



Lac La Biche County
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LAC LA BICHE COUNTY POLICY

TITLE: LAC LA BICHE COUNTY FIRE DISTRICT STANDARD OPERATING PROCEDURES	POLICY NO: CM-23-001
RESOLUTION: 11.382	EFFECTIVE DATE: January 12, 2018
LEAD ROLE: MANAGER, PROTECTIVE SERVICES	NEXT REVIEW DATE: January 12, 2019
SPECIAL NOTES/CROSS REFERENCE: PS-026	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County Fire Districts recognizes the importance of a systematic, coordinated method of supervising emergency operations has in promoting the most efficient and safe use of manpower and equipment.

“Original Signed”

Mayor

March 12, 2018



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LAC LA BICHE COUNTY PROCEDURE

TITLE: LAC LA BICHE COUNTY FIRE DISTRICT
STANDARD OPERATING PROCEDURES

PROCEDURE NO: CM-23-001

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE: January 12, 2018

PROCEDURE:

These procedures will be followed by all members and officers of the Lac La Biche County Fire District regardless of the municipality in which the emergency is located. Authority to deviate from these procedures rests with the senior officer, who is solely responsible for the results of any deviation. The manager, Protective Services, or his/her designates, shall be responsible for establishing and maintaining the Standard Operating Procedures for the Lac La Biche County Fire Districts.

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1. PERSONAL PROTECTIVE EQUIPEMENT (PPE)

For the purposes of these SOPs, “full PPE” refers to structural firefighter boots, pants, jacket, gloves, helmet (complete with visor or equivalent) and balaclava (flash hood).

PURPOSE To establish a procedure that maximizes firefighter safety through the proper use of protective clothing.

SCOPE This procedure is to be followed by all members of the department engaging in firefighting, vehicle rescue and dangerous goods incidents. All members actively engaged in firefighting, vehicle rescue and dangerous goods incidents shall wear the appropriate protective clothing to afford protection consistent with the activity.

STRUCTURAL FIRES

- a. Personnel working on interior attack shall dress in full turnout gear consisting of helmets, bunker coats and pants, approved boots, gloves, self-contained breathing apparatuses (SCBAs) and balaclavas.
- b. Exterior attack and support crews shall wear helmets, bunker coats and pants, balaclavas, approved boots, gloves, and self-contained breathing apparatuses (SCBAs).

- c. Pump operators and other equipment operators shall wear helmets, boots, gloves and bunker gear. SCBAs are optional, consistent with the emergency at hand.
- d. District chiefs and officers shall wear helmets, approved boots and other protective clothing deemed appropriate for the incident.

VEHICLE RESCUE

- a. Personnel assigned to standby with charged hose lines shall be dressed in full turnout gear consisting of helmets, bunker coats and pants, approved boots, balaclavas and gloves. SCBA shall be worn if the officer in charge deems it required.
- b. Firefighters performing the rescue will wear protective clothing consistent with the hazards.

GRASS/BRUSH FIRES

- a. All personnel involved in fighting grass or brush fires shall wear head and eye protection, coveralls and approved boots and gloves. Bunker pants may be worn for leg protection from brush. Bunker coats are not required.

DANGEROUS GOODS INCIDENTS

- a. All personnel shall wear full protective clothing including helmet, bunker coat and pants, approved boots, gloves, SCBA, and balaclavas if required by the 2016 Emergency Response Guidebook for dangerous goods. Please note that Lac La Biche County response is awareness only for dangerous goods incidents.

GENERAL

- a. Bunker gear is stored in the fire station, and on department vehicles for firefighter use.
- b. Firefighters will not be permitted to perform related tasks without proper protective clothing.
- c. Full PPE will be worn at all fires except for wildland fires.
- d. Firefighters will be fit tested and provided their own self contained breathing apparatus (SCBA) face piece.
- e. Firefighters must be clean shaven where their SCBA face piece seal meets their face.
- f. Firefighters will wear full PPE and SCBA when in close proximity to any fire, except for a wildland fire. This includes exterior operations and vehicle fires.
- g. Rehabilitation, including warming or cooling and hydration, will be provided at all calls when requested.

- h. EMS will be requested to attend all structure fires for their duration, and any other incident as determined by the IC.
- i. Firefighters who have exhausted two 4500 SCBA cylinders, or otherwise experienced extreme exertion, should receive an on-scene medical assessment before returning to work.
- j. Any time firefighters are required to work in SCBA, they will work in teams of two.
- k. For medical calls, firefighters will use universal precautions:
 - i. Wear latex or nitrile surgical gloves;
 - ii. Wear eye protection and a mask if a splash hazard exists;
 - iii. Use a barrier device if administering rescue breathing.
 - iv. Rinse and launder PPE contaminated with bodily fluids in hot water with approved turnout cleaner, or discard the PPE.
- l. Safety boots will be worn whenever working in or at the fire hall.
- m. Hearing and eye protection will be worn where required for fire hall duties.
- n. Fire-contaminated PPE (other than those contaminated at wildland fires) will be rinsed at the fire, then laundered with approved turnout cleaner in the fire hall before subsequent use.

2. INCIDENT REPORTS

PURPOSE To have in place an incident report preparation and flow procedure for the effective management of incident reports.

SCOPE This procedure had been developed for the effective and consistent completion of required reports for the following incidents:

- a. fire responses
- b. trench / collapse rescue
- c. dangerous good responses
- d. false alarms
- e. mutual aid calls (medical)
- f. ice and water rescue
- g. electrical response
- h. other response

REPORT COMPLETION

A Lac La Biche County Emergency/Fire Response Report shall be completed for each incident responded to following the return of the senior responding officer to the station, or in the case of an investigation only, by the member investigating the incident.

All incident reports shall a concise description of services supplied at incident by fire crews and contain the following information:

- a. Date: e.g., December 28, 2017 (month, day, year)
- b. Time: –e.g., 17:35 hours (24 hour clock)
- c. Incident number: e.g., #28
- d. Land address
- e. Rural or municipal address
- f. Highways or location description: e.g., the intersection of Sec Hwy 663 & Hwy 36
- g. Urban or street address
- h. Name of owner & occupant: last name first, first name last
- i. Address of owner & occupant: Mailing address and postal code
- j. If vehicle is involved, indicate make, year, model, serial number, license number
- k. Estimated value of total property
- l. Estimated value of loss
- m. If loss is insured, insurance company and agent’s name, policy number and amount insured
- n. Police department: –e.g., R.C.M.P.
- o. Officers name: e.g., Sgt. Hubka
- p. Permit Number: fire permit number if applicable
- q. Response time: from the time the call came in until arrival of first unit on scene
- r. Type of fire: –e.g., structural, grass, vehicle, etc.
- s. Fire hours: the total time from when the call came in until all units are back in
- t. the station
- u. Type of construction: –e.g., wood frame, ordinary construction, non-combustible
- v. Occupancy: e.g., school, single family dwelling, garage, storage shed, etc.
- w. Origin of fire:– e.g., kitchen, mattress, wood stove, bedroom
- x. Extent of fire:– e.g., total loss, contained to kitchen & living room, master
- y. bedroom, etc.
Cause of fire: e.g., caused by a pot left on stove, heat lamp, children playing with matches, etc.
- z. Equipment & strategy used for control: –e.g., engine 2, tanker 2, rescue
 1. Upon arrival, two 45mm hose lines used to conduct an interior attack on kitchen fire. Structure was ventilated, search and rescue performed, nothing found, salvage and overhaul completed. County fire chief notified.
- aa. Alarm given by: e.g., Emergency Control, person's name
- bb. Alarm received by: e.g., Emergency Control Centre or local call to fire hall
- cc. Name & address of persons burned or injured, firefighters or civilian
- dd. Number of firefighters responding: total number of firefighters on scene and
- ee. on standby at station.
- ff. Member making report: e.g., Fred Brown, Fire Chief
- gg. Officer in charge: the name of the officer in charge at the incident.
- hh. Response Distance: total number of miles traveled to and from the fire
- ii. Total Payment: to be calculated as per fire agreement.

FIRE REPORT FORM

All fires with a dollar loss require a Fire Report Form to be completed by the officer in charge, in accordance with the current fire statistics reporting manual.

FIRE CASUALTY REPORT (CF-42)

Where an injury or death has occurred involving a firefighter or civilian, all incident reports shall have a properly filled out fire casualty report form (CF-42) attached to it.

All incident reports shall be forwarded to the office of the Manger of Protective Services/Regional Fire Chief or designate promptly after every call.

3. APPARATUS CHECKS

PURPOSE To establish procedures to ensure fire apparatuses are checked regularly for readiness of operation.

SCOPE Apparatuses are to be checked in accordance with the following procedures.

It shall be the duty of the District Deputy Fire Chief to ensure all apparatus and equipment are maintained in good condition and repair and kept clean and operational at all times.

Before leaving the scene, each unit should be checked to ensure that all equipment used has been returned to the unit it was taken from.

Detailed apparatus checks should be conducted on all units upon return to the station from any fire, emergency or other fire department activity. All equipment should be cleaned, dried and ready for use before firefighters leave the hall. This is to ensure that each vehicle is service ready when needed.

Mechanical or other problems with apparatus shall be reported to the District Deputy Fire Chief or Platoon Chief as soon as they are detected.

Equipment removed from apparatus for repair shall be tagged by the person removing such equipment stating the problem and the person's name. This information will be forwarded to the Manager of Protective Services/Regional Fire Chief.

Scheduled apparatus checks will be coordinated by the District Deputy Fire Chief through the Manager of Protective Services or designate.

All apparatus shall be checked, cleaned, started and ran up to operating temperature monthly. Radios must be tested, with lights and fluids checked.

4. SMALL EQUIPMENT MAINTENANCE

PURPOSE To establish procedures for the preventative maintenance of all small equipment carried on apparatus and in the fire station.

SCOPE It is the responsibility of all members to ensure that small equipment used by the department is kept in a safe and operating condition. This is done by inspecting each piece of equipment after use and on a regular basis, conducting preventative maintenance, and replacing or repairing damaged, inoperative or missing equipment.

Damaged or missing equipment shall be brought to the attention of the District Deputy Chief or Deputy Chief, and then reported to the Manger of Protective Services/Regional Fire Chief.

Ensure all equipment used is cleaned, serviced and in operating condition.

Monthly start and run all powered equipment until warm. Ensure gas cans are filled, and oil levels are good. Ensure all flashlights/batteries are good. Ensure equipment is clean and in proper location. Check all extinguishers.

Once a month, test run all portable generators and pumps, including all floodlights. Change oil and arrange for tune-ups as required. Remove all ladders, inspect for damage, and lubricate pawls, pulleys and extension ladder guides, cleaning with steel wool. Clean and check all metal tools to prevent rusting. Check all ropes for abrasions and wear. Empty all compartments and clean out. Check all axe and mallet heads for tightness. Change hose beds if not done within past six months. Test foam educators for proper operation. Inspect all nozzles, ensure free movement of ball valve and spinner teeth. Maintain all fire extinguishers. Clean all flashlights, check batteries.

Biannually, test all hose to ensure proper function under pressure.

5. SELF CONTAINED BREATHING APPARATUS

PURPOSE To establish procedures for the care, maintenance and servicing of self contained breathing apparatuses (SCBAs).

SCOPE It is the responsibility of all members to ensure that the SCBA that they use is in proper operating condition, in good repair and in the assigned location. This is done by ensuring each unit is inspected regularly, preventative maintenance is carried out and that damaged, inoperative or missing equipment is repaired or replaced.

Any inoperative, damaged or missing apparatus shall be brought to the attention of the District Deputy or Platoon Chief, and then reported to the Manager of Protective Services/Regional Fire Chief.

The SCBA shall be placed out of service, with the member detecting the defect placing a tag on the unit explaining the malfunction.

All SCBA shall be checked, cleaned, sanitized and recharged after use, following manufacturer's recommended practices.

All SCBA packs (harnesses) will be flow tested annually.

All composite cylinders require hydrostatic testing every three years.

All steel or aluminum cylinders require hydrostatic testing every five years.

All apparatus shall be taken out of service on a rotating basis and shipped to the manufacturer or agent for regulator flow checks and routine maintenance as required.

6. APPARATUS DRIVERS RESPONSIBILITIES (SAFETY)

PURPOSE To outline the safe, proper and legal methods of operating motorized fire apparatus on roads and highways.

SCOPE All members and officers shall follow these procedures while operating fire apparatus on roads and highways.

RESPONSIBILITIES (GENERAL)

A firefighter who operates fire apparatuses may be called a driver, engineer, or an operator. Regardless of the title, this person is responsible for the care and operation of the apparatus, and for the safe transportation of firefighters to and from the fire and other situations. Fire apparatus are not immune to traffic accidents. The monetary value of fire apparatus and the equipment it carries is very high. The lives of fellow firefighters, other drivers, and pedestrians are irreplaceable.

RESPONSIBILITIES (SPECIFIC)

Drivers shall obey all traffic laws that are set for the general public with the following exceptions:

- a. When responding to an emergency vehicles shall not exceed the posted speed limit by more than 10 km/hr in urban areas or on gravel, or by more than 20km/hr on highways, but at all times will be driven in a manner appropriate to road conditions.
- b. Apparatus may proceed through stop signs and stop lights only if it is safe to do so while emergency lights and sirens are on.
- c. When required to stop by a traffic control device, vehicles with activated lights and sirens will slow to a speed that will allow them to stop if required, and proceed only when the way is clear.

All fire department apparatus regardless of responding to an emergency or not **shall stop** for school buses that are flashing signal lights to indicate that children are boarding or disembarking. Fire apparatuses will only proceed after a proper signal is given by the bus driver or a police officer.

Seat belts shall be worn by all personnel while in Lac La Biche County vehicles.

On scene emergency vehicles should be parked upwind a safe distance from any fire, and positioned for egress.

A spotter should be used when reversing any truck. If a spotter is not available, the driver will either complete a 360 degrees walk around of the vehicle and reverse with caution, or arrange to have a spotter attend. All Fire Rescue personnel will have training in back-up procedure protocols.

Any member operating fire apparatus during emergencies, training or vehicle maintenance check who detects mechanical problems or failure shall inform the District Deputy Chief immediately.

Before return to the fire station from any incident, regardless whether the apparatus was used or not, the apparatus operator should conduct a vehicle check.

All apparatus operators shall have a valid driver's license and have air brake endorsement if the unit is air equipped.

Firefighters responding in their private vehicles must follow all traffic safety laws. Private vehicles are not permitted to have emergency lights and sirens.

Only drivers with Q endorsement will drive vehicles with air brakes. Only drivers with Class 1, 2 or 4 license will drive ambulances.

When responding to an emergency, Fire Rescue vehicles will activate emergency lights and sirens.

Sirens may be turned off on highways with clear lines of sight, but the driver must be aware that this nullifies emergency vehicle right-of-way.

7. EMERGENCY INCIDENT RESPONSE – APPARATUS MANNING

Individual apparatus may respond as to an incident with a **single firefighter** as long as additional resources are dispatched.

Ideally, manning on apparatus must try to meet the standards of a **minimum** of three (3) fire fighters per pumper/engine, three (3) fire fighters per rescue, one (1) firefighter per tanker, and one (1) firefighter per special service vehicle or ladder truck.

The following protocols must be followed when responding to and returning from an incident.

- a. Dispatch and the Incident commander (IC) must be informed of single-manned apparatus type, unit number, and firefighter/operator name and rank.
- b. Single-manned apparatus must inform IC/dispatch of unit's location periodically while responding and returning.
- c. When services no longer required, a single-manned apparatus will inform dispatch and IC "returning to service/back in service."

8. TRAFFIC CONTROL

Emergency vehicles should be parked at an angle that will shield firefighters from traffic and deflect any vehicle striking the emergency vehicle away from them.

On highways traffic control should be established in all directions of approaching traffic. Flagmen will wear a high visibility vest in addition to full PPE and be equipped with a traffic paddle, radio and flashlight. Flagmen should be located with the greatest possible line of site.

In urban areas, traffic control can be established by blocking roads with emergency vehicles or traffic cones.

Traffic control will be transferred to law enforcement or highway maintenance staff at the earliest possible opportunity.

9. WATER SUPPLIES (TANKER SHUTTLE OPERATIONS)

PURPOSE To establish procedures for securing adequate water sources for incident control and fire extinguishment

SCOPE These procedures are to be used when water supplies of more volume than tank water is required.

RESPONSE Tankers and pumpers as required.

POSITIONING OF APPARATUS

Apparatus arriving at the scene shall be positioned:

In the most suitable position to facilitate water supply requirements.

In a staging area, when numerous units have responded, until assigned to a specific task as to avoid congestion and blocking other apparatus.

Whenever possible, the apparatus shall be parked to offer protection for emergency response crews.

WATER SUPPLY SIZE UP

- a. Upon receipt of alarm for fire, the officer in charge shall evaluate the incident's water requirements based on information communicated from the Emergency Control Centre or other sources.
- b. Some factors to consider are: what is burning, type and size of building, location of building, what is in building, time of day, temperature, wind, is smoke showing, other information regarding the fire itself, has mutual aid been called, how much water is available immediately, how much water is coming, and when will the water arrive.

WATER SUPPLY TACTICS

- a. Upon arrival on any fire scene or other incident where increased water supplies may be required, the portable tank may be deployed immediately in such a way as to facilitate tanker off loading and pumper drafting.
- b. Tankers shall unload in the fastest way possible and, once empty, respond to the nearest water source to obtain another load and return to the fire ground promptly.
- c. Where mutual aid is utilized, additional pumpers can be assigned to tanker operations if required.

- d. It may be prudent for the officer in charge to assign a pumper at the tanker fill spot to speed up tank loading time.
- e. Where mutual aid tankers carry portable tanks, these additional tanks may be deployed so as the attack pumper can draft from all portable tanks.
- f. To speed up loading times, only one tanker shall be loaded at a time when using a pumper or portable pumps at the water source.
- g. When multi-tanker operations are conducted, the officer in charge shall appoint a water supply officer in both the loading and unloading locations to co-ordinate operations to avoid congestion and to keep the water moving.
- h. Tanker operators shall obey all instructions and directions of the water supply officers.

10. WATER SUPPLIES (DRAFTING)

PURPOSE To establish procedures for drafting operation.

SCOPE These procedures are to be implemented when pumpers and tankers are setting up to operate from draft.

RESPONSE As required.

POSITIONING OF APPARATUS

- a. Pumpers and tankers preparing to operate from draft shall be positioned in such a manner as to facilitate hard suction hose hookup before advancing the unit to final draft position.
- b. The operator shall exercise extreme caution when parking apparatus close or near static water sources to avoid getting the unit stuck.

OPERATIONAL REQUIREMENTS

- a. Pumper operators shall utilize the large (150 mm) hard suction hose for water supply at any structural fire, vehicle fire, or dangerous goods incident.
- b. 2 (two) -77 mm hard-suction hose(s) may be used for all other applications unless the officer in charge orders large-suction hose to be used.
- c. In all circumstances, suction screens must be used.
- d. A length of rope may be secured to the suction screen and tied off to a suitable spot on the apparatus when drafting from a lake, slough or river.
- e. A ladder may be placed in the water to keep the suction hose from contacting the bottom and possibly becoming plugged. In such cases, the ladder shall be secured with a rope.

- f. The suction strainer must be deep enough as to avoid air being drawn into the pump, causing loss of prime from the whirlpool (vortex) created by the drafting process.
- g. An air filled beach ball placed in the vortex caused by drafting operations will eliminate air from entering the suction hose.

11. TACTICAL PRIORITIES

PURPOSE To establish tactical priorities consistent with sound firefighting practices.

SCOPE This procedure outlines the basis for sound fire ground operations which all members must be familiar with. However, good judgement for each specific emergency must be exercised.

FIRE SIZE-UP

Fire size-up and the attack often become simultaneous activities on the fire ground when it is instantly obvious that a rescue must be made or an exposure must be protected.

After the officer in charge has issued orders to take care of the immediate needs, he must continue to size-up the fire. It should be noted that size-up is a continuing operation that lasts throughout the fire incident

FIRE GROUND TACTICAL PRIORITIES (REVAS)

- 1) Rescue
- 2) Evacuate
- 3) Ventilate
- 4) Attack (Fire)
- 5) Salvage

BENCHMARKS

- 1) Primary search complete
- 2) Fire under control
- 3) Secondary search complete
- 4) Fire out

FIREGROUND OBJECTIVES DETAIL

a. Rescue

Rescue shall be the first concern on arrival at the fire ground, and the officer in charge shall determine to his full satisfaction whether there is a possibility of anyone still being in the fire building. Until this objective is met, all resources shall focus on it

A search of the fire building shall be routine. When there is no one obviously trapped, any burning building shall be searched as a matter of routine, ensuring no fire victim is overlooked. Should the need for rescue be apparent upon arrival at the fire ground, the efforts of all companies shall be concentrated on the rescue, meaning that the main body of the fire may burn unchecked for a few minutes while the first hose lines are used to make rescue possible.

b. Ventilation

Ventilation is the removal of heat, smoke and gases from a burning building and the introduction of clean, cooler air.

Ventilation is an absolutely necessary function to increase the safety of firefighters working inside building, to reduce the spread of heat and smoke within the building and to increase the visibility for interior operations and aid in rescue. This function in coordination with fire attack should be carried out immediately upon arrival at an interior structure fire.

c. Extinguishment

The seat of fire should be sought, fire conditions monitored, gas layer cooled if required, appropriate fire attack method applied when fire encountered, and control efforts assessed and communicated to IC.

Protect Exposures

After ventilation, the next priority shall be to protect the exposures, which could be the floor above or adjacent rooms as well as adjoining buildings. Where a rescue is not too difficult and the initial response sufficient, the officer in charge shall divide his forces to accomplish both rescue work and the protection of exposures simultaneously. This shall be done whenever possible as this leads to early confinement of the fire, which may facilitate the rescue.

Confine The Fire

The effective protection of exposures reduces the problems in this phase, which shall be to confine the fire. The objectives of this phase shall be:

- a. if the fire is in one room when the first companies arrive, to hold it to that room;
- b. if one floor is involved, to keep the fire from spreading from that floor; and
- c. if an entire building or structure is involved, to confine the fire to that building or structure and protect exposures. On completion of this phase, the main body of the fire will have been knocked down, and the extinguishment phase begins.

Extinguish The Fire

In this phase, the remaining spot fires shall be extinguished. Hose lines and nozzles shall be reduced in size, with large attack lines shut down. As the extinguishment progresses, the overhaul phase begins.

d. Property Conservation

Salvage

The objective of salvage operations is to protect unaffected property to the greatest extent possible to reduce the amount of damage caused by heat, smoke and water. Salvage involves efforts to minimize damage to the fire building and contents from the fire (heat and smoke) and firefighting activities (water, displaced debris) during and after the fire has been extinguished.

Overhaul

The objective of the overhaul phase shall be to prevent rekindles of the fire. Every fire building shall be carefully overhauled, ensuring no rekindles occur. Using the TIC and audio and visual senses, crew will look for indicators of hidden fire.

Structural Fire Suppression Strategy

To the greatest extent possible firefighters shall:

- a. Attack and initiate rescue procedures from the unburned side of the structure.
- b. Ventilate from the burning side (portion) of the building.
- c. Maintain a division of labour on the fire ground with resources assigned to each REVAS:
 - 1) Rescue
 - 2) Evacuate
 - 3) Ventilate
 - 4) Attack (Fire)
 - 5) Salvage
- d. Direct sufficient lines and water on an offensive structure fire attack to provide two litres of water for every one cubic metre of fire involvement. If this is not possible, the officer in charge shall revert to defensive attack mode.
- e. In buildings with a built-in sprinkler system or standpipe system, set up the first priority lines by manually laying 2 - 65 mm lines from the 'attack engine' to the sprinkler system stand pipe connection of the building.
- f. In any structure where a fire has been free burning more than 15 minutes and impinging on structural support members, refrain from making entry except to rescue entrapped persons who are believed to be still alive.

12. INCIDENT MANAGEMENT

Incident management utilizes both the Incident Command System (ICS) and Fireground Command. ICS is suitable for any emergency, while Fireground Command is specific to structure fires. Fireground Command (Section #19) can be used within the ICS system and provides greater detail for structure fire operations. Fireground Command components are included in both this section and section 5.

- 1.1 The first arriving officer or senior firefighter will assume command.
- 1.2 The first arriving unit will transmit an initial report including:
 - a. unit identification;
 - b. arrival on scene and location if different than reported;

- c. brief incident description;
 - d. identification of Incident Commander (IC); and
 - e. request for additional resources if known.
- 1.3 The IC will complete a size up, assessing:
- a. hazards;
 - b. incident type specific factors (see section 5);
 - c. occupants or victims;
 - d. exposures;
 - e. environmental factors;
 - f. potential for rapid scene deterioration, including ability to withdraw or disengage; and
 - g. resources.
- 1.4 **Based on size up, the IC will develop an Incident Action Plan (IAP).** Most IAPs will not be written. They should be written for more complex incidents, including ones that span more than one operating period. **Written IAPs may be prepared on an ICS 201 form or similar department form.**
- 1.5 The IAP will be designed to achieve three operational priorities. They are, in order of priority:
- a. life safety
 - b. incident stabilization
 - c. property and environmental protection
- 1.6 The IAP will identify:
- a. a broad strategy (what). For example, an offensive fire attack.
 - b. tactics to be utilized (how). For example, ventilation.
 - c. tasks to complete tactics (who). The tasks may be determined independently by the tactics.
- 1.7 The IAP will organize resources based on two foundational ICS principles:
- a. Unity of Command: Each person answers to only one supervisor.
 - b. Span of Control: No person should have to supervise more than seven people. Optimally they will supervise three to five people.
- 1.8 The IAP, or at a minimum their assigned task and supervisor, shall be communicated to every firefighter.
- 1.9 The IAP should be put into action, and the results monitored. Size up must be continuous and the IAP should be adjusted if required.
- 1.10 Upon conclusion of the incident, the scene will be handed over to a responsible party (such as the owner or RCMP), or public areas made safe and reopened to public access.

- 1.11 All apparatus and equipment will be returned to their usual location, checked and either put into service or tagged and removed from service, with provision made for replacement or repair.
- 1.12 The IC will complete the appropriate incident report. Any incidents such as injury, near miss, equipment damage, etc. will be documented on the appropriate form and submitted.

2 ACCOUNTABILITY

Accountability means the ability to identify the location and status of all firefighters at all times at the emergency scene. **During 2018, the department will transition from Officer Accountability to an Incident Command Accountability Worksheet (ICAW) and/or tag accountability.**

OFFICER ACCOUNTABILITY

1. All officers must account for all assigned firefighters at all times, using memory or notes.
2. Under emergency circumstances such as an evacuation, the IC will request a Personal Accountability Review (PAR). All officers will then account for assigned firefighters and report their findings to the IC. If any firefighters are not accounted for, the IC will be notified immediately.

INCIDENT COMMAND ACCOUNTABILITY WORKSHEET (ICAW)

The Incident Command Accountability Worksheet is an ongoing document that records the actions and resources used at an emergency event. It provides a structured, organized flow chart depicting the sequence of events involving the resources at an incident. It also provides documentation of the following:

1. Accountability
 - Resources and crew locations are documented and can be quickly reviewed.
 - The movement and reassignment of crews are documented.
2. Outline of emergency site plan
 - Resources and crew locations are documented
 - Building highlights, fire location. Special hazards, building hazards can be noted.
3. Plan of attack
 - The document tracks incident information and allows command to develop and or revise their plan of attack
4. Progress
 - Command can quickly provide progress reports by reviewing the worksheet.
 - Documents the time of completion of the four benchmarks that must be completed in the strategy of the fire attack:

- 1) *Primary Search Complete*
- 2) *Fire Under Control*
- 3) *Secondary Search Complete*
- 4) *Fire Out*

5) *Available Resources*

5. The worksheet aids in tracking, the assignments, and location of:

- Outside agencies
- Status of crews working on scene
- Resources in Level 1 or Level 2 staging
- Status of the crews at the rehab sector

6. Transfer of command

- A transfer of command can be accomplished quickly and accurately by reviewing the worksheet.

7. Final report

- A final report can be provided in a chronological order by reviewing the worksheet.
- The worksheet provides supporting evidence for the final report.

The Incident Command Accountability Worksheet provides a simple, quick, and effective method for command to track the chronology of the incident, the deployment of resources, and an accountability of the personnel on scene.

TAG ACCOUNTABILITY

- 1) If required, every firefighter will be assigned a metal tag with their name. This tag will be clipped to the radio tab or, if absent, another prominent location on the front of their jacket. Truck officers will collect all tags from firefighters traveling in their truck and attach them to the truck tag board.
- 2) The IC will either assume the role of Accountability Officer, or delegate the task. If units are responding to different areas of an incident, it may be necessary to have more than one Accountability Officer.
- 3) Upon arrival on scene, truck officers will present truck tag boards to the Accountability Officer.
- 4) The Accountability Officer will track firefighters by assignment and/or location, grouping their tags under the tag of their officer.
- 5) Under emergency circumstances such as an evacuation, the IC will request a Personal Accountability Review. All officers will then account for assigned firefighters and report their findings to the Accountability Officer. If any firefighters are not accounted for, the IC will be notified immediately.
- 6) Under routine circumstances, truck officers will collect their truck tag board and account for all assigned firefighters, returning their tags before leaving the scene.

SCBA CONTROL

- 1) The Accountability Officer will be responsible for SCBA control whenever a crew enters an uncontrolled structure fire, or other situations where crews do not have immediate access to a safe air environment.

- 2) Crews must notify the Accountability Officer when they go on air. The Accountability Officer will note the time and notify the crew when fifteen minutes have elapsed. If the crew determines it is safe to continue, the Accountability Officer will notify them when 30 minutes have elapsed, at which time they will exit the hazardous atmosphere.
- 3) Crews must notify SCBA Control when they go off air.

13. GRASS & BRUSH FIRES

PURPOSE To establish procedures for the control and extinguishment of grass & brush fires.

SCOPE These procedures are general in intent and outline basic considerations. Officers are to use independence of judgement and action consistent with sound fire department operations.

TACTICS

- a. The method of attack for grass, brush and crop fires shall be a direct attack. This means that the control line is established along or directly on the leading edge of the fire, preventing the fire from obtaining additional consumable fuel.
- b. Bearing in mind the safety of the members and the survival of the apparatus, officers shall direct the vehicle operator to the upwind or downwind leading edge of the fire and commence extinguishment in a pump and roll mode.
- c. The priorities for extinguishment of a running fire are as follows:
 - 1) Prevent the fire from reaching buildings.
 - 2) Prevent the fire from reaching equipment.
 - 3) Prevent the fire from reaching livestock in fields.
 - 4) Prevent the fire from reaching crops.
- d. Following extinguishment of the leading edge of the fire, spot fires shall be extinguished utilizing the pump and roll mode or backpacks, or both.
- e. Where rapid extinguishment is not possible with a first alarm response and buildings, equipment, livestock or crops are endangered, a second alarm response shall be requested by the officer or acting officer on the call, specifying additional apparatus, equipment and manpower requirements
- f. In the case of large fires it may be necessary to "backfire" to extinguish the fire. Prior to the ignition of a backfire, the chief officer on-call and the Regional Fire Chief should be consulted.

GENERAL GUIDELINES

- a. Because wildland fires can cover large areas, it is essential that communication exists between all firefighters at all times. It is also essential that supervisors monitor fire behavior when not all firefighters can see all parts of the fire.
- b. If wildland fires are beyond control capabilities and threaten structures, a mutual aid request should be made to Alberta Agriculture and Forestry.

14. NON STRUCTURAL/INDUSTRIAL FIRE

PURPOSE: To establish procedures for the control and extinguishment of non-structural industrial fires.

SCOPE: These procedures are general in intent and outline basic considerations. Officers are to use good judgment and choose actions consistent with sound fire department operations.

RESPONSE: All units shall respond. Mutual aid should be considered by the officer in charge.

TACTICS: The officer in charge should refer to S.O.P./S.O.G. for tactical considerations.

The company officer shall, if possible, approach the incident from an up-wind direction.

Where flammable liquids are, involved Class AB foam shall be utilized to extinguish the fire (where appropriate).

The fire shall be approached wearing full protective clothing and S.C.B.A. behind two fog lines (where appropriate) and extinguishment affected. All gaseous-fueled fires shall only be extinguished via removal of the fuel.

It is the responsibility of the company officer and the fire ground commander to ensure safe procedures consistent with the incident are employed.

15. HAY & STRAW FIRE

PURPOSE To establish procedures for the handling of hay & straw stack fires.

SCOPE These procedures are general in intent and outline basic considerations. Officers are to use good judgment and choose actions consistent with sound fire department operations.

RESPONSE As required by the senior officer in charge

TACTICS No attempt will be made to extinguish hay stacks or straw stacks which are involved in fire unless the officer in charge is of the opinion that the stack is salvageable and can be extinguished with relative ease.

The officer in charge of a stack fire shall take sufficient measures to protect exposures and, if possible, turn the responsibility for the stack fire over to the owner.

16. STRUCTURAL FIRE

PURPOSE: To establish procedures for the control and extinguishment of structural fires.

SCOPE: These procedures are general in intent and outline basic considerations. Officers are to use good judgment and choose actions consistent with sound fire department operations.

RESPONSE: All structural fires shall receive a full response from the two closest district stations. Mutual aid should be considered by the officer in charge for additional water supply, pumping apparatus and manpower if required.

TACTICS: The officer in charge should refer to the 2016 emergency response guidebook if hazardous materials are present. The officer in charge should also be aware of natural gas risers, propane tanks, septic tanks and electrical meters, and contact necessary service providers regarding the disconnection of services if needed.

INCIDENT SIZE-UP FACTORS:

The officer in charge must first consider building construction type, condition and layout. Then, the officer in charge will evaluate the fire location, size and stage.

The initial report upon arrival for a structure fire will concisely describe the building type, and announce the fire status as one of the following:

1. NOTHING SHOWING
 2. SMOKE SHOWING
 3. WORKING FIRE
 4. FULLY INVOLVED
 5. APPARATUS ASSIGNMENT
- a. The first in the pumper apparatus shall be responsible for establishing an aggressive fire attack and rescue operation.
 - b. The first in the tanker apparatus shall ensure additional water is provided to the first in engine via a portable tank by pumping into pump's booster tank, or by other means desirable to the fire ground commander. If the portable tank is utilized, once the tanker has dumped its load of water, the operator shall proceed to a suitable location to refill and return back promptly.
 - c. The rescue unit shall operate as a command post at all fires, unless the fire ground commander assigns the unit to another function.
 - d. Incoming mutual aid apparatuses must be controlled by the fire ground commander and assigned tasks accordingly, keeping in mind tactical considerations.

STAFFING

- a. Minimum 2 firefighters for defensive (exterior) fire attack; pump operator and defensive attack/exposure line.
- b. Minimum 5 firefighters for offensive (interior) fire attack: pump operator, attack team, rapid intervention team (RIT).
- c. All structure firefighting tactical evolutions require a minimum of one team of two firefighters. The only exception is defensive fire attack and exposure protection which may be completed by an individual firefighter.

A RIT will be in place, or being assembled on scene, before firefighters enter a burning structure. The RIT will be immediately available for firefighter rescue until the fire is under control. After the fire is under control, RIT will be maintained as long as the IC deems appropriate.

17. AUTOMOBILE FIRES/MOTOR VEHICLE COLLISIONS (MVC)

PURPOSE: To establish procedures for maximizing firefighter safety when dealing with automobile or other light-duty vehicles involved in a fire and/or collision.

SCOPE: These procedures are general in intent and outline basic considerations. Officers are to use good judgment and choose actions consistent with sound fire department operations.

RESPONSE:

1. The initial assignment for an automobile fire shall be the same as for a grass/brush fire
2. The first engine in-service shall respond with warning lights and audible signaling equipment operational. Other responding apparatus shall proceed with warning lights only at normal speed and obey all traffic laws.
3. The first arriving unit shall transmit a size-up report and shall instruct other units to:
 - a. proceed with emergency status;
 - b. proceed with caution; or
 - c. return to station.

POSITIONING OF APPARATUS

Apparatus arriving at the scene shall be positioned:

- a. uphill from the vehicle involved in fire;
- b. to offer protection for emergency response crews whenever possible, e.g. at a motor vehicle collision;
- c. at least 30 metres from the vehicle; or
- d. if possible, facing the side of the vehicle.

DANGER ZONE

This zone shall consist of an area within a 30 metre radius of the vehicle. All people and vehicles within this area should be cleared. Prior to entering the danger zone, all fire department personnel shall have complete protection in the form of:

- turn-out pants and boots;

- a turn-out coat closed with collar up;
- an SCBA on and connected;
- helmet on with earflaps down;
- gloves on; and
- balaclavas on.

APPROACH

Firefighters approaching the vehicle shall stay clear of **UNSAFE AREAS** and approach from the side of the vehicle.

SAFETY

Fire fighters shall anticipate:

- electrical powerlines;
- extra fuel tanks;
- exploding fuel tanks;
- LPG, CNG or NGL fuel cylinders;
- airborne bumpers;
- exploding drive shafts;
- exploding hatch back studs;
- exploding tires;
- exploding batteries;
- hazardous contents; and
- hazardous cargo.

Under no circumstances should the vehicle's gasoline filler cap be removed. This may permit heated gasoline vapors to escape, increasing the danger to personnel.

ATTACK

No less than two 45-metre preconnected 44 mm lines with nozzles set for a minimum 475 lpm each at 700 kpa nozzle pressure shall be used for the attack.

- If there is a significant amount of spilled gasoline on the scene, Class B foam should be applied to suppress vapours and decrease likelihood of ignition.
- Line 1 shall be set for straight stream and used to apply water to tank area from as far away as possible.
- As line 1 cools the tank area, line 2 should be set on the remainder of vehicle.
- Lines 1 and 2 should advance on the vehicle, with line 1 concentrating beneath the vehicle.
- As the lines advance, the patterns should be continually widened so that while water is striking the vehicle, fire fighters have as wide a spray as possible in front of them for their protection.

- f. Line 2 should get water into the space as quickly as possible. This can best be achieved by use of a Halligan tool and axe to remove an assembly.
- g. Once the space has been extinguished, line 2 should concentrate on extinguishing any fire in the passenger compartment.
- h. Line 1 can then concentrate on extinguishing any fire in the engine compartment. This can be most rapidly done by spraying water through the grille or up under the fenders, or by removing the headlight assembly with a crowbar or halligan.
- i. Be cautious when opening the hood, as the fire may flash outward. A bar should be used to prop open the hood since springs may be weakened.

GENERAL GUIDELINES

- a. Firefighters may assist with highway clean up. However, this is not their responsibility and they are not obligated to do so.
- b. Firefighters completing extrication will wear full PPE, except they may wear lighter leather or mechanic-type gloves over latex or nitrile gloves.
- c. Firefighters completing extrication will use helmet visors or safety glasses, preferably both together.

18. FIRE SERVICES VEHICLE ACCIDENT INVOLVEMENT

PURPOSE: To establish procedures to follow should a fire services vehicle become involved in an accident.

SCOPE: All personnel shall follow these procedures regardless of where the accident occurs. In the event of apparatus being involved in an accident when responding to fire or emergency, the officer or firefighter in charge shall:

- a. remain at the scene of the accident with the apparatus only if the apparatus is damaged beyond the point of safe operation or there are injuries;
- b. notify Lac La Biche County of the accident and request that the R.C.M.P. be notified (also requesting an ambulance, if required);
- c. **ensure no statement of responsibility** is issued by the operator or any other member of the crew;
- d. if the apparatus is unable to continue response due to an accident, the firefighter or officer in charge of the apparatus shall request Lac La Biche County to dispatch equipment required from another district;
- e. if the firefighter or officer in charge of the apparatus deems it necessary to release the apparatus involved in an accident to continue response, the person in charge will leave a crew member knowledgeable about the facts of the accident on scene to report to the police; and

- f. **no statement of responsibility** will be issued on return to the station. Statements regarding the accident are to be immediately prepared for and submitted to the County's Fire Coordinator.

19. FIRE GROUND COMMAND

PURPOSE: To have in place an effective fire ground command procedure, governing the rules and principles that regulate fire ground operations.

SCOPE: To prepare a procedure, governing the areas of:

- Introduction
- The Fire Ground Commander
- Fire Ground Factors
- Tactical Priorities
- Rescue
- Extinguishment
- Property Conservation
- Fire Ground Communications
- Fire Stream Management
- Support Activities
- Additional Resource Management

INTRODUCTION

The following notes relate to the rules and principles that regulate Fire Ground Command Operations.

The ongoing application of these principles will produce standard and more predictable rescue and fire control results.

This procedure is not exhaustive. However, it does offer a basic framework for fire ground operations and command. There is flexibility within the S.O.P. to allow officers to meet the needs of other specific standards.

This S.O.P. describes the standard procedure that the department will apply on the fire ground within the framework of incident conditions, capabilities, limitations, and problems.

THE FIRE GROUND COMMANDER (AREA GROUND COORDINATOR)

- a. The Fire Ground Commander shall assume overall responsibility for the following outcome:
- remove endangered occupants and treatment of the injured;
 - extinguishment;
 - property conservation; and
 - provide for the safety of their personnel.

- b. In order to complete the above responsibilities, the Fire Ground Commander shall perform the following functions:
- assume an effective command position and confirm command;
 - transmit a brief initial radio report if required;
 - rapidly evaluate conditions;
 - develop an effective incident management plan;
 - develop a plan of attack;
 - assign units as required provide continuing command;
 - evaluate attack plan and revise plan as required;
 - request and assign additional units as required; and
 - return companies and terminate command when appropriate.

FIRE GROUND FACTORS

This section will provide the Fire Ground Commander with a checklist of the basic items that are involved in size up, decision making, initiating action, review and revision on the fire ground.

The Fire Ground Commander can only deal with a limited number of factors on the fire ground. With that limitation in mind, the Fire Ground Commander must quickly identify the critical fire ground factors that are present in each incident as it develops over time.

Beware of developing an initial plan of attack and sticking to that same plan throughout the fire, especially when conditions change. Effective fire operations require attack plan revisions that continually reconsider the incident.

Many times, Fire Ground Commander quickly develops a plan of attack and gets the initial operation going based on limited information. In such cases, they must continue throughout the operation to improve the information they base their decisions upon.

Fire Ground Factors

- a. Building
- size
 - interior arrangements/access (stairs, halls, elevators)
 - construction type
 - age
 - condition (faults/weaknesses)
 - fire separation value (e.g., hour wall)
 - vertical-horizontal openings, shafts, channels
 - outside openings (doors and windows/degree of security)
 - utility characteristics (hazards/controls)
 - exterior access
 - effect the fire has had on the structure (at this point)
 - time projections on continuing fire effect on building
- b. Fire
- size
 - extent (% of structure involved)

- location stage (incipient flashover)
- direction of travel (most dangerous)
- time of involvement
- type and amount of material involved (structure/interior)
- finish/contents/etc.
- type and amount of material left to burn
- product of combustion liberation

c. Occupancy

- specific occupancy
- type - group (business, mercantile, public assembly, institutional, residential, hazardous, industrial, storage, school)
- value characteristics associated with occupancy
- fire load (size, nature)
- status (open, closed, occupied, vacant, abandoned, under construction)
- occupancy-associated characteristics/hazards
- type of contents (based on occupancy)
- time, as it affects occupancy use
- property conservation profile/susceptibility of contents to damage
- for salvage

d. Life Hazard

- number of occupants
- location of occupants (in relation to fire)
- condition of occupants (by virtue of fire exposure)
- handicaps of occupants
- commitment required for search and rescue (staff, equipment command)
- fire control required for search and rescue
- needs for emergency medical services
- time estimate of fire effect on victims
- exposure of spectators/control of spectators
- hazards to fire personnel
- access rescue forces for the victims
- characteristics of escape routes/avenues of escape (type, safety, fire conditions)

e. Arrangement

- access, arrangement and distance of external exposure
- combustibility of exposures
- access, arrangement, and nature of internal exposure
- severity and urgency of exposure (fire effect)
- value of exposure
- most dangerous direction - avenue of spread
- time estimate of fire effect on exposures (internal and external)
- obstructions to operations
- capability/limitations on apparatus movement and use

f. Resources

- manpower and equipment on scene
- manpower and equipment responding
- total manpower and equipment that will be available
- estimate of response time for staff and equipment
- condition of staff and equipment
- capability and willingness of staff
- capability of commanders
- nature of command systems available to Fire Ground Commander
- number and location of hydrants
- supplemental water sources
- adequacy of water supply
- built-in private fire protection (sprinkler, standpipe)
- outside agency resources and response times

g. Other Factors/Conditions

- time of day/night
- day of week
- season
- special hazards by virtue of holidays/special events
- weather (wind, rain, heat cold, humidity, visibility)
- traffic conditions
- social conditions (strike, riot, mob, rock festival, etc.)

TACTICAL PRIORITIES

Tactical priorities identify the three separate tactical functions that must be completed in order to stabilize the overall situation. These priorities also establish the order in which these basic fire ground functions must be performed.

These functions shall be regarded as separate, yet interrelated, activities that must be dealt with in order. The Fire Ground Commander shall not proceed onto the next priority until he has completed the objective of the current function. The basic tactical priorities are as follows:

- Rescue:** the activities required to protect occupants, remove those who are threatened and to treat the injured.
- Extinguishment:** the activities required to stop the forward progress of the fire and extinguishment.
- Property Conservation:** the activities required to stop or reduce additional damage to property. This phase shall also include the overhaul and investigation phase of the fire control.

All three tactical priorities require a somewhat different tactical approach from both a command and operational standpoint.

While the Fire Ground Commander must satisfy the objectives of each function in its priority order, they must, in many cases, overlap and mix the activities. Notable examples are the need to achieve interior stability with active and extensive fire control efforts before proceeding with the primary search, or the need to initiate salvage operations while active fire control efforts are being extended.

Primary search

- a. It is Standard Operating Procedure to extend a primary search to all involved and exposed occupancies that can be entered. However, the Fire Ground Commander shall structure initial operations around the completion of the primary search. (Primary search means that firefighters have quickly gone through all affected areas and verified the removal and/or safety of all occupants).

Time is the critical factor in the primary search, and successful primary search operations must necessarily be extended quickly during initial fire stages.

The completion of the primary search is reported utilizing the standard radio reporting term "primary search complete." It is the responsibility of the Fire Ground Commander to co-ordinate primary search assignments, secure completion reports from interior fire fighters, and to transmit the 'all clear' report to communications (who will record the time).

Rescue functions that follow lengthy fire control activities will be regarded (tactically) as representing a secondary search.

Secondary search means that firefighters thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed.

Secondary search should preferably be completed by different fire fighters than those involved in primary search activities. Thoroughness (rather than time) is the critical factor in secondary search. The completion of secondary search is indicated by the phrase "secondary search complete."

The stage of the fire necessarily becomes a critical factor that affects the rescue approach developed by the Fire Ground Commander. The following items outline the basic approach to the Fire Ground Commander.

- b. In 'smoke showing' situations or in very minor fire cases that clearly pose no life hazard, the Fire Ground Commander shall organize a rapid interior search, but is not required to report "primary search complete." The interior search for victims will also verify no fire.
- c. In 'smoke showing' and 'working fire' situations, fire control efforts shall be extended simultaneously with rescue operations to gain entry and to control interior access to complete primary search. In such cases, the Fire Ground Commander and all fire ground staff must be aware the operation is in a rescue mode until the primary search is complete, regardless of the fire control required. "In working fire situations, the primary search shall be followed by a secondary search."

- d. In case of fully involved buildings or sections of buildings where immediate entry and primary search activities becomes impossible and survival of the occupants improbable, the Fire Ground Commander shall report fully involved conditions. When fire control is achieved, the Fire Ground Commander shall initiate what is in effect a secondary search for victims.

The Fire Ground Commander cannot depend upon reports from spectators to determine status of victims; however, the Fire Ground Commander should utilize reports as to location, number, and conditions of victims as supporting primary search efforts, and shall complete a primary search whenever entry is possible.

- e. The Fire Ground Commander must consider the following factors in developing his basic rescue size-up:
 - 1) suspected number, location and condition of victims;
 - 2) suspected effect the fire has on the victims; and
 - 3) capability of firefighters to enter the building, remove/protect victims and control the fire.

Extinguishment

- d. It shall be standard procedure to stabilize fire conditions by an aggressive well-planned and adequate interior (offensive) fire attack whenever possible.

The Fire Ground Commander must support that aggressive attack with whatever resources and actions are required to reduce fire extension and bring the fire under control.

A critical command decision (both initial and on-going) relates to the offensive/defensive mode of the situation:

Offensive Strategy

Interior attack and related support directed toward quickly bringing the fire under control.

Defensive Strategy

Exterior attack directed to first reduce fire extension and then bring the fire under control.

The Fire Ground Commander must define an offensive/defensive mode based upon:

- 1) amount of fire involvement;
 - 2) structural conditions;
 - 3) entry capability;
 - 4) ventilation profile;
 - 5) the likelihood of being able to rescue occupants; and
 - 6) resources.
- e. Basic Offensive Plan
 - First line:
 - Fast, aggressive interior attack from the unburned side of the structure 2)
 - Provide support activities.

- 3) Conduct a primary search.

Second line:

- 1) Back up first/cover rear.
- 2) Quickly evaluate success and react.

f. Basic Defensive Plan

- 1) Fire Ground Commander evaluates fire spread/write-off list property.
- 2) Identify key tactical positions.
- 3) Prioritize fire streams.
- 4) Determination of additional resources required.
- 5) Surround and drown.

g. Fire Control

Frequently, offensive/defensive conditions are clear cut and the Fire Ground Commander can quickly develop a decision that relates to that mode. In other cases, the situation is marginal and the Fire Ground Commander must initiate an offensive interior attack while setting up defensive positions on the exterior. The effect of the interior attack must be evaluated and the attack abandoned if necessary. Under no circumstances shall exterior lines be displayed while fire fighters are inside a structure. Do **NOT** oppose hose streams.

The Fire Ground Commander must consider the direction and avenues of fire extension, particularly as it affects rescue activities, confinement efforts, and exposure protection.

They must then allocate resources based upon this fire spread evaluation.

In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion represents where the fire is going and should establish the framework for fire control requirements.

Initial attack efforts must be directed toward supporting the primary search: a fast attack, which must go between the victims and the fire, protecting avenues of escape.

The Fire Ground Commander shall establish a safe position to begin operations from, then move in on the fire.

Effective fire control requires that water be applied directly on the fire and directly to the fire area. The Fire Ground Commander must establish an attack plan that overpowers the fire with actual water application at the rate of at least two litres of water per minute per 100 cubic metres of fire involvement.

Where fires involve concealed spaces (attics, ceiling areas, construction voids, etc.) these areas are to be opened up, with fire streams directed into such areas.

The Fire Ground Commander must consider seven (7) sides, or sectors of the fire:

- 1) front
- 2) back
- 3) side 1
- 4) side 2

- 5) top
- 6) bottom
- 7) interior

The Fire Ground Commander should, to the greatest extent possible, develop a fire control plan of attack that first stops the forward progress of the fire and then brings the fire under control. In complex/large fires, the Fire Ground Commander will not immediately have adequate resources to accomplish all of the attack needs he faces; therefore, he must prioritize attack efforts, act as a resource allocator and determine the responses he will require. Accurate forecasting of conditions by the Fire Ground Commander becomes critical during this initial evaluation process.

The Fire Ground Commander should develop a strategy that relates to cut-off points and approach fire spread with a realistic view. It will take a certain amount of time to begin water application procedures and the fire area continues to burn while the attack is being set up. The Fire Ground Commander must consider where the fire will be when attack efforts are ready to actually go into operation. If they misjudge, the fire may burn past his attack/cut-off position. Do not play 'catch-up' with a fire that is burning through a building. Instead:

- 1) Project your set-up time.
- 2) Write off lost property.
- 3) Get ahead of the fire.
- 4) Set up adequately and overpower (minimum 2 litres per minute per cubic metre of fire involvement).

Do not put water into burned property, particularly where there is unburned property left to burn. Write-off any property that is already lost and protect the direction of the spread. Do not continue to operate in positions that are essentially lost.

Property Conservation

- a. It is standard procedure to commit whatever fire ground resources are required to keep property loss to a minimum.

All members are expected to perform in a manner that continually reduces loss during fire operations.

- b. When the fire is knocked down, shut down the attack and use the direct method of extinguishment for mop-up operations. Early recognition of the fact that the forward progress of the fire has been stopped is an important element in reducing loss. The earlier the salvage operation begins, the smaller the loss.
- c. When basic fire control has been achieved, the Fire Ground Commander should commit and direct staff into 'loss stop' activities which will generally include:
 - 1) evaluating damage to the overall fire area;
 - 2) evaluating the salvage value of various areas;
 - 3) evaluate the firefighters and equipment that will be required;

- 4) commit the required staff to salvage functions; and
 - 5) reduce hose lines from knock down control functions to salvage functions.
- d. In cases where there is an overlapping need for both fire control and salvage to be performed simultaneously, and where initial staff are involved in firefighting with salvage remaining undone, additional alarms may be struck to commit a greater number of staff to salvage functions.
 - e. The Fire Ground Commander shall commit the same overall and sector command resources to property conservation activities as were devoted to rescue and extinguishment.
 - f. Staff involved in rescue and extinguishment operations are generally fatigued and may have reached their work limit by the time property conservation functions must be completed. Evaluate the condition of personnel and replace them with fresh people as required.
 - g. Prompt fire ground lighting, both interior and exterior, increases safety and vision for salvage operations and should therefore be employed to the extent necessary.
 - h. Once fire extinguishment has been affected and salvage operations have begun, the Fire Ground Commander shall initiate fire investigation procedures through the fire prevention/investigation section of the department. Under no circumstances shall the scene be disturbed until the fire investigator is finished with it.

FIRE GROUND COMMUNICATIONS

- a. The Fire Ground Commander shall identify tactical priorities, translate these needs into tasks, and then into the form of orders.
- b. The Fire Ground Commander shall secure acknowledgement that the company is in an available status before issuing an order.
- c. After receiving an acknowledgement, the Fire Ground Commander shall issue the order(s) to the company officer.
- d. If the order is not understood, the company officer should ask for additional information/clarification.
- e. The Fire Ground Commander must receive acknowledgement from the company officer that he has received and understood the order.
- f. The company officer shall carry out the directions as specified by the Fire Ground Commander.
- g. Companies should extend brief incremental progress reports to the Fire Ground Commander to advise of the current stage of task accomplishment.

- h. Companies must advise the Fire Ground Commander when the task is completed.
- i. If the ordered task cannot be completed by the company, the Fire Ground Commander must re-evaluate and react to the situation.
- j. When a task is completed, the company officer shall report readiness for reassignment.
- k. To provide a focal point for command, and to provide effective communications, the incident commander should remain at their vehicle or command post until the incident is brought under control.

FIRE STREAM MANAGEMENT

- a. It is the responsibility of each engine company to provide its own uninterrupted, adequate supply of water. 'Provide' does not mean they must necessarily lay the line.
- b. Type and number of hose lines used shall be based on the ability to provide a minimum of two litres of water per minute per cubic metre of fire involvement.
- c. Use the size of hose line that will be required from the beginning. If you need a big line, provide it from the onset. (Note: big fire = big water.)
- d. Hose lines should be advanced inside fire buildings in order to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel, with the following considerations:
- e. When you change commitment from offensive to defensive and pull hand lines out of the fire building, do not continue to operate hand lines inside the building when lines are operated from the exterior.

Basic Hoseline Placement

- f. The first stream(s) shall be placed between the fire and the persons endangered by it.
- g. When no life is endangered, the first stream(s) shall be placed between the fire and the most severe exposure.
- h. In properties with sprinkler systems, the hose lines shall be laid to the sprinkler system as soon as possible.
- i. As soon as possible, a backup line(s) shall be employed.
- j. Position hose lines in a manner and direction that assists rescue activities, supports confinement and protects exposures.
- k. Offensive attack activities should be highly mobile. Effective offensive operations are referred to as 'aggressive:' fast, active, vigorous, energetic, bold, forward, and assertive.

Offensive attack positions should achieve an effect on the fire quickly; consequently, back-up judgements should also be developed quickly. If you apply water to an offensive attack position and the fire does not go out, react: back it up, or move out.

- l. Be aware of hose lines that have been operated in the same place for long periods. Fire conditions change during the course of fire operations. If the operation of such lines becomes ineffective, move, adjust or re-deploy the line.
- m. Be aware of the limitations of operating nozzles through "holes". Fire fighters should be directed to the seat of the fire as quickly as possible. The mobility of such streams is necessarily limited and it is generally difficult to evaluate the effectiveness of such streams.
- n. Should attack crews be committed to inside operations, do not operate exterior streams into the same building, particularly elevated streams. Do not combine interior and exterior attacks. It may be necessary to co-ordinate pulling crews out of a building while an exterior heavy stream knockdown is made.

Evacuate/Alarm: The department will use the high-low signal on the electronic siren of all available apparatus to signal all personnel to quickly evacuate a structure or area.

- o. Do not operate fire streams into smoke: the fire location must be determined before water can be effectively applied.
- p. Company officers must assume responsibility for the effectiveness of their fire streams. Such officers must maintain an awareness of where fire streams are going and their effect, and report the general effectiveness back to the Fire Ground Commander.
- q. Know when to shut down nozzles. (Many times continuing operation of streams prevents complete extinguishment.
- r. Ground crews shall be advised before elevated streams go into operation.
- s. Fire streams shall not be directed down ventilation holes during offensive operations.

SUPPORT ACTIVITIES

- a. Support activities are those functions that assist active fire control and rescue operations. They generally include forcible entry, ventilation and the provisions for access.

Many problems on the fire ground are the result of a lack of such support functions and generally relate to a breakdown of rescue/attack activities. The Fire Ground Commander must cause these support functions to be completed in a timely and effective manner.

- b. A building is ventilated for two principal reasons:
 - 1) safety for firefighters and victims; and

- 2) to increase visibility, cool the atmosphere, and provide better conditions for rescue and fire attack.
- c. The timing of ventilation is extremely important and must be coordinated with fire attack activities, and should be provided in advance of attack lines, using portable radio communications to facilitate this interaction.
- d. The most common method of ventilation is cross ventilation, and should be used to the greatest extent possible. Only if this is not effective should vertical ventilation be utilized.
- e. When required, vertical ventilation as close to directly over the fire as possible is the most effective form of vertical ventilation.
- f. The Fire Ground Commander should be cautious about the premature opening of doors, holes, access efforts, etc. before lines are placed and crews are ready to enter. Good timing requires effective communication between companies.

ADDITIONAL RESOURCE MANAGEMENT

- a. The decisions required to provide for adequate resources are an important factor in effective fire forecasting. The Fire Ground Commander must balance the tactical problems with the resources required to control those problems and stay ahead of projected incident development. The Fire Ground Commander should be concerned with crisis management, where the situation grows at a rate faster than the response rate to that situation, with the Fire Ground Commander ending up with an out of control situation and inadequate resources.
- b. The Fire Ground Commander must be aware of both the capability and response times of additional resources, and effectively integrate these facts into calls for additional resources.
- c. Some tactical situations move slow, and some move quickly. The Fire Ground Commander must call for additional resources at a rate that stays ahead of the fire. Some situations require the categorical call for additional alarms upon knowledge of particular characteristics/conditions. In other situations, the Fire Ground Commander will initiate some fire control activities, ask for reports and based upon receipt of reports, may strike more alarms.
- d. As the Fire Ground Commander calls for additional resources, he must build a corresponding command organization structure to manage these additional resources. He cannot encounter a major incident, call additional alarms and then expect to stay in a single alarm command mode and effectively manage those additional resources.
- e. The Fire Ground Commander call out additional resources when:
 - 1) An actual situation or potential situation exists where the life hazard exceeds the rescue capabilities of initial alarm companies.

- 2) An actual situation or potential situation exists where the property protection (both internal and external) requirements exceed the fire control capabilities of initial alarm companies.
- 3) All staff have been committed. Additional staff may be requested to respond to the incident or standby at the station.
- 4) Fire conditions become more severe or the situation deteriorates significantly.
- 5) Forces are depleted due to exhaustion or injury.
- 6) The commitment of companies is not effective.
- 7) Assigned staff cannot effectively perform assigned operations.
- 8) The situation becomes so complex that the Fire Ground Commander can no longer effectively cope with the situation, requiring a larger command organization/more sector functions.

20. RADIO OPERATING TIPS

- a. Adjust the squelch control as close as possible to noise threshold for best range. Adjust volume loud enough to hear above driving speeds.
- b. Listen before transmitting to be sure you are not 'cutting in' on someone else.
- c. Microphone: Speak directly into the microphone. Hold in a position about 1 inch from your mouth and talk directly into the microphone.
- d. Think about what you are going to say before you begin transmitting.
- e. Wait for the dispatcher or the person you are calling to acknowledge your call, they may be listening to another call you do not hear.
- f. Be brief to conserve air time. Use the proper radio phrases.
- g. Be courteous and polite on the radio, you never know who else is listening to your conversation. Never use profane language.

21. MOBILE RADIO TELECOMMUNICATION

Mobile radio telecommunications are used to transmit messages or instructions from one location to another. Mobile radios, two-way radios, or radio telephones and cellular telephones are methods of communications that use the air waves rather than telephone lines and exchanges. When using a radio, it must be remembered that others may require the use of the air waves as well. Therefore, it is important to give the information in a clear and concise manner, as quickly as possible, and go off the air waves for someone else to use. Often, times occur when the information is distorted or simply blacked out because of weather conditions, static electricity in the air, or relative humidity. Therefore, the need for

certain radio lingo or terminology is necessary to transmit and receive the information as accurately and as quickly as possible.

When using the radio, the procedure consists of three items.

- 1) the station called;
- 2) the caller; and
- 3) the text.

Anyone calling does so by identifying the station called, then identifying the caller (yourself).

Example: Engine 2, is on fire scene at ... or incident command requires status update.
Procedure for the station being called is:

“Engine 2, this is Command, over.”

If no answer is received, this call would be repeated no more than three times.

Procedure for Engine 2 is to answer “Command, this is Engine 2, go ahead.”

The caller (Command) would ask for a status update. After the caller receives the text he would sign off: "Thank you Engine 2, Command out."

The caller always signs off by identifying himself last.

Transmission of numbers: All numbers except whole thousands should be transmitted by pronouncing each digit separately. Whole thousands should be transmitted by pronouncing each digit in the number of thousands followed by the word 'thousand.'

NUMBER	TRANSMITTED AS
10	one zero
75	seven five
100	one zero zero
583	five eight three
5000	five thousand
5800	five eight zero zero
11000	one one thousand
25000	two five thousand
38143	three eight one four three

When communications are difficult, numbers should be transmitted using the following pronunciation:

NUMBER	PRONUNCIATION
0	ZERO
1	WUN
2	TOO
3	TREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er
Decimal	DAY-SEE-MAL or POINT
Thousand	TOU-SAND

22. PROCEDURE WORDS AND PHRASES

It is not practical to have precise phraseology for all radio procedures. Words such as OK, repeat, how is that, etc. should be avoided. It is possible that they can cause confusion by sounding like other appropriate phrases. The following words and phrases should be used whenever possible, and are internationally recognized and used by the International Telecommunications Union.

WORD OR PHRASE	MEANING
Acknowledge	Let me know that you have received and understood the message
Affirmative	Yes, permission granted
Break	You transmitted so fast I could not understand you. Please separate the words or portion of the message
Confirm	My version is..... is that correct?
Correction	An error was made in this transmission
Go Ahead	Proceed with your message

How Do You Read	Do you hear me and understand clearly?
I Say Again	This is used rather than "I repeat"
Negative	No. Permission denied; I do not agree
Over	My transmission is ended, I expect you to respond
Out	Conversation has ended and no response is expected
Channel	Change to Channel before proceeding with text
Read Back	Repeat the text (message) to me after I say 'over'
Roger	I have received and understood all of your last transmission
That is Correct	Self explanatory
Verify	Check the text with caller, re-check the numbers or codes
Wilco	Your instructions are received and will be carried out
ETA	Estimated time of arrival
Emergency Traffic	All units stand by an emergency radio message is about to be transmitted
Stand By	Don't leave the radio, I will get the information and get back to you right away

23. CONDUCT OF MEMBERS

Public confidence in, and regard for, the Fire Services is in direct relation to the conduct of individual members of the department, whether they be on or off duty.

All personnel shall familiarize themselves with the rules and regulations, manual of Standard Operating Guidelines and orders affecting the operations of the department.

Members shall accord respect and courtesy to each other, superior officers and those performing duties at a higher rank.

In the matter of general conduct members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and shall commit no act tending to bring reproach or discredit upon the department or the County.

No member shall on or off duty, use the uniform, badge or prestige of the department for personal gain.

No person shall lend their name as a member of the department to any commercial or business enterprise; nor shall they approve or countenance the use of name and prestige of the department for any such purpose.

No member shall receive or accept a regard, fee or valuable gift from any person for services incidental to the performance of duty, except with the permission of the Manager of Protective Services/Regional Fire Chief. In the event that food is accepted at the scene of a fire, a report will be made in writing by the officer in charge and submitted to the Manger of Protective Services/Regional Fire Chief.

No member, while in the line of duty, shall enter either public or private bars or beer parlors for the purpose of consuming alcoholic beverages. Entry while on duty will be permitted in the case of fire duty or inspections.

No member shall use the uniform, badge or good name of the department in an attempt to influence the vote of any person for or against any candidate for public office.

No solicitation speeches, distribution or posting or display or campaign literature for or against any candidate to public office shall be permitted on department property or buildings.

If in the opinion of the senior officer, any member that appears to be under the influence of any intoxicating substances, the senior officer shall order that member to remain at the station or be released from current duty.

No member shall be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the department or any member thereof.

No member shall provide, voluntarily or otherwise, any information regarding the administration or operation of the Fire Department to anyone unless authorized by the Manger of Protective Services/Regional Fire Chief.

Members shall not use obscene, uncivil, or boisterous language at fires, in stations, or while engaged in games in which the department is represented. Engagement in altercations under any circumstances is prohibited.

The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any useful department record, book, or document shall be considered a serious offense.

Members shall not loan, sell, give away, or appropriate to their own use any public property, nor shall they pilfer, or be guilty of theft at fire or elsewhere.

Members shall promptly perform such duties as their officers prescribe.

Members shall use the officers' department titles at emergency scenes and other appropriate times.

On all occasions, members are required to maintain a courteous demeanor, not only amongst themselves, but towards the public at large.

Officers shall be dignified and firm with their subordinates at all times, and refrain from violent, abusive or inappropriate language particularly when giving orders or directions.

Members shall not discuss the cause or facts concerning fires or other emergency situations with any person who is not a member of the department.

Inquiries from a member of the media regarding County business or department business are to be referred to the Manager of Protective Services/Regional Fire Chief.

Long distance personal telephone calls are not to be placed from the department premises unless authorized in advance.

For safety reasons, smoking at an emergency scene must only be permitted if there is no danger possible to property and individuals. For public relations, fire fighters smoking in public, in uniform or turn-out gear, should be discouraged.

Unless authorized by an officer, only members of the department are permitted to handle equipment or ride on fire apparatus.

In the interest of safety when wearing breathing apparatus the following standards shall apply:

- 1) Hair shall be neatly groomed and cut.
- 2) Sideburns shall be neat and not extend below the ear.
- 3) Moustaches shall be neat and confined to upper lip.
- 4) The balance of the face shall be clean.
- 5) Loose or exposed jewellery.

Every member must make a commitment as to attend at least 50% of the training sessions conducted by the hall of which they are a member, and be available for emergency calls to the greatest extent possible.

No member shall willfully disobey any lawful order issued by a superior officer; nor shall he speak disrespectfully of or to any superior officer, or any other member of the department.

Members are expressly forbidden to engage in boisterous conduct, 'horse play', or similar activities not occasioned by the requirements of their duty, and which may result in injury to anyone or the damage of departmental property. Damage will be chargeable to the party or parties responsible.

When a member receives an order which is in conflict with a previous order, he shall so inform the officer who issued the conflicting order and be governed by his instructions.

Any member having cause to believe that he has been unjustly or unfairly treated may appeal through levels of command to the Manager of Protective Services/Regional Fire Chief.

Members shall report to the District Deputy Chief the loss or finding of any damaged department property or equipment. This information will be forwarded to the Manager of Protective Services/Regional Fire Chief.

Fire department personnel shall remove any fire department decals or markings before disposing of private vehicles to persons outside the fire department.

Members shall practice economy in the use of supplies and metered services, avoiding waste of resources.

Apparatus operators shall promptly notify Lac La Biche County of any inability of their unit to respond to an incident.

Members shall exercise precautionary measures to avoid injury to them and others while in the performance of their duties.

All personnel shall report to the District Deputy Chief, any accident, sickness or injury occurring to them while performing fire department functions, no matter how seemingly trivial.

All members shall promptly notify the District Deputy Chief of all matters coming to their attention affecting the interest and welfare of the department. This will be forwarded to the Regional Fire Chief.

When two or more members of rank below captain find themselves in a position which requires taking action, the senior member will assume command until relieved by an officer.

It is understood that occasionally, members may not be able to attend training sessions due to business commitments, family responsibilities, etc. In such cases, the member must contact the District Deputy Chief or Platoon Chief and advise the reason for absence. If unable to contact the District Deputy Chief or Platoon Chief, the next senior officer should be advised.

It would be considered a matter of courtesy that a firefighter inform the District Deputy Chief or Platoon Chief when the firefighter is considering being absent from the Fire Department due to annual vacation or attending his occupation due to shift work.

A leave of absence will be granted for up to a period of six (6) months. For any period longer than six months (6), the firefighter should consider tendering his resignation and re-joining the fire department at a later date.

24. DISCIPLINE

The efficiency of the fire department is in direct relationship to the level of discipline within the department. It is the responsibility of every officer, and all other members, to ensure that discipline is maintained in the department at all times.

Any members who fail to comply with the department's rules, regulations, orders or policies, or any members who commit an act of insubordination or any act or deed which may bring discredit upon any member or the department, is liable for disciplinary action by the Manager of Protective Services/Regional Fire Chief.

The Manager of Protective Services/Regional Fire Chief shall submit a report to the County's Chief Administrative Officer (CAO) of any disciplinary action that is taken by him against any member.

The following are designated forms of disciplinary action. However, the seriousness of the infraction will dictate the level of disciplinary action applied.

- 1) Oral Reprimand
- 2) Written Reprimand
- 3) Demotion
- 4) Dismissal

Any member who feels aggrieved by a decision of the Manager of Protective Services/Regional Fire Chief may appeal such decision in writing, to the CAO, who will take the matter under consideration.

The CAO will hold a hearing within twenty-one (21) days of receipt of the appeal, at which the Fire Chief, appellant and any witnesses may appear. The CAO may uphold the disciplinary action, vary the degree of disciplinary action or revoke the disciplinary action entirely.

A decision of the CAO will be forwarded to the Manager of Protective Services/Regional Fire Chief and appellant within seven (7) days of the hearing.

25. FACILITY

Only fire department members and the CAO will have access to the Fire Hall.

All other persons must be accompanied by a department member while in the Fire Hall.

Nothing is to be borrowed or lent from the Fire Hall unless permission has been given by the Manager of Protective Services/Regional Fire Chief or Deputy District Chief.

No private vehicles are permitted inside the Fire Hall unless approval has been obtained from the Regional Fire Chief or Deputy District Chief.

Members of the Department are responsible to ensure that the Fire Hall and surrounding area is kept clean, tidy and in a presentable condition.

Members who notice items in the Fire Hall or surrounding area which require maintenance should advise the Manager of Protective Services/Regional Fire Chief so necessary repairs can be conducted.

Special events or non-fire department use of the Fire Hall require the approval of the Manager of Protective Services/Regional Fire Chief before any such usage.

26. TRAINING

Training/incident mitigation is based on the NFPA 1001 standard. However, firefighters are not required to obtain NFPA 1001 certification to be a member of Lac La Biche County Fire Rescue. All emergency scene operations/evolutions will conform to NFPA 1001 Level I/II standards as decided by the Senior Officer/Incident Commander at the incident scene.

Firefighters will receive a department orientation and complete a safety lesson and test before commencing training.

Before attending emergency calls firefighters will complete:

- 1) ICS 100;
- 2) WHMIS;
- 3) S200 or equivalent; and
- 4) Two months of in-house training, including the donning and use of PPE.

Within one year of commencement firefighters will complete:

- 1) Standard First Aid and CPR; and
- 2) NFPA 472 Hazmat Awareness level.

Any firefighter meeting the above requirements can work in a support role on any call, commensurate with their training. In addition:

- 1) Interior firefighting requires completion of S300 or full NFPA 1001;
- 2) Vehicle extraction requires completion of S1100 or full NFPA 1001; and
- 3) Entry ice rescue, water rescue or collapse/ trench rescue requires specialized training provided by the department.

NOTE: A firefighter cadet/member in training may attend an incident at the discretion of the District Deputy Chief. The cadet/member in training attending these calls may be an observer or assist in non-hazardous roles as deemed by the incident commander.

Regular training sessions are held at the Fire Hall unless specifically advised otherwise. All firefighters must attend at least 50% of evening in-house training within their fire district. Any member not able to fulfill the 50% attendance requirement may be demoted or considered no longer active.

Each fire hall will have a minimum of two training sessions per month.

If a member is unable to attend a particular session, he/she should contact the District Deputy Fire Chief of that District and advise reason for absence. If unable to contact the District Deputy Fire Chief, the next senior officer should be advised.

Attendance records at training sessions will be reviewed regularly by the Manager of Protective Services/Regional Fire Chief. Members who miss training sessions without valid reasons or who are consistently absent will have their membership in the department reviewed.

In addition to basic firefighting training, the department may develop additional specialized courses (i.e., hazardous materials incidents, vehicle rescue, sprinkler protective unit, fire prevention, etc.). Such training may take place on weekends or other evenings.

Other courses are available to personnel at different facilities throughout the province, Canada, and North America. Members of the department are encouraged to take advantage of such courses.

When personnel are on a fire training course, they are not expected to attend regular training sessions at the Fire Hall.

Qualified personnel will be requested by the District Deputy Chief or Deputy to assist as training instructors or to help in conducting training sessions on occasions other than regular practice nights.

“Original Signed”
Chief Administrative Officer

March 7, 2018