



REGIONAL DISTRICT of Fraser-Fort George

OPERATIONAL GUIDELINES FIRE/RESCUE MANUAL

The operational guidelines have been developed to provide guidance, create clarity, standardize operations, and ensure the safest work environment possible for all fire/rescue departments.

The purpose of the operational guidelines is to ensure that the fire/rescue departments are aware of, and adhere to, the legislative and regulatory requirements of the British Columbia Fire Service. Each fire/rescue department member is required to be educated in the understanding and implication of the operational guidelines. This document will continue to evolve to reflect the changes of the fire service. The operational guidelines will be an integral part of each fire department's training program.

It is the responsibility of the Fire Chief to ensure that the Operating Guidelines are adhered to by every fire/rescue department member.

**OPERATIONAL GUIDELINES
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OG 1.0 OCCUPATIONAL HEALTH & SAFETY PROGRAM – GENERAL GUIDELINES

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- PURPOSE:** To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards health and safety. To require all fire department members to follow safe work practices for designated job duties.
- SCOPE:** All fire department members.
- GUIDELINE:** Fire department members shall be familiar with and carry out their responsibilities specified in the RDFFG Fire Services Occupational Health Safety Program.
- PROCEDURE:** Refer to Appendix “A”, Fire Services Occupational Health and Safety Program.
- REFERENCE:** Occupational Health and Safety Regulations, Workers’ Compensation Board of British Columbia.
RDFFG Fire Services Occupational Health Safety Program.

OG 1.01 EXPOSURE TO DISEASES

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish procedures for managing and reporting exposure of all fire department members to diseases including airborne, bloodborne, blood or body fluids, non-impact skin, percutaneous or permucosal exposure.

SCOPE: All fire department members.

GUIDELINE: Any fire department member who is exposed to communicable diseases will be offered testing and treatment by a responsible medical authority. Proper protective equipment will be utilized at all incidents. All exposures will be documented and reported to the Fire Chief.

PROCEDURE: When exposure occurs, the fire department member will follow proper first aid treatment including identifying the source, if possible, and recording the name, telephone number, parent or guardian if possible to discuss the request for seriology testing.

Notify immediate supervisor of the incident.

WCB Forms will be completed by Regional District Fraser-Fort George (as the Employer). The Fire Chief will contact the RDFFG Fire Services Coordinator to start this process, supplying all information required.

REFERENCE: WCB Publication – Blood Borne Pathogens
First Responder Program – Communicable Diseases

OG 1.02 CRITICAL INCIDENT STRESS MANAGEMENT

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To ensure that all fire department members are provided with Critical Incident Stress counselling when required.

SCOPE: All fire department members.

GUIDELINE: The fire department will provide Critical Incident Stress assistance and intervention as necessary after any critical incident.

PROCEDURE: The Fire Chief or Officer in Charge shall ensure that defusing and debriefing sessions are held following significant or critical incidents.

When required, the Fire Chief shall arrange for follow-up assistance for any fire department member requesting further assistance.

Any incident faced or encountered by fire department members that causes them to experience a distressing reaction may be considered for Critical Incident Stress intervention.

The Fire Chief or Officer in Charge will make every effort to minimize exposure to critical incidents without interfering with on-going operations.

The Fire Chief or Officer in Charge will be alert for acute stress reactions and provide support, encouragement and consultation and will where necessary, implement the appropriate steps at the scene to assist fire department members in dealing with stress reactions.

**INTERVENTION
PROCESS:**

Upon recognition of the need, or upon request by a fire department member at the scene, the Fire Chief or the Officer in Charge will initiate the following steps in the intervention process:

- **Defusing:** May be asked for by any fire department member participating in an incident and will take place as soon as possible after return to the Hall. Any obvious signs of distress and/or depression of fire department members present will be noted by the person facilitating the defusing session and a recommendation will be made that full debriefing session take place. Only fire department members involved in the incident will participate in the defusing. Arrangements will be made to hold a formal debriefing, if necessary. A defusing is not a critique of department operations at the incident, nor will performance be discussed.
- **Debriefing:** If necessary, will be arranged by the Fire Chief and Incident Commander will be held as soon as possible after the incident. Debriefings will be only for those fire department members involved in the incident.

OG 1.02 CRITICAL INCIDENT STRESS MANAGEMENT

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- **Follow-up Assistance:** Will be provided by the department as necessary. Where the Fire Chief is aware of individual problems, or receives a request from a fire department member, follow-up assistance or referral through the Fire Fighters Insurance Carrier will be arranged.

TRAINING: Critical Incident Stress general awareness and management training should be provided to all fire department members.

CONTACT: The Officer in Charge, while still on scene, can request Fire Dispatch to notify the Critical Incident Stress team contact person that the team's services will be needed.

REFERENCE: Occupational Health and Safety Regulations, Workers' Compensation Board of British Columbia
RDFFG Fire Services Occupational Health and Safety Program.

OG 1.1 RESPIRATORY PROTECTION GUIDELINES

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- PURPOSE:** To require fire department members 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 members who, in the course of duty, may be exposed to respiratory hazards.
- GUIDELINE:** Every fire department member will be trained in the use, limitations, maintenance and regulations regarding self-contained breathing apparatus (SCBA) and will subscribe to the Regional District Fraser-Fort George Fire Services Respiratory Protection Program.
- PROCEDURE:** Refer to Appendix "B", Fire Services Respiratory Protection Program
- REFERENCE:** RDFFG Fire Services Respiratory Protection Program.
Occupational Health and Safety Regulation, Workers' Compensation Board of British Columbia.
IFSTA Essentials of Fire Fighting Training Manual – most recent edition

OG 1.2 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT – Inspection and Use*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To provide guidelines for the use of protective clothing and equipment by fire department members, and to ensure that all fire department members are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety.

SCOPE: All fire department members.

GUIDELINE: Appropriate personal protective clothing and equipment will be worn by all fire department members at the scene of any emergency incident or training exercise.

PROCEDURE: The Fire Chief, or Officer in Charge, is responsible to ensure that fire department members abide by policies regarding the use of protective clothing and equipment which includes clothing.

Full personal protective clothing will consist of helmet with face shield, hood, turnout coat, turnout pants, boots and gloves. Personal protective equipment will consist of personal protective clothing plus any additional clothing or equipment as detailed below:

- reflective equipment providing the same amount of reflective material coverage as turnout gear while directing or working around moving vehicles
- SCBA worn in accordance with Operational Guidelines
- protective hearing devices will be worn when operating chain saws or K-12 saws
- protective leggings will be worn while operating chain saws or K-12 saws, except while carrying out ventilation procedures, in which case full turnout gear is acceptable, and
- goggles and hearing protectors as appropriate.

All fire department members are directly responsible for their personal safety and will utilize proper protective clothing as prescribed within this Guideline.

All equipment will be issued by the department. Alterations to any equipment, such as the removal of the coat liner, are prohibited.

Protective equipment will be worn by all fire department members according to the following guidelines:

- Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations.
- All fire department members will wear full protective clothing when responding to any type of alarm. All protective clothing will be donned prior to boarding the apparatus. Full turnout is optional for drivers during the response, however, it will be available in case it is required.

OG 1.2 PERSONAL PROTECTIVE EQUIPMENT – Inspection and Use

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- All fire department members will wear appropriate, full protective equipment during training exercises and emergency incidents unless specifically directed by the Officer in Charge.
- Work boots, coveralls, gloves and hard hats may be substituted for protective clothing when fighting grass or bush fires.
- Fire department members operating at the scene of a medical incident will wear protective equipment that is necessary to assure personal safety during the incident.
- Gloves will 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.
- Damage to personal protective clothing will be immediately reported to the Fire Chief or Officer in Charge. The Fire Chief, or designate, will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired will be replaced.
- Officer in Charge will determine the appropriate level of protective equipment required for fire department members operating at incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective equipment such as removal of turnout coats by fire department members carrying equipment in the hot sun to prevent heat stroke. In all cases, however, fire department members will wear protective equipment necessary to protect against all hazards.

Upon resignation, a fire department member will return all of their gear to the Fire Chief, or designate.

Fire department members who respond to any call or practice without full protective turnout gear will be limited to duties they have suitable protective gear for, or not be allowed to take part in the fire call or practice, at the determination of the Officer in Charge.

Each member will ensure that their own personal protective clothing is maintained in good condition. During each year the Fire Chief, or designate, will ensure that an inspection of all protective clothing for each fire department member has been completed to the manufacturers specifications. This inspection will be confirmed by completion of the Personal Protective Clothing Inspection report.

ATTACHMENT: Personal Protective Clothing Inspection Report.

REFERENCE: Workers' Compensation Board Regulations

OG 1.2.1 PERSONAL PROTECTIVE EQUIPMENT – Clothing Cleaning

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To ensure that all fire department members' personal protective clothing is maintained in a clean and functional condition.

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

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

PROCEDURE: Turnout clothing will be washed as needed as per manufacturers guidelines to remove any buildup of unburned hydrocarbons or other materials since prolonged periods without cleaning cause a deterioration of the fire retardent properties of turnout clothing and the buildup of unburned hydrocarbons increases flamibility.

Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect as to prolonged exposure and turnout clothing should be treated accordingly.

REFERENCE: Workers' Compensation Board Regulations

OG 1.2.2 PERSONAL PROTECTIVE EQUIPMENT – Personal Alert Safety Devices

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish an alerting system for fire department members in jeopardy.

SCOPE: All fire department members.

GUIDELINE: No fire department member will enter hazardous environments without a personal alert safety device. Upon hearing the continuous sounding of any PASS alarm, a roll call will be initiated by the Officer in Charge and search and rescue efforts commenced as soon as possible.

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

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

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

Testing of personal alert safety devices will be done after every use and on a weekly basis. Testing will be done according to the manufacturers' instruction sheet, recorded and kept on file at the fire department.

REFERENCE: Workers' Compensation Board Regulations

OG 1.3 INCIDENT SAFETY – Fire Department Members Accountability (Passport)*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To establish a system to account for the location and safety of all fire department members within an emergency or training incident perimeter.

SCOPE: All fire department members in attendance at emergency and training incidents.

GUIDELINE: All fire departments will use the Emergency Incident Accountability (Passport or Tag) system in conjunction with the Incident Command System to identify individual fire department members on scene at an emergency or training incident, to account for each individual responder.

PROCEDURE: Incident Commanders at an incident will assign an Accountability Officer to use the Passport or Tag system to account for all responders within their direct span of control.

All fire department members will be accountable for the safety of themselves and other members of the team.

Passports and/or name tags will be properly utilized in the operation of the passport system. All fire department members attending emergencies or training incidents will tag into the fire department's accountability system.

An emergency roll call will be conducted immediately when the Incident Commander is informed of the possibility that a fire department member or team is missing or trapped.

Search and rescue efforts will commence as soon as possible at the last known location of the missing fire department members.

If it becomes evident that a structure failure is imminent, an evacuation order will be initiated in accordance with O.G. 1.3.6.

If a fire department member arrives on scene in a private vehicle they will report to the Officer in Charge of Accountability and tag in. If they do not have their tag on them the Officer in Charge of Accountability will give the fire department member a phantom accountability tag.

At the termination of the incident the Officer in Charge of Accountability will ensure that all fire department members have checked in and collected their tags.

REFERENCE: BCERMS Standard – ICS 100
Workers' Compensation Board Regulations

OG 1.3.1 INCIDENT SAFETY – Safety Officer

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- PURPOSE:** To ensure the health and safety of fire department members at emergency incidents.
- SCOPE:** All fire department members.
- GUIDELINE:** At all incidents, the Incident Commander will be responsible for the safety of fire department members.
- The Incident Commander will act as the Safety Officer until such time as another individual is appointed Safety Officer for that incident.
- PROCEDURE:** The Safety Officer will monitor safety conditions and develop measures for ensuring the safety of all assigned fire department members.
- REFERENCE:** BCERMS Standard – ICS 100

OG 1.3.2 INCIDENT SAFETY – Incident Rehabilitation Sector

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

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

SCOPE: All fire department members.

GUIDELINE: A rehabilitation sector will be established at all major incidents for monitoring and refreshing fire department members who have performed strenuous physical activities or where exposure effects from heat or cold exist.

PROCEDURE: At major incidents, a rehabilitation officer will be appointed by the Incident Commander to establish, monitor and control the rehabilitation of firefighters.

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

Any fire department member performing strenuous physical activities or exposed to extreme heat or cold will be required to attend rehabilitation after utilizing two air cylinders at a maximum.

Firefighters will not be reassigned until liquids have been replenished and pulse and temperature rates have returned to acceptable levels.

REFERENCE: BCERMS Standards – ICS 100
Workers' Compensation Board Regulations

OG 1.3.3 INCIDENT SAFETY – Operational Readiness and Rehabilitation

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish guidelines for fire department member to monitor their capabilities and fatigue levels.

SCOPE: All fire department members.

GUIDELINE: Each fire department member will be responsible for ensuring the Officer in Charge is advised of any limitations or fatigue levels that may affect their ability to adequately perform assigned duties.

PROCEDURE: **Monitoring:** Fire department members engaged in operations which require strenuous physical exertion will monitor their fatigue levels. Since fatigue lowers personal perception, fire department members will monitor each other for signs of fatigue.

Treating Fatigue: The "two air cylinder rule", or forty-five (45) minutes of strenuous worktime, will be considered to be the acceptable level prior to mandatory rehabilitation. Treatment for fatigue will be rest and rehydration until recovery.

Rest: Rest will not be less than ten minutes and can exceed an hour as determined by the rehab officer. Criteria for evaluating members will be heart rate and temperature. Heart rates in excess of 110 beats per minute and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation. Ambulance personnel will be assigned to this sector when available to assist with the monitoring and evaluation of firefighters.

In the absence of ambulance personnel, heart rate will be the criteria for evaluating fire department members in rehab at a minimum.

Rehydration: A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. As water is the key element to hydrate firefighters. Fire department members assigned to the rehab sector will be responsible for replacing lost fluids during physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work). In general, one litre of water will be consumed per hour.

Nourishment: The fire department will provide nourishment at extended operations.

OG 1.3.4 INCIDENT SAFETY – Electrical Emergency Safety

Effective Date: June 15, 2006

Last Rev: November 30, 2011

Responsible Dept: Public Safety

PURPOSE: To require firefighters to follow safe work practices involving electricity, including downed power lines.

SCOPE: All fire department members.

GUIDELINE: Fire department members will not handle downed power lines, or enter an identified electrical hazard area, until power is confirmed to be off and the electrical hazard area declared to be safe to enter by an on-scene BC Hydro crew. Fire department members will use appropriate safety precautions around any electrical equipment or electrical hazards. A safety perimeter of at least 10 meters will be clearly identified around downed lines and other electrical safety hazards.

PROCEDURE: All downed power lines will be considered live until a BC Hydro crew arrives on scene, mitigates the hazard, and communicates to the on-scene Incident Commander, preferably face-to-face, that the electrical hazard has been mitigated and the scene is safe to enter.

A 10 meter safety perimeter will be established. The Incident Commander will clearly communicate with all on-scene responders that an electrical hazard exists and that a safety perimeter is in place. The 10 meter safety perimeter will not be entered for any reason until the on-scene BC Hydro crew informs the Incident Commander that the electrical hazard has been mitigated and the scene is safe to enter. The Incident Commander will communicate with all responders advising when the scene is safe to enter. At no time will an over the phone or over the radio **“all clear to enter the electrical hazard area”** be accepted from BC Hydro, or from any agency. The Incident Commander may conduct operations inside the 10 meter safety perimeter after receiving confirmation from the on-scene BC Hydro crew that the electrical hazard has been mitigated and the scene is safe to enter.

Damaged kiosks and other electrical vaults will be treated in the same manner. Meters will only be removed by BC Hydro personnel.

The handling of, and operations around, electrical hazards and electrical equipment will follow all procedures and practices outlined in the BC Hydro Electrical Safety for Firefighters.

REFERENCE: Occupational Health and Safety Regulations, Workers’ Compensation Board of British Columbia.
IFSTA Essentials of Fire Fighting Training Manual
B.C. Hydro Electrical Safety for Firefighters
Workers’ Compensation Board Regulations

OG 1.3.5 INCIDENT SAFETY – Rapid Intervention Team

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To increase the overall level of safety for all fire department members. The Rapid Intervention Team (RIT) will have a fully equipped rescue team on site, in a ready state and prepared to react and respond to rescue injured or trapped fire department members.

SCOPE: All fire department members.

GUIDELINE: The RIT will be established within ten (10) minutes of the entry of the initial attack team, and before a second entry team is sent in, 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.

PROCEDURE: **Initial Rapid Intervention:** Four (4) fire department members will be assembled at the scene prior to conducting an offensive attack. When two (2) fire department members enter on initial attack, one (1) of the four (4) will be responsible to operate the pump and perform accountability functions and the additional person will remain outside maintaining communications and will be prepared and equipped with PPE, SCBA, and radio to perform immediate rescue.

The fire department members remaining outside the structure will assist by placing themselves at the exterior of the doorway and feeding fire hose as required. A second hose will be deployed as soon as possible.

Interior Teams: Fire department members engaged in offensive structural firefighting operations will operate in teams of two or more, use a buddy system within the team, and maintain voice, visual or touch with one another at all times. Radios will be used for communications between offensive firefighting team(s) and the Incident Commander.

Establishment: An RIT made up of a minimum of two (2) trained fire department members will be established and suitably equipped on the scene within ten (10) minutes after the initial attack before sending in a second entry team. The RIT will obtain a briefing from the Officer in Charge.

The RIT will assume a ready state, with personal protective equipment appropriate to the hazards, and will have all the appropriate tools for the type of incident such as a charged hose line long enough to access the furthest point, lanterns, forcible entry tools, hose straps, radios, and SCBA packs.

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

OG 1.3.5 INCIDENT SAFETY – Rapid Intervention Team

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

The RIT will remain in readiness until the Incident Commander declares the incident under control and there is no longer an Immediately Dangerous to Life and Health (IDLH) atmosphere.

RIT Activation: Upon report of a lost, trapped, or missing firefighter, an “emergency traffic” signal will be initiated. The Incident Commander will deploy the RIT to the last reported location of the fire department member(s). The RIT will be assigned a Rescue Group designation. Whenever a RIT is deployed it shall be replaced as soon as possible with a minimum of four (4) fire department members to back up crews involved in the rescue operation.

If a RIT is required to a location where the team leader is incapacitated (physically or emotionally) the Incident Commander will designate a new team leader to assume responsibilities for the area in which the emergency exists. They will coordinate all activities to maximize the rescue operation.

REFERENCE: Workers’ Compensation Board Regulation

OG 1.3.6 INCIDENT SAFETY – Emergency Evacuation Alert

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish a procedure that ensures all fire department members are promptly alerted when an emergency scene must be immediately evacuated.

SCOPE: All fire department members.

GUIDELINE: When the Incident Commander determines that the conditions at an incident have or may soon deteriorate to the point where fire department members working within the hazard area may be in danger, an emergency evacuation order will be issued.

Fire department members shall immediately leave the danger area and report to the Officer in Charge of Accountability.

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

- The Incident Commander will broadcast a message over the radio that all crews are to evacuate the scene immediately, as well as command the sounding of the apparatus' horns continuously.
- Upon evacuation all fire department members are to report to the Officer in Charge of Accountability.
- When evacuation is complete the Officer in Charge of Accountability will conduct a role call of all fire department members involved at the emergency scene.

OG 1.3.7 INCIDENT SAFETY – Initial Fire Attack Team

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- PURPOSE:** To establish criteria for the initial fire attack team at structure fires.
- SCOPE:** All fire department members.
- GUIDELINE:** A minimum of four (4) fire department members (including the Incident Commander) will be assembled on the fireground before attempting offensive suppression of rescue operations in a building or enclosed structure that is involved in a fire situation beyond the incipient stage.
- PROCEDURE:** When self-contained breathing apparatus (SCBA) is required to enter a building, or similar enclosed location, the entry will be made by a team of at least two (2) fire department members. Effective voice communication will be maintained between fire department members inside and outside the enclosed location. With a minimum team of four (4) fire department members enter on initial attack, one (1) of the four (4) will operate the pump and perform accountability functions and the additional person will remain outside maintaining communications and be prepared and equipped with PPE, SCBA and radio to perform immediate rescue if required.
- Where less than four (4) fire department members are actually assembled on the fireground, only exterior defensive firefighting operations will be initiated until additional fire department members arrive on scene. This could include establishing water supply, laying attack lines and defensive attack.
- The second team arriving at the incident scene will establish a Rapid Intervention Team in accordance with Operational Guidelines 1.3.5. Subsequent teams will back-up the first team or can be assigned according to the needs of the incident.

OG 1.3.8 INCIDENT SAFETY – Fire Department Members Risk

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish risk guidelines for fireground operations.

SCOPE: All fire department members.

GUIDELINE: Fire departments will extend every possible effort to the saving of life and protection of property.

Within the scope of this guideline there shall be a balance of fire department members safety and welfare in relation to the protection of life and property. In all cases, fire department members safety shall be considered ahead of property.

PROCEDURE: At the discretion of the Incident Commander, activities that present a significant risk to the safety of fire department members will be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects will be considered in the extent of actions employed.

Activities that are routinely employed to protect or save property is to be recognized as inherent risks to the safety of fire department members, and action will be taken to reduce or avoid these risks.

No risk to the safety of fire department members is acceptable when there is no possibility of saving lives or salvaging property.

No risk to the safety of fire department members will be acceptable for training exercises or for the rescue of pets or animals.

OG 1.3.9 INCIDENT SAFETY – Traffic Control

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

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

SCOPE: All fire department members.

GUIDELINE: The Incident Commander will ensure that effective traffic control is established at all emergency incidents to provide for the safety of all emergency responders, patients and members of the public.

PROCEDURE: Where it is evident that traffic control will be required to provide a safe working area the Incident Commander will immediately request RCMP assistance for traffic control.

Fire department members will provide temporary traffic control to ensure fire department members safety.

Only fire department members trained in emergency-scene traffic control will provide traffic control.

During the course of an incident, Incident Commanders will ensure that apparatus operators utilize traffic cones to provide a safe working area for fire department members.

REFERENCE: Workers' Compensation Board Regulation.

OG 1.3.10 INCIDENT SAFETY – Prevention of Workplace Violence Procedures – On Scene

*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

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

SCOPE: All fire department members.

GUIDELINE: The Incident Commander will identify and react to situations that involve, or are likely to involve, violence. All fire department members will be familiar with, and carry out, their responsibilities as established by this guideline.

PROCEDURE: When fire department members are dispatched to an incident where known or suspected violence is a threat, the Incident Commander will communicate directly or through dispatch with the RCMP to ensure the safety of fire department members.

In such violent situations, the Incident Commander will stage all fire department resources in a safe area until the RCMP has secured the scene.

When violence occurs after emergency operations have been initiated the Incident Commander will either:

- secure immediate RCMP protection, or
- withdraw all fire department members to a safe staging area.

At all incidents where crowd control is required the Incident Commander will either:

- establish a working area
- ensure the safety of fire department members, or
- protect the safety of the public.

The Incident Commander will establish a 'Fire Line' and will identify the area to be controlled to the RCMP, who will assume responsibility for keeping unauthorized persons outside the area.

Should fire department members encounter interference from anyone at the scene of an incident, a specific request will be made to the RCMP by the Incident Commander identifying the type of problem encountered and the desired action required.

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.

OG 1.3.10 INCIDENT SAFETY – Violence Program – On Scene

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

If caught in this situation the fire department member will assess their:

- means of egress (for immediate escape if needed)
- aggressor's state of mind (alcohol or drugs involved)
- environment (protection, weapons that could be used against them), and
- means of obtaining assistance.

The fire department member will also:

- maintain a minimum seven (7) foot "Safe Zone"
- not turn their back on the individual
- back away if an individual walks towards them
- call another fire department member for assistance (if the Incident Commander is unavailable at that time, the Incident Commander will be notified as soon as is possible)
- write down pertinent information and facts, to be given to the Incident Commander as soon as practical
- watch the direction the individual moves
- be available to co-workers, supervisors, and/or RCMP.

Defusing (calming) the individual will be attempted by:

- speaking to the person (to determine the focus of the aggression)
- directing the individual to the Incident Commander or RCMP, after forewarning that individual of the situation
- providing assistance to the individual if feasible, and/or
- discontinuing communications if the individual becomes more agitated.

Upon returning to the Hall, the Incident Commander and individual fire department 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 them to the Occupational Health and Safety Committee and the Fire Chief.

Where circumstances are such that the incident could likely be repeated, all fire department members will be notified in a timely fashion.

The Fire Chief or Incident Commander, will require any fire department member to attend rehabilitation, and/or critical incident debriefing at any time, as deemed necessary.

REFERENCE: Workers' Compensation Board of British Columbia.

OG 1.4 VEHICLE RESPONSE SAFETY – Warning Devices in Emergency Operations*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

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

SCOPE: All fire department members.

GUIDELINE: 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 the *B.C. Motor Vehicle Act*.

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

All fire department members are responsible for ensuring for the safety of the fire department members and citizens while vehicles are responding to incidents.

Drivers will use good judgement when driving the apparatus to an incident.

Fire department members will use their judgement to vary the siren tone in order to ensure every effort is made to alert the public when approaching and proceeding through an intersection or approaching from behind.

The air horn is permitted to be used in connection with the siren.

The Officer in Charge will ensure that a barricade formed by safety cones is erected in the area of operations at the earliest possible instance.

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

Red and amber emergency lights will remain on until after conclusion of the operation.

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

OG 1.4.1 VEHICLE RESPONSE SAFETY – Warning Devices in Non-Emergency Operations*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To ensure the safe operation of fire department vehicles when responding to non-emergency situations, and to ensure that fire department vehicles are operated in conformance with the *B.C. Motor Vehicle Act*.

SCOPE: All fire department members.

GUIDELINE: Non-emergency situations are defined as those situations where life and property are not directly endangered. The fire department will operate vehicles during non-emergencies in accordance with the *B.C. Motor Vehicle Act*.

PROCEDURE: Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren.

Red lights will be used when backing off of a roadway.

During Firehall tours, pumper demonstrations, etc., red lights and sirens shall be used as part of demonstrations as long as this use is determined to be safe and will not confuse adjacent motorists and citizens.

Fire department members will use their discretion to avoid public confusion when discontinuing the use of warning devices after being cancelled from an emergency response.

Fire department apparatus, when involved in non-emergency situations, will be driven and parked in accordance with the posted signage.

If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if fire department vehicles encroach upon a travelled thoroughfare to the extent that they present a hazard Officers will ensure that parking complies with Operational Guideline 1.4.

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

OG 1.4.2 VEHICLE RESPONSE SAFETY – Vehicle Response Safety

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

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

SCOPE: All fire department members

GUIDELINE: 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 will continually assess whether exercising the privileges of Section 122(4) of the *B.C. 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 of the *B.C. Motor Vehicle Act*. The driver must take into account factors such as:

- the nature, use and condition of the highway
- the amount of traffic
- visibility, and
- pedestrians.

Driver Training: Only fire department members 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 Officer in Charge, will be permitted to drive department vehicles, except when under supervision of a trainer for the purpose of driver training.

Vehicle Readiness: The driver of any fire department vehicle is responsible to ensure that the vehicle is in a state of readiness at all times. The driver will ensure that all equipment is in place and stored safely and that all doors are closed and secure prior to exiting the Hall.

Secure Positions: The driver of any fire department vehicle will not move the vehicle until all passengers have signalled that they are in a secure position. Riding in a non-secure position is prohibited.

Seat belts will be used by all fire department members when equipment is in motion.

No person will be permitted to ride on the tailboard.

Exiting the Firehall: The driver is to be aware of other vehicles leaving the Hall and check for pedestrians and vehicles within the vicinity of the Hall. On leaving the Hall, the driver will lightly apply the brakes to ensure their proper

OG 1.4.2 VEHICLE RESPONSE SAFETY – Vehicle Response Safety

Effective Date: June 15, 2006 Last Rev: March 28, 2007 Responsible Dept: Public Safety

operation. The driver will also sound the horn indicating that the apparatus is about to move forward.

Warning Devices and Vehicle Lights: Warning devices and vehicle lights will be operated in conformance with Operational Guidelines 1.4 and 1.4.1.

Speed: The driver will 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*.

Driving in the Oncoming Traffic Lane: Driving in the oncoming traffic lane is dangerous and will be avoided whenever possible. If it is necessary to drive in the oncoming traffic lane, extreme caution will be exercised and a safe operating speed maintained.

Intersections: Intersections are dangerous areas to approach during an emergency response. The following precautions will be observed by all responding vehicles:

- When a responding vehicle must approach an intersection in the oncoming traffic lane the driver will come to a complete stop until other traffic in the intersection has yielded.
- When approaching a controlled intersection with a stop sign or red light, the driver will come to a complete stop until other traffic in the intersection has yielded.
- The driver will use good judgement with respect to proceeding through a intersection, however, the maximum allowable speed through any intersection will be the posted speed limit.

Passing Emergency Vehicles: Passing other emergency vehicles is dangerous. If passing is necessary, radio contact will be made with the driver of the other vehicle, prior to passing.

Driver Attention: The responsibility of the driver during an emergency response will be to operate the vehicle safely. When another crew member is beside the driver, the operation of radio and emergency warning devices is to be delegated to that crew member. If there is no passenger, drivers will operate the radio and emergency warning devices only if it can be done safely. All fire department members are responsible for watching for potential hazards.

Reduced Response: The Incident Commander to arrive at an emergency scene will evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene will be advised of a status change and redirected as required.

OG 1.4.2 VEHICLE RESPONSE SAFETY – Vehicle Response Safety

Effective Date: June 15, 2006 Last Rev: March 28, 2007 Responsible Dept: Public Safety

Approach Safely: When approaching an emergency scene the driver will watch for emergency vehicles approaching from other directions. The driver will be on the alert for civilians, and emergency service personnel who may inadvertently step in front of the approaching apparatus.

Backing Up: Before backing up the vehicle the driver will ensure they are guided by at least one other fire department member using recognized hand signals. This guide will be safely positioned at the rear of the vehicle on the driver side. The driver will sound the horn indicating that the vehicle is about to back up.

Personal Vehicles: Fire department members responding to the firehall or the incident are not provided any special privileges and will adhere to all regulations of the *B.C. Motor Vehicle Act*.

Post Trip Inspections: The driver of the apparatus will ensure that a post trip inspection is conducted on the apparatus upon returning to the Fire Hall and record inspection data and time on a post trip inspection form. This record is to be kept on file at the firehall.

REFERENCE: B.C. Motor Vehicle Act
Workers' Compensation Board of British Columbia Regulation.

OG 1.5 EQUIPMENT SAFETY AND MAINTENANCE – Self Contained Breathing Apparatus*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

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 members required to use, clean or maintain SCBA.

GUIDELINE: All SCBA will be cleaned and maintained in accordance with the RDFFG Fire Services Respiratory Protection Program, and manufacturers' guidelines.

PROCEDURE: The fire department member will clean and inspect all SCBA as soon as possible, in accordance with the RDFFG Fire Services Respiratory Protection Program, and the manufacturers' guidelines, after each use.

The fire department member will keep a record of each use, cleaning and inspection in accordance with the RDFFG Fire Services Respiratory Protection Program.

REFERENCE: RDFFG Fire Services Occupational Health and Safety Program
RDFFG Fire Services Respiratory Protection Program
IFSTA Essentials of Fire Fighting Training Manual
Workers' Compensation Board Regulations

OG 2.0 OPERATIONS – Incident Command System

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish a command system to be applied consistently to all fire department incident responses.

SCOPE: All fire department members.

GUIDELINE: The Incident Command System will be applied to all incident responses. All fire department members will be familiar with, and carry out, their responsibilities identified within the Guideline.

PROCEDURE: The first and most senior fire department member will assume command of the incident and maintain command until property relieved. The Incident Commander will state their assumption of command for the purpose of informing both the responding crew and fire dispatch.

The Incident Commander will:

- conduct a size-up, and broadcast an initial report to the responding crew and fire dispatch
- establish a command location
- request additional support and stage incoming units as required
- designate the tactical priorities
- provide for the safety and welfare of the responding crew
- sector the fireground if required, and
- maintain operational control.

Change of Command may take place upon the arrival of a senior officer and following:

- a status report from the existing Incident Commander as to fireground conditions, fire department members and tasks assigned (preferably face-to-face).
- a broadcast of assumption of command by the new Incident Commander.

The new Incident Commander will continue to evaluate the incident and base their actions on the changing conditions.

The Incident Commander will wind down and terminate the incident as conditions dictate.

REFERENCE: BCERMS Standard – ICS Program

OG 2.1 OPERATIONS – Response to Calls – Bomb Scare*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To establish procedures for incidents involving bomb scares or threats.

SCOPE: All fire department members.

GUIDELINE: Bomb scares or threats are, and will be the responsibility of the RCMP.

PROCEDURE: All reports of bomb scare or threats will be referred to the RCMP. The Incident Commander will notify fire dispatch and request that the RCMP be called. At the request of the RCMP, fire department members will attend to assist in evacuation and fire suppression.

All bomb searches will be conducted by the RCMP. Fire department members will not perform or assist with this function.

OG 2.2 OPERATIONS – Dangerous Goods – Biological Weapons Threat

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To establish the responsibility for responding to incidents involving biological weapons such as Anthrax, etc.

SCOPE: All fire department members.

GUIDELINE: The fire department will not respond to biological weapons threats. This is, and will be, the responsibility of the RCMP.

PROCEDURE: The Incident Commander will refer all reports of biological weapons threats immediately to the RCMP.

OG 2.3 OPERATIONS – SCBA – Self Contained Breathing Apparatus

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide fire department members with the knowledge, requirements, procedures, and care and maintenance instructions for wearing and maintaining self contained breathing apparatus (SCBA).

SCOPE: All fire department members.

GUIDELINE: All fire department members will wear SCBA at all times where the firefighter could encounter hazardous atmospheres, including:

- oxygen deficiency
- elevated temperatures
- smoke, and/or
- toxic atmosphere (with or without fire)

PROCEDURE: SCBA will be worn and maintained in accordance with the RDEFG Fire Services Respiratory Protection Program.

All fire department members will put on SCBA before entering any atmosphere that is unknown, oxygen deficient and/or constitutes hazards immediately dangerous to life and health (IDLH).

All fire department members will, at entry level, be trained and tested in both written and practical matters in the use, limitations and maintenance requirements of the SCBA. All fire department members who will, at any time, be wearing a SCBA will receive a fit test annually. Fit-testing will be completed by a person qualified and trained in the procedures for positive and negative fit testing.

All fire department members will maintain their proficiency in the use of SCBA by recording and reviewing training sessions on fire department training documents.

All fire department members will receive the appropriate training and information as SCBA equipment is upgraded and changed.

REFERENCE: RDEFG Fire Services Health and Safety Program
RDEFG Fire Services Respiratory Protective Program
IFSTA Essentials of Fire Fighting Training Manual
Workers' Compensation Board Health and Safety Regulations

OG 2.4 OPERATIONS – Fire Suppression – Vehicle Fires

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

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

SCOPE: All fire department members.

GUIDELINE: The Incident Commander will develop an initial strategy and implement effective tactical operations to successfully control and extinguish vehicles involved in fire and conduct these operations in a safe manner.

PROCEDURE: **Positioning Attack Vehicle Safely:** The Incident Commander will position the attack vehicle based on the conditions encountered as follows:

- the pumper will be positioned a safe distance from a vehicle involved in fire, at least 30m
- wherever possible, the pumper will be positioned on high ground, and upwind. The only exception to placing the pumper on high ground is when the vehicle is fuelled with Liquefied Natural Gas (LNG) which is lighter than air
- wherever possible, avoid passing a vehicle that is fully involved in fire.

Fire Fighting Tactics: The Incident Commander will base firefighting tactics according to conditions encountered as follows:

- Fire department members will wear full protective clothing and equipment, in accordance with Operational Guideline 2.3 “SCBA”.
- Two (2), 38mm fog lines will be employed and the initial attack, whenever possible, made towards the front of the vehicle and at an angle of approximately 45 degrees.
- The interior of the vehicle will be checked for occupants.
- The fire will be located and a water stream applied to the fuel tank for cooling purposes. The fire will be extinguished with a second, 38mm hose line.
- In the event of a vehicle fully or extensively involved in fire, the Incident Commander will be given discretion to order the first 38mm hose line adjusted to a straight stream and directed on the vehicle. The second 38mm hose line will be used for protection of firefighters.
- When advancement is made after the initial application, the straight stream will be adjusted to a fog pattern and the Incident Commander will employ effective tactical operations to control and extinguish the fire.
- Foam may be used to combat vehicle fires.

OG 2.5 OPERATIONS – Radio Communication

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

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

SCOPE: All fire department members.

GUIDELINE: Radio equipment will be used for fire department business only. Fire Department members will use “plain language”, no “10-codes”.

PROCEDURE:

- 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.
- Coarse language will not be used.
- 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.

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.

REFERENCE: IFSTA Essentials of Fire Fighting
FOCC

OG 2.6 OPERATIONS – Responses to Medical Incidents

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide fire department members with procedures regarding responding to medical incidents.

SCOPE: All fire department members.

GUIDELINE: Only fire departments actively licensed in the First Responder Program will respond to medical incidents. There will be at least one licensed First Responder fire department member on every medical incident response.

PROCEDURE: First Responder fire department members will only perform skills to the level of the First Responder license attained. At no time will a fire department member go beyond the medical skills provided within the curriculum of the First Responder Program.

First Responder fire department members attending a medical incident will be limited to necessary fire department members only.

REFERENCE: JIBC – Paramedic Academy First Responder Program

OG 2.7 OPERATIONS – Urban Interface and Grass Based Fires

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide for the safe and efficient response to urban interface and grass based fires, and to require fire department members to follow safe work practices for all designated job duties during these responses.

SCOPE: All fire department members.

GUIDELINE: The Incident Commander will assess the fire scene and determine if additional resources are required.

PROCEDURE: The Incident Commander will assess the fire scene and will apply the Ministry of Forests and Range Fire Intensity Ranking to the fire. (Rank 1-6).

The Incident Commander will contact Dispatch to request assistance from the Ministry of Forests and Range in controlling a fire incident in the following circumstances:

- for a Rank 1 or 2 fire if the fire is too large to contain or if the terrain and topography limits the ability to access or suppress the fire, or
- the Ranking is 3-6.

When the Ministry of Forests and Range is requested to assist:

- Incident Command will request Dispatch to contact the Regional District of Fraser-Fort George, Emergency Program Coordinator,
- the Regional District will activate the Emergency Operations Center, and
- the Regional District will obtain a Provincial E.R.T. number.

The Fire Department Incident Commander will share a unified command with the Ministry of Forests and Range Incident Commander. It is understood that the Ministry of Forests and Range will provide resources throughout the event depending upon the availability of those resources.

The fire department is responsible for the suppression and mop up of fires on private land within their fire protection boundaries.

The Ministry of Forests and Range is responsible for the mop-up of fires occurring on Crown Land within their fire protection boundaries.

REFERENCE: S-215 Fire Operations in the Wildland/Urban Interface
S-100 Introduction to the Wildland/Urban Interface
ICS 100 Incident Command System

OG 2.8 OPERATIONS – Apparatus Maintenance

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide guidelines relative to apparatus maintenance.

SCOPE: All fire department members.

GUIDELINE: All fire department apparatus will be maintained and be ready for emergency response at all times.

PROCEDURE: The Fire Chief will be responsible for ensuring that apparatus maintenance activities are carried out in the following manner:

- regularly,
- properly, and
- duly recorded.

After use, before members stand down from a call or practice, all apparatus will be:

- refilled with water
- checked to ensure that all equipment is cleaned and in its appropriate place with all switches and controls in their appropriate settings,
- plugged in for electrical circuits and air lines, where applicable,
- fuelled, and
- the post-trip inspection will be completed and results recorded.

Regular scheduled maintenance as recommended by the manufacturer will be conducted and recorded by a designated fire department maintenance person or maintenance crew on all apparatus.

Annual Motor Vehicle Inspections will be completed and submitted to the Regional District for all fire department apparatus no later than December 15th of each year.

OG 2.9 OPERATIONS – Incident Reports

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To ensure the completion of reports for every emergency incident attended by the fire department.

SCOPE: All fire department members.

GUIDELINE: An incident report will be completed by the Incident Commander for every incident attended, whether emergency or routine in nature.

PROCEDURE: The Incident Commander will ensure that an incident report is completed for each incident attended. Factual observations detailing the actions taken by the fire department will be documented on the Incident Report.

A First Responder Report will be filled out, and attached to the incident report for each patient attended to.

The Fire Chief or Deputy Chief will review all incident reports for completeness and accuracy.

The fire department will maintain a file of all incidents. This file will contain the incident report, pictures, and all related documents.

OG 3.0 TRAINING STANDARDS - Requirements*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To establish training standards for fire department members to enable them to perform their duties safely and effectively.

SCOPE: All fire department members.

GUIDELINE: The fire department will train all fire department members on a regular basis to applicable Provincial and National standards.

PROCEDURE: **General:** The Fire Chief will supply sufficient manuals and resource materials to meet the standards. Manuals and resource materials will remain the property of the fire department.

Fire department training will be designed to meet the following standards:

- RDFFG Fire Services Operational Guidelines
- NFPA 1001 – Firefighter (Professional) Qualifications
- NFPA 1002 – Driver (Professional) Qualifications, and
- BCERMS Standard – ICS Program

Training Responsibilities:

The Fire Chief will be responsible for the adoption and approval of training requirements.

The Deputy Chief will be responsible for:

- coordinating with the Training Officer in matters relating to training, and
- providing overall guidance in matters relating to training.

The Training Officer will be responsible for:

- determining departmental training needs
- developing departmental training records
- maintaining training records for all fire department members
- evaluating continuity of training
- scheduling and coordinating special training sessions, and
- conducting training as required.

OG 3.0 TRAINING STANDARDS - Requirements

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

Officers and Instructors are responsible for:

- instructing according to departmental training schedules and utilizing applicable standards, manuals and Operational Guidelines, as well as departmental and other training aids, and
- completing class attendance records and lesson summaries as soon as possible after classes are completed.

All fire department members will participate in departmental training activities and maintain personal and professional competence relative to the skill and knowledge levels required of their respective position within the fire department.

REFERENCE:

RDFFG Fire Services Operational Guidelines
IFSTA Essentials of Fire Fighting Training Manual

OG 3.0.1 TRAINING STANDARDS - Firefighters*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To establish training standards for fire department members to such a standard as to enable them to perform their duties safely and efficiently.

SCOPE: All fire department members.

GUIDELINE: The fire department will train fire department members on a regular basis to Provincial and National Standards. Fire department members will participate in the training provided.

PROCEDURE: **General:** Practices will be held once per week at a minimum and will be a minimum of 2 hours in duration totalling 100 hours annually. The Training Officer will endeavour to schedule daytime practices for those volunteers unable to attend the scheduled evening practice wherever possible.

Fire department members are expected to attend a minimum of 60 hours during a 12 month period, of fire department training comprising of fire skills training, including additional training over and above weekly scheduled training in order to maintain their active call-out status as members of the fire department.

Recruit Fire Department Members: All newly recruited fire department members must successfully complete the Recruit Basic Training program and the 6-month probationary period, before being considered for acceptance as a full member of the fire department. The Recruit Basic Training package, at a minimum will include:

- fire service safety and orientation
- fire behaviour
- personal protective equipment and SCBA 1 & 2
- ventilation, vertical and horizontal, and
- ladders 1 & 2.

During the recruit program and the probationary period, the recruit fire department member will be assessed at regular intervals by the fire department training staff and informed of their progress. During these periods a trainee may be dismissed by the Fire Chief if found to be unsuitable.

Recruit fire department members will be issued turnout clothing upon the start of the practical components of the Recruit Basic Training program. Paggers will be issued upon beginning the probationary period and probationary fire department members will attend call outs.

OG 3.0.1 TRAINING STANDARDS - Firefighters

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

Probationary Fire Department Member: The probationary period starts after successful completion of the Recruit Basic Training Program. During the probationary period, a probationary fire department member will be required to complete or participate in, the following:

- Incident Command System 100
- S100
- live fire training scenario (fire fighter will be limited to performing the tasks achieved at this level)
- First Responders Level One (if applicable), and
- Auto Extrication Awareness training (if applicable).

Probationary fire department members are permitted to attend general meetings of the Hall.

A probationary fire department member will be granted full member status of the fire department upon:

- completion of the 6 month probationary period, and
- receiving a recommendation from the Fire Chief with consultation from the Training Officer.

Fire Department Members: All fire department members will be trained to meet the applicable Provincial and National standards.

Fire department members will participate in additional specialized training pertinent to their Hall.

Officers: Officers will meet the standards of training set for fire department members, and will also be expected to attend additional training opportunity necessary to fulfill their officer functions such as Incident Command System, instructional techniques, etc.

Limited Duties: Fire department members who volunteer with the department in a "limited duty capacity" may do so with the following conditions:

Limited duties due to physical restrictions by choice or medical reasons the fire department member must:

- complete all training in accordance with the Operational Guidelines with the exemption to practical exams
- at no time perform the skills for which they have been exempted for.

OG 3.0.1 TRAINING STANDARDS - Firefighters

*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

Administrative duties, a fire department member may;

- participate in theory training only, no practical training
- not provide assistance to the scene unless the following theory components are completed:
 - Fire Service Safety and Orientation
 - Personal Protective Equipment

REFERENCE: RDFFG Fire Services Operational Guidelines
IFSTA Essentials of Fire Fighting

OG 3.1 TRAINING STANDARDS – Off-Site Training*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To provide guidance on off-site training to those fire department members requesting authorization to attend.

SCOPE: All fire department members.

GUIDELINE: Off-site training is all training conducted outside of firehall fire protection area. Selection of training and firefighters attending Off-Site Training events will be determined by the Fire Chief.

PROCEDURE: The Fire Chief will sign a letter authorizing the fire department member to participate as a member of the fire department in a training event that is above and beyond the normal scheduled practices. This authorization will be kept on file at the fire department and is a requirement of WCB.

At no time will a fire department member attend a training event without authorization from the Fire Chief. If a fire department member proceeds to attend a training event without the Fire Chief's authorization, the fire department member will be considered to be participating as an individual and is not considered to be representing the fire department and therefore, will be personally liable for any costs incurred.

OG 3.1.0 TRAINING STANDARDS – Live Fire*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

- PURPOSE:** To provide for the safe operation during a live fire training exercise and to educate fire department members to follow safe work practices for all live fire burns.
- SCOPE:** All fire department members.
- GUIDELINE:** Live fire training will only be conducted by trained fire department members and with authorization from the Fire Chief.
- PROCEDURE:** All fire department members will perform their duties in a safe manner according to the RDFFG Fire Service Occupational Health and Safety Program and the RDFFG Fire Services Respiratory Protection Program.
- All live fire training events will be authorized by the Fire Chief.
- All live fire training events will be conducted by fire department members experienced in delivering live fire training events.
- REFERENCE:** RDFFG Fire Services Occupational and Health Program
RDFFG Fire Services Respiratory Protection Program

OG 3.4 TRAINING STANDARDS – Regional Driver Training Program*Effective Date: October 31, 2008**Last Rev:**Responsible Dept: Public Safety*

PURPOSE: To establish driver training standards for fire department members to enable them to safely operate fire department vehicles.

SCOPE: All fire department members who drive fire department vehicles.

GUIDELINE: The fire department will train fire department members to meet the applicable Provincial and National Standards and Motor Vehicle Branch Regulations. Fire department members must complete the Regional Driver Training Program for each vehicle before being cleared to drive that vehicle.

PROCEDURE: Regional Driver Training Program

Fire department members will provide a current copy of their driver's licence and driver's abstract upon entry into the Regional Driver Training Program. Fire department members' Driving Training records to be completed.

The program components are to be completed in the following order:

Prerequisite: Fire department members must attend a theory session as a prerequisite to the Regional Driver Training Program. The classroom session will cover general information on the environment surrounding the operation of vehicles while on duty, including; Legal aspects of Emergency Driving, Vehicle Dynamics, Vehicle Pre and Post Trip Inspections & Maintenance, Emergency Vehicle Operations & Safety, Personal Vehicle Operation.

Fire department members must be qualified to legally drive the specified fire department vehicle by having the appropriate driver's license classification and endorsements.

Vehicle Specific Training: Fire department members must complete the following training for each fire department vehicle:

- Vehicle Introduction:
 - Objective based – to familiarize the fire department member with the internal and external features and components of the vehicle.
- Competency Course Evaluation – Fire department member must successfully navigate through the various competency tasks.
- Initial Driving Evaluation with Instructor – The fire department member will be instructed on driving skills contained in the Driver Evaluation Checklist, which include but are not limited to; manoeuvring, turning, braking, backing up, and situational awareness.

OG 3.4 TRAINING STANDARDS – Regional Driver Training Program

Effective Date: October 31, 2008 Last Rev: Responsible Dept: Public Safety

Upon successful completion of the Competency Course Evaluation and Initial Driving Evaluation, the fire department member will;

- Schedule driving sessions with a qualified fire department driver on the vehicle involved. The fire department member must log a minimum of 1 hour of active drive time, not including time required for pre and post trip inspections.
- Schedule a final evaluation with the driver instructor. The final evaluation will include skills contained in the Initial Driving Evaluation and the Competency Course.

A fire department member will be granted clearance as a driver on the vehicle specified upon:

- successful completion of the Regional Driver Training Program, and
- receiving a recommendation from the Fire Chief with consultation from the driver instructor(s).

Skills Maintenance Program: For fire department members to maintain active driver's status they must have documented a minimum of 2 hours drive time and a review of the theory session annually.

ATTACHMENT(S): Competency Course
Competency Course Evaluation Checklist
Driver Evaluation Checklist

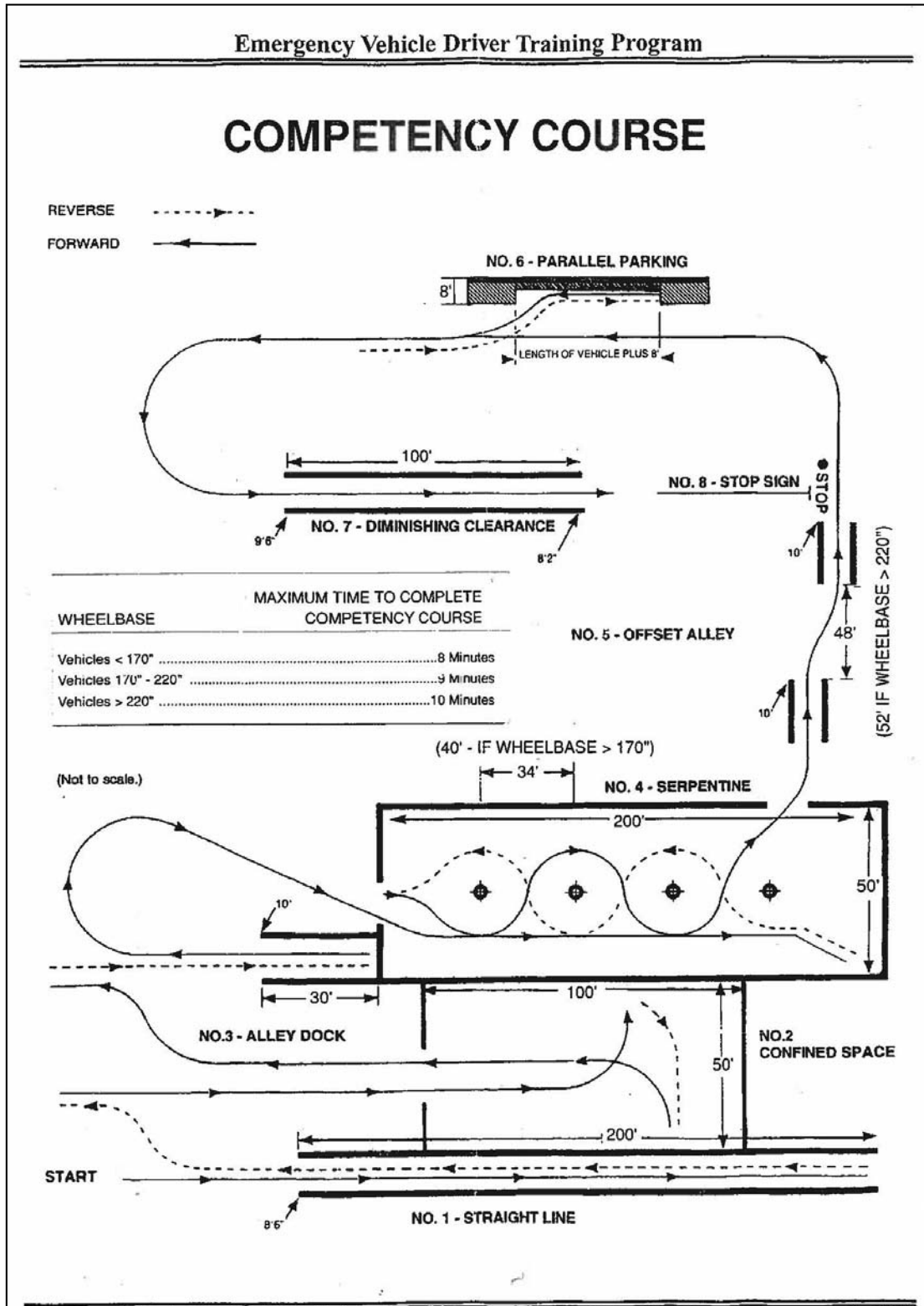
REFERENCE: RDFFG Fire Services Operational Guidelines
BC *Motor Vehicle Act*

OG 3.4 TRAINING STANDARDS – Regional Driver Training Program

Effective Date: October 31, 2008

Last Rev:

Responsible Dept: Public Safety



OG 3.4 TRAINING STANDARDS – Regional Driver Training Program

Effective Date: October 31, 2008

Last Rev:

Responsible Dept: Public Safety

**FIRE DEPARTMENT TRAINING
FIRE APPARATUS DRIVER/OPERATOR EVALUATION**

Department _____ Date _____

Operator's Name _____

Driver's Licence No. _____ Class _____

Restrictions _____

- Training Exercise
 Evaluation Exercise

Evaluation on: Pumper _____ Aerial _____ Other _____

Rescue Truck _____ Tanker _____

| EXERCISE (P S T) | S | NI | U | NA | EXERCISE (P S T) | S | NI | U | NA |
|--------------------------------------------|----------|-----------|----------|-----------|---------------------------------------------|----------|-----------|----------|-----------|
| Serpentine <i>nfsa 1002 2 - 3.4</i> | | | | | Restricted <i>nfsa 1002 2 - 3.6</i> | | | | |
| - Forward (right clearances) | | | | | - Horizontal Clearance Fwd (right side) | | | | |
| - Forward (left clearances) | | | | | - Horizontal Clearance Fwd (left side) | | | | |
| - Reverse (right clearances) | | | | | - Diminishing Lane | | | | |
| - Reverse (left clearances) | | | | | | | | | |
| Backing <i>nfsa 1002 2 - 3.3</i> | | | | | Turn Around <i>nfsa 1002 2 - 3.5</i> | | | | |
| - Straight line | | | | | 3+ point turn around procedure | | | | |
| - Right (into alley dock) | | | | | does not dry steer | | | | |
| - Left (into alley dock) | | | | | Braking | | | | |
| - Procedure | | | | | - Accurate, Smooth Stop | | | | |
| - Observation | | | | | - Within 6' past hydrant | | | | |
| 2 Hand Steering | | | | | - Even with front of apparatus | | | | |
| Proper Cab Entry, Exit | | | | | Scanning (forward, reverse) | | | | |
| Proper Brake Protocol | | | | | Special Circumstances | | | | |

S - Satisfactory NI - Needs Improvement U - Unsatisfactory NA - Not Applicable (or not done)

Instructor/Examiner _____

Licence # _____

Driver's Signature (OPTIONAL) _____

Notes:

OG 3.4 TRAINING STANDARDS – Regional Driver Training Program

Effective Date: October 31, 2008

Last Rev:

Responsible Dept: Public Safety

**FIRE DEPARTMENT TRAINING
FIRE APPARATUS DRIVER/OPERATOR EVALUATION**

Department or Company _____ Date _____
 Operator's Name _____
 Driver's Licence No. _____ Class _____
 Restrictions _____
 Evaluation on: Pumper _____ Aerial _____ Other _____
 Rescue Truck _____ Tanker _____

Training Exercise
 Driving Exercise

| EXERCISE (Driving) | S | NI | U | NA | EXERCISE (Driving) | S | NI | U | NA |
|-------------------------------------------------|---|----|---|----|-----------------------------------------------|---|----|---|----|
| Pre-trip Inspection <i>nfa1002 2-2.1</i> | | | | | Handling Vehicle <i>nfa 1002 2-3.1</i> | | | | |
| - Batteries | | | | | - Observation - mirrors, scanning | | | | |
| - Belts | | | | | - Start, Stop - proper protocol | | | | |
| - Braking System: Air, Hydraulic | | | | | - Control, Position (straight) | | | | |
| - Electrical System | | | | | - Control, Position (Curve, Turn) | | | | |
| - Fuel | | | | | - Limited Access Hwy | | | | |
| - Fluids: Coolant, Oil, Hydraulic | | | | | - Lane changes (2) (L/R, R/L) | | | | |
| - Lubrication | | | | | - Speed - consistent with safety, rules | | | | |
| - Steering System | | | | | Turns | | | | |
| - Tires | | | | | - Signals: in advance of turn | | | | |
| - Tools & Equipment | | | | | - Observation: mirrors | | | | |
| Instrumentation <i>nfa1002 2-3.2</i> | | | | | - Right Turn | | | | |
| Switches, Controls | | | | | - Left Turn | | | | |
| Hills <i>nfa 1002 2-3.1</i> | | | | | Restricted | | | | |
| - Downgrade gear selection, retarder | | | | | - Turn Around <i>nfa 1002 2 - 3.5</i> | | | | |
| - Downgrade shifting | | | | | - Horizontal Clearances | | | | |
| - Upgrade: park, start up | | | | | - Vertical Clearances | | | | |
| Intersections | | | | | Braking | | | | |
| - Recognition, Right of Way | | | | | - Accurate, Smooth Stop | | | | |
| - through (non-stop) | | | | | Special Circumstances | | | | |
| - stop required | | | | | | | | | |
| - scanning | | | | | | | | | |

S - Satisfactory NI - Needs Improvement U - Unsatisfactory NA - Not Applicable (or not done)

Instructor/Examiner _____ Driver's Signature (optional) _____

Notes:

OG 4.0 INTER-AGENCY – Office of the Fire Commissioner

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

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

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

GUIDELINE: The Office of the Fire Commissioner will 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, and
- in the event of a potential building or area evacuation.

PROCEDURE: It will be the responsibility of the Incident Commander, Local Assistant to the Fire Commissioner or the Investigating Officer to contact the Office of the Fire Commissioner during normal office hours, depending upon the nature of the incident.

After hours notification and/or assistance contact numbers are:

- Office Of The Fire Commissioner 1-888-988-9488

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

OG 5.1 ADMINISTRATION – Use of Alcohol and Drugs

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To ensure fire department members do not engage in fire department business while under the influence of alcohol and/or drugs.

SCOPE: All fire department members.

GUIDELINE: Fire department members will not engage in fire department business while under the influence of alcohol or illegal or unprescribed drugs, or prescription medication that has been identified to impair judgement or affect an individual's ability to drive a vehicle or operate machinery or equipment.

PRODEDURE: The Fire Chief, or Officer in Charge will immediately remove a fire department member if they arrive at an emergency or training scene while under the influence of alcohol or drugs.

Attending any emergency or training scene while under the influence of alcohol or drugs is a very serious and dangerous situation and will result in disciplinary action being taken.

REFERENCE: B.C. Motor Vehicle Act

OG 5.2 ADMINISTRATION – Leave of Absence

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide guidelines for fire department members who may wish to be temporarily absent from fire department activities.

SCOPE: All fire department members.

GUIDELINE: Upon request, the Fire Chief may grant a fire department member a leave of absence from training and emergency responses on a temporary basis.

PROCEDURE: The Fire Chief will consider a written request for a leave of absence for a period of up to six (6) months within a twelve month period; and the Fire Chief may approve such requests. An approved leave of absence will be in writing.

Fire department members on leave of absence will:

- be removed from the active duty list
- hand in their pager and fire department equipment, if requested by the Fire Chief
- pass a performance evaluation conducted by the Training Officer prior to returning to active duty
- forfeit their rank where such leave exceeds three months (at the discretion of the Fire Chief)
- fire department member will remain on 24 hour coverage.

OG 5.3 ADMINISTRATION – Members Complaint Procedure*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To provide a process where a fire department member has a complaint concerning fire department operation.

SCOPE: All fire department members.

GUIDELINE: The Fire Chief and Deputy Fire Chief will be responsible to act on complaints from fire department members concerning fire department's operations. The complainant will have the right to be heard as part of this process.

PROCEDURE: When a fire department member has a complaint this process will be followed:

Step 1: The Complainant will identify their complaint to the Fire Chief, or Deputy Fire Chief.

Step 2: If no successful resolution at Step 1 the complainant may address complaint to the Manager of Public Safety.

If complaint is regarding the Fire Chief the complainant may direct their complaint directly to the Manager of Public Safety.

All written documentation regarding the complaint will be forwarded for retention to the Manager of Public Safety of the RDFFG as soon as reasonably possible.

OG 5.4 ADMINISTRATION – Promotion of Firefighters*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To provide guidelines on criteria to be used in the advancement and promotion of fire department members.

SCOPE: All fire department members.

GUIDELINE: Promotion of firefighters is based on ability, knowledge and experience.

The Fire Chief is responsible for appointing deputies, assistants and other officers they consider necessary for the efficient operation of the fire department in accordance with Fire Department Establishing Bylaw.

PROCEDURE: The Fire Chief is responsible to:

- post the position for a reasonable amount of time within the Fire Hall to allow prospective candidates to consider the requirements and responsibilities of the position prior to any appointment being made. Fire department members will submit to the Fire Chief a written application for posted position.
- Final selection will be based upon ability, knowledge and seniority.
- appoint Officers and Acting Officers and may consult with the fire department's officer group.

Consideration of appointment(s) will be discussed at a posted Officers' meeting where a recommendation will be made to the Fire Chief in writing.

REFERENCE: RDFFG – Fire Department Establishing Bylaw

OG 5.5 ADMINISTRATION – Guidelines for Progressive Discipline*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To provide procedures for fair and consistent application of progressive discipline involving fire department members

SCOPE: All fire department members.

GUIDELINE: Progressive discipline will be utilized in an equitable and consistent manner. In all instances where discipline is involved, the affected fire department member will have the opportunity to be heard by the Fire Chief prior to a decision by the Fire Chief to impose discipline.

Any member having supervisory authority and responsible for other members will discuss deficiencies in performance, conduct and other matters with subordinates as soon as possible after such deficiencies are observed.

Discipline measures will be documented, retained on the fire department members personal file and be subject to appeal through the Members Complaint Procedure (OG 5.3).

PROCEDURE: Levels of Responsibility:

The **Fire Chief** is responsible to maintain discipline throughout the fire department and to administer discipline of a formal nature which may include temporarily suspending, or terminating, a fire department member from duty. The Fire Chief or a Deputy Fire Chief will provide assistance to the officers involved in disciplinary action.

Officer In Charge will be responsible to maintain discipline while in charge. They are also responsible to administer discipline of an informal nature and to submit, in writing, to the Fire Chief, recommendations for formal discipline. A Officer in Charge, acting in the absence of the Fire Chief, has the authority to temporarily suspend a fire department member if they are unfit to perform their duty.

Officers: In the case of officers, the Fire Chief will be involved in all informal and formal disciplinary actions, including those of a verbal nature; except where an officer exercises the provisions of an emergency temporary suspension.

OG 5.5 ADMINISTRATION – Guidelines for Progressive Discipline

*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety***Informal Disciplinary Action:**

Officers will discuss deficiencies in performance, conduct and other matters with the fire department member as soon as possible after such deficiencies are observed. The following steps will be followed when informal disciplinary action is considered:

Step 1: Determine the problem.

Step 2: Discuss the problem with the fire department member, in private, as soon as possible following the infraction.

Step 3: Explain the infraction involved.

Step 4: Allow the fire department member a chance to explain their action(s).

Step 5: Inform the fire department member that the discussion in progress is, a verbal reprimand and that continued infraction will lead to formal disciplinary action.

Step 6: Allow time for improvement, and then follow-up.

Formal Disciplinary Action:

Whenever informal disciplinary action fails, or there has been intentional and flagrant disregard for the accepted standards of behaviour, formal disciplinary action will be considered as a corrective measure. The following steps will be followed when formal disciplinary action is considered:

Step 1: The concerned fire department member will be given written notice by the Fire Chief of the proposed disciplinary action. Such notice will include a statement of the reasons for the proposed action being considered.

Step 2: Following a reasonable opportunity to review all pertinent information, the fire department member will have the right to respond either orally, or in writing, to the Fire Chief.

Step 3: If the fire department member's version of the facts creates doubt as to the accuracy of the information, the Fire Chief will initiate a further investigation of the situation.

Step 4: Upon completion of the above, the affected fire department member will be advised by the Fire Chief, in writing, of the action taken.

Step 5: The fire department member being disciplined shall have the right to appeal the decision following the grievance procedure. (Refer to OG 5.3 - Grievance Procedures)

OG 5.5 ADMINISTRATION –Guidelines for Progressive Discipline

*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety***Emergency Temporary Suspensions:**

In the absence of the Fire Chief, Chief Officers and Incident Commander are empowered to immediately suspend from duty any fire department member who, in the Officer's opinion, may be unfit for duty. Where such authority is exercised a written report of the incident is provided to the Fire Chief. The Fire Chief will provide additional comments to the report and review disciplinary action that was recommended.

SUMMARY OF FORMS OF DISCIPLINARY ACTION:**Verbal caution, not recorded:**

This will be carried out by any Senior Officer. Training or counselling will be suggested, if appropriate.

Verbal caution, recorded in the fire department member's personnel file:

This will be carried out by the Fire Chief only. Training or counselling will be suggested or required, if appropriate.

Written caution, recorded in the fire department member's personnel file:

This will be carried out by the Fire Chief only. Training or counselling will be suggested or required, if appropriate.

Written caution and suspension, recorded in the fire department member's personnel file:

This will be carried out by the Fire Chief only. Training or counselling will be suggested or required, as appropriate.

Dismissal:

This will be carried out by the Fire Chief only. A suspended or dismissed fire department member may pursue the matter as outlined in the Members Complaint.

OG 5.6 ADMINISTRATION – Equal Opportunity Statement

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To commit to equal opportunities for all fire department members.

SCOPE: All fire department members.

GUIDELINE: All fire department members will be extended equal opportunities for skill development and promotion.

PROCEDURE: The fire department is committed to the principles of equal opportunity for all fire department members and applicants for the Fire Service.

Selection, training, duty assignment, advancement and departmental decisions of the fire department will be made without regard to race, religion, sex, color, citizenship status, sexual orientation, age, marital status, national origin, family status or any other characteristic protected under federal, provincial, or local law.

The fire department will create and maintain a work environment for all fire department members that is free from discrimination, harassment and sexual harassment.

All fire department members will treat each other with respect and dignity, and respect differences among fire department members.

REFERENCE: RDFFG Policy Manual
The Charter of Human Rights
British Columbia Human Rights Code

OG 5.7.1 ADMINISTRATION – Role and Duties – Fire Chief*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To define the role and duties performed by the Fire Chief.

SCOPE: Fire Chief

GUIDELINE: The Fire Chief is directly responsible to the Regional Board and, as such will ensure they are familiar with and carry out their duties as outlined in the Operational Guidelines and referenced documents. With the exception of major GUIDELINE determinations, the Fire Chief will be granted considerable independence of action in making departmental administrative and technical decisions.

PROCEDURE: The Fire Chief will be responsible for:

- appointing deputies, assistants, and other officers
- evaluating performance and disciplinary actions of all fire department members
- the administrative and technical work in planning, organizing and directing the fire fighting and fire prevention activities
- fire department members, budgeting, and all other administrative matters
- keeping current with changing local conditions and technological changes in fire fighting and fire prevention
- the overall discipline and morale of the fire department
- exercising their authority fairly
- organizing and directing all fire fighting activities at large fires or emergencies
- requisitioning of materials and equipment and maintaining records
- directing the maintenance, repair, and replacement of fire fighting equipment, fire halls and other properties of the department
- ensuring written documentation is completed for the maintenance of all apparatus and equipment
- directing the training of fire department members in methods of fire fighting and use of equipment
- supervising the testing and care of fire hose and keeping related records

OG 5.7.1 ADMINISTRATION – Role and Duties – Fire Chief

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

- preparing rules and regulations for the efficient operation of the department.

REFERENCE: IFSTA Essentials 4th Edition
Fire Department Establishment Bylaw

OG 5.7.2 ADMINISTRATION – Role and Duties – Deputy Fire Chief*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

- PURPOSE:** To define the role and duties performed by the Deputy Fire Chief.
- SCOPE:** Deputy Fire Chief
- GUIDELINE:** The Deputy Fire Chief will ensure they are familiar with, and carry out, their duties as outlined in the Operational Guidelines and referenced documents.
- PROCEDURE:** The Deputy Fire Chief will be responsible for:
- overall firefighting operations at both an administrative and supervisory level
 - assuming the responsibilities of the Fire Chief in the Fire Chief's absence
 - carrying out routine administrative tasks and related clerical duties, discussing all GUIDELINE matters with the Fire Chief
 - ensuring the adequacy of attendance of fire department members, departmental supplies, and the completeness and accuracy of the departmental records
 - assigning and organizing companies of the firefighters
 - addressing attendance issues
 - supervising equipment maintenance
 - enforcing discipline throughout the department
 - requisitioning supplies and keeping related records (as assigned by the Fire Chief)
 - ensuring the logging of all attendance records are complete and accurate
 - responding to callouts and to potentially command all phases of the fire fighting and other related duties.
- REFERENCE:** IFSTA Essentials 4th Edition
RDFFG Policies

OG 5.7.3 ADMINISTRATION – Role and Duties – Captain

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To define the role and duties performed by the Captain.

SCOPE: All Captains.

GUIDELINE: All Captains will ensure they are familiar with, and carry out, their duties as outlined in the Operational Guidelines and referenced documents. Subject to the requirements of written orders and regulations and the verbal directions of a superior, the Captain exercises great independence of judgement and action while in command at fires and rescues.

PROCEDURE: The Captain will be responsible for:

- fire fighting including the command of an incident when required, apparatus, equipment and fire department members in the combating, extinguishing and preventing of fires and the saving of life and property.
- helping senior fire department members ensure the cleaning of equipment and apparatus
- maintaining discipline and conduct
- supervising firefighting activities including the laying of hose lines, direction of water streams, required pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons, administering of first aid and placing salvage covers
- directing the overhauling and cleaning of premises after the fire has been extinguished
- supervising the return of all apparatus and equipment to their proper places in the Fire Hall
- assisting with the training of fire department members
- compiling and keeping various records and reports as required.

REFERENCE: IFSTA Essentials 4th Edition

OG 5.7.4 ADMINISTRATION – Role and Duties – Lieutenant*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To define the role and duties performed by the Lieutenant.

SCOPE: All Lieutenants.

GUIDELINE: Lieutenants will be familiar with, and carry out their duties as outlined in, the Operational Guidelines and referenced documents. While subject to the requirements of written orders and regulations and the verbal directions of a superior, the Lieutenant exercises great independence of judgement and action while in command at fires and rescues.

PROCEDURE: The Lieutenant will be responsible for:

- the proper maintenance of apparatus and equipment in accordance with standing orders and other regulations
- effectively extinguishing a fire, unless working under a superior officer
- helping senior fire department members to ensure the cleaning of equipment and apparatus
- supervising firefighting activities including the laying of hose lines, directing of water streams, required pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons, administering of first aid and placing of salvage covers
- directing the overhauling and cleaning up of premises after the fire has been extinguished
- supervising the return of all apparatus and equipment to their proper places in the Fire Hall
- assisting with the for training of fire department members
- compiling and keeping various records and reports as required
- performing the duties of Captain in their absence.

REFERENCE: IFSTA Essentials 4th Edition

OG 5.7.5 ADMINISTRATION – Role and Duties – Training Officer*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To define the role and duties performed by the Training Officer.

SCOPE: All Training Officers.

GUIDELINE: All Training Officers will be familiar with, and carry out their duties as outlined in, the Operational Guidelines and referenced documents. While subject to the requirements of written orders and regulations and the verbal directions of a superior, the Training Officer will exercise great independence of judgement and action while in command at fires and rescues. Under the direction of the Fire Chief the Training Officer will develop and deliver the fire department training program to all fire department members.

PROCEDURE: The Training Officer will be responsible for:

- determining departmental training needs
- maintaining training records for all fire department members
- developing departmental training programs
- evaluating the continuity of training and fire department members skills and knowledge
- scheduling and coordinating special training sessions
- conducting training
- fire fighting operations entailing, at times, the command of an incident, apparatus, equipment and fire department members in the combating, extinguishing and preventing of fires and saving of life and property.
- helping senior fire department members and ensuring the cleaning of equipment and apparatus
- supervising firefighting activities including the laying of hose lines, direction of water streams, required pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons, administering of first aid and placing of salvage covers
- directing the overhauling and cleaning of premises after the fire has been extinguished
- supervising the return of all apparatus and equipment to their proper places in the Fire Hall
- compiling and keeping various records and reports as assigned

REFERENCE: IFSTA Essentials 4th Edition

OG 5.7.6 ADMINISTRATION – Role and Duties – Firefighter*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

- PURPOSE:** To define the role and duties performed by the firefighter.
- SCOPE:** All firefighters.
- GUIDELINE:** All firefighters will be familiar with, and carry out their duties within their capabilities as outlined in, the Operational Guidelines and referenced documents.
- PROCEDURE:** The firefighter will be responsible for:
- fire fighting entailing the combating, extinguishing and preventing of fires, and saving of life and property
 - rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard
 - responding to fire alarms, laying and connecting hoses, holding nozzles and directing water streams, raising and climbing ladders, and using chemical extinguishers, bars, hooks, lines and other equipment
 - ventilating fire to release heat and smoke, placing salvage covers to prevent water damage and preventing fire from rekindling
 - driving and operating motor-driven fire fighting equipment as required
 - performing various maintenance tasks on apparatus and equipment
 - carrying out fire prevention and public education activities as required
 - operating as part of a rescue team for extraction of victims and any other required duties at a MVA (if applicable)
 - developing and maintaining fire fighting skills and knowledge
 - performing routine maintenance of fire fighting equipment and fire department property
 - carrying out the specific orders and directions of a superior officer within the scope of the fire department member's training and comfort level
 - exercising considerable independence of judgement and action in circumstances of extreme urgency where referral to a superior for instruction is not possible.
- REFERENCE:** IFSTA Essentials 4th Edition

OG 5.7.7 ADMINISTRATION – Role and Duties – Probationary Firefighter*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To define the role and duties performed by probationary fire department members.

SCOPE: All probationary fire department members.

GUIDELINE: All probationary fire department members will be familiar with, and carry out their duties as outlined in the Operational Guidelines and referenced documents.

The probationary fire department member will first be trained on a topic prior to being examined. At the end of the probationary period the Fire Chief and the Training Officer will be responsible for the final recommendation of the Probationary Firefighter to full fire department member status.

PROCEDURE: The probationary firefighter will be on probation for a period of six (6) months. Extensions will be considered at the discretion of the Fire Chief.

The probationary fire department member's duties will include:

- routine duties in the Fire Hall
- probation training on regular practice nights and
- responding to the Fire Hall for assignment for emergency call outs.
- achievement of a minimum of 60% of the training sessions within the probation period
- any station work that brings the apparatus back into service
- attending as many regular and extra scheduled training sessions as possible.

A probationary fire department member will become a member of the fire department subject to achievement of the following:

- Incident Command System 100 Level
- S100 Course
- a live fire training scenario (fire fighter will be limited to performing the tasks achieved at this level)
- First Responders Level One (if applicable)
- auto extrication training (if applicable)
- recommendation from the Fire Chief and the Training Officer

REFERENCE: IFSTA Essentials 4th Edition

OG 5.7.8 ADMINISTRATION – Role and Duties – Recruit Firefighters*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To ensure the new recruit firefighter is given information and training to prepare them for response to an emergency situation and is fully aware of the expectations of the fire department and what is necessary in order to become a full status member.

SCOPE: All new recruit firefighters.

GUIDELINE: All recruit firefighters will be familiar with, and carry out their duties as outlined in the Operational Guidelines and reference documents. The recruit firefighter will be trained on a topic prior to being examined.

PROCEDURE: A new recruit will have 3 months to complete the basic training package and submit the required documents as listed below. Extensions may be given at the discretion of the Fire Chief.

The following must be completed in order for a new recruit to be considered eligible to move onto Probationary Firefighter status:

- a fire department application for membership,
- a criminal records review,
- a medical exam by a Physician declaring the person is fit for the demands of the fire service,
- achievement of a minimum of 60% of the training sessions within the new recruit period,
- completion of the basic training package as listed in OG 3.0.1 “Recruit Fire Department Members”, and
- receiving a recommendation by the Fire Chief and the Training Officer to Probationary Firefighter status.

All recruits will be expected to attend as many regular and extra scheduled training sessions as possible.

REFERENCE: IFSTA Essentials 4th Edition
RDFFG Policies

OG 5.7.9 ADMINISTRATION – Honorariums

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide a process for the consideration of honorariums for Fire Chief, Deputy Fire Chief and/or Training Officer positions.

SCOPE: Fire Chief, Deputy Fire Chief and Training Officers

GUIDELINE: All honorariums must be endorsed by the local Fire Protection Management Committee and supported by the Regional Board.

PROCEDURE: The Fire Chief may submit a request to the local Fire Protection Management Committee recommending a monthly honorarium for the Fire Chief, Deputy Fire Chief or Training Officer.

If in support of the recommendation, the local Fire Protection Management Committee will submit a letter to the Manager of Public Safety who will, in turn, forward the request to the Regional Board for consideration.

Direct deposit information is required by the Finance Department to initiate the monthly payment.

REFERENCE:

OG 5.7.10 ADMINISTRATION – Call Out and Practice Attendance Compensation

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To provide a process for the consideration of compensation to a Firefighters Association for call outs and practices.

SCOPE: All fire department members.

GUIDELINE: To provide consideration for compensation to be paid to the Firefighters Association for fire department members attending call outs and practices.

PROCEDURE: The Fire Chief may submit a request to the Fire Protection Management Committee for consideration of compensation to the Association for fire department members attending call outs and practices.

The Fire Protection Management Committee may recommend compensation, depending on budgetary constraints, to the Manager of Public Safety who will forward the request to Regional Board for consideration.

If approved, the Fire Chief will provide documentation to the Regional District Finance Department requesting payment. This documentation will include the fire department members' names and dates for call outs and practices attended on a monthly basis.

OG 5.7.11 ADMINISTRATION – Criminal Record Reviews

Effective Date: June 15, 2006

Last Rev: March 28, 2007

Responsible Dept: Public Safety

PURPOSE: To ensure all new fire department applicants and current fire department members have undergone a criminal records review.

SCOPE: All fire department members.

GUIDELINE: All new applicants joining a fire department must complete and RCMP Criminal Record Review. Follow-up reviews are required every five years.

PROCEDURE: A criminal record review form will be provided by the Fire Chief.

The criminal record review must be completed and submitted to the local RCMP Detachment.

The results of the criminal record reviews are reviewed by the Regional District Administrator. Where a criminal record is identified the Administrator will consider the seriousness of the offence and how recent the offence was before making a recommendation of acceptance to the fire department. The Regional District Administrator may request a personal interview prior to formulating a recommendation.

OG 5.7.12 ADMINISTRATION – Records Retention and Management*Effective Date: June 15, 2006**Last Rev: March 28, 2007**Responsible Dept: Public Safety*

PURPOSE: To establish a procedure for securing, retaining, and accessing fire department records.

SCOPE: All fire department records including correspondence, reports, forms, bylaws, drawings, contracts, etc.

GUIDELINE: All records kept for fire department business are to be retained in a secure location at the Fire Hall, unless otherwise indicated in the Operational Guidelines, and kept for an appropriate period in accordance with Regional District Records Retention policy*.

PROCEDURE: The *Freedom of Information and Protection of Privacy Act* requires public bodies to disclose existing records and sets out the rights for accessing the information. All fire department records on which information is recorded are considered a corporate responsibility and are covered by the Act.

Freedom of Information and Protection of Privacy requests will be forwarded to the Fire Chief by the Manager of Public Safety. The Fire Chief must provide the requested records to the Manager of Public Safety within the time frame identified in the request.

REFERENCE: *Freedom of Information and Protection of Privacy Act.*
Workers' Compensation Board Regulations
B.C. Motor Vehicle Act

***NOTE:** Safety Meeting documents retain for two (2) years
First Aid records retain for three (3) years
Pre-trip and post-trip inspection reports retain for six (6) months



APPENDIX A

REGIONAL DISTRICT OF FRASER-FORT GEORGE FIRE SERVICES OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Part 12: Review of the Occupational Health and Safety Program

A copy of the Occupational Health and Safety Program must be posted in the Fire Hall so that fire department members can become familiar with it.

The Occupational Health and Safety Program must be reviewed annually by the Occupational Health and Safety Committee. The review is intended to identify the extent and effectiveness of existing Health and Safety activities. Upon completion of the annual review, recommendations on the effectiveness of the program are to be forwarded to the Fire Services Coordinator.

APPENDIX B

REGIONAL DISTRICT OF FRASER-FORT GEORGE FIRE SERVICES RESPIRATORY PROGRAM

The Respiratory Program defines safe work practices for fire department members using Self Contained Breathing Apparatus (S.C.B.A.) when required to work in a hazardous or potentially hazardous atmosphere.

When using S.C.B.A., fire department members' responsibilities include, but are not limited to:

- knowing the limitations of the respiratory equipment provided by the fire department,
- following the procedures set out in the fire department's instruction and training program provided for the use of the equipment,
- mask fit testing on an annual basis,
- ensuring that the PASS device is turned on when using S.C.B.A.,
- maintaining the equipment and preventing damage to the equipment,
- tagging and removing defective equipment from service, and reporting the defect to the fire chief.

Classifications of hazards requiring the use of respiratory protection (normally S.C.B.A.) include, but are not limited to:

- all working fires, including the investigation of the cause of a fire,
- all hazardous material incidents,
- all oxygen deficient atmospheres,
- all confined space entries,
- other occasions as determined by the Incident Commander.

Atmospheres where respiratory protective equipment has been required will remain classified as hazardous until declared by the Incident Commander to be within safe limits.

The following training will be provided to all fire department members:

- instruction in the nature, extent and effects of respiratory hazards,
- instruction in the operation, limitations and capabilities of S.C.B.A.
- instruction and practice in procedures for S.C.B.A. pre-use inspections, donning and removal of S.C.B.A., and checking of fit and seal of mask,
- instruction and practice in procedures for inspection, cleaning, maintenance and storage of S.C.B.A.,
- instruction and practice in emergency use of S.C.B.A.

All respiratory protection equipment must be inspected and maintained in accordance with manufacturers recommendations and with fire department procedures. This will include, but is not limited to:

- regular inspections of the equipment and repairs as required,
- testing of compressed gas cylinders hydrostatically within specified times,
- conduct air sample analysis within specified times.



REGIONAL DISTRICT of Fraser-Fort George

S.C.B.A. AFTER USE INSPECTION SHEET

Follow the listed steps and check off each as checked then initial at bottom.

UNIT NUMBER: _____

| | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| 1. Visually inspect complete unit for worn, aging, or damaged components. | | | | | | | | | |
| 2. Ensure cylinder hydrostatic date is current, record the date. | | | | | | | | | |
| 3. Ensure cylinder is not damaged and is fully charged. | | | | | | | | | |
| 4. Ensure O-ring on H.P. hand connect nipple to cylinder valve is not missing and that it is in serviceable condition. Reconnect reducer hose coupling handtight. | | | | | | | | | |
| 5. Don facepiece and effect a good seal, test integrity of exhalation valve, and mask seal. | | | | | | | | | |
| 6. Slowly open cylinder valve. End of service indicator shall sound momentarily, remote gauge assembly shall indicate "FULL". Breathing shall be easy and unrestricted. | | | | | | | | | |
| 7. Remove facepiece from face. Air shall flow freely from the facepiece. | | | | | | | | | |
| 8. Test P.A.S.S. device to ensure proper activation. | | | | | | | | | |
| 9. Close cylinder valve, breath down system or slowly vent residual air from system. End of service indicator shall activate at ¼ cylinder pressure. | | | | | | | | | |
| 10. Straps are adjusted to full outward position. | | | | | | | | | |
| 11. SCBA is cleaned and properly stored. | | | | | | | | | |
| INITIAL | | | | | | | | | |
| DATE | | | | | | | | | |

If any discrepancies are found using this inspection procedure, unit shall be removed from service, tagged, and repaired by authorized personnel.

