

# **EAST HANTS FIRE SERVICE**

## **STANDARD OPERATING GUIDELINES**

04 February 2017

June 27, 2009

Fire Chiefs / Deputies Meeting

Location: Upper Nine Mile River Community Centre – Fire Station

Attendance:

Enfield	Deputy Chief Terry MacAloney
Elmsdale	Chief Malcolm Noble
	Deputy Chief Jeffery Leahy
	Deputy Chief Kevin Goodman
Gore District	No representation
Indian Brook	Chief Owen Marr
Kennetcook	No representation
Lantz	Chief Glen Paul
	Deputy Chief Tim MacNeil
Maitland	Chief Wayne Miller
Milford	Deputy Chief Brad Munro
Mount Uniacke	No representation
Nine Mile River	Chief Brian Telder
	Deputy Chief Alan O'Leary
Noel District	Chief Ronald Densmore
Rawdon District	Chief Jeffery Bond
	Deputy Chief Lee Roulston
Shubenacadie	Chief John Malloy
	Deputy Chief Amanda Giles-Malloy
Walton Shore	No representation

Note: At the Chiefs / Deputies meeting of March 28, 2009, agreement was made to strike a Committee to review any available STANDARD OPERATING GUIDELINES and seek input from the Departments to produce a document for all Fire Departments to follow. The Committee consists of Chief Ron Densmore, Noel, Chief Wayne Miller, Maitland, Deputy Chief Tim MacNeil, Lantz, and Deputy Chief Kevin Goodman, Elmsdale.

On June 27, 2009, a motion was made by Deputy Chief Jeff Leahy, Elmsdale, seconded by Deputy Chief Lee Roulston, Rawdon, that the above named Officers be the Standard Operating Guideline Committee. Vote was called for, No nay votes, no abstentions. Motion Carried.

On June 27, 2009, a motion was made by Deputy Chief Amanda Giles-Malloy, Shubenacadie, seconded by Chief Ron Densmore, Noel that the STANDARD OPERATING GUIDELINES as presented by the Committee be accepted. The Committee would continue to work as needed, and, any changes proposed by a Department be given to the Committee for review and study. Vote was called for, no nay votes, and no abstentions. Motion carried.

The STANDARD OPERATING GUIDELINES are to be published and circulated in PDF form to all members.

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **OBJECTIVES**

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

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## **100 GENERAL GUIDELINES**

### **101 PURPOSE**

1. Guidelines shall be established to allow for the safe and efficient operation of the Fire Departments of the East Hants Mutual Aid Association during emergency and day-to-day operations.

### **102 SCOPE**

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

### **103 AUTHORITY**

1. These guidelines have been developed and sanctioned by the Chief Officers of the Association and are issued under their authority.

### **104 DISTRIBUTION**

1. The guidelines shall be posted on the Association website, xxxxx.ca.
2. The guidelines will be printed as required, but be aware printed copies may become outdated.

### **105 AMENDMENTS**

1. All members of the Association are eligible to submit amendments to the guidelines or propose new guidelines.
2. All proposed amendments shall be in writing and posted at least 1 month prior to being brought forward at a meeting
3. Amendments or proposed guidelines are to be brought forth to the membership at a mutual aid meeting for discussion.
4. Amendments or proposals shall not contravene Provincial laws or statutes, NFPA standards, or accepted practices.
5. A majority vote by a quorum of members will enact the amendment or proposed guideline.

### **106 MAINTENANCE**

1. The SOG committee, or designate shall be responsible for the maintenance of the guidelines on a regular basis.
2. The SOG committee, or designate shall ensure all amendments and new guidelines are correctly entered into the existing guidelines.
3. The SOG committee, or designate shall ensure all departments receive notice of amendments and updates of the guidelines.

### **107 CHAIN of COMMAND**

1. The chain of command of a Department shall be;
  - Chief Officer
  - Deputy Chief Officer
  - Assistant Deputy Chief Officer
  - Captains

- Lieutenants
  - Fire Fighters
2. The first arriving Officer shall assume command of an incident.
  3. If no Officers respond, a fire fighter shall assume command.
  4. A superior officer may assume command on arrival or leave command with the present IC, if conditions permit.
  5. The new IC shall inform all personnel, other departments, and agencies of the change of command.

## **108 PROSPECTIVE MEMBERS**

1. Prospective members shall submit a completed East Hants application, Annex K, Medical Eligibility form Annex E, and a criminal records check prior to being issued any department equipment.

## **109 ORIENTATION**

1. On joining the department all new members shall be assigned to an Officer.
2. All new members shall complete an orientation with that Officer, covering the following areas;
  - Training requirements
  - Issue of PPE
  - Issue of Department number
  - Command structure with introduction to all Officers
  - Introduction to members
  - Issue of Constitution & Bylaws
  - Issue of Probationary Task Book
  - Insurance
  - Safety
  - Tour of hall
  - Tour of vehicles
  - Questions
3. The orientation shall be carried out prior to any new member responding to any incidents.

## **110 CODE OF ETHICS**

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

### **110.1 RELATIONSHIP TO THE COMMUNITY**

1. Each member shall be expected to demonstrate the highest standard of personal integrity, truthfulness, honesty and fortitude in all public activities.
2. When speaking or acting as a private person or member of a group, members shall not create the impression that they speak or act for the East Hants Fire Service.
3. All members shall avoid any activity giving rise to conflict of interest, actual or perceived.
4. No member shall use Departmental names, logos, letterhead or affiliation in any way to obtain profit or personal gain.
5. No member shall use affiliation with a Department in connection with a partisan political campaign or lobbying activities in any way.
6. Members shall consider every person a customer.

#### 110.2 RELATIONSHIP TO THE EAST HANTS FIRE SERVICE

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

#### 110.3 RELATIONSHIP TO EACH OTHER

1. Each individual member of the East Hants Fire Service shall be responsible and accountable for their own actions, and to some extent, for the well being of other members.
2. Members shall be;
  - Considerate of one another's values, ideals, possessions, feelings, etc.
  - Discrete when communicating with other members of the department.
  - Tolerant of our differences whether they are gender, colour, religious faith, and or sexual orientation, these are the differences that make better able to serve the needs of a diverse community.
  - United during good times and in difficult times, organizations must continue to work together as a team.
3. Exploitation, discrimination, abuse, harassment and insensitivity are always wrong. It is the responsibility of all members to strive to eliminate them whether they are unconscious or conscious, covert or overt, while taking care to respect the rights of others.
4. Respect towards positions of authority and leadership shall be granted as the people who have earned such positions have worked to obtain them and such positions are critical to our semi-military form of decision making.
5. Progressive discipline, up to and including discharge, shall be imposed for cause if a member is found in violation of these articles

## 111 DEFINITIONS

AED – Automated External Defibrillator

Alarm – a signal from dispatch indicating a fire, medical emergency or other situation that requires an emergency response

Association – East Hants Mutual Aid Association

Automatic Aid – the pre-determined response of personnel and equipment for an alarm

CIS – Critical Incident Stress

CISD – Critical Incident Stress Debriefing

Code 1 Response – all emergency lights, sirens, and air horns

Code 2 Response – not used

Code 3 Response – no emergency lights or sirens

Department – Fire Department

DVRS – Digital Vehicle Repeater System

EMO – Emergency Measures Organization

EHR1 – East Hants Repeater

FDC – Fire Department Connection

HUD – Heads up Display

Hazardous Atmosphere: A hazardous atmosphere is any atmosphere which is oxygen deficient or which contains a toxic and/or disease producing contaminant. These atmospheres may be IDLH, or not.

IC – Incident Commander

Immediately Dangerous to Life or Health (IDLH): Any atmosphere which is oxygen deficient or which contains a toxic and/or disease producing contaminant. An IDLH is an atmosphere, which may be or become immediately dangerous to life or health.

IMS – Incident Management System

JRCC – Joint Rescue Coordination Centre

KED – Kendrick Extrication Device

MFR – Medical First Responder

Mutual Aid – agreement to allow response of personnel and equipment to an alarm in a neighbouring jurisdiction

MVC – Motor Vehicle Collision

NFPA – National Fire Protection Association

NSFS – Nova Scotia Firefighters School

OSC - On Scene Coordinator

OIC – Officer in Command

PAR – Personnel Accountability Roll Call

PCR – Patient Care Report

PFD – Personal Floatation Device

PPE – Personal Protective Equipment

PPV – Positive Pressure Ventilation

RIT – Rapid Intervention Team

SCBA – Self Contained Breathing Apparatus

Shall – Indicates a mandatory requirement.

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

Sitrep – Situation Report

TIC - Thermal Imaging Camera

## **200 ADMINISTRATION & PERSONNEL GUIDELINES**

### **201 CONSTITUTION & BYLAWS**

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

### **202 INTERNET**

1. The department may provide members with access to E-mail and the Internet for business use on an as needed basis. Members shall utilize these communication vehicles in a professional manner.
2. Member use of department provided access to E-Mail and/or the Internet is an acknowledgement of an agreement to abide by the following conditions.
3. Use of the Internet and/or E-mail shall not occur in a manner that may be disruptive, offensive to others or harmful to morale.
4. Members are provided access to E-mail and the Internet for the purpose of performing their assigned duties.
5. Incidental personal use is acceptable provided it complies with any applicable department Internet/E-Mail policy.
6. Such use must not impact or interfere in any way with the performance of assigned duties and responsibilities.
7. Such use must not impede or overload the performance of any department computer system or network.
8. E-mail and Internet tools and equipment are the property of the department.
9. The department reserves the right to access, retrieve, review, read and/or disclose any message composed, sent, or received through e-mail or any sites visited, downloads made, or any other activities conducted on the Internet using department equipment.
10. Members should not attempt to access another members personal e-mail messages without the members expressed permission.
11. The downloading of software, tools or other material from the Internet without prior approval from the Chief Officer is prohibited.
12. Members are expected to maintain the highest of professionalism in all communications and actions when using E-mail or the Internet. All communications should be treated as formal documents using professional language and meeting proper business standards.
13. Messages or postings made using E-mail or the Internet must not contain content that may be reasonably considered offensive or disruptive to any member. Offensive content would include, but not be limited to: sexual comments or images; racial slurs; abusive, harassing or threatening content; or any comments that would offend someone on the basis of their age, color, gender, marital status, veterans status, sexual orientation, religious or political beliefs, national origin or disability.

14. Any inappropriate use of the Internet is prohibited. Inappropriate use includes, but is not limited to: connecting, posting, or downloading pornographic material; downloading unapproved software or tools; engaging in computer "hacking" or other related activities; or attempting to access, disable or compromise the security of information on the department's computers without the expressed approval of the department.
15. Members must comply with all copyright and license agreements at all times. Copyrighted materials belonging to entities other than the department may not be transmitted on the Internet or through E-mail without proper authorization. Members are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so by the owner.
16. E-mail and Internet tools and equipment should not be used to solicit or proselytize others for commercial ventures, political or religious causes, outside organizations or other non-business related solicitations.
17. The broadcasting of unsolicited personal views on social, political, religious or other non-business related matters is prohibited.
18. At no time shall any member post or discuss confidential department information through E-mail or the Internet.
19. The transmittal and receipt of information, including data and software, must be in accordance with all applicable federal and provincial laws.
20. Members should report any misuse of E-mail or Internet tools or violations of this policy immediately to the Chief Officer.
21. Members who violate E-mail or Internet policies will be subject to disciplinary procedures up to and including expulsion.

## **203 SOCIAL MEDIA**

1. Social media is defined as online technologies and practices that are used to share information and opinions and build relations.
2. It may involve a variety of formats including; text, pictures, video, audio and real time dialogues.
3. It includes, but is not exclusive to such things as social networks, discussions forums, wikis and podcasts.

### **203.1 MEMBERSHIP RESPONSIBILITIES**

1. Members shall demonstrate professionalism when representing the organization on any social medium.
2. No member shall post any media format of the organization or its membership without the consent of the Chief Officer or their designate.
3. Any member whom chooses to post any media format on any social medium does so at their own liability and they shall not be protected by their organization.
4. No member shall discriminate against any other member or the organization on social networks, discussion forums, wikis or podcasts.
5. Members are not discouraged from taking pictures and or videos at training for organizational use, copies of the media shall be provided to the organization.
6. All photos and or video taken with departmental equipment shall remain the property of the department.
7. No member shall take pictures and or video at emergency scenes without the consent of the Incident Commander.
8. No pictures and or videos shall be given to any person or agency without the permission of the Chief Officer or their designate.

## **204 TRAINING**

1. The department responds to various emergency incidents, which require numerous skills and expertise.
2. To learn and use these skills all members are required to attend training sessions and courses on a continuing basis in order to provide service to the community.



3. As members progress in their training and become more proficient they are assigned a rank commensurate with their level of training.

#### **204.1 PROBATIONARY FIRE FIGHTER**

1. All prospective members shall complete a Criminal Records and Child Abuse check and confirm they have no charges pending prior to being accepted as a probationary member.
2. A prospective member with a criminal record, or charges pending, shall be vetted by the Executive Committee for acceptability into the department.
3. All prospective members shall serve a mandatory probationary training period.
4. All probationary members shall attend a minimum of 14 regular training sessions during their probationary period.
5. All probationary members shall complete the following training requirements to the satisfaction of a fire line officer as soon as possible in the probationary period;
  - PPE – donning, checking, correct, PASS operation
  - SCBA – mask fitting, donning, change bottle, bottle stowage
  - Radio – use of base, portables, mobile, TMR, pagers
  - Officers – identify, numbers, hierarchy
  - Medical Bags – location, contents, O<sub>2</sub> change, O<sub>2</sub> bottle stowage, PCR's
  - Accountability – tags, board
  - Vehicles – ID numbers, truck familiarization, air brake endorsement, driving
  - IC System – structure, light, manpower pool
6. Probationary members shall be limited in the range of tasks they may undertake during operations.
7. Probationary members shall be allowed to participate in a greater range of tasks as their training and skill level increases with the approval of the IC.
8. Probationary members who have completed fire control and or level one qualified shall be allowed to participate in most tasks as per the discretion of the IC.
9. Probationary members who were previous active members and who left in good standing may have the remainder of the probationary period waived upon completion of the training package.
10. An air brake endorsement and driver training shall be obtained prior to any member operating any vehicle with air brakes.
11. When tasks are completed they shall be recorded on a probationary fire fighter training record, Annex B.
12. When the probationary member has completed all requirements their application for active membership shall be voted on in the next regular business meeting.
13. Probationary members shall not be eligible for any training at the NSFFS.
14. These members shall be issued a black helmet.

#### **204.2 INTERIOR FIRE FIGHTER**

1. Members who have completed fire control at the NSFFS or equivalent shall be classed as an interior fire fighter.
2. These members shall complete an annual SCBA competency.
3. These members shall be issued a yellow helmet.

#### **204.3 FIRE FIGHTER**

1. All members without fire control shall be classed as fire fighters.
2. These members shall be given tasks appropriate for their training and experience level.
3. These members shall be issued black helmets

#### **205 QUALIFICATIONS OF CHIEF OFFICERS**

1. Only those members having the following qualifications shall be permitted to stand for election to the office of Chief, Deputy Chief or Assistant Deputy Chief;
  - A minimum of 5 years experience in the department
  - A minimum of 3 years experience as a Captain in the department
  - Level 1 certified

- Incident Command course
- Strategy & Tactics course
- Fire Safety Officer course
- Fire Investigation basic course

## **206 CHIEF OFFICER JOB DESCRIPTION**

1. Chief Officers shall be required to perform the duties listed below and other unspecified tasks within their scope of training;
  - Plan, organize, direct and coordinate the activities of department personnel
  - Respond to fires and other emergencies and exercise over-all supervision of the emergency operation as required
  - Assume immediate supervision of rescue, firefighting and other emergency activities as required
  - Investigate human resource problems, recommending taking disciplinary action as necessary
  - Develop departmental personnel rules, procedures and policies and see that they are enforced;
  - Direct the organization, training and direction of the firefighters
  - Oversight responsibility for the requisitioning, maintenance and operation of fire fighting equipment and preparing specifications for fire fighting equipment; and maintaining records of all fire department activities
  - Attend conferences and conventions on fire protection matters
  - Direct the development of the annual budget and the administration of the department's annual budget
2. Chief Officers should have a knowledge of;
  - Effective leadership and management principles and practices
  - Applicable laws and regulations affecting municipal firefighting
  - Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations
  - Important developments in local area, Provincial and Federal government agencies as they relate to the fire service;
  - Fire protection, EMS, Haz-mat, fire prevention, and other emergency operations
3. Chief Officers should have the ability to;
  - Provide the leadership and management of the department through coaching, enabling and facilitating members working in a team environment
  - Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented department where all members know their mission, role, job; and goals and objectives are clear in order to create an organization that delivers excellent customer service through ethical leadership standards
  - Build constructive relationships by promoting effective partnerships with other Departments, the public, and Municipal, Provincial, and Federal officials
  - Represent and speak on behalf of the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas
  - Plan, train, and manage the work of department personnel.

## **207 QUALIFICATIONS OF CAPTAINS**

1. Only those members having the following qualifications shall be permitted to stand for election to the rank of Captain;
  - A minimum of 4 years experience in the department
  - A minimum of 1 year experience as a Lieutenant in the department

- Fire Control
- Incident Command course
- Strategy & Tactics course
- Fire Safety Officer course

## **208 CAPTAIN JOB DESCRIPTION**

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

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

## **209 QUALIFICATIONS OF LIEUTENANTS**

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

## **210 LIEUTENANT JOB DESCRIPTION**

1. Lieutenants shall be required to perform the duties listed below and other unspecified tasks within their scope of training;
  - Respond to routine calls and emergencies for the protection of life and property
  - Responsible for an emergency or non-emergency scene until relieved by a superior officer
  - The placement of personnel and equipment for the most efficient operations
  - Evaluate situations and determine the most effective methods for the saving of life and property
  - Supervise and assists in rescue, confinement, extinguishment, overhaul, salvage, and ventilation operations as necessary
  - Supervise and assists in the administration of medical aid as necessary
  - Ensure that equipment is returned to its proper place and is cleaned, serviced and in good working order upon the completion of an assignment
  - Supervise assigned personnel
  - Conduct or assist in the training of personnel of the department
  - Conduct or assist in the training and education of others, both individuals and groups, as directed
  - Ensure that all department administrative policies and procedures are implemented, and communicate policy and procedural changes to others as necessary
  - Maintains effective public relations for the department;
  - Prepare and maintain records and reports and is responsible for ensuring that all reports originating from them are clear, accurate, concise, and timely
  - Attend special schools, conferences, and seminars, as required
2. Lieutenants should have the knowledge of;
  - department administration and fire company organization
  - Pre planning methods and techniques and the principles of protection of life and property
  - Proper operation and maintenance of apparatus and equipment used in fire fighting
  - Principles of fire tactics and strategies and salvage
  - First aid and resuscitation practices
  - Instructional techniques and training methods
  - Common hazardous materials and chemicals
  - Principles and practices of supervision
  - Pertinent federal, provincial, and local laws, regulations, and policies.

3. Lieutenants should have the ability to:
  - Effectively supervise others, and maintain discipline
  - Work effectively as part of a group or team to achieve common goals
  - Establish and maintain effective and cooperative working relationships with those contacted in the course of work
  - Operate fire apparatus and equipment
  - Maintain professionalism and composure at all times, including stressful situations
  - Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
  - Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
  - Prepare, understand and maintain clear, complete and accurate written reports and records
  - Take direction and follow established policies and procedures

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

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

### **212 FIRE PREVENTION OFFICER JOB DESCRIPTION**

1. Fire Prevention Officers shall be required to perform the duties listed below and other unspecified tasks within their scope of training;
  - Conduct fire safety inspections
  - Conduct presentations at schools, businesses and places of assembly on fire safety
  - Oversee the annual purchases of fire prevention material.
  - Schedule activities related to fire prevention week (first full week of October)
  - Attend special schools, conferences, and seminars, as required
2. Fire Prevention Officers should have a knowledge of;
  - fire codes
  - Federal, Provincial, and Municipal rules and regulations
  - local ordinances
  - principles and practices of fire safety inspections
3. Fire Prevention Officers should have the ability to;
  - Recognize and define fire hazards and recommend remedial measures in concise written reports
  - Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation

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

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

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

1. The Training Coordinator/Officer shall be required to perform the duties listed below and other unspecified tasks within their scope of training;
  - Plan, organize and direct training of the department
  - Provide oversight to all training activities
  - Evaluate fire personnel
  - Evaluate program effectiveness
  - Recommend equipment purchases
  - Prepare and administer training budget
  - Maintain training records on a continual basis
  - Maintain a list of qualified drivers
  - Develop, implement, monitor and evaluate training program goals
  - Research, obtain and maintain training educational materials
  - Attend special schools, conferences, and seminars, as required
2. The Training Coordinator/Officer should have a knowledge of;
  - Department administration and fire company organization
  - Pre planning methods and techniques and the principles of protection of life and property
  - Proper operation and maintenance of apparatus and equipment used in fire fighting
  - Principles of fire tactics and strategies and salvage
  - First aid and resuscitation practices
  - Instructional techniques and training methods
  - Common hazardous materials and chemicals
  - Principles and practices of supervision
  - Pertinent federal, provincial, and local laws, regulations, and policies
3. The Training Coordinator/Officer should have the ability to:
  - Effectively supervise others, and maintain discipline
  - Work effectively as part of a group or team to achieve common goals
  - Establish and maintain effective and cooperative working relationships with those contacted in the course of work
  - Operate fire apparatus and equipment
  - Maintain professionalism and composure at all times, including stressful situations
  - Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines

## **215 QUALIFICATIONS OF THE SAFETY OFFICER**

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

## **216 SAFETY OFFICER JOB DESCRIPTION**

1. Safety Officers shall be required to perform the duties listed below and other unspecified tasks within their scope of training;
  - Respond to routine calls and emergencies for protection of life and property
  - Manage the safety of all personnel and to relieve the IC of direct involvement in this responsibility

- Keep the IC informed of present problems and potential hazards
  - Should not only identify problems but offer solutions to minimize the risks
  - Verify incident command system (ICS) is being utilized properly, appropriate span of control
  - Survey entire scene to identify any safety related issues, communicate same to IC and affected personnel
  - Confirm scene control sufficient to protect bystanders
  - Confirm assignment of RIT team if appropriate
  - Identify and appropriately mark hazards on scene, such as collapse zone, and overhead and downed wires
  - Monitor weather to determine effect of current conditions on personnel and to anticipate safety related issues associated with weather changes
  - Recognize apparatus parking at an emergency incident with respect to safety
  - Complete accident and injury investigation appropriately
  - Recognize safety violations of policies and procedures
  - Correct safety violations on emergency incidents and non-emergency incidents
  - Complete safety inspection of members PPE
  - Assist in development and implementation of department health and safety programs, policies and procedures for various departmental operations regarding incident operations, routine fire department operations and training
  - Carry out duties in conformance with Federal, Provincial, and Municipal laws and ordinances and NFPA and other trade organization standards
  - Assist in the planning and implementation of training programs for the department in order to better carry out the policies and goals of the department as it applies to health and safety
  - Assist in the operation of departmental in-service health and safety programs and activities
  - Oversee, monitor and access the safety hazards and unsafe conditions that may occur and develop measures for ensuring personal safety
  - Attend training programs oriented to the duties of a safety officer
2. The Safety Officer has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately, such as removing personnel from areas of imminent danger. The IC shall always be informed of these corrective actions immediately.
  3. The Incident Safety Officer should have knowledge of;
    - fire behaviour
    - Incident Management System
    - building construction
    - fire suppression
    - SCBA
    - rescue
    - Haz-mat
    - first aid
    - applicable laws, ordinances, and SOG's
  4. Safety officers should have the ability to;
    - to determine indications for building collapse
    - to train and supervise subordinate personnel
    - to communicate effectively orally and in writing
    - to exercise sound judgment in evaluating situations and in making decisions
    - to effectively give and receive verbal and written instructions

- to establish and maintain effective working relationships with other members, supervisors and the public

## **217 FIRE FIGHTER JOB DESCRIPTION**

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

## **218 MEDICAL ELIGIBILITY**

1. Any member responding to a call, training, or other department activity shall report any medical conditions or any other condition that may hinder or restrict completion of certain tasks to the IC prior to leaving the hall or commencing training or activity.
2. Any member requiring ongoing doctors care for any injury or condition, e.g. broken limbs, strains, sprains, concussion, pregnancy, communicable disease, etc, which may restrict or hinder their ability to respond to calls, train, and or perform certain tasks, shall consult with their doctor to determine their restrictions, if any.
3. Annex E shall be used as a guide to determine the ability of the member to respond to calls and or perform certain tasks.
4. Changing medical conditions shall require the member and their doctor to re-evaluate their medical condition to change or add any restrictions as required.
5. Pregnant members shall be re-evaluated monthly by their doctor to change or add any restrictions as required.



6. Annex E shall be used to allow a member to return to unrestricted duties.
7. The department shall reimburse the member for any costs to have Annex E signed

## **219 APPARATUS ACCIDENTS**

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

### **219.1 VEHICLE ACCIDENT SCENE PROCEDURE**

1. Stop the vehicle immediately and check for injuries, including those in any other vehicles involved or pedestrians.
2. Advise dispatch via radio of:
  - type of accident
  - location
  - injuries, if any
3. If the incident occurs while enroute to a call, request additional unit(s) to cover the call.
4. Provide treatment to the injured as capable and request appropriate response units via dispatch, RCMP, EHS, and a second department.
5. Request dispatch to notify the Chief Officer or designate of the accident.
6. Protect the scene through the use of warning lights, traffic cones etc., to prevent further injury or damage.
7. Remove vehicles and obstructions from the roadway only on the orders of the RCMP.
8. Do not discuss the accident or make any statements to anyone except to the proper authorities.
9. Document the scene as much as possible, pictures, licence info, etc.
10. All members involved in the accident shall be checked by EHS and transported to hospital as required.
11. Members not transported shall see their family doctor as soon as possible and have annex E completed prior to returning to duty.

### **219.2 POST ACCIDENT PROCEDURE**

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

5. All completed forms and photographs shall be forwarded through the chain of command to the Chief Officer.

### **219.3 CHIEF OFFICER RESPONSIBILITIES**

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

### **219.4 FOLLOW UP & REVIEW RESPONSIBILITIES**

1. The Executive Committee shall convene to meet as an accident review board to review the accident and determine causative factors which contributed to the accident.
2. Annex F shall be used to conduct the review and make recommendations.
3. The primary function is to review the accident for cause and availability factors and make recommendations to prevent further incidents.
4. In the event member negligence contributed to the accident, recommendations for disciplinary action shall be forwarded for disposition.
5. Upon completion of the review, the final report shall be passed on to the safety committee.
6. The safety committee shall review all accidents and develop an analysis of the types of accidents and causative factors and provide recommendations, to prevent future accidents, to the Chief Officer and other departments via the Mutual Aid Safety Committee.

## **220 PERSONNEL ACCIDENTS/INJURIES**

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

11. The findings of the Safety Committee shall be sent to the Mutual Aid Safety Committee.
12. All Accident/Injury Investigation reports shall be filed in the personnel file of the member(s) involved in the accident/injury and the accident /injury file of the department.

## **221 SMOKING**

1. The Fire Departments of East Hants are committed to providing all members and the public with a smoke free environment.
2. There shall be no smoking in any building or vehicle under the control of any East Hants Fire Department.
3. There shall be no smoking while on calls.
4. Smoking while on duty or while performing your duties shall be confined to areas within the limitations of the Smoke Free Public Places Act.

### **221.1 SMOKE FREE PUBLIC PLACES ACT**

1. The Smoke Free Public Places Act prohibits smoking in public places.
2. The Fire Departments of East Hants shall be aware and enforce the following sections.
3. Section 5 (1) No person shall smoke in any workplace.
4. Section 5 (2) No employer shall permit smoking in any workplace.
5. Section 6 (1) For greater certainty and notwithstanding that employees may or may not be present, no person shall smoke in any enclosed place that is or includes;
  - A multiservice centre, community centre or hall, arena, fire hall or church hall;
  - Offices of the Government of the Province, a municipality, a village or a school board or any agency thereof;
6. Section 6(4) No person shall smoke in an outdoor area within 4 meters of;
  - An intake for a building ventilation system.
  - An open window of a place of employment.
  - Or an entrance to a place of employment

## **222 RESPECTFUL WORKPLACE**

### **222.1 POLICY**

1. The East Hants Fire Service Association (EHFSA) is committed to a healthy, safe and supportive volunteer membership and is committed to providing a volunteer membership environment that values diversity and where all persons are treated with respect and dignity. It is the right of all volunteers to work in an environment free from harassment, sexual harassment, and discrimination.
2. Harassment, sexual harassment, and discrimination (offensive behaviour) affect the volunteers and the well-being of individuals and will not be tolerated. Whether the source of the offensive behaviour comes from within the volunteer membership or outside, any allegation of offensive behaviour shall be taken seriously and dealt with promptly. This policy promotes awareness, prevention, and prompt resolution of offensive behaviour.
3. It is the intent of this policy to promote volunteer involvement in resolving situations. Resolution through the informal process is encouraged, as is the use of mediation, at any stage.
4. The Nova Scotia Human Rights Act prohibits sexual harassment and discrimination on the basis of the protected characteristics set out in the Act. The EHFSA's policy goes beyond the parameters of legislation by prohibiting other types of volunteer membership harassment.

## 222.2 DEFINITIONS

1. Complaint- a volunteer(s) who has made a complaint under this policy, whether formal or informal, alleging that offensive behaviour has occurred. A complainant includes a third party complainant.
2. Coordinator- refers to the Respectful Workplace Coordinators as identified by the EHFSa. Such coordinators shall be selected the by the EHFSa as a whole and shall not consist of greater than three members and three alternates. The members shall include a minimum of one officer and one non-officer. Three alternates shall include a minimum of one officer and one non-officer.
3. Discrimination-as defined under the Nova Scotia *Human Rights Act*.
4. Volunteer- a volunteer as defined by the EHFSa; or any other person directly engaged as a volunteer of the EHFSa.
5. Formal complaint-a written allegation of offensive behaviour that is submitted to the Respectful Workplace Coordinator(s) on the approved complaint form. A complaint may include:
  - a volunteer member of the EHFSa and/or third party complaint, and or
  - a third party shall be defined as a non EHFSa member who may submit a complaint.
6. Harassment-derogatory(e.g. condescending, insulting, belittling)or vexatious (e.g. aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome and includes actions or comments that are directed at no person in particular but that create an intimidating, demeaning or offensive work environment.
7. Informal Complaint-an allegation of offensive behaviour that is brought to a Chief or Officer which is dealt with through the informal process and may include a third party complaint.
8. Investigation-a careful search or examination in order to discover facts.
9. Investigator-an individual(s) appointed by the Coordinators to investigate through fact finding complaints of offensive behaviour. In the event of a conflict of interest with the Coordinators, the review may be assigned to the three alternate Coordinators.
10. Mediation-a voluntary process used to resolve conflict by having a neutral person help the parties to the dispute attempt to arrive at a mutually acceptable solution.
11. Mediator- a neutral person appointed by the Coordinators to help the parties to a dispute, attempt to arrive at a mutually acceptable solution. The EHFSa shall select a mediator of their choice and the involved Department shall incur such costs of engagement.
12. Non-volunteer-a person who is engaged in volunteer work activities at a fire department who is not a direct volunteer of the Department. This includes, but is not limited to, temporary agency employees, students on work-terms, contractors and custodial staff.
13. Offensive behavior-harassment, sexual harassment, or discrimination.
14. Reasonably ought to have known-refers to an objective assessment of how a specific behaviour might generally be received.
15. Respondent-volunteer(s) against whom allegations of offensive behaviour are made through the formal or informal complaint process and includes a Chief who is alleged to have failed to take reasonable action in the circumstances to protect a volunteer from offensive behaviour.
16. Retaliation-taking or threatening to take an unjustified action against a volunteer who has made a complaint or participated in an investigation under this policy. Retaliation may include any negative changes in the terms and conditions of a volunteer's engagement, including transfers, changes in work schedule or assignments, negative performance evaluations, unwarranted discipline, harassment, denial of promotion or denial of training. Retaliation may also include any offensive behaviour towards the volunteer by another

volunteer(s). Retaliation does not include a complaint or a response to a complaint, made in good faith, under this policy.

17. Sexual harassment:

- vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcome,
- a sexual solicitation or advance made to an individual where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made, where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome, or
- a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance, and or
- comments, gestures or physical conduct of a sexual nature, or actions or comments with a sexual connotation or component that are directed at no person in particular but that create an intimidating, demeaning or offensive work environment, where an individual knows or ought to reasonably know that the behaviour is unwelcome.

18. Workplace-any place occupied by a volunteer as part of their volunteer engagement which includes, but is not limited to, lunchrooms, a client's home or work site, vehicle, training events, conferences, business travel, work-related social gatherings, or other location where a volunteer is engaged in activity associated with a volunteer membership.

## 222.3 OBJECTIVES

1. This guideline seeks to:

- promote awareness for volunteers and create understanding as to what is considered offensive behaviour,
- provide a volunteer engagement that is free from all forms of offensive behaviour, and
- provide a mechanism to have offensive behaviour addressed and eliminated from the volunteer engagement.

## 222.4 APPLICATION

1. This guideline applies to all volunteer members whose terms and conditions are set out in accordance with the EHFSa and regulations and other direct volunteers of the EHFSa.

## 222.4 RESOLUTION PROCESS

- The following resolution options are available to all volunteer members:
- informal process-volunteer members who believe they are experiencing offensive behaviour may choose to speak directly with the person(s) and inform them that their behaviour is unwelcome and must stop. Volunteer members may also choose to make an informal complaint to a Chief or Officer,
- formal process- volunteer members may choose to make a formal complaint to the Respectful Workplace Coordinators,
- other options-complainants may, instead of complaint procedures under this policy, file a complaint under any of the following options where applicable:
- complaint to the Nova Scotia Human Rights Commission
- complaint under the Criminal Code

## 222.5 ACCOUNTABILITY

1. Senior Officers are responsible for:
  - ensuring all volunteers are provided with an opportunity to attend mandatory respectful workplace training,
  - taking steps to create an environment free from offensive behaviour,
  - determining appropriate action in response to investigative findings,
  - modeling respect,
  - attending appropriate mandatory respectful workplace training,
  - taking action to protect volunteers and others from offensive behaviour,
  - responding to allegations of offensive behaviour through the informal complaint process,
  - determining, with support from a Risk Consultant whether an informal complaint is appropriate for resolution under this guideline,
  - making decisions, with support from the Coordinators, as to appropriate resolution options,
  - determining whether further action is required where an individual wishes to abandon an informal complaint,
  - making decisions as to appropriate resolution options for informal complaints,
  - referring matters to the Committee as appropriate, and
  - responding to inquiries from volunteers and officers.
2. Volunteers are responsible for:
  - attending respectful workplace training,
  - treating all persons with respect and dignity, and
  - cooperating with respectful workplace processes as required.
  - Respectful Workplace Coordinators are responsible for:
  - providing policy advice,
  - determining whether a formal complaint is appropriate for resolution under this policy,
  - making decisions as to appropriate resolution options,
  - have the right to engage an outside support person to mediate and/or investigate,
  - ensuring complaints are processed in a fair, efficient and transparent manner,
  - providing advice as required, to volunteer members,
  - providing support to volunteer members and officers using the informal complaint process,
  - taking appropriate action where a breach of a mediated settlement agreement is alleged. If the complainant chooses legal counsel, the cost will be incurred by the department the complaint was alleged against, and
  - overseeing the development and delivery of respectful workplace training.
3. The Senior Officers shall monitor the effectiveness of the policy and coordinate periodic reviews.

## 222.6 REFERENCES

- Civil Service Act and regulations
- Criminal Code of Canada
- Nova Scotia human Rights Act
- Occupational Health & Safety Act

## **223 PERFORMANCE REPORT**

1. All departments are dedicated to working together to have an effective response to all incidents.
2. While working under the command of mutual aid departments the performance of members, when required, shall be documented and forwarded to the Chief Officer of their department.
3. Annex O shall be used to document said performance with the intent of recognizing both outstanding and substandard performance.

## **224 IMPAIRMENT**

1. Operating a motor vehicle while impaired may result in a criminal charge of impaired driving being laid and further may result in voiding of the current fleet automobile insurance protection.
2. It is further understood impairment is not limited to impairment by alcohol but may include impairment by illegal drugs, prescription drugs, medical marijuana and or any other impairing substance which may cause impairment.
3. In the event insurance fleet coverage is voided by the Insurer due to impairment confirmed the respective Department may be held responsible and be subject to the financial loss otherwise paid by the Insurer.
4. The IC shall prevent any member impaired or suspected of being impaired from driving any apparatus.

## **225 CRIMINAL RECORD CHECK**

1. Completed Criminal Record checks shall be submitted by all prospective members.
2. All members shall renew their Criminal Record checks at a minimum every 3 years.
3. If the Criminal Record check comes back positive said member shall be interviewed as to the nature of the offence by the executive using the question bank Annex N, to determine any consequences or repercussions.

## **300 SAFETY GUIDELINES**

### **301 ACCOUNTABILITY TAGS**

1. All members shall have two accountability tags with their name, department name and department number on it issued to them.
2. The accountability tags shall be clipped to the ring on the back of the helmet.
3. Enroute to an incident all members shall pass the black tag to the vehicle OIC, who shall clip it on the accountability ring in each vehicle.
4. On arrival at an incident the OIC of each vehicle shall pass the accountability ring to the Accountability Officer and or IC.
5. The red accountability tag shall remain on the member's helmet until tasked.
6. When tasked the red tags shall be clipped to the personnel control board by the Accountability Officer.
7. Upon completing the task, the red accountability tag shall be personally retrieved by the member, allowing the Accountability Officer to account for personnel at all times.
8. Do not allow anyone to retrieve your accountability tag for you or retrieve another person's accountability tag for them.
9. A PAR shall be conducted at regular intervals to account for all personnel.
10. On termination of the incident all members shall retrieve their accountability tag from the personnel control board prior to leaving the scene.
11. The Accountability Officer or IC shall ensure all personnel are accounted for prior to leaving the scene.
12. To ensure safety you shall present your tag upon demand to the Accountability Officer, IC or Safety Officer before being assigned a duty.
13. If your accountability tag becomes lost or damaged report it to the IC or Safety Officer immediately.
14. If you find an accountability tag, report it to the Accountability Officer, IC, or Safety Officer immediately.

### **302 PERSONNEL ACCOUNTABILITY ROLL CALL (PAR)**

1. The Accountability Officer shall carry out a PAR at intervals of no longer than 20 minutes at all incidents involving fire, Hazmat, confined space entry, CO investigations, where members are out of direct sight of other members, or for any incident deemed necessary.
2. All members on scene and tagged in on the personnel control board shall be accounted for.
3. PAR may be conducted over the radio or by sight.
4. Any personnel not accounted for during PAR shall require the RIT to be deployed to the last known position of the missing personnel.
5. PAR may be conducted at any time less than 20 minutes on the order of the Accountability Officer, IC, or Safety Officer if circumstances dictate.
6. The Accountability Officer has the implied permission to carry out the PAR when required, but must be aware of other radio traffic also going on.

#### **302.1 PAR PROCEDURE**

1. The Accountability Officer shall announce over all frequencies being used that it is minute 15 and PAR will take place in 5 minutes.
2. All Sector officers and or sectors shall muster members in their sector and stand by for the PAR.
3. At minute 20 the Accountability Officer shall contact each sector for a count of members in that sector.



4. The Accountability Officer shall compare the numbers from each sector with the numbers on the accountability board.
5. The Accountability Officer shall inform either PAR correct or PAR incorrect.
6. If PAR is incorrect, the Accountability shall inform the IC as to which sector is missing members.

### **303 ZONES**

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

#### **303.1 HOT ZONE**

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

#### **303.2 COLD ZONE**

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

#### **303.3 COLLAPSE ZONE**

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

### **304 ACCOUNTABILITY OFFICER**

1. Every incident shall have an Accountability Officer.
2. The IC may be the Accountability Officer on a small uncomplicated incident.
3. As the incident grows in size and or complexity the IC shall appoint an Accountability Officer.
4. The Accountability Officer may require an aide.
5. The Accountability Officer shall be positioned on the scene as to monitor the movement of personnel to and from the hot zone, collecting tags as they pass.
6. The Accountability Officer shall use the personnel control board to assist in this.
7. All personnel in the hot zone shall have a tag on the accountability board.

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

1. SCBA shall be provided for and used by all personnel working in areas where:
  - The atmosphere is hazardous
  - The atmosphere is suspected to be hazardous

- The atmosphere may rapidly become hazardous
  - Below ground level
  - Confined spaces
  - If any doubts to the quality of the atmosphere exist
2. If the safety of the atmosphere can be established by testing with approved testing equipment and continuous monitoring is carried out, entry shall be allowed in any of the above areas without the use of SCBA.
  3. Members using SCBA shall operate in teams of two or more and are to remain in close proximity and communication with each other.
  4. At least one member of the team shall have a radio tuned to the working frequency of the incident.
  5. A second SCBA team shall be available to relieve or assist the first team prior to the first team entering the danger area.
  6. Only members with a properly fitting face piece shall be permitted to function in a hazardous atmosphere with SCBA.
  7. All members using SCBA shall be regularly trained and tested in the safe and proper use of the equipment.
  8. There shall be no hair between the mask seal and the wearer's skin ensuring the mask seal shall be in full contact with the face, temple hair may be the only exception.
  9. An effective face to facepiece seal is extremely important when using SCBA. The facepiece should seal tightly against the skin, without penetration or interference by any protective clothing or other equipment. Even a minor leakage can allow contaminants to enter the facepiece, even with positive pressure SCBA. This can occur when the air supply is over breathed due to the high work rates that occur during firefighting
  10. Any outward leakage will increase the rate of air consumption, reducing the time available for use. Reduced duration poses an obvious threat to a firefighter's safety, their coworkers' safety, and to their ability to fight fires effectively.
  11. No facial hair shall be permitted to interfere with the exhalation valve, which may cause the valve to remain open, allowing a continuous escape of air.
  12. To eliminate, or at least minimize the likelihood of the users facepiece seal being compromised, the following shall be adhered to:
    - Facial hair grown shall be kept well trimmed, due to the potential for compromising the facepiece to face seal.
    - Facial hair grown around the mouth shall not be kept in such a manner that may interfere with the operation of the facepiece exhalation valve.
    - Facial hair shall not come between the mask seal and the skin.
    - Facial hair includes, but is not limited to: sideburns, moustaches, any form/type of beard, etc., as in accordance with the CSA, ANSI and recommended Manufacturers specifications Feb15 2006.
  13. When a member must wear eye glasses while using SCBA, the face piece shall be fitted with eye glass holders in such a manner that it shall not interfere with the face to face piece seal.
  14. Eyeglass frames shall not pass through the seal area of the face piece, unless of a design allowing a proper seal.
  15. Use of contact lenses shall be permitted during SCBA use, provided that the member has previously demonstrated successful long term contact lens use.

### **305.1 OPERATIONS**

1. SCBA teams should be made up of members with the same bottle capacity, 30, 45, or 60 minutes, whenever possible.
2. If SCBA teams have mixed bottle capacities they shall exit when the yellow LED indicates on the Heads up Display of 1 team member or 1 team member has used 50% of their bottle, whichever occurs first.
3. SCBA team members shall exit together.
4. SCBA team members shall exit if a low air alarm sounds.
5. SCBA team members shall exit if one member experiences problems.
6. If the SCBA team has more than three members the team may be split as long as no member of the team is left alone. Command shall be informed in any changes to team size.
7. SCBA team members shall remain on air for at least 1 minute after exiting a hazardous atmosphere to allow any toxic gasses to dissipate.
8. Personnel with 30 minute bottles should rehab after a second bottle and shall rehab after 3 bottles.
9. Personnel with 45 and 60 minute bottles shall rehab after one bottle.
10. Personnel may resume SCBA tasks after sufficient rest and rehab.

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

1. All SCBA shall be fitted with a PASS device.
2. Non integral PASS devices shall be turned on prior to entering the hot zone.
3. All personnel shall be instructed in the operation of the PASS device prior to using SCBA.
4. All personnel shall be instructed as to the meaning of the various alarms and what actions to take in each situation.
5. PASS devices shall be tested by the member prior to entering the hot zone
6. A malfunctioning or missing PASS device shall prevent the member from entering the hot zone.

### **306.1 ACTIVATION**

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

### **307 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. All personnel shall be issued PPE meeting or exceeding NFPA standards at the time of manufacture.
2. All personnel shall be instructed in the correct way to wear and use all PPE prior to responding to any incident or training exercise.
3. Personnel shall not respond to any incident unless the appropriate PPE for that incident is available to them and is worn.

### **307.1 TURNOUT GEAR**

1. All personnel shall be issued turnout gear of a size to fit properly allowing movement and complete protection.
2. All closure devices shall be in working order.
3. Turnout gear shall be inspected after each use checking for rips, tears, dirt, and bodily fluids.
4. Dirt and bodily fluids shall be removed by washing.

5. Holes are to be repaired, if possible, or the gear is to be scrapped.
6. All turnout gear shall be washed as required or at least every 12 months.
7. All pieces of turnout gear shall be marked with the wearer's fire department number on the inside.
8. Any deficiencies shall be reported to an Officer immediately.
9. Turnout gear shall be worn at;
  - Fire incidents
  - MVC's in the district
  - MVC's out of the district if weather conditions dictate
  - Public service calls
  - Any incident with the potential to require the use of SCBA

### 307.2 HELMET

1. All personnel shall be issued a helmet.
2. Chief Officers shall be issued a white helmet.
3. Captains and Lieutenants shall be issued a red helmet.
4. Fire fighters who have completed fire control or greater shall be issued a yellow helmet.
5. All other fire fighters shall be issued a black helmet.
6. Junior fire fighters shall be issued orange helmets.
7. Safety Officers shall be issued a blue helmet.
8. RIT team members shall wear green helmets when available.
9. The wearer shall properly adjust it so as it stays on the head offering maximum protection.
10. The helmet shall have a face shield, or NFPA approved goggles, and chinstrap in working order.
11. All helmets shall be cleaned when soiled.
12. All helmets shall be marked with the wearer's fire department number.
13. Any deficiencies shall be reported to an Officer immediately.
14. Helmets shall be worn;
  - With turn out gear
  - At brush fires
  - At MVC's
  - At public service calls

### 307.3 FIRE FIGHTING GLOVES

1. All personnel shall be issued fire fighting gloves sized for a proper fit and maximum protection.
2. Gloves shall be inspected after every use for cuts and holes.
3. Gloves shall be cleaned of flammable materials.
4. Gloves shall be dried between uses.
5. Gloves shall be marked with the wearer's fire department number.
6. Any deficiencies shall be reported to an Officer immediately.
7. Fire fighting gloves shall be worn;
  - With turnout gear
  - With coveralls

### 307.4 NOMEX HOOD

1. All personnel shall be issued a Nomex hood.
2. The hood shall be inspected after every use for holes and dirt.
3. Hoods shall be marked with the wearer's fire department number.
4. The hoods shall be washed with turn out gear.

5. Any deficiencies shall be reported to an Officer immediately.
6. The hood shall be worn with SCBA at all times.

#### 307.5 FIRE FIGHTING BOOTS

1. All personnel shall be issued properly sized fire fighting boots allowing for maximum protection and mobility.
2. All boots shall be inspected after every use for cuts, holes, and dryness.
3. All boots shall be marked with the wearer's fire department number.
4. Boots shall be dried between uses.
5. Any deficiencies shall be reported to an Officer immediately.
6. The fire fighting boots shall be worn;
  - With turn out gear
  - With coveralls

#### 307.6 NOMEX COVERALLS

1. All personnel shall be issued a pair of properly sized Nomex Coveralls allowing for maximum protection and mobility.
2. All coveralls shall be inspected after every use for rips, tears, bodily fluids, dirt, and flammable materials.
3. Rips and tears are to be repaired if possible.
4. Dirt and bodily fluids shall be removed by washing and hung to dry.
5. The coveralls shall be washed as required or at least every 12 months and hung to dry.
6. All coveralls shall be marked with the wearer's fire department number.
7. Any deficiencies shall be reported to an Officer immediately.
8. The coveralls may be worn;
  - At grass & forest fires
  - Medical responses
  - At public functions (equipment displays, open houses, parking attendants etc.)
  - At training sessions as permitted by the OIC
  - At MVC's outside coverage area if weather conditions allow
  - For general station duties

#### 307.7 SAFETY GLASSES

1. All personnel should be issued with a pair of CSA approved safety glasses.
2. The glasses may be worn;
  - At medical responses
  - At MVC's, instead of the helmet face shield
  - At training sessions as permitted by the OIC
3. Personnel, whose vision is so impaired that they cannot see adequately without prescription lens, shall not wear safety glasses.

#### 307.8 MEDICAL GLOVES

1. All personnel shall carry at least one pair of department supplied medical gloves in each of their turn out gear, coveralls, and medical response clothing.
2. Medical gloves shall be worn;
  - At all medical responses, to be donned prior to leaving the apparatus.
  - At MVC's under the fire fighting gloves, to be donned prior to leaving the apparatus.
3. All gloves shall be removed prior to entering the vehicle

4. All gloves shall be properly disposed of on return to the hall and not left at the scene of the incident.

### **308 VEHICLE OPERATION**

1. All department vehicles equipped with air brakes require the driver to have, as a minimum, a class 5 license with an air brake endorsement.
2. Non air brake equipped vehicles require the driver to have Class 5 license.
3. All members must pass a department driving test on a vehicle prior to being able to operate that vehicle.
4. If no qualified member responds another department shall be paged out to respond.
5. No member under the age of 18 shall be permitted to drive any department vehicle.
6. No member with a provisional license shall be permitted to drive any department vehicle.
7. All vehicles shall be operated in compliance with all traffic laws.
8. All drivers shall be directly responsible for the safe and prudent operation of that vehicle under all conditions.
9. All radio communications shall be carried out by the OIC of the vehicle, not the driver.
10. The driver should only operate emergency lighting, sirens, and air horns, if required.
11. All drivers shall approach red lights, stop signs and or intersections with emergency lights, siren, and air horns in operation. They shall come to a full stop and ensure all other drivers have given the right of way to the department vehicle, then proceed "with due regard to safety".
12. All drivers shall attempt to make all other drivers aware of the presence of the department vehicle when approaching traffic, do not assume they can see or hear you. Be prepared to stop or slow down until the right of way is given to you.

### **309 DECONTAMINATION**

#### **309.1 GENERAL**

1. The contaminants firefighter's can be exposed to at emergency incidents may cause short and long term physical effects if proper control measures are not followed.
2. These contaminants come from a variety of sources, including body fluids, products of combustion (i.e. soot, ash & runoff), building materials (i.e. insulation and other building materials), and chemicals used or stored at the emergency scene.
3. Rapid decontamination conducted at the emergency scene will provide health benefits:
  - It will reduce the severity and duration of exposure to contaminants for firefighters at the scene;
  - It will reduce the amount of contamination which is brought back from the scene into fire apparatus, fire stations, and firefighter's personal vehicles and ultimately back to the firefighter's home and family.

#### **309.2 PURPOSE**

1. The purpose of this guideline is to limit the spread of and exposure to contaminants which are present at emergency scenes.
2. This guideline applies to the East Hants fire service when operating at emergency scenes such as fires, motor vehicle collisions and medical emergencies.
3. This guideline does not apply to hazardous materials incidents. At any hazardous materials incident where the Special Hazards Response Unit is working, decontamination procedures will be determined by the SHRU team leader and safety officer.

### 309.3 PROCEDURE: Biological Contamination

1. Any member who becomes exposed to biological contaminants shall remove the contaminated equipment or clothing as soon as possible, and always before mounting apparatus or getting in a personal motor vehicle.
2. The contaminated items shall be placed inside 2 clear plastic bags and tagged for cleaning.
3. In the event of gross contamination (large amounts of blood, vomit or other materials), rinse off the clothing or equipment before bagging.
4. Use a hose line and nozzle at a low discharge pressure (60-80psi)
5. The person(s) rinsing this equipment should wear exam gloves, eye protection and a N95 respirator (if required) to prevent contamination by splashing.

### 309.4 PROCEDURE: Non Biological Contamination

1. Any member who becomes contaminated at an incident shall take steps to prevent the contamination from spreading beyond their PPE. This includes preventing the contaminants from being inhaled, ingested, or absorbed in to their body.
2. The member shall attempt to prevent the cross contamination of other people, vehicles, or surroundings.
3. PPE that is contaminated as a result of fire by-products such as soot, charred material, insulation, dusts, or dirt shall be rinsed off at the scene with a hose line at a pressure of 60-80 psi. This should be done before the PPE is removed.
4. Avoid flushing contaminants into sensitive areas such as natural waterways or water supplies.
5. The PPE should then be washed on scene with a solution of PH neutral cleaner and a brush.
6. After scrubbing, rinse the firefighter again. It is preferable that on scene decontamination be completed before the firefighter's SCBA face piece is removed
7. If the remaining products of combustion pose a contamination hazard, remove the PPE and put it inside 2 clear plastic bags.
8. If the outdoor temperature is below freezing, you may attempt to remove contaminants by using a brush only.
9. During on scene decontamination, pay special attention to preventing water from entering the SCBA first and second stage regulators.
10. PPE that is contaminated by products which pose an environmental risk such as fuels; acids and other liquids must be removed, placed inside 2 clear bags and tagged for special cleaning.
11. If contamination by asbestos is suspected, perform wet decontamination before the SCBA is removed. Keep all protective clothing wet to prevent fibres from becoming airborne. Bag the protective clothing for cleaning.
12. Hard goods such as helmets, boots, hand tools, etc., shall be washed using wet washing methods. If rags are used to wash the equipment, those rags should be disposed of in the garbage.

### 309.5 SCBA Cylinders and Packs

1. During firefighting operations, attempt to decontaminate SCBA cylinders and packs.
2. Wipe the cylinders with rags or rinse them with water to prevent contaminants from obstructing the proper sealing of the first stage regulator with the cylinder.
3. SCBA packs may be decontaminated at the scene using the same procedure as for the cylinders.
4. If time permits, cylinders and packs should be decontaminated at the scene before they are loaded on a vehicle and transported back to a fire station.

5. All cylinders shall be decontaminated before refilling.
6. SCBA packs shall be cleaned before being put back into service. Both the packs and the bottles may be washed with a PH neutral cleaner, rinsed and returned to service.

### **310 EMERGENCY EVACUATION**

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

### **311 MAYDAY PROCEDURES**

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

### **312 RAPID INTERVENTION TEAM (RIT)**

1. A Rapid Intervention Team shall be available at the following incidents;
  - Structure fires
  - Hazmat incidents
  - Any situation deemed necessary by the IC
2. The RIT shall consist of at least five fire fighters, with a high level of training, in full turn out gear and SCBA.
3. All members of the RIT should wear green helmets.
4. The RIT shall not be tasked with any other duties.
5. The RIT shall carry appropriate equipment and tools when entering the hot zone.
6. The RIT shall have a radios tuned to the frequency being used on the fire ground.

### **313 VEHICLE INSPECTION**

1. All department vehicles shall be inspected annually according to the Province of Nova Scotia Motor Vehicle regulations by a licensed garage for the type of vehicle.



2. All department vehicles shall be inspected on a regular scheduled basis to prevent, identify and correct unsafe conditions.
3. A preventive maintenance program shall be established and records shall be maintained.
4. Any department vehicle found to be unsafe shall be placed out of service until repaired.
5. Any problems with the department vehicles shall be reported immediately to an Officer.

### **314 DRESS**

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

### **315 SAFETY VEST**

1. When the nature of the incident requires personnel to work in or near moving traffic a Class 2 safety vest shall be worn by all personnel prior to leaving the apparatus.
2. Turnouts are not acceptable as high-visibility highway safety apparel; personnel shall wear a safety vest over the turnout jacket.
3. Safety vests are not required for personnel, dressed in full PPE and SCBA, actively involved in fire suppression.
4. The exemptions for wearing safety vests applies only to personnel directly involved in activities within an established hot zone and only when the hot zone is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.
5. All other personnel on-scene performing duties shall wear a Class 2 vest when working in or near moving traffic.
6. Personnel directly involved in fire suppression activities that complete their activities within the designated hot zone are required to don safety vests once their activities within the hot zone are completed or they leave the immediate hot zone area of the incident scene.
7. If your feet are on the street, your vest is on your chest.

### **316 RAILWAY CROSSINGS**

1. All Department vehicles shall stop at all non gated railway crossings during emergency and non emergency operations.
2. The driver shall turn on the four way flashers 150 metres from the crossing and gradually slow the vehicle down prior to stopping at the crossing.
3. The driver and passenger shall look left, right and left again to confirm that no train is coming from either direction.
4. Once the track is confirmed clear the driver may resume the trip, turning off the four way flashers once over tracks.
5. If the vehicle's emergency lights are on the four way flasher shall still be used.
6. If the crossing lights and bells are operating, the driver shall not cross the tracks until the train has passed, do not attempt to out run a train.
7. While waiting for the train to pass the driver shall put the transmission in neutral and apply the brakes until the train has passed.

### **317 ASSAULTS ON PERSONNEL**

1. Personnel and scene safety is highest priority of the department.
2. If a member is assaulted on a scene, a Mayday call shall be issued immediately.
3. RCMP shall immediately be called to the scene.
4. All members shall defend themselves using all necessary means to stop the assault.
5. Members shall remain within legal principals of self defence.

6. Whenever possible and practicable, anyone assaulting a member shall be detained until RCMP arrives.
7. EHS shall be called to the scene to check out the assaulted member.

### **318 AIR MANAGEMENT**

1. Air management is the ongoing assessment of air consumption by individual firefighters and or teams that are breathing air from a SCBA.
2. All firefighters shall follow The Rule of Air Management (R.O.A.M.) defined as each individual firefighter knowing how much air they have on entry and managing that air so they can exit any hazardous atmosphere before their SCBA low air warning activates.

#### **318.1 GENERAL**

1. SCBA's shall be used by all personnel operating in an area where the potential for a hazardous atmosphere exists including, but not limited to:
  - Interior structural firefighting operations
  - Exterior structural firefighting operations where the potential for breathing smoke exists
  - Overhaul operations, even in the absence of visible smoke
  - Car fires
  - Dumpster and rubbish fires
  - Hazardous materials incidents in the hot and warm zones
  - Confined space entry on air
  - CO emergencies where the CO concentration exceeds 25PPM.
  - Any time the Incident Commander, Safety Officer or OIC deems necessary.
2. The low air alarm activates when the SCBA cylinder has 25% of its capacity remaining, this 25% is the emergency reserve and should not be used for exiting the hazard area.
3. Using the rule of air management, check air before entry and at natural breaks:
  - Before changing levels
  - Before entering a room
  - After moving down a hallway
  - After searching a room
  - Before and after completing a physically demanding task
  - Before beginning a new assignment
  - At timed benchmarks
4. Team members shall inform the team leader of their air status at all air checks.
5. When giving progress reports, team leaders should use CAAN:
  - Conditions = heat, smoke, structural integrity
  - Actions = what actions are being performed, are they working?
  - Air = percentage remaining of lowest member
  - Needs = what additional resources are needed?
6. When the first member of any team has their 50% HUD lights activate, or 50% air remaining by gauge, the team leader shall report over the radio to command, that the team has 50% air remaining, allowing command time to initiate actions for replacing that team in the hazardous atmosphere
7. A team member should never work into their reserve air. If their low air warning activates in the hazardous atmosphere, the team leader shall report over the radio to Command their location, activation of a team member's low air warning, and an estimate of how close they are to the exit.
8. The team shall immediately exit the hazardous atmosphere.

9. When possible, team members should be rotated to equalize work load and maximize work time.
10. Exit the hazard area before the low air alarm activates. The time to exit will be influenced by several factors such as:
  - Rate of breathing
  - Physical conditioning
  - Stress level
  - Location inside structure
  - Visibility
  - Fire conditions
  - Debris, furniture, etc.
  - Layout of the structure
11. Officers and team leaders shall take the lead in air management. Officers and team leaders shall make the decision to exit the hazardous atmosphere before their teams low air warning activates.
12. Ultimately, air management is each firefighter's responsibility. It is not acceptable for firefighters to work in hazardous atmospheres up to the time when their SCBA low air warning activates.
13. A low air warning or PASS alarm activation at an emergency scene is an audible warning that a firefighter may be in trouble. This will initiate deployment of the On Deck crew or RIT crew for rapid intervention unless immediate radio report is received.
14. Supplying air from one SCBA to another, using a manufacturer supplied emergency breathing system is permitted only under life threatening emergencies and simulated training exercises only.
15. Any users employing an emergency breathing system must exit the hazardous atmosphere immediately.
16. SCBA users shall not donate breathing air to another user if their own supply is below 50%.
17. All manufacturers' instructions shall be followed.

### **319 FIREFIGHTER INJURIES**

1. All personnel injured during operations and or training shall be tended to by a MFR.
2. If the injury is beyond the scope of MFR skills EHS shall be called to the scene.
3. If there is any doubt to the extent of the injury EHS shall be called to the scene.
4. If the fire fighter is transported to a medical facility the NOK shall be informed as soon as possible.
5. The NOK shall be offered transportation to the medical facility accompanied by another fire fighter.
6. Arraignments shall be made to return the injured fire fighter and the NOK back to their home when finished at the medical facility.
7. The injury shall be documented and investigated using Annex F Accident / Injury Report and Annex G Accident / Injury Investigation Report.
8. Annex E, Medical Eligibility, shall be completed prior to fire fighter returning to active duty after being treated at a medical facility for injuries received during operations and or training.

### **320 APPARATUS BACKING**

1. Backing of apparatus should be avoided whenever possible.
2. Spotters should be used:
  - when backing is unavoidable
  - when vehicles must negotiate forward turns with restrictive side clearances
  - where height clearances are uncertain
3. Spotters shall discuss and agree on a backing plan with the driver before proceeding.
4. The driver's window shall be in the down position.
5. When personnel and conditions permit 2 spotters should be used when an apparatus is backed, 1 located at the left rear corner and 1 at the right front corner of the apparatus.
6. If only 1 spotter is available they shall be positioned at the left rear corner of the apparatus.
7. Spotters should not be used to control traffic, if required other personnel should be used to control traffic.
8. Anytime a driver loses sight of a spotter, the apparatus shall be stopped until the spotter is visible, and the signal to continue is indicated.
9. Spotters shall use highly visible and recognizable signals when directing apparatus as per Annex M.
10. If insufficient personnel are available on the apparatus, personnel within the hall shall be summoned to assist.
11. If spotters are unavailable, the driver shall exit the apparatus and complete a 360 degree check for obstacles.
12. When blocking traffic for the purpose of backing into halls, emergency warning lights shall be utilized.
13. When backing an apparatus at night, the signals shall remain the same.
14. The spotter shall assure that the spotlights on the rear of the apparatus are turned on before allowing the apparatus to be backed.
15. Traffic wands or flashlights shall be carried, but at no time shall they be directed toward the mirrors.
16. The spotters shall remain with the apparatus until it is stopped in its proper location.
17. Only 1 apparatus at a time shall be moving on the tarmac or in the hall, all others shall remain on the street or stationary in the hall.

### **321 HOMEMADE EQUIPMENT**

1. Equipment, tools, and other appliances not manufactured and or designed by a recognized manufacturer of said equipment, tool or appliance, shall not be used for training, emergency, and or fire ground operations

## **400 RESPONSE GUIDELINES**

### **401 DEPARTMENT**

1. When responding you are representing the department, drawing attention to yourself does nothing for the image or esteem of the department.
2. Conduct of any member which is likely to affect the efficiency, social, or public influence or respectability of the department shall be deemed an offence as per the Constitution and Bylaws.
3. Never respond under the influence of drugs or alcohol.

#### **402.1 REPORTING OWN DEPARTMENT**

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

#### **402.2 REPORTING OTHER DEPARTMENT**

1. When in the vicinity of another department on receipt of an emergency page or near the scene members of other departments may report to that fire hall or scene.
2. Members arriving at fire halls shall report to the IC and offer assistance as per their level of training.
3. Members arriving on scene shall report to the IC and offer assistance as per their level of training.
4. Members arriving on scene prior to the host department shall begin a size up and render assistance as per their level of training.
5. On arrival of the host department these members shall report to the IC with a sitrep on conditions and tasks carried out.
6. The IC is not obligated to accept this assistance.

### **403 PERSONAL VEHICLES**

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

### **404 HALL ARRIVAL**

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

#### **405 HALL DEPARTURE**

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

#### **406 STAND DOWNS**

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

#### **407 PERSONNEL**

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

#### **408 HALL RETURN**

1. On the return to the fire hall no emergency lights shall be used.
2. At 150 Meters from the fire hall all emergency lights of the apparatus shall be turned on and the apparatus shall reduce speed coming to a complete stop parallel to the fire hall.
3. Sentries shall be used to ensure traffic stops and remains stopped while the apparatus is backed onto the tarmac and into the fire hall.
4. Spotters are to be used at all times when backing apparatus on the road and into the hall.
5. When safely on the tarmac, emergency lights shall be turned off.

6. The driver of each apparatus shall ensure the log book has been filled out and all equipment and supplies used during the response has been;
  - Cleaned
  - Replenished
  - Fuelled
  - Returned to the proper storage
7. Any fire departments on standby shall be stood down by phone or radio as soon as possible.
8. When all units are ready to respond dispatch is to be informed the department is back in service.
9. The IC or designate shall fill out the response log in a legible manner with all pertinent information on the incident.
10. All notes, tactical work sheets, medical sheets, etc shall be attached to the response log.

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

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

##### **409.1 INCIDENT COMMANDER**

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

##### **409.2 SECTOR OFFICERS**

- Assigned by the IC to manage a specific area of the incident scene
- Determines the recourses required for the task to be carried out
- Manages recourses assigned to their area
- Updates IC to the progress being made
- Maybe a Company Officer

##### **409.3 COMMAND AIDES**

- Assigned to assist IC or Sector Officer
- Manages communications and information
- Keeps track of assignments, location and progress of sectors, or Companies
- Carries out other tasks as required

##### **409.4 COMPANY OFFICERS**

- Supervises the work of the Company members
- Carries out the assigned tasks as requested by the Sector Officer
- Responsible for maintaining communications with the Sector Officer
- Usually the team leader of an Engine Company, Rescue Company, etc

#### 409.5 FIRE FIGHTERS

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

#### 409.6 SAFETY OFFICER

- Provides overall safety operations
- Supports and reports to the IC
- Monitors for safety hazards
- Can stop any operation deemed unsafe
- Represents safety policies, procedures, and requirements
- May be Safety Sector Officer with support of other Safety Officers

#### 409.7 RADIO ROOM OPERATORS

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

#### 409.8 SUPPORT PERSONNEL

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

#### 409.9 CUSTOMERS

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

#### 409.10 NEWS MEDIA

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

#### 409.11 POLICE

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

#### 409.12 SPECTATORS

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



#### **410 CRIME SCENES**

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

## **500 TACTICAL GUIDELINES**

### **501 COMMAND**

1. At all incidents the Incident Command System (ICS) shall be used.
2. The IC shall be responsible for;
  - Fire fighter safety and survival
  - Occupants/victims lives
  - Fire control and suppression
  - Conservation of property during and after the incident
  - Providing short term services to stabilize and assist the customer
3. At all MVC's the RCMP are in command.
4. The first Officer on scene shall broadcast a sitrep on the response frequency.
5. The first Officer on scene shall establish command by notifying all responders, via radio, the name of the IC and the location of command by street, area, or apparatus and the working frequency of the incident.
6. When command has been established a complete size up shall be carried out and an incident plan devised and carried out
7. The IC shall wear the IC vest and be stationed near to the incident able to get an overall picture of the incident, without being in the way.
8. The IC light shall be near the IC for all to see.
9. The IC may delegate areas of responsibility and tasks to other Officers and fire fighters to allow for efficiency, safety, and the effective use of personnel and equipment.
10. The structure or area may be divided up into sectors to allow for more effective control of the incident.
11. The sectors shall be;
  - A sector front facing road
  - B sector left side
  - C sector rear
  - D sector right side
  - Floors 1,2,3,etc
12. Support functions may be designated to allow for more effective control of the incident, water supply, safety, manpower, logistics, etc.
13. Tactical worksheets and recorders shall be used to log and document the incident as it progresses.
14. All milestones shall be announced over the working frequency of the incident;
  - Arrival
  - Command initiation, IC, location
  - Under control
  - Termination
15. The IC should conduct a post incident critique of all incidents after all apparatus and equipment have been made ready for the next incident.

## **502 CHANGE OF COMMAND**

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

## **503 RULES OF ENGAGEMENT**

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

## **504 RISK ASSESSMENT**

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

### **504.1 GREAT RISK**

1. Great risk shall be taken to rescue saveable lives.
2. Activities that present significant risk to the safety of members shall be limited to situations where there is the potential to save lives
3. A through size up of the situation, the equipment on site, the availability of water, the number of trained responders, are factors in determining the survivability of lives.

### **504.2 SOME RISK**

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

### **504.3 RISK NOTHING**

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

## **505 EMERGENCY TRAFFIC MANUAL**

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

## **506 INCIDENTS**

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

### **506.1 STRUCTURE FIRE / STANDARD ATTACK**

1. Apparatus shall be dispatched as per the East Hants protocols for structure fire.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the size and condition of the fire, whenever information becomes available.
5. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid than that was automatically dispatched.
6. The IC shall establish a water supply, hydrant or tanker, prior to starting any attack.
7. The OIC of the attack engine shall position the engine no closer than 50 ft from the burning structure.
8. Considerations for vehicle placement shall include;
  - Collapse zones of buildings
  - Power lines
  - Traffic
  - Portatank placement
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual
9. All personnel arriving on the scene shall report to the Accountability Officer and or IC to have their tags collected and to be assigned tasks.
10. The IC shall complete an initial assessment of the fire and decide upon an attack, interior or exterior.
11. The IC shall attempt to learn if there are people in the structure or not accounted for.
12. The minimum size of the attack team shall be 2 SCBA trained personnel.
13. A back up team of 2 SCBA trained personnel shall be standing by, 2 in 2 out.
14. The IC should set up a RIT team prior to any attack, or as soon as possible.
15. Other vehicles are to be parked as directed by the IC taken into account;
  - Collapse zones of buildings
  - Available space
  - Power lines
  - Traffic
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual

### **506.2 STRUCTURE FIRE / FAST ATTACK**

1. Apparatus shall be dispatched as per the East Hants protocols for structure fire.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.

3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the size and condition of the fire, whenever information becomes available.
5. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid, than that was automatically dispatched.
6. The IC shall take note of the closest water source and order the second in unit to establish a water supply from that source to the attack engine.
7. The OIC of the attack engine shall position the engine no closer than 50 ft from the burning structure.
8. Considerations for vehicle placement shall include;
  - Collapse zones of buildings
  - Power lines
  - Traffic
  - Portatank placement
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual
9. A fast may be carried out, if in the opinion of the IC:
  - The fire is of such a size as to be controllable by the members on the engine.
  - People trapped or unaccounted for may be rescued safely before fire expands.
10. The IC shall transmit to all units that a fast attack is being carried out; the next in unit is to establish a water supply and to take over command.
11. The initial IC may have a roving command and enter the structure.
12. The new arriving IC shall get a sitrep from the first in IC as soon as possible.
13. The IC shall assess the situation and deploy manpower and resources as required.
14. If hydrants are not available a Portatank shall be set up and a tanker shuttle started.
15. All personnel arriving on the scene shall report to the Accountability Officer and or IC to have their tags collected and to be assigned tasks.
16. Other vehicles are to be parked as directed by the IC taken into account;
  - Collapse zones of buildings
  - Available space
  - Power lines
  - Traffic
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual

### 506.3 FIRE ALARM

1. Apparatus shall be dispatched as per the East Hants protocols for a fire alarm.
2. The first unit out shall respond code 1 with all others code 3.
3. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units whenever information becomes available, upgrading units as required.
4. No down grading of a response shall be permitted after multiple responses to the same address for an apparently faulty system.
5. All alarms shall be investigated prior to being reset.
6. All businesses or units monitored by the system shall be entered and investigated for signs of fire and or sprinkler operation.
7. The IC shall use the contact lists and the RCMP to contact business representatives for after hour responses.
8. Forcible entry shall only be used as a last resort.

9. The IC may release apparatus while awaiting contact personnel to arrive, but shall keep sufficient equipment and manpower to deal with any potential situations.
10. The IC shall ensure there is no fire or water flowing in any part of the building or complex prior to returning to the hall.

#### 506.4 VEHICLE FIRE

1. Apparatus shall be dispatched as per the East Hants protocols for vehicle fire.
2. The first unit arriving at the incident shall transmit a sitrep instructing the other units to;
  - Proceed Code 1 to the scene
  - Proceed Code 3 to the scene
  - Stand down and return to the fire hall.
3. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
4. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
5. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the location, size and condition of the fire, or whenever information becomes available.
6. The first engine on scene shall be positioned upwind of the vehicle involved at least 100 feet from the vehicle, as conditions permit.
7. The second unit shall be positioned behind the vehicle involved, as per the Emergency Traffic Manual, providing blocking and warning lights.
8. The third unit should be positioned behind the second unit, as per the Emergency Traffic Manual, providing blocking and warning lights.
9. A danger zone of a 100-foot radius around the involved vehicle shall be enforced. All personnel and vehicles within this area shall be cleared.
10. All personnel entering the hot zone shall have complete PPE and SCBA on.
11. Personnel approaching the involved vehicle shall stay clear of unsafe areas such as directly in front or rear of the vehicle, or facing the underside of the vehicle when on its side.
12. Fire fighters shall anticipate hazards;
  - Extra fuel tanks
  - Propane fuel cylinders
  - Airborne bumpers
  - Hazardous contents
  - Exploding fuel tanks, tires, drive shafts, and batteries
13. Under no condition shall the gasoline filler cap be removed.

#### 506.41 ATTACK

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

## 506.5 MVC/EXTRICATION

1. Apparatus shall be dispatched as per the East Hants protocols for MVC/extrication.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. One unit shall be responsible for the placement of traffic signs as per the Emergency Traffic Manual.
5. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the location, size and condition of the MVC, or whenever information becomes available.
6. The unit with the rescue tools shall be positioned as close as conditions permit to the MVC, to provide protection to the rescuers and easy access to rescue tools.
7. The first in engine shall be positioned behind the MVC as per the Emergency Traffic Manual guidelines.
8. A line from the engine shall be charged for fire suppression.
9. A third unit should be positioned behind the MVC as per the Emergency Traffic Manual guidelines.
10. Any other units shall be positioned ahead of the unit with the rescue tools.
11. The RCMP is in overall command of a MVC.
12. If the RCMP are on scene the IC shall;
  - Report to the RCMP IC advising them of resources available
  - Obtain specific instructions or requests
  - Detail another member to start a scene survey and equipment layout
  - Assign personnel to carry out these tasks accordingly
  - Keep the RCMP IC updated and advised of actions
13. If the Department is the first authority on scene the IC shall;
  - Establish a command
  - Complete a scene survey
  - Stabilize the vehicle
  - Start first aid for the injured
  - Have fire control procedures started
  - Secure the area for evidence
  - Start crowd control
  - Start traffic control
14. When RCMP Authority arrives on scene the IC shall;
  - Report to the member
  - Provide a progress report and formally pass Command to the RCMP
  - Ask for their input into the operations
  - Continue the operation under RCMP direction
15. When EHS arrives on scene the IC shall;
  - Report to the Paramedics what has been done
  - Provide a progress report with PCR's
  - Formally pass care of the injured to EHS
16. When responding into another Department's jurisdiction the OIC shall;
  - Report directly to the RCMP member in charge for an update and instructions
  - Detail another member to start a scene survey and equipment layout
  - Consult with the Fire Officer on scene for an update on work already started.
  - Assist and or take charge of the extrication as per the IC's instructions.
17. Access to the vehicle shall be done in a manner as to not harm the victims or rescuers.
18. Simple access methods shall be tried before cutting, such as opening doors.

19. If at any time during an extraction any rescuer perceives an unsafe condition, an unsafe condition developing, or immediate danger to the victim or rescuers that rescuer shall shout **Freeze**, bringing all activity to a halt so as the condition may be corrected.
20. All rescuers shall be aware of the many dangers present at a MVA/extrication;
  - Traffic
  - Fuel spills
  - Oil spills
  - Coolant spills
  - Glass
  - Sharp metal edges
  - Bodily fluids
  - Air bags
  - Cargo

#### 506.6 RAPID INTERVENTION TEAM (RIT)

1. Apparatus shall be dispatched as per the East Hants protocols for RIT.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the location, size and condition of the incident, or whenever information becomes available.
4. Initial RIT shall be an equal or greater number of interior fighters, with RIT training, standing on deck fully prepared to attempt a rescue.
5. The third arriving engine shall be tasked with full RIT implementation, if the incident requires more resources.
6. The OIC of the RIT shall be ready to react immediately to downed, trapped, and or missing fire fighters.
7. The RIT shall stage near the IC position.
8. The following equipment and resources shall be available;
  - Minimum of 5 interior firefighter personnel with RIT training
  - Green tarp
  - Rescue tools – Haligan bar, axe, pry bar, sledge hammer, saws, etc
  - RIT pack and or spare SCBA
  - Rescue ropes
  - Portable radios
  - Flashlights
  - Ladders
  - TIC
  - AED
  - Any other tool or equipment they may be useful
9. All equipment shall be laid out on the green tarp.
10. The RIT OIC shall complete a survey of the scene to determine:
  - Presence of fire escapes
  - Presence of barred windows
  - Presence of extensions
  - Presence of alleyways and courtyards
  - Access to rear
  - Location of portable ladders
  - Number of personnel in structure or hot zone
  - Potential escape routes
  - Any other apparent hazards



11. The survey shall be completed at a minimum of 10 minute intervals, or as required due to changing conditions utilizing all team members in turn.
12. The RIT OIC shall keep a record of all personnel in the hot zone and their entry points.
13. The RIT shall monitor operations frequencies.
14. A minimum of one charged line shall be stretched from the RIT engine for the exclusive use of the RIT team.
15. The RIT engine shall have a separate water supply from the attack engine.
16. When the RIT is deployed a second RIT shall be immediately set up.
17. All multi story structures shall be laddered on as many sides as possible.
18. When deployed the RIT shall operate on the radio frequency the downed fire fighter(s) are on and the IC shall order all others to change to a new frequency.
19. The RIT OIC shall keep the IC informed of all actions and accomplishments of the team.
20. Members of the RIT shall be rotated out to other tasks after no more than an hour, 50% of the team at a time, if not deployed.

#### 506.61 Deployment

8. When a Mayday or other information is transmitted that firefighter(s) are injured, lost, trapped, or unaccounted for, the IC shall request Emergency Radio Traffic, and attempt to confirm the Mayday, the location and the nature of the problem.
9. On hearing a Mayday call all personnel shall maintain radio silence; the IC only shall use radio communications until further notice.
10. The IC shall prepare to send a RIT to the location of the Mayday.
11. The IC, RIT IC, and the Accountability Officer shall meet at the accountability board and set up a Mayday command post to develop a rescue plan.
12. Unless personal safety is threatened, personnel shall not abandon their work assignments unless ordered to by the IC. The rescue has precedence but certain suppression and related activities may be necessary in order to accomplish the rescue.
13. A PAR shall be conducted as soon as possible after a Mayday call to account for all personnel on scene.
14. The IC shall order all other personnel to switch to another frequency to continue the operation.
15. The IC shall ensure an ambulance is on scene or enroute.
16. When ordered by the IC, the RIT OIC shall deploy to the last known location of the Mayday and complete a risk assessment to see if the rescue can be completed safely.
17. When deployed the IC or designate shall establish contact with the RIT at intervals of no greater than 5 minutes apart until all members the RIT have returned and have been accounted for.
18. RIT shall use all available resources required to complete the rescue maintaining their safety.
19. Safety lines shall be used to assist with egress and entry of extra team members.
20. Once the firefighter(s) requiring rescue are found the IC shall be informed of the condition of the firefighter(s), the location, and any other requirements.
21. If the firefighter(s) cannot be removed immediately, a full SCBA shall be provided for each downed firefighter.
22. If the RIT has to evacuate the location shall be marked with lights and the safety line left in place.
23. Once the mayday has been cleared the IC shall inform the fire ground.
24. The IC will advise when general radio traffic may resume.

#### 506.7 BRUSH FIRE

1. Apparatus shall be dispatched as per the East Hants protocols for brush fires.

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

#### 506.8 COLD WATER ICE RESCUE

1. Apparatus shall be dispatched as per the East Hants protocols for cold water ice rescue.
2. The IC shall ensure as many cold-water rescue trained personnel as possible are in the crew.
3. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
4. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
5. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the location and conditions of the scene, requesting additional units and personnel as required.
6. The IC shall designate a member as a spotter to keep visual and if possible verbal contact with the victim.
7. The spotter shall inform the IC on any changes in the victim's condition and location immediately.
8. Two members, trained in water rescue techniques, shall immediately start dressing in rescue suits and prepare to carry out a water rescue at any time.
9. The IC shall complete an initial size up to determine what method of rescue to carry out and what if any additional resources are required.
10. Rescue methods shall be considered in the following order of precedence:
  - Self-rescue – Talk the victim out of the water and or ice. A rope shall be thrown to the victim to assist with rescue. This method is the safest for rescuers but the victim must be capable of doing it. A victim suffering from hypothermia or injury may be unable.
  - Reach – Good method when victim is close to shore. The use of out stretched arms, pike poles, ladders, tree limbs, etc. Again the rescuer does not go on the ice or into the water. The victim must be capable of holding onto the extended object for this method to work.
  - Throw – This method works for victims further out in the ice or water. The throw bags are thrown at the victim, attempting to over throw the head of the victim. The victim must be capable of holding onto the rope for this method to work.
  - Go – The Go method shall only be used if the Reach and Throw methods will not or do not work. A victim suffering from the later stages of hypothermia will not be able to assist in the rescue thus requiring the rescuer to make direct contact with the victim. Extreme caution must be exercised as this method places the rescuer at the greatest personal risk.
11. Once a method has been chosen do not limit the rescue to just that method, keep the plan fluid allowing for changing conditions in the ice, weather, and victim.
12. All shore rescuers shall wear an approved PFD.
13. Shore rescuers working near the water in a precarious position shall be tethered with a manned safety line.

14. Water rescuers going on the ice or in the water shall wear a rescue suit tethered by a manned safety line.
15. Two water rescuers shall carry out a Go rescue. The primary rescuer shall approach the victim at angle with the rescue sled, ice pole, and rescue sling.
16. The secondary rescuer shall approach the victim from a different angle with an ice pole and rescue sling, approximately 20 meters behind the primary rescuer.
17. The rescuers shall keep a low centre of gravity and use a shuffling motion to avoid surface stress when moving across the ice
18. If the primary rescuer falls through the ice the secondary rescuer is to continue on to the victim unless the life of the primary rescuer is in danger.
19. The primary rescuer shall attempt to become free and assist the secondary if required or return to shore.
20. All ice shall be considered unsafe and consumable, only to be used once; the victim when rescued shall be brought back to shore in a direct line on new ice.
21. The first rescuer to reach the victim shall attempt to secure the rescue sling to the victim.
22. The ice pole may be used to secure the victim first.
23. The rescue sled may be used to assist the victim out of the ice.
24. Avoid entering the water with the victim unless no other options are available.
25. The line shall be attached to the victim using the carabineer and the loop in the line.
26. The rescue sling should be on victim within 10 seconds of reaching victim.
27. Assist the victim out of the water with the use of the ice awls, sled, and rescue sling.
28. When the victim is free of the water place on sled
29. Hand signals shall be used to inform line handlers intentions:
  - Circular motion of raised hand – take up slack in rope
  - Clenched fist on raised hand – stop pulling rope
  - Tapping the top of the head - pull rope
30. A winch shall not to be used to pull in the victim and water rescuer to shore, manual power only. Assume the victim is suffering from hypothermia and is in a very fragile state.
31. During the rescue it is important to keep all medical supplies and equipment inside the apparatus where they may be kept warm.
32. It is critical to ensure that one or more ambulances are responded as early as possible to the incident. Rapid transport to hospital and early treatment are critical to the victim's survival.

#### 506.9 COLD WATER RESCUE DROWNING

1. Apparatus shall be dispatched as per the East Hants protocols for cold water rescue drowning.
2. The IC shall ensure as many cold-water rescue trained personnel as possible are in the crew.
3. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
4. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
5. On arrival the OIC of the first unit shall transmit a sitrep to other responding units on the location and conditions of the scene, requesting additional units and personnel as required.
6. The IC shall complete an initial size up to determine what method of rescue to carry out and what if any additional resources are required.
7. All personnel operating on or near the water shall wear PFD's.
8. Floatation devices, ice poles, or pike poles shall used to reach the victim if at all possible.
9. Personnel shall only enter the water as a last resort and only personnel who are strong swimmers shall enter the water.
10. Once ashore follow standard guidelines for a medical response.

#### 506.10 CHIMNEY FIRE

1. Apparatus shall be dispatched as per the East Hants protocols for chimney fires.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or enroute the OIC of first unit shall transmit a sitrep to or other responding units on the size and condition of the fire, whenever information becomes available.
5. If the size or condition of the fire warrants, the IC shall immediately call for more mutual aid.
6. The attack engine shall be positioned no closer than 50 ft from the structure.
7. Considerations for vehicle placement shall include;
  - Collapse zones of buildings
  - Power lines
  - Traffic
  - Portatank placement
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual
8. Other vehicles are to be parked as directed by the IC taken into account;
  - Collapse zones of buildings
  - Available space
  - Power lines
  - Traffic
  - Smoke and wind conditions
  - Hazards
  - Emergency Traffic Manual
9. All personnel arriving on the scene shall report to the Accountability Officer and or IC to have their tags collected and to be assigned tasks.
10. The IC shall complete an initial assessment of the fire and decide upon an attack, roof or interior.
11. The minimum size of the roof attack team shall be 2 SCBA trained personnel.
12. The roof ladder or aerial shall be used to access the chimney.
13. The fire shall be extinguished with the aid of;
  - chains
  - dry chemical powder
  - hose and snuffer
14. The minimum size of an interior attack team shall be 2 fire fighters in SCBA.
15. A back up team of 2 SCBA personnel shall be standing by, 2 in 2 out.
16. The interior team shall remove from all hearths, stoves, and chimney clean outs all ashes, embers, logs, debris, etc. in a metal bucket to the exterior of the dwelling.
17. When the fire is out, the areas surrounding the chimney shall be checked for extensions on all floors inside and out.
18. The appliance shall be checked for fire damage.
19. A written report shall be made to the occupant on the state of damage to the structure and appliance with recommendations on use and professional inspections and or repair.

#### 506.11 CARBON MONOXIDE ALARM (CO)

1. Apparatus shall be dispatched as per the East Hants protocols for carbon monoxide alarm.
4. On arrival at the scene or enroute the IC shall transmit a sitrep whenever information becomes available
5. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
6. If conditions warrant, the IC shall immediately call for more apparatus and or mutual aid.

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

#### 506.12 BOMB THREAT

1. Apparatus shall be dispatched as per the East Hants protocols for a bomb threat.
2. The department shall only respond to bomb threats or incidents involving un-detonated explosives when specifically requested by the RCMP.
3. All units shall respond Code 3
4. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
5. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
6. Prior to leaving the hall the IC shall confirm the resources required by the RCMP.
7. On arrival or enroute the IC shall transmit a sitrep to other responding units, whenever information becomes available
8. The IC shall stage all responding units at least 1000 feet from the location.
9. Department personnel shall not become involved in the search for the bomb or other devices.
10. The department is on scene to allow time to develop plans should an explosion occur.

#### 506.13 THERMAL IMAGING CAMERA (TIC) SUPPORT

1. Apparatus shall be dispatched as per the East Hants protocols for TIC support.
2. The following priorities are to be assigned to the TIC:
  - Priority #1 – search and rescue

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

#### 506.14 MEDICAL

1. Apparatus shall be dispatched as per the East Hants protocols for medical responses.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. The IC shall have a valid MFR qualification.
4. Enroute the IC shall detail the responders as to the duties, primary or secondary caregiver and scribe, they shall perform at the incident and what equipment they shall take to the site
5. On arrival or enroute the IC shall transmit a sitrep to other responding units, whenever information becomes available.
6. The responders entering the building or approaching the patient shall be limited to 4, an IC and 3 MFR's.
7. All other responders shall remain with the vehicle and be available for assignment as requested by the IC.
8. The MFR designated the primary care giver should be the only responder talking to the patient.
9. One MFR shall be the secondary care giver and assist the primary caregiver.
10. One member shall start the Patient Care Report (PCR) and gather as much information as possible with the assistance of the primary care giver, next of kin, and bystanders.
11. The IC shall attempt not to become involved in the treatment of the patient but control the overall scene to allow for a successful and safe outcome to the incident.
12. The responders shall bring the medical bag, the defibrillator, and a radio. Any other equipment that may be required is to follow as requested.
13. At responses in public areas, the same four responders shall only are to approach the patient. All other responders shall form a secure area around the scene, keeping the public at safe distance.

#### 506.15 REHAB

1. Apparatus shall be dispatched as per the East Hants protocols for Rehab responses.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. On arrival or enroute the IC shall transmit a Sitrep to other responding units, whenever information becomes available

## 506.16 WATER RESCUE

1. A minimum of 2 approved rescue boats shall be dispatched for a water rescue.
2. Searching may require more boats.
3. The Joint Rescue Coordination Centre (JRCC) has complete jurisdiction on the Minas Basin and its tributaries, fire department operational boundaries do not apply.
4. Each department shall identify suitable launch sites in their area of responsibility.
5. Rescue boats shall be crewed with a minimum of 3 trained personnel.
6. If searching is required a 4<sup>th</sup> person should be on board to assist with navigation and the conduct of search patterns.
7. A data sheet describing the details of each boat shall be promulgated to other departments, Valley Dispatch and the JRCC.
8. Each department shall advise JRCC and Valley Dispatch if their boat is out of service or unable to respond.

## 506.161 SALT WATER RESCUE

1. Apparatus shall be dispatched as per the East Hants protocols for water rescue.
2. A request for assistance on the Minas Basin and its tributaries shall come from the JRCC to Valley Dispatch who shall page the nearest department with water rescue resources.
3. The JRCC shall designate an On Scene Coordinator (OSC), in most cases the OIC of the department of jurisdiction.
4. The OSC shall establish a staging area for On Scene Coordination.
5. The OSC shall have access to maps/ charts of the area as well as tidal and weather information.
6. The OSC shall communicate with the JRCC prior to any boat being launched, via
  - TMR - preferred
  - Telephone at 1-800-565-1582
  - \*16 on cell phone
7. The OSC shall give the JRCC the following information:
  - Identification of agency(s)
  - Asset(s) being deployed
  - Launch location of asset(s) entering the water (GPS fix)
  - Estimated launch time(s) of asset(s)
  - Personnel count
  - Capabilities of asset(s) being deployed
  - Any additional asset(s) that may be known to be available and useful, i.e. DNR aircraft or other rescue boats
8. The OSC shall give the JRCC the following times for each unit:
  - Departed (hit the water)
  - On scene ( i.e. search area, this may be the same time as the departure time)
  - Departed scene
  - Sortie ended ( time when all gear stowed and crews stood down)
9. The OSC shall coordinate with JRCC to determine the search areas to be assigned to the boats and assign search patterns as appropriate.
10. Each department shall advise when their boat has left their station and the ETA at the designated launch site.
11. Each boat shall be equipped with appropriate rescue equipment, charts/ maps of the area and communications equipment.
12. The OSC shall establish TMR and VHF communications with the rescue boat(s).
13. An OIC shall be appointed for each rescue boat.
14. The OSC shall brief each boat crew on the nature of the incident including descriptions of search objects / persons.

15. Each boat shall report to the OSC before they launch with the number of crew that will be on board.
16. When boats proceed to the Minas Basin as part of their operations, the OSC shall contact Fundy Coast Guard Radio on marine radio channel 16 to inform them of their intentions.
17. Where tidal conditions or shallow water might preclude the use of water rescue resources for searching or rescue the OSC shall coordinate with JRCC for the assistance of helicopter or other aircraft resources.
18. Each boat shall provide the OSC with regular sitrep's at time intervals established by the OSC, to include location, course, speed and pertinent weather conditions.
19. Boat crews shall keep a listening watch on TMR and VHF for priority radio traffic and not interrupt the flow of this information if possible
20. The OSC shall designate an appropriate landing site for casualties and inform EHS accordingly.
21. References to deceased victims shall be code named 10-7.
22. The OSC shall complete an incident report and hold a debrief of all involved departments and agencies as soon as possible.

#### 506.161 INLAND WATER RESCUE

1. Apparatus shall be dispatched as per the East Hants protocols for water rescue.
2. The OIC of the department of jurisdiction shall assume the responsibilities of the OSC.
3. The OSC shall assume the responsibility for coordinating and communicating search area assignments as well as search patterns to the boats.
4. The OSC shall establish a staging area for On Scene Coordination.
5. The OSC shall have access to maps/ charts of the area as well as weather information.
6. Each department shall advise when their boat has left their station and the ETA at the designated launch site.
7. Each boat shall be equipped with appropriate rescue equipment, charts/ maps of the area and communications equipment.
8. The OSC shall establish TMR and VHF communications with the rescue boat(s).
9. An OIC shall be appointed for each rescue boat.
10. The OSC shall brief each boat crew on the nature of the incident including descriptions of search objects / persons.
11. Each boat shall report to the OSC before they launch with the number of crew that will be on board.
12. Each boat shall provide the OSC with regular sitrep's at time intervals established by the OSC, to include location, course, speed and pertinent weather conditions.
13. Boat crews shall keep a listening watch on TMR and VHF for priority radio traffic and not interrupt the flow of this information if possible
14. If resources available from JRCC are required, the JRCC shall be contacted by telephone at telephone at 1-800-565-1582, or \*16 on cell phone.
15. The OSC shall give the JRCC the following information
  - Identification of agency
  - Sitrep
  - Assets deployed
  - Personnel count
  - Resources required
16. The OSC shall designate an appropriate landing site for casualties and inform EHS accordingly.
17. References to deceased victims shall be code named 10 - 7.
18. Each boat shall provide the OSC with regular Sitrep's at time intervals established by the OSC, to include location, course, speed and pertinent weather conditions.



19. Boat crews shall keep a listening watch on TMR and VHF for priority radio traffic and not interrupt the flow of this information if possible.
20. The OSC shall complete an incident report and hold a debrief of all involved departments and agencies as soon as possible.

#### **506.17 ELECTRICAL EMERGENCY OPERATIONS**

1. Emergency electrical situations may be encountered at any type of incident so the IC shall be prepared to react and resolve the situation.
2. Apparatus shall be dispatched as per the East Hants protocols for the specific incident.
3. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
4. On the orders of the IC, other personnel shall follow in private vehicles or remain at the hall.
5. On arrival or enroute the OIC of the first unit shall transmit a sitrep to other responding units on the size and condition of the incident, whenever information becomes available.
6. If the size or condition of the incident warrants, the IC shall immediately call for more mutual aid than that was automatically dispatched.
7. Request NSPI to respond to the location of any incident involving electrical emergencies.

#### **506.171 GENERAL SAFETY**

1. Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a ground.
2. A direct path to ground is when contact is made between something energized and a portion of your body such as your hand, arm, head, or other body part.
3. An indirect path to ground is when you are holding something or touching an object that is in contact with something energized. This could include tools or equipment you may be holding or when touching a fence, vehicle, or other object that may be in contact with something energized.
4. When power lines are down they will energize the ground around them. For example: point of ground contact could be 700 volts. This voltage will lessen as it radiates out from this point; for example, 400 volts. If your feet are in areas where there is a voltage difference, you could complete the circuit and be the source to ground. This is called step potential. This danger could be indicated by a tingling sensation in the feet and serve as a warning to back away from the area.
5. Lock out of down power lines generally occurs after 3 operations or attempts to re-energize. Downed lines shall always be considered energized with potentially lethal current.
6. Lines can reset and become energized again by manual operation of a switch, by automatic reclosing methods, either method from short or long distances away, by induction where a de-energized line can become hot if it's near an energized line, or through back feed conditions.
7. Power line tends to have reel memory and may curl back or roll on itself when down.
8. Use caution when spraying water on or around energized electrical equipment, hose streams conduct current. Never spray directly into the power lines, use a fog spray at the base of the pole. The primary responsibility is to protect exposures.
9. PCB hazards: smoke potentially fatal; avoid and contain pools of oil around transformers.
10. Set up hot zone of a distance of a complete span of wires on either side of the fallen wires.
11. Be careful when spotting equipment and hose lines, power lines may fall on apparatus, personnel or hose lines.
12. Do not walk under transformers as they may contain PCB's or burning oil, transformers can and do explode.
13. Do not open pole-mounted switches; they are for NSPI personnel only.
14. Do not assume that telephone or cable TV wires are not hot; they may be in contact with high voltage wires.

15. Insulators may break or crack and allow high voltage to track down pole and or telephone or cable wires.
16. Avoid standing in puddles of run-off water during firefighting operations when energized electrical equipment may be involved or nearby.
17. Do not use non-rated equipment such as pike poles, cutters and ropes to handle downed wires.

#### 506.172 WIRES DOWN

1. Consider all down wires energized.
2. Locate both ends of downed wires.
3. Members shall not move wires.
4. Be careful when spotting hose lines and apparatus, additional lines may fall.
5. Establish a hot zone; include fences, vehicles, guardrails and puddles of water, which may be electrically energized.
6. Standby and keep the public away from the scene until wires are de-energized by NSPI.

#### 507.173 ELECTRICAL FIRE CONTROL

1. Do not fight electrical fires unless de-energized or life is in danger, protect exposures.
2. Power pole fire: do not extinguish with water unless life is threatened or major structural component of power pole is threatened or directed to by NSPI personnel.
3. Electrical fires are best handled by shutting down the power source.
4. CO<sub>2</sub> and dry chemical are the best extinguishing agents for electrical fires.
5. If a structure fire involves electrical service or wiring, the power to the building should be shut off.
6. During structure fires pull only the main breaker, leave all subsequent breakers in place for inspection by the Fire Investigator if necessary
7. Electrical panel fires shall be extinguished only after they have been de-energized.

#### 506.174 VEHICLE RESCUE

1. Uninjured or mildly injured victims should stay in the vehicle until NSPI personnel can de-energize downed lines.
2. If occupants must leave the vehicle, fire or other threat to life, instruct them to open the door, not step out, they should jump free of the vehicle without touching the vehicle and the ground at the same time.
3. Do not use pike poles, non-rated ropes and/or non-rated equipment to handle downed lines during vehicle rescue.

#### 506.175 POWER VAULTS

1. Do not open shutters on vaults, this may cause an explosion due to accumulation of flammable gases.
2. Stay clear of manhole covers over electrical vaults, they have been known to blow off and fly as far as 50 metres.
3. No personnel shall enter underground electrical vaults except to effect rescue and then only when advised by NSPI personnel on the scene that the vault has been de-energized.
4. When entering an underground de-energized electrical vault to affect rescue, personnel shall be in full PPE with SCBA and a manned lifeline.

#### 506.176 GROUND TRANSFORMERS

1. High voltage and high amperage. If any oil is noticed leaking, establish a safe zone away from the transformer, eminent explosion hazards exist if the transformer still has power.
2. Be aware of potential for the ground around the transformer being charged.

#### 506.177 COMMERCIAL HIGH VOLTAGE INSTALLATIONS

1. Identified by HIGH VOLTAGE signs, large disconnects and large meters
2. Avoid using water unless directed by NSPI.

#### 507 MUTUAL AID

1. When mutual aid is required to support an incident in response area the IC shall request specific apparatus and personnel as per the following;
  - Station response – all available apparatus and personnel
  - Engine Company – one engine with 4-5 personnel, may require 2 vehicles
  - Tanker Company - one tanker with 1-2 personnel
  - Rescue Company – one rescue with 4-5 personnel
  - RIT Company – one engine with 5 personnel, may require 2 vehicles
  - Rehab/Medical –one rescue with 4-5 personnel
  - Manpower support – all available personnel

##### 507.1 REQUESTED MUTUAL AID

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

##### 507.2 AUTOMATIC MUTUAL AID

1. Vehicles, personnel and equipment will be sent to the response area automatically for specific incidents by the dispatcher as per East Hants protocols.

##### 507.21 MAJOR INCIDENTS

1. The following incidents shall be classified as major incidents;
  - Structure fire
  - Electrical equipment fire
  - Equipment/machinery fire
  - Flammable liquids fire
  - Heating equipment fire
  - Sprinkler/fire alarm

##### 507.22 MINOR INCIDENTS

1. The following incidents shall be classified as minor incidents;
  - Chimney fire
  - Controlled burn
  - Floods/leaks
  - MVC
  - Smoke investigation
  - Special service
  - Spills leaks gas/fuels
  - Suspicious odours
  - Vehicle fire

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

1. Apparatus shall be dispatched as per the East Hants protocols for PPV support.
2. The first arriving Officer shall be the IC, if no Officers respond a fire fighter shall be the IC.
3. On arrival or enroute the IC shall transmit a sitrep to other responding units, whenever information becomes available

### **508.1 APPLICATION**

1. All offensive fire operations qualify for early application of PPV. The IC shall order PPV where appropriate and early in the operation.
2. The PPV fan shall be placed approximately 12 - 15 feet from the opening on the unburned side of the fire.
3. An exit for the pressurized air shall be provided and shall be located in the fire area. This is generally a window, door or other opening, at least 75% to 150% the size of the air inlet opening.
4. Air flow from PPV shall be controlled throughout the operation. Too many openings or exit points reduce the effectiveness of PPV. In some cases, windows and doors that are already open may need to be closed to direct the air flow into the fire area, or the most densely affected smoke area.
5. As one area is cleared of smoke that area may need to be sealed off and another exit created in another area of the structure to direct the air flow into the next area to clear.

### **508.2 EXPOSURE CONTROL**

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

### **508.3 REHAB**

1. The PPV shall be set up approximately 15 feet from the rehab area.
2. Prior to running the fan the rehab area is to be checked for any material which may become airborne in the wash of the fan.
3. The PPV fan is to run at slow speed.
4. A charged line with the snuffer attached is placed in front of the fan.

### **508.4 VEHICLE FIRES**

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

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

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

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

## **510 HIGHWAY & ROAD CLOSURES & DIVERSIONS**

1. Responding to and working at an incident may require the highway, road, or street to be closed to traffic, lanes closed, or the traffic to be diverted.
2. There are typically six reasons to close a highway or road:
  - safety of all responders
  - fatality or life threatening injuries
  - hazardous materials incident
  - criminal investigation
  - fire, or threat of
  - multiple vehicles involved
3. The Public Highway Act gives the following agencies the authority to shut down highways and roads:
  - TIR area engineers
  - RCMP for investigations
  - RCMP for incidents under common law public safety reasons
  - Fire Service for fire or threat of

### **510.1 DIVIDED HIGHWAY**

1. The safety of all on scene personnel takes absolute priority.
2. On arrival of an incident the Fire Service IC shall make an assessment as to closing the highway, closing one lane, or maintaining normal traffic in consultation with the RCMP if available.
3. When the highway has been closed TIR shall be informed of the reason, estimated time to reopen, or lane closures via TMR radio through Shubie Radio.
4. All Fire Service, RCMP, EHS, tow trucks, and vehicle compliance trucks shall work from same side of the median if at all possible.
5. Fire Service shall not divert traffic.
6. Fire Service may assist the RCMP with diverting traffic if resources are available under RCMP direction.
7. Any traffic diversion shall take into consideration of strength of the road, road conditions, and limited weight bridges
8. The Emergency Traffic Manual shall be used at all times to maintain the safety of the scene.

### **510.2 ROADS**

1. The safety of all on scene personnel takes absolute priority.
2. On arrival of an incident the Fire Service IC shall make an assessment as to closing the road, closing one lane, or maintaining normal traffic in consultation with the RCMP if available.

3. When the road has been closed TIR shall be informed of the reason, estimated time to reopen, or lane closures via TMR radio through Shubie Radio.
4. All Fire Service, RCMP, EHS, tow trucks, and vehicle compliance trucks shall work from same side of the road if at all possible.
5. Fire Service shall not divert traffic.
6. Fire Service may assist the RCMP with diverting traffic if resources are available under RCMP direction.
7. Any traffic diversion shall take into consideration of strength of the road, road conditions, and limited weight bridges.
8. The Emergency Traffic Manual shall be used at all times to maintain the safety of the scene.

## **511 WATER SUPPLY**

### **511.1 ENGINES**

1. On arrival if the first engine must leave the public roadway a LDH supply line, preferably with gated wye attached, should be laid from the roadway, and firefighting operations commenced. This engine shall be designated the attack engine.
2. If the first arriving engine remains on the public roadway a 50' LDH supply line, preferable with gated wye attached, should be laid and firefighting operations commenced.
3. The second arriving engine should position to pump into the attack engine through the gated wye and LDH. This engine shall be designated as the supply engine.
4. If the fire is minor in nature:
  - the second arriving engine may position to supply the attack engine through LDH, or
  - the second engine arriving may position for port-a-tank operations as per the instructions of command.
5. The third arriving engine should proceed to the designated fill site and prepare for fill site operations as per the instructions of the IC. This engine shall be designated fill site engine.

### **511.2 TANKERS**

1. On arrival the first tanker should hook up to the LDH and pump into the attack engine. The crew, if required, shall also remove the unit's port-a-tank and dump site appliances.
2. When empty the tanker shall proceed to the designated fill site for refill.
3. The next arriving tanker(s) on arrival, if the dump site setup is not yet completed, shall hook up to the LDH supply line and pump its water to the attack engine.
4. If the dump site is setup, the tanker shall dump its water as directed into the assigned port-a-tank.
5. If required, the crew will also remove and set up this tanker's port-a-tank while the unit is dumping.
6. When empty the tanker shall proceed to the designated fill site for refill.

### **511.3 ENGINE RELAY**

1. When a LDH supply line is to be laid directly to a water source, tankers and/or engines shall supply the attack engine while the second arriving engine or other available engines and crews complete the layout.
2. Empty engines and tankers may be used to complete the layout, if needed, or to pump in the relay operation once the water source is obtained.

### **511.4 DUMP SITE OPERATIONS**

#### **511.41 DUMP SITE SETUP**

1. The following equipment and appliances should be removed from the first tanker:
  - Port-a-tank

- Suction Hose
  - Low-Level Strainer
2. Select a dump site arrangement which permits the best access and ability for expansion, if necessary.
  3. Position the engine for port-a-tank drafting operations.
  4. Position the port-a-tank in an arrangement that allows the greatest access in the front, side or rear of the engine.
  5. Use the required lengths of suction hose, with a low level strainer attached, to connect suction hose to the intake valve of the engine and port-a-tank.
  6. Maintaining access for dumping is essential to minimize manoeuvring time. This may be accomplished by setting the port-a-tanks in a diamond or square configuration. Whenever possible, try not to block the roadway.
  7. Begin dumping and drafting operations. If the attack engine has left the public roadway, attach the attack engine's LDH supply line to the LDH discharge of the supply engine. When the port-a-tank has sufficient water and the supply engine has established a draft from the port-a-tank, begin moving water toward the attack engine.
  8. As additional tankers arrive, position them to dump from the side or rear utilizing all accessible sides of the port-a-tanks available.
  9. If a tanker is not able to empty its entire load before the port-a-tank is full, it shall remain in position and empty its tank when room becomes available or another tanker arrives.
  10. The dumping and filling of tankers should be under the control of a water supply officer who shall ensure the supply of water is maintained at all times until command orders otherwise.
  11. The water supply officer shall request extra tankers and or engines as required.
  12. The senior member at the fill site shall report to the water supply officer.
  13. Water supply should be on a separate frequency.

#### 511.42 ADDITIONAL PORT-A-TANK SETUP

1. Additional port-a-tanks may be set in a diamond or square arrangement as required. Always avoid dumping directly into the tank the supply engine is drafting from if at all possible.
2. Equipment needed to transfer water between port-a-tanks:
  - Low-Level Strainer with Jet Siphon
  - Length of Suction Hose
  - Length of 1<sup>3/4"</sup> Hose
  - A length of Utility Rope
3. Connect the low-level strainer, suction hose, and 1<sup>3/4"</sup> hose and place the end with the low-level strainer into the port-a-tank the water will be transferred from.
4. Using a length of utility rope, firmly attach the open end of the suction hose to the top of the next port-a-tank, approximately 2 ft. from the open end.
5. If transferring water into the port-a-tank from which the supply engine is drafting, ensure the water stream is away from the intake strainer.
6. Once this port-a-tank has a sufficient amount of water, the 1<sup>3/4"</sup> hose is charged from the supply engine. This transfer operation requires that the pressure on the transfer lines be maintained between 125 and 150 psi.
7. As additional port-a-tanks are required, each are to be set up using the method described above.
8. Tankers shall dump into port-a-tanks as directed.

#### 511.43 SHUTTING DOWN DUMP SITE

1. The dump site shall be shut down when command determines that the water shuttle is no longer necessary.

2. Before disassembling the dump site, ensure that the attack engine and the supply engine have full booster tanks. Once the apparatus' booster tanks are full, all drafting and water transfer equipment may be disassembled, cleaned and stowed on the appropriate units.
3. Port-a-tank drains shall be opened allowing the remaining water to drain. Any sediment or debris left shall be rinsed out with clean water before stowing them on the apparatus.

## 511.5 FILL SITE OPERATIONS

### 511.51 FILL SITE SETUP

1. The fill site engine shall establish water at the fill site. The fill site engine shall lay LDH hose line from the engine to the tanker fill site. A LDH gated wye should be attached to the end of the tanker fill line.
2. Operate a trash line or monitor to prevent loss of prime or pump overheating. The water should return to the source to prevent area erosion.
3. If a gated wye is used lay out 50' LDH from each discharge, separating the open ends as far as possible to minimize traffic interference between tankers.
4. Assign personnel to operate valves and to connect and disconnect tankers.
5. The fill site engine should remain in pump gear with the supply line charged at all times, maintaining prime and readiness to quickly fill arriving tankers
6. Fill tankers using LDH direct fill connection whenever it is available.
7. Filling with a LDH supply line creates the possibility of a severe water hammer if any valve is closed too quickly. As the tanker approaches being full, slowly close the large gated wye valve. This will prevent trapping water in the fill line at high pressure. Next close the valve on the direct tank fill connection on the tanker and open the bleeder valve.
8. Disconnect the hose line and step away from the rear of the tanker. Signal the tanker driver to leave. Pull the hose line back far enough to allow easy positioning of the next tanker.
9. While filling is taking place, the tanker driver shall remain in the cab of the apparatus, to ensure that the apparatus is immediately driven away once the tank is full, the hose connections are detached and the signal to leave is given.

### 511.52 SHUTTING DOWN FILL SITE

1. The fill site shall only be shut down when command determines the water shuttle is no longer necessary.
2. All tankers shall be refilled prior to shutting down the fill site.

## 511.6 INACCESSIBLE WATER SOURCE

1. Stop the fill site engine at the fill site, and set up operations there as per the norm.
2. Layout a LDH supply line from the fill site to a point as close to the water as possible.
3. Place a high volume portable pump to draft from the water.
4. Attach the supply line to the portable pump's discharge.
5. Attach the supply line to the intake on the fill site engine. Start the portable pump, prime, and charge the line to the fill site engine.
6. The fill site engine will in turn charge the supply line that has been laid to the gated wye, and the filling of tankers may proceed as described above.
7. During periods of inactivity, the fill site engine will discharge water back into the water source to prevent loss of prime or overheating of equipment.

## 511.7 RESOURCE DECISION TABLE

OBSERVATION	RESOURCE SITUATION	ACTION
Tankers waiting at Dump Site	A. More storage capacity needed	Add Port-a-Tanks



	or B. More dump access points needed or C. Fire ground flow rate less than shuttle capacity.	Add Port-a-Tanks  Advise Incident Command they may increase fire ground flow rate
Tankers waiting at Fill Site	Not enough fill capacity Setup an additional Fill Site or add a second Fill Site Engine	
No Tankers waiting at Dump Site of Fill Site	Additional Tankers needed	Call for additional Tankers

## **600 COMMUNICATIONS GUIDELINES**

### **601 GENERAL**

1. As the TMR2 radio system is shared by public safety agencies across the Maritime Provinces, it is essential to keep communications as brief and professional as possible.
2. Dispatch and the IC shall work together to manage traffic on the Disp channels which are shared by fire departments of East Hants, and other Counties.
3. For general non-emergency communications, East Hants Fire Service (EHFS) units shall use a local simplex channel such as SX VFD, SX ALL 1, SX ALL 2, and SX ALL 3. These channels cannot be relayed onto the TMR2 trunk FD Ops channels by a Digital Vehicle Repeater System (DVRS) unit. If longer distance is required, the Admin-N1, Admin-N2 channels are available for use with no permission required.
4. When calling on channels shared by units from other jurisdictions, EHFS units shall prefix their call signs by department name e.g. Lantz 411, as other jurisdictions use the same numbering system.
5. Incident Command shall not use TMR2 trunked channels for units entering an Immediately Dangerous to Life and Health (IDLH) atmosphere; instead assign Conv Rpt 1 channel or a SX channel for on-scene fire communications. The IC or designate shall monitor a secondary radio in this event.
6. The Conv Rpt 1 channel works simplex for local communications, but in the presence of a DVRS unit acts as a repeater for better coverage and also relays traffic onto the assigned channel.
7. EHFS units shall address dispatch agencies by their proper name, e.g. Valley Dispatch or Halifax Dispatch.
8. EHFS units shall refrain from tasking dispatch contacting non fire agencies, such as EHS and RCMP. These agencies are available on the TMR2 radios directly. Shubie Radio is also available and has the ability to contact and assign channels to allow communication to most Government agencies.

### **602 PAGING**

1. The Municipality of East Hants administers the VHF paging infrastructure on behalf of the Fire Service in East Hants.
2. To ensure a response to an incident each department shall have an alternate responder.
3. The timings shall be:
  - Minute 0 – first page
  - Minute 2 – second page
  - Minute 4 – first page to alternate department

#### **602.1 PAGING FAILURE/PHONE RECALL**

1. In the event of a total failure of the paging system members shall be informed of an incident by phone.
2. Dispatch shall phone the Chief Officer with details of the incident.
3. The Chief Officer shall phone the designated members with the details of the incident.
4. The designated members shall phone the members on their lists with the details of the incident.
5. If the Chief Officer is unavailable, Deputy Chief Officers, Captains, Lieutenants, etc shall be called until a member has been reached and the recall initiated.

6. The first officer to be informed shall also announce over the radio the details of the incident.

### **603 RESPONSE COMMUNICATIONS**

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

#### **603.1 ALL RESPONSES**

1. A member shall acknowledge receipt of page and responding via radio on the Disp channel.
2. Other responding members may announce they are responding to the incident or station, but dispatch is not required to acknowledge them.
3. If the first responding member cannot acknowledge dispatch by radio, dispatch shall be contacted by phone.
4. The OIC of the first responding unit shall announce unit number, number of personnel onboard and OIC of vehicle on the Disp channel.
5. The OIC of all subsequent units shall announce unit number, number of personnel onboard, and OIC of vehicle on the Disp channel.
6. The OIC of the first unit on scene shall announce arrival, give a sitrep, establish command, and ask dispatch for an OPS channel.
7. The OIC of all subsequent units shall announce the arrival of their units on the Disp channel and checking with command.
8. All subsequent units shall switch to the operations channel on arrival.
9. The IC shall monitor both the Disp channel and the operational channel.

#### **603.2 MEDICAL RESPONSES**

1. A member shall acknowledge receipt of page and responding via radio on the Disp channel.
2. Other responding members may announce they are responding to the incident or station, but dispatch is not required to acknowledge them.
3. If the first responding member cannot acknowledge dispatch by radio, dispatch shall be contacted by phone.
4. The OIC of the first unit to respond shall announce unit number, number of personnel onboard, and OIC of vehicle on the Disp channel.
5. The OIC of any subsequent units shall announce unit number, number of personnel onboard and OIC of vehicle on the Disp channel.
6. The OIC of the first unit on scene shall announce arrival, give a sitrep, establish command, and ask dispatch for an OPS channel.
7. The OIC shall also inform EHS on the MFR channel of arrival.
8. The OIC shall only supply patient information, if asked for by EHS or if the patient's vitals have a major change.
9. The OIC of all subsequent units shall announce arrival of their units on scene on the Disp channel and checking with command.
10. The IC may move operations to the assigned OPS channel depending on the complexity of the incident.

#### **603.3 HALIFAX FIRE MUTUAL AID RESPONSES**

1. The OIC of the first unit to respond shall announce unit number, number of personnel onboard and OIC of vehicle on the Disp channel to Valley Dispatch.
2. The OIC of the first unit to respond shall contact Halifax Dispatch on channel IES3 reporting the Department and unit, e.g. Engine, Tanker, Rescue etc, responding.
3. The OIC shall confirm the working channel with Halifax Dispatch.
4. If the working channel is not FD Ops 39 or 40 inform Halifax Dispatch only FD Ops 39 and 40 are available on EHFS radios and await further instructions.

5. Any and all subsequent units shall follow the same procedure.
6. All arriving units shall contact Valley Dispatch and Halifax Dispatch announcing arrival and checking with command.

#### **603.4 INCIDENT RADIO OPERATIONS**

1. Contact Dispatch on the assigned channel unless Dispatch has advised they will not be monitoring the assigned OPS channel and can be contacted on the Disp channel.
2. Conv Rpt 1 shall be the normal operational channel for incidents requiring personnel to enter an IDLH atmosphere, this will allow for seamless transition to trunk relay if and when the DVRS unit arrives. The Conv Rpt 1 works simplex without the DVRS, but in the presence of a DVRS unit acts as a repeater for better coverage and also relays traffic onto the assigned channel.
3. A simplex channel may be used if TMR2 trunk coverage is poor and no personnel will be entering an IDLH atmosphere.
4. The IC may request additional Ops channels if required for water supply, traffic control, etc.
5. Incidents with multi agencies, RCMP, EHS, DNR, TIR, etc., may require the use of MA channels to allow effective communications. Consult with these agencies and have channels assigned as required.

#### **603.5 INCIDENT TERMINATION**

1. Upon completion of the incident the IC shall contact Dispatch to report the release all assigned channels, the departure of units, and the termination of command.

#### **604 TEN CODES**

1. Ten codes shall not be used as they are not universal and may create confusion with the exception of:
  - 10/7 – fatality
  - 10/33 – RCMP to the scene for a life or death situation only

#### **605 IDENTIFICATION CODES**

1. An identification code system is in place to provide a method of identifying fire services, apparatus, and officer ranks.
2. On the TMR2 system the department name shall be used with the identification code.
3. The use of identification codes and proper voice procedure will keep use of the radios to a minimum allowing for a more efficient use of the radio net.
4. Correct radio voice procedure shall have the sending unit calling the receiving unit by identification number only, e.g.
  - Elmsdale 200 – Elmsdale 211 / Elmsdale Hall calling Elmsdale Engine
  - Maitland 511 – Maitland 531 / Maitland Engine calling Maitland Rescue
5. The following Hants County Departments are identified with these numbers:
  - 100 - Shubenacadie Fire Department
  - 200 - Elmsdale Fire & Emergency Services
  - 300 - Nine Mile River Fire Department
  - 400 - Lantz Fire Department
  - 500 - Maitland Fire Department
  - 600 - Milford Fire & Emergency Services
  - 700 - Noel Fire Department
  - 800 - Rawdon Fire Department

- 900 - Gore Fire Department
  - 1000 - Kennetcook Fire Department
  - 1100 – Enfield Fire Department
  - 1200 – Indian Brook Fire Department
  - 1300 – Walton Fire Department
5. The following Colchester County Fire Departments are identified with these numbers:
    - 300 – Brookfield Fire Department
    - 800 – Cobequid Fire Brigade
    - 1700 – Stewiacke Fire Department
  6. The following HRM Fire Departments are identified with these numbers:
    - Station 35 – Cook’s Brook
    - Station 40 – Dutch Settlement
    - Station 42 – Wellington
    - Station 43 – Grand Lake
    - Station 47 – Goff’s
  7. The identification codes for departments and personnel are:
    - X00 - Base Radio
    - X01 - Chief Officer
    - X02 - Deputy Chief Officer
    - X03 - Deputy Chief Officer
    - X04 - Captain
    - X05 - Captain
    - X06 - Captain
    - X07 - Lieutenant
    - X08 - Lieutenant
    - X09 - Lieutenant
    - X10 - Safety Officer
    - X50 - Portable radio numbers higher than 10 will start at X50, e.g.  
Milford portable #11 will be 650
  8. The identification codes for department apparatus are:
    - 211 – Elmsdale 211
      - 2 - Elmsdale unit
      - 1 - Engine
      - 1 - Engine #1
    - 121 - Shubenacadie Tanker
      - 1 - Shubenacadie unit
      - 2 - Tanker
      - 1 - Tanker #1
    - 931 – Gore Rescue
      - 9 - Gore unit
      - 3 - Rescue
      - 1 - Rescue #1
    - 741 – Noel Aerial
      - 7- Noel
      - 4- Aerial
      - 1- Aerial #1

## **606 TEAM DESIGNATIONS**

1. All teams or units entering a hot zone shall have at least one portable radio.
2. Each team or unit shall be designated with a title, e.g. Attack 1, Rescue 2, and RIT.
3. All radios are to be checked for correct operation and channel prior to entering hot zone

### **607 EMERGENCY TRAFFIC**

1. At any incident the words Emergency Traffic shall be used to clear the radio net so as an important message may be broadcast.
2. The unit with the emergency message shall transmit Emergency Traffic twice and then send the emergency message.
3. All units on scene on hearing Emergency Traffic shall cease transmitting on all radios and listen to the emergency message.
4. Emergency Traffic message shall always be used in a life threatening situation but not limited to that.
5. The unit sending an Emergency Traffic message shall ensure it is important enough to merit the designation so as not to down play the importance of the Emergency Traffic designation during a true crisis.

### **608 MAYDAY**

1. The transmission of MAYDAY shall be used by personnel to inform command of situations requiring immediate action or assistance.
2. If a MAYDAY is called, even in a drill, it means a fire fighter needs immediate assistance.
3. Discretion in the use of MAYDAY shall be applied to prevent its overuse and abuse.

### **609 TEAM DESIGNATIONS**

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

## **700 MEDICAL**

### **701 GENERAL**

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

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

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

### **703 CARDIAC ARREST**

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

### **704 DRESS**

1. If the response is to a domestic or business location all members responding should wear medical response clothing, if available.
2. If responding members are deemed to be unhygienic to respond to a medical call in the IC's judgement they shall be asked to remain at the hall and not respond to the incident and possibly put the patient in more jeopardy.
3. If the response is to an industrial or construction site all members responding should wear overalls, steel-toed boots, and helmets.

## **705 TRAINING**

1. All members shall be offered Medical First Responder Training.
2. No member shall be forced to complete medical certification they do not desire to attain.

## **706 PERSONAL PROTECTION**

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

## **707 DISINFECTING**

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

## **708 MEDICAL RESPONSE CLOTHING**

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

## **709 KENDRICK EXTRICATION DEVICE (KED)**

1. The KED is for use with casualties who have a possible spinal injury and who are in a sitting position. It has the same function as the hard spine board.
2. The KED shall be applied as follows;
  - Full neck and spine immobilization shall be maintained at all times.
  - Separate the three components, using the main body section of the KED, gently slide it down behind the casualty's back.
  - There are three coloured straps, which go across the chest and snap into the matching buckle on the other side. Snap these starting at the middle, then bottom, legs, head, and then top.
  - Tighten them until you can slide your flat hand in between the strap and the chest.



- Grasp the handles found on either side of the main section and gently lift the KED up until the sides rest under the arms. Tighten the straps again starting at the bottom. If internal injuries are suspected, use additional care when applying this pressure on the chest.
  - Due to the natural curve of the neck and upper back, the KED will rest approximately 5-6 cm from the back of the head. Fill this space in by folding the pillow and putting in between the head/neck and the KED.
  - The foam straps have cups, which must be opened. One goes on the chin and upwards to stick on the Velcro on the back of the KED. The other goes on the forehead and back to stick on the back.
  - There are two long black straps at the bottom, which go under the legs and up to buckle on the same side. Do not use these if there is suspicion of pelvic injury. Tighten these straps.
3. To move a casualty, grab the handles at the back of the KED and one hand under the middle of the thigh and lift together with your legs and arms to prevent injury to your back.
  4. The KED shall be wiped with a damp cloth to remove dirt and always cleaned after each use and dried thoroughly before being repackaged.

## **710 HEARTSTART FRx AED**

### **710.1 SAFETY**

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

### **710.2 ADULT OPERATION**

1. Press the green on/off button.
2. Follow the prompts.
3. Remove clothes from the patient's chest.
4. Remove the pads from the carry case.
5. Clean and dry the patient's skin, and if necessary clip or shave chest hair.
6. Place pads on patient as per diagram on front panel of AED.
7. Press adhesive portion of the pad down firmly.
8. As soon as the AED detects that the pads are attached to the patient, the pad icon turns off.
9. As the AED begins to analyze the patient's heart rhythm, the caution light flashes.
10. Do not touch or move patient while being analyzed.
11. If a shock is required, the caution light stops flashing and stays on.
12. The AED tells the operator to press the shock button.
13. Ensure no one is touching patient prior to pressing shock button.
14. The AED will announce when the shock has been delivered and when it is safe to touch the patient.
15. The AED will instruct the operator to begin CPR and to press the flashing blue button for CPR coaching.
16. If a shock is not needed the blue button comes on solid to show it is safe to touch the patient.
17. The AED will instruct the operator to begin CPR if required.

### 710.3 INFANT CHILD OPERATION

1. Cardiac arrest in infants and children is unusual and ventricular fibrillation (VF) is only seen in about 10% of cardiac arrests in infants and children. Therefore be very aware of more common things like airway obstruction.
2. If the patient is under 25 kg (55 lbs) or 8 years old the infant child key shall be used.
3. Insert the key into the slot at the top centre of the front panel.
4. Press the green on/off button.
5. With the key inserted the AED will announce Infant Child Mode and automatically reduce shock energy and provide optional infant child CPR coaching.
6. Follow the prompts.
7. Remove the pads from the carry case.
8. Remove clothes from the patient's torso, to bare both the chest and the back.
9. Clean and dry the patient's skin.
10. Place the pads on the front and the back, as per key diagram, it does not matter which pad is placed on the chest or back.
11. If the patient is over 25 kg or 8 years old and you are not sure of the exact weight or age, treat as an adult. Ensure pads do not touch.
12. Press adhesive portion of the pad down firmly.
13. As soon as the AED detects the pads are attached to the patient, the pad icon turns off.
14. As the AED begins to analyze the patient's heart rhythm, the caution light flashes.
15. Do not touch or move patient while being analyzed
16. If a shock is required, the caution light stops flashing and stays on.
17. The AED tells the operator to press the shock button.
18. Ensure no one is touching patient prior to pressing shock button
19. The AED will announce when the shock has been delivered and when it is safe to touch the patient.
20. The AED will instruct the operator to begin CPR and to press the flashing blue button for CPR coaching.
21. If a shock is not needed the blue button comes on solid to show it is safe to touch the patient.
22. The AED will instruct the operator to begin CPR if required.

### 711 CRITICAL INCIDENT STRESS (CIS)

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

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

#### 711.1 SCENE MANAGEMENT

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

#### 711.2 ACTIVATION

1. Upon determination by the Safety Officer or IC that the situation is a Critical Incident or has the potential to cause Critical Incident Stress reactions, the Safety Officer or IC shall immediately request that the Fire Marshall's office dispatch the CISD team for ZONE 6 to the scene.
2. The CISD team shall be called for an incident involving a fatality.
3. When the CISD team arrives, they shall be located in the rest area allowing all responding personnel access to the team as required.
4. If the CISD team arrives after the responding fire fighters have returned to the hall, the responding fire fighters shall be encouraged to remain at the hall until the arrival of the CISD team for a defusing.
5. Officers and fire fighters bear the responsibility for identifying and recognising significant incidents that may qualify for debriefing.
6. Any member who feels that a debriefing intervention is required should inform any officer, who will then begin the process to obtain the CISD team.
7. Only trained CISD members shall conduct a defusing.

#### 711.3 DEBRIEFING

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

## **712 LIFELINE**

1. The department responds to medical calls to Lifeline monitored individuals.
2. Monitored individuals wear a motion detector pendant and must call in once a day.
3. If the individual does not call in, does not move for a period of time, or manually activates the alarm, the monitoring centre will go through the contact list until someone is contacted to check on the monitored individual.
4. Keys are held for some monitored individuals.
5. If on arrival there is no key for the residence, entry shall be made in a manner to cause the least damage to the residence.
6. On entry the monitored individual shall be found and treated if required.
7. The Lifeline base unit shall be found, usually in a prominent location, and the reset button is to be pressed.
8. The monitoring centre will call shortly and ask who you are and what is the situation, and if more help is required.

## **713 DEATHS**

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

## **714 REHABILITATION (REHAB)**

1. To insure that the physical and mental condition of firefighters operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. A rehab sector shall be set up.
2. Rehab shall apply to all prolonged emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists.
3. The IC shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest and relief from extreme climatic conditions and other environmental parameters of the incident.
4. The rehabilitation shall include the provision of Emergency Medical Services at the MFR level or higher.
5. All officers shall maintain an awareness of the condition of each member operating within their span of control and ensure the adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request the reassignment of fatigued crews.
6. During periods of hot weather, members shall be encouraged to drink water or other beverages throughout the incident. During any emergency incident or training evolution, all members shall advise the officers when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved.
7. Members shall also remain aware of the health and safety of other members of their crew.

#### 714.1 ESTABLISHMENT OF REHAB SECTOR

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

#### 714.2 RESOURCES

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

#### 714.3 FACTORS

##### 714.31 HYDRATION

1. A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during emergency incidents and training evolution's. During heat stress, the member should consume at least one litre of water per hour. Re-hydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during fire fighting or other strenuous activity when protective equipment is worn.

2. Caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

#### 714.32 NOURISHMENT

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

#### 714.33 REST

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

#### 714.34 RECOVERY

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

### 714.4 MEDICAL EVALUATION

#### 714.41 MEDICAL SERVICES

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

## **800 JUNIORS**

### **801 MEMBERSHIP**

1. Membership is open to any person living in the district between the ages of 14 and 18.
2. A junior member shall be sponsored by a senior member.

### **802 ADMINISTRATION**

1. There shall be a committee set up of senior members to assist, guide, and regulate the junior members.
2. Junior members shall follow SOG's.
3. Junior members shall not be issued keys to the fire hall.

### **803 TRAINING**

1. All prospective junior members shall serve a minimum 6 month probationary training period.
2. All probationary junior members shall attend a minimum of 14 regular training sessions during their probationary period.
3. All probationary junior members shall complete the following training requirements to the satisfaction of a fire line officer during their probationary period;
  - (a) PPE – donning, checking, correct, PASS operation
  - (b) SCBA – mask fitting, donning, change bottle, bottle stowage
  - (c) Radio – use of base, portables, mobile, TMR, pagers
  - (d) Officers – identify, numbers, hierarchy
  - (e) Medical Bags – location, contents, O2 change, O2 bottle stowage, PCR's
  - (f) Accountability – tags, board
  - (g) Vehicles – ID numbers, truck familiarization
  - (h) IC System – structure, light, manpower pool
4. When tasks are completed they shall be recorded on a junior fire fighter probationary training record, Annex C.
5. When the probationary junior member has completed all requirements their application for active membership shall be voted on in the next regular business meeting.
6. Probationary members shall not be eligible for any training at the NSFFS.
7. When eligible for training at the NSFFS, junior members should go with a senior member or with another junior.

### **804 EQUIPMENT**

1. Junior members shall be issued all equipment and protective devices as senior members.

### **805 EMPLOYMENT**

1. Junior members shall not be employed at the following tasks:
  - Attack team at a live fire
  - Extrication team member at a horrific MVC
  - Medical responses of a gruesome nature, or involving death
  - Any task physically unable to complete
  - Traffic control
  - Any doubt in the IC's mind
2. Junior members with a minimum of 1 year's service, parent's permission, training, the aptitude, and proven ability may be offered more challenging and difficult tasks.

**806 RESPONSES**

1. Junior members shall not take their pagers to school or respond to a call from school during school hours.

**807 ACADEMIC STANDARDS**

1. Junior members shall maintain an acceptable academic standard, as determined by their parents and or guardian.
2. Junior members shall not be allowed to respond until the standard is met or exceeded.



## ANNEX A CO INVESTIGATION GUIDE & REPORT

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

Date \_\_\_\_\_

### Occupant Interview

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

ITEM	open	shut		APPLIANCE	on	off	REMARKS
windows				fans			
doors				space heater			
				fireplace			
	yes	no		stove			
car running in garage				furnace			
				BBQ			
				water heater			
				dryer			

Initial reading at entry point:

\_\_\_\_\_ PPM CO

\_\_\_\_\_ % O<sub>2</sub>

\_\_\_\_\_ H<sub>2</sub>S

\_\_\_\_\_ % FV

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

## ANNEX B PROBATIONARY FIRE FIGHTER TRAINING REQUIREMENTS

Name				Start Date					End Date						
EQUIPMENT		TASK							DATE		OFFICER				
PPE	Inspection														
	Donning														
	Checking														
	PASS														
SCBA	Mask														
	Donning														
	Changing Bottles														
Accountability	Personnel Control Board														
	Tags														
Command	Officers														
	Hierarchy														
	IC System														
Apparatus	Identity														
	Truck Famil														
	Truck Famil														
	Truck Famil														
	Truck Famil														
	Operate Apparatus (optional)														
	Operate Apparatus (optional)														
	Operate Apparatus (optional)														
	Operate Apparatus (optional)														
Medical	Bags														
	Oxygen														
	Defibrillator														
	PCR														
Communications	Portable Radio														
	Base Radio														
	Mobile Radio														
	TMR														
Attendance															

## PERSONAL PROTECTIVE EQUIPMENT

### INSPECTION of PPE

The probationary fire fighter shall demonstrate the proper method of inspecting a set of turnout gear and overalls to the following standard.

#### Turnout Gear

1. Checks to ensure all parts are present, boots, pants, jacket, gloves, flashhood, helmet.
2. Checks to ensure all buckles, snaps, and Velcro function properly.
3. Checks to ensure all liners are secure and in place.
4. Checks for tears.
5. Checks for worn areas.
6. Checks for cleanliness.
7. Checks wristlets.
8. Checks reflective trim.
9. Checks suspenders.
10. Checks helmet for cracks in shell.
11. Checks helmet for burns or melting.
12. Checks helmet for frayed or improperly attached inner webbing.
13. Checks chin strap for fraying or malfunction.
14. Checks face shield for cracks, excessive wear, and distortion.
15. Checks condition of the ear flaps.
16. Checks the gloves for holes, rips, and excessive wear.
17. Checks gloves for separating seams.
18. Checks gloves for burns.
19. Checks gloves for flexibility and fit.
20. Checks the flashhood for holes, rips, or tears.
21. Checks the boots for cracks, holes, or tears.
22. Checks the condition of the soles of the boots.
23. Checks the cleanliness of the boots.
24. Checks for medical gloves.

#### Overalls

1. Checks for tears, rip, or holes.
2. Checks for worn areas.
3. Checks for cleanliness.
4. Checks reflective trim.
5. Checks for medical gloves.

### DONNING and DOFFING of PPE

The probationary fire fighter shall demonstrate the donning and doffing of turnout gear to the following standard.

1. Removes footwear
2. Steps into turnout pants one foot at a time.
3. Pulls pants up by waist band, not suspenders
4. Adjusts suspenders if necessary
5. Secures clasp, Velcro and or snap
6. Dons turnout coat
7. Dons flashhood

8. Fastens all snaps and buckles
9. Turns up collar
10. Pulls hood back, to allow facemask to be donned
11. Dons helmet with earflaps down and adjusts chin strap
12. Assures face shield is down
13. Dons gloves
14. Doffs all equipment and replaces in locker
15. Rolls down turnout pants to boot tops

#### PERSONAL ALERT SAFETY SYSTEM

The probationary fire fighter shall demonstrate the checking, testing, and describe the operation of a PASS device to the following standard.

1. Locates PASS device.
2. Checks emergency operation mode.
3. Checks normal operation mode.
4. Describes operation:
  - Automatic alarm when no movement for 30 second.
  - Manually trigger alarm.

#### SELF CONTAINED BREATHING APPARATUS

##### SCBA MASK

The probationary fire fighter shall select, don, and clean a SCBA mask to the following standard.

1. Selects correct size to fit face.
2. Pulls hair back from face.
3. Places mask on face.
4. Pulls head harness over the head.
5. Adjusts straps to fit, not to tight.
6. Checks for seal by putting regulator on mask with no air and breathing in, or blocking hose.
7. Adjusts straps as required to obtain seal
8. Removes mask by lifting from chin and hauling out and away from face and head.
9. Opens all straps fully.
10. Explains how masks are to be cleaned:
  - Wash in warm soapy water
  - Rinse in fresh water
  - Dry with soft rag
  - Spray with disinfectant, three pumps on each side
  - Replace on correct apparatus

## SCBA DONNING

The probationary fire fighter shall don SCBA using the seat mounted method, the coat method, and the over the head method to the following standard.

### Seat Method

1. Releases SCBA holding device.
2. Turns the cylinder on and listens for the alarm.
3. Checks the remote gauge against the local gauge.
4. Properly positions SCBA unit on back.
5. Fastens and adjust straps.
6. Dons and secures mask.
7. Checks mask for seal.
8. Dons PPE, except gloves, properly, with no skin exposed and with chinstrap fastened under chin.

### Coat Method

1. Turns the cylinder on and listens for the alarm.
2. Checks the remote gauge against the local gauge.
3. Holds SCBA open and slides one arm into the shoulder strap and then the other arm into the other shoulder strap.
4. Properly positions SCBA unit on back.
5. Fastens and adjust straps.
6. Dons and secures mask.
7. Checks mask for seal.
8. Dons PPE, except gloves, properly, with no skin exposed and with chinstrap fastened under chin.

### Over the Head Method

1. Turns the cylinder on and listens for the alarm.
2. Checks the remote gauge against the local gauge.
3. Holds SCBA open in front of body and slides both arms into the shoulder straps and then moves the SCBA up over the head and down onto the back.
4. Properly positions SCBA unit on back.
5. Fastens and adjust straps.
6. Dons and secures mask.
7. Checks mask for seal.
8. Dons PPE, except gloves, properly, with no skin exposed and with chinstrap fastened under chin.

## CHANGING SCBA BOTTLES

The probationary fire fighter shall change a SCBA bottle to the following standard.

1. Closes the bottle valve.
2. Releases pressure from the system.
3. Uncouples the high-pressure hose from the bottle.
4. Releases the bottle securing devices.
5. Replaces empty bottle with full bottle, ensures new bottle is full.
6. Secures new bottle with securing devices.
7. Checks condition of bottle opening, fitting, and O-ring.
8. Connects high-pressure hose to bottle.
9. Opens bottle valve and checks gauges and alarms.
10. Removes empty bottle to refilling station.
11. Describes storage locations for all bottles.

## ACCOUNTABILITY

### PERSONNEL CONTROL BOARD

The probationary fire fighter shall describe the location, use and control of the personnel control boards to the following standard

1. Location of the board.
2. Responsibility if IC to start use of board.
3. Accountability Officer or designate normally operates board.
4. Responsibility of all members to ensure they are logged in at an incident.

### ACCOUNTABILITY TAGS

The probationary fire fighter shall describe the use and control of the accountability tags to the following standard.

1. Issue of department number.
2. Issue of two accountability tags.
3. Normal location of tags on helmet.
4. Placement of one tag on arrival to an incident on the personnel control board.
5. When going into the hot zone second tag given to Accountability Officer or designate.
6. Report to Accountability Officer or designate immediately on leaving the hot zone to collect tag
7. Tags only to be retrieved by owner.
8. Retrieve all tags prior to leaving the incident.

## COMMAND STRUCTURE

The probationary fire fighter shall describe the command structure to the following standard.

1. Identify all officers by sight and by number.
2. Hierarchy of the officers, Chief - Captain.
3. Explain IC system at incidents:
  - Permits delegation of tasks.
  - Assists in completion of all tasks.
  - One person on overall command.
  - IC to have strobe light to indicate position
  - To report to the manpower pool on arrival

## APPARATUS

The probationary fire fighter shall describe and operate apparatus to the following standard.

1. Identify all apparatus by number and use:
2. With the aid of a truck familiarization sheet identify all equipment on each apparatus
3. Minimum Class 5 licence with an air brake endorsement required prior to operating apparatus equipped with air brakes
4. Minimum Class 5 licence required prior to operating non air brake apparatus.
5. Training on each apparatus prior to driving on an incident.

## MEDICAL

The probationary fire fighter shall describe the use and storage of the medical equipment to the following standard.

### MEDICAL BAGS

The probationary fire fighter shall describe the location and contents of the medical bags to the following standard.

1. Location on each apparatus
2. Major contents, O2, bandages, BP kit, air ways

### OXYGEN

The probationary fire fighter shall describe oxygen equipment to the following standard.

1. Storage location of full cylinders.
2. Minimum level of cylinder in use, 500 PSI.
3. Minimum level of cylinder in medical bag, 1000 PSI.
4. Changing empty cylinder:
  - Remove seal from new cylinder
  - Open cylinder valve momentarily to bleed off any dirt.
  - Shut off empty cylinder.
  - Remove regulator from empty cylinder.
  - Check full cylinder for plastic seal.
  - Install regulator on full cylinder.
  - Open cylinder valve and check PSI, 2000 PSI full.

### DEFIBRILLATOR

The probationary fire fighter shall describe the storage and use of the defibrillator to the following standard.

1. Location on apparatus.
2. Location of shaving materials.
3. Operation.

### PATIENT CARE REPORTS

The probationary fire fighter shall describe the use of PCR's to the following standard.

1. Location of PCR's on apparatus.
2. With the aid of a blank PCR explain how to fill it out.
3. Explain where each copy goes, white to paramedics, yellow to EHS.

## COMMUNICATIONS

The probationary fire fighter shall describe the storage, location, and operation of the communications equipment to the following standard.

### PORTABLE RADIOS

The probationary fire fighter shall describe the storage, location, and operation of the portable radios to the following standard.

1. Location on apparatus
2. Describe the channels available on each type and how to switch.
3. With assistance carry out a radio check with the base radio.

### BASE RADIO

The probationary fire fighter shall describe the location and operation of the base radio to the following standard.

1. Location in office.
2. With assistance carry out a radio check with a portable radio.
3. Describe the channels available and how to switch.
4. With the use of a blank radio log sheet explain how to monitor communications and update the log as required.

### MOBILE RADIO

The probationary fire fighter shall describe the location and operation of the mobile radio to the following standard.

1. Location in apparatus.
2. With assistance carry out a radio check with a portable radio.
3. Describe the channels available and how to switch.

### TRUNKED MOBILE RADIO

The probationary fire fighter shall describe the location and operation of the TMR radios to the following standard.

1. Location in apparatus.
2. Describe the channels available and how to switch.
3. Explain differences from VHF, province wide, multi agency, 800 MHZ similar to cell phones, air time costs after first 200 minutes per month



## ANNEX C PROBATIONARY JUNIOR FIRE FIGHTER TRAINING REQUIREMENTS

Name				Start Date						End Date					
EQUIPMENT		TASK								DATE		OFFICER			
PPE	Inspection														
	Donning														
	Checking														
	PASS														
SCBA	Mask														
	Donning														
	Changing Bottles														
Accountability	Personnel Control Board														
	Tags														
Command	Officers														
	Hierarchy														
	IC System														
Apparatus	Identity														
	Truck Famil														
	Truck Famil														
	Truck Famil														
	Truck Famil														
Medical	Bags														
	Oxygen														
	Defibrillator														
	PCR														
Communications	Portable Radio														
	Base Radio														
	Mobile Radio														
	TMR														
Attendance															

## **PERSONAL PROTECTIVE EQUIPMENT**

### **INSPECTION of PPE**

The junior fire fighter shall demonstrate the proper method of inspecting a set of turnout gear and overalls to the following standard.

#### **Turnout Gear**

1. Checks to ensure all parts are present, boots, pants, jacket, gloves, flashhood, helmet.
2. Checks to ensure all buckles, snaps, and Velcro function properly.
3. Checks to ensure all liners are secure and in place.
4. Checks for tears.
5. Checks for worn areas.
6. Checks for cleanliness.
7. Checks wristlets.
8. Checks reflective trim.
9. Checks suspenders.
10. Checks helmet for cracks in shell.
11. Checks helmet for burns or melting.
12. Checks helmet for frayed or improperly attached inner webbing.
13. Checks chin strap for fraying or malfunction.
14. Checks face shield for cracks, excessive wear, and distortion.
15. Checks condition of the ear flaps.
16. Checks the gloves for holes, rips, and excessive wear.
17. Checks gloves for separating seams.
18. Checks gloves for burns.
19. Checks gloves for flexibility and fit.
20. Checks the flashhood for holes, rips, or tears.
21. Checks the boots for cracks, holes, or tears.
22. Checks the condition of the soles of the boots.
23. Checks the cleanliness of the boots.
24. Checks for medical gloves.

#### **Overalls**

1. Checks for tears, rip, or holes.
2. Checks for worn areas.
3. Checks for cleanliness.
4. Checks reflective trim.
5. Checks for medical gloves.

### **DONNING and DOFFING of PPE**

The junior fire fighter shall demonstrate the donning and doffing of turnout gear to the following standard.

1. Removes footwear
2. Steps into turnout pants one foot at a time.
3. Pulls pants up by waist band, not suspenders
4. Adjusts suspenders if necessary
5. Secures clasp, Velcro and or snap
6. Dons turnout coat
7. Dons flashhood
8. Fastens all snaps and buckles
9. Turns up collar

10. Pulls hood back, to allow facemask to be donned
11. Dons helmet with earflaps down and adjusts chin strap
12. Assures face shield is down
13. Dons gloves
14. Doffs all equipment and replaces in locker
15. Rolls down turnout pants to boot tops

#### PERSONAL ALERT SAFETY SYSTEM

The junior fire fighter shall demonstrate the checking, testing, and describe the operation of a PASS device to the following standard.

1. Locates PASS device.
2. Checks emergency operation mode.
3. Checks normal operation mode.
4. Describes operation:
  - Automatic alarm when no movement for 30 second.
  - Manually trigger alarm.

#### SELF CONTAINED BREATHING APPARATUS

##### SCBA MASK

The junior fire fighter shall select, don, and clean a SCBA mask to the following standard.

1. Selects correct size to fit face.
2. Pulls hair back from face.
3. Places mask on face.
4. Pulls head harness over the head.
5. Adjusts straps to fit, not to tight.
6. Checks for seal by putting regulator on mask with no air and breathing in, or blocking hose
7. Adjusts straps as required to obtain seal
8. Removes mask by lifting from chin and hauling out and away from face and head.
9. Opens all straps fully.
10. Explains how masks are to be cleaned:
  - Wash in warm soapy water
  - Rinse in fresh water
  - Dry with soft rag
  - Spray with disinfectant, three pumps on each side
  - Replace on correct apparatus

## SCBA DONNING

The junior fire fighter shall don SCBA using the seat mounted method, the coat method, and the over the head method to the following standard.

### Seat Method

1. Releases SCBA holding device.
2. Turns the cylinder on and listens for the alarm.
3. Checks the remote gauge against the local gauge.
4. Properly positions SCBA unit on back.
5. Fastens and adjust straps.
6. Dons and secures mask.
7. Checks mask for seal.
8. Dons PPE, except gloves, properly, with no skin exposed and with chinstrap fastened under chin.

### Coat Method

1. Turns the cylinder on and listens for the alarm.
2. Checks the remote gauge against the local gauge.
3. Holds SCBA open and slides one arm into the shoulder strap and then the other arm into the other shoulder strap.
4. Properly positions SCBA unit on back.
5. Fastens and adjust straps.
6. Dons and secures mask.
7. Checks mask for seal.
8. Dons PPE, except gloves, properly, with no skin exposed and with chinstrap fastened under chin.

### Over the Head Method

1. Turns the cylinder on and listens for the alarm.
2. Checks the remote gauge against the local gauge.
3. Holds SCBA open in front of body and slides both arms into the shoulder straps and then moves the SCBA up over the head and down onto the back.
4. Properly positions SCBA unit on back.
5. Fastens and adjust straps.
6. Dons and secures mask.
7. Checks mask for seal.
8. Dons PPE, except gloves, properly, with no skin exposed and with chinstrap fastened under chin.

## CHANGING SCBA BOTTLES

The junior fire fighter shall change a SCBA bottle to the following standard.

1. Closes the bottle valve.
2. Releases pressure from the system.
3. Uncouples the high-pressure hose from the bottle.
4. Releases the bottle securing devices.
5. Replaces empty bottle with full bottle, ensures new bottle is full.
6. Secures new bottle with securing devices.
7. Checks condition of bottle opening, fitting, and O-ring.
8. Connects high-pressure hose to bottle.
9. Opens bottle valve and checks gauges and alarms.
10. Removes empty bottle to refilling station.
11. Describes storage locations for all bottles.

## ACCOUNTABILITY

### PERSONNEL CONTROL BOARD

The junior fire fighter shall describe the location, use and control of the personnel control boards to the following standard

1. Location of the board.
2. Responsibility if IC to start use of board.
3. Safety Officer or designate normally operates board.
4. Responsibility of all members to ensure they are logged in at an incident.

### ACCOUNTABILITY TAGS

The junior fire fighter shall describe the use and control of the accountability tags to the following standard.

1. Issue of department number.
2. Issue of two accountability tags.
3. Normal location of tags on helmet.
4. Placement of one tag on arrival to an incident on the personnel control board.
5. When going into the hot zone second tag given to Accountability Officer or designate.
6. Report to Accountability Officer or designate immediately on leaving the hot zone to collect tag
7. Tags only to be retrieved by owner.
8. Retrieve all tags prior to leaving the incident.

## COMMAND STRUCTURE

The junior fire fighter shall describe the command structure to the following standard.

1. Identify all officers by sight and by number.
2. Hierarchy of the officers, Chief - Captain.
3. Explain IC system at incidents:
  - Permits delegation of tasks.
  - Assists in completion of all tasks.
  - One person on overall command.
  - IC to have strobe light to indicate position
  - To report to the manpower pool on arrival

## APPARATUS

The junior fire fighter shall describe apparatus and equipment to the following standard.

1. Identify all apparatus by number and use.
2. With the aid of a truck familiarization sheet identify all equipment on each apparatus

## MEDICAL

The junior fire fighter shall describe the use and storage of the medical equipment to the following standard.

### MEDICAL BAGS

The junior fire fighter shall describe the location and contents of the medical bags to the following standard.

1. Location on each apparatus
2. Major contents, O2, bandages, BP kit, air ways

### OXYGEN

The junior fire fighter shall describe oxygen equipment to the following standard.

1. Storage location of full cylinders
2. Minimum level of cylinder in use, 500 PSI.
3. Minimum level of cylinder in medical bag, 1000 PSI.
4. Changing empty cylinder:
  - Remove seal from new cylinder
  - Open cylinder valve momentarily to bleed off any dirt.
  - Shut off empty cylinder.
  - Remove regulator from empty cylinder.
  - Check full cylinder for plastic seal.
  - Install regulator on full cylinder.
  - Open cylinder valve and check PSI, 2000 PSI full.

### DEFIBRILLATOR

The junior fire fighter shall describe the storage and use of the defibrillator to the following standard.

1. Location on apparatus.
2. Location of shaving materials.
3. Operation.

### PATIENT CARE REPORTS

The junior fire fighter shall describe the use of PCR's to the following standard.

1. Location of PCR's on apparatus.
2. With the aid of a blank PCR explain how to fill it out.
3. Explain where each copy goes, white to paramedics, yellow to EHS, pink to department.

## COMMUNICATIONS

The junior fire fighter shall describe the storage, location, and operation of the communications equipment to the following standard.

### PORTABLE RADIOS

The junior fire fighter shall describe the storage, location, and operation of the portable radios to the following standard.

1. Location on apparatus.
2. Describe the channels available on each type and how to switch.
3. With assistance carry out a radio check with the base radio.

### BASE RADIO

The junior fire fighter shall describe the location and operation of the base radios to the following standard.

1. Location in office.
2. With assistance carry out a radio check with a portable radio.
3. Describe the channels available and how to switch.
4. With the use of a blank radio log sheet explain how to monitor communications and update the log as required.

### MOBILE RADIO

The junior fire fighter shall describe the location and operation of the mobile radio to the following standard.

1. Location in apparatus
2. With assistance carry out a radio check with a portable radio.
3. Describe the channels available and how to switch.

### TRUNKED MOBILE RADIO

The junior fire fighter shall describe the location and operation of the TMR radios to the following standard.

1. Location in apparatus
2. Describe the channels available and how to switch.
3. Explain differences from VHF, province wide, multi agency, 800 MHZ similar to cell phones, air time costs after first 200 minutes per month

## Record # \_\_\_\_\_

Bottle # - 1   2   3   4   5

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

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

<12!      <60!      <110/ x!

< 97.6!

Time	Resp	Pulse	BP	Skin			Pupils	Cap refill		Time	Temperature
Min 0				normal	blue	flushed					
				pale	dry	moist					
				cold	hot						
Min 10				normal	blue	flushed					
				pale	dry	moist					
				cold	hot						
Min 20				normal	blue	flushed					
				pale	dry	moist					
				cold	hot						

[illegible]

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

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## ANNEX E MEDICAL ELIGIBILITY

Environmental Demands Summary for \_\_\_\_\_ Members

Member: \_\_\_\_\_

Included below is a summary of the environmental demands required of a Department member. These should be used when determining their ability to return to work, or when placing restrictions on their work. ***If the member has restrictions, please check those that apply to their condition.*** Thank you for your assistance in this matter.

- ☐ Lifting and/or carrying 1-100 pounds
- ☐ Stooping, crouching, kneeling, twisting, crawling
- ☐ Fingering and handling functions utilizing bilateral fingers and hands
- ☐ Bilateral upper extremity above and below shoulder reaching motions
- ☐ Bilateral upper extremity throwing motions
- ☐ Sitting, standing, waiting, walking, running and jumping activities
- ☐ Climbing utilizing legs and arms
- ☐ Far, near, color and peripheral vision
- ☐ Hearing, talking, sense of smell and feel
- ☐ Being outside in fair, wet, hot ( $>30^{\circ}\text{C}$ ), humid ( $>70\%$ ), dry, cold ( $< 0^{\circ}\text{C}$ ) weather and during sudden temperature changes
- ☐ Working with moving objects, hazardous machinery, and sharp tools or materials
- ☐ Working in poor lighting, smoky conditions, toxic conditions, cluttered and slippery floors, wet and close quarters working with others, around others and alone
- ☐ Responding odd hours for undetermined time
- ☐ Exposure to vibration, noise, smoke and toxic conditions
- ☐ Wearing a self contained breathing apparatus (SCBA)
- ☐ Working at high places
- ☐ May return to work with no restrictions

Date Member May Return To Work: \_\_\_\_\_

Notes/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician Signature: \_\_\_\_\_

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

Physician Name: \_\_\_\_\_

Office#: \_\_\_\_\_

## ANNEX F ACCIDENT/ INJURY REPORT

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

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

☐ Accident ☐ Injury

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

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

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

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

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What PPE was being worn or used at the time:

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Describe any medical or follow up action required after incident:

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Was any one else involved: (provide details if yes)

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

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

## ANNEX G ACCIDENT/INJURY INVESTIGATION REPORT

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

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

☐ Accident ☐ Injury

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

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

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

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What are the hazards associated with the task?

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

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

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Was proper PPE and or safety equipment being used?

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Was equipment being used correctly?

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Witness statements from:

Name: _____	Dept: _____
Name: _____	Dept: _____
Name: _____	Dept: _____

### Investigator's Summary Notes

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

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

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

Investigators recommendations:

Investigators Recommendations	Person to Action	Completion Date

Investigators Comments:

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\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Date

## ANNEX H COMMAND CHECK SHEET

### COMMAND CHECK SHEET

SITREP

COMMAND      Who

LOCATION              Of

ATTACK MODE              OFFENSIVE

DEFENSIVE

ACCOUNTABILITY

COMMS      OPS\_\_\_\_

TACTICS / PLAN

RESOURCES

ORGANIZATION

SECTORS    A B C D

SAFETY

WATER

FILL SITE

MEDICAL    MFR/EHS

REHAB

LOGISTICS

REVIEW/REVISE

MAINTAIN COMMAND

## **ANNEX I CONFIDENTIALITY AGREEMENT**

### **East Hants Fire Service Confidentiality and Non-Disclosure Agreement**

I understand as a member of a Department of the East Hants Fire Service, the Department provides services to the public that may be private and confidential and that I am a crucial step in respecting the privacy rights of the public. I understand that it is necessary, in the rendering of the Department's services, that personal information such as electronic, oral, written or photographic may be gathered and that all such information is strictly confidential and protected from improper use and disclosure by federal and provincial laws.

I also understand that I may be exposed to other confidential information and I agree not to reveal any of that information to anyone at any time.

I also understand I will not disclose and or discuss details of incidents with the public and or media in person or on social media.

I agree that I will comply with all confidentiality policies and procedures set in place by the Departments of the East Hants Fire Service during my service. If at any time I knowingly or inadvertently breach confidentiality policies and procedures, I agree to notify the OIC immediately.

In addition, I understand that a breach of confidentiality may result in immediate suspension or termination. Upon termination, or at any time upon request, I agree to return any and all confidential information in my possession.

As a general rule, I understand that any confidential information that I see or hear while a member of a Department of the East Hants Fire Service will stay at the Department.

I agree to abide by these policies.

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

Signature: \_\_\_\_\_

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

## ANNEX J HARASSMENT COMPLAINT FORM

### East Hants Fire Service Harassment Complaint Form

Date: \_\_\_\_\_ Time Complaint Received: \_\_\_\_\_

Complaint Received from: \_\_\_\_\_

Date & Time Reported to Chief Officer: \_\_\_\_\_

Officer Complaint reported to: \_\_\_\_\_

Nature of Complaint:

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It is important that this information is kept confidential and the firefighter is protected from any form of further harassment by officers or firefighters. These complaints must be taken seriously and acted on immediately to the end of a proper investigation.

## ANNEX K APPLICATION FORM

### EAST HANTS FIRE SERVICE MEMBERSHIP APPLICATION

(Please Print)

Department Applying For: \_\_\_\_\_ Department Senior ☐ Junior ☐

Applicant Name: \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

Address: \_\_\_\_\_  
(NUMBER) (STREET) (VILLAGE) (POSTAL CODE)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Are you over the age of 18? ☐ Yes ☐ No

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Drivers License:

\_\_\_\_\_  
(MASTER NUMBER) (CLASS) (ENDORSEMENTS) (YRS Driving)

Current/Previous Training – Proof Required

Fire Service: \_\_\_\_\_ Years

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

Level of Qualification/Training: \_\_\_\_\_

Medical Training: \_\_\_\_\_

Unique Qualifications: \_\_\_\_\_



I hereby apply for membership in the East Hants Fire Service. I understand that I shall be required to submit the following documentation:

1. Criminal records check
2. Medical eligibility form (Annex E)
3. Previous fire service records
4. Medical training

All documentation shall be completed prior to processing the application. I agree to be interviewed by the membership committee to discuss suitability for membership, covering any or all of the following topics:

1. Criminal records check results (Annex N)
2. Medical eligibility form results
3. Previous fire service
4. Medical training

The membership committee shall make a recommendation to the department as to the suitability of the applicant. Submitting an application does not guarantee membership. Any false statements on this application are grounds for immediate rejection.

If accepted:

1. I agree to adhere to the Constitution and Bylaws, Policies, and Guidelines of the Department.
2. I agree that any equipment, uniforms, protective clothing, training materials, identification cards, or any other items which may be provided for my use, is the property of the Department and shall be promptly returned to the Department upon my leaving the Department, whether by resignation, termination or any other means.
3. I agree that participation in Department activities may make me privy to information about citizens of the fire protection area, members of the Department, Departmental activities, or other information of a personal or confidential nature and I will not reveal or discuss, except as required to carry out my duties as a member of the Department, and will sign a non disclosure agreement to that effect.
4. I agree that I will be expected to attend all incidents, training sessions, and monthly business meetings and assist with fund raising activities when available.

In the filing of this application, I understand that by my lack of participation for a period of three months, I shall be presumed to have resigned.

Parent/Guardian: \_\_\_\_\_  
(IF UNDER 18 YEARS)

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

Applicant Signature: \_\_\_\_\_

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

STEP	DATE	INITIAL	STEP	DATE	INITIAL
CRIMINAL RECORD			MEDICAL REPORT		
NO CHARGES PENDING			DRIVERS ABSTRACT		
PROBATIONARY STATUS			ACTIVE STATUS		

## ANNEX L EAST HANTS FIRE SERVICE ACKNOWLEDGEMENT FORM

I acknowledge that I have read and understand the Standard Operating Guidelines of the East Hants Fire Service that can be found on [www.elmsdalefire.ca](http://www.elmsdalefire.ca) (printed copy available upon request). I agree to conform to the rules and regulations of the Standard Operating Guidelines of the East Hants Fire Service. I understand that the East Hants Fire Service has the right to change the guidelines without notice. It is understood that future changes in the guidelines supersede or eliminate those outlined in the current guidelines, and that members shall be notified as soon as practical. I further acknowledge that any questions can be directed to my Chief Officer.

I acknowledge that I have read and understand the following departmental documents:

- ☐ Constitution and Bylaws
- ☐ Policy & Procedure Manual
- ☐ Departmental Guidelines

I understand that the Department has the right to change the above documents without notice. It is understood that future changes in the documents supersede or eliminate those outlined in the current documents, and that members shall be notified as soon as practical. I further acknowledge that any questions can be directed to my Chief Officer.

Please sign and date below.

Signature	Date

## ANNEX M HAND SIGNALS

### PROCEED SLOWLY

#### FORWARD



Always face palms  
in direction of desired travel.

#### BACKWARD



Then bend both arms repeatedly  
toward head and chest,  
and then extend.

### TURN



Point one arm  
to indicate  
the direction to turn.



Bend monitoring arm  
repeatedly toward head to  
indicate continued turning.

## ANNEX M HAND SIGNALS

### STOP

Cross both arms above head.



### DISTANCE TO

#### STOPPING POINT



Face palms forward, with hands above head. Bring elbows forward and hands together.

### EMERGENCY STOP

Start with hands clasped over head.



Extend downward repeatedly until vehicle stops.

## ANNEX N QUESTION BANK

1. Fire Service positions can be extremely sensitive because of the nature of the work; knowledge of any misconduct is relevant. Can you describe the circumstances under which you have been dismissed or asked to resign from a job?
2. Please describe your driving record including major collisions, and any charges laid? (for example, *Motor Vehicle Act, Criminal Code of Canada*)
3. Have you ever engaged in reckless driving, speeding or operation of motor vehicles, including but not limited to All Terrain Vehicles or boats? If so were you under the influence of alcohol or drugs? Have you ever been arrested or convicted for this behavior?
4. Fire Service members must demonstrate respect for the rule of law. Members are expected to contribute to the good order, safety and security of their work environment and to promote public confidence in the fire Service.
  - a. Have you ever committed a criminal offence for which you have not been charged?
  - b. If yes, were you under the influence of alcohol or drugs when you committed the offence?
5. Have you ever used an illegal drug?
6. Have you ever used a prescription drug which was not prescribed for you by a physician?
7. Have you ever sold or used non-prescription steroids?
8. Have you ever purchased, sold, grown, manufactured or imported illegal drugs, unless under the authority of a medical marijuana permit?
9. Have you ever been charged for any offence involving trafficking, importing drugs or a controlled substance?
10. Do you knowingly associate with anyone (including family) who uses, sells or distributes illegal drugs or prescription drugs?
11. Have you ever committed an act of domestic abuse?
12. Have you ever been investigated, charged, and/or convicted of an offence of domestic violence for which you did not receive a pardon?
13. Have you ever been refused a firearm permit or had a permit revoked?
14. Have you ever had sex with someone without their consent?
15. Have you ever committed sexual assault?
16. Have you ever viewed, possessed, stored, produced or downloaded images of child pornography?
17. As a person over the age of consent, have you ever knowingly communicated with a person under age of consent for the purpose of pursuing activities of a sexual nature?
18. Have you ever been arrested?
19. Have you been wanted, investigated and/or arrested, charged and/or convicted of any criminal offence in Canada or in another country?
20. Have you ever had a court order for a criminal matter issued against you?
21. Have you ever knowingly associated with anyone engaged in any level of criminal activity?
22. Have you ever lied under oath?
23. Have you ever stolen property or knowingly purchased stolen property?
24. Have you ever willingly damaged or destroyed an employer's property including purposely hacking into or corrupting data on a computer system?
25. Have you ever changed your name, used or gone by any other name (nickname) or used variations of your existing name or maiden name?

## ANNEX O PERFORMANCE REPORT FORM

### East Hants Fire Service Performance Report Form

Incident Date: \_\_\_\_\_ Incident Location: \_\_\_\_\_

Incident Commander: \_\_\_\_\_

Member: \_\_\_\_\_ Member's Department: \_\_\_\_\_

Nature of Performance:

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Follow up Actions:

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

\_\_\_\_\_  
Member

## AMENDMENTS

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605 Identification Codes	Page 605	22/02/10
509 Mass Casualty Incident	Page 519	06/06/10
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All amendments less than 1 year old are underlined in the document.