

By-Law 2000-09

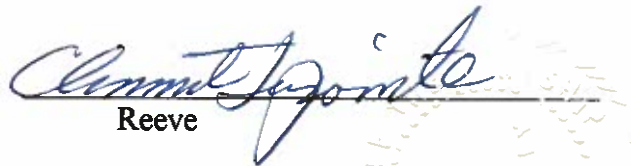
WHEREAS Council of the Township of McGarry enacted By-Law 85-2, as amended by By-Law 85-11, to establish a Fire Department.

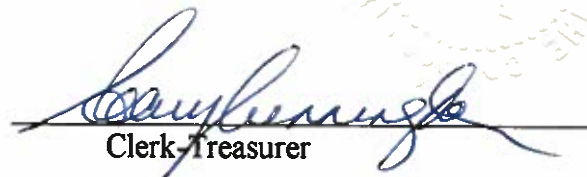
AND WHEREAS Council may from time to time establish rules and guidelines to oversee the operation of the Fire Department.

NOW THEREFORE, Council of the Township of McGarry enacts as follows

- 1) That the operational guidelines attached to and forming appendix "A" to this By-Law be and are hereby adopted.
- 2) That these guidelines shall be reviewed from time to time by the Fire Chief and the Chief may make recommendations to Council for amendment of same.
- 3) That all members of the McGarry Fire Department shall comply with these operational guidelines.
- 4) That this By-Law shall take effect on the date of its passing.

READ a first and second time, read a third time and passed this 6th day of June, 2000.


Reeve


Clerk-Treasurer

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 101
OPERATIONAL GUIDELINES	SECTION: PROTECTIVE CLOTHING	
	SUBJECT: WEARING APPROPRIATE LEVEL OF PROTECTIVE CLOTHING	
MFD0101.doc		
DATE REVISED:		PAGE: 1 OF 3

PURPOSE: To establish guidelines to protect fire department members during training and while performing their duties at emergency incidents.

The secondary purpose is that while wearing protective clothing during training, the individual will become more adept at wearing this equipment during emergency conditions, thereby, providing a higher level of safety.

SCOPE: This guideline is to be followed by all department members.

DEFINITION: Protective clothing shall include: issued gloves, issued steel toe rubber fire boots, issued helmet, complete with suspension liner, chin strap and face shield. Turnout coat and bunker pants complete with liners

PROCEDURE:

101.1 Structural fire fighting:

All department members shall wear full protective clothing that have been issued to them.

101.2 Auto extrication:

All department members shall wear the protective clothing they have been issued at auto extrication incidents.

101.3 Hazardous materials incidents:

All department members shall wear protective clothing they have been issued at hazardous materials incidents. In addition, specialized equipment shall be requested by the commanding officer, only those members who have received training in the use of specialized equipment shall utilize same.

101.4 Grass fires:

Minimum protection shall be: fire fighting helmet with visor; fire fighting boots or industrial safety boots; fire fighting gloves or leather gloves; long pants; and long sleeve shirt.

101.5 Medical assist:

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The initial response shall be full protective clothing. The officer or commanding officer shall use discretion and may order the removal of such clothing if department member safety will not be compromised. Latex gloves should be worn.

101.6 Hands-on training:

All department members shall wear protective clothing that they have been issued at all training situations, at all simulated exercises and at such other times as deemed necessary by the commanding officer.

During hands-on training not requiring full turnout clothing, minimum protection will be approved helmets, gloves and boots.

It is recognized that there may be training that does not require any protective equipment, however, at no time shall department member's safety be compromised.

101.7 Activities not specifically referenced:

The level of protective clothing to be worn shall be the responsibility of the commanding officer in all situations not specifically referenced in this procedure.

NOTE: Departments with PORTABLE PUMP PACKAGES ONLY [and not issued with self contained breathing apparatus (SCBA)] shall NOT enter burning buildings for fire suppression and control.

101.10 Method of Wearing

- A) When in close proximity or when wearing breathing apparatus, helmet earflaps must be down and fastened securely, chin strap in use and properly adjusted with the turnout coat collar up to protect the neck and face area. All turnout coat clips and velcro flaps including the inside flap must be fastened securely. Gloves on and helmet adjusted for fit.
- B) When not wearing breathing apparatus the above will apply with the addition that the face shield in down position or safety goggles will be used any time that the need for eye protection is apparent such as

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overhaul, trash fires, grass fires, operating band or power tools and in the vicinity of operating hose streams.

- C) Gloves shall be worn when engaging in fire fighting, training, or any other situations where injuries to the hand may occur.
- D) In specific situations for which guidelines have not been provided, proper protective clothing to provide protection against all foreseeable hazards shall be worn.
- E) Department member shall not use another's protective clothing without their specific permission or on the direct orders of the Chief.

101.11 Responsibility

It shall be responsibility of every member of the Fire Department to wear all of the protective clothing supplied by the OFM and Department in the manner for which it was intended and designed prescribed by the O.G. and in accordance with the Occupational Health & Safety Act.

Personnel who have defective, worn out or missing protective clothing must report it to their chief or designate immediately, who will arrange to have it repaired or replace as soon as possible.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 102
OPERATIONAL GUIDELINES MFD0102.doc	SECTION: PROTECTIVE CLOTHING	
	SUBJECT: P.A.S.S. DEVICE	
DATE REVISED:		PAGE: 1 OF 2

PURPOSE: To establish guidelines to protect Fire Department members during training and emergency incidents.

SCOPE: This guideline shall be followed by all Fire Chiefs and Department members while wearing breathing apparatus.

NOTE: All breathing apparatus shall be equipped with a P.A.S.S. device. The device will be armed at all times the breathing apparatus is in use.

PROCEDURE:

- 102.1
- (i) Before the breathing apparatus is removed from its case or bracket, the air supply will be checked and the P.A.S.S. will be armed.
 - (ii) Move the slide switch to the "Auto" position. The FIREFLY II unit will emit an alarm sound. The LEDs will flash to indicate the unit is switched on.
 - (iii) In the event that the FIREFLY II unit remains stationary for approximately 20 seconds it will emit a pre-alarm warning. Movement of the FIREFLY II unit will cancel this pre-alarm.
 - (iv) If no movement occurs during the pre-alarm period (eight seconds) the full alarm will sound. This can only then be cancelled by switching the FIREFLY II unit to "Off".
 - (v) The FIREFLY II unit can also be operated manually. Simply slide the switch to the "On" position. Once activated the alarm can only be cancelled by moving the slide switch to the "Off" position.
 - (vi) To move the switch to "Off" simply depress and slide.
 - (vii) When the battery is near the end of its life the "Low battery warning" will sound. This is a short "beep" every five seconds. Replace with the correct battery.
 - (viii) Maintenance of P.A.S.S. device will be in conjunction with the manufacturer's recommendations and the responsibility of the Chief.
 - (ix) Record keeping will be the responsibility of the Chief and made available upon request for OFM field staff.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 102
OPERATIONAL GUIDELINES MFD0102.doc	SECTION: PROTECTIVE CLOTHING	
	SUBJECT: P.A.S.S. DEVICE	
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NOTE: The inconvenience of pre-alerts sounding is overshadowed by the protection afforded the wearer should they become trapped, disoriented or unconscious.

102.2 Maintenance & Storage of P.A.S.S. Device

1. P.A.S.S. DEVICE will be inspected weekly, or after use, in conjunction with breathing apparatus; (Inspection Form).
2. There are no serviceable parts inside the FIREFLY II unit.
3. Removing the back cover will invalidate the warranty and intrinsic safety certification.
4. In order to maintain the FIREFLY II unit in prime condition it should be kept clean with a damp cloth using soap and water. The switch area can be lubricated occasionally using only silicone oil. Do not apply cleaning solvents or attempt to paint the case.
5. Units contaminated by chemical or radioactive materials must be decontaminated or disposed of according to all applicable regulatory standards.
6. The FIREFLY II unit should be fully tested before each use.
7. In the event of any malfunction notify the appropriate O.F.M. staff member.
8. Store P.A.S.S. units in a dry ventilated area at ambient temperatures, consistent with the battery manufacturers recommendations.

NOTE: It SHALL BE the responsibility of the Chief or Designate to ensure batteries are changed when required (as per manufacturing recommendations).

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 200
OPERATIONAL GUIDELINES MFD0200.doc	SECTION: PERSONNEL SAFETY <i>VEL</i>	
	SUBJECT: ACCOUNTABILITY SYSTEM	
DATE REVISED:	PAGE: 1 OF 2	

PURPOSE: To establish guidelines to ensure a consistent method of reporting in at all emergencies or incidents.

SCOPE: This guideline will be followed by all Fire Department members from the time of arrival at the incident until the termination of command.

PROCEDURE:

200.1 Accountability is directly related to supervision and must be initiated immediately at all incidents. This position shall be known as Entry Control.

During some emergencies, when only a few members respond, and only by a fire service vehicle a hard copy form may not be required. i.e. medical calls.

All other emergencies shall have a Entry Control position established. This includes the appointment of an Entry Control Officer (usually one of the first arriving officers or pumper operator). Assistance from another team member if required is permissible.

The Entry Control Position must be established outside of the hazardous area and an account of all attending members is to be maintained.

The Accountability System in conjunction with Entry/S.C.B.A. Control Form (N.F.P.P. 016) will provide a continually accurate and quick reference of personnel, record of entry times, locations and exit time from a hazardous area of all members at the incident.

Officers will keep their crews intact, maintain a constant awareness of crew members welfare, and maintain a means of communication with command.

It will be the responsibility of individual members to keep their officers informed of their activities and whereabouts. **Freelancing** of activities **will not be permitted** and can lead to member injury and/or death.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 200
OPERATIONAL GUIDELINES MFD0200.doc	SECTION: PERSONAL SAFETY	
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200.2 Responsibility

All members arriving at an emergency/incident shall report to the Entry Control Officer in the appropriate personal protective equipment and prepare themselves for assignment.

NOTE:

It is imperative that each member **hand** in their number tag to the person responsible for entry control or accountability **before** entering the incident, and **retrieve** their tag as soon as they come out of the incident in order to ensure that the system works properly.

At all emergencies/incidents when the pumper or pump equipment is on the scene, the operator should initiate the accountability system along with N.F.P.P. 016 as soon as possible. Once enough personnel are on the scene entry control may be passed to another location or member. All members should be informed of the location of entry control if it changes during the emergency/incident.

All personnel arriving in their own vehicles shall stay at entry control and prepare themselves for assignment. The Entry Control Officer shall keep the Incident Commander informed of new arriving members who are available for assignment.

At any emergency/incident where the pumper or portable pump equipment is not required, the Incident Commander or designate shall ensure entry control is established.

Whenever a member leaves the **scene**, whether on assignment or because the member is released from duty - the member **shall** report leaving the scene to the Entry Control Officer.

During all Emergency Fire Service Plan (Mutual Aid) activations responding members **shall** report to the Incident Commander or established Entry Control.

NOTE:

The Incident Commander shall ensure all personnel who reported to the scene are accounted for before terminating the incident and returning equipment to the fire station.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 201
OPERATIONAL GUIDELINES MFD0201.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: SEAT BELTS	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to provide for the safety of department members and the civilian population.

SCOPE: These guidelines shall be followed by all members of the fire department issued with government vehicles or any vehicles that respond to an emergency.

PROCEDURE:

- 201.1 Seat belts will be worn by all personnel riding in government vehicles where seat belts are provided or any vehicle that responds to an emergency.
- 201.2 All personnel are prohibited from riding on the outside of any FIRE FIGHTING vehicle, whether responding to an emergency or at any other time, except in accordance with OG # 205.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 202
OPERATIONAL GUIDELINES MFD0202.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: UNAUTHORIZED PASSENGERS	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to provide for the safety of department members and the civilian population and to protect the department and community from litigation.

SCOPE: These guidelines shall be followed by all members of the fire protection departments issued with government vehicles.

PROCEDURE:

- 202.1 No person other than a department member shall ride in or on any government vehicle without the express permission of the chief.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 203
OPERATIONAL GUIDELINES MFD0203.doc	SECTION: PERSONAL SAFETY	
	SUBJECT: BREATHING APPARATUS	
DATE REVISED:		PAGE: 2 OF 2

203.5 S.C.B.A. Control shall be set up as soon as possible at all incidents requiring the use of S.C.B.A.. This function could be done in conjunction with entry control or separately. The Entry/S.C.B.A. Control form (NFPP016) provides this avenue.

The S.C.B.A. Control shall maintain a written record of:

- a) Name of wearer (number assigned to member)
- b) Time on air
- c) Member's area of operation
- d) Estimated time the wearer will be out of the hazardous area, and
- e) Time off air

203.6 Once the Entry/S.C.B.A. Control has been established, all members shall report before going on air and immediately after leaving the hazardous area. In cases where Entry/S.C.B.A. Control is separate or S.C.B.A. Control is not established, members shall inform the Entry Control Officer that they are using S.C.B.A., where they will be and when they expect to be out. This information can be logged in conjunction with the Entry/S.C.B.A. Control form.

NOTE: Be overly cautious. DO NOT become a victim. You may not see or smell the hazard.

DO NOT REMOVE YOUR S.C.B.A. until the atmosphere has been determined, by the officer in charge, to be safe to operate in without it. EITHER USE YOUR S.C.B.A. or CHANGE THE ATMOSPHERE.

we reviewed the following Procedures

March 12/9/00

Chief - [Signature]

D.C. - [Signature]

Captain - [Signature]

Lieutenant - [Signature]

Trainer - [Signature]

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 204
OPERATIONAL GUIDELINES MFD0204.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: JEWELRY AND PERSONAL ITEMS	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect fire department members during training and while performing their duties at emergency incidents.

SCOPE: This guideline shall be followed by all fire department members.

PROCEDURE:

204.1 Department personnel should not wear jewelry or other metal items near their skin while engaging in fire service activities.

Metal is an excellent conductor of heat. In fire situations, a department member may be exposed to sufficient heat to cause minor or serious burns.

204.2 Department members should be concerned about their personal welfare and refrain from wearing jewelry or other items of this type during fire service operations.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 205
OPERATIONAL GUIDELINES MFD0205.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: RIDING ON OUTSIDE OF VEHICLE	
DATE REVISED:	PAGE: 1 OF 1	

PURPOSE: To establish guidelines to provide for the safety of fire department members.

SCOPE: These guidelines shall be followed by all members of the fire department.

PROCEDURE:

- 205.1 It is the position of the Office of the Fire Marshal, that NO member will ride on the outside of the government owned vehicle and/or other fire apparatus while responding to an emergency or at any other time.
- 205.2 Team members may, with the express permission of the chief, ride on the outside of a government owned vehicle in parades or other functions, etc., providing the vehicle is operated at extremely low speeds.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 206
OPERATIONAL GUIDELINES	SECTION: PERSONNEL SAFETY	
	SUBJECT: EXCESSIVE FACIAL HAIR AND BEARDS	
MFD0206.doc		
DATE REVISED:	PAGE: 1 OF 1	

PURPOSE: To establish guidelines to protect department members during training and while performing their duties at emergency incidents.

SCOPE: This guideline is to be followed by all department members.

PROCEDURE:

206.1 All fire department members should be clean shaven.

206.2 If a department member is not clean shaven, the member shall not wear S.C.B.A. and shall not perform any function where the member may be exposed to a contaminated atmosphere.

NOTES:

Information published by the Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI) and Canadian Standards Association (CSA) indicates overwhelmingly that facial hair, especially beards, sideburns and mustaches that come in contact with breathing apparatus facepieces prevent a good seal of the facepiece to the wearer's face and can permit excessive contaminant penetration. In order to take every precaution reasonable in the circumstances for the protection of fire department personnel, a policy is necessary that prohibits any member from maintaining a beard or other excessive facial hair that may prevent a good seal of the breathing apparatus facepiece to the face.

Although it may be difficult to accept at times, especially in light of cultural styles, the growth of hair on a any member's face can endanger their life.

Warranty rules of the major breathing apparatus manufacturers require that the apparatus must not be used by persons having excessive facial hair or beards.

There may be those fire department members who will argue that they have not, and, do not require the use of breathing apparatus. With the ever increasing potential of all fire department members being exposed to toxic materials, at for example, a hazardous materials incident, it becomes imperative that all emergency personnel at that scene be capable of wearing self contained breathing apparatus.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 207
OPERATIONAL GUIDELINES MFD0207.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: USE OF INTOXICATING BEVERAGES AND/OR DRUGS	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to provide for the safety of all members of the fire department.

SCOPE: This guideline shall be followed by all department members

PROCEDURE:

No fire department member:

- 207.1 shall respond to an emergency if his/her ability is impaired by the use of any intoxicating beverage or drug
- 207.2 shall consume any intoxicating beverage or drug while on duty
- 207.3 shall be permitted to remain on duty if his/her ability is impaired by the use of any intoxicating beverage or drug

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 208
OPERATIONAL GUIDELINES MFD0208.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: DEHYDRATION	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect department members from dehydration and exhaustion while performing their duties.

SCOPE: These guidelines will be observed by all department personnel.

PROCEDURE:

As heat exhaustion and dehydration are risks to all members, the following guidelines shall apply.

- 208.1 As soon as possible a rehab area will be established adjacent to the fire ground (**away from any danger area**).
- 208.2 All fire ground personnel will be rotated (**if possible**) through the rehab area where they will remove helmets and bunker coats (*weather permitting*). Bunker pants should be open at the waist.
- 208.3 Drinking water and cups will be made available for use at the rehab area.

(Fire fighters can lose fluid at a rate of up to two (2) litres per hour). The fastest a human body can absorb water is about one (1) litre per hour.
- 208.4 The frequency of rotation should be governed by work load and time spent.
- 208.5 Fire Chiefs or designate will be responsible to see that this guideline is observed and to monitor all personnel.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 209
OPERATIONAL GUIDELINES MFD0209.doc	SECTION: PERSONNEL SAFETY	
	SUBJECT: WORKING NEAR WATER	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect department members during training and emergency incidents.

SCOPE: This guideline shall be followed by all Fire Department personnel.

PROCEDURE:

- 209.1 When fighting fire on or near water, appropriate protective clothing and S.C.B.A. shall be worn. This will be dictated by Incident Commander.
- 209.2 There must be two members wearing P.F.D.'s and equipped with reaching assists in the immediate area to rescue any department member who may fall in the water.
- 209.3 When operating portable pumps or placing suction lines, the following minimum protective equipment will be worn;
 - > fire boots and bunker pants or
 - > helmet - eye protection
 - > gloves

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 301
OPERATIONAL GUIDELINES MFD0301.doc	SECTION: TRAINING	
	SUBJECT: LIVE FIRES	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect department members during training.

SCOPE: This guideline shall be followed by all department members.

PROCEDURE:

- 301.1 The use of live fires during training sessions is not allowed.
- 301.2 The only exception to this position would be small controlled pan fires used while conducting fire extinguisher training or in an approved training facility under the supervision of O.F.M. staff.
- 301.3 The use of pan fires will require that all necessary safety precautions are put into practice, before, during and after the training session.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 400
OPERATIONAL GUIDELINES MFD0400.doc	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: REMOVING EQUIPMENT	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines for removing defective or broken equipment from service.

SCOPE: This guideline shall be followed by all Fire Department members.

PROCEDURE:

400.1 Safety procedures

A) Defective or broken equipment should NEVER be left on apparatus, or unreported.

- 400.2
1. Try to determine the problem with the piece of equipment.
 2. Department member notifies Chief or designate of the problem.
 3. Fire Chief or designate makes decision to put equipment out of service.
 4. Fire Chief notifies OFM field staff or Regional Office.
 5. Tag equipment, noting Fire Department, the date and the problem and persons name reporting the problem.
 6. Driver notes problem in vehicle report (if applicable).
 7. When repaired and returned to service post a notice informing personnel.
 8. Where possible have equipment taken out of service and replaced with a spare until repairs or refills are completed.

It is the duty of the Chief or designate to ensure the appropriate OFM field staff or Regional Office is notified.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 401
OPERATIONAL GUIDELINES MFD0401.doc	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: S.C.B.A. MAINTENANCE	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect department members during training and while performing their duties at emergency incidents.

SCOPE: This guideline shall be followed by all fire department members.

PROCEDURE:

- 401.1 SCBAs shall be inspected and tested for operation during "station duties" at least weekly and the results recorded on the form provided in FORMS and REPORTS; section 13 (**Breathing Apparatus Record**).
- 401.2 SCBAs shall be inspected and a functional check made after each use.
- 401.3 It shall be the duty of the officer assigned to SCBA to insure compliance with this policy.

NOTE: ANY SCBA FOUND TO BE DEFECTIVE OR IN NEED OF REPAIR WILL BE TAGGED, INDICATING THE MALFUNCTION, AND IMMEDIATELY REMOVED FROM SERVICE. INFORM THE OFM FIELD STAFF OR THE REGIONAL OFFICE.

NORTHERN REGION

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TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 403
OPERATIONAL GUIDELINES MFD0403.doc	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: ADJUSTABLE NOZZLES	
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to provide sufficient flows in initial attack fire streams.

SCOPE: This guideline will be followed by all department members.

PROCEDURE:

403.1 All adjustable nozzles will be stored at the minimum flow setting. An adjustable nozzle flow may be increased to meet a need after a satisfactory supply of water is assured.

403.2 Exceptions

When a nozzle is used to supply foam it will be set to match the eductor.

When a nozzle is used for grass or wild fire suppression it will be adjusted to the minimum flow setting.

All nozzles should be inspected and cleaned after every use as per the manufacturers recommendations.

NOTE: ANY NOZZLE FOUND TO BE DEFECTIVE SHOULD BE TAGGED AND TAKEN OUT OF SERVICE. THE APPROPRIATE OFM FIELD STAFF OR REGIONAL OFFICE NOTIFIED.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 404
OPERATIONAL GUIDELINES MFD0404.doc	SECTION:	APPARATUS AND EQUIPMENT
	SUBJECT:	14' ROOF LADDERS
DATE REVISED:		PAGE: 1 OF 1

PURPOSE: To establish guidelines to carry and set up roof ladders.

SCOPE: This guideline shall be followed by all department members.

PROCEDURE:

404.1 Safety Procedures

1. Wear full protective clothing and equipment.
2. Work in pairs - Safety Man.
3. Caution around electrical lines.
4. Caution when moving ladder.
5. Be sure of stability of roof.

404.2 Carrying and Set Up Procedures

1. When taking ladder from apparatus remove bumper pad and release locks. Select balance point and face butt end. Place palm of one hand under bottom beam and the palm of other hand on the top beam.
2. Lift ladder and rest beam on your shoulder, butt end slightly lowered and forward.
3. Carry ladder with hooks closed. Open hooks before taking ladder onto roof.
4. Upon reaching ladder to be climbed, raise roof ladder on beam and lean it against other ladder. Climb ladder until even with top of roof ladder. Step down one rung and slip near arm through roof ladder rung and proceed up ladder to edge of roof.

~~Carrying and Set Up Procedures ... cont'd~~

5. Place ladder on roof, slide into position. Turn ladder with rung down. Set into position and test stability and proceed with caution.

RESPONSIBILITY: It is the duty of the Fire Chief or designate and operator of this equipment to make sure that all protective gear is worn and that the guideline is followed.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 405
OPERATIONAL GUIDELINES MFD0405.doc	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: EXTENSION LADDERS	
DATE REVISED:	PAGE: 1 OF 2	

PURPOSE: To establish guidelines for extension ladders.

SCOPE: This guideline is to be followed by all fire department members and officers.

PROCEDURE:

405.1 Safety Procedures

1. Check the ladder for proper angle.
2. Check that the ladder is secure at the top or bottom (**preferably both**) before climbing.
3. Check the pawls and dogs to be sure they are seated over the rungs.
4. Climb smoothly and rhythmically.
5. Always tie into the ladder with leg lock or ladder belt.
6. Do not overload the ladder (**minimum 10'/person**).
7. Always wear full protective gear.
8. Use the proper number of members for each raise.
9. Use leg muscles, **NOT** back or arms, when lifting ladders below the waist.
10. Watch for overhead wires.
11. Inspect ladders for damage and wear after each use.

405.2

1. Remove ladder from rack of truck (**two or more members**).
2. Carry ladder to desired location and determine the ladders intended use (**e.g. ventilation rescue, or fire attack**).
 - a) **Ventilation**; ladder should be placed alongside the window and to the windward side.
 - b) **Rescue**; ladder should be placed even with, or slightly below window sill.

TOWNSHIP OF McGARRY FIRE DEPARTMENT		O.G. 405
OPERATIONAL GUIDELINES MFD0405.doc	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: EXTENSION LADDERS	
DATE REVISED:		PAGE: 2 OF 2

- c) **Fire Fighting**; directly in front of window with the tip on the wall above the window opening.
3. Secure butt end with foot and raise ladder against building, being sure to check for overhead wires or obstacles.
 4. With the fly out, take Halyard and extend ladder to desired height and ensure pawls and dogs are secure.
 5. Tie off Halyard to ensure safety of the fly section.
 6. Check for proper climbing angle before ascending the ladder ($\frac{1}{4}$ height plus any overhang).
 7. Secure ladder.
 8. Reverse steps to lower and re-rack ladder.

FACT: Other factors that might affect ladder placement include;

- a) Overhead obstructions such as wires, tree lines, signs, building overhangs, etc.
- b) Uneven terrain and soft spots.
- c) Ground obstructions, cars, bushes, houses, etc.
- d) Main paths of travel that members or evacuees may use.

RESPONSIBILITY: It is the duty of the chief or designate and operator of this equipment to make sure all protective gear is worn and the guideline is followed.

OFFICE OF THE FIRE MARSHAL		O.G. 406
OPERATIONAL GUIDELINES	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: PORTABLE PUMPS (MAINTENANCE)	
DATE REVISED: JULY 1997		PAGE: 1 OF 2

PURPOSE: To establish policy and procedure for maintenance of portable pumps.

SCOPE: This policy and procedure is to be followed by all fire department members.

POLICY: It is the responsibility of the Fire Chief to ensure this policy is followed.

406.1 Safety Procedures

1. Wear appropriate protective gear, including hearing protection.
2. Caution must be used near the muffler as it is in the open and is very hot.
3. Ensure no loose clothing near moving parts.
4. DO NOT run pump when it is dry.
5. Shut down pump when refuelling.
6. Fire Extinguisher. *OR BACK PAKS*

406.2 Types of Portable Pumps

NOTE : Within the framework of the , portable pumps are identified by horsepower. The standard ones being 9, 10, 18, 20, & 55 horsepower.

OFFICE OF THE FIRE MARSHAL		O.G. 406
OPERATIONAL GUIDELINES	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: PORTABLE PUMPS (MAINTENANCE)	
DATE REVISED: JULY 1997		PAGE: 2 OF 2

406.3 Procedure / Method

1. It is the responsibility of the Fire Chief to ensure that the equipment is properly taken care of, assign the maintenance responsibility to one individual.
2. Keep a record of what is done and at what interval.
3. This power plant size, in conjunction with the manufacturer's name will assist you in operation and servicing requirements. You can't afford to NOT maintain your equipment.
4. It is the duty of the Fire Chief or designate and operator of this equipment to make sure that all appropriate protective gear is worn, and that the policy and procedure in this S.O.G. is followed.

OFFICE OF THE FIRE MARSHAL		O.G. 407
OPERATIONAL GUIDELINES	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: PORTABLE PUMPS (OPERATIONS)	
DATE REVISED: APRIL 1996		PAGE: 1 OF 2

PURPOSE: To establish guidelines for portable pumps.

SCOPE: This guideline will be followed by all fire department officers and personnel.

PROCEDURE:

407.1 Safety Procedures

1. Wear protective clothing.
2. Work in pairs.
3. Beware of hot exhaust.
4. Ensure NO loose clothing is near moving parts.
5. Check gas and oil levels as per portable pump maintenance.

407.2 Operating Procedures

1. Place pump as near to water as possible.
2. Attach hard suction and screen or floating dock strainer to inlet port.
3. Connect hose (**with nozzle open**) to outlet port.
4. Tighten all connections with hose key.
5. Open fuel lines. *vent tank (GAS)*
6. Turn toggle switch to "ON" position.
7. Pull out choke.
8. Pull out throttle to one half (1/2) power.
9. Depress starter button or engage with pull cord (whichever applicable).
10. When engine starts, push choke into idle.

OFFICE OF THE FIRE MARSHAL		O.G. 407
OPERATIONAL GUIDELINES	SECTION: APPARATUS AND EQUIPMENT	
	SUBJECT: PORTABLE PUMPS (OPERATIONS)	
DATE REVISED: APRIL 1996		PAGE: 2 OF 2

11. To prime, OPEN THROTTLE ^{1/2} ~~FULLY~~ and engage primer, following the applicable procedure for your type of portable pump.

NOTE: IF NOT PRIMED, after two minutes, STOP and REPEAT STEPS 5 to 10. ENSURE CONNECTIONS ARE TIGHT.

12. Once a steady stream is coming out, disengage primer, throttle to appropriate speed for the required volume of water that can be accessed. *imile*
13. To shut down lower speed by throttling down *Let idle for 10 sec* and switch to "OFF" POSITION.

407.3 Cold Weather Starting Hints

- i. Be sure to use the proper oil for the temperature expected.
- ii. De-clutch all possible external loads.
- iii. Set speed control at part throttle position.
- iv. A warm battery has much more starting capacity than a cold battery.
- v. Use fresh winter grade fuel.

NOTE: Winter grade gasoline has higher volatility to improve starting. DO NOT USE GASOLINE LEFT OVER FROM SUMMER.

It is the responsibility of the officer and operators of this equipment to make sure that all appropriate protective gear is worn and that the policy and procedures outlined in this operational guideline are followed.

OFFICE OF THE FIRE MARSHAL		O.G. 501
OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR	
	SUBJECT: RULES AND STANDING ORDERS FOR EMERGENCY VEHICLES	
DATE REVISED: JULY 1997		PAGE: 1 OF 3

PURPOSE: To establish guidelines to protect fire department members and members of the public while government fire vehicles are responding to emergency incidents.

SCOPE: It is the responsibility of the driver of each government fire vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Highway Traffic Act. This act provides specific legal exceptions to regular traffic regulations which apply to government fire vehicles **ONLY WHEN RESPONDING TO EMERGENCY INCIDENTS**. Responding to an emergency does not absolve the driver of any responsibility to drive with due caution. The driver of an emergency vehicle is responsible for its safe operation at all times.

PROCEDURE:

- 501.1 Radios can be operated (**ONLY, if safe to do so**) by the emergency vehicle operator (EVO) when responding to an alarm. This operation will be carried out by the chief or department member in the right hand seat, if practical.
- 501.2 Determine the type of emergency and closest cross road, if possible, before leaving the station.
- 501.3 The first unit arriving at the scene will transmit a situation report. eg. **NOTHING SHOWING - SMOKE SHOWING - WE HAVE A WORKING FIRE**. If additional information is available such as exposures, rescue or traffic, this information will also be transmitted.
- 501.4 At other than structure fires a brief description of what is visible will be transmitted.
- 501.5 Traffic control will be requested by the first arriving unit at all urban alarms. All other requests for traffic control will be made as required.

OFFICE OF THE FIRE MARSHAL		O.G. 501
OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR	
	SUBJECT: RULES AND STANDING ORDERS FOR EMERGENCY VEHICLES	
DATE REVISED: JULY 1997		PAGE: 2 OF 3

Procedure ... cont'd

- 501.6 The EVO will be in control of all warning devices and will decide on their use.
- 501.7 Emergency lights will only be used in the following situations: (a) emergency responses (b) emergency scene (c) by permission eg. parades, fire prevention and education.
- 501.8 When responding to an emergency, the siren will not be used intermittently. It will be activated when leaving the station and deactivated upon arrival at the scene.
- 501.9 When responding to an auto extrication or any type of medical alarm, the siren may be shut down when the scene is in sight.
- 501.10 Seat belts will be worn at all times when riding in emergency response apparatus.
- 501.11 All compartment doors will be closed before responding to an alarm and anytime that this vehicle is in motion.
- 501.12 All personnel are prohibited from riding on the outside of any apparatus.
- 501.13 When leaving the station, the first unit must clear the ramp before any subsequent unit leaves the station.
- 501.14 All apparatus will use the same response route if possible. If circumstances will not allow this, the deviating unit or units must notify other responding apparatus.
- 501.15 A circle check must be performed by the EVO before backing the vehicle or leaving the scene.

OFFICE OF THE FIRE MARSHAL	O.G. 501
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OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR
	SUBJECT: RULES AND STANDING ORDERS FOR EMERGENCY VEHICLES
DATE REVISED: JULY 1997	PAGE: 3 OF 3

Procedure ... con'td

- 501.16 The EVO must be directed at all times when backing by a person visible in the left hand mirror.
- 501.17 The horn must be sounded before a unit is moved.
 > 1 (one) for forward and 2 (two) for reverse.
- 501.18 All EVO's will be in possession of a valid Class D drivers licence. Those E.V.O.'s whose departments have vehicles with air assisted brakes, will require a Z (air brake) endorsement.

501.19 RESPONSE TYPES

Non emergency

- > Running lights on.
- > All traffic laws and signs will be obeyed.
- > The speed limit will be observed.

Emergency

- > Running lights on.
- > Emergency Response lights on.
- > Siren in operation.
- > All traffic signs will be observed.
- > Drive at a safe speed consistent with road, traffic and weather conditions.

OFFICE OF THE FIRE MARSHAL		O.G. 502
OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR	
	SUBJECT: EMERGENCY RESPONSE	
DATE REVISED: JULY 1997		PAGE: 1 OF 2

PURPOSE: To establish guidelines to protect fire department members and the public while government fire vehicles are responding to an emergency incident.

SCOPE: It is the responsibility of the driver of each government fire vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the Highway Traffic Act. This act provides specific legal exceptions to regular traffic regulations which apply to government fire vehicle **ONLY WHEN RESPONDING TO EMERGENCY INCIDENTS**. Responding to an emergency does not absolve the driver of any responsibility to drive with due caution. The driver of an emergency vehicle is responsible for its safe operation at all times.

PROCEDURE:

- 502.1 When responding to an emergency all warning lights must be in operation and the siren must be sounding to warn drivers of other vehicles.
- 502.2 The use of sirens and warning lights does not automatically give the right of way to the emergency vehicle. These devices simply request the right of way from other drivers based on their awareness of the emergency vehicles presence. Emergency vehicle operators must make every possible effort to make their present and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

INTERSECTIONS

- 502.3 Intersections present the greatest potential danger to emergency vehicles.

OFFICE OF THE FIRE MARSHAL	O.G. 502
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OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR
	SUBJECT: EMERGENCY RESPONSE
DATE REVISED: JULY 1997	PAGE: 2 OF 2

Intersections ... cont'd

- 502.4 When approaching and crossing an intersection with the right of way, drivers SHALL NOT EXCEED THE POSTED SPEED LIMIT.
- 502.5 When approaching a negative right of way intersection (red traffic light or stop sign) the emergency vehicle shall COME TO A COMPLETE STOP and may proceed only when the driver can account for all oncoming traffic in all lanes yielding to the right of way.

DOWN GRADING RESPONSE TO NON-EMERGENCY

- 502.6 When the first unit reports on the scene with "nothing showing" or an equivalent report, any other responding units shall down grade to a non emergency and shall not exceed the speed limit.
- 502.7 The officer responding shall notify any other responding unit to down grade to a non emergency response once it has been determined that the situation is under control.

APPROACH HAZARDS ON THE FIREGROUND

EVO's must consider the dangers that their moving vehicle poses to fireground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle.

- 502.8 All emergency vehicle drivers will start to slow their vehicles far enough back from the scene to allow their entry to the fireground to be made at walking speed.

OFFICE OF THE FIRE MARSHAL N		O.G. 503
OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR	
	SUBJECT: INTERSECTIONS	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect fire department members and members of the public while government fire vehicles are responding to emergency incidents.

SCOPE: This guideline shall be followed by all officers and emergency vehicle operators.

There will be no discretion or deviation from this position.

PROCEDURE:

- 503.1 Intersections present the greatest potential danger to emergency vehicles.
- 503.2 When approaching and crossing an intersection with the right of way, drivers **SHALL NOT EXCEED THE POSTED SPEED LIMIT.**
- 503.3 When approaching a negative right of way intersection (red traffic light or stop sign) the emergency vehicle shall **COME TO A COMPLETE STOP** and may proceed only when the driver can account for all oncoming traffic in all lanes yielding to the right of way.

OFFICE OF THE FIRE MARSHAL		O.G. 504
OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR	
	SUBJECT: DOWNGRADING RESPONSE TO NON-EMERGENCY	
DATE REVISED: JULY 1997	PAGE: 1 OF 1	

PURPOSE: To establish guidelines to protect fire department members and members of the public while government fire vehicles are responding to emergency incidents.

SCOPE: This guideline shall be followed by all officers and emergency vehicle operators.

PROCEDURE:

- 504.1 When the first unit reports on the scene with "nothing showing" or an equivalent report, any other responding units shall downgrade to a non-emergency and shall not exceed the speed limit.
- 504.2 The officer responding shall notify any other responding unit to downgrade to a non-emergency response once it has been determined that the situation is under control.

OFFICE OF THE FIRE MARSHAL		O.G. 505
OPERATIONAL GUIDELINES	SECTION: EMERGENCY VEHICLE OPERATOR	
	SUBJECT: APPROACH HAZARDS ON THE FIREGROUND	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect fire department members and members of the public while government fire vehicles are responding to emergency incidents.

SCOPE: The unique hazards of driving on or adjacent to the fireground require the emergency vehicle operator to use extreme caution and to be alert and prepared to react to the unexpected.

EVO's must consider the dangers that their moving vehicle poses to fireground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle.

PROCEDURE:

- 505.1 All emergency vehicle drivers will start to slow their vehicles far enough back from the scene to allow their entry to the fireground to be made at walking speed.

OFFICE OF THE FIRE MARSHAL		O.G. 601
OPERATIONAL GUIDELINES	SECTION: APPARATUS RESPONSE	
	SUBJECT: EMERGENCIES OUTSIDE THE AUTHORIZED FIRE DEPARTMENT AREA	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines respecting response beyond the authorized fire department area .

SCOPE: This procedure is to be followed by all members of the department.
Authority to deviate rests solely with the commanding officer.

PROCEDURE:

- 601.1 Fire department personnel are not permitted to respond beyond the designated boundaries except as per the situations authorized in the fire departments area of coverage and levels of service provided.

Authorizing and signed agreement responses (i.e. Mutual Aid) attached.

↗
NEED COPY OF
MUTUAL AID BYLAW
FROM TOWNSHIP TO
ATTACH TO THIS
O.G.

OFFICE OF THE FIRE MARSHAL		O.G. 602
OPERATIONAL GUIDELINES	SECTION: APPARATUS RESPONSE	
	SUBJECT: EMERGENCY FIRE SERVICES PLAN (MUTUAL AID SYSTEM)	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline respecting requests to assist other local areas requesting assistance through the emergency fire service plan.

SCOPE: This guideline will be followed by all fire department members. Authority to deviate rests solely with the commanding officer.

PROCEDURE:

- 602.1 When a call for help is received, from another department, determine exactly what help is required.
- 602.2 It is the responsibility of the officer in charge to accommodate the requesting department to the best of his ability. Bear in mind that the paramount responsibility of the answering Department is the protection of life and property in their fire protection area.
- 602.3 All mutual aid calls must be reported to the District Fire Coordinator.
- 602.4 Notify the fire chief or the designate of the requesting department that this department is responding.

NOTE: SHOULD A FIRE OR OTHER EMERGENCY OCCUR IN YOUR FIRE PROTECTION AREA WHILE ENGAGED AT A MUTUAL AID CALL IN ANOTHER AREA, THIS FIRE DEPARTMENT MAY HAVE TO LEAVE AND RETURN TO THE FIRE OR EMERGENCY IN THEIR OWN AREA.

OFFICE OF THE FIRE MARSHAL		O.G. 603
OPERATIONAL GUIDELINES	SECTION: APPARATUS RESPONSE	
	SUBJECT: RESPONSE TYPES	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines that promote the safe operation of emergency vehicles.

SCOPE: This guideline will be followed by all officers and emergency vehicle operators.

PROCEDURE:

603.1 Emergency Response:

This response mode authorized only in conjunction with emergency incidents.

- > RUNNING LIGHTS ON.
- > EMERGENCY RESPONSE LIGHTS ON.
- > SIREN IN OPERATION.
- > ALL TRAFFIC SIGNS AND SIGNALS WILL BE OBEYED.
- > DRIVE AT A SAFE SPEED CONSISTENT WITH ROAD, TRAFFIC and WEATHER CONDITIONS.

603.2 Non Emergency:

This mode is to be used for refuelling, tours, etc.

- > RUNNING LIGHTS ON.
- > ALL TRAFFIC SIGNS, SIGNALS AND LAWS WILL BE OBEYED.
- > SPEED LIMIT IS POSTED.

AS

OFFICE OF THE FIRE MARSHAL		O.G. 701
OPERATIONAL GUIDELINES	SECTION: WATER SUPPLY	
	SUBJECT: WATER SUPPLY	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to ensure that an adequate water supply is secured for fire emergencies.

SCOPE: This guideline is to be followed by all fire department members.

PROCEDURE:

- 701.1 Where available, the first arriving fire officer shall secure an adequate water supply to fight the fire.
- 701.2 This supply may be obtained from a static source (pond, pool), pressurized source (fire hydrant) or a mobile source (tanker).
- 701.3 There are going to be incidents where an adequate water supply is not available.
- 701.4 In such incidents usually involving Structure Fires, the Commanding Officer should appoint a Water Supply Officer to ensure a constant supply is maintained.

OFFICE OF THE FIRE MARSHAL		O.G. 801
OPERATIONAL GUIDELINES	SECTION: INCIDENT COMMAND	
	SUBJECT: SECTORS	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: The safety of fire fighting personnel represents a major reason for fire ground sectorization.

Sector commanders (officers) must maintain the capability to communicate with forces under their command so that they can control both the POSITION and the FUNCTION of their companies.

SCOPE: This guideline will be followed by all department members and enforced by all officers.

PROCEDURE:

- 801.1 Department officers (sector officers) shall be able to account for the whereabouts and welfare of all crews/crew members under their assignment.
- 801.2 Department officers shall insure that all crew members are operating within their assigned sector only. Crews will not leave their respective sectors unless OK'd by the company (sector) officer.
- 801.3 When crews are operating within a sector, sector officers shall keep the command officer informed of changing conditions within their sector and particularly those changing conditions which may affect the safety of personnel.
- 801.4 Hazards that will affect only a specific sector area should be dealt with within that sector and need not necessarily affect the entire operation.

OFFICE OF THE FIRE MARSHAL		O.G. 802
OPERATIONAL GUIDELINES	SECTION: INCIDENT COMMAND	
	SUBJECT: REHABILITATION	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to regulate the amount of fatigue suffered by fire ground personnel during sustained operations.

SCOPE: This guideline is the responsibility of the command and department officers.

PROCEDURE:

802.1 Department officers should frequently assess the physical condition of their assigned personnel. When department members exhibit signs of serious physical or mental fatigue, the fire fighters should be rotated with rested fire members, if possible.

802.2 Department officers shall request a rotation of their fire members from the Chief on command. The request shall indicate the fire member position/condition, etc., and shall advise as to the need for a replacement crew.

NOTE: The intent of this guideline is to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in no way intended to lessen the individual and collective efforts expected of all members during all operations.

OFFICE OF THE FIRE MARSHAL		O.G. 803
OPERATIONAL GUIDELINES	SECTION: INCIDENT COMMAND	
	SUBJECT: TRANSFER OF COMMAND	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to transfer command at an emergency scene.

SCOPE: This guideline will be followed by all department members.

PROCEDURE:

- 803.1 The first responding officer shall be in charge of the incident until relieved by a higher ranking officer.
- 803.2 In the absence of an officer the most senior fire fighter shall be in charge until relieved.
- 803.3 The highest ranking officer on scene shall be the commanding officer.
- 803.4 A higher ranking officer arriving on the scene does not automatically constitute a transfer of command. The higher ranking officer must confer with the command officer about the incident. If the higher ranking officer is satisfied with the strategies and tactics of the command officer, he/she may elect to leave the command officer to continue with the plan. The higher ranking officer must realize that he/she is still responsible for the incident.
- 803.5 After the conference, should the higher ranking officer decide to take complete control of the scene, then he/she shall inform the present command officer that he/she is relieving him/her of command. All fire members at the scene must be notified of the transfer of command.

OFFICE OF THE FIRE MARSHAL		O.G. 900
OPERATIONAL GUIDELINES	SECTION: FIREGROUND GUIDELINES	
	SUBJECT: ESTABLISHING A SAFETY OFFICER AT EMERGENCIES	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: This Guideline will be used for the appointment of a Safety Officer at an Emergency Incident when required.

SCOPE: This guideline applies to all officers and fire fighters on the Fire Department who may be in charge of an Emergency Incident.

PROCEDURE:

- 900.1 The officer-in-charge (Incident Commander) will appoint a Safety Officer at the Emergency scene when it is felt that he/she can no longer, or will be unable to effectively oversee the safety of the fire fighters on the scene.
- 900.2 Whenever possible, a Senior Officer shall be used in this capacity such as a Captain.
- 900.3 If no Captain is available, a Senior fire fighter will be used.

OFFICE OF THE FIRE MARSHAL		O.G. 901
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: EMERGENCY EVACUATION (FIRE DEPARTMENT MEMBERS)	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: Our primary concern, when a hazard which may affect the safety of fire personnel becomes apparent, (the welfare of those personnel). In an effort to protect personnel who may suffer the adverse effects of such hazards such as structural collapse, explosion, back draft, etc., a structured method of area evacuation must be utilized, one which will provide for the rapid/effective notification of those personnel involved, and one which will be able to accurately account for those personnel.

SCOPE: This guideline covers total evacuation (AIR HORN OR SIREN SIGNAL) or partial evacuation (RADIO OR VOICE COMMUNICATION) and shall be followed by all members of the department.

SIGNAL → 3 Siren 3 seconds Long AT 5 second intervals

PROCEDURE:

- 901.1 Upon receipt of either of the above emergency evacuation signals officers shall assemble their members and promptly exit to a safe location, where the sector officer will again account for all fire members.
- 901.2 When all affected crews and crew members are accounted for, the evacuation process is complete.
- 901.3 The command officer will be kept informed during the evacuation and informed when it is completed.

NOTE: Fire fighters retreating from interior operations often require hose line protection.

The personal protection afforded to fire members in such situations represent a major function of back-up lines.

OFFICE OF THE FIRE MARSHAL		O.G. 902
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: APPARATUS PLACEMENT	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines for the protection of fire department members at an emergency scene.

SCOPE: This guideline shall be followed by all fire department members.

PROCEDURE:

- 902.1 When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street, and warning lights shall be used to make approach traffic aware of the incident.
- 902.2 At night, vehicle mounted spot or flood lights should be used to illuminate the scene.
- 902.3 All personnel working in or near traffic shall wear turnout gear (for it's reflective protection).
- 902.4 If it is not necessary to park emergency vehicles in or near traffic lanes, the vehicles should be pulled off the road to parking lots, curbs, etc. whenever prudent and possible.
- 902.5 The officers are responsible for the safety of all vehicle operations and managing compliance of these guidelines.

OFFICE OF THE FIRE MARSHAL		O.G. 903
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: EXTINGUISHMENT OF FIRES	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline to provide direction to fire departments regarding the extinguishment of fires.

SCOPE: This guideline shall be followed by all fire departments within the Northern Fire Protection Program.

PROCEDURE:

- 903.1 Fire departments shall exhaust all avenues to control, confine and extinguish all fires within their fire protection area.
- 903.2 There shall be no controlled burns unless it is ascertained by the officer-in-charge that the extinguishment of the fire will cause more damage to property and the environment.
- 903.3 This situation may arise at a structural fire where the structure houses chemicals. Less damage may result from allowing the chemicals to burn at high temperatures.
- 903.4 There shall be no controlled burns until such time as the officer-in-charge has obtained permission from the Ontario Fire Marshal and approval from the Ministry of the Environment.

OFFICE OF THE FIRE MARSHAL		O.G. 904
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: FIRE CAUSE DETERMINATION	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to ensure fire cause determination is conducted and accurate documentation is filed for possible future investigations, prosecutions and litigations.

SCOPE: This guideline shall be followed by all fire department officers.

PROCEDURE:

- 904.1 The officer-in-charge shall make every effort to determine the cause of every fire within the fire department area.
- 904.2 External Agencies such as the Police, Hydro-Electric Utility, Energy Branch and OFM Investigation Services can be used to assist the investigation.
- 904.3 The OFM investigator shall be notified when any of the following conditions exist:
 - 1) Fire damage exceeds \$500,000.00.
 - 2) Fire death or serious injury that could result in death.
 - 3) Suspicious nature or arson fire.
 - 4) Gaseous explosions.

NOTE: If you encounter one of the above situations, contact **SUDBURY FIRE DEPARTMENT** at 1-800- 461-2281.

OFFICE OF THE FIRE MARSHAL		O.G. 905
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: FIRE SCENE SECURITY	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to maintain appropriate fire scene security at suspicious nature or fatal fires.

SCOPE: This guideline shall be implemented by all fire department officers.

PROCEDURE:

- 905.1 When a fire team officer realizes that a fire investigation is going to be required, he/she shall ensure that the scene is secured. Only authorized personnel shall be allowed into the scene on authority of investigating officer.
- 905.2 This security shall remain intact until relieved by an OFM investigator or the investigating police officer.

OFFICE OF THE FIRE MARSHAL		O.G. 906
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: EMERGENCY SIGNALS	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a recognized signal that will alert Fire Department members to an immediate danger.

WHEN THE SIGNAL IS HEARD AN IMMEDIATE EVACUATION OF THE STRUCTURE OR AREA IS MANDATORY AND EACH OFFICER WILL INFORM COMMAND THAT THEY HAVE EVACUATED THEIR PERSONNEL.

SCOPE: An emergency signal and radio broadcast (**emergency stated**) may be ordered by any member of the Department when they believe that an immediate danger exists in the structure or the outside area occupied by fire personnel and an evacuation is required.

PROCEDURE:

- 906.1 The signal will consist of: **THREE DISTINCT ACTIVATIONS OF THE AIR HORN (preferred) OR THREE DISTINCT ACTIVATION OF THE CLOSEST SIREN.**
- 906.2 **THE HORN OR SIREN WILL BE OF APPROXIMATELY 3 SECONDS FOLLOWED BY A 5 SECOND INTERVAL REPEATED THREE TIMES.**
- 906.3 Each officer will confirm all personnel is accounted for and report to Command.
- 906.4 Personnel evacuating the structure will not look back as seconds lost may be crucial and tripping will be less likely.
- 906.5 Personnel will report to the Officer under who they were working, then withdraw to a safe location.

OFFICE OF THE FIRE MARSHAL		O.G. 909
OPERATIONAL GUIDELINES	SECTION: FIREGROUND PROCEDURES	
	SUBJECT: FREEZING LINES	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To prevent hose lines from freezing.

SCOPE: These guidelines must be observed by all members of the Fire Department in order that fire fighting evolutions are not disrupted or shut down.

PROCEDURE:

- 909.1 During cold ambient temperatures, supply and attack lines, once they are charged, must flow water at all times to prevent freezing.
- 909.2 The flow rate must be sufficient to prevent the forming of slush which will plug attack line nozzles or supply inlets thereby increasing the danger to attack crews, by not having a readily available source of water.
- 909.3 To prevent this all attack lines must be kept flowing.
- 909.4 If an attack line is no longer required in the interior of the structure it will be removed to the outside and kept flowing in a suitable direction to prevent flooding of the scene or apparatus.
- 909.5 If lines are laid in excess of what is required, they must remain uncharged until it is determined that they are needed.

OFFICE OF THE FIRE MARSHAL		O.G. 1101
OPERATIONAL GUIDELINES	SECTION: COMMUNICATIONS	
	SUBJECT: INFORMATION TO BE GIVEN BY RESPONDING APPARATUS IF VEHICLES ARE RADIO EQUIPPED	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to enable responding personnel, the dispatcher and the incident commander to be aware of facts as soon as they become available.

SCOPE: This guideline will be followed by all department members.

PROCEDURE:

1101.1 Responding:

Every Unit responding will so notify the dispatcher.

1101.2 Enroute:

All units while responding will advise other units that are responding of any observations relating to the emergency, for example, obstructions to traffic, road conditions, etc.

1101.3 Arrival:

All units will report to dispatch that they are on the scene.

1101.4 Situation Report:

The first unit on scene will transmit a situation report as follows:

- > **WHAT YOU HAVE**
(nothing showing, smoke showing, working fire, etc.)
- > **WHAT YOU ARE DOING**
(laying supply line, advancing attack lines, etc.)
- > **WHO IS IN COMMAND**
- > **EXPOSURES, IF ANY**

OFFICE OF THE FIRE MARSHAL		O.G. 1401
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: REPORTING	
DATE REVISED: JULY 1997		PAGE: 1 OF 2

PURPOSE: To establish guidelines for maintaining a reporting and record system.

SCOPE: These guidelines shall be followed by all Fire Chiefs within the _____

PROCEDURE:

1401.1 Occurrence Incident Reports, Casualty Reports:

These reports shall be forwarded to the local OFM field staff **within 48 hours of the fire emergency.**

1401.2 Worker's Compensation Board Claims:

The local O.F.M. field staff (or in the absence of the OFM field staff, contact the Regional Office), *shall be notified immediately* of any injuries to fire department members. The officer-in-charge at the time of the injury shall ensure that the WCB report is completed properly and forwarded to the Sudbury Regional Office **within 24 hours of the injury at 1-800- 565-4734 or (705) 564-4550** and after office hours at 1-800-461-2281. *Township Office 705-637-2145*

1401.3 Monthly Attendance Reports:

These reports shall be completed and forwarded to local OFM field staff by the 7th day of the following month.

OFFICE OF THE FIRE MARSHAL	O.G. 1401
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OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION
	SUBJECT: REPORTING
DATE REVISED: JULY 1997	PAGE: 2 OF 2

1401.4 Training OFFC

Department Trainer/Facilitators are required to provide the office of the Fire Marshal with accurate records indicating the fire fighter's level of training attained (e.g. copy of Final Performance test).

FOR FIRE DEPARTMENTS with *Not Yet*
FRONT MOUNT PUMPERS and RAPID ATTACK VEHICLES:

1401.5 Monthly Vehicle Log:

This report shall be completed and forwarded with all receipts to the local O.F.M. field staff by the 7th working day of the following month.

1401.6 Monthly Apparatus/Mechanical Report:

This report shall be completed and forwarded to the local O.F.M. Field Staff by the 7th working day of the following month.

1401.7 Annual Vehicle Inspection Report & M.T.O. Inspection:

A date for the inspection shall be mutually agreed upon between the fire chief and the O.F.M. Field Staff. The inspecting mechanic shall complete the report and return it to the fire chief who shall forward it to the O.F.M. field staff.

OFFICE OF THE FIRE MARSHAL		O.G. 1402
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: RELEASE OF INFORMATION	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to ensure the release of accurate information to various agencies in accordance with the Provincial Freedom of Information Legislation.

SCOPE: This guideline shall be adhered to by all fire department members.

PROCEDURE:

1402.1 Any member of the department who is contacted by an external person or agency requesting any fire department related information should direct the inquiry to the Fire Chief.

1402.2 The Fire Chief shall advise the person or agency to send a written request to:

**Ministry of the Solicitor General and Correctional Services
Office of the Fire Marshal**

Northern Region
3767 Hwy. 69 South
Suite 6
Sudbury, Ontario
P3G 1E4

(705) 564-4550 or FAX (705) 564-4555

to the attention of the Regional Manager.

1402.3 The request should outline in detail the required information.

1402.4 The manager will ensure that the proper information is released.

1402.5 No member shall release any information, documents or copies of documents regarding any facet of fire department operations to any external person or agency.

OFFICE OF THE FIRE MARSHAL		O.G. 1403
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: MONTHLY ATTENDANCE REPORT	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline for the effective use and record retention of Monthly Attendance Report.

SCOPE: This guideline shall apply to all Fire Departments within the Northern Fire Protection Program.

PROCEDURE:

- 1403.1 It shall be the responsibility of the Fire Chief or designate to submit a monthly attendance report at the end of each month.
- 1403.2 Complete all areas of report and retain Copy 3 for local record retention. Copies 1 & 2 forwarded to appropriate field staff.
- 1403.3 Field Staff to review monthly attendance form and report any irregularities to appropriate supervisor.
- 1403.4 After review, retain copy 2 for district file and forward copy 1 to regional master file.

OFFICE OF THE FIRE MARSHAL		O.G. 1404
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: MONTHLY APPARATUS / MECHANICAL REPORT	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline for the effective use and record retention of MONTHLY APPARATUS/MECHANICAL REPORTS.

SCOPE: This guideline shall apply to all Fire Departments with Office of the Fire Marshal vehicles.

PROCEDURE:

- 1404.1 It shall be the responsibility of the Chief or designate to submit a monthly apparatus/mechanical report. at the end of each month.
- 1404.2 The Chief or designate must complete all areas of the report. Retain copy 3 for local record. Send copies 1 and 2 to appropriate field staff.
- 1404.3 Field staff to review monthly apparatus/mechanical report and relate any irregularities to the appropriate supervisor or staff member.
- 1404.4 Field staff shall retain copy 2 for district file and forward copy 1 for the regional file.

OFFICE OF THE FIRE MARSHAL		O.G. 1405
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: MONTHLY VEHICLE LOG	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline for the effective use and record retention of Monthly Vehicle Log.

SCOPE: This guideline shall apply to all Fire Departments with Office of the Fire Marshal vehicles.

PROCEDURE:

- 1405.1 It shall be the responsibility of the Chief or designate to submit a monthly vehicle log at the end of each month to O.F.M. field staff.
- 1405.2 Ensure all areas of report are completed and accompanied by receipts (*if applicable*).
- 1405.3 Field Staff to review monthly vehicle log and forward to regional office.

NOTE: If form is incomplete it will be returned for modification.

OFFICE OF THE FIRE MARSHAL		O.G. 1406
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: INVENTORY CONTROL FORM	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline for the effective use of the DELIVERY, REMOVAL, LOAN, REPAIR and RECEIVING of equipment; NFPP 007.

SCOPE: This guideline shall apply to all Fire Departments within the Northern Fire Protection Program.

PROCEDURE:

- 1406.1 It shall be the responsibility of the Chief or designate to initiate the inventory control form for the delivery, loan, removal and repair of equipment. This is to be accomplished by notifying O.F.M. Field Staff or Regional Office, when appropriate.
- 1406.2 The Chief or designate must complete section 6 of form and retain the canary copy for internal use.
- 1406.3 The Chief or designate **MUST** forward the white copy to O.F.M. Field Staff *(if delivered directly)*.

OFFICE OF THE FIRE MARSHAL		O.G. 1407
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: REQUEST FOR TRAINING AIDS	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish a guideline when requesting training aids.

SCOPE: This guideline will be followed by all fire Departments, O.F.M. Field staff and seconded instructors.

PROCEDURE:

- 1407.1 When the necessity arrives where additional training aids are required to supplement the Ontario Fire Fighter Curriculum, contact the appropriate Regional Office.
- 1407.2 It is recommended that one weeks notice is given to ensure material arrives via purolator.
- 1407.3 Priority will given on a first come, first serve basis.

OFFICE OF THE FIRE MARSHAL		O.G. 1408
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: WCB/WORKPLACE SAFETY	
DATE REVISED: JULY 1997		PAGE: 1 OF 7

PURPOSE: To establish guidelines for the prevention, effective reporting and investigation of accidents.

SCOPE: These guidelines shall be followed by all fire department members.

PROCEDURE:

All department members shall review annually the N.F.P.P. WCB/Workplace Safety Manual; *located in Section 6 of the Fire Chiefs Manual.*

1408.1 Reporting of Accidents

All members have the responsibility to report an injury or a near accident to the Chief or designate as soon as practical. Failure to report is a contravention of the O.H.&S.A. and may prohibit the member from receiving Workers' Compensation if there is lost time at a later date.

1408.2 First Aid Treatments

In addition to providing the first aid required, the Fire Chief or designate shall record the First Aid Treatment in the First Aid Report maintained in each Fire Station. On request, the member shall be shown the record of his/her injury. The First Aid Record shall be made available on request and filed for future verification. *in process*

In addition to recording the First Aid Treatment, the Fire Chief or designate is responsible to take all reasonable precautions to prevent a repetition of the accident.

OFFICE OF THE FIRE MARSHAL NORTHERN FIRE PROTECTION PROGRAM		O.G. 1408
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: WCB/WORKPLACE SAFETY	
DATE REVISED: JULY 1997		PAGE: 2 OF 7

1408.3 Medical Aid

The member or the Fire Chief or designate may determine that the report injury requires the attention of a Health Care Professional.

(i) Transportation

When Medical Aid is required, the Fire Chief or Senior Officer will provide the member with a copy of the Treatment Memorandum. Depending on the member's condition and the circumstance, he/she might:

- ~~drive their own vehicle~~
- use a taxi (Senior Officer or designate to arrange for transportation)
- be driven or accompanied by another member to the Treating Agency

(ii) Member Reporting After Treatment

If the initial treatment is completed before the end of activities, the member is expected to return to the Hall with the completed treatment memorandum which is given to the Fire Chief.

If the initial treatment is not completed before the end of the activity, the member is expected to return with the completed form and notify the Senior Officer for pickup.

If the injured member is instructed by the Treating Agency not to return to work, he/she must inform the Fire Chief or designate by telephone as soon as practical.

OFFICE OF THE FIRE MARSHAL NORTHERN FIRE PROTECTION PROGRAM	O.G. 1408
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OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION
	SUBJECT: WCB/WORKPLACE SAFETY
DATE REVISED: JULY 1997	PAGE: 3 OF 7

1408.4 Fire Chief Reporting Medical Aid

In all cases of Medical Aid, to ensure compliance with the requirements of the Workers' Compensation Act, the Chief shall contact the N.F.P.P. Coordinator by telephone as soon as practical after the injured employee has reported in regard to the treatment received.

(i) Investigation of Medical Aid

As soon as practical after the accident resulting in Medical Aid, the Fire Chief, O.F.M., N.F.P.P. Coordinator or designate, with the injured member present, shall investigate the accident and complete the Accident Investigation Report. The O.F.M. may request the attendance at the investigation of other members who because of their technical knowledge or experience might assist in determining the cause of the accident and avoiding a repetition.

A copy of the Accident Investigation Report shall be mailed or FAXED to the N.F.P.P. Coordinator or designate.

1408.5 Lost Time Accidents - - - Reporting and Investigating

The Lost Time Accidents shall be reported and investigated in the same manner as Medical Aids. The investigation may be delayed until the injured member is sufficiently mobile to attend the investigation. If there is concern that delaying the investigation could create a hazard to other members, the Coordinator or designate may take a statement from the injured member in person or by telephone. This statement will then be used by the Investigations Committee to carry out the accident investigation.

OFFICE OF THE FIRE MARSHAL NORTHERN FIRE PROTECTION PROGRAM		O.G. 1408
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: WCB/WORKPLACE SAFETY	
DATE REVISED: JULY 1997		PAGE: 4 OF 7

1408.6 Critical Injury or Fatality

Reporting

- (i) When a critical injury as defined by the Act occurs or there is reason to believe the injured employee's life may be in jeopardy, the Fire Chief or Senior Officer shall immediately call an ambulance. A lookout should be sent to the entrance to the property, eg. Peoples Road, to direct the ambulance to the site.
- (ii) The Fire Chief or Senior Officer will then contact the N.F.P.P. Coordinator or utilize the 24 hr Assistance Line; (1-800 461-2281), where appropriate personnel on-call will be notified.
- the Ministry of Labour number (24 hours emergency telephone # (416) 325-1090).
 - the Regional Manager, Northern Region number (Monday to Friday 7:30 am - 4:30 pm) is (705) 564-4550 or 1-800-565-4734 (N.F.P.P.)

NOTE:

The Fire Chief or Senior Officer shall ensure that the scene of the accident is not distributed except to relieve human suffering or prevent damage to equipment until the scene is released by the Ministry of Labour Inspector and reviewed by the O.F.M.

- (iii) Within 48 hours after the critical injury or fatality, the Coordinator shall send a report to the Ministry of Labour as required by Section 51(1) of the Act. The Fire Chief shall also report as required by Section 9(31) of the Act. When there is agreement on the facts, this may be a joint report signed by both parties.

OFFICE OF THE FIRE MARSHAL NORTHERN FIRE PROTECTION PROGRAM		O.G. 1408
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION	
	SUBJECT: WCB/WORKPLACE SAFETY	
DATE REVISED: JULY 1997		PAGE: 5 OF 7

(iv) Investigation of a Critical Injury or Fatality

The preliminary investigation shall be held at the scene of the accident to establish facts, take statements from witnesses, obtain photographs, etc.

The investigation department shall be chaired by the Manager or N.F.P.P. Coordinator or designate. In addition to the Co-chairman, there shall be two additional persons appointed to the investigating department (Fire Chief or N.P.A.C. member, etc.). The Manager or Coordinator shall act as a resource for the investigating department.

The investigating department shall then meet as required to determine the cause(s) of the accident and make such recommendations as deemed necessary to prevent another accident of a similar nature. It is expected the report of the investigating department will be signed by all members. If there is disagreement, the issues in dispute will be referred to the Regional Manager.

1408.7 Recommended Practices

(A) First Aid Treatment

The First Aid Record shall be maintained in each department for a period of one year. The Record shall then be turned over to the Coordinator who shall retain such information as may be required for future Workers' Compensation claims. The Department should review the First Aid Treatments monthly to determine if there is indication that personal protective equipment, procedures, workplace arrangement, etc. should be modified to prevent injury.

OFFICE OF THE FIRE MARSHAL	O.G. 1408
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NORTHERN FIRE PROTECTION PROGRAM	
OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION
	SUBJECT: WCB/WORKPLACE SAFETY
DATE REVISED: JULY 1997	PAGE: 6 OF 7

(B) Medical Aid and Lost Time Accidents

- (i) The Coordinator shall maintain a copy of all Medical Aid and Lost Time Accidents.**
- (ii) At least monthly, the O.F.M. management shall review each Medical Aid and Lost Time Accident Investigation Reports to support findings and recommendations of the Department Investigating Department and ensure the recommendations are being implemented in the manner and the time period prescribed.**
- (iii) The Coordinator shall provide a yearly statistical report of Medical Aids and Lost Time Accidents. This report shall, as a minimum, provide a summary of both Medical Aids and Lost Time Accidents, year to date, comparison with previous year and a comparison of frequencies across the service. The report shall also include an analysis of the nature of the accidents, ie. pain/strain, crush/bruise, cut, burn, foreign body, etc.**
- (iv) The annual report shall include such other information as requested by the senior management.**

1408.8 Accident Information for all Members

- (A) The annual report shall be posted in all Fire Departments within the Northern Fire Protection Program.**
- (B) The findings and recommendations of the Accident Investigation Report for a Critical Injury or a Fatality shall be made known to all members. Such reports may be the subject of N.P.A.C. meetings.**

OFFICE OF THE FIRE MARSHAL NORTHERN FIRE PROTECTION PROGRAM	O.G. 1408
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OPERATIONAL GUIDELINES	SECTION: FIRE DEPARTMENT ADMINISTRATION
	SUBJECT: WCB/WORKPLACE SAFETY
DATE REVISED: JULY 1997	
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- (C) The Coordinator, with the agreement of the Regional Manager, shall publish for all members any information in regard to any accident or near accident which is thought would be helpful in avoiding a future injury.
- (D) The O.F.M. may from time to time provide some form of recognition to Departments or individual(s) who have made a significant contribution to the prevention of accidents.

OFFICE OF THE FIRE MARSHAL		O.G. 1501
OPERATIONAL GUIDELINES	SECTION: BOATS	
	SUBJECT: BOAT SAFETY	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to ensure the safety of fire department members who use and operate any type of boat for fire fighting and/or rescue operations.

SCOPE: This guideline shall be followed by all department members.

PROCEDURE:

1501.1 All fire departments operating a boat for fire suppression or rescue shall adhere to the Small Vessels Regulations under Canada Shipping Act.

1501.2 It is the position of the Office of the Fire Marshal, that boats will be used to transport fire fighting equipment to remote areas only (e.g. islands). It is also the position of the OFM, that fire fighting and the operation of portable fire pumps should be land-based.

1501.3 All departments with boats shall have this activity listed in their Agreement with the Office of the Fire Marshal.

No Agreement

OFFICE OF THE FIRE MARSHAL		O.G. 1601
OPERATIONAL GUIDELINES	SECTION: EQUIPMENT MAINTENANCE AND TESTING	
	SUBJECT: LADDERS	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to protect Fire Department members during training and while performing their duties at emergency incidents.

SCOPE: This guideline will be followed by all Fire Department members.

PROCEDURE:

- 1601.1 LADDERS shall be cleaned and inspected for damage and defects after every use.
- 1601.2 LADDERS should be tested annually or when it is perceived that damage could have occurred by fire contact, overloading or mishandled.
- 1601.3 It shall be the duty of the officer assigned to EQUIPMENT to see that this guideline is complied with.

NOTE: ANY LADDER FOUND TO BE DEFECTIVE OR IN NEED OF REPAIR WILL BE IMMEDIATELY REMOVED FROM SERVICE. INFORM THE OFM FIELD STAFF OR THE REGIONAL OFFICE.

NOTE: Testing shall be done in accordance with Essentials of Fire Fighting Vol. 3, Chapter 8, Page 251. Prior O.F.M. approval is required.

Ladder maintenance see Appendix 2.

OFFICE OF THE FIRE MARSHAL		O.G. 1602
OPERATIONAL GUIDELINES	SECTION: EQUIPMENT MAINTENANCE AND TESTING	
	SUBJECT: FIRE HOSE	
DATE REVISED: JULY 1997		PAGE: 1 OF 2

PURPOSE: To establish guidelines to protect fire Department members during training and while performing their duties at emergency incidents.

SCOPE: This guideline will be followed by all fire Department members.

PROCEDURE:

- 1602.1 FIRE HOSE shall be cleaned and inspected for damage and defects after every use.
- 1602.2 FIRE HOSE shall be checked and inspected annually or when it is perceived that damage could have occurred during a fire such as contact with a corrosive chemical, fire damage or vehicle cross over.
- 1602.3 It shall be the duty of the department member assigned to EQUIPMENT to ensure compliance with this policy.

NOTE: ANY FIRE HOSE FOUND TO BE DEFECTIVE OR IN NEED OF REPAIR SHALL BE IMMEDIATELY REMOVED FROM SERVICE. INFORM THE OFM FIELD STAFF OR THE REGIONAL OFFICE.

NOTE: Testing shall be performed in accordance with Essentials of Fire Fighting Vol. 3, Chapter 11, page 396 and OG 1602(A).

Maintenance see "Appendix 3".

Township of McGarry Fire Department

P.O. Box 9, 27 Webster Street, Virginiatown, Ontario, P0K 1X0

Tel. 1-705-634-2500

O.G 1602

Standard Operational Guideline: Testing of Fire Hose

2012

All Fire Department hoses shall be tested every year.

Hose testing shall be completed during the month of May or June of each year, under the direction of the Fire Chief or any officer assigned by him.

All hose tested shall be recorded in a hose inventory binder. The binder, when not in use, is to be kept in the Fire Hall Office filing cabinet.

All hoses shall be stamped on both couplings; on the bowl of the female coupling (not the swivel) and on the bowl of the male coupling in consecutive numbers starting from number 1 for both 1 ½ (38mm) and 2 ½" (65mm) hoses.

Before removing the hose load from an apparatus for testing, a supply of tested hose shall be obtained to be immediately loaded onto the vehicle. This will ensure response time is not unduly delayed if an alarm is received.

Fire Hose Testing Procedure/Guideline:

1. Connect testing apparatus to water and electrical supply.
2. Connect hose to be tested to various connection ports using appropriate adapters.
3. Open main water supply gate to allow water to the various connection ports.
4. Open appropriate gate or gates that are connected with hose lays to be tested.
5. Any combination and amount of hose lay will work but filling and pressurizing time will vary.
6. Once hose lay or lays are filled, bleed off any air with connected nozzle, nozzles, or bleeders.
7. Turn compressor switch on.
8. Close main water gate.
9. Allow to pressurize, time will vary.
10. For long lays, it may be necessary to pressurize one lay at a time; closing the gate once pressure is reached and then pressurizing the next lay.
11. Pressure is pre-set to 300 psi.
12. Once 300 psi is obtained in all lays, close all gates, turn off compressor and begin test for 3 to 5 minutes.
13. Note and mark any defects.
14. End test by opening connected nozzle or nozzles to bleed off pressure.
15. Tag any hose to be repaired.

Date: December 1, 1999

OFFICE OF THE FIRE MARSHAL		O.G. 1603
OPERATIONAL GUIDELINES	SECTION: EQUIPMENT MAINTENANCE AND TESTING	
	SUBJECT: PUMP AND ANCILLARY DEVICES	
DATE REVISED: JULY 1997		PAGE: 1 OF 1

PURPOSE: To establish guidelines to maintain the pump, gauges and relief valve in good operating condition.

SCOPE: This guideline will be followed by all fire department members.

PROCEDURE:

- 1603.1 The vehicle pump, gauges and relief valve will be inspected for damage and defects after every use.
- 1603.2 The PUMP, GAUGES AND RELIEF VALVE shall be tested or checked **WEEKLY** or when it is perceived that damage could have occurred during use.
- 1603.3 It will be the duty of the fire fighter assigned to EQUIPMENT to see that this guideline is complied with.

NOTE: ANY FIRE PUMP, GAUGES OR RELIEF VALVE FOUND TO BE DEFECTIVE OR IN NEED OF REPAIR SHALL BE REPORTED IMMEDIATELY TO THE OFM FIELD STAFF OR THE REGIONAL OFFICE.

☞ Northern Region
3767 Hwy. 69 South
Suite 6
Sudbury, Ontario
P3G 1E4
(705) 564-4550 or 1-800 565-4734

NOTE: Testing shall be performed in accordance with "Appendix 4".

OFFICE OF THE FIRE MARSHAL		O.G. 1801
OPERATIONAL GUIDELINES	SECTION: POST INCIDENT ANALYSIS	
	SUBJECT: POST INCIDENT ANALYSIS AND REVIEW	
DATE REVISED: JULY 1997		PAGE: 1 OF 6

PURPOSE: To establish guidelines to allow for personal evaluations by all members involved in a significant incident and to improve overall performance at emergency incidents.

SCOPE: This guideline is to be followed by all members of the Fire Department.

PROCEDURE:

1801.1 It shall be the position of the fire department to evaluate the performance of all personnel on a continuing basis. A part of the training program will be the analysis and review of significant emergency incidents.

A post incident analysis and review form (sample attached) is to be completed and a training session conducted whenever a significant incident occurs.

1801.2 Information for identifying significant incidents:

- 1) All vehicle fires where at least one (1) hose line is employed to extinguish the fire. The only exception to this is those involving an automobile fire where the automobile fuel is gasoline.
- 2) All structure fires involving charged hose lines.
- 3) All hazardous materials incidents including spills, leaks, fires, dusts, fumes or vapours being released to the atmosphere.
- 4) Serious rescue incidents such as earth cave-ins, extrications and water rescues, etc.
- 5) Any response by the department where there are serious injuries or fatalities involving members of the public or the department.
- 6) Any incident where there has been any deviation from standard operating procedures.
- 7) Any other incident where the officer-in-charge believes that an analysis and review would be beneficial to the department.

OFFICE OF THE FIRE MARSHAL		O.G. 1801
OPERATIONAL GUIDELINES	SECTION: POST INCIDENT ANALYSIS	
	SUBJECT: POST INCIDENT ANALYSIS AND REVIEW	
DATE REVISED: JULY 1997		PAGE: 2 OF 6

1801.3 Suggested Format:

- 1) A post incident analysis and review (P.I.A.R.) must be conducted as soon as possible after the occurrence of the incident.
- 2) The P.I.A.R. shall be conducted in accordance with the criteria outlined in the form provided for this purpose.
- 3) As many members of the team as possible, that were involved in the incident, must be included in the training session.
- 4) After completing the training session, the P.I.A.R. form must be completed and signed by the officer conducting the training session. The fire chief will then review and sign the form.

1801.4 Instructions:

Re-construct the sequence of events in chronological order as they occurred during the incident.

Attempt to account for the action of each crew member as well as vehicle placement and use.

Listed below are important points which should be considered when conducting the P.I.A.R.

- 1) How the alarm was received and dispatching procedures.
- 2) Pre-arrival problems such as weather, traffic, vehicle break-down, etc.
- 3) Radio procedures and messages (to control), inter-vehicle, inter-portable.
- 4) Initial size-up.
- 5) Water supply and hose lays.
- 6) Initial rescue and attack procedures.
- 7) Co-ordination of rescue and attack procedures.
- 8) Effectiveness of on-going radio and communication procedures.

OFFICE OF THE FIRE MARSHAL	O.G. 1801
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OPERATIONAL GUIDELINES	SECTION: POST INCIDENT ANALYSIS
	SUBJECT: POST INCIDENT ANALYSIS AND REVIEW
DATE REVISED: JULY 1997	PAGE: 3 OF 6

1801.4 Instructions ... cont'd

- 9) Adequacy of existing policies, need for revision, need for additional policies.
- 10) Adequacy of vehicles, equipment and personnel.
- 11) Construction of building and fire loading.
- 12) Contents, hazardous materials present?
- 13) Safety procedures.
- 14) Injuries, if any, preventative measures.
- 15) Pre-planning (adequate or required).
- 16) Obstacles that affected performance.
- 17) Fire protection systems, equipment, devices (effectiveness, supported, inadequate).
- 18) Cause and origin of fire.
- 19) Salvage and overhaul procedures.
- 20) Performance and co-operation of other services.
- 21) Command and control procedures.
- 22) Level of competency expected vs. general performance during incident.
- 23) Measures to improve performance at future incidents.
- 24) Other important factors which affected the outcome of the incident.
- 25) Effectiveness of strategy and tactics employed.
- 26) Effectiveness of human resources/physical resources.
- 27) Effective use of vehicles.

Date conducted ___ / ___ / ___ Time started ___ Completed ___ y m d

Incident No. _____

Time of Alarm: ___ hrs T.O.A. ___ hrs Cleared ___ hrs

Address of Incident: _____

Officer In Charge: _____

Loss: Building or Vehicle \$ _____ Contents \$ _____

Exposure Loss \$ _____ TOTAL LOSS \$ _____

Type of Incident

Fire _____ Hazardous Material _____ Rescue _____ Vehicle _____

Other _____

Visible Conditions On Arrival _____

Initial Strategy & Tactics Employed: _____

Specific Strategies Identified: _____

