

DATE: October 25, 2021

FILE: 7200-01

TO: Chair and Directors
Electoral Area 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:

B. Green

Bruce Green
Fire Chief
Oyster River Fire Rescue

Concurrence:

J. Bast

James Bast
Manager of Fire Services

Concurrence:

D. DeMarzo

Doug DeMarzo
General Manager of
Community Services

Government Partners and Stakeholder Distribution (Upon Agenda Publication)

Union Bay Fire	✓
Oyster River Fire	✓
Denman Island Fire	✓
Hornby Island Fire	✓
Fanny Bay Fire	✓

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	

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

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

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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	

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

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

SCOPE: All personnel in attendance at emergency incidents.

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

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

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

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

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

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

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	
					Section 3.2:	Safety
					Title	Incident Safety
					Sub:	Incident Rehabilitation Sector
Page 1 of 1						

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

SCOPE: All fire department personnel.

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

PROCEDURE: 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	
					Section 3.2:	Safety
					Title:	Incident Safety
					Sub:	Operational Readiness & Rehabilitation
Page 2 of 2						

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 2	
	Title		Incident Safety			
	Sub:		Rapid Intervention Team			

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

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Manager of Fire Services	
Date of Issue: September 2016	
	Issued on:

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

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		O.G. #: 3.2.17
					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 O.G. #: 3.2.12

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	
    	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	
    	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	
    	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	
    	Section 3.2:		Safety		Page 1 of 1	
	Title		Incident Safety			
	Sub:		Traffic Control			

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

SCOPE: All fire department personnel.

POLICY: Incident Commanders are to ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, victims and members of the public. 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	
    	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:**
1. 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.
 2. 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.
 3. 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.
 4. At all incidents where crowd control is required for either:
 - a) establishing a working area,
 - b) ensuring for the safety of fire department personnel, or
 - c) for protecting the public’s own safety;
 The Incident Commander shall establish a ‘Fire Line’. Command must identify the area to be controlled to the Police Commander, who will assume responsibility for keeping unauthorized persons outside of that area.
 5. Should fire department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the Police identifying the type of problem encountered and the desired action.
 6. If unexpectedly faced with a threatening action of violence at any time, the Incident Commander or individual involved will attempt to defuse the situation (depending on the risk).
 7. If caught in this situation:
 - i. Assess your:
 - a) means of egress (for immediate escape if needed)

James Bast	This O.G. Replaces:
Signature of Fire Chief	
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Issued on:	

					Standard Operational Guidelines	
					Comox Valley Regional District	
					Section 3.2:	Safety
					Title	Incident Safety
					Sub:	Violence Program – On-Scene

- 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	
    	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	
					Section 3.2:	Incident Safety
					Title	Vehicle Response Safety
					Sub:	Warning Devices in Emergency Operations
Page 1 of 2						

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	
					Section 3.2:	Incident Safety
					Title:	Vehicle Response Safety
					Sub:	Warning Devices in Emergency Operations
Page 2 of 2						

**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	
					Section 3.2:	Incident Safety
					Title	Vehicle Response Safety
					Sub:	Warning Devices In Non-Emergency Operations
Page 1 of 2						

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







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

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

- PROCEDURE:**
1. Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren.
 2. Red lights will be used when backing into the apparatus bays.
 3. During station tours, pumper demonstrations, etc., red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
 4. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
 5.
 - a) Fire Department apparatus, when involved in non-emergency business (tours, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage.
 - b) If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a travelled thoroughfare to the extent that they present a hazard, then, officers shall ensure that the hazard lights are on with traffic cones placed beside the truck.
 6. 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	
					Section 3.2:	Incident Safety
					Title	Vehicle Response Safety
					Sub:	Warning Devices In Non-Emergency Operations
						Page 2 of 2

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	
    	Section 3.2		Incident Safety		Page 1 of 3	
	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	
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    	Section 3.2		Incident Safety		Page 2 of 3	
	Title		Vehicle Response Safety			
	Sub:		Vehicle Response Safety			

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	
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    	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	
					Section 3.2:	Incident Safety
					Title	Equipment Safety & Maintenance
					Sub:	Self-Contained Breathing Apparatus
Page 1 of 1						

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

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

POLICY: All SCBA shall be cleaned and maintained in accordance with the 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	
					Section 3.2:	Incident Safety
					Title	Infectious Disease Control and Prevention
					Sub:	







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	
    	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
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					Standard Operational Guidelines	
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    	Section 3.2: Incident Safety		Page 2 of 2			
	Title Training During COVID-19					
	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:

Signature of Manager of Fire Services Date of Issue: May 20, 2020	This O.G. Replaces: Issued on: May 20, 2020
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					Standard Operational Guidelines	
					Comox Valley Regional District	
					Section 3.2:	Incident Safety
					Title	Responding During COVID-19
					Sub:	
Page 1 of 2						







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:**
1. 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.
 2. All members shall sanitize their hands as they enter the hall.
 3. Maintain 2 meters physical distancing while in the hall and on the response whenever possible.
 4. Wear a non-medical face mask when physical distancing is not possible.
 5. 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.
 6. 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
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					Standard Operational Guidelines	
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					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
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					Standard Operational Guidelines	
					Comox Valley Regional District	
    	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	
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    	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	

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					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:

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    	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	
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					Standard Operational Guidelines	
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    	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
					Title:	Personal Protective Equipment
					Sub:	Personal Protective Clothing Inspection & Use
Page 1 of 2						

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







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

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

- PROCEDURE:**
1. For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the coat collar turned up.

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

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

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	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	
    	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	
    	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	
    	Section 3.3:		Operations		Page 1 of 2	
	Title		Security at Fire Scene			
	Sub:		Fire Watch Detail			

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 incendiaryism

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	
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    	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	
					Section 3.3:	Operations
					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	
					Section 3.3:	Operations
					Title:	Communications
					Sub:	
Page 2 of 2						

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	
    	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	
					Section 3.3:	Operations
					Title	Response to Calls
					Sub:	
						Page 1 of 1

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	
    	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	
					Section 3.3:	Operations
					Title	SCBA
					Sub:	Self-Contained Breathing Apparatus
Page 2 of 2						

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		Fire Suppression				
	Sub:		Vehicle				

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		Page 1 of 1		
	Title		Standards				
	Sub:						

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

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	

					Standard Operational Guidelines	
					Comox Valley Regional District	
    	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	
    	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				
	Title		Office of Fire Commissioner				
	Sub:						
					Page 1 of 1		

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

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

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		O.G. #: 3.6.3
    	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	
    	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	

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

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	
					Section 3.2:	Safety
					Title	Incident Safety
					Sub:	Personnel Accountability (Passport)
Page 1 of 1						

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

SCOPE: All personnel in attendance at emergency incidents.

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

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

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

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

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

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

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	
					Section 3.2:	Safety
					Title:	Incident Safety
					Sub:	Operational Readiness & Rehabilitation
Page 1 of 2						

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	
					Section 3.2:	Safety
					Title:	Incident Safety
					Sub:	Operational Readiness & Rehabilitation
Page 2 of 2						

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
					Title:	Incident Safety
					Sub:	Emergency Withdraw/Abandon Alert
Page 1 of 1						

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	
    	Section 3.3:		Operations		Page 1 of 2	
	Title		Security at Fire Scene			
	Sub:		Fire Watch Detail			

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 incendiaryism

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. #: 4.4.17.6
	Section	Operations
	Title	Floating Vessel Incidents
	Sub:	
		Page 1 of 1

PURPOSE: To ensure the safe and efficient resolution of incidents aboard floating vessels.

SCOPE: This Operational Guideline applies to all Department firefighters.

POLICY: Any incidents aboard a floating vessel will be resolved in conformance to this guideline.



- PROCEDURE:**
1. When responding to a Shipboard Incident on a BC Ferries vessel firefighters shall provide assistance at the scene of the incident under the direction of the senior representative of the ship present at the incident.
 2. The obligation of the Fire Department with respect to any shipboard incidents shall be limited to:
 - a) assisting with the evacuation of passengers and crew members from the vessel;
 - b) controlling the spread of fire to docks, other buildings and structures, and other vessels;
 - c) fire suppression from land-based locations where feasible;
 - d) setting up initial triage in conjunction with BC Ambulance Service;
 - e) assisting in access and crowd control in conjunction with the RCMP;
 - f) maintaining a water supply when possible (either hydrant or saltwater);
 3. Incident Command is not obligated to send personnel aboard any vessel during a shipboard incident. Personnel shall not be obligated to go below the deck or enter the superstructure of any vessel.

RELATED GUIDELINES:

4.4.9.9 Water Rescue



4.4.10.3 Firefighting at Waterborne Structures

Doug Chinnery	
Signature of Fire Chief	
Date of Issue: January 5, 2021	
	Issued on:

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



- 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:
- a. Relevant Training, Meetings and childminding
 - b. Extraordinary fire department service as approved by the fire chief.
 - c. Emergency calls
- PROCEDURE:**
1. All eligible members who have completed probation shall receive compensation that, in total, does not exceed the approved operating budget allocation.
 2. 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.
 3. Compensation will be paid annually in December, no later than the 15th of the month.
 4. 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.
 5. Individual member program fees shall not exceed the balance of a member's account at the time of deduction.
 6. 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
	Title	Paid on Call (POC)
	Sub:	
		Page 2 of 3

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	
	Title	Paid on Call (POC)	
	Sub:		
Page 3 of 3			

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	
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		O.G.#: 4.5.5.12
		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	
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		O.G.#: 4.5.5.12
		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	
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		O.G.#: 4.5.5.12
		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 ¾ 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 ¾ minutes given for completion upon all tasks.

1. **Hose Drag:** The candidate will pick up a charged 1 ¾ 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	
	Section 4.5.5	Administration
	Title	Annual Physical Fitness Test
	Sub:	
		O.G.#: 4.5.5.12
		Page 4 of 4

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:

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Accidents Involving Fire Department Vehicles
	Sub:	
		O.G.#: 4.6.1
		Page 1 of 2

PURPOSE: To ensure that all motor vehicle accidents involving Fire Department vehicles are properly investigated and reported.



SCOPE: These Operational Guidelines applies to all Fire Department personnel operating Fire Department vehicles.

POLICY: All motor vehicle accidents involving Fire Department vehicles will be investigated by the Fire Department and, where applicable, reported to the RCMP.

DEFINITION: Special considerations must be given to any accident involving a Fire Department vehicle.

- PROCEDURE:**
1. Any Fire Department vehicle involved in a motor vehicle accident must stop and:
 - a) Immediately give first aid to any injured persons.
 - b) Notify the Duty Officer.
 - c) Request the attendance of the RCMP
 - d) Request the attendance of an ambulance, if necessary.
 2. Providing that the vehicle is safe to operate, if the vehicle is responding to an emergency call and there are no injuries, it will continue, leaving one member on the scene to collect all details and await the arrival of the RCMP. If there are any injuries, the vehicle and crew are to remain on scene, advising the Duty Officer of the circumstances and that they are out of service.
 3. Details of any accidents involving Fire Department vehicles must be collected at the scene. It is advisable that the Duty Officer attends and takes photographs of the accident scene and the vehicles or parties involved. The vehicle Officer and driver must submit separate written reports of the accident to the Fire Chief as soon as possible after the accident.
 4. As soon as possible after the accident, the Duty Officer shall advise the Fire Chief of the accident.



<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 28, 2014
Last Revised: February 28, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Accidents Involving Fire Department Vehicles
	Sub:	
		O.G.#: 4.6.1
		Page 2 of 2

5. Members must not make statements nor enter into a debate as to where fault or blame for the accident lies.
6. Damage by or to the Fire Department apparatus will be reported to the Duty Officer. The vehicle Officer and driver must submit separate written reports of the accident.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 28, 2014
Last Revised: February 28, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Air Brake System Check
	Sub:	
		O.G.#: 4.6.2
		Page 1 of 3

PURPOSE: Air brake equipped apparatus require regular system checks to ensure that the equipment is functioning properly. This policy describes the type and frequency of those checks.



SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: The braking system on air brake equipped apparatus must be checked regularly in accordance with this Operational Guideline. Any problems with the braking system are to be reported to the Fire Chief. All adjustments and repairs to the braking system must be completed by trained personnel or qualified mechanics. If any problem with the system makes the vehicle unsafe to drive, it must be taken out of service until repairs can be made.

DEFINITION: A regular system of air brakes inspection and testing is required by the Motor Vehicle Act. This system is an important component of the Fire Departments' overall safety program.

- PROCEDURE:**
1. Regular apparatus checks must include a check of the braking systems. If the vehicle is equipped with air brakes, the check must be conducted as described in Annex "A" to this Operational Guideline.
 2. If the air brake system does not perform as required, the Fire Chief shall be informed. They will then make arrangements for maintenance by qualified personnel at the first opportunity.
 3. All adjustments and repairs to the braking system must be completed by qualified personnel or qualified mechanics. If the problems with the system make the vehicle unsafe to drive, it must be taken out of service until repairs can be made.
 4. The regular vehicle check record shall include a specific item for the check of the air brake system. The name of the individual completing the air brake system check shall be indicated on the record.
 5. While under training for an Air Brake Endorsement or a driver's license test and during the examinations for these qualifications, the student is required to perform an air brake adjustment. This may be done, but only under the supervision of the instructor or examiner.



<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 26, 2014
Last Revised: February 26, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Air Brake System Check
	Sub:	
		O.G.#: 4.6.2
		Page 2 of 3

ATTACHMENTS: Annex A – Air Brake System Regular Check (included as part of this procedure)

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 26, 2014
Last Revised: February 26, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Air Brake System Check
	Sub:	
		O.G.#: 4.6.2
		Page 3 of 3

**UNION BAY FIRE RESUCE
OPERATIONAL GUIDELINE**

Annex A

AIR BRAKE SYSTEM REGULAR CHECK

1. Chock both sides of the rear wheel.
2. Unplug electrical/airlines.
3. Release parking brake.
4. Check slack adjusters for free play to the manufacturer's specifications.
5. Drain all air tanks completely.

BUILD UP AIR PRESSURE, WATCHING THAT:

6. The warning device cuts out at approximately 60 psi.
7. Pressure builds from 50 to 90 psi within 3 minutes.
8. Release parking brake to prevent compounding.
9. Governor cuts out between 105 psi minimum and 130 psi maximum.

AT MAXIMUM PRESSURE:

10. Shut off the motor.
11. Make a full brake application. Check for excessive pressure drop on the application.
12. Air loss to be no more than 3 psi in 1 minute.
13. No audible air leaks.

START MOTOR AND FAN BRAKES:

14. Stop fanning at 80 psi or 100 psi (depending upon system – see manufacturer's specifications) and check if governor cuts in - the needle will start to climb.
15. Continue fanning. The warning device should start to operate at approximately 60 psi.
16. Parking brake to apply automatically at approximately 45 psi to 20 psi.

REBUILD PRESSURE TO MAXIMUM:



17. With parking brakes set, remove wheel chocks.
18. Gently tug test parking brakes in low gear.

RELEASE PARKING BRAKES AND MOVE VEHICLE AHEAD SLOWLY:

19. Make a service brake application to check the brake response.
20. Plug in electrical/airlines.

Approved by: _____

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 26, 2014
Last Revised: February 26, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Apparatus Vehicle Checks - Monthly
	Sub:	
		O.G.#: 4.6.3
		Page 1 of 1

PURPOSE: To establish a procedure to ensure that all Fire Department apparatus is checked monthly.

SCOPE: All Fire Department personnel.



POLICY: Members will be assigned an apparatus to complete monthly vehicle checks. Checks will be reported on the appropriate form(s).

PROCEDURE:

1. The procedure shall be followed to provide proper and efficient checking of vehicles. This will ensure the serviceability and reliability of the apparatus are maintained at their optimum.
2. Conduct monthly checks on all fire apparatus.
3. Report all faults, corrections, minor repairs corrected or outstanding to the Equipment Officer, Officer in Charge or the Fire Chief.
4. CAUTION: The monthly checklist shall be completed for each apparatus to confirm that the vehicle plus all related equipment is inspected, tested and cleaned.
5. Report problems of an urgent nature immediately to the Fire Chief, Officer in Charge or Equipment Officer. Who will arrange for the necessary services or repairs.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 15, 2007
Last Revised: February 27, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Apparatus Vehicle Pre-Trip or Post-Trip Checks
	Sub:	
		O.G.#: 4.6.4
		Page 1 of 2



PURPOSE: To establish a guideline to ensure that all Fire Department apparatus is checked on a basis off first time out per day basis.

SCOPE: All Fire Department personnel.

POLICY: The driver of each apparatus is responsible to ensure the pre-trip vehicle check is properly carried out and reported on the appropriate form(s).

- PROCEDURE:**
1. The procedure shall be followed to provide proper and efficient checking of vehicles. This will ensure that the vehicle has been safety-checked prior to being put into service. With the exception of emergency operations which will have thorough post-trip inspections after emergency operations are completed.
 2. Conduct pre-trip checks on all fire apparatus prior to being put into non emergency service. If apparatus is used for parades, displays, public engagements etc. to be completed by the driver and proper forms completed, prior to leaving the fire hall property.
 3. Conduct a pre-trip check of the brakes prior to emergency service. Do simple brake check of the apparatus braking system prior to entering highway.
 4. Conduct a post-trip inspection of the apparatus after the vehicle has been out on emergency service. This is to be completed by the driver prior to the truck being put back into service and the proper forms have been completed.
 5. Conduct pre-trip check of all administrative (duty truck) vehicles. prior to normal operation in a non emergency capacity.
 6. Conduct post-trip inspection of all administrative (duty truck) vehicles after emergency operations have been completed. This is to be completed by the driver prior to the truck being put back into service and the proper forms have been completed.
 7. Conduct a pre-trip inspection of all administrative (duty truck) vehicles. Check of the brakes prior to emergency service. Do simple brake check of the apparatus braking system prior to entering highway.



<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 25, 2007
Last Revised: February 27, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Apparatus Vehicle Pre-Trip or Post-Trip Checks
	Sub:	
		O.G.#: 4.6.4
		Page 2 of 2

8. Report and forward all faults, corrections, minor repairs corrected or outstanding, to the Equipment Officer, Officer in Charge or the Fire Chief.
9. Report problems of an urgent nature immediately to the Fire Chief, Officer in Charge or Equipment Officer who will arrange for the necessary services or repairs.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 25, 2007
Last Revised: February 27, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
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PURPOSE: To provide Fire Department members with procedures for using radio communications.

SCOPE: All Fire Department members.

POLICY: To be used by all members when communicating with dispatch, no exceptions.

PROCEDURE: **GUIDELINE:** Radio equipment will be used for Fire Department business only. Fire Department members will use “plain language”, not “10-codes”.



PROCEDURE:

1. Always wait until the frequency is “clear” before making a transmission.
2. When making a transmission, identify the unit or person you are calling first followed by your identity.
3. When transmitting over a repeater frequency wait two seconds after keying the microphone before speaking.
4. Coarse language will not be used.
5. All communications will be brief, factual and without personal content.
6. Prevent “radio feedback” when transmitting by maintaining adequate distance between radio and pager equipment.
7. Repeat back transmissions.

ATTACHMENTS: Appendix A - Essential Benchmarks

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: May 9, 2013
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021



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Appendix A - Essential Benchmarks

When responding to a call notify dispatch of Essential Benchmarks:



Suggested Terminology for Dispatching Calls		
Dispatch code:	Calls relating to:	Page:
Abandoned 911	Hang up, lost contact calls before full info received	“abandoned 911”
Alarms	Alarm activation: emergency	"alarm activation"
Alarms hazmat	Alarm activation involving hazardous material	“alarm activation – hazmat”
Alarms non-emergency	Alarm activation: non-emergency	“alarm activation routine response”
Aviation incident	Aircraft incident (crash, fire)	“aircraft incident” “aircraft fire”
Beach/brush	Beach /ground cover or brush fires emergency	"brushfire" “stump fire” “grass fire”
Beach/brush non-emergency	Burning complaint, beach fire, smouldering bark mulch, smoke report	“burning complaint” “beach fire” “bark mulch” “smoke report”
Bomb threat	Bomb threat	"report to station" followed by
Carbon monoxide	Possible victims	"co detector activation emergency”
Carbon monoxide - non-emergency	Investigation, no victims	“co detector activation routine”
Chimney fire	Fires contained within chimney or firebox	"chimney fire"
Duty investigation	Public concern or request; general inquiry	"duty officer contact on landline"
First responder	BCAS responder calls A-E, assist routine or emergency, delay B/C, delay D/E	"first responder" “first responder assist” “first responder delay”

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: May 9, 2013
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Dispatch code:	Calls relating to:	Page:
Fuel leak/spill/other	Fuel leak or spill, large quantities, emergency	“fuel spill emergency”
Fuel leak/spill/other	Fuel leak or spill, large quantities, emergency	“fuel spill emergency”
Fuel leak/spill/other - non-emergency	Small fuel leak or spill, non-emergency	“small fuel spill”
Garbage container	Dumpster or garbage bin fires	"dumpster fire"
Hazmat	Chemical substance spill or release	“hazmat incident” "Duty Officer contact on landline"
Hazmat non-emergency	Small contained spill or release	“hazmat non-emergency” “Duty Officer contact on landline”
Hydro trouble	Power lines down, hydro pole fire, fire /arcing/sparking	"hydro trouble"
Hydro trouble non-emergency	Power lines not down, not arcing/sparking	“hydro trouble non-emergency”
Marine incident	Boat or dock fire or sinking in water	“boat fire” “boat sinking” “floatplane fire” “dock fire”
MV fire	Motor vehicle incident involving fire or possible fire	"motor vehicle fire"
MVI	Motor vehicle incident	"MVI"
MVI - extrication	Motor vehicle accident with extrication in area	“MVI, extrication required”
MVI - ped struck	Motor vehicle incident involving pedestrian	"MVI ped struck"
Natural gas line break	Natural gas line rupture	“natural gas line break”
Natural gas/propane	Problem involving natural gas or propane inside or outside of structure	“natural gas/propane leak” “natural gas/propane incident”

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: May 9, 2013
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Dispatch code:	Calls relating to:	Page:
Natural gas/propane non-emergency	Investigation of non-emergency natural gas/propane issue	“natural gas/propane, non-emergency”
Outdoor fire - emergency	Miscellaneous fires including boats and sheds	“outdoor fire with description”
Public service	Request or inquiry; refer to D/O investigation	"public service"
Rescue - road	Any MVI that involves entrapment, out of area	"road rescue”
Rescue - confined	Confined space rescue	“confined space rescue”
Rescue - elevator	Elevator rescue	“elevator rescue
Rescue - high angle	High angle or steep embankment rescue	“high angle rescue”
Rescue - low angle/BCAS assist	Assisting BCAS with a trapped patient/other rescue	“low angle rescue”, “BCAS assist”

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PURPOSE: This is intended to promote professional and efficient use of E-911 North Island Fire Dispatch Radio Systems

SCOPE: Fire Dispatch and North Island 911 Fire Departments

POLICY: Industry Canada has rules that must be observed for all transmissions.



PROCEDURE: GENERAL

- Users may not deliberately interfere with transmissions from another station.
- Users may not transmit unnecessary or false distress signals or messages (conversations) containing profane or obscene words.
- Users are prohibited from discussing policy or personnel matters over the radio.
- Users shall transmit information using plain English in a clear and concise manner.

INITIAL DISPATCH CYCLE

1. Dispatchers will endeavour to voice pre-alert for every call. For example, “Beaver Creek Code 3 call” or “Dashwood Code 2 call”.
2. Dispatchers will then activate paging tones followed by a voice announcement. The voice announcement should be as follows:
 - a) Department name.
 - b) Dispatch Code (problem type) as per the attached table Appendix A.
 - c) Location of the reported incident.
 - d) Repeat steps a,b,c
 - e) e. Announce time of day.
3. Upon receipt of a page, one designated member of a Fire Department shall voice announce that the page out was successful. For example, “Sayward Fire, page received”.
4. Additional details of the call will be broadcast upon the first announcement of a vehicle responding. For example, “Fire Dispatch Courtenay Chief 19 responding”, dispatch will reply, “Roger Courtenay

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Chief 19, the caller is reporting that the problem is the in the rear bedroom and its getting worse”.

5. All responding vehicles shall voice announce when they are responding and when they arrive at the scene. For example, “Nanoose Rescue 1 responding” or “Parksville Ladder 1 on scene.”
6. Once Command has been established all communications with dispatch should include the jurisdiction name and the applicable benchmark being announced. For example, “Fire dispatch – Comox Command – fire loss stopped” or “Fire dispatch - Mcneill Command – RCMP and BCAS on scene”.

SECONDARY CALLS

When a second call comes in for a department that is already on a call a dispatcher will notify using the above paging protocol.

Exception – Career Department Captains or Incident Commanders will be contacted by voice for a response decision.



FIRE DEPARTMENT USE OF DISPATCH CHANNELS

- In many cases, multiple fire departments share a common dispatch frequency.
- Priority use of the channel will be granted to the fire department involved in operations that require monitoring by fire dispatch. New calls on the channel will be paged and the dispatcher may advise the affected fire department to switch to a tactical frequency.
- In all cases of multi-call situations, every effort shall be made to give priority to the fire department responding to the most urgent emergency.
- In all cases, every effort shall be made to minimize radio traffic on a common dispatch frequency by switching to a tactical frequency.
- At no time shall a department use a common dispatch frequency to direct traffic, conduct training operations or notifying other members of non-emergency functions.

BENCHMARKS

The BCFTOA and the FCABC have completed work on an “Essential Benchmarks” document for the fire service in British Columbia. The purpose of this project was to identify those communications that must be captured on an incident, as well as to ensure a consistent definition of these terms. These benchmarks are not intended to be a complete list of radio

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communications. These are merely those communications that are critical to document, and in some cases are the current NFPA standard. See Attached Appendix B - Essential Benchmarks.

ATTACHMENTS: Appendix A - Dispatch Codes
Appendix B - Essential Benchmarks

REFERENCE:



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Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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Appendix A – Dispatch Codes



Suggested Terminology for Dispatching Calls		
Dispatch code:	Calls relating to:	Page:
Abandoned 911	Hang up, lost contact calls before full info received	“Abandoned 911”
Alarms	Alarm activation - emergency	"Alarm activation"
Alarms hazmat	Alarm activation involving hazardous material	“Alarm activation – hazmat”
Alarms non-emergency	Alarm activation: non-emergency	“Alarm activation routine response”
Aviation incident	Aircraft incident (crash, fire)	“Aircraft incident” “Aircraft fire”
Beach/brush	Beach/ground cover or brush fires emergency	"Brushfire" “Stump fire”
Beach/brush non-emergency	Burning complaint, beach fire, smouldering bark mulch, smoke report	“Burning complaint” “Bark mulch” “Smoke report”
Bomb threat	Bomb threat	"Report to station"
Carbon monoxide	Possible victims	"CO detector activation emergency”
Carbon monoxide - non-emergency	Investigation, no victims	“CO detector activation routine”
Chimney fire	Fires contained within chimney or firebox	"Chimney fire"
Duty investigation	Public concern or request; general inquiry	"Duty Officer contact
First responder	BCAS responder calls A-E, assist routine or emergency, delay B/C, delay D/E	"First responder" “First responder assist” “First responder delay”

<i>Ian Ham</i>	This O.G. Replaces:
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Dispatch code:	Calls relating to:	Page:
Fuel leak/spill/other	Fuel leak or spill, large quantities, emergency	"Fuel spill emergency"
Fuel leak/spill/other - non-emergency	Small fuel leak or spill, non-emergency	"Small fuel spill"
Garbage container	Dumpster or garbage bin fires	"Dumpster fire"
Hazmat	Chemical substance spill or release	"Hazmat incident" "Duty Officer contact on landline"
Hazmat non-emergency	Small contained spill or release	"hazmat non-emerge Officer contact on landline"
Hydro trouble	Power lines down, hydro pole fire, fire/arcing/sparking	"Hydro trouble"
Hydro trouble non-emergency	Power lines not down, not arcing/sparking	"Hydro trouble non-emergency"
Marine incident	Boat or Dock fire or sinking in water	"Boat fire" "Boat sinking" "Floatplane fire" "Dock fire"
MV fire	Motor vehicle incident involving fire or possible fire	"Motor vehicle fire"
MVI	Motor vehicle incident	"MVI"
MVI/extrication	Motor vehicle accident with extrication in area	"MVI, extrication required"
MVI - ped struck	Motor vehicle incident involving pedestrian	"MVI ped struck"
Natural gas line break	Natural gas line rupture	"Natural gas line break"
Natural gas/propane	Problem involving natural gas or propane inside or outside of structure	"Natural gas/ Propane gas/ Propane incident"

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Dispatch code:	Calls relating to:	Page:
Natural gas/propane non-emergency	Investigation of non-emergency natural gas/propane issue	"Natural gas/Propane non-emergency"
Outdoor fire – emergency	Miscellaneous fires including boats and sheds	"Outdoor fire with description"
Public service	Request or inquiry; refer to D/O investigation	"Public service"
Rescue-road	Any MVI that involves entrapment, out of area	"Road rescue"
Rescue-confined	Confined space rescue	"Confined space rescue"
Rescue – elevator	Elevator Rescue	"Elevator rescue"
Rescue - high angle	High Angle or steep embankment rescue	"High angle rescue"
Rescue - low angle/BCAS Assist	Assisting BCAS with a trapped patient/other rescue	"Low angle rescue"
Rescue - marine	Marine rescue	"Marine rescue"
Rescue - swift water	River rescue	"River rescue"
Structure – fire	Heavy smoke or visible flames inside or extending from a residence or building, fires involving all or part of a room	"Structure fire" "Kitchen fire" "Garage fires"
Structure - electrical trouble	Electrical trouble inside residence	"Electrical trouble"
Structure - smoke	Smoke inside structure or light smoke showing from	"Smoke in structure" "Smoke showing from structure"
Structure – smoke odour	Smoke odour inside structure	"Smoke odour inside"
Structure – smoke (fire is out)	Fire in a structure reported as out	"Structure smoke"

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Dispatch code:	Calls relating to:	Page:
Train derailment	Train off tracks or train accident	“Train derailment”
Tsunami warning	EMBC Notification of Tsunami Warning	“Tsunami warning”
Tsunami watch	EMBC Notification of Tsunami Watch	“Tsunami watch”
Wildland	Fire involving multiple trees/forest interface fires	“Wildland fire”



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Appendix B – Essential Benchmarks



ESSENTIAL BENCHMARKS		
Term Used	Definition of Term	Comments
Acknowledge Page	Incident confirmed	Unit designation to be added
On Route (responding)	Attending to the incident	Unit designation to be added
On Scene	Arrived at the incident	Unit designation to be added
Command Established	I/C identified at incident	Geographical confirm i.e. Smith Road Comma
Nothing Showing	No visible emergency evident at the location	
Working Fire	Working Fire	State Attack Type: Offensive, Defensive or Transitional
Smoke Showing	Smoke Showing	Fire Response Only
Investigating	Looking to gather information on incident	
Primary Search – All Clear	Primary search completed	
Secondary Search – All Clear	Secondary search completed	
Under Control	Situation has been stabilized	Should be used for all type of incident
Mayday	Firefighter in distress	
Abandon	Firefighters to leave the building immediately, leaving all equipment	
Evacuate	Firefighters to assist Citizens/Public to leave the building	

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Term Used	Definition of Term	Comments
Withdraw	Firefighters to leave the building, bringing all equipment with them in a rapid manner timely manner	
Fire Struck	Fire is out	Fire Response Only
RIT Established	Rapid Intervention Team has been established	Requirement of WorkS BC for confined space structure fires
Loss Stop	Property conservation is complete, Salvage and overhaul is complete	All incident types, structure, MVI etc.
PAR (commenced or completed)	Personal Accountability Report is being conducted/completed	
Clear of Scene	Apparatus is leaving the incident	State apparatus design
Command Terminated	I/C is no longer in charge of incident	

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	Title	Compressed Gas Cylinders
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PURPOSE: To establish a procedure for handling and storing of all pressurized gas cylinders.

SCOPE: All Fire Department personnel.

POLICY: All pressurized vessels shall be handled and stored in accordance with section 12.07 of the W.C.B. Industrial Health and Safety Regulations.

PROCEDURE: WARNING

All pressurized vessels shall be handled and stored with extreme care, as damage to cylinders could result in serious injury or death.

Store all pressurized vessels (Pvs) in recommended “FULL” status. Such vessels should not be free standing or stored or transported in a manner that allows free movement of cylinders. Valves must be protected at all times when not connected to service line(s) or when being transported.

Hydrostatic test all (PV) every three years for composite and every five years for steel and aluminum bottles.



Rotate air in all “breathable air” vessels by draining and filling at least once every 6 months.

Send air samples from hall compressor to an accredited lab every year for a Z-180 test.

All repairs and preventative maintenance on pressure vessels will be done by certified personnel or certified outside agencies only.

REFERENCE: W.C.B. Industrial Safety & Health Regulations Section 68
W.C.B. Industrial Safety & Health Regulations (1998) Section 31.24

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	Title	Conduct of Fire Department Members
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PURPOSE: To provide guidelines for the appropriate conduct of Fire Department members.

SCOPE: This Operational Guideline applies to all Fire Department members.

POLICY: Members shall conduct themselves in a legal, ethical, confidential, professional, respectful manner and shall endeavor to support the mandate, integrity, efficiency, and well being of the Fire Department. They shall not accept rewards, gifts or gratuities from others than the Fire Department. Members shall not take photographs or videos of any incident or training session, shall not post images of the Fire Department or its activities to any web site or social media platform, shall not use any images of the fire department and shall not use a cell phone or PDA for non essential communications while at an incident or training session without prior approval of the Fire Chief. Members shall not cause or support behavior that is detrimental to the operation or the reputation of the Fire Department.

- PROCEDURE:**
1. Members are expected to act in a courteous and professional manner. It is the responsibility of each member to remember at all times that much of the knowledge and information commonly discussed among firefighters is of a privileged and confidential nature and considerable discretion is needed in conversation with others.
 2. Members shall not participate in an operational function or task while impaired by alcohol or drugs. Members shall immediately report any violation of alcohol and drug policy.
 3. Members shall not accept rewards, gifts or gratuities from other than the Fire Department.
 4. Members are expected to comply with all Fire Department policies, guidelines, rules and all local, provincial and federal laws, rules and regulations.
 5. Members shall not take photographs or videos of any incident or training session, shall not post images of the Fire Department or its activities to any web site or social media platform, shall not use any images of the Fire Department and shall not use a cell phone or PDA for non essential

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communications while at an incident or training session without prior approval of the Fire Chief.

6. Members may be disciplined for not complying with fire department operational guidelines, policies, rules and regulations.

REFERENCES:

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	Title	Dangerous Goods Incidents
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PURPOSE: To ensure a safe and efficient response of Fire Department personnel to dangerous goods incidents. The term dangerous goods applies to all hazardous materials.

Dangerous goods incidents present greater unseen dangers than the normal emergency response of the Department, because of the hazards or potential hazards of the dangerous goods themselves. For this reason, the decisions must be more carefully considered and more deliberate than the routine.



SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: The Fire Department’s response to dangerous goods incidents must concentrate on life safety, both of firefighters and the public. The second priority must be containment and stabilization of the incident and hazards. Wherever possible, clean up and resolution of dangerous good incidents must remain with companies and agencies trained in the appropriate procedures, with the department providing assistance as necessary.

PROCEDURE: RESPONSE

1. If there is any initial indication that an incident involves dangerous goods, the first responding units must consciously avoid committing themselves to a dangerous situation. A dangerous goods incident requires a more cautious and deliberate size-up than for other emergency situations. The Incident Commander may initiate immediate action to make a rescue or evacuate an area, but this must be done with an awareness of the risk to Department personnel and must take advantage of all available protective clothing.
2. Initial operations at a dangerous goods incident should include:
 - a) Establishing an operational perimeter.
 - b) Using the Hazardous Materials Response Guide, initiate hazardous material identification.
 - c) Obtaining technical information related to the dangerous goods.
 - d) Identifying the strategic priorities of the incident, based on:
 - i. the type and magnitude of life hazards involved.
 - ii. the type and quantity of dangerous goods involved.
 - iii. the current and projected situations.
 - e) Identifying the tactical objectives of the incident.

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- f) Initiating an action plan based on:
 - i. protection of life.
 - ii. confinement and/or containment of the materials and its by-products.
 - iii. control of the material and its effects on humans, animals, property and the environment.
3. The Incident Commander shall clearly communicate his priorities, objectives and action plan to sector officers and team leaders.
4. The Incident Commander shall monitor progress of the action plan to ensure that objectives are either accomplished or that the plan is modified according to the demands of the changing situation.



CLEANUP AND DISPOSAL

5. The Department's responsibility, beyond that of preserving life and property, is only to identify and, if possible to contain the spilled material. No attempt should be made to decontaminate an area or remove a spill unless directed and supervised by responsible personnel from the industry. Wherever possible, clean up and resolution of a dangerous goods incident must remain with companies and agencies trained in the appropriate procedures, with the department providing assistance as necessary. Professional disposal companies may be used, if available.

SAFETY

6. All operations, including rescue and evacuation, must be accomplished with overall safety as the key component.
7. All personnel must remain alert for the symptoms of chemical poisoning and reactions that could threaten the health of firefighters and other involved personnel. Members who have been exposed to dangerous goods must receive immediate medical attention once decontaminated.
8. If injuries occur on scene, the Incident Commander shall advise the Industrial Hygiene Department of the Workers Compensation Board.
9. If the incident involves a fire in any of the following materials, the Incident Commander should signal a non-attack posture and immediate evacuation of the surrounding area:
 - a) Explosives;
 - b) Oxidizers;
 - c) Organic peroxides;



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- d) Unstable or highly reactive substances;
- e) Poisons;
- f) Potential BLEVEs with inadequate water supplies.

REFERENCE:

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PURPOSE: To inform individual personnel of a violation that directly affects the operations and safety of the Union Bay Fire Rescue, department personnel and the general public.

To inform the individual personnel of performance problems within the operations of the Union Bay Fire Rescue.

SCOPE: All personnel of the Union Bay Fire Rescue.



POLICY: To discuss with the individual the violation that occurred. To assess the extent and severity of the violation, and to take the appropriate action for the violation by means of verbal warnings, written warnings, suspensions, assignments or dismissal.

DEFINITION: The Fire Chief or Assistant Fire Chief or any Officer of the department at any time can discipline any member for actions that they feel are unsafe or unbecoming of a firefighter. Similar action may also be taken for any firefighter that becomes an administrative burden.

PROCEDURE: When dealing with personnel problems the Officers of Union Bay Fire Rescue will follow this procedure:

1. Speak to the violator in private. Preferably with one other Officer present. Explain precisely the violation that occurred and/or performance problems (i.e., what actions have taken place to create a performance problem, operation or safety concern). After the discussion with the individual is complete and the individual has left the room, the Officer should fill in the areas of disciplinary form for “verbal warning.” The completed form should be placed in the member’s file.
2. Should the individual continue the violation, infraction, not improve performance or a more serious violation occurs, a second private discussion should occur. Immediately after the discussion has concluded the Officer should fill in the form for “written warning” and describe the violation, including the individual expectation to improve. Once the form is complete have the individual sign the form. A signed copy should be filed with the Fire Chief.
3. If steps one and two fail to address the concern or a more serious violation arises the officer should prepare written charges specifying the

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infraction and outline the previous effort to correct the problem. A copy should be signed by the individual in question and placed in the personnel file, a copy should also be forwarded to the Fire Chief.



4. The Fire Chief or directed individual may invoke a suspension or a work assignment at their discretion. At any level of disciplinary action, suspension is encouraged at step three and work assignments/restrictions are encouraged at step one and two.
5. The Fire Chief, and all other Officers of Union Bay Fire Rescue have the authority to suspend any member for rule violations, operational violations, inadequate performance, improper conduct or administrative burden. All suspensions shall be reviewed by the Fire Chief. Only the Fire Chief can dismiss any member for any infraction deemed necessary for the good or safety of the membership.

Any member who receives one verbal warning and one written warning may be subject to suspension and or dismissal at the discretion of the Fire Chief. Any member that receives two suspensions in 24 months may be subject to dismissal. The violators actions will be brought to a quorum of officers for discussion regarding further actions. If the action is for dismissal, the Fire Chief will conduct an exit interview with the member and inform them of their dismissal. If the action is not for dismissal, an interview with the member will take place and step three will be followed with actions on suspension of the member. The Fire Chief will have final say on any dismissal of members.

The violator will also be informed that they have the option of appeal as per the Union Bay Improvement District Bylaw No. 201.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: July 30, 2006
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Duty Officer Duty Weekends
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PURPOSE: To ensure response of Fire Department personnel to emergency and non-emergency operations.

“DUTY CREWS” will be assigned for long weekends in May, July, August and September. A duty crew will also be assigned for the annual UBFFA Awards Banquet.



A “DUTY OFFICER” will be assigned all other weekends. Duty crews may be assigned past September long weekend pending high heat or dry weather conditions. This assignment will be through the Fire Chief or Assistant Fire Chief.

SCOPE: This Operational Guideline applies to all Fire Department personnel scheduled to perform such duties.

PROCEDURE: WEEKENDS AND HOLIDAYS



1. The Chief Officers will schedule a duty roster comprised of the qualified firefighters who have agreed to take the Duty Officer position upon rotation. The assigned Duty Officer will make arrangements for the duty vehicle and personal turnout gear to be picked up prior to shift start time. A Duty Officer will check on current burning restrictions and other pertinent information.
2. The Duty Officer shall answer all calls directed to the Union Bay Duty Officer and make a record of all duty calls while on shift as Duty Officer. A completed incident report must be filled in for all duty calls and forwarded to the Fire Chief at the end of Duty Officer rotation. All assigned tasks must be completed by Duty Officers as per schedule. (ALL duty calls and tasks must be recorded)
3. If at any time during a duty call it is felt that an emergency response is required, or additional firefighters or equipment is necessary, then dispatch shall be requested to tone out a general alarm.
4. During emergency calls, the Duty Officer shall use their vehicle unit number as their radio call sign. Unless otherwise directed, the Duty Officer shall respond Emergency Mode to the scene of emergency toned calls.

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 18, 2007
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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5. If first to arrive the Duty Officer shall follow the Incident Command System, position the Duty Officer vehicle so it does not interfere with incoming units, but close enough to the scene so the equipment in the vehicle is readily accessible if needed, turn on the light bar to assist incoming units and relay relevant information to the Fire Chief, Assistant Fire Chief and other responding units. If the transfer of command occurs then the primary function of the Duty Officer at emergency calls is as a firefighter. The Duty Officer shall prepare to join the first in company and shall take direction as at any emergency call.
6. The Duty Officer should have his personal protective clothing donned. In the event of a working call or in the event that his assistance is not needed in the call then the fluorescent traffic jacket shall be worn.
7. In situations that require the department apparatus to respond to remote areas, the Fire Chief or Assistant Fire Chief may direct the Duty Officer to respond to the fire hall.
8. The Duty Officer will not respond to medical calls direct unless directed to do so by the Fire Chief or Assistant Chief. The Duty Officer will acknowledge the call from fire dispatch. The Duty Officer may respond to the fire hall to assist if required.
9. After an emergency call, the Duty Officer is responsible for going back to the fire hall or make arrangements to ensure that all the lights are turned off the building, door locks have been reset and that all doors are locked.
10. While at the scene of an emergency incident, the Fire Chief, Assistant Chief or designate will take the primary statement from any witnesses or owners that may be present. In their absence, the Duty Officer will fulfill this duty. Also, in the event that the Fire Chief or Assistant Fire Chief is not in attendance then the initial investigation shall be started (i.e. pictures taken, statements etc.)
11. Should any incident occur which is suspicious in nature, or has significant implications, the Fire Chief if not in attendance, shall be notified at the earliest convenience. If unable to contact the Fire Chief then the Assistant Chief should be contacted.

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 18, 2007
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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A “DUTY OFFICER” will be assigned to provide emergency and non-emergency coverage. Assignments will be scheduled from qualified firefighters to cover the shifts. Long weekends will have an additional 24-hour shift.

- Shift 1 Thursday to Friday 6:00 pm to 6:00 am;
- Shift 2 Friday to Friday 6:00 am to 6:00 pm;
- Shift 3 Friday to Saturday 6:00 pm to 6:00 am;
- Shift 4 Saturday to Saturday 6:00 am to 6:00 pm;
- Shift 5 Saturday to Sunday 6:00 pm to 6:00 am;
- Shift 6 Sunday to Sunday 6:00 am to 6:00 pm;
- Shift 7 Sunday to Monday 6:00 pm to 6:00 am.



A “DUTY CREW” will be assigned to provide emergency and non-emergency coverage for long weekends in May, July, August and September. Assignments will be scheduled from qualified firefighters to cover these weekends. Regular long weekend “duty hours” will be from 6:00 pm on Friday until 6:00 pm on Monday. Each Duty Crew will have four qualified firefighters which consist of one Duty Officer, one driver/engineer and two firefighters.

- Shift 1 Friday to Saturday 6:00 pm to 6:00 am;
- Shift 2 Saturday to Saturday 6:00 am to 6:00 pm;
- Shift 3 Saturday to Sunday 6:00 pm to 6:00 am;
- Shift 4 Sunday to Sunday 6:00 am to 6:00 pm;
- Shift 5 Sunday to Monday 6:00 pm to 6:00 am;
- Shift 6 Monday to Monday 6:00 am to 6:00 pm.

Assignments will be scheduled by the Fire Chief or Assistant Fire Chief to cover the above-mentioned weekends and long weekends coverage.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 18, 2007
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	Section	Safety
	Title	Electrical Hazard Incidents
	Sub:	
		O.G.#: 4.6.12
		Page 1 of 3

PURPOSE: To ensure the safety of personnel when dealing with incidents involving electrical hazards.



SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: B.C. Hydro shall be notified of all incidents involving electrical hazards.

DEFINITION: All electrical hazards shall be considered “dangerous” unless verification is given from hydro crews that they are not. Fire department personnel shall not handle any electrical hazards including wires (electrical, cable, telephone or guy wires) unless necessary in order to resolve an immediate threat to life. Special precautions must be taken in these cases. Incidents involving electrical hazards present serious dangers and can be fatal if not handled appropriately.

- PROCEDURE:**
1. All Fire Department personnel will be trained in basic electrical safety. This will include successfully completing Module No. 1 of the B.C. Firefighter Standard and viewing the B.C. Hydro video “Electrical Safety for Firefighters”. Other appropriate electrical safety training will be presented when available.
 2. Upon arrival at the scene of an incident involving electrical hazards, a safe operation perimeter shall be established and the general public shall be kept outside of this perimeter. In the case of overhead wires, this safe operation perimeter should include at least one complete span of wires on either side of the incident.
 3. Fire Department personnel shall advise fire dispatch of all incidents involving electrical hazards including down or damaged telephone and cable wires. Fire dispatch will notify the appropriate agencies as soon as possible and hydro crews will be requested to attend to all incidents involving electrical hazards.
 4. Fire Department personnel shall not handle electrical hazards unless hydro crews have advised that they are safe to do so.
 5. Fire Department personnel will not stop or park Fire Department apparatus close to electrical hazards. This includes keeping the apparatus

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and personnel back a safe distance from the electrical hazards to avoid injury from “step potential”.

6. Fire Department personnel shall avoid using straight water streams near electrical hazards as straight water streams can conduct electricity.
7. Fire Department personnel will not normally extinguish power pole fires or fires involving other electrical hazards until the electricity has been shut off. An exception to this is if the fire threatens life or a major structural component of the electrical system. If fire control is necessary it shall be done using a wide fog pattern from a distance of at least 30 feet.
8. If necessary to turn off the electricity to a structure before hydro crews have arrived the main electrical breaker for the structure may be turned off. This shall be done by a trained firefighter wearing full protective clothing including face shield down. The firefighter will stand beside the breaker with his back to the wall, staying low and turning his head away as he turns off the breaker.

Caution: This shall be done on a dry floor. Special considerations must be given to buildings that have automatic backup electrical power, as the generator will re-energize the structure. Under no circumstances shall a firefighter pull the electrical meter to an electrical system.

9. Normal Fire Department pre-planning will include familiarization with the electrical system components of the structure being pre-planned. The pre-plan shall include detailed information regarding any automatic backup generators used at this location.
10. Extreme caution must be taken in buildings with automatic backup electrical power. The backup generator must be disabled before normal power is shut off otherwise the generator will re-energize the structure. This situation can be very hazardous to the Fire Department and other personnel as they may assume that the building is not energized.
11. If a vehicle is in contact with an electrical hazard, it should be driven clear of the hazard if safe to do so without increasing the danger to the occupants. If it cannot be driven, the occupants must be told to remain in the vehicle and Fire Department personnel shall remain at least 33 feet away from the hazard until hydro crews have made the area safe. If the occupants must evacuate the vehicle because of the risk of fire or other danger, they should jump clear the vehicle with their feet together. They

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must not contact the vehicle and the ground at the same time. Once clear of the vehicle they should shuffle away from the vehicle. This hazardous action should be avoided unless absolutely necessary.

12. Hydro generating stations and substations have written emergency procedures located on-site. No fire fighting or rescue operations will be undertaken at these sites until hydro crews are present and have consulted with the Incident Commander.
13. Kiosks supplied by underground electrical services presents the same hazards as overhead electrical services. The kiosk may appear undamaged, yet the components inside may be damaged and the kiosk and area surrounding it may be electrically charged.
14. Unless life is at great risk, there should be no urgency to extinguish a fire in a manhole or underground electrical vault. Wait until hydro crews are on the scene to evaluate the danger involved. If the entry must be made into a manhole or vault it shall be made using the Fire Department's confined space procedures.
15. Fire Department personnel will remain on the scene of incidents involving electrical hazards until; hydro crews arrive, the Incident Commander determines that no risk to the public exists, or they are relieved by another appropriate agency.
16. Special care must be taken when using the Fire Department portable generators for electrical supply. Often these generators are used in damp or wet environments these environments can conduct electricity. Ground fault interrupters shall be used for all connections to these generators.

REFERENCES:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 8, 2001
Last Revised: February 28, 2014	Last Reviewed: October 8, 2021

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	Section	Safety
	Title	Explosives and Bomb Threats
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		O.G.#: 4.6.13
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PURPOSE: To ensure appropriate Fire Department response to explosives and bomb threats and to provide a standby response at a nearby but remote staging location.

SCOPE: This Operational Guideline applies to all Fire Department personnel.



POLICY: At no time will Fire Department equipment or personnel become directly involved with a search, handling or removal of an explosive device or material. Fire Department crews will remain staged until the Officer-In-Charge:

- Directs otherwise;
- Releases them; or
- An accident occurs and assistance is needed at the incident site.

PROCEDURE: The Royal Canadian Mounted Police is the authority having jurisdiction for these incidents.

1. Any reports of bombs and bomb threats are to be immediately reported to the RCMP. Take notes on everything that is said using the Bomb Threat Report that forms a part of this Operational Guideline. Bomb Threat Report is Appendix A.
2. Fire Department apparatus and personnel will be dispatched at the request of the RCMP. If possible, do not announce information over the radio in regards to “bombs” or “explosives”. Fire Dispatch will be dispatching the call as a “1-800-CALF”.
3. The Officer-In-Charge will call Fire Dispatch by telephone and get details and location. The Officer-In-Charge will then call by telephone, the fire hall when he/she hears the fire hall acknowledge the dispatched call. The Officer-In-Charge will relay the details and location of the call to the fire hall and the location will be written on the board in the fire hall.
4. The Officer-In-Charge will request the number of Fire Department units to respond. These units would respond routine to a safe staging area unless advised otherwise by the Officer-In-Charge. Staging will be

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at least 1/4 mile from the incident site unless authorized by the Officer-In-Charge. The first arriving unit will announce the staging location. In some cases, the Police may designate a staging location (however, fire units will not stage closer than 1/4 mile unless authorized by the Officer-In-Charge). A Police Officer will be requested to the location for liaison.

5. The Officer-in-Charge shall establish contact with the Police Officer-In-Charge.
6. Fire Department personnel may assist police or security forces in establishing and maintaining a restricted zone surrounding the building or area, providing it is at least 1/4 mile from the incident site or unless authorized by the Officer-In-Charge.
7. Radio transmissions shall only be made outside of the restricted zone to avoid accidental detonation. The Officer-In-Charge shall determine the restricted zone from the Police. Fire apparatus will not turn off their radios or portables. If requested to do so by the Police, the Fire Department will withdraw to a safe location/distance in order to provide non-radio interference with Police operations. Once determined, relocate staging to that location.
8. The fire alarm system could be used to evacuate buildings provided the Fire Department is notified prior to the alarm. Police or security would be responsible for pulling the alarm and directing the people evacuating the building.

ATTACHMENTS: Appendix A - Bomb Threat Report

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: June 18, 2007
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Appendix A

UNION BAY FIRE RESCUE - OPERATIONAL GUIDELINE

Bomb Threats

Bomb threats are usually received by telephone or sometimes by note or letter. Most bomb threats are made by the callers who want to create an atmosphere of general anxiety and panic, but all such calls must be taken seriously and handled as though an explosive is in the building. If you receive a note or letter immediately contact the RCMP.

When there has been a threat if you see a package or foreign object in an unusual place, don't touch it. Survey your immediate work area and immediately call the police to report the device, then advise security of your actions.

If You Receive A Bomb Threat Call



Follow these steps:

- Ask a lot of questions:
 - Where is the bomb? When is it going to go off? What kind is it? What does it look like? Permit the caller to say as much as possible without interruption.
- Take notes on everything said and on your observations about background noise, voice characteristics, etc. Use the Bomb Threat Report.
- Call the RCMP, to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)
- All bomb threats are assumed to be real:
 - It is to be considered a threat to employees and business operations. After security personnel have been notified, you will be advised if evacuation is necessary. Follow the instructions given by emergency personnel.
- If an explosion of any type occurs at any time, it should be reported immediately to the Fire Department.
- See Bomb Threat Report on the right-hand side of this page for easy reference.

Threat Language:

Foul	Well-spoken (educated)
Irrational	Message read by threat
Taped	Incoherent
Remarks:	

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Bomb Threat Report

Questions to ask:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Exact wording of the threat



Sex of Caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received: _____

Time: _____ Date: _____

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Caller's Voice:



Calm	Angry	Nasal
Excited	Slow	Rapid
Soft	Loud	Normal
Laughter	Crying	Deep
Distinct	Slurred	Stutter
Lisp	Raspy	Ragged
Disguised	Clearing Throat	Familiar
Deep Breathing	Accent	Cracked Voice

If the voice is familiar, who did it sound like?

Background Sounds:

Static	Clear	Street Noises
Music	Motor	Animal Noises
Voices	Public Announcement System	House Noises
Booth	Local	Long Distance
Factory Machinery	Office Machinery	
Other:	Siren	

<i>Ian Ham</i>	This O.G. Replaces:
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	Standard Operational Guidelines	
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	Section	Safety
	Title	Eye Protection
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		O.G.#: 4.6.14
		Page 1 of 1

PURPOSE: To protect the eyes of members from contamination or injury when performing their duties.



SCOPE: This Operational Guideline applies to all Fire Department members.

POLICY: Fire Department members will wear appropriate eye protection whenever there is a risk of eye contamination or injury.

- PROCEDURE:**
1. Firefighters will ensure that their helmet visor is in the down position when they are in a work area where there is a risk of eye injury.
 2. The Fire Department will provide eye protective goggles or glasses for use with power tools. Members shall wear appropriate eye protection when using reciprocating saws, air chisels and other tools where there is a risk of eye injury.
 3. The Fire Department will provide splash goggles in each First Responder jump bag. Members will wear the splash goggles whenever there is a possibility of blood or body fluids being splashed or sprayed onto the member.

REFERENCE:

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Last Revised: April 7, 2009	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Fire Department Uniforms
	Sub:	
		O.G.#: 4.6.15
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PURPOSE: Union Bay Fire Rescue desires to have uniforms for all of its personnel. These uniforms should be worn in a consistent manner at appropriate times. A modern public safety agency should not only act professionally but also look professional. This professional image should instill confidence in the community and build morale within the organization.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Union Bay Fire Rescue will budget to provide uniform items for Fire Department personnel and distribute these uniform items as supplies and budget allow.

DEFINITION: For the purpose of this guideline, uniform shall mean the clothing items distributed by the organization as outlined in sections two and three of this document.



PROCEDURE:

1. Union Bay Fire Rescue will provide uniform items to its personnel to a level not exceeding the amount that has been budgeted for each year.
2. The following items will be provided as appropriate and as budget allows:
 - 1 pair uniform trousers (dress slacks or cargo pants) and belt;
 - 1 uniform shirt, c/w Fire Department cresting
Note: Chiefs may wear white shirts from time to time;
 - 1 pair of black work shoes or boots (WCB approved);
 - 1 clip-on tie;
 - 1 name tag;
 - 1 set rank insignia (as applicable);
 - 1 tunic (jacket, shirt and pants) and cap
(White long sleeve shirts for Chief Officers, light blue shirts for all others).

The rank insignia of the Fire Department will be:

- Fire Chief: 5 gold stripes, 5 gold bugles, gold shoulder flashes;
- Deputy Fire Chief: 4 gold stripes, 4 gold bugles, gold shoulder flashes;

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- Assistant Fire Chief: 3 gold stripes, 3 gold bugles, gold shoulder flashes;
 - Captain: 2 silver stripes, 2 silver bugles, silver shoulder flashes;
 - Lieutenant: 1 silver stripe, 1 silver bugle, silver shoulder flashes;
 - Firefighter: silver shoulder flashes.
3. All uniform items furnished to personnel by Union Bay Fire Rescue will remain the property of Union Bay Fire Rescue and will be returned when the members leave the organization. On occasion, personnel may retain their uniform items with the consent of the Fire Chief.
 4. Union Bay Fire Rescue personnel will only wear the uniform while engaged in Fire Department functions or with the consent of the Fire Chief. No member will sell tickets, solicit advertising, subscriptions, gifts or contributions for any purpose whatsoever, while in uniform or while implying that the Fire Department is involved without the consent of the Fire Chief. No member will consume alcoholic beverages in a licensed establishment, while in uniform, without prior consent of the Fire Chief.



Dress uniform includes:

- Union Bay Fire Rescue tunic (jacket, shirt and pants) tie, black shoes and cap as directed by Fire Chief.
- The dress uniform shall be worn for all semi-formal and formal functions attended by Union Bay Fire Rescue personal including parades, banquets, honor guard and ceremonies.
- Years of service bars (one for each five years of service) will be worn on the jackets, left sleeve, just above the rank striping and parallel to the sleeve.
- If unsure what level of uniform to wear contact the Fire Chief or Duty Officer.

Changes in this policy, instructions, or design of uniform and insignia shall only be through approval of the Fire Chief.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 28, 2014
Last Revised: August 30, 2017	Last Reviewed: October 8, 2021

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	Section	Safety
	Title	Fire Officer Training Program
	Sub:	
		O.G.#: 4.6.16
		Page 1 of 2

PURPOSE: To make fire officer training available to members of the Fire Department.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: The Fire Department will support and encourage fire officer training of its members where funding and logistics allow.



DEFINITION: Higher training not only improves fire ground safety but also enhances the Fire Department's ability to operate its day-to-day business while improving the self-worth of its members. It is also preferred to have trained members available to take on higher ranks within the department rather than promote them and then train them.

PROCEDURE:

1. The Fire Department will assist members of the Fire Department in achieving Fire Officer certification where funding and logistics allow.
2. The Fire Department recognizes that the four NPFA levels of fire officer certification are related to the various ranks within the Fire Department:
 - Lieutenant - Fire Officer Level 1
 - Captain - Fire Officer Level 2
 - Assistant Chief/Deputy Chief - Fire Officer Level 3
 - Chief - Fire Officer Level 4
3. Where funding allows the Fire Department will support, assist and encourage members to certify at one level higher than their current operational level.
 - Firefighter Level 2 would be supported and assisted by Fire Officer Level 1
 - Lieutenants would be supported and assisted by Fire Officer Level 2.
 - Captains would be supported and assisted by Fire Officer Level 3.
 - Assistant Chief/ Deputy Chief would be supported and assisted by Fire Officer Level 4.

(Where funding and logistics allows)



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Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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4. Members choosing to certify at a level higher than one level above their current operational level may do so at their own expense.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
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Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
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	Section	Safety
	Title	Fireground Divisions and Groups
	Sub:	
		O.G.#: 4.6.17
		Page 1 of 3

PURPOSE: To provide for a safer, more effective and standard organization at an incident.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: To allow for a safer, more effective and standard organization at an incident, larger incidents may be divided into groups and/or divisions.

DEFINITION: Dividing larger incidents into groups and/or divisions can make the managing of these incidents safer by reducing the span of control.

PROCEDURE: TERMINOLOGY

Groups are functionally based in nature.

Divisions are geographically based in nature

1. Reasons for Creating Groups and Or Divisions:



- a) Groups and or Divisions should be created when an incident grows beyond the Incidents Commanders' ability to maintain a reasonable span of control. An optimal span of control is considered one in five.
- b) Incident Command cannot effectively manage all resources involved in the operations.
- c) Crews are involved in complex operations like hazmat; confine space etc. where they may need immediate technical direction.
- d) Crews are operating where Incident Command has little to no direct control.
- e) Radio traffic is extreme, erratic and or difficult.

2. Each group and division would have one individual in charge of that group or division. Groups and divisions are typically managed by an Officer referred to as a group or division Supervisor.

3. Group and Division Supervisors Will:

- a) Complete objectives assigned to them by Incident Command;
- b) Account for all personnel assigned to them;
- c) Ensure their operations are conducted safely;

<i>Ian Ham</i>	This O.G. Replaces:
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- d) Monitor work progress;
- e) Redirect activities within their group or division as necessary.



4. Naming Divisions

As divisions are geographic in nature they will have a geographic name given to them. This name is chosen by Incident Command. Divisions are restricted to a geographic area but not limited to the functions they may perform within the division.

- a) Exteriors of buildings will be identified as follows:
 - i) The addressed side (front side) of the building will be identified as **Division A**;
 - ii) The left side (facing the address side) will be identified as **Division B**;
 - iii) The rear side will be identified as **Division C**;
 - iv) The right side (facing the address side) will be identified as **Division D**;
 - v) Corners of the building can be identified using the letters as the two connecting sides. (i.e. **AB corner**)
- b) Other areas of the building will be identified by using common language:
 - i) The roof of the building will be identified as **Roof Division**;
 - ii) The basement of the building will be identified as **Basement Division**;
 - iii) The interior will be identified as **Interior Division** or **Interior Division First Floor** etc.
- c) The first floor of any building will be considered the ground-level floor on the “A” side. Floors above the ground level floor on the “A” will then become the second, third and fourth floors. Floors below the ground level floor on the “A” side will be designated the basement or sub-floor 1, sub-floor 2 etc.
- d) The Incident Commander may adjust or assign the term for any division or floor during an incident; however, these adjustments must be made clear to all firefighters on the scene.

This may be best done via a face-to-face with each team as they are assigned their duties.

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: March 12, 2014
Last Revised: March 20, 2014	Last Reviewed: October 8, 2021

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- e) Areas not related to a building can be given other geographic names that may include street names or other landmarks names.



5. Naming Groups

As groups are functional in nature they will have a functional name given to them. This name is chosen by Incident Command based on the function the group is involved with. Groups are limited as to their functions but not restricted to any geographical areas.

- a) Several attack teams may be combined into an attack group. Several search teams may become a search group.

REFERENCES:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: March 12, 2014
Last Revised: March 20, 2014	Last Reviewed: October 8, 2021

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	Section	Safety
	Title	First Responder Only Members
	Sub:	
		O.G.#: 4.6.18
		Page 1 of 1

PURPOSE: This Operational Guideline applies to those members who choose to be First Responder Only Members.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

EXCEPTION:



PROCEDURE: Those members who choose to be First Responder Only Members, will be required to train to the NFPA 1001 Exterior Firefighter put forth by the Office of the Fire Commissioner of British Columbia.

Other requirements are as follows:

- Will be the lead in rehab training and fire ground operations if need be.
- Will take on the role of First Responder inventory in all units and the fire hall stores. Maintain current baselines on all active members on blood pressure and respiration as well as other important data related to general health for the role in which they play within the Fire Department.

REFERENCE:

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Signature of Fire Chief	First Entered: February 11, 2014
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	Standard Operational Guidelines	
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	Section	Safety
	Title	Hose Testing
	Sub:	
		O.G.#: 4.6.19
		Page 1 of 3

PURPOSE: To ensure that Fire Department fire hoses are properly used and maintained, and tested regularly, so that firefighters are not injured by hose failure.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Fire hose must be maintained as per manufacturers' guidelines and tested bi-annually in accordance with the procedure.

PROCEDURES: MAINTENANCE PROCEDURE

1. Fire hose must be maintained according to manufacturers' recommendations.

In the absence of specific manufacturers' guidelines, the following applies:



- a) Hose must be visually inspected after each use to detect possible damage or weaknesses.
 - b) Hose must be brushed regularly to remove any dust, dirt or soot deposits. If necessary, it must be washed and scrubbed with clear water.
 - c) Any oil or grease on the hose must be removed with a solution of mild soap and water, then rinsed with clear water.
 - d) Hose couplings must be cleaned by immersing in warm soapy water.
 - e) Female swivels must be turned to dislodge any dirt or foreign material. Male swivels must be cleaned with a brush
2. Hose must be placed on the hose racks after cleaning and remain on the rack until the jacket is fully dry to avoid mildew.

A wet-resistant hose may be reloaded onto an apparatus wet, but only if necessary. It should be dried on the racks, if possible.

Natural fibre fire hose must not be reloaded wet unless unavoidable in order to maintain an apparatus in service.

3. Hose must be stored on racks in a single donut roll for 1 1/2" and 2 1/2" or straight roll for 4". Hose must be fully dry before being placed into storage.

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: July 17, 2021
Last Revised:	Last Reviewed: October 8, 2021



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TESTING

All hoses must be tested every year.

1. Procedures for 1 1/2", 2 1/2" and 4" hoses are as follows:
 - a) Inspect the hose for any visible defects in the outer jacket. Look for damage to the couplings. Replace worn or missing gaskets.
 - b) Connect the hose testing gate valve to an apparatus outlet.
 - c) Connect a 2 1/2" (for testing) from the gate valve to the hose testing manifold.
 - d) Connect lines to be tested to the hose testing manifold to a maximum of 200 feet off each connection. End all lengths with a nozzle.
 - e) Mark the hose at the end of each coupling shank with a soft pencil.
 - f) Fill the lines with water at 50 psi and bleed off all trapped air.
 - g) Close the hose testing gate valve.
 - h) With all the air evacuated from the lines, all nozzles closed and the gate valve closed, increase pump pressure to 300 psi and hold for five (5) minutes.
 - i) From a safe distance, check for leaks and/or sweating along the hose lines and at the couplings.
 - j) Slowly reduce the pressure and drain the hose.
 - k) Inspect the markings at each coupling to ensure that the couplings have not moved.
 - l) Record the identifying number of each hose tested on a test record sheet, noting whether it has passed successfully or been sent for repair.
 - m) Tag defective hose, indicating the problem.
 - n) Hose in good condition is then dried, rolled and placed back in service.
 - o) Record result and forward to the Fire Chief.
2. Procedures for 4" hose are as in the preceding section, except that the maximum test pressure is 200 psi.
3. Repairable damaged hose must be:
 - a) Removed from service.
 - b) Tagged at female coupling indicating type and location of damage.

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Last Revised:	Last Reviewed: October 8, 2021

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- c) Stored separately from the usable hose and tag it for repair as soon as possible, with appropriate couplings.
 - d) Not less than forty (40) feet in length, except for short lengths of hose used in monitor operations and as hydrant fillers.
 - e) Tested as outlined for annual testing, after having been repaired and before being placed back in service.
4. Couplings from the unrepairable damaged hose will be cut off and saved for future use. The unrepairable damaged hose must be:
- a) Removed from service and disposed of.
 - b) Recorded in the hose test record sheet as TOS (Taken Out of Service), with the reason for its disposal recorded.
 - c) Deducted from the Fire Department hose inventory and replacement hose ordered in the following budget year.

NEW HOSE

- 1. New hose received must be visually checked for defects and damage. Each length of new hose must be marked with UBFR and an identification number on the shank of the female coupling and recorded on the hose test record prior to being placed in service.

REFERENCE:

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Signature of Fire Chief	First Entered: July 17, 2021
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	Standard Operational Guidelines	
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		O.G.#: 4.6.20
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PURPOSE: To ensure that Fire Department ground ladders are properly maintained.



SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Ground ladders will be tested as per WCB regulations and maintained as per manufacturers' guidelines.

DEFINITION: Ground ladders must be inspected, tested and maintained to ensure that they are safe to use. Inspection and testing of ground ladders are an important component of the Fire Departments' overall safety program.

- PROCEDURE:**
1. The Fire Department will ensure that proper care and procedures are utilized during the maintenance, testing and use of all ground ladders.
 2. Fire Department ground ladders must be maintained according to manufacturers' recommendations.
 In the absence of specific manufacturers' guidelines, ladders must be inspected after each use.
 These inspections must include but are not limited to checking:
 - a) The heat sensor labels for colour change indicating heat exposure.
 - b) All rungs for snugness and tightness.
 - c) All bolts and rivets for tightness.
 - d) Welds for any cracks or apparent defects.
 - e) Beams and rungs for cracks, splintering, breaks, gouges, checks, wavy conditions or deformation.
 - f) Hook assemblies on roof ladders for proper operation. In addition, the assembly should not show signs of rust, the hooks should not be deformed and parts should be firmly attached with no sign of looseness.
 - g) Extension and pole ladders for:
 - i) Proper operation of pawl assemblies.
 - ii) Fraying and kinking of the halyard.
 - iii) Free-turning pulleys.

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Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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- iv) The condition of the guides and free movement of the fly sections.
- v) Free operation of the toggles and their condition.

If any deficiencies are found, the ladder will be removed from service and repaired.

3. Ground ladders are to be kept free of moisture. Pawl assemblies must be kept clean and lubricated as necessary.
4. Fire Department ground ladders must be service tested:
 - a) Annually.
 - b) Any time the ladder is suspected of being unsafe.
 - c) After the ladder has been subjected to overloading.
 - d) After the ladder has been subjected to impact loading or unusual condition of use.
 - e) After heat exposure.
 - f) After any deficiencies have been repaired unless the only repair was replacing the halyard.
5. If there are any signs of failure during service testing the ladder shall be removed from service and either repaired and re-tested or destroyed.
6. All fire service ground ladders must be inspected and tested as per Workers' Compensation Board Occupational Health & Safety Regulations, Part 31 sentence 31.37 (2). April 15,1998 edition.



31.37(2) A ground ladder must be used, tested and maintained in accordance with the requirements of NFPA 1932, Use, Maintenance, and Service Testing of Fire Department Ground Ladders, 1989 Edition, or other standards acceptable to the board.

This standard applies to all fire service ground ladders manufactured after 1984.

For fire service ground ladders manufactured before 1984, WCB Board will accept testing and inspection to NFPA 1931, 1979 edition.

Note: Ladders manufactured before 1984 will most likely fail if tested to the newer standards. Any ladder that fails these inspections and tests shall be removed from service.

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7. Records will be kept of all service tests, repairs and re-testing on the forms provided by the Fire Department.

ATTACHMENTS: Included in part of this procedure are:

- Appendix A - Procedures for Fire Service Ground Ladder Inspections as Per NFPA 1931, 1979 Edition and NFPA 1932, 1989 Editions
- Appendix B - Procedures for Fire Service Ground Ladder Testing as Per NFPA 1932, 1989 Edition
- Appendix C - Procedures for Fire Service Ground Ladder Testing as Per NFPA 1931, 1979 Edition
- Appendix D - Procedures for Fire Service Folding Ladder Testing as Per NFPA 1931, 1979 and NFPA 1932, 1989 Edition
- Appendix E - Ground Ladder Annual Inspection and Test Record as Per NFPA 1931, 1979 Edition
- Appendix F - Ground Ladder Annual Inspection and Test Record as Per NFPA 1932, 1989 Edition

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: August 18, 2000
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**Appendix A - Procedures for Fire Service Ground Ladder Inspections as Per
NFPA 1931, 1979 Edition and NFPA 1932, 1989 Editions**

Heat Sensors:

- If the heat sensors have changed colour, the ladder shall be removed from service. A hardness test will then have to be performed.
- All heat sensors shall have an expiry date on them. If expired, replace with current ones.
- Heat sensors shall be located on the inside of each beam of each section immediately below the second rung from the tip of each section and immediately below the center rung of each section (four sensors per section).

Safety Labels (Electrical and Climbing Angle Labels):

- One of each label on each side of the bed section between the fourth and fifth rungs.

Rungs:

- Check rungs for snugness, tightness, punctures, cracks, breaks, wavy conditions, worn serrations or deformation.
- Repair or replace where needed.

Beams:

- Check beams for cracks, breaks, gouges, wavy conditions or deformation.

Welds:

- Check welds for cracks or apparent defects.

Butt Spurs:

- Check butt spurs for excessive wear or other defects and replace them if needed.

Halyards:

- Check halyards for fraying or kinks and replace them if needed.

Ladder Slide Areas:

- Check slide areas for galling and cleanliness. Clean and wax if required.



Surfaces of Ladder:

- Check for surface corrosion. To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. Steel wool shall not be used on the ladders.

Roof Hooks:

- Check roof hooks for function, cleanliness, sharpness and lubricate if needed.

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Pawls And Other Moving Parts:

- Check pawls and other moving parts for proper working order and clean and lubricate if needed.

Wire Cable or Rope:

- Check cable or rope for fraying, kinks and proper working order and replace if needed.

<i>Ian Ham</i>	This O.G. Replaces:
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Appendix B - Procedures for Fire Service Ground Ladder Testing as Per NFPA 1932, 1989 Edition

Horizontal Bending Test (Roof and Extension Ladders)

*** Not for folding ladders**

- The ladder shall be placed in a horizontal position supported under the first rung from each end of the ladder. The support shall be one-inch cylindrical support.
- Extension ladder shall be extended to their maximum extended length with pawls engaged for this test. Straps or ties that do not increase the strength of the ladder may be used to ensure that the ladder locks remain engaged during the test.
- The test loads shall be applied equally to a center span covering 16” on each side of the center (a piece of 5/8” plywood 24”x32” should be used for this).
- The test load shall consist of free weights in increments consistent with safety and ease of handling. The test loads shall include the weight of the plywood.
- The ladder shall be loaded with a pre-load of 350 pounds The load shall remain for at least one minute to set the ladder prior to completing the rest of the test.
- After removing the pre-load, the distance between the bottom edge of each side rail and the ground shall be measured and recorded. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- The ladder shall then be loaded with the 500 pounds test load and this load shall remain in place for five minutes.
- The test load shall then be removed and after five minutes more have elapsed a second measurement shall be taken and recorded from the same place and the first measurements.
- Differences in measurements shall not exceed the following:
 - Ladder 25’ or less not more than 1/2”;
 - Ladders 26’ to 34’ not more than 1”;
 - Ladders 35’ or over not more than 1 1/12”;
- There shall be no visible permanent change or failure of any hardware during this test.

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Hardware Test Extension Ladders 1979 and 1989 Editions



- The ladder shall be extended at least one rung beyond the bedded position.
- A test load of 1000 pounds shall be applied to the rung(s) of the fly section for a minimum of one minute. This shall be done in a safe manner.
- The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

Roof Ladder Hook Test

- The ladder shall be hung solely by the roof hooks, with the hooks supported by the points of the hooks.
- The ladder shall be secured in such a manner to retain the ladder should the hooks fail.
- A test load of 1000 pounds shall be placed over as many rungs as needed for a minimum of one minute. This shall be done in a safe manner.
- The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

Any ladder that does not meet this criterion shall be removed from the fire service.

<i>Ian Ham</i>	This O.G. Replaces:
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Appendix C - Procedures for Fire Service Ground Ladder Testing as Per NFPA 1931, 1979 Edition

Horizontal Bending Test (Roof and Extension Ladders)

*** Not for folding ladders**

- The ladder shall be placed in a horizontal position supported under the first rung from each end of the ladder. The support shall be one-inch cylindrical support.
- Extension ladder shall be extended to their maximum extended length with pawls engaged for this test. Straps or ties that do not increase the strength of the ladder may be used to ensure that the ladder locks remain engaged during the test.
- The test loads shall be applied equally to a center span covering 16” on each side of the center (a piece of 5/8” plywood 24” x 32” should be used for this).
- The test load shall consist of free weights in increments consistent with safety and ease of handling. The test loads shall include the weight of the plywood.
- The ladder shall be loaded with a pre-load of 300 pounds The load shall remain for at least one minute to set the ladder prior to completing the rest of the test.
- After removing the pre-load, the distance between the bottom edge of each side rail and the ground shall be measured and recorded. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- The ladder shall then be loaded with the 400 pounds test load and this load shall remain in place for five minutes.
- The test load shall then be removed and after five minutes more have elapsed a second measurement shall be taken and recorded from the same place and the first measurements.
- Differences in measurements shall not exceed the following:
 - Ladder 25’ or less not more than 1/2”
 - Ladders 26’ to 34’ not more than 1”
 - Ladders 35’ or over not more than 1 1/2”
- There should be no permanent visible change or failure of hardware during this test.

<i>Ian Ham</i>	This O.G. Replaces:
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Hardware Test Extension Ladders 1979 and 1989 Editions



- The ladder shall be extended at least one rung beyond the bedded position.
- A test load of 1000 pounds shall be applied to the rung(s) of the fly section for a minimum of one minute. This shall be done in a safe manner.
- The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

Roof Ladder Hook Test

- The ladder shall be hung solely by the roof hooks, with the hooks supported by the points of the hooks.
- The ladder shall be secured in such a manner to retain the ladder should the hooks fail.
- A test load of 500 pounds shall be placed over as many rungs as needed for a minimum of one minute. This shall be done in a safe manner.
- The ladder shall sustain this test load with no permanent deformation or other visible weakening of the ladder.

Any ladder that does not meet this criterion shall be removed from the fire service.

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Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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Appendix D - Procedures for Fire Service Folding Ladder Testing as Per NFPA 1931, 1979 and NFPA 1932, 1989 Edition

Horizontal Bending Test (Folding Ladders, Attic)



*** Not for roof or extension ladders**

- The ladder shall be placed in a horizontal position supported six inches from each end of the ladder. The support shall be one-inch cylindrical support.
- The test loads shall be applied equally to a center span covering 8” on each side of the center (a piece of 5/8” plywood 24” x 16” should be used for this).
- The test load shall consist of free weights in increments consistent with safety and ease of handling. The test loads shall include the weight of the plywood.
- The ladder shall be loaded with a pre-load of 160 pounds. The load shall remain for at least one minute to set the ladder prior to completing the rest of the test.
- After removing the pre-load, the distance between the bottom edge of each side rail and the ground shall be measured and recorded. All measurements shall be taken at a consistent location as near as practical to the center of the ladder.
- The ladder shall then be loaded with the 225 pounds test load and this load shall remain in place for five minutes.
- The test load shall then be removed and after five minutes more have elapsed a second measurement shall be taken and recorded from the same places and the first measurements.

Differences in measurements shall not exceed 1/2”. Any ladder that does not meet this criterion shall be removed from the fire service. There shall be no visible permanent change to the ladder or hardware.

Any ladder that does not meet this criterion shall be removed from the fire service.

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 22, 2014
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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Inspection: (Circle one)



Heat sensors labels are in placed and have not changed color	Yes	No	
Expiry date on heat sensors:			
Are safety labels in place (electrical and climbing angle)	Yes	No	
All rungs are tight, snug and are generally in good shape	Yes	No	
Beams are not cracked, deformed and are generally in good shape	Yes	No	
Welds, joints are not cracked and are generally in good shape	Yes	No	
Butt spurs are not excessively worn	Yes	No	
Surfaces of the ladder are generally in good shape	Yes	No	
Halyard is not frayed, kinked and is generally in good shape	Yes	No	NA
Ladder slide areas are generally in good shape	Yes	No	NA
Pawl assemblies in working order	Yes	No	NA
Roof hooks function properly and are sharp	Yes	No	NA

Any “No” answers during the visual inspection shall be sufficient cause to remove the ladder from service until repaired.

Service Items: (Metal ladders only)

- To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. Steel wool shall not be used to remove corrosion. Candle wax should be used for slide areas.
- Pawl assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- Roof hook assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- Halyards shall be replaced when they become frayed or kinked.
 - Halyard shall not be less than 3/8” diameter having a breaking strength of 825 pounds

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Service Testing: As tested in accordance with NFPA No. 1931, 1979 Edition

Fire Department Ladder Identification No. _____

Reason for this testing?



 (Annual test, overloading, heat exposure, ladder dropped, repairs, complaint)

Horizontal Bending Test: (Circle one)		Passed	Failed
Pre-load Measurement		Test Load Measurement	
	(300 lb. load)		(400lb. load)
Difference in measurement between pre-load and test load:			
Differences shall not exceed: <ul style="list-style-type: none"> • 1/2" for ladders 25' or less, • 1" for ladders 25" to 34" and • 1 1/2" for ladders 35' or over 			
Comments:			

Hardware Test: (1000 lbs.) (Circle one)	Passed	Failed	NA
Comments:			

Roof Hook Test: (500 lbs.) (Circle one)	Passed	Failed	NA
Comments:			

<i>Ian Ham</i>	This O.G. Replaces:
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These tests were conducted in accordance with NFPA Standard No. 1931, 1979 Edition and on this date the ladder:

Please circle one:	Passed	Failed
--------------------	--------	--------

Signature:

Name Printed:

Date:

Ladders that have failed these tests must be removed from service until repaired and retested.



Repairs Required:

Signature:

Name Printed:

Date:

<i>Ian Ham</i>	This O.G. Replaces:
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Appendix F - NFPA 1932, 1989 Edition

Test Date: _____



Ground Ladder Annual Inspection and Test Record

Fire Department Ladder Identification Number:	
Ladder Manufacturer Company:	
Manufacturer's Ladder Identification Number or Code:	

Date of Ladder Purchase:	
In Service Date:	
Suppliers Name:	

Where is the ladder normally located?	
Type of ground ladder: (Circle one)	
Roof	Extension
Folding (attic)	Other
Ladder Construction: (Circle one)	
Solid Beam	Truss Beam
Extended Length of Ladder: (Circle one)	
1	2
3	

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Inspection: (Circle one)



Heat sensors labels are in placed and have not changed color	Yes	No	
Expiry date on heat sensors:			
Are safety labels in place (electrical and climbing angle)	Yes	No	
All rungs are tight, snug and are generally in good shape	Yes	No	
Beams are not cracked, deformed and are generally in good shape	Yes	No	
Welds, joints are not cracked and are generally in good shape	Yes	No	
Butt spurs are not excessively worn	Yes	No	
Surfaces of the ladder are generally in good shape	Yes	No	
Halyard is not frayed, kinked and is generally in good shape	Yes	No	NA
Ladder slide areas are generally in good shape	Yes	No	NA
Pawl assemblies in working order	Yes	No	NA
Roof hooks function properly and are sharp	Yes	No	NA

Any “No” answers during the visual inspection shall be sufficient cause to remove the ladder from service until repaired.

Service Items: (Metal ladders only)

- To preserve the surface finish and inhibit corrosion, an occasional application of a good automotive paste wax shall be used. Steel wool shall not be used to remove corrosion. Candle wax should be used for slide areas.
- Pawl assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- Roof hook assemblies shall be cleaned and lubricated in accordance with manufacturer instruction. (lubricant)
- Halyards shall be replaced when they become frayed or kinked.
 - Halyard shall not be less than 3/8” diameter having a breaking strength of 825 pounds

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 22, 2014
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

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Service Testing: As tested in accordance with N.F.P.A No. 1932, 1989 edition

Fire Department Ladder Identification No. _____

Reason for this testing?



 (Annual test, overloading, heat exposure, ladder dropped, repairs, complaint)

Horizontal Bending Test: (Circle one)		Passed	Failed
Pre-load Measurement		Test Load Measurement	
	(350 lb. load)		(500lb. load)
Difference in measurement between pre-load and test load:			
Differences shall not exceed: <ul style="list-style-type: none"> • 1/2" for ladders 25' or less, • 1" for ladders 25" to 34" and • 1 1/2" for ladders 35' or over 			
Comments:			

Hardware Test: (1000 lbs.) (Circle one)	Passed	Failed	NA
Comments:			

Roof Hook Test: (1000 lbs.) (Circle one)	Passed	Failed	NA
Comments:			

<i>Ian Ham</i>	This O.G. Replaces:
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These tests were conducted in accordance with NFPA Standard No. 1932, 1989 Edition and on this date the ladder:

Please circle one:	Passed	Failed
--------------------	--------	--------

Signature:

Name Printed:

Date:

Ladders that have failed these tests must be removed from service until repaired and retested.



Repairs Required:

Signature:

Name Printed:

Date:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 22, 2014
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	Section	Safety
	Title	Medical Restrictions
	Sub:	
		O.G.#: 4.6.21
		Page 1 of 1

PURPOSE: To ensure fire department personnel do not endanger their health or the health of others while medically restricted (sick or injured).

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Fire Department personnel who are medically restricted in their abilities to function safely and effectively will not respond to emergency incidents nor participate in operational functions or tasks that may aggravate or extend this condition.



DEFINITION: Personnel who are medically restricted in their abilities may pose a danger to themselves and others if they were to continue with their regular duties with the fire department. Their duties may be restricted based on their medical restrictions.

PROCEDURE:

1. Fire Department personnel who:
 - a) Are suffering from long-term sickness and under the care of a doctor;
 - b) Or injured and under the care of a doctor;
 - c) Or are seeking to collect compensation from the Work Safe BC;
 - d) Or are seeking to collect insurance or other compensation;
 Shall be considered medically restricted and will be restricted in their operational duties.
2. Personnel who are medically restricted shall inform the Fire Chief in writing, in a timely manner, when a medically restricted exists and the nature of this restriction.
3. The Fire Chief may, at his sole discretion, approve light duties for personnel who are medically restricted if the duties do not affect the medical restriction. These duties could be time-limited or permanent.
4. Personnel with long-term or ongoing medical restrictions may have to retire from the Fire Department.
5. Personnel returning from a medical restriction must first provide a written note from their doctor advising the fire department that they are fit and ready to return to full operational duties.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 22, 2014
Last Revised: February 22, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Minimum Response Levels
	Sub:	
		O.G.#: 4.6.22
		Page 1 of 2

PURPOSE: To ensure a minimum response of personnel to incidents so that there are sufficient resources for the safest operations possible at these emergency incidents.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: The Incident Commander will call out sufficient resources to allow personnel to operate as safely as they can at emergency incidents.

The Officer or firefighter acting in that capacity on the responding apparatus will ensure that the apparatus responds with the optimum number of personnel under the prevailing circumstances. The Incident Commander will not hesitate to call out additional personnel and other resources to provide for the safest operations possible at emergency incidents. Sufficient resources are required to safely operate in any emergency incident. Therefore, Fire Department apparatus must have a minimum response level before they respond to emergency incidents.

DEFINITION:



PROCEDURE: The minimum responses indicated in this Operational Guideline are meant to be a guide.

They are not meant to constrain decisions made by the Duty Officer or Incident Commander.

Decisions made on scene must take into regard the prevailing circumstances of the incident as well as the requirement to conduct operations in a safe manner.

1. To ensure the safety of firefighters operating at an emergency incident, the following minimum response guidelines are set for responding apparatus:
 - a) Fire engines are to respond with a minimum of four (4) firefighters and a maximum of seven firefighters (including officer and driver). An exception to this is if the fire engine is being used for tanker operations, its minimum would then be two (2).



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- b) Rescue units are to respond with a minimum of two (2) firefighters and a maximum of four (4) firefighters. Two (2) of these firefighters must be qualified to FR3.
- 2. Aggressive on-scene operations must not be attempted unless there are sufficient personnel and resources on scene to provide for safe operations. An Offensive interior attack on an involved structure requires a minimum of two (2) teams of two (2) firefighters each. One attack team and one rescue team (RIT team).

REFERENCE:

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Signature of Fire Chief	First Entered: February 28, 2014
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	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Paid on Call and Practice
	Sub:	
		O.G.#: 4.6.23
		Page 1 of 3

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.



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

- a) Regular Tuesday training and meeting night;
- b) Extraordinary Fire Department service as approved by the Fire Chief;
- c) Emergency calls.

DEFINITION: Operational Guidelines are necessary to perform Fire Department functions in a safe, efficient, and consistent manner.

- PROCEDURES:**
1. All eligible members who have completed probation shall receive compensation that in total, does not exceed the approved operating budget allocation.
 2. Where there are insufficient budgetary funds available to compensate all eligible members for the three 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.
 3. Compensation will be paid annually in December.
 4. Program fee of \$150.00 per member, shall be deducted from the member's part-time compensation cheques and paid into the collective membership account.
 5. Individual member program fees shall not exceed the balance of a member's account at the time of deduction.
 6. Members leaving the department are not eligible for a refund of their program fees.
 7. Regular Tuesday training and meeting nights shall be considered to be



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Two (2) hours in length (7 pm – 9 pm unless deemed otherwise by the Fire Chief.

- a) Members must sign in and out to validate their attendance.
 - b) To receive compensation for the first hour of practice, members must sign in before 7 pm, to receive compensation for the first hour.
 - c) Members who leave the hall or sign out prior to 9 pm and in advance of the completion of a practice or meeting will not receive compensation for the second hour.
8. Members shall receive compensation for approved relevant training and meetings other than Tuesday practice nights. These training and meeting times shall be rounded to the nearest hour. All off-site training meetings shall be approved by the Fire Chief. Travel time shall not be eligible for compensation unless approved by the Fire Chief.
9. Extraordinary Activities:
- a) Extraordinary activities shall be paid to all members at the same hourly rate.
 - b) Extraordinary activities shall be a minimum of two (2) hours before being eligible for compensation.
 - c) Extraordinary activities exclude public service events such as the fall fair, funeral services, demonstration events, parades and recruitment events.
10. Extraordinary activities shall be approved in advance by the Fire Chief and rounded to the nearest hour.
11. 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 one hour provided they sign in within 15 minutes of the first alarm.
12. The initial rate of the hourly rate of compensation for extraordinary activities in 2021 shall be:
- a) All members \$25.00.



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13. The initial rate of the hourly rate of compensation for training and emergency calls in 2019 shall be:
- a) Recruit Firefighter - \$15.00;
 - b) Firefighter - \$18.00;
 - c) Officer - \$21.00.

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	Standard Operational Guidelines	
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	Section	Safety
	Title	Personal Flotation Devices
	Sub:	
		O.G.#: 4.6.24
		Page 1 of 1

PURPOSE: Incidents that require personnel to work near bodies of water present additional dangers. Special precautions must be taken to ensure the safety of personnel during such incidents.

SCOPE: This Operating Guideline applies to all Fire Department personnel working near bodies of water.



POLICY: Personal flotation devices conforming to WorkSafe BC regulations shall be worn by firefighters where they may be exposed to the risk of drowning.

DEFINITION: Fire Department personnel working near water may be exposed to the risk of drowning. Therefore personnel will wear personal flotation devices when exposed to the risk of drowning.

- PROCEDURE:**
1. All personnel shall wear personal flotation devices conforming to WorkSafe BC regulations when they may be exposed to the risk of drowning.
 2. All personnel shall be trained in the use of the various types of personal flotation devices supplied by the Fire Department.
 3. All of the personal flotation devices will be maintained in accordance with the manufacturers and Fire Department guidelines.
 4. Records shall be kept of regular checks and servicing of all Fire Department flotation devices.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: July 23, 1997
Last Revised: February 27, 2014	Last Reviewed: October 8, 2021

	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Probationary Period for New Members
	Sub:	
		O.G.#: 4.6.25
		Page 1 of 1

PURPOSE: To establish a guideline for the length and conditions of a new member’s probationary period.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: New members of Union Bay Fire Rescue, regardless of their level of training, will be on probation for one year.



EXCEPTION: None

DEFINITION: Regardless of the level of training, any new members with Union Bay Fire Rescue will be on probation for one year. This gives the department an adequate opportunity to ensure they are well suited and willing to assist the Fire Department.

- PROCEDURE:**
1. Regardless of their level of training, all new members will be on probation for one year.
 2. Probationary members may be given a pager and respond to emergencies based on need and their level of training.
 3. The Fire Chief may reduce or eliminate the probationary period for former members returning to the Fire Department.

REFERENCE:

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	Standard Operational Guidelines	
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	Section	Safety
	Title	Promotion of Members
	Sub:	
		O.G.#: 4.6.26
		Page 1 of 6

PURPOSE: To establish a formal process for the promotion of members. This guideline sets out the promotional policies for Fire Department members.

SCOPE: This Operational Guideline applies to all Fire Department personnel.



POLICY: The promotion of members will be made by the Fire Chief. Promotions will be based upon knowledge, experience, courses and suitability as established in this Operational Guideline. The promotion from firefighter to Lieutenant will be in an acting capacity for the first six months to determine suitability for the new position.

DEFINITION: The selection of Fire Department Officers is a key component to the effectiveness and efficiency of any Fire Department. Members will not be promoted based on their popularity but rather on their experience, training, abilities, skills and suitability and leadership qualities.

PROCEDURE:

1. Paid-on-call Officers (Captains and Lieutenants) will be selected as required by the Fire Chief.
2. The attachments to this guideline contain the job descriptions for the Captain (paid-on-call) and the Lieutenant (paid-on-call) positions. Included in the job descriptions is a list of the preferred training and experience for these positions.
3. The normal complement of Officers will be three Captains and two Lieutenants; however, the Fire Chief may appoint more if determined necessary.
4. Prior to any selection, the position will be posted to allow prospective candidates time to consider the job requirements and responsibilities. Members wishing to be considered for the promotion will apply in writing to the Fire Chief, bearing in mind the job requirements, responsibilities and time commitment required to successfully fulfill the position.
5. The Fire Chief may form a committee to assist with the selection process.
6. When selecting applicants for Officer positions, the Fire Chief may shortlist the applicants and interview those short-listed. Selections will

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be based upon experience, training, fire ground abilities, skills, leadership, command qualities and ability to work with the members of the Fire Department.

ATTACHMENTS: Included as part of this guideline are:

- Appendix A - Job Description: Captain (paid-on-call)
- Appendix B - Job Description: Lieutenant (paid-on-call)

REFERENCE:

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Appendix A

Job Description: Captain (Paid On-Call)

Nature and Scope of Work:

This is a key position that is crucial to the effectiveness and efficiency of the Fire Department. This position is a vital link in the communication and operational chain of the Fire Department.

The Captain is expected to be motivated and prepared to assist the Fire Department by providing significant expertise and leadership in the many aspects of operating a modern, progressive public safety agency.

The Captain must be able to communicate in an open, honest, straightforward manner with both supervisors and the members who they supervise.

The Captain should be very much hands-on and willing to participate in manual work associated with all tasks typical of an active Fire Department.

The Chief assigns the Captain all duties and responsibilities. The Captain is directly accountable to the Fire Chief. The Captain is subordinate to Chief Officers.



The Captain may if requested by the Fire Chief provide holiday relief for the paid staff members from time to time.

At an emergency scene, the Captain might be expected to assume the role of Incident Command, Incident Safety Officer, Staging Officer or Group or Division Officer.

Typical Duties and Responsibilities:

- Assist in developing policy, procedure, and operational guidelines.
- Assist in developing short and long-term budgets for the Fire Department.
- Assist in areas of risk management.
- Be a positive role model for others in the Fire Department.
- Coordinate activities of a Fire Department Platoon, including:
 - Training content and schedules;
 - Re-certifications;
 - Administer written and practical evaluation sessions;
 - Leading, motivating and challenging Platoon members in a positive and productive manner;
 - Ensuring Platoon members have read and obeyed Fire Department rules, regulations and guidelines;

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- Supervise Company Lieutenants, firefighters and recruits;
- Assume the duties of Company Lieutenant in their absence;
- Track the attendance of Platoon members for both training sessions and emergency responses;
- Discipline Platoon members when necessary under the terms and conditions of Fire Department rules, regulations and guidelines.

Preferred Qualifications for The Position (Or Acceptable Equivalent):

- Five years experience with the Union Bay Fire Rescue;
- Certification to Emergency Scene Management Level 1;
- Certification to Fire Service Instructor Level 1;
- Certifications as Fire Academy Evaluators;
- Certification to Incident Command Training System Level I-200.

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Appendix B

Job Description: Lieutenant (Paid On-Call)

Nature and Scope of Work:

This is an important position that is crucial to the effectiveness and efficiency of the Fire Department. This position is a vital link in the communication and operational chain of the Fire Department.

The Lieutenant is expected to be motivated and prepared to assist the Fire Department by providing expertise and leadership in the many aspects of operating a modern, progressive public safety agency.

The Lieutenant must be able to communicate in an open, honest, straightforward manner with both his supervisors and the members who he supervises.

The Lieutenant should be very much hands-on and willing to participate in manual work associated with all tasks typical of an active Fire Department.

The Captain typically assigns the Lieutenant all duties and responsibilities. The Lieutenant is directly accountable to the Captain or Training Officer and in his absence the Deputy Chief. The Lieutenant is subordinate to the Captains, the Deputy Chief and the Fire Chief.

The Lieutenant may assume the role of the Captain, in his absents, during training sessions.



The Lieutenant may if request by the Fire Chief provide holiday relief for the paid staff members from time to time.

At an emergency scene, the Lieutenant might be expected to assume the role of a firefighter, Group or Division Officer, Team Leader, Staging Officer and/or Safety Officer.

Typical Duties and Responsibilities:

- Assist in developing policy, procedure, and operational guidelines.
- Assist in developing short and long-term budgets for the Fire Department.
- Assist in areas of risk management.
- Be a positive role model for others in the Fire Department.
- Coordinate activities of a Fire Department Company, including:
 - Training content;
 - Leading, motivating and challenging company members in a positive and productive manner;

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- Supervise firefighters and recruits;
- Discipline company members when necessary under the terms and conditions of Fire Department rules, regulations and guidelines.

Preferred Qualifications for The Position (Or Acceptable Equivalent):

- Four years experience with the Union Bay Fire Rescue;
- Certification to Emergency Scene Management Level 1;
- Certification to Fire Service Instructor Level 1;
- Certification to Incident Command Training System Level I-100.

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	Standard Operational Guidelines	
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	Section	Safety
	Title	Search Marking System
	Sub:	
		O.G.#: 4.6.27
		Page 1 of 1

PURPOSE: To provide a system of marking doors or rooms that have been searched.

SCOPE: This Operating Guideline applies to all Fire Department personnel.

POLICY: Firefighters will mark rooms that have been searched.

DEFINITION: Marking rooms that have been searched will make the searching process more effective.

- PROCEDURE:**
1. The search marking system shall be used in incidents where there is heavy smoke and many rooms to be searched. The system might not be needed in smaller buildings with lighter smoke conditions. In these cases, rooms can be identified by location or number.
 2. A two-part marking system will be used. Using a red or orange lumber crayon the team affixes half of the mark near the door handle when entering a room and completes the mark when exiting the room. As follows:

/

X



Being searched

Search completed

3. This system should avoid duplication of efforts by alerting other searchers that the room is being searched or has been searched.
4. Your initials and any important information regarding that room should be written beside this mark. The results of the search should also be reported to the Incident Commander.
5. If a search team were to become lost, the single mark would serve as a starting point for others to begin looking for them.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
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	Standard Operational Guidelines	
	Comox Valley Regional District	
	Section	Safety
	Title	Selection of Volunteer Firefighters
	Sub:	
		O.G.#: 4.6.28
		Page 1 of 12

PURPOSE: The long-term effectiveness of the department’s volunteer firefighters system depends upon careful initial selection. This procedure outlines the steps to be taken to ensure that the department’s selection of volunteer firefighters is a fair, careful, deliberate and efficient process.



SCOPE: This Operational Guideline applies to all department personnel.

POLICY: The selection of volunteer firefighters will include careful consideration of their applications and the results of the evaluations in the Operational Guideline. Successful candidates must meet the requirements of this Operational Guideline.

RATIONALE:

- PROCEDURE:**
1. The Fire Chief and/or Assistant Fire Chief will decide when how many and when new applicants will be selected. The Chief or Assistant Fire Chief will then begin the process of recruitment and selection of appropriate persons. The Fire Department may advertise for applicants if necessary.
 2. All applicants for the positions of Volunteer firefighters shall complete the Union Bay Fire Rescue Firefighter Application form. Completed applications will be forwarded to the Chief or Assistant Fire Chief for filing and safekeeping. Applications will be held on file for a maximum of two years.
 3. Using the guidelines attached to this Procedure the applicants will be short-listed. Those short-listed will then be brought to the membership for review and possible acceptance.
 4. As a result of these reviews, applicants will again be short-listed if necessary. Those remaining applicants will then complete the following items:
 - a) Provide Union Bay Fire Rescue with a medical note indicating fitness to perform duties
 - b) Successfully pass a Motor Vehicle Branch Drivers License abstract check. Applicants must have a valid license and not have more than six points in the past two years.

<i>Ian Ham</i>	This O.G. Replaces:
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- c) Successfully complete a Criminal Records Check.
5. As a result of these evaluations, checks, and examinations the applicants will be short-listed by the Fire Chief.
6. The applicants will be contacted by the Fire Chief and advised of their start dates. Applicants who were short-listed but unsuccessful will be advised in writing of the completion of the selection process.
7. If a successful applicant has previous fire department training to a level acceptable to the Fire Chief they may bypass the recruit training program and may be required to participate in a shorter department origination program.

ATTACHMENTS:

- Appendix A - Selection Guidelines;
- Appendix B - Interview Questions;
- Appendix C - Firefighter Application;
- Appendix D - Physical and Practical Evaluation of Firefighter Applicants;
- Appendix E - Union Bay Fire Rescue Selection Process;
- Appendix F - Union Bay Fire Selection Process Information for Applicants.

REFERENCE:

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Appendix A - SELECTION GUIDELINES

To help choose the applicants that will be forwarded to the membership, the following criteria should be used:

1. **Availability:**
 - Home and work location in relation to the Fire hall;
 - Preference might be given to candidates who live or work close to the Fire hall and are readily available to respond to emergencies.
2. **Previous Fire Fighting, First Aid Or Related Experience:**
 - Preference might be given to those with previous experience, but only if it applies to the Fire Department's needs and only if the experience is recent.
3. **Physical Disabilities:**
 - Physical disabilities should be considered **only** in relation to the degree they affect the candidate's ability to perform the tasks normally undertaken by a firefighter.
 - Disabilities that prohibit a candidate from safely functioning on the fire ground would eliminate the candidate from the selection process.
4. **Present Occupation:**
 - Occupation should be considered in terms of:
 - Stability - will the candidate's occupation involve time commitments or moves that prohibit effective functioning as a member of the Fire Department?
 - Experience - does the candidate's occupation give an experience that would benefit the Fire Department?
 - Hours - preference might be given to shift workers available to respond during the day.
 - Spouse - do the work schedules of the candidate and spouse restrict the availability of the candidate due to baby-sitting or other restrictions?
5. **Availability For Fire Department Work:**
 - This should be a major consideration.
 - If the candidate is not available to attend regular training nights and respond to emergency calls, they would not a suitable candidate.
6. **Criminal Record:**
 - Any criminal record should be considered in terms of how serious and how recent. Offences that would affect a firefighter's credibility on the fire ground should eliminate the candidate from further selection unless the offences were minor and in the distant past. Any ambiguities to appear at this stage should be clarified with the candidate before being chosen for an interview by the Chief or Deputy Chief. Potential problems should be discussed with the Fire Chief.

<i>Ian Ham</i>	This O.G. Replaces:
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Appendix B - INTERVIEW QUESTIONS

During the interview, the following should be discussed with the candidate:

1. Reasons for wishing to become a Volunteer Firefighter.
 - Preference might be given to those who indicate an interest in a long-term association with the Fire Department.
2. The reaction of their spouse or significant other.
 - The candidate should have discussed the application with their partner. Any reluctance on the partner's part should be weighed in considering the application.
3. The reaction of their employer.
 - If the candidate indicates that they are available to respond from work, they should have discussed that matter with their employer and arrived at a clear agreement as to the employer's reaction to the involvement as a firefighter.
4. Life-style and community stability.
 - The Fire Department is looking for solid citizens who intend to remain in the community and are offering their time and skills on a long-term basis. Any indications of poor character or instability in the community should weigh against the candidate.
5. Physical condition
 - Neither the candidate nor the Fire Department gains if we accept someone who cannot handle the rigours of fire fighting.
 - Careful consideration should be given to the candidate's physical condition and health prior to acceptance.
6. Understanding of the expectations of the Fire Department.
 - No one gains if the applicant does not understand the expectations of the Fire Department with regards to the time commitment of firefighters, the immediate response expected to a call out and the rigours of fire fighting. The Recruit Training Program and the skills required before acceptance, as a full Volunteer member of the department must be explained to the applicant.
7. Suitability as a firefighter:
 - A firefighter must be a team player willing to lead and/or be lead when necessary.

Candidate Name: _____

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Appendix C - FIREFIGHTER APPLICATION

Understanding Of Expectations Of The Fire Department:

- What do you know about the Union Bay Fire Rescue?
- Explain the full commitment of firefighters;
 - Commitment to responding whenever available;
 - Time requirements for training and incidents
 - Minimum Tuesday evenings, and some weekends, calls whenever they occur;
 - All-weather response;
 - Class 4;
 - Air brake endorsement;
 - CPR-FR-3;
 - Ongoing commitment to training;
- Will you have enough time to be a Volunteer firefighter?
- What other community involvement do you have?

The Reaction Of Spouse Or Significant Other:

- Have you discussed your application with your spouse or significant other?
- What is their feeling about you becoming a firefighter?
- Do you have children?
- What restrictions does that place on your ability to respond quickly to emergencies?



Present Occupation:

- What is your present occupation?
- How long have you worked there?
- Have you discussed your application with your employer?
- How does your employer feel about you being a Volunteer firefighter?
- Does your employment offer any skills that you think might be beneficial to you as a firefighter?
- Do you work shifts? Are you available to respond during the day?
- Does your employment cause you to be away from home for any length of time?
- If so, how long?

Availability For Fire Department Work:

- Will you be able to respond from work?
- Does your employment allow you sufficient time to be a Volunteer Firefighter?
 - Every Tuesday evening and a weekend every couple of months

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Previous Experience:

- Do you have structural/industrial/ marine/forest fire fighting experience?
- If so, how much?
- First Aid /C.P.R. experience?
- If so, how much?

Proximity To Fire Hall, Home Location:

- How close do you live to the fire hall?
- How long have you lived there?
- What other community activities/involvement do you have?

Physical Disabilities:

- Do you have any disabilities that would make it difficult for you to wear breathing apparatus?
- To do prolonged physical labour? If so, what?
- Do you have any disabilities that might affect the safety of yourself or other firefighters on the fire ground?
- Do you think that you are in physical condition to be a firefighter?



Reasons For Wishing To Become A Firefighter:

- Why do you want to be a firefighter?
- If everything went, as you would like, what would you like to be doing and where would you like to be living in 2-5 years? (5-10 years)
- Why should the Fire Department select you over the many other candidates who have applied?

Criminal Record:

- Clarify, if necessary.

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**Appendix D - PHYSICAL AND PRACTICAL EVALUATION OF
FIREFIGHTER APPLICANTS
(Applicants should wear their own CSA shoes/boots)**

Purpose: To assist in determining the suitability of applicants for Fire Department-related tasks.

TASK “A” Ladder Climb – To Assess The Applicant For Physical Ability

- A 30+ foot Fire Department ladder will be erected in a safe and secure location. A firefighter will demonstrate a climb to a point halfway up the ladder, do a leg lock and return to ground level.
- Each applicant will be wanted to stop if they experience difficulty when doing the exercise. Each applicant will then don a Fire Department turnout coat, helmet and SCBA (no facepiece), climb the ladder to the same point as in the demonstration, do a leg lock and return to ground level.
- The applicant will be rated “pass/fail”. Fire Department evaluators will note any hesitation or difficulty of the applicant in performing the task.
- Applicants who are unsuccessful in this task would not be suitable for the fire department.

Task “B” SCBA Facepiece Wear – To Assess The Applicant For Claustrophobia

A firefighter will demonstrate the donning and doffing of a Fire Department SCBA facepiece and explain the test procedure to be followed.



Each applicant will be warned to stop if they experience difficulty when doing the exercise. Each applicant will then don a Fire Department turnout coat, helmet, SCBA and facepiece (not connected) which has been covered to prevent the applicant from seeing.

A Fire Department member, the Fire Department member ensuring the applicant's safety, will then direct the applicant around the building.

The applicants will be directed:

- a) To follow a number of steps and direction movements (example “take two steps forward”).
- b) To follow directions to crawl under a table.
- c) To pick up an object from the floor (for example, “reach down and pick up the hammer on the floor two paces in front of you”).
- d) To carry the object as directed and deposit it back on the floor (for example, “take three paces to the right and place the hammer back on the floor”).

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The SCBA facepiece will be cleaned and sanitized before being used again.

The applicant will be rated “pass/fail”.

Fire Department evaluators will note any hesitation or difficulty of the applicant in performing the task.

Applicants who are unsuccessful in this task would not be suitable for the Fire Department.

Task “C” Hose Coupling – To Assess The Applicant For Manual Dexterity.

A firefighter will demonstrate the coupling of the following equipment:

- a) Two lengths of dry 2 fl inch hose.
- b) One 2 fl inch to 1 fl inch hose.
- c) Two lengths of dry 1 fl inch hose.
- d) One 1 fl inch nozzle to 1 fl inch hose.

Each applicant will be warned to stop if they experience difficulty when doing the exercise. Each applicant will then don a Fire Department turnout coat, helmet, SCBA (no face Piece) and gloves, be taken to the uncoupled components and shall connect the various parts as shown, then disconnect the equipment and return the nozzle and gateway to the start point.

The applicant will be rated “pass/fail”.

Fire Department evaluators will note any hesitation or difficulty of the applicant in performing the task.

Applicants who are unsuccessful in this task would not be suitable for the fire department.



Personnel Required:

Task “A” Ladder Climb - Evaluator, Safety Officer, Ladder Holder, Firefighter

Each applicant is to be advised before starting, to stop if experiencing difficulty.

- Applicant to be advised to do exercise exactly as demonstrated. Evaluator to note in comments if the applicant does not do the task as demonstrated or has difficulty. Safety Officer to ensure the safety of the applicant, especially with regards to potential back injuries.

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Task “B” SCBA Facepiece Wear - Evaluator, Safety Officer, Firefighter

Each applicant is to be advised before starting, to stop if experiencing difficulty.

- Applicant to be advised to follow directions throughout the exercise.
- The same course is to be used for each applicant.
- The course itself must be challenging enough to assess for claustrophobia.
- Evaluator to note in comments if the applicant does not do the task as demonstrated or has difficulty.
- Safety Officer to ensure the safety of the applicant, especially with regards to potential back injuries.



Task “C” Hose Coupling - Evaluator, Safety Officer, Firefighter

Each applicant is to be advised before starting, to stop if experiencing difficulty.

- Applicant to be advised to do exercise exactly as demonstrated.
- Evaluator to note in comments if the applicant does not do the task as demonstrated or has difficulty.
- Safety Officer to ensure the safety of the applicant, especially with regards to potential back injuries.

Union Bay Volunteer Fire Department		
Applicant’s Name	Completed Task (P/F)	Comments



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Appendix E - UNION BAY FIRE RESCUE SELECTION PROCESS

1. Short-listing for interviews of all applications on file.
2. Contact, arrange and interview those shortlisted applicants
3. Accepted applicants may be short-listed again.
 - a) These applicants must sign consent for Driver's License Check.
 - b) Consent for driver's license check
 - c) These applicants must also have a Criminal records check conducted. These applicants will also be requested to provide the department with a medical note documenting fit for service.
4. **Based on these checks, evaluations and exams a final short-list is to be forwarded to the Fire Chief who will advise the successful applicants of the start date of the recruit training program. In the case of an applicant who has been previously trained to a level acceptable to the Fire Chief, the Fire Chief will advise this applicant of their start date for orientation to our Fire Department. The unsuccessful applicant will be advised by letter of the completion of the selection process.**

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**Appendix F - UNION BAY FIRE RESCUE SELECTION PROCESS
Information for Applicants**

The following is a list of steps used to determine the selection of applicants:

1. All current applications will be reviewed and shortlisted.
 - a. Applications are held on file for a maximum period of two years.
 - b. Short-listing will include consideration of the applicant's availability, experience, age and home location as well as other items.

2. Only those applicants short-listed will be contacted to arrange for a suitable interview time.
 - a. Interviews will be conducted on those short-listed and a further short-list made if necessary.
 - b. This short-listing will include consideration of responses to question during an interview, the conduct of the applicant during the interview and clarify any outstanding issues in regards to the application.



3. Those applicants short-listed from the interviews will be asked to consent to a Motor Vehicle Driver license check, a Criminal Records check and have a Firefighters Medical examination completed by their doctor at their expense.

The “Fire Department Evaluation” will include assessing applicants for fear of heights, assessing for claustrophobia, assessing manual dexterity, and assessing for physical ability related to the job tasks.

4. Based on these evaluations, checks, and examinations this group will be short-listed for the final time. Successful applicants will be advised of their start date with the fire department.
 - a. Unsuccessful short-listed applicants will be advised of completion of the selection process by way of a letter.



5. Successful applicants will then be enrolled in the Fire Department probationary training program.
 - a. This program is approximately one year in length and will require attendance at regular Tuesday night training sessions as well as approximately one weekend day per month.
 - b. This program will include completion of the “British Columbia Fire Fighter Standard Level 1” program.
 - c. Upon successful completion of the Fire Department probationary training program, the recruit will become a regular paid-on-call member of the Fire Department.

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	Section	Safety
	Title	Small Tools Hand and Power
	Sub:	
		O.G.#: 4.6.29
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PURPOSE: To ensure small hand and power tools are safe and functional for future operations.

SCOPE: All Fire Department personnel.

POLICY: Small hand and power tools used during operations are inspected carefully prior to being returned to service.



PROCEDURE: After field use, or practice, small hand and power tools are inspected carefully:

Cutting edges, points and impact surfaces are inspected for fractures, missing edges and or points, handles for fractures and charring, housings and casings for damage and electrical cords for damage or exposed wires and electrical plugs for damage then cleaned and/or sharpened.

If tool(s) cannot be sharpened and/or repaired they are to be taken out of service until proper action of repair and/or sharpening, or replacement is completed.

REFERENCE: Specific operational manuals pertaining to the small hand or power tools in question:
WCB (1998) Sections 31.38 , 31.39.

<i>Ian Ham</i>	This O.G. Replaces:
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	Standard Operational Guidelines	
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	Section	Safety
	Title	Social Media and Personal Electronic Devices
	Sub:	
		O.G.#: 4.6.30
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PURPOSE: To provide a guideline for use of social media and personal electronic devices in relation to any written, auditory and/or visual messages communicated by a member relating to the Fire Department.

SCOPE: This Operational Guideline applies to all Fire Department members.

- POLICY:**
- Members shall not post (to any social media or website) any written, auditory and/or visual content relating to the Fire Department without permission of the Fire Chief.
 - Members shall not take photographs or videos of any incident or training session, without permission from the Fire Chief.
 - Members shall not use a cell phone or PDA for non-essential communications while at an incident or training session without prior approval of the Fire Chief.
 - Any written, auditory and/or visual messages communicated by a member (with permission or not) that are related to Union Bay Fire Rescue in any capacity are the sole property of Union Bay Fire Rescue.

- DEFINITION:**
- The Fire Department is very concerned that its image is used in an appropriate manner.
 - A simple posting (social media or website) of a Fire Department image can have long-term negative effects on the Fire Department and its members. Much of the information and images at an incident are very confidential in nature and should not be shared or forwarded. Once shared an image could be used by others for a variety of reasons. This Operational Guideline is intended to assist in the protection of the Fire Department and its members from these harmful effects. Fire fighters must give their full attention to the incident or training session they are attending. The use of a cell phone or PDA at an incident or training session can be very distracting therefore their use is restricted.



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- PROCEDURES:**
1. Members shall not take auditory recordings, photographs or videos of any incident or training session without approval of the Fire Chief.
 2. Members shall not post (to any social media or website) any written, auditory and/or visual messages or images of the Fire Department or its activities without prior permission of the Fire Chief.
 3. Members shall not use any images of the Fire Department without prior permission of the Fire Chief.
 4. Members shall not use a cell phone or PDA for non-essential communications while at an incident or training session without prior approval of the Fire Chief.
 5. Any images of the Fire Department taken by a member, with or without permission, will be considered the sole property of the Fire Department. Members shall not criticize or ridicule the Fire Department, its policies, its Officers or other members by speech, writing or other expressions, when such speech, writing or expressions:
 - a. Are defamatory, obscene, slanderous, or unlawful; and/or
 - b. Tends to interfere with the maintenance of proper discipline; damages or impairs the reputation and/or efficiency of the department or its members.
 6. Any information communicated via social media or the internet that's related to Union Bay Fire Rescue is the sole property of Union Bay Fire Rescue. This includes our intellectual property, such as logo, name, uniforms, equipment, etc. as well as photos and written content.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
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	Standard Operational Guidelines	
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	Section	Safety
	Title	Staging
	Sub:	
		O.G.#: 4.6.31
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PURPOSE: To alleviate congestion at an incident and to allow the Incident Commander to manage manpower, apparatus and equipment in a safe, orderly and efficient manner.



SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Unless otherwise indicated by a preplan or the Incident Commander, staging will automatically apply to all multiple unit responses, as outlined in this Operational Guideline.

Command and staff vehicles will not stage on arrival at an incident. These vehicles will be parked outside the operational area, where they will not restrict access to the scene, and personnel will report to Incident Command.

- PROCEDURE:**
1. Effective utilization of the procedures will:
 - a) Prevent excessive apparatus congestion at the scene.
 - b) Allow time for the Incident Commander to evaluate conditions prior to assigning apparatus, equipment and manpower.
 - c) Place apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by the Incident Commander.
 - d) Produce more effective communications by virtue of reducing radio traffic during the critical initial stages of the emergency operations.
 - e) Allow the Incident Commander to formulate and implement a plan without undue confusion and pressure.
 2. Unless otherwise indicated by preplan or the Incident Commander, staging automatically applies to all multiple unit responses. Units will continue their response to the scene until the first units report on scene, then staging applies as indicated in this procedure.
 3. The order that the apparatus responds to the incidents depend upon the type of incident and the types of apparatus available in the response hall. First arriving apparatus will respond directly to the scene.

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- a) The first arriving pumper will respond directly to the scene unless otherwise directed and will operate to best advantage, giving its location as part of the on-scene status report.
 - b) The second arriving pumper/tanker will back up the first pumper, supplementing the water supply from its own tank or from a hydrant or other water source, as well as providing additional manpower and equipment. The crew will place their apparatus in a location that will not impede the movement of further units.
 - c) The first arriving rescue unit will respond directly to the scene. The crew will place the apparatus in a location that will provide maximum access for medical/rescue support, while not impeding the movement of the other units.
4. All additional units must stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by the Incident Commander. The position selected must provide a maximum of possible tactical options with regards to access, direction of travel, water supply, operational commitment, etc. Units will utilize map books and preplan books to familiarize themselves with the immediate emergency area for hazard and water supply.
 5. Staged units must report their location. An acknowledgement is not necessary by either Fire Dispatch nor Incident Command. Staged units will stay off the air until orders are received from the Incident Commander. If it becomes apparent that the Incident Commander has forgotten that the unit is staged. the Company Officer will contact Command and readvise of their standby location.
 6. Staging attempts to reduce routine radio traffic, but in no way should reduce effective communications or the initiative of officers to communicate. If staged units see critical tactical needs, they must advise the Incident Commander of such critical conditions and their actions.

STAGING AREA

7. If an on-scene reserve of manpower or apparatus is required, the Incident Commander will designate a Staging Area. Once this staging location has been identified, additional. responding units must report to the Staging Area and remain there until assigned. Units already staged remain in their staged location unless advised otherwise by Command.

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8. The Staging Area will be away from the Command Post and from the emergency scene in order to provide adequate space for assembly and safe and efficient apparatus movement.
9. All Fire Department officers will report to staging first and then report to Incident Command.

STAGING OFFICER

10. Command may designate a Staging Officer who will be responsible for the Staging Area. In the absence of such an assignment, the first Department Officer to arrive at the Staging Area will automatically become the Staging Officer and will notify Command on arrival.
11. The radio designation for the Staging Officer will be “Staging”. Units arriving on scene will notify fire dispatch of their arrival. All units will respond directly to the designated Staging Area and report in person to the Staging Officer. They will stand by with their crew intact.
12. When directed by Command, the Staging Officer will verbally assign units or manpower to report to specific sectors, telling them where and to whom to report. Staging will track the location of personnel assigned sectors or functions using their personal passport tags. This will be done on the scene passport board. Staging must then advise Command of specific units or manpower assigned.
13. The Staging Officer will also be responsible for:
 - a) Coordinating with the Police to block off streets, intersections and other access required for the Staging Area.
 - b) Ensuring that all apparatus is parked in an appropriate manner.
 - c) Maintaining a log of units and manpower available in the Staging Area and an inventory of all specialized equipment.
 - d) Making periodic reports to Command indicating number of units and manpower and type of units available.
 - e) If necessary, indicating the best direction of response and routing for responding units to get to the Staging Area.
14. At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for committed apparatus near the incident scene. This would be necessary when the Staging Area is too far from the incident to facilitate hand carrying needed equipment to the incident scene. In such cases, the Staging Officer shall designate the

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parking site and instruct units of its location before they leave Staging. The parking area should be close enough to the incident site to allow easy transfer of needed equipment and manpower to the scene. The parking area shall in no way impede necessary access for ambulances and other units to the incident scene.

AMBULANCES

- 15. Ambulances responding to incidents where they are not immediately required on scene will be directed to the Staging Area. The Staging Officer will notify Fire Dispatch of the arrival of the ambulance and give instructions to the ambulance personnel as requested by Command.

REFERENCE:

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	Section	Safety
	Title	Training Attendance
	Sub:	
		O.G.#: 4.6.32
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PURPOSE: To track attendance of active Fire Department members at fire practices for the purpose of yearly record keeping and review on monthly basis for tardiness.

SCOPE: All Fire Department personnel.

POLICY: To keep proper records of attendance and to highlight individual members who have missed practices.

The required attendance in a calendar year is:

- 20 per cent for all incidents;
- The required attendance for Probationers is 75 per cent of scheduled training sessions; and
- 50 per cent of scheduled training sessions for the remainder of the department.

For members who work out of town, attendance is required at least once per month to maintain an active status and to maintain a minimum level of refresher training required by the OFC.



Members who do not meet these requirements in a three-month period, will be interviewed by the Fire Chief or the Assistant Fire Chief to determine why the individual cannot meet their attendance obligations. They will be given one additional three-month period to improve on and meet their training obligations and if unable to, they will be released from being an in-service firefighter on the basis of poor attendance not maintaining the requirements of the department.

EXCEPTION: Only members with a medical referral will be exempt.

PROCEDURE:

- To review attendance on an ongoing basis for members who miss more than the required monthly practices.
- Any member who misses their required number of training sessions in a three-month period will have to be interviewed by the Fire Chief or the Assistant Fire Chief as to the cause of the absences. The member will receive a written warning as well as receiving an additional three-month period to meet their training requirements. If again the member is unable

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to meet their training requirements, they may be dismissed from the department as a training failure.

RESPONSIBILITY: It is the responsibility of each member to ensure they attend the required number of training sessions. This will help ensure that members are kept up to date on the latest training and safety bulletins.

It is also the responsibility of each member to keep the department advised of their current address, phone number and email address.

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	Standard Operational Guidelines	
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	Section	Safety
	Title	Use of Alcohol and Drugs
	Sub:	
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PURPOSE: To minimize the risk associated with the use of alcohol and/or drugs by Fire Department personnel. The use of alcohol and/or drugs by Fire Department personnel risks impairing their coordination and judgment, which could jeopardize the safety of members and the public.



SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Fire Department personnel must not report for duty or perform operational activities while impaired by alcohol or drugs.

Any member found to be participating in an operational function or task while impaired by alcohol or drugs will be disciplined.

- PROCEDURES:**
1. Consumption of alcohol following a practice or emergency response shall be limited to the equivalent of one drink (12 oz. beer, or 5 oz of wine or 1.5 oz of spirits) in a twelve-hour period.
 2. Consumption of and the presence of alcohol is only permitted in the member lounge area following practice, emergency responses, and during sanctioned social events.
 3. Junior members (members younger than the provincial drinking age) are not permitted to consume alcohol at any time in or about the fire hall.
 4. All social activities sanctioned by the Social Committee where alcohol is either sold or provided to non-members must be appropriately permitted.
 5. While members and guests are responsible to ensure that they avoid driving when uncertain about their sobriety, alternatives to driving after social events will normally be available.
 6. Consumption and possession of illegal drugs are not tolerated by the department on department premises, vehicles or while representing the department.
 7. Members must be aware that some prescription and non-prescription medications may cause impairment and are not to participate in Fire Department operational activities, including practices, when taking medications at doses that can cause impairment.



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8. While in departmental uniform, members shall not consume alcohol at unsanctioned public events. When in doubt, members shall assume the public event is unsanctioned.
9. Each member is responsible to advise a supervisor of suspected violations of the department's alcohol and drug policy.
10. Any member found to be in contravention of this policy or procedure will be disciplined. Discipline options include suspension and dismissal.

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PURPOSE: To clarify the criteria and process for presentation of plaques to members.

SCOPE: This Operational Guideline applies to all Fire Department personnel.

POLICY: Service plaques will be presented for each completed five years of service. The Fire Department will rack years of service and present service plaques to eligible members.

DEFINITION: The Fire Department presents service plaques to members in recognition of years of service. A consistent process is required to track the years of service, determine eligibility, and present the service plaques in an appropriate manner.

- PROCEDURE:**
1. A permanent record of years of service will be kept for each member.
 2. For the purpose of this procedure, the years of service calculation will be based on the start day of the member.
 3. Using this calculation, each member who has completed five years or a multiple of five years of service will be presented with a service plaque.
 4. The Fire Chief during the Annual Banquet will typically award these service plaques.
 5. If the intended recipient does not attend the Annual Banquet, the Fire Chief shall determine another appropriate venue for presentation of the service plaque.
 6. A permanent record of which members have received service plaques will be kept.
 7. In order to be eligible for each year of service, the member must complete the minimum number of applicable training nights. Mitigating circumstances may be considered by the Fire Chief.

REFERENCE:

<i>Ian Ham</i>	This O.G. Replaces:
Signature of Fire Chief	First Entered: February 28, 2014
Last Revised: February 28, 2014	Last Reviewed: October 8, 2021