT:

REFERENCE: Ministry of Forests

ALSO SEE 3.3.7

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.6:		Inter-Agency		Page 1 of 1	
	Title		Mutual Aid			
	Sub:		Requesting Assistance			

PURPOSE: To provide guidelines for CVRD fire departments to request mutual aid assistance.

SCOPE: Incident Commander, Fire Chief, Deputy Chief.

POLICY: Where the officer in charge determines that an emergency exists that is beyond the capabilities of their Fire Department, they may request additional resources from mutual aid agreement partners, including:

- City of Courtenay
- Town of Comox
- Village of Cumberland
- Union Bay Improvement District
- Ships Point Improvement District
- City of Campbell River, and
- Department of National Defense, CFB Comox.

PROCEDURE: Through Dispatch, the Incident Commander may request additional resources from a mutual aid partner.

The requesting Fire Department has command and control of the assisting Fire Department resources until they are no longer required.

The requesting Fire Department will immediately release the assisting Fire Department if they are required in their own area of jurisdiction.

The requesting Fire Department shall advise the assisting Fire Department in a timely manner when their resources are no longer required.







The assisting Fire Department is not typically used for clean-up.

FORMAT:

REFERENCE: Comox Valley Fire and Rescue Services Agreement
Memorandum of Understanding with Department of National Defense.
CVRD Fire Service Administration bylaws, No. 280 and No. 293.

ALSO SEE: Local OG 3.6.4
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.6.4
					Section 3.6: Inter-Agency	Page 1 of 1
					Title: Mutual Aid	
					Sub: Providing Assistance	

PURPOSE: To provide guidelines for CVRD fire departments to provide mutual aid assistance.

SCOPE: Fire Chief, Deputy Chief, Senior officer in charge.

POLICY: The Fire Chief may provide emergency resources to a mutual aid agreement partner, including:

- City of Courtenay
- Town of Comox
- Village of Cumberland
- Union Bay Improvement District
- Ships Point Improvement District
- City of Campbell River, and
- Department of National Defense, CFB Comox.

PROCEDURE: Through Dispatch, the Fire Chief may be requested to provide additional resources to a mutual aid partner.

The requesting Fire Department has command and control of the assisting Fire Department resources until they are no longer required.

The requesting Fire Department will immediately release the assisting Fire Department if they are required in their own area of jurisdiction.

The requesting Fire Department shall advise the assisting Fire Department in a timely manner when their resources are no longer required.

The assisting Fire Department is not typically used for clean-up.







FORMAT:

REFERENCE: Comox Valley Fire and Rescue Services Agreement
Memorandum of Understanding with Department of National Defense.
CVRD Fire Service Administration bylaws, No. 280 and No. 293.

ALSO SEE: Local OG 3.6.3

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.6.5
					Section 3.6:	Inter-Agency
					Title	Ministry of Forests
					Sub:	Forest Fire - Operations
					Page 1 of 1	

PURPOSE: To establish procedures for inter-agency operations at bush/forest fire incidents.

SCOPE: All suppression and dispatch personnel.

POLICY: CVRD Fire Department and the Ministry of Forests fire suppression personnel shall work cooperatively with the mutual goal of controlling and extinguishing forest fires. Incident Command procedures will be utilized for inter-agency command and control.

PROCEDURE: Ministry of Forests fire suppression personnel shall attend and work with the CVRD Fire Department Incident Commander at all major forest fires if requested by Incident Commander.

The CVRD Fire Department Incident Commander shall determine what fire department resources can be committed to the incident and shall be responsible for the specific operation of these resources.

The Fire Commissioners radio frequency shall be utilized for inter-agency communications by the Commanders. (OFC1 = 155.460 MHz)







FORMAT:

REFERENCE: Inter-Agency Operational Procedures and Reimbursement Rates (Revised March 2019)

ALSO SEE

O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.# : 3.2.12
    	Section 3.2:		Safety		Page 1 of 1	
	Title		Incident Safety			
	Sub:		Personnel Accountability (Passport)			

PURPOSE: To establish a system to account for the location and safety of all personnel within an emergency incident perimeter.

SCOPE: All personnel in attendance at emergency incidents.

POLICY: All Fire Departments shall use the Emergency Incident Accountability (Passport) system in conjunction with the Incident Command System to identify individual members of a team and their assignment and to account for the assignment of teams and units at an emergency incident.

PROCEDURE: Incident Commanders at an incident shall use the Passport system to account for companies and teams within their direct span of control.

Company Officers, Team Leaders and individual firefighters are accountable for the safety of themselves and other members of the team.

Passports, name tags and portable status boards shall be properly utilized in the operation of the passport system.

Transfer of name tags shall be done prior to participating in any activities at an incident.

An emergency roll call shall be conducted immediately when the Incident Commander is informed of the possibility that a firefighter or team is missing or trapped.

PROCEDURE: Search and rescue efforts will commence as soon as possible at the last known location of the missing personnel.







If it becomes evident that a structure failure is imminent, an abandon order shall be initiated.

FORMAT:

REFERENCE: Passport System Guidelines
BCERMS Standard – ICS 100.
Justice Institute of British Columbia, ICS 100 Orientation Manual.

ALSO SEE
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines		
					Comox Valley Regional District		O.G. #: 3.2.15
    	Section 3.2:		Safety		Page 1 of 2		
	Title		Incident Safety				
	Sub:		Operational Readiness & Rehabilitation				

PURPOSE: To establish guidelines which require each member performing emergency operations to be responsible for monitoring their capabilities and fatigue levels.

SCOPE: All fire department personnel.

POLICY: Each member shall be responsible for ensuring the Incident Commander is advised of any limitations or fatigue levels that may affect their ability to adequately perform assigned duties.

PROCEDURE: **Monitoring:** Firefighters engaged in operations which require strenuous physical exertion should monitor their fatigue level. Fatigue lowers one's personal perception; therefore, there is an emphasis on team members and individuals to monitor each other for signs of fatigue.

Treating Fatigue: The "air cylinder rule as per OG 3.3.14", or forty-five (45) minutes of strenuous worktime, is recommended as an acceptable level prior to mandatory rehabilitation. The treatment for fatigue is rest and rehydration until recovery.

Rest: Rest should not be less than ten minutes and may exceed an hour as determined by the rehab officer. Criteria for evaluation members are heart rate, blood pressure and temperature. Heart rates in excess of 110 beats per minute and/or blood pressure rates in excess of 160/100 and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation.







Rehydration: A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. Water is the key element to hydrate firefighters. Drinks such as coffee or pop are discouraged for 'on scene' hydration as they slow absorption into the system. Members assigned to the rehab sector shall be responsible for replacing lost fluids during proceeding physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work). In general, one litre of water should be consumed per hour.

Nourishment: The Fire Department shall provide nourishment at extended operations where companies are engaged as required.

FORMAT







REFERENCE

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 16, 2016	
	Updated on: March 15, 2021

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G. #: 3.2.15
    	Section 3.2:		Safety		Page 2 of 2	
	Title		Incident Safety			
	Sub:		Operational Readiness & Rehabilitation			

ALSO SEE 3.2.12, 3.2.14
O.G. #:

James Bast	This O.G. Replaces:
Manager of Fire Services	
Date of Issue: September 16, 2016	
	Updated on: March 15, 2021

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.2:		Safety		Page 1 of 1	
	Title		Incident Safety			
	Sub:		Emergency Withdraw/Abandon Alert			

PURPOSE: To establish a procedure that ensures all personnel are promptly alerted when an emergency scene must be withdrawn or abandoned immediately. Withdraw meaning with all tools and equipment. Abandon meaning drop all tools and equipment and abandon immediately.

SCOPE: All fire department personnel.

POLICY: When an Incident Commander determines that the conditions at an incident have or may soon deteriorate to the point where firefighters working within the hazard area may be in danger, an emergency withdraw or abandon order shall be issued.

Firefighters shall immediately leave the danger area and report to the holder of their passport, Incident Commander or Passport Control Officer.

PROCEDURE: When the Incident Commander determines that it is necessary for crews to evacuate an emergency scene the following procedure will be followed.







1. The Incident Commander will broadcast a message over the radio and air horn will sounds that all crews are to withdraw or abandon the scene immediately.
2. Upon withdraw or abandon all personnel are to report to the officer that is in control of their passport.
3. When withdraw or abandon is complete the Incident Commander will conduct a roll call of all personnel involved at the emergency scene.

FORMAT:

REFERENCE: Workers' Compensation Board Regulation

ALSO SEE 3.2.12
O.G. #:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 2016	
	Updated on: March 25, 2021

					Standard Operational Guidelines	
					Comox Valley Regional District	O.G.#: 3.3.10
					Section 3.3:	Operations
					Title	Security at Fire Scene
					Sub:	Fire Watch Detail
					Page 1 of 2	

PURPOSE: To establish a procedure for providing a ‘fire watch’ and building security detail after a fire incident. A “fire watch” may be necessary to watch for rekindles or to maintain scene security until the Office of the Fire Commissioner investigator, or the insurance company investigator attends.

SCOPE: Incident Commanders

POLICY: A ‘fire watch/building security’ detail shall be assigned to guard structures damaged by a major fire incident.

PROCEDURE: A fire watch/building security detail shall be established at a structure whenever the need becomes apparent to:

- protect the scene for investigation
- provide observation to prevent rekindle
- provide security whenever the owner/occupant cannot be located and valuables are left inside an unsecured building
- provide observation and security against possible incendiarism

The watch person is to be provided with information explaining any hazards or conditions which they should specifically watch for.

If a firefighter is not available as a watch person the Incident Commander may engage a private security firm.

Persons assigned to the watch shall:

- remain alert at all times
- protect the scene from unauthorized entry (if in doubt, contact the fire chief)
- guard against rekindling of fire
- call for help immediately, whenever problems arise







When fire watch is provided for security purposes, it shall only remain on the scene until the building can be boarded up or the owners assume responsibility.

Where the fire watch is provided for protection against rekindle, it shall remain on the scene for a MINIMUM of four hours after the LAST embers have been extinguished.

FORMAT:



REFERENCE: CVRD Fire regulation bylaws

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	Section 3.3:		Operations		Page 2 of 2	
	Title		Security at Fire Scene			
	Sub:		Fire Watch Detail			

ALSO SEE
O.G.#:

James Bast	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: September 16, 2016	
	Issued on:

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G. #: 4.5.5.10
			Section 4.5.5	Administration	Page 1 of 3
			Title	Paid on Call (POC)	
			Sub:		

PURPOSE: To establish procedures for the distribution of paid on call (POC) funds for fire department members.

SCOPE: This Operational Guideline applies to all Fire Department personnel except the chief and deputy chief.



POLICY: Within fire department budgetary constraints, all firefighters who have completed probation shall receive hourly compensation, in order of priority, for:

- Relevant Training, Meetings and childminding
- Extraordinary fire department service as approved by the fire chief.
- Emergency calls

PROCEDURE:



- All eligible members who have completed probation shall receive compensation that, in total, does not exceed the approved operating budget allocation.
- Where there are insufficient budgetary funds available to compensate all eligible members for the three identified categories in the policy, funding shall be paid to members in the order that the categories are presented until there are no longer funds to pay all eligible members for that category at which time payment for that category shall be prorated amongst the members.
- Compensation will be paid annually in December, no later than the 15th of the month.
- Program fees, as determined by the membership, shall be deducted from the member's part-time compensation cheques and paid into the collective membership account.
- Individual member program fees shall not exceed the balance of a member's account at the time of deduction.
- Members leaving the department are not eligible for a refund of their program fees.

Bruce Green	This O.G. Replaces: 5.01.06
Signature of Fire Chief	
Date of Issue: June 09, 2021	Updated on: March 15, 2021

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G. #: 4.5.5.10
			Section 4.5.5	Administration	Page 2 of 3
			Title	Paid on Call (POC)	
			Sub:		

7. Regular Wednesday training and meeting nights shall be considered to be 2 hours in length (19:00 – 21:00) unless deemed otherwise by the fire chief.
 - a. Members who do not sign in for meetings and practices before 19:00 hours shall not receive compensation for the first hour of training or meeting participation. Members who leave the hall prior to 21:00 and in advance of the completion of a practice or meeting will not receive compensation for the second hour.
3. Members shall receive compensation for approved relevant training and meetings other than Wednesday practice nights. These training and meeting times shall be rounded to the nearest hour. All off site training and meetings shall be approved by the fire chief. Travel time shall not be eligible for compensation unless approved by the fire chief.
4. Childminders shall be paid their rate of \$15/hour when they are at the fire hall watching other firefighter's children during regular Wednesday practices or emergency responses
5. Extraordinary activities:
 - a. Extraordinary activities shall be paid to all members at the same hourly rate.
 - b. Extraordinary activities shall be a minimum of 2 hours before being eligible for compensation
 - c. Extraordinary activities exclude public service events such as the annual polar bear swim, fall fair (other than a fire prevention component), the Food Hamper Drive, funeral Services, demonstration events, parades and recruitment events.
6. Extraordinary activities shall be approved in advance by the fire chief and rounded to the nearest hour.
7. Members shall receive compensation for emergency calls from the time of the page until the conclusion of the call. The officer in charge shall determine the time that the call is completed. Members responding to an emergency call, but not attending the call, will be paid a minimum of 30 minutes provided they sign in within 15 minutes of the first alarm.

Bruce Green	This O.G. Replaces: 5.01.06
Signature of Fire Chief	
Date of Issue: June 09, 2021	Updated on: March 15, 2021

			Standard Operational Guidelines		
			Comox Valley Regional District		O.G. #: 4.5.5.10
			Section 4.5.5	Administration	Page 3 of 3
			Title	Paid on Call (POC)	
			Sub:		



8. The initial rate of hourly rate of compensation for extraordinary activities in 2021 shall be:
 - All members \$ 16.00
9. The initial rate of hourly rate of compensation for training and emergency calls in 2021 shall be:
 - Recruit Firefighter/Childminder -\$16.00
 - Firefighter Level 2 - \$ 19.00
 - Officer - \$22.00
10. Compensation rates shall be reviewed annually.

FORMAT

REFERENCE:

ALSO SEE
O.G.

Bruce Green	This O.G. Replaces: 5.01.06
Signature of Fire Chief	
Date of Issue: June 09, 2021	
	Updated on: March 15, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	O.G.#: 4.5.5.12
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		Page 1 of 4

PURPOSE: To ensure firefighters maintain an acceptable level of physical fitness for training sessions and callouts enabling them to perform their duties safely and effectively.

SCOPE: This operational guideline applies to all fire department personnel.

POLICY: Firefighters are required to maintain a minimum standard of physical fitness in order to respond to callouts and participate in training sessions.



PROCEDURE:

1. All firefighters are required to successfully complete annual physical fitness testing in order to maintain operational eligibility with the Oyster River Fire Department.
2. Physical ability testing will be scheduled annually in May by the Deputy Fire Chief of Training.
3. The physical fitness test shall consist of events as outlined in Appendix 1.
4. When a firefighter fails to successfully complete the physical fitness test, the following actions will be initiated:

STEP 1

When a fire fighter does not successfully complete the physical fitness test, they will be given the opportunity to retest within four weeks. The test will be scheduled by the Deputy Fire Chief of Operations and will be done at the Oyster River Fire Department. If the fire fighter is still unable to successfully complete the physical ability test, they will be placed on restricted duty until they obtain a note from a physician stating that they are physically able to perform firefighting and other related duties.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: April 7, 2021	
	Updated on:

	Standard Operational Guidelines	
	Comox Valley Regional District	O.G.#: 4.5.5.12
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		Page 2 of 4

STEP 2

- a. Where medical information is provided supporting inability to pass the physical fitness test, the fire fighter will be placed on restricted duty until they are medically cleared and physically able to perform firefighting and other related duties.
- b. Where there is no medical information supporting the inability to complete the physical fitness test or after being medical cleared to return to active service, fire fighter will be placed back on full duty and given six months to get themselves in condition to retake and pass the physical fitness test as scheduled by the Deputy Fire Chief Operations.



FORMAT:

REFERENCE:

ALSO SEE

O.G. #

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: April 7, 2021	
	Updated on:

	Standard Operational Guidelines	
	Comox Valley Regional District	O.G.#: 4.5.5.12
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		Page 3 of 4

Appendix 1

PERFORMANCE:

Wearing full turnout gear including SCBA (mask optional), gloves and helmet, the candidate will perform a series of simulated firefighting tasks involving, extending a charged hose, climbing a ladder, a stair climb with high rise pack, hoisting of a donut roll over a railing, and dragging a victim.

STANDARD:



Within 4 ³/₄ minutes the candidate is to complete the following five tasks. Running is permitted at any time but is not necessary, and the candidate must touch every step and hold the handrail coming down tower. The test is continual, and time stops when victim is dragged to safety.

EVALUATION:

The event is designed to simulate the critical tasks of, extending a charged hose line, climbing a ladder with a tool, climbing stairs carrying a high-rise pack, hoisting extra hose to the top of a building while and rescuing a person. While doing this the candidate will be in full protective gear and wearing a SCBA pack (mask optional). This is a pass/fail test with 4 ³/₄ minutes given for completion upon all tasks.

1. **Hose Drag:** The candidate will pick up a charged 1 ³/₄ attack line and extend 75 ft. They then must show water by opening the nozzle and hitting a prescribed target.
2. **Ladder Climb:** The candidate will climb a ladder with an axe and place the axe on the second story of the training building.
3. **Stair Climb:** The candidate then must carry on their shoulder a high-rise pack weighing approx. 40 lbs. to top of training building and place on 3rd story balcony. Handrails may be used, and steps may be taken in multiples going up. The high-rise pack must not be dropped on way upstairs, or the task is a failure.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: April 7, 2021	Updated on:

	Standard Operational Guidelines		
	Comox Valley Regional District		O.G.#: 4.5.5.12
	Section 4.5.5	Administration	Page 4 of 4
	Title	Annual Physical Fitness Test	
	Sub:		

4. **Donut Roll Hoist:** After dropping high rise pack on the balcony, the candidate must now hoist an approx. 40 lb. 2 ½ donut roll by rope, hand over hand, up outside of training building railing, and place on landing. A failure would be given if donut roll drops to ground below. Candidate then descends training building touching every step and holding handrail on the way down.
5. **Victim Rescue:** For the last task, the candidate will drag a 145 lb. rescue dummy backwards to safety. Dummy may be dragged by (ANY MEANS NECESSARY). Dummy must be dragged 70 feet. Time stops when dummy breaks the plane of the finish line.

Bruce Green	This O.G. Replaces:
Signature of Fire Chief	
Date of Issue: April 7, 2021	Updated on: