



# STANDARD OPERATING GUIDELINES

**SOOKE FIRE/RESCUE**

**District of Sooke**

**FIRE RESCUE DEPARTMENT**

**NOVEMBER 2019**

Photo by John Mattatall

<b>TABLE OF CONTENTS</b> .....	1
Mandate & Mission Statement.....	5
Firefighter Code of Ethics.....	6
Commitment to OH&S.....	8
Procedures for Creating and Amending Operational Guidelines.....	9

## **ADMINISTRATION**

1.01.01	Definitions and Authority .....	12
1.01.02	Chain of Command.....	13
1.01.03	District Property.....	14
1.01.04	Accounting Procedures.....	15
1.01.05	Reputation Management.....	16
1.01.06	Dress Codes.....	20
1.01.07	Use of Fire Department Vehicles Outside the District of Sooke.....	24
1.01.08	Call Out Career Staff.....	26
1.01.09	Use of Mobile Communications and Recording Devices.....	28
1.01.10	Leave of Absence – LOA.....	32
1.01.11	Disciplinary Action.....	34
1.01.12	Credit Card.....	36
1.01.13	Remuneration Rates .....	37
1.01.14	Junior Recruitment Program.....	41
1.01.15	Sooke Firefighters Association .....	42
1.01.16	Use of Fire Department Equipment and Facilities .....	43
1.01.17	Minors in the Fire Station and Fire Apparatus .....	44
1.01.18	Fundraising Guidelines.....	45
1.01.19	Regimental Numbers .....	46
1.01.20	Use of Alcohol, Cannabis and/or Drugs .....	47
1.01.21	Critical Incident Stress Management Program.....	49

## **FIRE PREVENTION**

1.02.01	Fire Prevention Priorities.....	54
---------	---------------------------------	----

## **INSPECTIONS**

1.02.02	Company Inspections .....	55
1.03.02	Driveway Access.....	53

## **PERSONNEL**

1.04.01	Responsibilities & Duties of the Fire Chief, Deputy Chief and Asst Chief....	59
1.04.02	Duties of Training Officer and Safety Officers.....	67
1.04.03	Auxiliary Firefighters.....	69
1.04.04	Fire Incident Support Team.....	71
1.04.05	Firefighter Membership and Service Awards.....	75
1.04.06	Duties of Duty Officer.....	77
1.04.07	Duties of First Responder Crew.....	79
1.04.08	Minimum Member Attendance .....	81
1.04.09	Probationary Lieutenant .....	82
1.04.10	First Responder Licensing.....	83
1.04.11	Probationary Members.....	84
1.04.12	Physical Performance Test.....	85
1.04.13	POC Lieutenant Terms of Reference.....	87

## **TRAINING**

1.05.01	Training Standards.....	89
1.05.02	Written Examinations – JIBC .....	92
1.05.03	Physical Fitness Training.....	93

## **SYSTEMS**

1.07.02	Hydrants.....	94
1.07.03	High Pressure Hydrants.....	96

## **SAFETY**

2.01.01	Occupational Health & Safety Program.....	98
2.01.02	Written and Practical Safe Work Procedures.....	99
2.01.03	Training of Firefighters and Officers.....	100
2.01.04	Supervision of Workers.....	101
2.01.05	Regular Inspections and Monitoring.....	102
2.01.06	Hazardous Materials and Substances.....	103
2.01.07	Monitoring of Workplace Exposures.....	104
2.01.07.01	Dealing with Workplace Exposures to Asbestos.....	105
2.01.08	Medical Examinations and Health Monitoring.....	107
2.01.09	First Aid Departments and Equipment.....	108

## **SAFETY CONT'D**

2.01.10	Investigation of Accidents and Diseases.....	109
2.01.11	Occupational Health & Safety Committee.....	110
2.01.12	Record and Statistics, Health & Safety.....	111
2.01.13	Occupational Health & Safety Program – Review.....	112
2.02.01	Respiratory Protection Program.....	113
2.03.01	PPE - Personal Protective Clothing.....	114
2.03.01.01	PPE - Dealing with Contaminated Personal Protective Clothing.....	117
2.03.02	PPE - Self-Contained Breathing Apparatus (SCBA).....	120
2.03.03	PPE - Routine Turnout Gear Inspection.....	122
2.03.04	PPE - Cleaning and Maintenance of Turnout Gear.....	123
2.04.01	Incident Accountability .....	124
2.04.02	Rehabilitation Procedures.....	127
2.05.01	Worksite Safety .....	130
2.05.03	Emergency Scene Traffic Control.....	132
2.05.04	Hearing Protection Program.....	134
2.05.05	Fire Station(s) Emission Exhaust Systems.....	139
2.05.06	Members on Medical Restrictions or Short-Term Illness.....	140
2.06.02	VEHICLE RESPONSE SAFETY - Mounting and Dismounting Apparatus...	141
2.06.03	VEHICLE RESPONSE SAFETY - Aerial Apparatus – Fall Protection.....	143

## **MAINTENANCE**

2.06.10	Ground Ladders Maintenance.....	144
---------	---------------------------------	-----

## **OPERATIONS**

3.02.01	Incident Command.....	146
3.02.02	Incident Management.....	147
3.02.03	Safety Officer – Incident Command System.....	149
3.02.04	Rehab Sector.....	151
3.03.01	Radio Procedures.....	159
3.03.02	Radio Communications.....	164
3.04.01	VEHICLE OPS - Crewing of Vehicles.....	172
3.04.02	VEHICLE OPS - Apparatus Response Sequence.....	174
3.04.03	VEHICLE OPS - Apparatus Driver's Responsibilities.....	179
3.04.04	VEHICLE OPS - Warning Devices in Emergency Operations.....	181



3.04.05	VEHICLE OPS - Impaired Driving Rules.....	182
3.04.06	VEHICLE OPS - Driver Training.....	183
3.04.08	VEHICLE OPS - Backing of Fire Department Apparatus.....	187
3.04.09	VEHICLE OPS - Apparatus (Vehicle) Checks – Weekly .....	189
3.04.10	VEHICLE OPS - Apparatus Fueling and Reporting.....	190
3.05.02	Natural Disasters.....	192
3.05.03	RIT - Staffing & Equipping Procedures for Rapid Intervention Teams.....	193
3.05.03.01	RIT - Rapid Intervention Team/Fire Ground Survival Training Req.....	199
3.05.03.02	RIT - Establishment, Activation & Deployment of Rapid Int. Teams.....	203
3.05.03.03	RIT - Comms Procedures for MAYDAY Situations & RIT Activations.....	209
3.05.04	Working Over or Adjacent to Water.....	214
3.05.05	STRUCTURE INCIDENTS High-rise - Apparatus & Manpower Response..	215
3.05.06	Dangerous Goods Response.....	221
3.05.07	Electrical Emergency Safety.....	224
3.05.08	Structural Fire Attack – Offensive.....	225
3.05.09	Personnel Risk.....	227
3.05.10	Hazardous Substances – Asbestos.....	228
3.05.11	Fire Streams.....	237
3.05.12	Confined Space Rescue .....	241
3.05.14	Shipping Container Fires.....	246
3.05.15	Rope Rescue.....	248
3.05.16	Fire Ground Initial Operations.....	257
3.05.17	Vehicle Fire.....	266
3.05.18	Wildlands/Forest Fire.....	268
3.05.19	Thermal Imaging Camera.....	270
3.07.01	Response to Incidents Involving Infectious or Communicable Diseases.....	273
3.07.02	Resuscitation of Critically Ill Patients.....	276
3.07.03	Living Will.....	278
3.07.04	No Resuscitation Parameters.....	279
3.07.05	No CPR Orders.....	282
3.07.06	Use of Automatic External Defibrillators.....	284
3.07.07	AED Placement.....	286
3.07.09	Response to Incidents Involving Possible H1N1 Virus.....	287
3.07.10	Influenza Control Program.....	290
3.08.01	Live Fire Training Acquired Structures.....	292

## **MANDATE**

Sooke Fire Rescue Department effectively and efficiently responds to and mitigates emergencies involving the rescue of persons, incidents of fire, unplanned releases of dangerous goods, and pre-hospital emergency medical incidents. The department strives to provide community-based, customer-focused service to create a safe and comfortable environment for the residents of Sooke. We protect the District's tax base and support economic development through extensive inspection, prevention, and enforcement programs. As well, education programs are aimed at eliminating fire and safety hazards in the home and workplace. Members of the Sooke Fire Rescue Department pride themselves on providing a very progressive service to residents in Sooke and the surrounding areas.

## **MISSION STATEMENT**

Sooke Fire Rescue is solely committed to protecting life, property and business from the impacts of fire, emergencies and natural disasters. Sooke Fire Rescue will assist with medical emergencies to the residents of Sooke whenever it is called upon to do so. Fire Prevention is an important part of our Mission which is accomplished through fire prevention initiatives, education and emergency preparedness programs. The members of the Sooke Fire Rescue Department will provide a safe, professional & rapid response to all emergency situations in our mandate. The firefighters will always show compassion for the patients of emergencies and will minimize any adverse effects on the environment resulting from responding to emergencies whenever possible.

## **FIREFIGHTER CODE OF ETHICS**

### **BACKGROUND:**

The Fire Service is a noble calling; one which is founded on mutual respect and trust between Firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word *ethos*, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal, and life is good. It is easy to take the high road when the path is paved, and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all what we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

### **FIREFIGHTER CODE OF ETHICS:**

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- Always conduct myself, on and off duty in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions. Support the concept of fairness and the value of all diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times; and, report instances of cheating or other dishonest acts that compromise the integrity of the fire service.

- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or, bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interest or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other Firefighters who engage in such behaviours.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonour or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report in appropriate use of this media equates to condoning this behavior.

## A COMMITMENT TO OCCUPATIONAL HEALTH, WELLNESS & SAFETY

Developing and maintaining a robust and nimble Occupational Health & Safety (OH&S) program is a core responsibility and function of a thriving fire department. The hazards that emergency responders face should never be minimized, but a strong OH&S program will reduce the risks. The District of Sooke Fire Rescue Department is committed to protecting the health, safety and wellness of all career and volunteer members of the department. To achieve our goal in fostering a culture of workplace health, safety and wellness, we commit to the ongoing development and maintenance of our program through planning, communicating, training, reporting, supporting, and reflecting.

An overarching theme of this commitment is to encourage our members to be *mindful* when carrying out their work, whether it be at the station or in the field. Mindfulness minimizes hazards, and lowers the chances of accidents, through focusing on the task at hand, limiting distractions, following safety procedures, wearing personal protection gear and staying vigilant. To support this, the Sooke Fire Rescue Department commits to the following:

- Developing and maintaining an OH&S program – and, reviewing regularly.
- Providing an OH&S orientation to new career members and volunteers.
- Communicating safe work practices, rights and responsibilities.
- Ongoing training and education – keeping the conversation open.
- Identifying hazards and conducting hazard assessments.
- Confirming that members have the training, tools and equipment necessary to perform their jobs.
- Wearing required personal protective clothing equipment.
- Ensuring members know where to find information on OH&S.
- Completing inspections and accident/incident investigations.
- Reflecting on any incidents or accidents as a team to improve processes.
- Encouraging members to make safety suggestions.
- Being mindful.
- Leading by example.

We want our members to understand that they are valued beyond their role in the department – they are valued as individuals. Clearly defined expectations and ongoing conversations reinforce the understanding that health and safety is not only important, but critical. One of our key performance indicators is that all members are leading by example in making health, safety and wellness – for themselves, their community and their colleagues – an operational priority.



## PROCEDURES FOR CREATING AND AMENDING OPERATIONAL GUIDELINES

### RESPONSIBILITIES

The Deputy Fire Chief is responsible for organizing and supervising SOG management. The Senior Officers of the Sooke Fire Department are all responsible for writing SOGs. The senior staff with technical (for technical SOGs) or managerial (for managerial SOGs) knowledge reviews the SOGs. The Fire Chief, or designate, authorizes release of SOGs. The Fire Services/Emergency Program Assistant is responsible for providing printed copies of SOGs, upon request.

### OPERATING MODE

#### Methodology

Managing Standard Operating Guideline (SOG) documents is a critical responsibility and a cooperative process between all users of the SOG document set. The SOGs need to be written, reviewed, authorized, published, distributed, revised and archived.

#### SOGs type

SOGs provide step-by-step instructions to the staff with respect to performing the duties required for each task when dealing with any incident scene.

Each type of SOG follows the same general format:

- Section
- O.G. Number
- Purpose
- Scope
- Procedure/Guideline
- References

Equipment SOG details for each piece of equipment: description, safety, start up, maintenance, operation, and troubleshooting.

#### Creation and editing

SOGs are produced from a template (*see Annex 1*). Each section of the template is completed or deleted if not applicable. Once a draft of the document is ready, it should be sent to senior staff with technical (for technical SOGs) or managerial (for managerial SOGs) knowledge for review and comments.

#### Review and authorization

The appropriate staff review the first draft of each SOG and make notes or comments on the draft. Any necessary revisions of the draft are made by the author(s). This review and revision process continue until the reviewers accepts a final version.

Each SOG is then sent to the Fire Chief, or designate, for authorization of release.

Once the SOG is authorized, it is sent to Fire Services/Emergency Program Assistant for final formatting review; and, is then saved as a PDF file, integrated into the Master SOG document, and uploaded into Target Solutions.

### Publishing

1. Authorized SOGs should have enough copies printed for distribution, as required.
2. Signed documents (originals) should be stored through proper document management practices with the District of Sooke filing and digital file management system.
3. Electronic versions of SOGs should be stored on a secure file server with access restricted to authorized users. Public facing versions will be reviewed for version control prior to publishing on a secure server

### Distribution

1. Finalized and authorized SOGs are distributed to the staff that requires them for referral.
2. Distribution through the Fire Departments web-based training system will be used to acknowledge receipt of each SOG.
3. The Senior member responsible for the Fire Departments training software will keep track of which staff members need specific SOGs and will determine who has actually read and demonstrated comprehension of the documents.

### Revision of existing SOGs

1. Each SOG is reviewed every second year. The review can result, or not, in modification(s) of the SOG. The review process is coordinated by the Fire Chief or designate.
2. The decision to modify a Guideline should not be made casually, and only recommended after thorough consideration. The reasons for the revision and the changes shall be sufficiently documented to ensure that the rationale for the revision is clear (an email will suffice – to be saved in SharePoint 'Recommendations to Revise SOG' folder).
3. If possible, changes to existing Guidelines should be made by the original author(s). If not, the Fire Chief or designate coordinates the changes with the appropriate staff.
4. After a decision to modify a Guideline has been reached, the Fire Chief or designate will serve as the point of contact responsible for ensuring that the new procedure is properly reviewed, authorized, and recorded for use.
5. After a SOG has been revised, the following shall be identified on the front page of the document:
  - Date of the revision
  - Name of person making the revision (via footer)
  - Changes made (and the reasons for the revision via footer)
6. Suppression personnel and/or staff may determine that an SOG requires modification during the time the SOG is already in use. If the need for modification is urgent and requires that change(s) must be made in the field, the modified procedures should be thoroughly documented in the existing SOG. The justification for SOG modification should be communicated to the Fire Chief or designate at the earliest possible time following the field modifications, followed by a copy of the revised SOG.

The Fire Chief or designate will manage verification and validation the SOG modifications.


#### Archiving SOG versions

When a published and distributed document has been revised, the previous version should be stored in an archive as per District of Sooke document management processes. This includes both the hardcopy and any electronic copies of the document.

#### REFERENCES

- LGMA File Management Manual
- DOS File Management Procedures

#### ANNEX 1 – SOG Template

 <b>SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES</b>		
<b>SECTION:</b>		<b>Original:</b>
<b>O.G. NO.:</b>		<b>Reissued:</b>

PURPOSE

SCOPE

POLICY/PROCEDURE

REFERENCES

Signature (Fire Chief)	Date of issue

Revision footer



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DEFINITIONS AND AUTHORITY

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date:</b>
<b>O.G. NO.:</b>	<b>1.01.01</b>	<b>Reissued date:</b>

#### GENERAL

Policies and Procedures are meant to be guidelines for Department operations, to be followed in the normal course of events. Extraordinary circumstances may call for deviation from these standards. It is, however, the duty of all Fire Department personnel to abide by and observe the provisions of Department Standing Orders and Operational Procedures.

Failure to comply with standard operating guidelines may result in disciplinary action from the Officer in Charge. A report in writing regarding the member's violations would be forwarded to the Fire Chief.

The Chief may reprimand, suspend or dismiss any member of the Department for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any provision of the Departments Standing Orders or Operations Guidelines. The Fire Departments, Union Collective Agreement and Association disciplinary procedures would be followed in accordance for any act that requires a reprimand.

#### DEFINITIONS

In Department Standing Orders and Operations Guidelines, unless the context otherwise requires:

- Chief: Means the Sooke Fire Rescue Department Fire Chief or his designate.
- Department: Means the Sooke Fire Department now known as the Sooke Fire Rescue Department.
- Member: Means any career, paid or volunteer personnel of the Sooke Fire Rescue Department.
- Gender shall include the plural and the masculine shall include the feminine.

	August 1, 2019
Signature (Fire Chief)	Date of issue

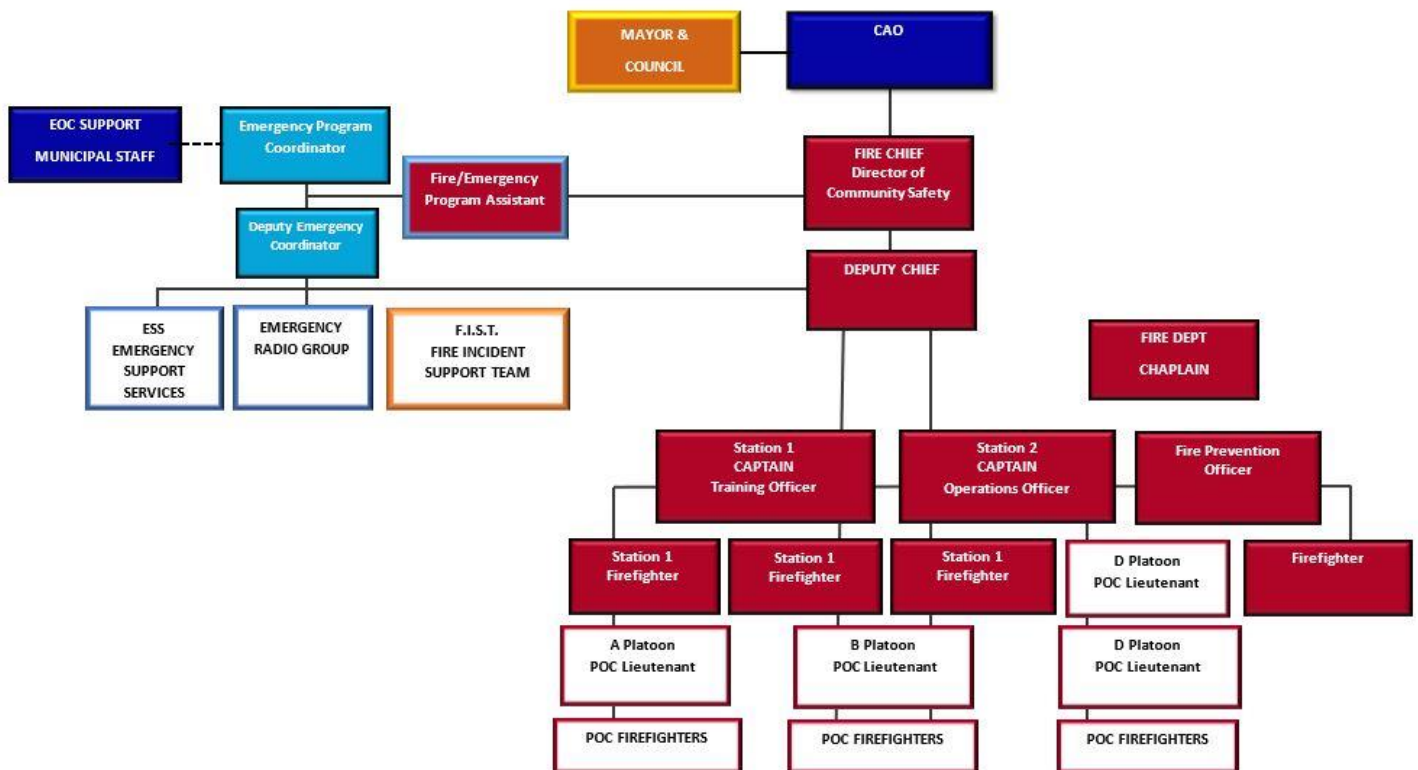


# SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

## CHAIN OF COMMAND

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: August 1, 2019</b>
<b>O.G. NO.:</b>	<b>1.01.02</b>	<b>Reissued date:</b>

### SOOKE FIRE RESCUE | SOOKE EMERGENCY PROGRAM | DEPT. OF COMMUNITY SAFETY ORGANIZATIONAL CHART



	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DISTRICT PROPERTY

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Aug. 7, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.03</b>	<b>Reissued date: Aug 1, 2019</b>

#### POLICY/PROCEDURE

No person shall use or remove any District owned equipment, tools, buildings or property for personal use without the prior permission of the Fire Chief, or a person designated by the Fire Chief.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ACCOUNTING PROCEDURES

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Aug 7, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.04</b>	<b>Reissued date: Aug 1, 2019</b>

#### POLICY/PROCEDURE

##### Expenses

A Purchase Order is to be completed for all purchases or contemplated purchases in accordance with the District of Sooke Purchasing Policy.

All Purchase Orders are to be signed and approved in writing by the Fire Chief.

When the invoice is received, it must be attached to the purchase order. The amount is entered on the P.O. The Fire Chief confirms correct coding on unusual purchases.

Confirmation is obtained from person signing purchase order that goods have been received.

Purchase order and invoice are filed under supplier's name.

Personnel making small purchases on account at local suppliers shall only be made for Fire Department related needs and include the following information on the receipt or sales slip: printed name of person making purchase, signature and details of what the purchase is for. The receipt must be submitted to the Fire Chief for reimbursement.


##### Payroll

Employees' salaries are reviewed in the annual budget. Monthly deductions are calculated, confirmed and made as required.

Contract employees are paid at their contract rate for hours worked with no deductions made at source.

#### REFERENCES

- District Purchasing and Disposal of Assets Policy No. 5.6

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REPUTATION MANAGEMENT

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original: March 11, 2019</b>
<b>O.G. NO.:</b>	<b>1.01.05</b>	<b>Reissued:</b>

#### PURPOSE

To identify the expectations of the Sooke Fire Rescue Department to all department members related to maintenance of the exemplary public and corporate reputation of the department

#### SCOPE

This operational guideline applies to all Sooke Fire Rescue Department personnel

#### DEFINITIONS

“Blog” is a self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

“Code of Conduct” is the set of formal and informal standards by which members of the Sooke Fire Rescue Department will conduct themselves in public while acting as a member of the organization, or while representing themselves as a member while engaged in alternative communications formats such as social media.

“Member” of Sooke Fire Rescue Department is defined as any individual who identifies themselves, either intentionally or by association, as a member of the Sooke Fire Rescue Department. This includes past members who identify themselves as previous members.

“Post” is content that an individual shares on a social media site, or the act of publishing content on a site.

“Profile” is information that a user provides about him/herself on a social networking site.

“Social media” is a category of internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites such as Facebook, Twitter, YouTube, Wikipedia, blogs, and other sites.

“Social networks” are platforms where users create profiles, share information and “socialize” with others using a range of technologies.

#### POLICY/PROCEDURE

Reputation Management is becoming a subject area of critical importance in the public governance arena. The Sooke Fire Rescue Department has long maintained an exemplary status in terms of reputation from all viewpoints including the fire service in general, the public and from the elected officials.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REPUTATION MANAGEMENT

Mismanagement and inappropriate activities on behalf of department personnel can quickly damage that reputation. It is crucial that all personnel understand the expectations of themselves, their fellow department members and the department as a whole in order to ensure that the Sooke Fire Rescue Department reputation is maintained at a high standard.

Emerging technologies, along with changing societal and cultural norms, are challenging the ability of all organizations to ensure appropriate actions are displayed by staff and departmental groups. While clearly beneficial in many ways if used appropriately, social media in particular has challenged many organizations globally in recent years as a result of inappropriate, and sometimes offensive, discussions and opinions that have been shared without due consideration to the consequences to individuals or organizations arising from these interactions.

Members of the Sooke Fire Rescue Department will not act in any manner that draws disrespect or ill-repute to the organization or the District of Sooke.

Members will follow, at all times while representing the department, the Sooke Fire Rescue Department Member Professional Standards Document which all members have received and signed off on.

All posts to social media or networking sites done by members of the Sooke Fire Rescue Department while acting on behalf of the department, or while representing themselves as a member of the department, will adhere to all provincial and federal regulations and policies (ie. privacy and copyright).

The District of Sooke Policy on Social Media will apply in all cases to members of the Sooke Fire Rescue Department engaged in activities on Social Media if they represent themselves as a member of the department while engaged in such activity.

No content of any communication provided by, or assumed to be from, a member of the Sooke Fire Rescue Department may contain the following examples of inappropriate activity or behaviour:

- Personal opinion of staff or unauthorized dissemination of the District of Sooke, or Sooke Fire Rescue Department, official stance on an issue;
- Content for the purposes of forwarding a political agenda or candidate (i.e wearing of department issued attire at a non-sanctioned District or department events)
- Content that is offensive in nature (ie. racism, pornography, obscenities);
- Content that is slanderous, libelous or defamatory;
- Content that conducts or encourages any form of illegal activity;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REPUTATION MANAGEMENT

- Content that solicits financial gain or undertaking of commerce transactions;(i.e use of department equipment to assist in personal financial gain);
- Content that may contain information that compromises the safety or security of staff, the public or public property, processes or equipment; and
- Content that violates copyright and legal ownership of any other party.

Actions, behaviors, discussions and comments made by members of the Sooke Fire Rescue Department while in the presence of public, or to a member of the public, must be of a highly professional and confidential manner at all times. Examples of inappropriate behavior include, but are not limited to:

- Profanity or other inappropriate vulgar language;
- Indecent or offensive gestures;
- Insulting comments;
- Any action or dialogue that displays a lack of respect to another;
- Laughing while at the scene of a tragic event; and
- Off-colour humor in public.

Members are considered to be acting on behalf of the department, or “on-duty” any time they are at department sanctioned functions or events; while responding to incidents; while performing inspection or educational activities; while engaged in fundraising or community service events on the departments behalf; while training; AND while engaging in any other activity or form of communication while identifying themselves, in any manner whether intended or by association, as a member of the Sooke Fire Rescue Department.

#### Discipline

Disciplinary action may be undertaken immediately toward members of the Sooke Fire Rescue Department who violate the requirements of this operational guideline. Discipline will follow the step discipline process, up to and including possible termination, and will be applied as required based upon the severity of the violation.

All members are responsible for their own actions and for immediately addressing inappropriate actions of others as part of their commitment to a professional and respectful workplace.



## REFERENCES

- District of Sooke Policy #A005 – Social Media
- Sooke Fire Rescue Department OG#1.01.09 – Use of Mobile Communication and Recording Devices by Sooke Fire Rescue Department personnel

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRESS CODES

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: April 18, 2016</b>
<b>O.G. NO.:</b>	<b>1.01.06</b>	<b>Reissued date: Aug 7, 2018</b>

#### POLICY/PROCEDURE

Uniforms will be provided to members who have successfully completed the Sooke Fire Rescue Department Recruit Training.

The Fire Department shall determine uniform issue. The Quartermaster shall prepare a budget annually and submit it to the Fire Chief for inclusion in the department operating budget.

The Sooke Fire Rescue Department will issue uniforms. Once issued a uniform, all members will wear their uniform at the designated department functions. No other uniforms are acceptable. Uniforms remain the property of the Sooke Fire Rescue Department.

Uniforms shall only be worn by active members while engaged in Sooke Fire Rescue Department activities, or when representing the Sooke Fire Rescue Department. Uniforms may be worn during Sooke Firefighters' Association events when approved by the Fire Chief.

When the full-dress uniform is worn, it shall be worn as a complete unit and shall not be partially worn, i.e. rank appropriate uniform shirt and non-uniforms pants.

Station wear will be worn at all training sessions, unless otherwise specified.

It is the member's responsibility to ensure that their uniforms are maintained in good condition. This will include cleaning and general maintenance. If a uniform is damaged due to the member's negligence, it shall be the member's responsibility to repair or replace it. If the uniform wears out, the Chief Officers and Officers will review replacement on an individual basis.

There will be no other patches, badges, or pins on the uniforms other than those approved by the Chief Officers.

Approved patches, badges and pins include:

- Sooke Fire Rescue Department shoulder patches for each shoulder of tunics, shirts, and jacket;
- Service bars on left sleeve of dress tunic;
- Officer's rank insignia on tunic lapels and uniform shirt, and epaulettes on uniform shirts and jacket;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRESS CODES

- Name tag centered above right-side pocket of tunic, jacket or rank appropriate uniform shirt (dress uniform name tags are the responsibility of the member; preferred colors: silver with black lettering);
- Fire service awarded medals above right-side pocket of tunic (centered on the pocket);
- Fire Department badges above undressed ribbons on left side pocket of rank appropriate uniform shirt (centered on the pocket);
- Most current fire service pins on right pocket flap on outer edge of rank appropriate uniform shirt;
- Acceptable tie clip; and
- Poppies can be placed on uniforms in acknowledgement of Remembrance Day.

#### Full Dress Uniform

Officers: tunic, white shirt, tie, dress pants, undressed ribbons/medals, black socks.

Firefighters: tunic, dark blue shirt, tie, dress pants, undressed ribbons/medals, black socks.

Full dress uniform will be worn on the following occasions:

- Annual dinner (dressed ribbons/medals will be worn);
- Remembrance Day (dressed ribbons/medals will be worn);

#### NOTE:

On Remembrance Day, members in the military or previous services that have UN Peacekeeping berets may wear them with the Department uniform. Military members may wear their dress uniform while marching with the Department.

- All formal functions associated with the Department;
- When representing the Sooke Fire Rescue Department at all formal functions; and
- Peak caps with cap badge will be worn at all formal functions.

#### NOTE:

On Remembrance Day, the poppy will be placed as designated by current protocol.

#### Training Uniform



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRESS CODES

- Dark blue short or long sleeve shirt (tie not to be worn) and dark blue duty pants; or
- Dark blue duty T-shirt and dark blue duty pants.

#### NOTE:

Dress slacks are not to be worn with the training uniforms.

Dark blue short or long sleeve shirts are to be worn on the following occasions:

- By all officers on training;
- By Firefighters when they are instructing;
- By members representing the Department at an outside training course/seminar/event or community event; and
- By members riding third with EHS.

Duty T-shirts may be worn on the following occasions:

- Thursday training night;
- Any other Department training session; and
- When doing physical work during outside training or community event.

#### NOTE:

Dark pants or jeans are only acceptable to be worn in extenuating circumstances.

Duty Officer and Duty Crew Uniform:

- Rank appropriate short or long sleeve shirt or dark blue duty T-shirt; and
- Dark blue duty pants or department issued duty coveralls.

#### NOTE:

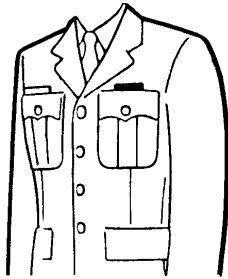
Dark pants or jeans are only acceptable to be worn in extenuating circumstances.

The following are examples of where to place medals, name tags and rank insignia, Senior Medal centered above pocket flap or closest to inboard side if more than one medal.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

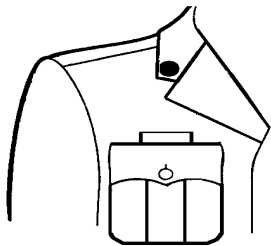
### DRESS CODES



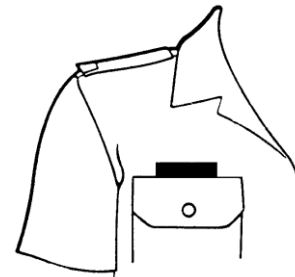
Medals and name tag dressed



Medals and name tag undressed



Name tag on tunic, officers rank insignia on tunic lapel



Name tag on shirts

Signature (Fire Chief)

August 1, 2019

Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF FIRE DEPT VEHICLES OUTSIDE THE DISTRICT OF SOOKE

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original date: Aug 17, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.07</b>	<b>Reissued date: Aug 1, 2019</b>

#### POLICY/PROCEDURE

Fire vehicles and firefighting apparatus may not be used beyond the limits of the District of Sooke without the express authorization of a written contract or agreement.

These agreements include:

- Regional mutual aid agreements with Otter Point, East Sooke, Shirley and Metchosin, View Royal and Langford Fire Departments;
- Letter of Intent with B.C. Forest Service;
- Mutual aid agreement with the Capital Regional District for Assistance Response Services;
- Fee for Service Agreement; and
- Automatic response for Superior Tanker Shuttle Service Accreditation support.

The Sooke Fire Rescue Service Engine 1 and Engine 2 are permitted to leave the District to respond to calls for assistance from the BCAS/E.H.S. and/or RCMP for rescue and extrication services in the Juan de Fuca Electoral Area, in accordance with the C.R.D. Agreement.

Only one of the units are permitted outside of the District of Sooke at a time:

- Engine 1 will respond to the west of the District of Sooke boundary; and
- Engine 2 will respond to calls east of the District of Sooke boundary. In the event Engine 2 cannot be adequately staffed, Engine 1 may respond in its place.

Vehicles and apparatus permitted to leave the District of Sooke as deemed necessary are as follows:

- Brush 1;
- Engine 2 or Engine 3;
- Tender 1;
- Ladder 1 by specific request only; and



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF FIRE DEPT VEHICLES OUTSIDE THE DISTRICT OF SOOKE

- Support vehicles:
  - Utility 1 and Utility 2
  - Battalion 1
  - Car 1
  - Structure Protection Unit Trailer – Type 2 unit

The Fire Chief or Designate may authorize any response not specifically listed herein.

Support vehicle(s) Battalion 1, Utility 1, Utility 2 and Car 1 will be used as necessary to fulfil the operational, training and business requirements of the Sooke Fire Department.

Response outside the District of Sooke under the BC Forest agreement shall be limited to those times when it is deemed by the Fire Chief or his designate that conditions are such that a fire may threaten the forest lands or pose a potential threat to structures and property within the District of Sooke. A provincial task number is assigned to this request.

#### REFERENCES

- Policy No. 3.1, *Vehicle Use Policy*
- CRD and DOS 2010 Agreement Doc # 2240-2010
- CRD and DOS & DOM Agreement March 17<sup>th</sup>, 2014(Expires, Dec 31, 2018)
- DOL and DOS Agreement May 16<sup>th</sup>, 1995
- TOVR and DOS Agreement December 13<sup>th</sup>, 1994
- Greater Victoria Disaster Mutual Aid Agreement September 28, 2018
- T'Sou-ke First Nation Fire Protection Agreement January 2007
- EHS – Sooke Fire Department agreement July 28, 2009
- Current Inter-Agency Operational Procedures & Reimbursement Rates

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CALL OUT CAREER STAFF

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>1.01.08</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide a guideline to the career staff covered by the current collective agreement of Sooke Fire Fighters IAFF Local 4841 for the emergency call out to incidents.

#### SCOPE

All career personnel

#### POLICY/PROCEDURE

The Fire Chief or designate may, based on the severity of an incident or the required staffing, initiate a call out of off-duty career staff.

The Fire Chief or designate may call out career firefighters for the following:

- Any incident where more staff are needed to deal with the incident safely and effectively or provide site support for the emergency operation centre.
- Any incident where additional staff are required due to the technical nature or the location of the incident.
- Any incident that requires additional resources.

Off duty staff will be compensated in accordance with the current collective agreement.

Off duty career staff are expected to respond to the following general page incidents if available:

- confirmed residential or commercial working structure fire;
- smoke in a structure;
- commercial alarm activation;
- confirmed wildland or urban interface fire;
- motor vehicle incidents, if:
  - indication of entrapment;
  - over/down an embankment;
  - high mechanism; or



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CALL OUT CAREER STAFF

- mass casualty.
- technical rescue:
  - technical rope or trail rescue;
  - elevator rescue; or
  - confined space rescue/entry.
- hazardous materials incident, including CRD HazMat backfill;
- marina and/or boat fire;
- mutual aid request as standby crew only;
- assistance to significant RCMP incident (lock down, active shooter, drug lab), or BCAS incident (mass casualty event);
- aircraft crash;
- calls for emergency program assistance; and
- all calls that require a second page for resources.

The oncoming shift of off duty career staff are expected to respond, if available, to all duty and general pages during the times when there is no duty crew scheduled between 5:00 am and 7:00 am.

Off duty career staff that choose to respond to any other general page incident not listed above will be compensated at straight time for time worked at their current pay grade.

The Duty Officer will notify the Chief or designate as soon as reasonably possible to advise of the decision to call in off duty career staff outside of normal working hours beyond what is described in paragraph 3.

### REFERENCES

- IAFF Local 4841 Collective Agreement

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF MOBILE COMMUNICATIONS AND RECORDING DEVICES

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: August 1, 2019</b>
<b>O.G. NO.:</b>	<b>OF1</b>	<b>Reissued:</b>

#### PURPOSE

To identify the expectations of the Sooke Fire Rescue Department to all department members related to the use of mobile communication devices and the taking of, storage, distribution or use of any audio, video or photographic material

#### SCOPE

This Operational Guideline applies to all Sooke Fire Rescue Department personnel

#### POLICY/PROCEDURE

The fast-changing world of mobile communications devices and social media has resulted in the virtually immediate exchange of information across all boundaries and the presence of personal recording capability at virtually every moment of the day. Firefighters, like others, may be in possession of devices which have the capability to record audio, video and still images, often in very high quality. In turn, these same devices are also capable of rapidly transmitting the recorded data via email, the web or social media. Transfer of images or the exchange of commentary and information can result in proprietary, privileged or controversial materials entering the public domain very quickly and with potentially very harmful results to the individual, the department, the District of Sooke and especially the public.

The inappropriate actions of a single individual, or group, may negatively impact the entire department in the eyes of the public and the law. Whether on or off-duty, firefighters must maintain privacy standards regarding information obtained as part of, or in association with, their role in the Sooke Fire Rescue. Any knowledge or information gained, including audio, video or photographic images, as a part of membership is privileged and protected from disclosure to the public.

There are three scenarios that this operational guideline is intended to address. They are:

- The use of personal mobile communication or recording devices of any kind while in the performance of duties with the Sooke Fire Rescue Department;
- The use of SFRD-issued mobile communication or recording devices of any kind while in the performance of duties with the Sooke Fire Rescue Department; and
- The dissemination, transmission or posting in any manner of information related to an incident or event associated with the Sooke Fire Rescue Department by either an on or off-duty firefighter.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF MOBILE COMMUNICATIONS AND RECORDING DEVICES

#### General Provisions:

- All members should be aware that mobile communication devices are not considered a secure means of communications and may be monitored and/or recorded.
- ALL data collected, photographed or in any way recorded by any mobile communication or recording device in the possession of a member of the Sooke Fire Rescue Department while on-duty is considered to be the possession of the District of Sooke and the Sooke Fire Rescue.
- The term “on-duty” refers to any activity where department personnel are representing the District of Sooke and or Sooke Fire Rescue in any official capacity or where a reasonable person interprets their actions to be on behalf of the District of Sooke or Sooke Fire Rescue.
- Mobile communication devices should not be used at incidents where atmospheric conditions are hazardous or potentially explosive (i.e. Bomb Threat, Gas leak, etc).
- Mobile communication devices should not be used within proximity of a fuel dispensing pump while members are filling apparatus.
- Drivers of fire apparatus shall not use mobile communication devices while operating the vehicle. Staff vehicles equipped with SFRD-issued hands-free devices are exempt.
- Failure to follow the requirements of this OG will result in immediate discipline, up to and including termination, as well as potential criminal and/or civil liability and actions.

#### Personal mobile communication or recording device use:

- The use of personal mobile communication or recording devices of any kind should be minimized while performing any duties of the SFRD.
- Personal mobile communication or recording devices may be carried while in the performance of SFRD duties but must be kept on vibrate or silent mode. Messages may be checked if outside the public view or during “down time” and outside the active involvement of a call or other duty.

#### NOTE:

If a member has a known urgent situation (i.e. pregnant wife, sick child), at the discretion of an officer the member may be permitted to deviate from the above requirement

- The use of personal mobile communication or recording devices of any kind is not permitted in the following circumstances:
  - Between the dispatch of a call and the time a call is cleared;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF MOBILE COMMUNICATIONS AND RECORDING DEVICES

- While driving or riding in a fire apparatus;
- During training activities or departmental meetings; and
- During performance of duties in the public including inspections, public education and within view of the public at public events.
- The playing of computer games or engaging in other activities on mobile devices while engaged in department activities of any kind is strictly prohibited.
- Damage or loss caused to a personal mobile communication or recording device due to work-related activities is not the responsibility of the District of Sooke or the SFRD, unless its use was at the request of the Officer in Charge of the situation.

#### SFRD-issued mobile communication or recording device use:

- SFRD-issued mobile communication or recording devices assigned to an apparatus should be left on at all times when the vehicle is operating.
- Staff shall not leave any SFRD-issued mobile communication or recording devices unattended outside the vehicle at any time.
- SFRD-issued mobile communication or recording devices should be charged when not in use in order to maintain a state of readiness.
- When not being utilized, SFRD-issued mobile communication or recording devices should be stored within the apparatus in a safe and accessible location to protect against damage and theft.
- SFRD-issued mobile communication or recording devices are available to firefighters for urgent personal use, but this use should be kept to a minimum.
- If repair or replacement is required to a SFRD-issued mobile communication or recording device, it must be reported to the Chief Officers at the earliest opportunity.

#### Recorded information on mobile communication or recording devices:

- The “on duty” use of personal communication or recording devices of any kind to record, distribute, display or otherwise make available any image or audio recording of an incident or member of the department and/or public without the express permission of a Chief Officer is strictly prohibited.
- Any recording of audio, video or photographic materials by department personnel using either a SFRD-issued or personal mobile communication or recording device while “on-



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF MOBILE COMMUNICATIONS AND RECORDING DEVICES

duty” is the sole property of the District of Sooke, and of the Sooke Fire Rescue Department.

- Any recording of audio, video or photographic materials by a member of the department while off-duty is the sole property of the District of Sooke and of the Sooke Fire Rescue Department if the individual in any way represents or declares themselves as a member of the SFRD, or the file can be attributed to a member or the department through reference to information that ought to be/have been privileged.
- No audio recording, video file or photographic image that is the property of the Sooke Fire Rescue Department may be released or distributed to any person, for any reason, unless under the specific direction of a Chief Officer.
- Any information gathered at an incident, including any audio, video or photographic image, regardless of device used, must be immediately turned over to the Chief Officer responsible at the conclusion of the call, and all other copies destroyed.

#### REFERENCES

- District of Sooke Administrative Policy #A002 – Mobile Telecommunications
- Sooke Fire Rescue Department OG#1.01.09 – SFRD Reputation Management

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LEAVE OF ABSENCE (LOA)

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Aug 31, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.10</b>	<b>Reissued date: Aug 1, 2019</b>

#### POLICY/PROCEDURE

Members of the Sooke Fire Rescue Department may request a leave of absence under the following conditions.

##### Work Related Leave of Absence

This would apply to Firefighters whose regular means of employment will take them out of the community. Duration of LOA not to exceed six (6) months.

##### Medical Leave of Absence

Any Firefighter requesting a medical LOA must submit a letter from their doctor outlining the basic circumstances (with approval) and approximate length of time required. LOA cannot exceed six (6) months.

##### Personal Leave of Absence

Will be limited to a maximum of two (2) months unless a letter is submitted from a doctor or other recognized professional (e.g. Clergy). LOA cannot exceed six (6) months.

##### Holidays

A written request for holiday time is required if holiday time is to exceed one month in duration. Other holiday time is to be marked on the holiday schedule sheet. Holiday period cannot exceed three continuous months in duration.

Application for LOA must be made in writing to the Fire Chief or designate by completing and submitting the LOA form (annex A). Paid staff request leave as per collective agreement and submit requests through the internal time management systems.

All LOA must be approved by the Fire Chief or designate.

The application must state the reason for the LOA, the start date and approximate return date.

Any Firefighter taking a LOA exceeding six (6) months in duration will removed from active duty require from the Sooke Fire Rescue Department. The member will be required to successfully complete the "Firefighters Performance Test" before being eligible to return to active duty.

Any Firefighter on LOA exceeding three months in duration or on any medical LOA will be required to successfully complete the "Firefighters Performance Test" before being eligible to return to active duty.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LEAVE OF ABSENCE (LOA)

#### NOTE:

Any Firefighter on medical LOA will require a letter from their doctor advising that the Firefighter in question can return to active duty.

Only one LOA will be granted in any calendar year.

LOA time will be subtracted from total accumulated time with the Sooke Fire Rescue Service.

An approved LOA will not result in loss of rank or position to members.

In extenuating circumstances, the Fire Chief may grant special LOA privileges over and above the regulations outlined above.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DISCIPLINARY ACTION

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Aug 16, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.11</b>	<b>Reissued date:</b>

#### POLICY/PROCEDURE

The Fire Chief or designate may reprimand, suspend, or dismiss any member for insubordination, inefficiency, misconduct, or non-compliance with any of the orders or Department rules, that in the opinion of the Fire Chief or designate, is detrimental to the discipline or efficiency of the Fire Department.

The Fire Chief or designate may dismiss any member who:

- fails to achieve an acceptable level of proficiency;
- fails to abide by the rules, regulations or policies;
- behaves or conducts themselves in a manner that is not acceptable or in the best interest of the Fire Department;
- misuse of Fire Department apparatus and equipment;
- consistent deviation from Standard Operating Guidelines; or
- does not achieve required minimum attendance for training.

Offences shall include, but not be limited to the following:

- Insubordination: Disobedient, not obeying orders
- Disorderly Conduct: Untidy, unruly, riotous, irregular conduct
- Abuse of Authority: Using one's rank for personal gains or advantage in a material way or by discrediting a fellow member
- Discreditable Conduct: Bringing discredit or disrepute to the Department or its reputation
- Disclosure of Information: Giving out information to any source without authorization
- Dishonesty: Deceit, fraud, false representation
- Under the Influence: Of alcohol or illicit drugs
- Pilfering: The removal of property belonging to the District, members, or at the scene of an incident without knowledge or consent of the owner of said property



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DISCIPLINARY ACTION

- Criminal Offense: On or off Department property, and not necessarily on Department business
- Sexual Harassment: Harassment of either gender

#### Process of Disciplinary Action

Upon discretion of the Officer in Charge, multiple offenses of the same action will accelerate the process.

- Oral reprimand
- Written reprimand

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CREDIT CARD

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Aug 31, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.12</b>	<b>Reissued date: Aug 1, 2019</b>

#### PURPOSE

The Sooke Fire Rescue Department Corporate VISA and fuel purchasing cards shall be used only for authorized budget purchases of goods and services and shall not be used for personal purposes.

All purchases made with the corporate VISA and fuel purchasing cards shall be recorded and all corresponding receipts provided to the District's Finance Department.

The VISA card shall be issued to the Fire Chief or designate. He or she shall be responsible for the card. If the card is loaned to other Fire Department members for authorized use, that member shall sign for the card and be responsible and liable for any purchases made with the card until it is returned.

In the case of loss or theft of the card, the person responsible for the card shall immediately notify the Fire Chief and the District's Finance Department shall immediately notify the bank.

Under no circumstances shall the card be used for cash advances.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REMUNERATION RATES

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Jan 11, 2013</b>
<b>O.G. NO.:</b>	<b>1.01.13</b>	<b>Reissued date: December 19, 2019</b>

#### SCOPE

Sooke Fire Rescue Paid On-Call members; career staff; and, exempt staff.

#### POLICY

Sooke Fire Department Paid On-Call members are compensated for their time to conduct their duties and execute tasks as determined by the Fire Chief's Office. Career staff are compensated under the terms of their collective agreement. Exempt staff are compensated based upon the District of Sooke exempt employee handbook.

#### PROCEDURE

Paid-On Call members will be remunerated as described below:

##### Remuneration of Duty Officer

The Duty Officer will be remunerated at the following rates: for each (night) shift for the hours of 6:00 pm to 6:00 am daily, the rate of pay shall be 15% of a Captains hourly rate as per the current IAFF Local 4841 Collective Agreement for each hour on shift.

##### Remuneration of Duty Crew Shift

The duty crew will be remunerated at the following rates: for each (night) shift for the hours of 6:00 pm to 5:00 am daily, the rate of pay for each member of the duty crew shall be 13% of the 1st Class Firefighter hourly rate as per the current IAFF Local 4841 Collective Agreement for each hour on shift. Effective January 1<sup>st</sup>, 2020 the additional (evening) shift for the hours of 6:00 pm to 10:00 pm will be remunerated at the 13% of the 1<sup>st</sup> Class Firefighter hourly rate as per the current IAFF Local 4841 Collective Agreement for each hour on shift.

##### Remuneration of Daytime Relief Staff

Daytime relief staff shall be remunerated at a rate not less than the 6<sup>th</sup> Month Probationary rate (70% of 1<sup>st</sup> Class Firefighter) as per the current IAFF Local 4841 Collective Agreement for each hour of scheduled work for covering an operational employee's absence. This rate is subject to all applicable taxes.

For the occasional times when an extra person(s) is required for hose testing, pump testing, etc. the rate of remuneration shall be not less than the 6<sup>th</sup> Month Probationary Rate (70% of 1<sup>st</sup> Class Firefighter) per hour of scheduled work. This rate is subject to all applicable taxes.

## Remuneration of CRD Hazmat Technicians

Career members who are active members of the CRD Emergency HazMat team will be remunerated as per the current IAFF Local 4841 Collective Agreement. Paid On-Call members who are active members of the CRD EHT will be compensated at the rate of 1<sup>st</sup> Class Firefighter for each hour of scheduled training and response activities.

## Paid on Call Firefighter Remuneration

An annual honorarium is paid to the Officer positions within the fire departments to acknowledge the administrative responsibility and the level of commitment required by these positions. Pre-approval of submitted time of administrative tasks is required for each quarter before payment.

Officer position annual honorarium cap: \$4000 Lieutenant.

Hourly Rates are paid to Officers and Firefighters within the fire department for time spent on approved activities as outlined below. In addition to obtaining the required training for the designated OFC Playbook full-service classifications, the minimum Officer positions must also be achieved where indicated to receive the hourly rate:

- Company Fire Officer NFPA 1021-1(FO1) (75% of 1<sup>st</sup> Class Firefighter)

Firefighters will be paid according to their designated fire department certification:

- Firefighter II with NFPA 1002 EVO (72% of 1<sup>st</sup> Class Firefighter)
- Firefighter II: (70% of 1<sup>st</sup> Class Firefighter)
- Firefighter I: (45% of 1<sup>st</sup> Class Firefighter)
- F.I.S.T/Auxiliary/Standby/Probationary (35% of 1<sup>st</sup> Class Firefighter)

## Practice Remuneration:

Weekly practice remuneration, based on a three-hour session, will be phased in, effective January 1<sup>st</sup>, 2020.

Those Firefighters and Officers attending the full practice session will receive three hours compensation for weekly practices (partial practice attendance will be pro-rated). Remuneration will be paid for additional practice sessions only if pre-approval is obtained prior to the session from the Training division, which includes recruit training or when a practice session exceeds three hours.

All training activities must be pre-approved by the Training Division prior to the training session occurring; the implementation of compensated non-Thursday training activities will be phased in for 2021.

Firefighters and Officers will receive compensation for time spent at Firefighter training activities, excluding travel time. The hourly rate payable will be associated with actual training time. Hourly rates will not apply to travel to and from the training activity, nor conferences, trade shows or non-fire-related training (i.e. BCVFFA Spring Expo, First Aid training, Air Brakes Course, etc.). Firefighters and Officers may claim reimbursement for travel related to training based on kilometres to and from their respective fire hall and the location of the training consistent with District of Sooke travel remuneration schedule.

### Officer Meeting Remuneration:

Meetings attended by Fire Department Officers are eligible for remuneration. Remuneration will be paid at the member's regular rate of pay. Any additional meeting may be considered for remuneration if pre-approved by the Chief Officers or Designate.

### Instructor Rates:

Instructor rates are paid to Firefighters who are appointed to instruct approved Fire Department training. In addition, instructors may claim reimbursement for travel related to training based on kilometres to and from their respective fire hall and the location of the training consistent with District of Sooke travel remuneration schedule. If pre-approved by the Training Division or Chief Officer, additional preparation time may be granted and paid at the individual's regular hourly rate of pay.

### Call-outs:

Firefighters and Officers will be compensated at the applicable hourly rate for all hours spent during incident call-outs. Remuneration begins at the time the Firefighter/officer responds to the page and ends when they complete all duties associated with the call. All incident calls will be compensated at actual time spent with a one hour minimum (actual time spent will be calculated to the nearest 15 minutes).

### Special Events:

Special events that may require the attendance of Firefighter personnel include public information sessions, fire prevention/education/awareness events and mock disaster scenario exercises. Attendance at any special event must be approved in advance by a Chief Officer or designate. If attendance is remunerated, it will be paid at the Firefighter/Officers' regular hourly rate of pay. Note that remuneration is not applicable for any volunteer Firefighter association/society-related functions.

There may be other instances where Firefighters are asked to perform duties other than those listed above (i.e. additional hall/equipment maintenance, etc.). Provided pre-approval is obtained from the Chief Officers, participating Firefighters/Officers will be remunerated at their regular hourly rate of pay.

The Incident Commander, Apparatus Officer or the person conducting training events, have the responsibility to submit attendance sheets to the Deputy Chief, or designate, for processing. Attendance sheets must be faxed, emailed or dropped off immediately upon completion of the practice/training/call-out/etc. Call out and training remuneration will be paid on a bi-weekly basis. Honorariums will be paid, based upon pre-approved submission of administrative time, on a quarterly basis.



## REFERENCES

- Administrative Policy AD-002 - VOLUNTEER FIREFIGHTER PAID ON CALL REMUNERATION
- Structure Firefighters Competency and Training Playbook issued by the Office of the Fire Commissioner OFC Playbook
- District of Sooke current Exempt Employee Handbook
- Current IAFF Local 4841 Collective Agreement

	December 19, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### JUNIOR RECRUITMENT PROGRAM

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date:</b>
<b>O.G. NO.:</b>	<b>1.01.14</b>	<b>Reissued date: Aug 1, 2019</b>

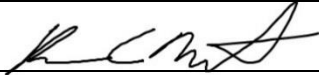
#### POLICY/PROCEDURE

This policy applies to all junior members. Junior members are those members of the Fire Department between the ages of 16 and 18.

Junior members:

- Shall not respond to emergency incidents;
- Shall not wear SCBA on the fire ground, however, live fire training is permitted;
- Shall not perform interior fire ground work;
- Shall not respond to incidents that involve the use of auto extrication tools;
- Shall not work "over the edge" at rope rescue calls;
- Shall not work in the "Warm or Hot" zone of Hazardous Materials Incidents; and
- Shall not be issued or wear any part of the Fire Dept. uniform (can be issued Fire Department off duty gear such as t-shirts, sweatshirts etc.).

During training sessions, junior members may be bumped off the truck in favour of another member, at the discretion of the Officer.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SOOKE FIREFIGHTERS ASSOCIATION

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date:</b>
<b>O.G. NO.:</b>	<b>1.01.15</b>	<b>Reissued date: Aug 31, 2018</b>

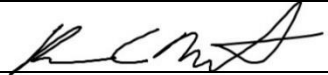
#### POLICY/PROCEDURE

The Sooke Firefighters Association in a lease with the DOS is authorized to use Fire Hall #1 as follows:

- The top floor rear of #1 Fire Hall (W.J. Stephenson Fire hall) known as the Firefighters' Lounge, may be used by the Association and members of the Association and their accompanied guests for their exclusive use.
- The Council Chambers of #1 Fire Hall may be used by the Association on the third Thursday of each month from 7:00 p.m. to 9:00 p.m. for the regular monthly meeting.
- The Association designated area on the main floor of # 1 Fire Hall may be used by the Association Executive for the storage of Association files and regalia and for other office uses.
- The Sooke Firefighters Association is permitted to use the Sooke Fire Department Crest (T'Sou-ke First Nations design) for use on all Association approved correspondence, regalia and memorabilia.

#### REFERENCE:

- Current lease between the District of Sooke and the Sooke Firefighters Association  
District of Sooke, gym use arrangement

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF FIRE DEPARTMENT EQUIPMENT AND FACILITIES

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date:</b>
<b>O.G. NO.:</b>	<b>1.01.16</b>	<b>Reissued date: Sept 5, 2018</b>

#### POLICY/PROCEDURE

This guideline is applicable for the utilization of all equipment, tools, and building(s) owned by the Sooke Fire Rescue Department and the District of Sooke.

Fire Department equipment and facilities, other than the Firefighters Lounge, shall not be used without the written consent of the Fire Chief or designate.

Use of the fire station facilities shall require a business plan to be submitted to the Fire Chief or designate. a minimum of 2 weeks before the event. The plan shall include but not be limited to:

- The purpose of the event - if a fundraising event, list the beneficiary;
- Name of the person(s) in charge of the event;
- Date, start and end time of event;
- A list of the equipment and or facilities required for the event;
- Names of all parties/persons that will be involved in the set-up, operation, take down and clean-up of the event, complete with phone numbers of each individual involved; and
- Any other details pertinent to the events operation.

Delivery of training to other outside agencies, groups, or individuals for which remuneration is received must be conducted through the office of the Fire Chief or designate.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MINORS IN THE FIRE STATION AND FIRE APPARATUS

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Sept 5th, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.17</b>	<b>Reissued date:</b>

#### POLICY/PROCEDURE

This guideline was developed for the safety of minors and to limit possible liability to the Sooke Fire Rescue Department and the District of Sooke.

All minors visiting Fire Hall(s) 1 and 2 must be accompanied by a parent, guardian or caregiver at all times.

Children are not permitted on the fire apparatus and/or around any equipment unless accompanied and closely supervised by a parent, guardian or caregiver.

Children are to be supervised at all times and are not permitted in any portion of the building or grounds unless they accompanied by a parent, guardian or caregiver.

The parent, guardian or caregivers are physically and financially responsible for the actions of children under their care.

Minors riding in apparatus during special events require approval and liability release waiver completed and approved by the fire chief or designate.

Annex A: Release waiver

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FUNDRAISING GUIDELINES

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date:</b>
<b>O.G. NO.:</b>	<b>1.01.18</b>	<b>Reissued date: Sept, 5<sup>th</sup>, 2018</b>

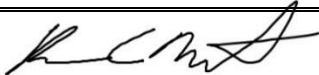
#### POLICY/PROCEDURE

Except where extraordinary approval has been granted by the District of Sooke, Fire Department and/or District equipment, tools, vehicles, logos, trademarks, name or uniforms may not be used for any fundraising event unless the Fire Chief or the Chief Administrative Officer of the District of Sooke has granted permission.

The Fire Chief or CAO will only consider granting approval for:

- Those charities recognized and approved by the Fire Chief (e.g.) Muscular Dystrophy, Cops for Cancer, Provincial Firefighters Burn Unit, etc;
- Equipment or goods for the use of the Fire Department or District; and
- Assistance to citizens of the District of Sooke that require extraordinary or specialized medical care and assistance.

Whenever possible, receipts must account for all donations of funds raised.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REGIMENTAL NUMBERS

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original date: Jan 1, 1996</b>
<b>O.G. NO.:</b>	<b>1.01.19</b>	<b>Reissued date: Aug 1, 2019</b>

#### PURPOSE

To ensure consistency and give direction as to the issuance of regimental numbers

#### SCOPE

All department personnel

#### POLICY/PROCEDURE

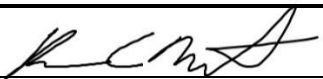
All personnel shall be issued regimental numbers in accordance with this operational guideline.

Regimental numbers will be issued to every member upon successful acceptance into the Fire Department.

Regimental numbers shall be issued in sequence from the last number issued.

Regimental numbers will be retired when a member retires or leaves the Department.

A retired member returning to active duty after having their number retired will have their old number reinstated

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF ALCOHOL, CANNABIS AND/OR DRUGS

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original: Oct 18, 2018</b>
<b>O.G. NO.:</b>	<b>1.01.20</b>	<b>Reissued:</b>

#### PURPOSE

This guideline advises on the use of alcohol, cannabis, drugs (illicit) or prescription medication by on-duty Fire Department personnel that may impair judgement and affect decision making. Safety of the public and department personnel is paramount. Under certain circumstances, the use of alcohol, cannabis and/or drugs is illegal. Other impairments, including fatigue, is identified in this guideline.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

No Fire Department personnel shall report for duty while impaired by alcohol, cannabis and/or drugs prescription medication. No Fire Department personnel shall consume alcohol, cannabis, drugs (illicit) and/or prescription medication while on duty, or while riding in or on any Fire Department vehicle. No alcohol shall be brought in or out of any Fire Department building or onto any Fire Department property, unless it is under the supervision or direction of the Firefighters association executive and the proper liquor licence is obtained.

The firefighter's lounge area is the only designated area where off-duty personnel may consume alcohol. Ensure that all necessary licences and permits are obtained for functions and prior to consumption of alcohol.

The group (Fire Dept, IAFF, FF ASSOC) hosting an event on District property where a liquor license is in effect, will establish a four-person full service duty crew, listing all personnel who shall respond to any incident during the event and for a period of eight hours following the end of all events. Duty crew members shall not consume any alcohol, cannabis and/or drugs during designated duty period.

Members' consuming alcohol or cannabis and/or drugs shall not report for duty for a minimum of 8 hours after they have finished consuming alcohol, cannabis and/or drugs. For prescription medication as recommended by their physician.

Definition of duty: the ability and expectation to attend all incidents the member is qualified and trained to respond to. This also shall include all Fire Department related duties performed within the fire station(s).

Members shall not attend the fire station(s) apparatus floor to conduct operational checks on apparatus, fire equipment or personal protective equipment.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF ALCOHOL, CANNABIS AND/OR DRUGS

#### REFERENCES

- "Impaired", as defined by the Criminal Code of Canada
- B.C. Motor Vehicle Act
- B.C. Liquor Control Act
- OG 3.04.07 – Impaired Driving Policy
- OG 1.01.11 – Disciplinary Action

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original: May 16, 2019</b>
<b>O.G. NO.:</b>	<b>1.01.21</b>	<b>Revision date: Aug 1, 2019</b>

#### PURPOSE

To ensure members of Sooke Fire Rescue Department and other District of Sooke employees receive effective assistance in managing the immediate personal impact, and mitigating potentially negative long-term consequences, of critical incidents experienced in the workplace.

To maintain an operational Critical Incident Stress Management Team of appropriate expertise, size and composition.

To ensure that all potentially traumatic events are accurately identified, addressed appropriately with all members involved, and behavioral health follow up is concluded only when all necessary actions have been completed.

To provide adequate education to all members of Sooke Fire Rescue Department such that they can manage and participate in their own behavioral wellness activities.

#### SCOPE

All members of Sooke Fire Rescue Department

#### DEFINITIONS

**Critical Incident** – Any situation that may cause an individual to experience unusually strong emotional reactions and potentially interfere with their ability to normally function at the scene or post incident. Examples of critical incidents are:

- Death or serious injury of a Sooke Fire Rescue Department member occurring on or off shift, death or serious injury to a co-worker or a patron at a District of Sooke facility.
- Death or serious injury of RCMP, BCAS, or other emergency services personnel when Sooke Fire Rescue Department members are involved.
- Death or serious injury of a civilian during Sooke Fire Rescue Department operations.
- Death or serious injury of a child.
- An incident that is charged with profound emotion, e.g., a member placed in danger due to firearms, hostage situations, or threats of physical harm.

- An incident where members have been exposed to toxic or unknown chemicals that are likely to have lasting physical or mental effects.
- Any medical call where members come in contact with an infectious disease.
- Significant rescue or task difficulties.
- Member exposed to a number of significant incidents over a short-term.
- Personal relationship to a victim.
- Close encounter that could have caused a member death.
- Threat or loss of personal or professional integrity (professional humiliation).
- Negative coverage of an incident by the media.
- Any situation that results in a specific request by a member of Sooke Fire Rescue Dept.

**Defusing** – A roundtable meeting of members of a single agency directly involved in a critical incident, facilitated by a member trained in defusing from the SFRD CISM team or an approved external agency. A defusing should ideally be held within 6 – 8 hours of incident conclusion and, at latest, within 24 hours of the incident conclusion.

- A trained defusing member will explain to the members the physical, emotional and mental reactions that they are or may soon be experiencing.
- A trained defusing member will also provide information on how members can take care of their emotional and physical health and the resources that are available to members who require more assistance doing so.
- The trained defusing members objective is to ensure all members have a plan for self-care in the coming hours and days, prior to the next planned contact.
- All defusing's are strictly confidential.

**Debriefing** - An organized discussion with members of one or more agencies involved in the same critical incident, designed to mitigate the potential for long-term emotional trauma disorders, facilitated by a trained debriefing member from the SFRD CISM team or an approved external agency. A debriefing should be held within 24 - 72 hours of the potentially traumatic incident.

- The structured discussion emphasizes the normalcy of responses being experienced by involved individuals.
- Debriefings focus on the mental and physical well-being of the members and do not intend to find the cause of the incident or assign blame.
- The debriefing process provides a forum in which members or staff can discuss their feelings and reactions that result from exposure to the critical incidents, thus reducing the stress.

- Debriefings must have a qualified mental health professional in attendance, preferably acting as facilitator.

**Resiliency** – the capacity of an individual to withstand experienced stress and trauma; to “bounce back”. Resiliency is a learned skill and a proactive component to critical incident stress management.

**Tailboard Talk** – a brief meeting of a company or crew(s) directly involved in a critical incident, designed to acknowledge the emotional nature of the incident and to ensure that each member has a plan to manage their associated emotional stress. Any member involved in the incident may request a Tailboard Talk.

- The CISM team Chairperson must be immediately notified of a Tailboard Talk, including any Officer or member observations or recommendations for further action.

## POLICY/PROCEDURE

### CISM Defusing and Debriefing Protocol

Following a Critical Incident (see examples in Article 2.1) an Officer, or any member recognizing the need and trained to do so, will conduct a Tailboard Talk.

Following a Tailboard Talk, the facilitating member will develop a recommendation as to appropriate next steps and contact the CISM Chairperson and Fire Chief or designate with a briefing on status and recommendations. The CISM Chairperson may assist with determination of further requirements.

Upon recommendation or the automatic arrangement of defusing:

- The CISM chairperson will contact two current CISM Team members and the Fire Chief or designate. If none are available, the Chairperson will contact a qualified outside agency or provider
- The CISM Team members will liaise with the CISM Chairperson and Fire Chief or designate to determine the suitability of a defusing and, if required, determine a time and place to conduct the defusing.
- Once a defusing is scheduled, the Fire Chief or designate will arrange to ensure that the participating members are taken out of service and are not disturbed during the defusing. The Fire Chief or designate also has the discretion to remove members from duty prior to the defusing if it is to their benefit.
- All required documentation will be completed by the lead defusing member following completion of a defusing, to ensure appropriate record keeping. Documentation will be sealed, marked with the date only, and stored in the designated location for files of such a nature.
- An Incident Commander will use the appropriate tools in report writing software to tag the incident as having an associated Defusing.

At completion of defusing, CISM Team members will determine if a debriefing is required. If so, then a debriefing will be scheduled to take place within 72 hours of the incident.

- The CISM Chairperson or Fire Chief or designate will make arrangements for facilitation of a debriefing.
- As well, the CISM Chairperson or Fire Chief or designate will contact, or function as the contact for, other agencies directly involved in the incident to coordinate resources and timing in the facilitation of a joint debriefing.

Following debriefing, the CISM team will ensure those members requiring further resources are adequately educated regarding local resources and the departmental MFAP.

#### CISM Debriefing and Defusing Requests from other Internal District of Sooke Departments

When Critical Incident Stress Management services are requested by an internal Department of the District of Sooke (Parks, Wastewater, etc.), the request will normally come through the Department Director to the Fire Chief or designate. The Fire Chief or designate will obtain the information provided including type of incident, number of District of Sooke Staff affected and contact person at scene, etc.

- The Fire Chief will contact the CISM Chairperson to jointly determine which members of the CISM team are available.
- The CISM members chosen and available to provide assistance will be given all information available and jointly decide if a defusing is required.
- If a defusing is required, CISM members will follow the protocol as it applies, in Clauses 4.3 through 4.5.

#### Resiliency

The CISM team will provide resiliency education to the membership a minimum of once every 2 years. This education may include spouses at team discretion.

#### Education and Training

Team members are required to obtain a minimum of 16 hours of skills training per year (meetings, awareness sessions, formal training, courses, etc.). This skills training may be in-house or externally provided, at the discretion of the Team and as a function of training availability.

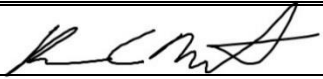
New team members are required to obtain sixteen hours of formal CISM training within one year of joining the team, and 48 hours of formal CISM training within two years of joining the team. Said training will be of a type, and from a provider, that is approved by the Team.

All Officers shall complete an Introduction to Critical Incident Stress Management or an acceptable equivalent, as a part of the Sooke Fire Rescue Department officer training program, to aid in their conducting of Tailboard Talks and in their determination of further requirements following a potentially Critical Incident.

New Members of SFRD will be provided with an in-house introduction to mental health for first responders, and a presentation clarifying expectations and departmental procedures, as outlined herein, should they experience a critical incident.

## REFERENCES

- International Critical Incident Stress Foundation
- Supporting Mental Health in First Responders Recommended Practices - BC First Responders Mental Health
- Canadian Mental Health Association – Resilient Minds
- BCFED Health & Safety Centre – Mental Health First Aid

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE PREVENTION PRIORITIES

<b>SECTION:</b>	<b>FIRE PREVENTION</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>1.02.01</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

The Fire Department's fire prevention priorities are as follows:

1. Fire Investigation - as required by the Fire Service/Safety Act, District of Sooke Fire Bylaw;
2. Plans examination for new and existing buildings;
3. Inspections of facilities as outlined below;
4. Code enforcement;
5. Upgrading of facilities to current code standards;
6. Public education; and
7. Pre-fire planning.

#### Inspection Frequency and Priority

Inspection will be conducted as laid out in District of Sooke Bylaw 292 – Fire Protection Services.

All commercial, Industrial, and Multi Unit Residential will be inspected annually, if possible.

Priority shall be given firstly to places where people sleep (apartment blocks, motels, etc.) and where people gather (community halls, schools, pubs, restaurants, etc.) and to high risk (F1 industrial occupancies) Secondly to retail and commercial occupancies (including Department stations) and lastly to F2 and F 3 industrial occupancies and low risk home based businesses.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### COMPANY INSPECTIONS

<b>SECTION:</b>	<b>INSPECTIONS</b>	<b>Original date: Sep 5, 2018</b>
<b>O.G. NO.:</b>	<b>1.02.02</b>	<b>Reissued date: Aug 1, 2019</b>

#### PURPOSE

The Company Inspection program is an essential part of the overall goal of the Sooke Fire Rescue Department to support fire mitigation efforts and reduce the loss of life and property to fire.

The “Company Inspection” program is not a required procedure; however, POC Firefighters participating in this program shall use the following guidelines.

All members participating in the “Company Inspection” program shall obtain a list of business occupancies to be inspected from the Fire Prevention Division. Inspections will be done with careful consideration given to time efficiency and fuel conservation.

#### PROCEDURE/POLICY

Upon arrival at the occupancy, promptly contact and introduce yourself to the primary contact person (usually the owner or manager). Explain the goal of your activity and verify that permission is granted to conduct the inspection. If permission is not granted, clarify the reason(s), leave the premises and inform the fire prevention division of the circumstances. Ask that a person from the business accompany you during the inspection process. Ensure to inspect all areas of the business including rooms that may be locked and/or off limits to the general public.

It is generally a good idea to start your inspection on the exterior by doing a walk around the building. Check and note any outside hazards such as blocked exits, stairways not accessible, bars on windows, accumulated garbage or debris etc. Next, move to the interior, continuing to move in a systematic method going room by room and floor by floor. Using the “Basic Inspection” form check for all potential hazards that are noted on the inspection sheet. Try to refrain from personal opinion, focusing on those items listed. If a particular potential hazard is found that is not noted on the form, provide additional details in the comment section. All boxes on the form shall be completed using a check mark for a pass, an X for a fail and n/a if the item is not appropriate in this inspection.

At the conclusion of the inspection, the senior person shall review the inspection form to ensure it is complete and accurate. The “Officer” will then review the form with the building owner or manager clarifying all points noted. Suggestions on how to correct or repair any deficiencies can be made at this time. Once the review is completed, have the owner or manager sign the form. This indicates that they are accepting the report only, it does not indicate that they agree with the report. In the event that more clarity is needed, a code reference is required, or the owner or manager requires more information, have them contact the Inspection / Prevention Division on the next business day. The white copy will be left with the owner, the yellow copy shall be turned in to the prevention division and the pink copy can be kept by the company inspector.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### COMPANY INSPECTIONS

#### Enforcement

The Sooke Fire Rescue Department has a progressive code enforcement program designed to ensure compliance with applicable codes and bylaws. The Fire Prevention Division shall follow up on all violations noted. After repeated non-compliance orders, the business owner or occupant may be issued a Notice of Violation, a municipal bylaw enforcement ticket and in the event of a serious infraction, a Provincial Fire Order can be issued by an LAFC (Local Assistant to the Fire Commissioner)

#### Inspection Categories for Company Inspections

Paid On-Call personnel conducting company inspections are authorized to inspect the following occupancy categories:

- C Occupancy: Residential – Apartments, Condominiums, Townhouse, B&B, etc.
- D Occupancy: Office – Doctor office, lawyer office, real estate office, banks etc.
- E Occupancy: Mercantile - Shops, retail stores
- F3 Occupancy: Low Hazard Industrial – workshops, storage garage, salesrooms
- Home Based Business: Low hazard home based business occupancies that fit in any of the categories listed above.

#### Report Filing, Entry and Retention

Any report completed for a fire safety inspection shall be filed with the Fire Prevention Division.

#### TRAINING

All departmental personnel assigned to complete company inspections shall receive training on a regular basis. Officers in charge of a company inspection shall successfully complete the Level 1 Company Inspection (or equivalent) program.

All Firefighters participating in the company inspection program shall be familiar with basic building construction, report writing, and fire safety pre-planning and shall participate in refresher training programs when these sessions are available.

When completing a company inspection, the assigned crew shall whenever available, carry a copy of the Fire Department building pre-incident plan for the inspectable property. While conducting the inspection, the crew shall review the building pre-plan to ensure that it is still accurate and reflects any current hazards in the building. In the event a discrepancy is found in the pre-incident plan, notes shall be taken, and the Fire Prevention Division notified so that the pre-incident plan can be updated to include any changes noted during the inspection procedure.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRIVEWAY ACCESS

<b>SECTION:</b>	<b>INSPECTIONS</b>	<b>Original date: Sept 12<sup>th</sup>, 2018</b>
<b>O.G. NO.:</b>	<b>1.03.02</b>	<b>Reissued date:</b>

#### POLICY/PROCEDURE

##### Criteria – Driveway Access for New Subdivisions

All driveways shall be constructed so that any turn has a centre line radius of 12 metres at the inside curb line and a radius of 15 metres (50 ft) at the outside curb line.

All driveways shall provide a minimum unobstructed width of 6 metres (20 ft) and a minimum unobstructed vertical clearance of 4.6 metres (15 ft).

All curb cuts at entrances to driveways shall be sufficient width to permit safe travel by emergency vehicles at all times of year.

Turnouts shall be designed and constructed every 122 metres (400 ft) along the driveway's length.

A turnaround shall be provided at all single-family dwelling buildings or structure sites on driveways over 91 metres (300 ft) in length and shall be within 15.2 metres (50 ft) of the building or structure. Multifamily residential sites will be subject to additional referral review.

Grades shall be no more than twelve (12) percent, except that a grade of fifteen (15) percent may be allowed when the driveway is hard surfaced to a minimum width of 3 metres (10 ft) of concrete or asphaltic pavement.

Where grades are greater than 6 percent, a level area large enough to accommodate a fire truck shall be provided no more than 30 metres or less than 15 metres from any building which a firefighting vehicle may be required to serve.

Where gates are installed, the clear opening provided through the gate shall be at least 0.6 metres (2 ft) wider than the travelled portion of the driveway and shall be located at least 9.1 metres (30 ft) from the public way and shall open inward, allowing a vehicle to stop without obstructing traffic on the public road.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRIVEWAY ACCESS

#### REFERENCES

- MOTI guidelines- geometric design guide for Canadian roads
- B.C. Building Code effective Edition
- District of Sooke and Sooke Fire Rescue Department Access Standards Document
- DOS Subdivision Bylaw 404

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>1.04.01</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

The Fire Chief is completely responsible for and has authority over the Fire Department, subject to the direction of the Mayor and Council of the District of Sooke, to whom he shall be responsible.

#### Duties of the Fire Chief:

- Provides operational and administrative leadership for all activities of the Fire Department and Community Safety, and advises Council on all matters relating to fire and rescue operations, building development, bylaw enforcement and emergency management for the District;
- Acts as sole authority and commands at the scene of a fire or ensures delegation of scene command to those officers that are capable and trained;
- Ensures all career and Paid On-Call Firefighters have appropriate and adequate training, and that all members of the Fire Department are trained in the same manner for all procedures and scope of work;
- Oversees the recruitment and training of new career and Paid On-Call Firefighters to meet the needs of the community and operational standards;
- Ensures all firefighting policies and operational guidelines are developed in accordance with municipal, provincial, and federal legislation and in accordance with the Office of the Fire Commissioner or District policies;
- Prepares reports from the Fire Department and Community Safety Department for meetings of Council or Council Committees as required;
- Serves as a non-voting member for any committee related to Community Safety;
- Ensures all department firefighting equipment is monitored and maintained on a regular basis and is in good working order;
- Ensures all District of Sooke Fire Department's operational guidelines are current and are regularly reviewed with the membership to ensure a culture of safe work practices is maintained within the department;



## **SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES**

### **RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF**

- Ensures all records related to department personnel, training, fire inspections, and emergency incidents, as well as other departmental records are maintained;
- Oversees the preparation of, implements and monitors Departmental budgets, strategic operating and capital plans;
- Provides leadership and management in all aspects of the Fire Department in accordance with the policies and plans established by the Council;
- Functions as a LAFC and performs required fire investigations and reports to the Fire OFC;
- Ensures correct interpretation of the Fire Services Act, Fire Safety Act and bylaws for the proper enforcement of fire prevention or protection measures as required. Ensures that measures used do not unduly affect the public without proper education or implementation without a communications strategy;
- Administers and delegates the scheduling of work hours of the firefighters to ensure adequate fire protection at all times;
- Oversees, supervises, mentors and evaluates the performance of staff and Paid On-Call members;
- Develops and maintains an acquisition and preventative maintenance program to ensure that the firefighting equipment for the department is acquired and regularly and appropriately maintained;
- Develops and administers the approved Fire Department, Community Safety department and emergency management budgets; provides forecasting for the needs of staffing, equipment, materials and supplies; and approves expenditures and implements budgetary adjustments as necessary;
- Keeps abreast of changing local conditions and technological changes in firefighting, fire prevention measures and the BC Building Code;
- Attends Council and committee meetings as required by the Chief Administrative Officer;
- Receives and implements instruction or direction from the Chief Administrative Officer in the execution of all duties and responsibilities related to the effective or smooth operation of the District;
- Maintains regular communication with the Chief Administrative Officer keeping them fully informed of all non-routine, urgent and controversial matters;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF

- Liaises with representatives of neighbouring municipal fire departments to ensure that adequate reciprocal arrangements are made for emergency response for the controlling of major fires or events;
- Maintains effective and positive working relationships with all municipal departments, outside agencies and the public;
- Operates the Fire department, Community Safety and emergency program within the approved budgets, and assists the Director of Financial Services as required to accurately reflect operational expenditures and savings within the department;
- The Fire Chief for reasons of operational efficiency and operational effectiveness in the delivery of emergency service, will preferably reside within the boundaries of the District of Sooke and allow for reasonable response times to the Sooke Fire Department;
- Seeks opportunities for process improvement and optimization;
- Presents a neat uniformed appearance and maintains the conduct of a gentle person; and
- Performs other duties as directed by the Chief Administrative Officer.

#### Duties of the Deputy Fire Chief:

- Provides operational and administrative leadership for all activities of the Fire Department and Community Safety and advises Council on all matters relating to fire and rescue operations, building development, bylaw enforcement and emergency management for the District;
- Acts as sole authority and commands at the scene of a fire or ensures delegation of scene command to those officers that are capable and trained;
- Ensures all career and Paid On-Call Firefighters have appropriate and adequate training, and that all members of the Fire department are trained in the same manner for all procedures and scope of work;
- Oversees the recruitment and training of new career and Paid On-Call Firefighters to meet the needs of the community and operational standards;
- Ensures all firefighting policies and operational guidelines are developed in accordance with municipal, provincial, and federal legislation and in accordance with the Office of the Fire Commissioner or District policies;



## **SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES**

### **RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF**

- Prepares reports from the Fire Department and Community Safety Department for meetings of Council or Council committees as required;
- Serves as a non-voting member for any committee related to Community Safety;
- Ensures all department firefighting equipment is monitored and maintained on a regular basis and is in good working order;
- Ensures all District of Sooke Fire Department's operational guidelines are current and are regularly reviewed with the membership to ensure a culture of safe work practices is maintained within the department;
- Ensures all records related to department personnel, training, fire inspections, and emergency incidents, as well as other departmental records are maintained;
- Oversees the preparation of, implements and monitors Departmental budgets, strategic operating and capital plans;
- Provides leadership and management in all aspects of the Fire department in accordance with the policies and plans established by the Council;
- Functions as a LAFC and performs required fire investigations and reports to the Fire OFC;
- Ensures correct interpretation of the Fire Services Act, Fire Safety Act and Bylaws for the proper enforcement of fire prevention or protection measures as required. Ensures that measures used do not unduly affect the public without proper education or implementation without a communications strategy;
- Administers, and delegates the scheduling of work hours of the firefighters to ensure adequate fire protection at all times;
- Oversees, supervises, mentors and evaluates the performance of staff and Paid On-Call members;
- Develops and maintains an acquisition and preventative maintenance program to ensure that the firefighting equipment for the department is acquired and regularly and appropriately maintained;
- Develops and administers the approved Fire Department, Community Safety department and emergency management budgets; provides forecasting for the needs of staffing, equipment, materials and supplies; and approves expenditures and implements budgetary adjustments as necessary;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF

- Keeps abreast of changing local conditions and technological changes in firefighting, fire prevention measures and the BC Building Code;
- Attends Council and committee meetings as required by the Chief Administrative Officer or in the absence of the Fire Chief;
- Receives and implements instruction or direction from the Fire Chief in the execution of all duties and responsibilities related to the effective or smooth operation of the District;
- In the absence of the Fire Chief, maintains regular communication with the Chief Administrative Officer keeping them fully informed of all non-routine, urgent and controversial matters;
- Liaises with representatives of neighbouring municipal fire departments to ensure that adequate reciprocal arrangements are made for emergency response for the controlling of major fires or events;
- Maintains effective and positive working relationships with all municipal departments, outside agencies and the public;
- Operates the Fire Department, Community Safety and emergency program within the approved budgets, and assists the Director of Financial Services as required to accurately reflect operational expenditures and savings within the department;
- The Deputy Fire Chief for reasons of operational efficiency and operational effectiveness in the delivery of emergency service, will live within a reasonable response time to the District of Sooke's fire stations;
- Seeks opportunities for process improvement and optimization;
- Presents a neat uniformed appearance and maintains the conduct of a gentle person;
- Performs other duties as directed by the Chief Administrative Officer.

#### Duties of the Assistant Fire Chief:

- Upon arrival at an emergency scene, in the absence of a senior officer, the Assistant Chief initiates incident command and controls and direct operations until relieved by a senior officer. In such instances where a competent Fire Incident Commander is a junior officer but is well managing the incident then the Assistant Chief may act as a mentor support person or be assigned another function within the incident command structure





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF

as required. In this instance, the Assistant Fire Chief is the decision maker or incident control at the scene;

- Supervises all firefighters and support services personnel in the performance of their duties and reports performance successes and deficiencies to the Fire Chief;
- Reports to the Fire Chief incapacity, neglect of duty, disobedience, violation of the operational guidelines or failure to carry out an order by any member consults with the Fire Chief and determines and carries out appropriate corrective actions or discipline;
- Conducts or directs inspections of businesses to identify potential fire and life safety hazards in accordance with District bylaw and schedule of inspections and the BC Fire Code, ensuring that they are completed in a timely and efficiently scheduled fashion;
- Plans, directs, coordinates, and develops the schedule of daily activities and workplan of all career, auxiliary or Paid On-Call firefighters;
- Performs all fire suppression, rescue, medical aid, public education, enforcement and related activities as directed;
- Prepares and submits incident reports or other special reports and forms as required as well as reviews reports from junior officers or firefighters as a result of any department business or emergency response;
- Reviews and analyses all written reports from members resulting from personnel work safe accidents or incidents involving apparatus or equipment and then prepares written reports upon review for the Fire Chief. Conducts as required and oversees the delivery of department training and those officers responsible for the development and delivery of training objectives for the department;
- Functions as a LAFC and performs required fire investigations and reports to the Fire OFC;
- Develops, manages and participates in the schedule for after-hours call outs as Duty Officer on a rotating basis to maintain 24-hour coverage assuming the responsibilities as outlined in the department's operational guideline;
- Supervises junior officers and Firefighters to ensure thoroughness in cleaning and maintaining all required equipment that is to be placed "Back in Service" after each call or training session;
- Schedules and coordinates all in service fire inspections, in consultation with the Fire Chief;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSIBILITIES AND DUTIES OF FIRE CHIEF, DEPUTY CHIEF AND ASST CHIEF

- Ensures the fire ground and station duties are performed safely and within the scope of the department operational guidelines as approved by the Fire Chief;
- Oversees, conducts or arranges all station tours, lectures, demonstrations or specialized departmental activity at the District of Sooke Fire Rescue station;
- Develops and maintains files for pre-fire plans of all inspected properties. Submits and manages inspection reports on fire hazards, life safety issues found as a result of the inspection and distributes copies of the reports to the appropriate parties for resolution of the noted deficiencies. Coordinates re-inspections for deficiency correction and manages appropriate record keeping for filing by the Fire Services Clerk;
- The Assistant Fire Chief shall maintain office workspace environment to ensure a demonstrated image which leads by example for the rest of the organization;
- Liaises with public on enquiries related to Fire Service, Bylaws, burning and nuisance complaints;
- Supports the Bylaw Enforcement Officer in non-compliance issues relating to Fire Services Act and District Fire Services Bylaws;
- Supports the Sooke Emergency Program with EOC preparation and assignments;
- The Assistant Fire Chief for reasons of operational efficiency and operational effectiveness in the delivery of emergency service, will preferably reside within the boundaries of the District of Sooke and allow for reasonable response times to the Sooke Fire department;
- Seeks opportunities for process improvement and optimization;
- Presents a neat uniformed appearance and maintains the conduct of a gentle person; and
- Performs other related work as required or assigned by the Fire Chief.

If reference to the duties listed above for each rank is required, refer to the current District of Sooke job description for the rank and position, this operating guideline is for quick reference purposes only.

## REFERENCES

- District of Sooke Current Job Description – Fire Chief Dated February 2019
- District of Sooke Current Job Description – Deputy Fire Chief dated February 2019
- District of Sooke Current Job Description – Asst Fire Chief Dated August 2017

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DUTIES OF TRAINING OFFICER AND SAFETY OFFICERS

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>1.04.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To describe the duties and responsibilities of the Safety Officer(s) and their assistants at all emergencies, drills, and other functions of the Fire Department

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

The Safety Officer and his/her assistants will be active members of the department's Safety Committee. All Safety Committee members are to be familiar with and periodically review their duties and the Operational Guideline.

#### Safety Officer

In addition to the duties prescribed by their rank, he/she shall:

- Study and promote industrial health and safety regulations within the Fire Department;
- Analyse equipment and working procedures to ensure that potential hazards are recognized;
- shall have and maintain a knowledge of current potential safety and health hazards involved in firefighting and other related activities;
- Assist in investigating accidents during training or fire suppression operations;
- Bring to the attention of those responsible, any flagrant abuse of equipment or safety regulations and advise the Fire Chief and officers;
- Advise the Fire Chief and officers in the purchase and use of safety equipment;
- Familiarize him/herself with all Fire Department rules and regulations concerning safety;
- shall identify and analyse safety and health hazards and shall develop corrective actions to deal with these hazards;
- Familiarize him/herself with WorkSafe BC regulations pertaining to fire departments;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DUTIES OF TRAINING OFFICER AND SAFETY OFFICERS

- Shall review and revise rules, regulations, and operational guidelines to the Fire Department occupational safety and health program;
- Attend Fire Department Safety Committee meetings;
- Responds to alarms to maintain safe firefighting procedures;
- shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents; and
- Reports to the Fire Chief.

#### Training Officer (S)

- Responsible for the development, implementation, and coordination of training programs;
- Ensures that all newly hired fire fighters are trained in a consistent and timely manner in accordance with department standards;
- Ensures that all fire fighters receive required training or re-training;
- Responds to alarms. Observes Department members at work. Evaluates safety and efficiency of methods used, degree of professionalism, and the need for re-training or different methods;
- Assists in the incident if necessary;
- Assists in preparing training budget;
- Performs other related duties as assigned; and
- Reports to the Chief of Operations & Training and/or the Fire Chief.

Signature (Fire Chief)

August 1, 2019

Date of issue



# SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

## AUXILIARY FIREFIGHTERS

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>1.04.03</b>	<b>Reissued:</b>

### PURPOSE

To define the role and duties performed by an auxiliary firefighter

### SCOPE

All firefighters

### POLICY/PROCEDURE

All auxiliary firefighters will be familiar with, and carry out their duties within, their capabilities as outlined in, the Operational Guidelines and referenced documents.

The auxiliary firefighter will be responsible for:

- operating apparatus licensed to drive as required;
- assist with laying out hoses on the fire ground;
- performing various maintenance tasks on apparatus and equipment;
- carrying out fire prevention and public education activities as required;
- performing routine maintenance of firefighting equipment and Fire Department property;
- support Incident Command with accountability system and communication;
- support the Incident Safety Officer;
- carrying out the specific orders and directions of a superior officer within the scope of the Fire Department member's training and comfort level;
- provide assistance to displaced fire incident occupants and or patients;
- assist in traffic control services, if trained to do so; and
- monitor and evaluate firefighters for fatigue, assist with rehabilitation of Firefighters.

Auxiliary firefighters will be required to maintain their skills in accordance with the OFC Playbook at the exterior level and are not to engage in fire suppression or emergency rescue operations, either exterior or interior. Will operate apparatus as a second line unit. or at prolonged incidents as directed by command or Chief Officers.

Firefighters that are advised of light duty activities on the discretion of a Physician can be placed into Auxiliary status if approved by the Fire Chief or designate.

Firefighters coming off an extended LOA can be placed into Auxiliary status until all testing and sign off has been completed in order to return to active duty.

## REFERENCES

- IFSTA Essentials Current Edition
- WCB Regulation 31.5(2)(a)
- Provincial Structural Firefighters Competency and Training Standards Playbook

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE INCIDENT SUPPORT TEAM

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>1.04.04</b>	<b>Reissued:</b>

#### PURPOSE

To define the role and duties performed by the Fire Incident Support Team (F.I.S.T.)

#### SCOPE

All Fire Incident Support Team members

#### POLICY/PROCEDURE

All Fire Incident Support Team members will be familiar with and carry out their duties within their capabilities as outlined in the operational guidelines and referenced documents.

The Fire Incident Support Team will be responsible for:

- Station support:
  - Driving support/utility vehicles as required, if trained to do so;
  - Towing of scene support, wildland, and utility trailers as required if trained to do so;
  - Support fire prevention and public education activities at the station or within the community, using dedicated lesson plan;
  - Fire extinguisher training, service and refilling as required;
  - Assisted in operating and refilling SCBA bottles as required;
  - Maintain station security during incidents; and
  - Support workplace hazard assessments.
  - Establishment and preparation for a Department Operating Centre (DOC).
- EOC support:
  - Assist in setting up of emergency operations centre as required; and
  - Perform required duties as directed by the designated section chiefs if trained to do so.
  - Ground Support Unit for the Logistics Section of an EOC activation.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE INCIDENT SUPPORT TEAM

- Scene support:
  - Support Incident Command with accountability system and communication on large scale events upon request;
  - Provide assistance and comfort to fire incident patients;
  - Assist in traffic control services, if trained to do so;
  - Monitor and evaluate firefighters for fatigue, if trained to do so;
  - Assist with establishing rehab sector;
  - Assist with rehabilitation of firefighters; and
  - Assist with incident clean up at station as required.
- Response to incidents:
  - Fire Incident Support Team shall respond to the station when available for the following types of incidents within the District of Sooke through the monitoring of the exclusive paging cap code. A request by the Incident Command via a page out will determine the operational response requirements. The list below indicates the only type of calls that will be subject to Paid-On Call Remuneration:
    - Commercial and residential structure fires within the District of Sooke;
    - Motor vehicle incidents of long duration – for traffic control duties/Rehab as required;
    - Wildland urban interface fires as required within the District of Sooke;
    - Large scale HAZMAT; and
    - Large scale or long duration rescues.
  - Responding voluntarily to the Station outside of the scope of response above will not qualify for remuneration.
  - Fire Incident Support Team are not required to attend the station for mutual aid calls outside of the district.
  - When responding to the station members are to give parking priority to fire suppression fire fighters. Parking on the gravel area then on the lower municipal admin parking area.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE INCIDENT SUPPORT TEAM

- Members are to check into the alarm room and indicated number of members to senior suppression member or incident command via radio and await tasking from incident command. Members are to utilize “IamResponding” to indicate the response or their stand-by capabilities for incidents within the scope of F.I.S.T noted above.
- Fire Incident Support Team are not to engage in fire suppression or emergency rescue operations, either exterior or interior. To maintain minimum maintenance training standards for F.I.S.T members that are attending emergency incidents and to satisfy the following objectives of the Provincial Structural Firefighters Competency and Training Standards Playbook, the following Training section will be used to determine each individual member’s maximum capabilities while on the fireground to be able to work safely on the incident scene.

### TRAINING

Fire Incident Support Team – Non-suppression members of the department attending emergency fire-fighting scenes must be trained and qualified in the following:

- Incident Command System 100 (from BCEMS curriculum);
- Small vehicle driver (if driving);
- Utility/cargo trailer towing;
- Standard First Aid or First Responder Level 2;
- Emergency Scene Traffic Control NFPA 1001 5.3.3;
- Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18;
- Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584;
- Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism);
- Fire and Life Safety Educator 276 - NFPA 1035;
- Introduction to Emergency Management;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE INCIDENT SUPPORT TEAM

- EOC Essentials; and
- Logistic section training.

Fire Incident Support Team – skill maintenance requirements:

- Minimum 36 hours of annual maintenance training (green accountability tag);
  - 1 – Thursday training session with fire suppression lead by fire suppression officer;
  - 1 – Thursday training session lead by team member;
  - 1 – Wednesday training session to support Sooke and regional emergency programs; and
  - 1 – Optional Thursday training session.

### REFERENCES

- IFSTA Essentials Current Edition
- WCB Regulation 31.5(2)(a)
- Provincial Structural Firefighters Competency and Training Standards Playbook

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIREFIGHTER MEMBERSHIP & SERVICE AWARDS

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original date: Sep 12, 2018</b>
<b>O.G. NO.:</b>	<b>1.04.05</b>	<b>Reissued date: Aug 1, 2019</b>

#### POLICY/PROCEDURE

The complement of Firefighters of the Fire Department shall be expected to be at a minimum of fifty (50) members not including the Fire Chief or the Deputy Chief. All applications for membership shall be submitted in writing on the appropriate form.

A person is qualified to be a member of the department for active service who:

- Is not less than nineteen (18) years of age for active membership, and sixteen (16) years of age for junior membership if the junior program is active;
- Is of good character (RCMP criminal check);
- Is medically fit, to qualify for a Class 3, B.C. Drivers licence, with air brake endorsement, as certified by a physician;
- Is physically capable of performing strenuous Fire Department duties;
- Resides in the District of Sooke;
- Is able and willing to attend regular training sessions;
- Is available to respond to Fire Department emergencies; and
- Successfully completes the pre-entry requirements of the Fire Department.

A person accepted, as a member of the Fire Department shall:

- Receive approximately six months of recruit training followed by a probation period of six months except for extenuating circumstances;
- Take such training and examinations as may be required by the Fire Chief and/or Training Officer;
- Abide by all rules, regulations, code of conduct and policies and standing orders as specified for the efficient operation of the Fire Department; and
- Promote goodwill and fellowship within the Department.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIREFIGHTER MEMBERSHIP & SERVICE AWARDS

#### Fire Service Awards

Fire Department personnel will be awarded a service award and length of service bar based on their aggregate years of service. Any personnel who resigned and returned will have only those years served on the Department credited towards receipts of the award and service bar. All service awards and bars will be awarded in five (5) year increments and shall be presented at the Annual Firefighter Appreciation Banquet.

\_\_\_\_\_  
Signature (Fire Chief)

\_\_\_\_\_  
Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DUTIES OF DUTY OFFICER

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original date:</b>
<b>O.G. NO.:</b>	<b>1.04.06</b>	<b>Reissued date: Aug 1,2019</b>

#### POLICY/PROCEDURE

All operational officers shall participate, on a rotational basis, in the Duty Officer Program.

The Duty Officer rotation shall be based on a shift (nights) from 18:00 hours through until 06:00 the next day. Sunday thru Saturday. Each officer will be required to do a minimum of 12 shifts for each quarter of the fiscal year.

Chief officers will take 1 shift per quarter, also will be available for shift coverage in emergency or short notice cancelation situations.

Chief officers will provide duty chief coverage to duty officers on a weekly schedule basis to  
To provide assistance to the duty officer as required.

Duty Officers shall be compensated as per OG10113 - Remuneration Rates.

The Officer assigned to a duty rotation shall be responsible to ensure that another Officer or Chief Officer covers his duty, if he is unable to fulfil his or her obligation.

Members who have successfully completed or are actively participating in the Sooke Fire Rescue Department officer-training program may act for a Duty Officer, with the permission of the Fire Chief.

In the event of extraordinary circumstances, the Fire Chief may appoint a member of the Fire Department to undertake the role of the Duty Officer.

The Duty Officer shall be the primary Incident Commander for fire suppression, motor vehicle accidents, hazardous material release, first responder calls and investigation of complaints from the public.

Where the Duty Officer arrives first on scene of an Incident that shows signs of extra risk should advise for additional support and not work at the scene alone. RCMP should be advised on any situation that shows elevated risk of personal harm to themselves or members of Sooke Fire Rescue.

Any Officer who does not participate in the Duty Officer program shall be returned to the rank of Firefighter.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DUTIES OF DUTY OFFICER

#### Duties

Responds to all alarms and confirms with Fire Dispatch the receipt of the alarm. Assumes command and directs operations at the scene of the emergency incident, until relieved of command by a superior officer if necessary.

Requests other resources as deemed necessary to control and deescalate an incident.

Investigates complaints received from Dispatch or other sources and takes whatever action is deemed necessary.

Notifies the Fire Chief or Designate as soon as possible of any major dollar loss fire or fire that involves any injury or death. If the Fire Chief is unavailable, the Duty Officer shall notify the Office of the Fire Commissioner.

Strictly enforces the burning regulations and other sections of Bylaw 292. And forwards relevant complaints to the Bylaw Department.

The Duty Officer will have the use of a Fire Department vehicle for the duration of their duty shift. The Duty Officer will also receive the Duty Officer portable radio and pager at the start of their shift and shall ensure its return in good condition to the ongoing Duty Officer.

At the end of the duty shift, the assigned Duty Officer will confirm any equipment used is replaced. The assigned Duty Officer will ensure that the fuel tank is filled, and the vehicle is in good repair and returned in time for the day staff.

The Duty Officer will ensure that all incident reports created during the hours of the duty shift are completed in full. The Duty Officer will ensure that the computerized incident log is kept up to date for all incidents occurring within the hours of the assigned duty shift.

In the event of a mutual aid or out of district call, the Duty Officer will not travel beyond the municipal boundaries. Exceptions can be made in extenuating circumstances provided the Duty Officer has ascertained that another officer will cover the duty shift for the duration of the absence.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DUTIES OF THE FIRST RESPONDER DUTY CREW

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>1.04.07</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

The first responder duty crew is a voluntary program.

The first responder duty crew rotation shall be for a (night) shift pattern. Shifts begin at 22:00 hours through till 05:00 hours. As of Jan 1 2020 shift will be from 1800-0600 to align with the duty officer schedule

First responder duty crews shall be compensated as per OG10113 - Remuneration Rates.

The member(s) assigned to a duty rotation shall be responsible to ensure that another first responder covers his/her duty, if he is unable to fulfil his/her obligation.

#### RESPONSIBILITIES/DUTIES

Responds to all first responder alarms during the assigned duty hours.

Responds to all other alarms during the duty hours but remains available to respond to first responder calls if they should occur.

The first responder duty crew will have the use of a Fire Department vehicle for the duration of their duty shift. The duty crew will also receive the first responder duty portable radio and pager(s) at the start of their shift and shall ensure its return in good condition to the ongoing Duty Officer.

At the end of the duty shift, the assigned crew will complete the appropriate weekly vehicle inspection check sheet for the vehicle used. The assigned duty crew will ensure that the fuel tank is filled, and the vehicle is in good repair.

In the absence of a Duty Officer, the first responder duty crew will ensure that all the appropriate first responder and incident report forms are completed.

In the event of a mutual aid or out of district call, the duty crew will not respond outside of the district.

If there is a lack of available apparatus operators and where one is required for an incident, and where a qualified driver is on the first responder duty shift, they may respond to the station in the first responder duty vehicle and substitute vehicles for the apparatus required for the incident. If possible, the first responder vehicle shall be staffed by further arriving and qualified Firefighters and brought to the scene when requested.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DUTIES OF THE FIRST RESPONDER DUTY CREW

Where in the opinion of the incident commander, the need for a rehabilitation unit is required at the scene, the first responder vehicle may be used for this purpose. In the event of a first responder call occurring while this vehicle is so used, another Fire Department apparatus shall respond in its place.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MINIMUM MEMBER ATTENDANCE

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Sep 12, 2018</b>
<b>O.G. NO.:</b>	<b>1.04.08</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

To ensure a proficient level of efficiency in the Fire Department, it is necessary to establish a minimum standard of attendance at training sessions.

There are approximately 37 scheduled training sessions per year, and it is expected all members will attend a minimum of two-thirds of the available training. Monthly Association meetings are not considered to be training sessions.

Non-fire suppression (Fire Incident Support Team and/or auxiliary) members have approximately 25 training sessions per year and it is expected all members will attend a minimum of two-thirds of available training. Monthly Association meetings are not considered to be training sessions.

Attendance will be evaluated four times each year, for the periods ending March, June, September and December.

Any member that misses three consecutive practices without excuse or any member having less than 66% attendance will be notified and requested to justify lack of attendance. If lack of attendance cannot be justified, member(s) may be required to return all issued equipment and asked to resign.

Any member that is unable to maintain a 25% of general calls attendance during the calendar year will be notified and requested to justify lack of attendance. If lack of attendance cannot be justified, member(s) may be required to return all issued equipment and asked to resign.

Members requiring a leave of absence shall request such leave by letter in writing to the Fire Chief or designate.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PROBATIONARY LIEUTENANT

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>1.04.09</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

Training position for an Officer, is to be known as "Probationary Lieutenant".

Any member with a minimum of three years of experience on this or another Fire Department and has successfully completed Full-Service Firefighter Competencies may apply in writing to the Fire Chief or designate for the Probationary Lieutenant program when opportunity of position is posted.

Appointments to the Probationary Lieutenant program shall be on the recommendation of the Officer's board and shall be for a six-month term. This term may be renewed if there are no other candidates or other circumstances warrant.

The number of Probationary Lieutenants shall be at the discretion of the Fire Chief, but usually will be limited to one per platoon.

The Probationary Lieutenant(s) may, under the direction of a Senior Officer:

- Supervise Paid On-Call members in the performance of their duties;
- Assist in supervising overall firefighting activities and other incidents;
- Assist and participate in the training of fire suppression and maintenance of equipment;
- Assist in the overall administration of their hall;
- Ensure that all equipment, apparatus, hoses, tools, buildings, etc. to be in proper condition and report any defects; and
- Perform related duties as assigned.

There is no obligation on the Dept or the member to continue progression to full Lieutenant.

#### REFERENCES

- OG 1.04.03 – Duties of Captains, Lieutenants and Firefighters

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRST RESPONDER LICENSING

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Sept 12, 2018</b>
<b>O.G. NO.:</b>	<b>1.04.10</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

Any Sooke Firefighter who is qualified and is currently licensed at the EMA FR level or higher may participate as a first responder without being required to complete the first responder course. All normal requirements such as form completion, transfer of patient to arriving attendants, etc. must be adhered to when serving as a first responder. The attendant can function to the level of their EMA license provided the necessary equipment is provided and available.

All Firefighters and line Officers of the Sooke Fire Rescue Department shall obtain a Fire Responder License - Level 3, CPR, AED and Spinal Endorsement certificate within two years of their start date. All Firefighters and line Officers will maintain their first responder license and endorsements and receive recertification as required throughout their service with the Department. A criminal record screening will be required as part of the initial license application and renewal process as directed by BCEHS.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PROBATIONARY MEMBERS

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Sept 12, 2018</b>
<b>O.G. NO.:</b>	<b>1.04.11</b>	<b>Reissued: Aug 1, 2019</b>

#### SCOPE

This guideline applies to all probationary members. Probationary members are those members of the Fire Department that have not been affirmed as regular members.

#### POLICY/PROCEDURE

Probationary members shall not:

- Perform tasks above the level of training as dictated by the OFC Playbook;
- Sign up for duty crew rotation;
- Work “over the edge” at rope rescue calls unless specifically directed by an Officer; or
- Work in the “Hot Zone” at hazardous materials incidents.

Probationary members may be bumped off the truck in favour of another member, at the discretion of and direction of the Officer or senior members occupying the officer seat of the apparatus.

Probationary members that have completed six months of service from completion of recruit training may be voted in as regular members with the following criteria:

- Acceptable training attendance;
- Acceptable incident attendance;
- Recommendation from platoon Officer;
- Confirmed by the Officer’s board;
- Adherence to the code of ethics; and
- Member in good standing.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PHYSICAL PERFORMANCE TEST

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Feb 1, 2017</b>
<b>O.G. NO.:</b>	<b>1.04.12</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

All active Firefighters and line Officers shall be required to successfully meet the annual Sooke fire rescue service skills maintenance requirements and complete the annual performance standard evaluation.

Firefighters and line Officers shall maintain and be tested in the following:

- Use of personal protective gear;
- Use of SCBA (self-contained breathing apparatus), donning in 90 seconds or less;
- Stair climb;
- Hose raise and lower;
- Firefighter drag;
- Ladder climb;
- Ladder carry, set up, and placement;
- Advancing a charged pre-connected fire attack line;
- Hydrant to pumper connection;
- Power tool operation; and
- Forcible entry, Kaiser sled

All Firefighters and line Officers shall be deemed to have passed the test, if in the opinion of the evaluator; all tasks are successfully completed safely and under the 15:00 total time frame.

Operational members who do not successfully complete the required annual performance standard evaluation testing shall be provided an opportunity to re-test within 30 days. All members shall be provided an initial opportunity and two attempts to re-test, for a total of three evaluation opportunities. It is the member's responsibility to arrange for the test.

If all attempts at the annual performance standard are unsuccessful, the member will be suspended immediately from active duty.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PHYSICAL PERFORMANCE TEST

Any Officer suspended from active duty will not be permitted to be the Duty Officer.

The member shall have 30 days from the date of each unsuccessful attempt at the annual performance standard evaluation to successfully re-test. If unsuccessful in all three (3) attempts, the member will be removed from the suppression division, including rescue, of the Sooke Fire Rescue Service. A member not attempting an initial test will be deemed unsuccessful and suspended starting the date of the last scheduled initial evaluation day.

A position outside of the suppression division, but within the organization, shall be offered to the unsuccessful member providing such a position is available, and the member is qualified to fill such a position. If no other position is available, or if the member chooses not to take the offered position, the member's active relationship with the Sooke Fire Rescue Service will be terminated.

A suspended member will be encouraged to respond to Fire Station #1 to provide support service to any emergency incident in progress. For example: filling air bottles, radio dispatch support, cleaning equipment and apparatus, etc.

Any member returning from a six (6) month leave of absence of any type must successfully complete the annual performance standard evaluation before returning to active duty.

Evaluators for the annual performance standard shall be selected by the Training Department.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### POC LIEUTENANT TERMS OF REFERENCE

<b>SECTION:</b>	<b>PERSONNEL</b>	<b>Original: Oct 1, 2016</b>
<b>O.G. NO.:</b>	<b>1.04.14</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish the expectations of the position of POC Fire Lieutenant and provide written guidance as to the functional roles and responsibilities of the position within the organizational structure of the Sooke Fire Rescue Department.

#### SCOPE

All Fire Officers holding the position of POC Fire Lieutenant in the Sooke Fire Rescue Department or any person temporarily acting in that role.

#### POLICY/PROCEDURE

As part of a team, the Lieutenant is responsible for the direct supervision of a team of Firefighters responding to emergencies with the purpose of saving lives and protecting property including the environment. Reporting to the Fire Chief, Lieutenants are responsible for carrying out the orders and directions of the Fire Chief, including those of Senior Officers and incident commanders as required at both emergency and non-emergency events.

Lieutenants are line Officers who act as direct supervisors to firefighters and are therefore responsible for a safe workplace or environment when members are performing their duties. When necessary Officers shall take direct control of a task or function to ensure that it is completed as directed under often stressful circumstance or other conditions that may present.

Lieutenants are required to competently perform all fire protection, rescue, medical aid, public education and enforcement related activities, in order to provide demonstrated leadership and mentorship to the firefighters when performing duties.

Lieutenants shall routinely assist the training division with the delivery of all required training of individual firefighters or crews. This requires following established BC firefighter training standards, playbook guidelines and lesson plans as prepared by the training division. This requires Officers at times to be organized, patient and thoughtful. Lieutenants shall ensure that the delivery of the training material is interesting and productive for all members and that the goals and objectives of the training sessions are met. Lieutenants shall provide a written report as to the success of the training session and regularly dialogue with the training Officer as to the successes or short comings of the objectives, as well as with other Officers to ensure that the continuity and expectations of department standards of training are met.

Depending on the emergency response strength of the department membership and at other times, Lieutenants may be called upon to act as a driver operator of a piece of apparatus in the absence of a qualified driver.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### POC LIEUTENANT TERMS OF REFERENCE

Lieutenant Officers are required to participate routinely with the role of Duty Officer for the department on a rotating basis to ensure twenty-four (24) hour coverage within the district as the Officer in Charge.

Lieutenant Officers shall supervise all Firefighters during equipment clean up and in-service preparation of all equipment or vehicles ensuring operational readiness of the department, as well as preparing reports on deficiencies or repairs required.

All Officers are responsible for promoting and encouraging goodwill and camaraderie among the members and working cooperatively with their peers.

#### REFERENCES

- All applicable operational guidelines or documents shall be reference material only. This document shall be the guiding objective for the position of POC Lieutenant.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### TRAINING STANDARDS

<b>SECTION:</b>	<b>TRAINING</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>1.05.01</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

This guideline was developed for adoption of the Provincial Fire Commissioner's training standard. To maintain minimum maintenance training standards for ALL members of Sooke Fire Rescue Department that are attending emergency incidents and to satisfy the objectives of the Provincial Structural Firefighters Competency and Training Standards Playbook, the following will be used to determine each individual member's maximum capabilities while on the fireground.

All training shall be in conformance with the most current version of the Office of the Fire Commissioners British Columbia Fire Service Minimum Training Standards for Structure.

#### Firefighters Competency and Training "Playbook"

- All firefighters will be trained and certified to the minimum of Interior Firefighter/ NFPA 1001 Firefighter Level 1 standard.
- As a prerequisite to becoming an officer, pump operator or aerial ladder operator, the firefighter must be trained and certified to the Full Service level/ NFPA 1001 Firefighter Level 2 Standard.
- All officers will be trained to the minimum of Company officer/NFPA 1021 Fire Officer Level 1 Standard.

The District of Sooke has identified that the Sooke Fire Rescue Department will train to the Full Service level in accordance with the OFC Playbook. Effective November 14, 2016.

Fire Incident Support Team – Non-Suppression members of the department attending emergency fire-fighting scenes must be trained and qualified in the following:

- Incident Command System 100 (from BCEMS curriculum)
- Small Vehicle Driver (if driving)
- Utility/Cargo Trailer Towing
- Standard First Aid or First Responder Level 2 Emergency Scene Traffic Control NFPA 1001 5.3.3
- Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### TRAINING STANDARDS

- Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584
- Dangerous Goods or Hazmat Awareness (from NFPA472)
- Gas & Electrical Safety for Firefighters

Minimum 36 Hours of Annual Maintenance Training (Green Accountability Tag)

Auxiliary firefighter

#### Exterior Operations Level Firefighter (all the above, plus)

- First Responder Level 3
- PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1
- Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1
- Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2
- Ventilation NFPA 1001 5.3.11, 5.5.1
- Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2
- Ladders NFPA 1001 5.3.6, 5.5.1
- Basic Fire Behaviour and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000

Minimum 48 Hours of Annual Maintenance Training (Blue Accountability Tag)

#### Interior Operations Level Firefighter (all of the above, plus)

- First Responder Level 3 with AED and Spinal Endorsement
- RIT Training – NFPA 1001 5.3.9 NFPA 1407, NFPA 1500
- Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9
- Search and Rescue NFPA 1001 5.3.9
- Fire Behaviour NFPA 1001
- Fire Extinguishers NFPA 1001 5.3.16



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### TRAINING STANDARDS

- Building Construction NFPA 1001 5.3.11, 5.3.12
- Forcible Entry NFPA 1001 5.3.4
- Ventilation NFPA 1001 5.3.12
- Loss Control NFPA 1001 5.3.13, 5.3.14
- Live Fire Exterior and interior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19

Minimum of 72 hours of annual maintenance training (White Accountability Tag)

Full-Service Operations Level Firefighter (all the above, plus)

- All NFPA 1001 – FF2 competencies (except Hazmat and Medical Response) and with the addition of:
  - Live Fire Exterior and Interior
  - Hazmat Operations (NFPA core competencies plus 6.6)

Minimum of 72 hours of annual maintenance training (Yellow Accountability Tag)

Company Fire Officer (all the above competencies plus)

- Fire Officer 1 (NFPA 1021)
- Incident Command 200
- Fire Service Instructor 1
- Emergency Scene Management

Minimum of 96 hours of annual maintenance training (Red Accountability Tag)

  
\_\_\_\_\_  
Signature (Fire Chief)

August 1, 2019

\_\_\_\_\_  
Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WRITTEN EXAMINATIONS - JIBC

<b>SECTION:</b>	<b>TRAINING</b>	<b>Original: Sep 13, 2018</b>
<b>O.G. NO.:</b>	<b>1.05.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To outline examination parameters for the Sooke Fire Rescue Department as a means of training performance evaluations of all members

#### SCOPE

This procedure applies to all firefighters, fire suppression Officers and command Officers in the Department, career and POC member.

#### POLICY/PROCEDURE

The Fire Chief or designate shall be responsible for all Fire Academy examinations, including the administration, marking and security of examinations.

Upon receipt, Fire Academy examinations, response sheets and answer keys will be secured by the Fire Chief or designate in the personnel file cabinet. The Fire Chief or designate has the only key to this file cabinet.

The Fire Chief or designate, upon application from the Training Officer or designate, shall proctor the examinations, collect all material after the completion of the examination and mark the examination. All material will be accounted for and then secured in the file cabinet after the completion of the examinations.

Examination masters shall not be distributed but shall be copied for candidate examinations. Examination question sheets shall be reviewed after the exam has been conducted and any sheets that have been marked on by the candidates shall be shredded prior to disposal.

Results will be forwarded to the Training Officer or designate for dissemination to the candidates.

Student response sheets and examination summary will be mailed to the Fire Academy Examination Division.

#### REFERENCES

- Fire Academy Information Bulletin No: 4
- Fire Academy O.G.# 3.07.15
- OFC Playbook

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PHYSICAL FITNESS TRAINING

<b>SECTION:</b>	<b>TRAINING</b>	<b>Original: Nov 26, 2012</b>
<b>O.G. NO.:</b>	<b>1.05.03</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

The job requirements of a firefighter necessitate adequate physical fitness and health. The ability to complete all required tasks and duties safely is paramount for service delivery to the community

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

Fire Department personnel shall complete a training attendance form for all approved physical fitness activities located at the Fire Station #1 gym.

The Fire Station Gym provides opportunity for physical fitness and health maintenance. The hours calculated from the completion of a training attendance form is approved training by the Fire Chief or designate.

Approved fitness training hours are not a substitute for regular firefighter training requirements. However, the training hours count towards the POC member annual 200-hour tax credit.

Physical fitness training is considered “In-Service” training and members shall be available to respond to emergency calls.

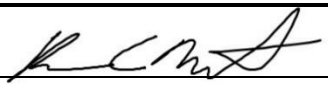
All Fire Dept. members using the gym are required to sign into the gym logbook prior to commencing workout. This is to ensure WorkSafe BC coverage in the event of injury.

All equipment shall be kept in a constant state of readiness and usability for safe operation.

All equipment requiring servicing shall be tagged out of service, and a defect report written and submitted.

Gym facility shall be in a clean and tidy manner upon completion of fitness training.

Additional information: This is the responsibility of all Fire Department Members.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HYDRANTS

<b>SECTION:</b>	<b>SYSTEMS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>1.07.02</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

Hydrants in commercial and high-value districts are to be not more than 300 feet (90 metres) apart and at each street intersection. In buildings not equipped with a sprinkler system, that distance from the hydrant to the building entrance cannot exceed 300 feet (90 metres). If a building is equipped with a Fire Department connection, the distance to the Fire Department connection cannot exceed 150 feet (45 metres).

In residential districts (one and two-family dwellings), hydrants are recommended at each street intersection and spaced so distance between hydrants does not exceed 660 feet (200 metres). Travel distance from the hydrant to the dwelling units shall not exceed 1000 feet (300 metres).

Hydrants should be spaced at least 50 (15M) feet from buildings to allow the Fire Department access.

Hydrants shall be located within 3 feet (0.9 metres) of the curb line unless the authority having jurisdiction determines another location is more suitable. Hydrants installed across from, or adjacent to, ditches shall have a culvert installed and be ground graded to provide level access to the hydrant. Hydrants should have clear access within a four-foot radius, and this access should be kept clear of all obstructions including any vegetative growth.

Fire hydrants in parking areas shall be protected from physical damage. Hydrants shall be kept clear of obstructions and readily accessible for firefighting use, and their locations shall be clearly identified.

Minimum flows as per ISO ratings are 800 Imperial gallons per minute at 20 PSI for one hour. For fire flows exceeding 1,500 gallons per minute, the water supply system shall be capable of delivering the required flow for at least two hours at 20 PSI.

Minimum flow rates for large buildings are determined by using good engineering practices and the appropriate calculations at outlined in the water supply handbook.

Fire hydrants shall be supplied by not less than a six-inch diameter main installed on a looped system or by not less than an eight-inch main if the system is not looped or the fire hydrants is on a dead-end main exceeding 300 (91M) feet in length.

Dead end mains shall not exceed 600 feet (184 metres) in length for main sizes less than 10 (25 cm) inches in diameter.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HYDRANTS

Hydrants shall be equipped with 2 to 2-1/2 discharge ports and 1-4-inch steamer port c/w with Stortz fitting, compatible to Sooke Fire fittings. Recommended hydrant type is “MUELLER”. Mueller is recommended by the CRD Water Department for its ease of maintenance and reliability.

Hydrants are to be installed so that the distance from the centre line of the discharge to the ground is not less than 20 inches.

For water supply requirements, reference most current edition of:

- NFPA 1142 - Water supplies for suburban and rural firefighting
- Fire Underwriters Survey – Water supply for public fire protection
- BC Fire Code
- BC Building Code

Signature (Fire Chief)

August 1, 2019

Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH PRESSURE HYDRANTS

<b>SECTION:</b>	<b>SYSTEMS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>1.07.03</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

Definition: High Pressure Hydrants are those hydrants producing in excess of 185 psi.

High Pressure Hydrants are found at the following locations on Sooke River Road at or adjacent to the following addresses or landmarks:

- 2895 Sooke River Rd (Water Treatment Plant)
- 2940 Sooke River Rd
- 2990 Sooke River Rd
- 3065 Sooke River Rd
- 3088 Sooke River Rd
- 3130 Sooke River Rd
- 3142 Sooke River Rd
- Near first gate at entrance of park
- Near Entrance of Potholes Parking Lot
- Across from TLC Sign – just over the bridge
- Across from foundation of old Lodge
- End of Parking Lot 2 @ Galloping Goose Trail
- Sooke Potholes campground – adjacent to group bicycle camp site

#### Operating Procedures:

- Before using these hydrants for any reason, CRD Water must be contacted at 250 474-9629 or after hours at 250 474-9630.
- All high-pressure hydrants are locked. Keys are kept in Car 1 and Battalion 1. Ensure that the lock is replaced after use.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH PRESSURE HYDRANTS

- Connect the 4-inch gated relief valve to the 4-inch outlet on the fire hydrant.
- Connect 4-inch hose from hydrant to 4-inch intake on pump panel.
- Turn the hydrant on fully.
- Slowly open the gate valve.
- All pump operations should then follow the same procedures as connecting to a regular hydrant.

#### Shut Down Procedures:

- Slowly shut down hydrant and pump
- Remove hose and gate valve
- Ensure all air has been bled from hydrant
- Secure and lock hydrant

#### NOTE:

The water in the hydrants listed above is non-potable and cannot be used for human consumption.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### OCCUPATIONAL HEALTH & SAFETY PROGRAM

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Sept 13, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.01</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide a safe and healthy workplace and working conditions, and to promote a positive attitude towards health and safety within the Sooke Fire Rescue Department. To require all Fire Department personnel to follow safe work practices for designated job duties.

#### SCOPE

All Fire Department personnel

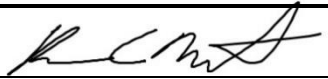
#### POLICY/PROCEDURE

All Fire Department personnel shall be familiar with and carry out their responsibilities specified in the Sooke Fire Rescue Department Health & Safety Program.

All elements of the Sooke Fire Rescue Department Health & Safety Program, including all forms and documents encompassed within, and as adopted by the Sooke Fire Department, become part of Operational Guideline 2.01.01.

#### REFERENCES

- Sooke Fire Rescue Department Health and Safety Program
- Occupational Health and Safety Regulations, Workers' Compensation Board of British Columbia.
- OUR COMMITMENT TO OCCUPATIONAL HEALTH, WELLNESS & SAFETY

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WRITTEN AND PRACTICAL SAFE WORK PROCEDURES

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Sept 13, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish written and practical safe work procedures for the Sooke Fire Rescue Department

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All safe work procedures contained in the Operational Guidelines and referenced documents adopted by the Sooke Fire Rescue Department, shall be adhered to by All Fire Department personnel.

The safe work procedures contained in Part 2 of the Sooke Fire Rescue Department Health & Safety Program are adopted and form part of Operational Guideline 2.01.01.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program
- WorkSafe BC Part 31 Standards

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### TRAINING OF FIREFIGHTERS AND OFFICERS

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Sept 13, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.03</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a guideline for the training and retraining of firefighters and Officers in the safe performance of their duties

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All firefighters and Officers shall be trained in accordance with Part 3 of the Sooke Fire Rescue Department Health & Safety Program.

The requirements for the training of firefighters and Officers contained in Part 3 of the Sooke Fire Rescue Department Safety and Occupational Health Program are adopted as part of Operational Guideline 2.01.01.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program
- WorkSafe BC Health & Safety Standards

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SUPERVISION OF WORKERS

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Sept 13, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.04</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To ensure that all Firefighters are supervised in accordance with the Workers' Compensation Board requirements.

#### SCOPE

All Firefighters and Officers

#### POLICY/PROCEDURE

Officers shall supervise Firefighters in accordance with the requirements of Part 4 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for the supervision of Firefighters contained in Part 4 of the Sooke Fire Rescue Department Occupational Health & Safety Program are adopted as part of Operational Guideline 2.01.04.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program
- WorkSafe BC Standards
- Bill C-45

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REGULAR INSPECTIONS AND MONITORING

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>2.01.05</b>	<b>Reissued:</b>

#### PURPOSE

To provide for the regular inspection and monitoring of all Fire Department facilities, equipment, machinery, work processes, work practices and procedures to ensure that dangers to Fire Department personnel are eliminated or effectively controlled.

#### SCOPE

All Fire Department personnel

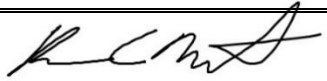
#### POLICY/PROCEDURE

The regular inspection and monitoring of all Fire Department facilities and equipment, machinery, work processes, work practices and procedures must comply with Part 5 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for regular inspection and monitoring contained in Part 5 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.05.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.
- NFPA Standards 1858,1859,1877,1891,1977
- FUS Apparatus testing requirements
- WorkSafe BC Part 31

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS MATERIALS AND SUBSTANCES

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Sept 13, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.06</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a Workplace Hazardous Materials Information System (WHMIS) for identifying and maintaining an inventory of hazardous materials and substances, as well as the measures required to eliminate or effectively control the dangers related to their transportation, storage, handling, use and disposal.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All Fire Department personnel shall receive WHMIS training and carry out their responsibilities in accordance with Part 6 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for the WHMIS program contained in Part 6 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.06.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.
- District of Sooke WHMIS Administrative Policy No.7.8

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MONITORING OF WORKPLACE EXPOSURES

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Sep 13, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.07</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide for monitoring of the workplace environment to prevent exposures to harmful substances.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

The workplace environment shall be continually monitored in accordance with Part 7 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for monitoring of the workplace environment, as specified in Part 7 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.07.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.
- WorkSafe BC reporting requirements.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DEALING WITH WORKPLACE EXPOSURES TO ASBESTOS

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Aug 22, 2019</b>
<b>O.G. NO.:</b>	<b>2.01.07.01</b>	<b>Reissued:</b>

#### PURPOSE

To provide a guideline for dealing with asbestos contamination that can occur from responding to an emergency incident within a structure.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

The workplace environment shall be continually monitored in accordance with Part 7 of the Sooke Fire Rescue Service Occupational Safety and Health Program.

The requirements for monitoring of the workplace environment, as specified in Part 7 of the Sooke Fire Rescue Service Safety and Health Program are adopted as part of Operational Guideline 2.01.07.01.

When working in buildings constructed prior to 1990, it should be assumed that asbestos may be present. Asbestos was used in buildings prior to 1990 in a variety of ways, including: boiler and pipe insulation, curtains, plasters, floor tile, wall coverings, electrical insulation, fire proofing of structural members and even in homes in roofing materials, wallboard, refrigerators, paints and insulation. An incident involving an older structure may disturb asbestos fibers and present a hazard to firefighters.

During these operations, all personnel in the hazard zone shall wear breathing apparatus and proper PPE. Wetting down the affected areas can also reduce the amount of airborne particles. This includes personnel involved in the investigation phases.

The Sooke Fire Rescue Service will train all fire fighters to recognize buildings and areas of buildings that are likely to contain asbestos, the hazards associated with asbestos and the appropriate hygiene and work practices, as well as any relevant information with regards to asbestos.

Upon completion of emergency operations, on site clean-up should be conducted of personnel and equipment, while using the appropriate respiratory protection.

- Brush off debris from PPE, tools and equipment
- Gently rinse off the equipment with low pressure water or clean with a damp cloth.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DEALING WITH WORKPLACE EXPOSURES TO ASBESTOS

- Where available, a vacuum equipped with a HEPA filter can be used in lieu of rinsing off with water or damp cloth cleaning.
- Cloths used for cleaning should be identified as possible asbestos containing material and left on scene in the care and control of the property owner.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations. Temporary Use Clothing Kits (T.U.C.K) will be provided for use to firefighters to support the process of reducing risk and maintaining a clean environment. The steps below outline the procedure of the use of the T.U.C.K.

- Sweatpants, hoodies and flipflop will be used after every structure fire or gross contamination incident (I.E. Hazmat, bodily fluids or spills). It is generally for those that are not wearing pants and shirt under their turn out gear and were directly exposed to smoke and contaminants.
- When you return to the station you will remove the sweats, flip flops. Used sweats, flip flops and towels will be placed in the hampers in the station 1 laundry room or station 2 bathroom. These will be cleaned and bagged by the full-time staff.
- **Temporary Use Clothing Kits** will not be taken home for any reason. These include sweatpants, hoodies flip flops and towels
- Members are encouraged to have personal under garments at the station and to shower before heading home after all fires
- Wildland fires will not require changing of clothing unless directed by IC or a senior officer.
- T.U.C.K will be kept on the Scene Support Trailer and Squad 2 in labelled plastic bags
- IC and senior officers will have the final say on if and when T.U.C.K should be implemented on other incidents based upon the cleanliness and the nature and other exposures of the incident.

#### REFERENCES

- Sooke Fire Rescue Service Safety and Health Program.
- WorkSafe BC Health Hazards of Asbestos
- WorkSafe BC Asbestos Hazards in Demolition, Renovation, and Salvage
- WorkSafe BC Regulation Part 6.1-6.32

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MEDICAL EXAMINATIONS AND HEALTH MONITORING

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.08</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a procedure for medical examinations and monitoring, to ensure the health of Fire Department personnel.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All Fire Department personnel shall comply with the medical examination and health monitoring requirements of Part 8 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for medical examination and health monitoring contained in Part 8 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.08.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRST AID DEPARTMENTS AND EQUIPMENT

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.09</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide first aid services and equipment for workers in accordance with the Worker's Compensation Board of British Columbia Regulations.

#### SCOPE

All Fire Department personnel

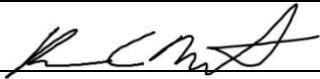
#### POLICY/PROCEDURE

First aid equipment and services shall be provided by the Fire Department in accordance with the requirements of Part 9 of the Sooke Fire Rescue Department Occupational Health & Safety Program. All injuries and accidents must be treated and reported in accordance with Part 9 of the Health & Safety Program.

The requirements for first aid services and equipment for workers are contained in Part 9 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.09.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.
- WorkSafe BC - Section 33.16 - Occupational First Aid - Municipal Fire Departments

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INVESTIGATION OF ACCIDENTS AND DISEASES

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.10</b>	<b>Reissued: Aug 1, 2109</b>

#### PURPOSE

To ensure all accidents and occupational diseases are investigated to determine the action necessary to prevent recurrence.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

Any accident or the occurrence of any occupational disease shall be investigated in accordance with the requirements of Part 9 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for the investigation of accidents and occupational diseases, as specified in Part 10 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.10.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### OCCUPATIONAL HEALTH & SAFETY COMMITTEE

<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.11</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a Health & Safety committee for the Sooke Fire Rescue Department.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

A Health & Safety Committee with a minimum of six members shall be established in conformance with Part 11 of the Sooke Fire Rescue Department Occupational Health & Safety Program. The committee membership shall consist of Four elected members from the Sooke Firefighters Association membership, one member from Sooke Firefighters IAFF Local 4841 and two appointed representatives from the Department administration.

The terms of reference for the Occupational Health & Safety Committee are contained in the Sooke Fire Rescue Department Occupational Health & Safety Program.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program
- Occupational Health & Safety Regulations, Workers Compensation Board of British Columbia
- Sooke Fire Rescue Department Health & Safety Committee Terms of Reference

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RECORDS AND STATISTICS – HEALTH AND SAFETY

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.12</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a system of maintaining records and statistics to meet the requirements of the Workers' Compensation Board of British Columbia.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All records and forms shall be completed and maintained in accordance with the requirements of Part 12 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements for the maintenance of records and statistics as specified in Part 12 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.12.

#### REFERENCES

- Sooke Fire Rescue Department and Health Program.

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### OCCUPATIONAL HEALTH AND SAFETY PROGRAM - REVIEW

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.01.13</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a procedure for reviewing the Sooke Fire Rescue Department Health & Safety Program.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

The Sooke Fire Rescue Department Health & Safety Program shall be reviewed in accordance with the requirements of Part 13 of the Sooke Fire Rescue Department Occupational Health & Safety Program.

The requirements reviewing the Health & Safety Program as specified in Part 13 of the Sooke Fire Rescue Department Health & Safety Program are adopted as part of Operational Guideline 2.01.13.

#### REFERENCES

- Sooke Fire Rescue Department Health & Safety Program.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPIRATORY PROTECTION PROGRAM

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.02.01</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To require Firefighters to follow safe work practises for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

#### SCOPE

All Fire Department personnel while on duty, may be exposed to respiratory hazards.

#### POLICY/PROCEDURE

Every Firefighter in the Department shall be trained in the use, limitations maintenance and regulations regarding self-contained breathing apparatus (SCBA) and shall subscribe to and abide by the Sooke Fire Rescue Department Respiratory Protection Program.

All elements of the Sooke Fire Rescue Department Respiratory Protection Program, including all forms and documents encompassed within, and as adopted by the Sooke Fire Rescue Department, become part of Operational Guideline 2.02.01.

All Fire Department personnel while on duty, may be exposed to respiratory hazards shall complete an approved annual fit test of all respiratory protection equipment they may be expected to wear during their duties.

#### REFERENCES

- Sooke Fire Rescue Department Respiratory Protection Program
- Occupational Health & Safety Regulations, WorkSafe BC
- IFSTA Training Manual
- NFPA 1500

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PERSONAL PROTECTIVE CLOTHING

<b>SECTION:</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.03.01</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

Each paid on call/career firefighter shall be issued the following gear and equipment:

- Pager complete with charging unit and key, after satisfactory training period;
- Rubber boots. (approved leather boots can be used);
- Helmet complete with chin strap, liner and face shield;
- Protective pants complete with suspenders;
- Protective coat complete;
- Gloves;
- Coveralls;
- CSA approved leather work boots upon completion of probation; and
- Members participating in the Duty Officer rotation will be assigned a gear bag.

Each non-suppression member will be issued the following gear and equipment:

- Hard hat complete with chin strap;
- Gloves;
- Coveralls;
- CSA approved leather work boots upon completion of probation; and
- Pager complete with charging unit and key, after satisfactory training period.

Each paid on call / career firefighter will be responsible for the reasonable care and upkeep of their equipment. Turnout gear shall be washed a minimum of once per year, after each structure fire that a member is a part of an interior attack or hot zone team, or as necessary to meet safety or manufactures requirements. Turnout gear shall only be cleaned in Department supplied washing machine or by an approved provider.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PERSONAL PROTECTIVE CLOTHING

Full personal protective clothing shall consist of helmet with face shield, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with coat collar turned up and helmet ear flaps turned down. Coveralls and work boots can be used at rope rescue or forest fires. Approved rescue gloves can be used on rescue calls. Rescue gloves are not to be used at fire incidents.

All clothing shall be issued or approved by the Department. Alterations or additions to any clothing or attachments to a helmet are prohibited. If any alteration is needed it must be approved by the Fire Chief or designate.

All protective clothing shall be donned prior to boarding the apparatus.

All firefighting personnel shall wear full protective clothing during training exercises and emergency incidents unless otherwise directed.

Damage or loss to any protective clothing should be reported as soon as possible to the company Officer or the Fire Chief or designate. If such loss or damage is wilful or due to negligence the member will be required to reimburse the SFRD for the replacement of such item. In addition, the member may face disciplinary actions.

- Safety vests shall be worn when directing traffic or operating near moving traffic.
- Hearing and eye protection shall be worn appropriate to the condition.
- Life jackets shall be worn when working over or near water.
- Wear items of personal protection appropriate to the hazard at the scene of emergency medical incidents.
- All other protective equipment shall be worn when working with equipment that requires it.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations. Temporary Use Clothing Kits (T.U.C.K) will be provided for use to firefighters to support the process of reducing risk and maintaining a clean environment. The steps below outline the procedure of the use of the T.U.C.K.

- Sweatpants, hoodies and flipflop will be used after every structure fire or gross contamination incident (I.E. Hazmat, bodily fluids or spills). It is generally for those that are not wearing pants and shirt under their turn out gear and were directly exposed to smoke and contaminants.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PERSONAL PROTECTIVE CLOTHING

- When you return to the station you will remove the sweats, flip flops. Used sweats, flip flops and towels will be placed in the hampers in the station 1 laundry room or station 2 bathroom. These will be cleaned and bagged by the full-time staff.
- **Temporary Use Clothing Kits** will not be taken home for any reason. These include sweatpants, hoodies flip flops and towels
- Members are encouraged to have personal under garments at the station and to shower before heading home after all fires
- Wildland fires will not require changing of clothing unless directed by IC or a senior officer.
- T.U.C.K will be kept on the Scene Support Trailer and Squad 2 in labelled plastic bags
- IC and senior officers will have the final say on if and when T.U.C.K should be implemented on other incidents based upon the cleanliness and the nature and other exposures of the incident.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DEALING WITH CONTAMINATED PERSONAL PROTECTIVE CLOTHING

<b>SECTION:</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<b>Original: Dec 27, 2013</b>
<b>O.G. NO.:</b>	<b>2.03.01.01</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide a guideline for dealing with contamination of personal protective gear that can occur from responding to an emergency incident within a structure.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

The workplace environment shall be continually monitored in accordance with Part 7 of the Sooke Fire Rescue Department Occupational Safety and Health Program.

The requirements for monitoring of the workplace environment, as specified in Part 7 of the Sooke Fire Rescue Department Safety and Health Program are adopted as part of Operational Guideline 2.03.01.01.

When personal protective gear is contaminated or suspected to be contaminated from exposure to any source, all personnel shall use the following guidelines.

- Upon termination of the incident or withdrawal from an emergency operation, all personnel wearing contaminated personal protective gear shall undergo immediate gross decontamination using either a water and scrub brush rinse or vacuumed with a machine containing a “hepa” filter system.
- All personnel wearing or in proximity to contaminated personal protective gear shall wear appropriate respiratory protection for the potential hazard.
- All personal protective gear showing signs of debris or residue from contact with pre 1990 building products shall be considered as contaminated from asbestos products.
- All contaminated personal protective gear and clothing shall be removed before entering any Fire Department apparatus. All contaminated clothing shall be placed into individual, non-porous containers such as a 6ml poly bag and sealed. All contaminated gear shall be returned to the fire station for appropriate decontamination procedures.
- The removal from the sealed bags and subsequent cleaning of contaminated clothing or protective gear shall only be conducted within approved laundry areas of the fire station. Personnel conducting the cleaning shall wear appropriate protective gear for the hazard.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DEALING WITH CONTAMINATED PERSONAL PROTECTIVE CLOTHING

- In the case of asbestos contamination, cleaning personnel shall wear respiratory protection, gloves and coveralls. All loose asbestos fibres shall be removed from protective gear or clothing with an approved vacuum device equipped with a “hepa” filter before being placed into the washing machine. All poly bags that contained contaminated gear will be sealed and disposed of in an approved manner. Upon completion of the washing and decontamination of protective gear and clothing, the laundry area shall be vacuumed (hepa filter) followed by a wipe down with a damp cloth of the entire area so as to remove any potential asbestos fibres from the area. Personnel shall continue to wear appropriate respiratory protection during the decontamination procedure.
- Upon completion of the cleaning process, all protective gear shall be thoroughly dried as per manufacturer's recommendations before being returned to service.

#### NOTE:

At no time shall contaminated turnout gear or equipment be placed back into service, placed in apparatus or into fire stations without undergoing an approved decontamination process.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations. Temporary Use Clothing Kits (T.U.C.K) will be provided for use to firefighters to support the process of reducing risk and maintaining a clean environment. The steps below outline the procedure of the use of the T.U.C.K.

- Sweatpants, hoodies and flipflops will be used after every structure fire or gross contamination incident (I.E. Hazmat, bodily fluids or spills). It is generally for those that are not wearing pants and shirt under their turnout gear and were directly exposed to smoke and contaminants.
- When you return to the station you will remove the sweats, flip flops. Used sweats, flip flops and towels will be placed in the hampers in the station 1 laundry room or station 2 bathroom. These will be cleaned and bagged by the full-time staff.
- **Temporary Use Clothing Kits** will not be taken home for any reason. These include sweatpants, hoodies flip flops and towels
- Members are encouraged to have personal undergarments at the station and to shower before heading home after all fires
- Wildland fires will not require changing of clothing unless directed by IC or a senior officer.
- T.U.C.K will be kept on the Scene Support Trailer and Squad 2 in labelled plastic bags



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DEALING WITH CONTAMINATED PERSONAL PROTECTIVE CLOTHING

IC and senior officers will have the final say on if and when T.U.C.K should be implemented on other incidents based upon the cleanliness and the nature and other exposures of the incident.

#### REFERENCES

- Sooke Fire Rescue Department Safety and Health Program.

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SELF-CONTAINED PROTECTIVE BREATHING APPARATUS

<b>SECTION:</b>	PERSONAL PROTECTIVE EQUIPMENT	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	2.03.02	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

To provide Sooke Fire Rescue Department personnel with the knowledge and requirements for wearing self-contained protective breathing apparatus (SCBA), the procedures for donning and doffing SCBA, and the proper care and maintenance of SCBA equipment.

All Sooke Fire Rescue Department personnel will always wear SCBA where the Firefighter could encounter hazardous atmospheres, including the following:

- Oxygen deficiency;
- Elevated temperatures;
- Smoke; and
- Toxic atmosphere (with or without fire).

SCBA will be worn and maintained in accordance with the Sooke Fire Rescue Department Respiratory Protection Program.

The decision that SCBA is not required at an incident shall be made by the Officer in Charge, not by the individual Firefighters. Individual Firefighters may choose to continue use of SCBA when not required, if they so desire.

#### Incident Use

Firefighter injuries and stress related problems increase with the heavy demand placed on them during firefighting evolutions. To help prevent these problems, it is recognized that a rehabilitation period should be provided during an incident. The use of SCBA during a fire compounds the stress placed on a firefighter. Therefore, a rest/rehabilitation period will be provided for all Firefighters on a fire ground and, in particular, those wearing SCBA.

Members, when wearing SCBA, will report for rehabilitation if he/she has:

- Completed primary task of initial attack/search or hot zone work;
- Exhausted his/her second (1st) SCBA air bottle;
- Fatigue that prevents him/her from doing his/her assigned job or may lead to injury;
- Any difficulty breathing;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SELF-CONTAINED PROTECTIVE BREATHING APPARATUS

- An injury;
- Any indication of an impending heat related problem; and
- Difficulty in continuing with firefighting evolutions in any way.

A Rehabilitation (rehab) Officer shall be assigned by the Officer in Charge at all incidents. Any firefighter that falls into any of the above categories will report to the designated rehabilitation area and be assessed. The firefighter will only be allowed to continue his/her duties when the assessment Officer deems his/her condition to be acceptable to continue. In some cases, the ambulance may be on scene to help provide this service.

Only under extreme circumstances, when no one is available to fill this role, will a member assess themselves during their rehabilitation period. Permission to return to the fire ground/incident under these circumstances will only be granted by the Officer in Charge.

#### TRAINING

All Sooke Fire Rescue Department personnel shall, at entry level, be trained and tested in both written and practical manners, in the use, limitations and maintenance requirements of the SCBA. All Firefighters shall receive an annual fit test. Fit testing shall be completed by a person qualified and trained in the procedures for positive and negative fit testing.

All Sooke Fire Rescue Department personnel shall be expected to maintain their proficiency in the use of SCBA. This will be done by recording and reviewing of training sessions on Sooke Fire Rescue Department training documents.

All Sooke Fire Rescue Department personnel will receive the appropriate training and information as SCBA equipment is upgraded and changed.

#### REFERENCES

- WorkSafe BC Part 31
- OG O2.04.02 – Rehabilitation Procedures

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROUTINE INSPECTION OF TURNOUT GEAR ENSEMBLE

<b>SECTION:</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<b>Original: Oct 15, 2018</b>
<b>O.G. NO.:</b>	<b>2.03.03</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To ensure the correct and appropriate regular inspection of protective turnout gear ensembles.

#### SCOPE

All members involved in the suppression of fires, operation of Fire Department apparatus and equipment, protection of life and property, motor vehicle incidents, and rescues.

#### POLICY/PROCEDURE

Where Firefighters are exposed to, or the potential to be exposed to, contaminants, IDLH conditions, sharp objects, wear and tear, or soiling of their protective ensembles shall result in regular and routine turnout gear inspection.

On a monthly basis, all protective ensemble shall be inspected in accordance with NFPA 1851, Chapter 6 - Inspection.

After completion of regular cleaning, the protective ensemble shall be inspected in accordance with NFPA 1851, Chapter 6 - Inspection.

The protective ensemble shall be visually inspected after each use.

#### REFERENCES

- Part 31 - Section 31.14, Work Safe BC - Occupational Health and Safety Regulation
- 2007 National Fire Protection Association – 1851, Chapter 6 – 6.1.1 through 6.2.2.7

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CLEANING AND MAINTENANCE OF TURNOUT GEAR

<b>SECTION:</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.03.04</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

Prolonged periods without proper cleaning can cause a deterioration of the fire-retardant properties of Nomex turnout clothing, due to the build-up of unburned hydrocarbons, which could burn. To overcome this problem turnout clothing shall be washed a minimum of once per year or as required.

Posted instructions at the Fire Department laundry area are to be followed when washing turnout gear.

Turnout gear liners shall be separated from the outer shell before washing. Liners need not be washed each time the outer shell is washed. Firefighters are to use their discretion as to whether the liners need laundering each time the outer shell is washed.

Turnout gear is to be air dried only. The clothes dryer is not to be used for this purpose.

Firefighters will NOT take their turnout gear home and wash in their household laundry system. Laundromat use is not permitted due to cross contamination.

Records of all turnout gear washing shall be maintained in the provided record book by the firefighter the gear is assigned to.

Firefighters will inspect their turnout gear at the end of every Thursday night practice session and after each incident. Any critical damage shall be immediately reported to their platoon Officer.

Firefighters shall complete a Routine Turnout Gear Inspection Checklist in accordance with NFPA 1851 - Chapter 6.

#### REFERENCES

- 2007 National Fire Protection Association – 1851, Chapter 6 – 6.1.1 through 6.2.2.7
- Sooke Fire Rescue Department Operational Guideline 2.03.03

	November 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INCIDENT ACCOUNTABILITY

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original date: Aug 16, 2018</b>
<b>O.G. NO.:</b>	<b>2.04.01</b>	<b>Reissued date: Aug 1, 2019</b>

#### PURPOSE

To ensure that all Firefighters at an incident are effectively accounted for by the Command Officer or Senior Officer in Charge.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All Fire Department members will use this Passport Accountability System in conjunction with the Incident Command System to identify individual Fire Department members on scene at an emergency or training incident and to account for each individual member.

#### DEFINITIONS

Accountability boards: The larger hand-held size boards used by the Incident Commander or other sector/division Officers to track personnel movements and tasks.

Interior Firefighter: The training qualifications as defined in the OFC Playbook for Interior Operations.

Interior Team Leader: The training qualifications as defined in the OFC Playbook for Interior Team Leader.

Passport: The small boards with Velcro on the dash of each Fire Department vehicle to which member's tags are attached when they first get in the vehicle.

Tags: Each member will have 2 tags affixed by "Velcro" to their helmet. Each tag will have that member's name affixed to it. The tags will be one of four colours, each colour directly reflecting the minimum level of training and ability that an individual has.

- Red: NFPA 1021 Fire Officer 1 qualifications to match Full Service per the OFC Playbook
- Yellow: NFPA 1001 FF Level II and the Interior Team Leader qualifications per the OFC Playbook
- White: Those portions of NFPA 1001 FF Level I, Live Fire I and other qualifications for an Interior Firefighter per the OFC Playbook



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INCIDENT ACCOUNTABILITY

- Blue: Indicates support staff only. That is, NOT hot zone tasks. Eg: traffic control, driver/pump operator for relay pumping or a tender driver or other support tasks

### PROCEDURE

Accountability is a function of command and must be done by the Incident Commander. Under the Incident Command System (ICS), as the command structure is expanded as required by “Span of Control”, each Operations, Group, Division and Sector leader must account for those individuals and groups directly under their command. As the size of the scene requires expansion of the command structure, the accountability system must also expand with the command structure. Responding personnel will report to Command or to Staging as directed and will tag in. As Firefighters are assigned tasks and move from Staging to their assigned task, they will take their tag from Staging and tag in at the appropriate board for that section leader. i.e.: Command, Operations, Water Supply, Safety Officer/RIT etc. When Firefighters complete their tasks and are sent back to Staging /Rehab, they are responsible to take their own tag back to Staging/Rehab.

When the Firefighter gets into a Department vehicle, the tags from their helmet will be placed on the two “Velcro” vehicle Passport boards on the vehicle dash. One tag on each of these boards. This applies to all personnel, including drivers and Officers.

The Officer or Firefighter in charge on that vehicle will remove the Passport board with the clip, upon dismounting, and take it along with the vehicle’s accountability boards (located in the cab of each vehicle) to the Staging Officer or, if one has not been assigned, to the Incident Commander.

Single unit responses, such as first response calls, will require only the use of the clip Passport board by the Officer in Charge of that unit and will be attached to that Officer for the duration of that incident.

All Firefighters arriving at an incident in personal or other vehicle will place one of their tags in the first unit they contact and will then give the other tag to the Staging Officer or the Incident Commander (IC).

The IC and subsequently assigned key leader positions (Operations, Staging, Water Supply, etc.) will each carry their own accountability board to track personnel under their control.

It is the responsibility of each Firefighter to ensure that their tag moves between the various key leader positions and back to Staging or Rehab as appropriate.

The accountability system will be handled in the same manner for mutual aid departments. Our Department’s system will be adhered to when we respond to a mutual aid call. If no accountability system is in place with the department that we have responded to then the Officer in Charge of our crew/s will carry out that function for our Firefighters.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INCIDENT ACCOUNTABILITY

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

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

#### NOTE:

The Officer/member in charge of the apparatus shall ensure that all responding members have their Passport tags on the Passport boards or on their helmets as appropriate.

NO VEHICLE WILL LEAVE THE SCENE UNTIL ALL PERSONNEL ASSIGNED TO THAT VEHICLE ARE ACCOUNTED FOR.

#### REFERENCES

- BCERMS Standard – ICS 100
- Office of the Fire Commissioner - Playbook
- Worker's Compensation Board Regulations
- OG 2.01.01 SAFETY Supervision of Workers
- OG 2.01.06 SAFETY Hazardous Materials and Substances
- OG 2.02.01 SAFETY Respiratory Protection Program
- OG 2.04.02 SAFETY Rehabilitation Procedures

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHABILITATION PROCEDURES

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>2.04.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

Firefighter safety and health is our number one priority. Proper hydration and early recognition of potentially hazardous health conditions such as heat stress will help us accomplish this goal.

#### SCOPE

All Sooke Firefighters and Officers

#### POLICY/PROCEDURE

All Firefighters must report to rehab and fall within the acceptable ranges stated in the assessment protocols attached. No Firefighter will return to Manning for reassignment until these acceptable ranges have been met.

The following are guidelines for the assessment and hydration of Firefighters (rehabilitation) before and during live fire exercises, environmental incidents (extreme heat or cold), incidents where Firefighters could be stressed mentally, and any incident where Firefighters are using Self Contained Breathing Apparatus.

- Rehab will be established at all working fires and at any incident where there is likelihood that Firefighters will consume the air from one 60-minute bottle.
- Rehab may be established anytime Firefighters are stressed due to heat, cold, or any incident that may be mentally taxing.
- EHS may be called to facilitate rehab at the request of Incident Command. If not, Manning will designate a sector when directed by Command.
- Water will be provided for every firefighter at their gear locker to enable them to pre-hydrate before arriving at a scene.
- Water will be carried on all apparatus to allow Firefighters to hydrate when at rest or between tasks during an incident.
- All Firefighters will report to Manning and then to rehab immediately after a low air alarm has sounded. A full assessment will be conducted before being re-tasked.



## Live Fire Training:

- Rehab will be established while setting up live fire training and all Firefighters must be assessed before firefighting activities begin.
- Firefighters will be assessed every time a bottle has been used before returning to firefighting activities.
- Hydration should occur prior to suppression activities, during assessments at rehab, and during rest.

## Assessment will include:

- Mental status –
  - The following questions will be asked:
    - Name
    - Last assignment
    - Firefighters partner or child's name
    - Current date
  - Any confusion in answering these questions mandates treatment protocols.
- Temperature – Temperature will be obtained using the ear thermometer. A temperature greater than 38.5 c requires additional cooling and hydration.
- Pulse – A pulse greater than 130/min requires treatment.
- Blood pressure – The following numbers require treatment protocols when taking a blood pressure reading:
  - Systolic (top number) of less than 100 or greater than 160
  - Diastolic (bottom number) of greater than 100
- Cerebellar exam –
  - the following tests will be conducted:
    - Romberg – feet together, standing erect
    - Finger to nose, twice per arm
    - Tandem gait – heel to toe walking
  - Lack of coordination or clumsiness in any of these tasks indicates treatment protocols are necessary.

- Documentation

If the firefighter falls within acceptable ranges of all assessments, they can return to Manning for reassignment.

Rehabilitation Book: A rehabilitation book will be kept with the rehab kit that is found on Battalion One. The book will include:

- A designated page for each Firefighter with emergency contact information and a base line set of vitals including blood pressure.
- Log sheets to record Firefighters name, date, incident, time, pulse, blood pressure, and temperature.
- Copy of assessment protocols.

Suggested set-up for Rehab: Choose a location in the cold zone upwind from the scene and on level ground.

- An identified area, ex. a tarp spread out.
- Spare full SCBA bottles.
- Liquids for hydration, ex. bottled water.
- Rehab kit.
- First Responder jump kit and Oxygen bag.
- Shaded area to aid cooling, warm area if appropriate.
- Scene Support Trailer Unit can be used for rehab during inclement weather.
- Accommodations for sitting.

## REFERENCES

- BCERMS Standards - ICS 100
- Section 31.6 of the Occupational Health and Safety Regulation under the *Workers' Compensation Act*
- NFPA 1584, 'Recommended Practice on the Rehabilitation of Members Operating at Incident Scene Operations and Training Exercises'

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WORKSITE SAFETY

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.05.01</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To inform personnel of the dedication and commitment in providing the membership of the SFRD with a safe and healthy working environment while working under the rules and regulations of the WorkSafe BC.

#### SCOPE

All Fire Rescue Personnel

#### RESPONSIBILITIES

The employer must ensure that the employees are made aware of all known or reasonably foreseeable health and safety hazards that they may be exposed to at work. The employer shall provide Operational Guidelines and training to assist personnel in applying safe work practices.

Every supervisor shall ensure that the workers under his/her direct supervision are made aware of all reasonably health and safety hazards.

Each worker must take responsibility to ensure they are following all health and safety procedures.

#### POLICY/PROCEDURE

Officers are to ensure that personnel have read, understood and follow the SFRD Operational Guidelines and that a copy is accessible for reference.

A worker must report any unsafe work practices or environments directly to their supervisor or the Joint Health and Safety Committee.

All workers must be trained on new equipment prior to the equipment going into service to ensure worker safety.

All workers of the SFRD have the right to know the regulations and receive proper training prior to new tasks. All members must be aware of the “Right to Know” program through WorkSafe BC.

Four employee rights are:

- The right to know;
- The right to participate;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WORKSITE SAFETY

- The right to refuse unsafe work; and
- The right to no discrimination.

### REFERENCES

- Sooke Fire Rescue Department Health and Safety Program
- Occupational Health and Safety Regulations WorkSafe BC
- SFRD Operational Guidelines

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### EMERGENCY SCENE TRAFFIC CONTROL

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.05.03</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

For the safety of Department personnel, other responders and the public at emergency scenes. The Department shall utilize trained personnel to achieve appropriate traffic control measures at emergency scenes where traffic control is required. According to Department and BC Safety Council standards, these members shall be certified in Emergency Scene Traffic Control.

Where a traffic obstruction exists, or is created by Department vehicles and personnel, at the earliest possible instance the Incident Commander shall ensure a barricade formed by traffic cones or tubular markers is erected, arranged in such a fashion to meet the standard and give traffic sufficient warning to stop or avoid the obstruction.

When conditions are present which require a traffic control person to ensure the safety of Department personnel and the public, the traffic control person will be a member of the Department, the Police or recognized traffic Control Company trained and certified in emergency scene traffic control.

The emergency incident scene shall be organized to meet all applicable traffic control and safety standards in effect for the time and place of the incident.

Firefighters working as traffic control persons must be trained and certified to Department standards in emergency scene traffic control. They must use traffic control devices and equipment appropriate to the circumstances to ensure the safety of responders, the public and the safe and efficient movement of traffic. Members working as emergency scene traffic control persons must wear appropriate turnout gear, including helmet, and traffic vest. Other appropriate devices used may include traffic cones, tubular markers, traffic control signs, traffic control paddles, flashlights and wands, portable radios, etc.

Where traffic control is necessary the incident scene must be set up to meet all applicable Department, BC Safety Council and WorkSafe BC requirements for that incident. If this is not possible for any reason, priority shall be given to protection of the responders by using the apparatus to block the lane(s) or road completely, as required to provide a safe working environment.

When it is determined that traffic control will be required at an incident scene for greater than two hours. The incident commander will inform the RCMP or Fire Dispatch to ask for the Ministry of Transportation and Highways maintenance contractor to take over traffic control. Fire Department members are only certified to conduct emergency scene traffic control for up to two hours as per BC safety council guidelines. After that time a recognized traffic control company certified traffic control person are to replace Fire Department members.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### EMERGENCY SCENE TRAFFIC CONTROL

When requesting RCMP or Highway Maintenance contractor assistance for traffic control, the Incident Commander will make the request to Fire Dispatch, specifying the exact location and the nature of need. When special traffic control measures are required, such as with hazardous materials or other incidents, this must be relayed through Dispatch with a request for a Police Supervisor to attend at the Command Post.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HEARING PROTECTION PROGRAM

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.05.04</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish and maintain a Hearing Conservation Program for the Sooke Fire Rescue Department.

#### SCOPE

All Fire Department personnel

#### RESPONSIBILITIES

Management will support and appropriately fund the Hearing Conservation Program.

Safety Department — the Department Safety Officer, under the direction of management, will:

- Conduct annual noise surveys;
- Review suggested options for noise control and make recommendations to the OH&S Committee;
- Develop and provide, as well as maintain records of education & training, during orientation, regular training, and in safety talks with membership;
- Issue and maintain hearing protection devices and replacement kits;
- Purchase appropriate hearing protection devices and issue as necessary;
- Provide noise hazard signs;
- Schedule and conduct hearing tests;
- Maintain records of hearing tests in a confidential manner in compliance with WorkSafe BC; and
- Provide information to the OH&S Committee for annual program review.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HEARING PROTECTION PROGRAM

Department Officers will:

- Monitor and ensure the wearing of hearing protection in all posted areas and when using equipment identified as hazardous to hearing;
- Check the fit and condition of hearing protection and formally request replacement;
- Ensure members attend and participate in safety talks; and
- Ensure members complete annual hearing test.

Members will:

- Wear hearing protection in all posted areas and when using equipment identified as hazardous to hearing;
- Attend and participate in safety talks;
- Complete annual hearing tests; and
- Report improper fit or inadequate condition of hearing protection devices to Department Officers.

Purchasing agent will purchase types and quantities of hearing protection as directed by the Department Safety Officer and by approved OH&S Recommendation.

#### POLICY/PROCEDURE

##### Noise Measurement

A noise exposure survey of current fire apparatus and equipment has been completed. This survey indicates apparatus and equipment where noise exceeds 85 dBA (see Appendix 1 for most recent survey). A sound level meter in compliance with ANSI S1.4 Type 2 was purchased and used. A noise exposure survey shall be completed annually.

If a change in equipment or apparatus, or duration of exposure changes, the Department Safety Officer will resurvey the affected workers within one month of the change being brought to his/her attention.

Requests for a noise exposure survey, along with justification, must be submitted in writing to the Department Safety Officer, with a copy sent to the OH&S Committee.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HEARING PROTECTION PROGRAM

#### Education and Training

All new members are to receive information on the effects of noise on hearing, use and maintenance of hearing protection and purpose of hearing testing during their safety orientation. This is to be completed during the Recruit Training Program using video, lecture, and pamphlets provided by WorkSafe BC.

For members already on staff, ongoing training and review shall take place on an annual basis.

Additionally, safety talks will be held to inform members of their noise exposure and the implications of the results for risk of hearing loss. This will be completed every calendar year, at least once per year.

#### Record Keeping

All training, review, and testing shall be kept on record in compliance with WorkSafe BC Part 07- 7.9 Record Keeping.

#### Noise Control

The Department Safety Officer and OH&S committee will review the annual noise exposure level survey with senior management and will develop a plan for implementing practicable recommendations.

Suggestions for noise control solutions are solicited at the safety talks and are passed along to Department Officers for consideration, who in turn makes recommendations to the Department Safety Officer and OH&S Committee.

#### Hearing Protection

The Department Safety Officer, with reference to the selection criteria in CSA Z94.2-94, determine selection of hearing protection for purchase. We provide ear plugs with a minimum NRR of 29dB, earmuffs with a minimum NRR of 28 in fire stations and on apparatus. If it is determined that special-order hearing protectors are necessary for individuals, they may be purchased with approval of the Department Safety Officer. The fit and condition of hearing protection may be checked for all employees at the time of the annual hearing test.

Sooke Fire Rescue Department requires use of hearing protection for all members working on or near equipment located in noisy areas (areas posted with warning signs).

#### Posting of Noise Hazard Areas

All areas and equipment with noise levels greater than 85 dBA have been posted with warning signs indicating hearing protection is required. Department Officers and members check the



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HEARING PROTECTION PROGRAM

condition of these signs on routine inspections. Replacement of signs is undertaken as necessary.

#### Hearing Tests

Suppression firefighters are exposed to hazardous noise levels. Suppression firefighters are required to have annual hearing tests. Non-suppression members are not required to be tested if their job does not expose them to noise hazard areas.

Hearing tests are carried out on an annual basis. The Department Safety Officer will coordinate testing. Members unable to attend on site testing sessions are required to complete testing at an approved alternate location.

Industrial audiometric technicians must have current authorization to test by WorkSafe BC. Hearing testing, counselling and recordkeeping are conducted in accordance with the Occupational Health and Safety Regulation, Part 7, Division 1, Sections 7.8 and 7.9.

Participation in the hearing test program is a condition of employment for noise-exposed members of Sooke Fire Rescue Department.

#### Program Review

The Department Safety Officer will review annual statistical reports received from WorkSafe BC. A summary report with recommendations is sent to the OH&S Committee. The Department Safety Officer will report on hearing test participation, as well as safety talk participation, and hearing protection use trends and suggestions for improvement. The Department Safety Officer will update Appendix 1 with the most current noise exposure survey annually.

A Hearing Conservation Program Checklist provided by the WCB is used to assist in determining whether all necessary program components have been addressed.

The terms of reference for the Occupational Health & Safety Committee are contained in the Sooke Fire Rescue Service Occupational Health & Safety Program.

#### REFERENCES

Sooke Fire Rescue Service Health & Safety Program.

WorkSafe BC Occupational Health & Safety Regulation Part 7 – Division 1, Section 7.1 to 7.9

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE STATION(S) EMISSION EXHAUST SYSTEMS

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.05.05</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

To prevent unhealthy vehicle exhaust emissions from accumulating in the fire station(s), vehicles and gas-powered equipment shall not be operated inside or near the fire station unless acceptable precautions are taken to prevent exhaust emissions, which could cause a health hazard from accumulating inside of the station. Exhaust emissions accumulating in the fire station can be harmful to Fire Department personnel. Therefore, special precautions must be taken to prevent these accumulations.

To ensure that apparatus exhaust extraction systems are used in a safe and effective manner. Whenever available and practical, the exhaust extraction system will be used when leaving and entering the fire halls.

Exhaust fumes from a diesel engine contains gaseous and solid particulates that are detrimental to health, which if allowed to enter a firehall, will migrate throughout the firehall. Correct use of the exhaust extraction system helps prevent this from occurring.

#### Leaving Firehall

Confirm Activation of the exhaust extraction system when starting the engine.

When leaving the firehall the driver will move the vehicle out of the firehall by starting slowly and increasing speed moderately until the vehicle exits the Bay. This procedure will ensure consistent disconnection outside the bay door.

#### Returning to Firehall

At all times the driver must be aware of the spotter's location. To prevent the spotter being jammed between the vehicle and the door jamb, connection of the exhaust hose to the apparatus tail pipe must take place just inside the bay door with the vehicle stopped.

To produce a safe breathing zone during the connection function ensures the activation of the exhaust system prior to backing vehicle into the firehall.

The vehicle is backed into the firehall, under the spotter's direction, so the tail Pipe is just inside the bay door.

The vehicle is stopped in this position.

Once the vehicle is fully stopped, the spotter attaches the exhaust hose to the apparatus exhaust discharge in the following manner:

- Hold the hose and adaptor in front of your body with both hands and with magnets positioned towards the frame of the apparatus;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE STATION(S) EMISSION EXHAUST SYSTEMS

- Bend to the tail pipe and slip the adaptor over the tail pipe and gently Press it forward as far as it will go; and
- Before releasing the adaptor, press the magnets against the tail pipe with your hands.

After the adaptor is attached to the tail pipe, the spotter signals the driver, and moves safely to the rear of the truck and continues to spot for the driver. Under no circumstances should personnel try to attach or reattach the exhaust hose to the vehicle while the apparatus is moving.

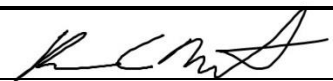
#### Gas Powered Equipment

Unless necessary, gas-powered equipment shall not be operated inside or near the fire station. If it is necessary to operate gas-powered equipment inside or near the fire station acceptable precautions must be taken to prevent exhaust emissions from accumulating inside of the station and causing a health hazard:

- Turn on manual controlled extraction system by turning the time control all the way clockwise to run time of 30 min and then Completely open at least one bay door on each side of the station (West/East);
- Leave bay doors open while equipment is running;
- Once equipment is stopped, leave bay doors open until exhaust emissions are significantly reduced (minimum five minutes in windy conditions and fifteen minutes in still conditions). Ventilation can be increased at any time by opening more doors or by using an electric blower;
- The manual controlled extraction system is to remain on for a minimum 10 minutes after completion; and
- Repeat this process for each piece of equipment.

#### REFERENCES

- Operating Instructions; EVEC Systems Inc.
- WorkSafe BC part 31.32

  
\_\_\_\_\_  
Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MEMBERS ON MEDICAL RESTRICTIONS OR SHORT-TERM ILLNESS

<b>SECTION:</b>	<b>SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.05.06</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To ensure all members of the SFRD respond and train while medically and mentally fit. Members on a medical leave shall have their duties suspended or altered by the Fire Chief or designate.

#### SCOPE

All Fire Rescue Personnel

#### POLICY/PROCEDURE

It is the responsibility of each member to ensure that their officer and Fire Chief or designate are made aware of their medical situation and or illness immediately. All attempts to keep the member involved in light duties will be made.

SFRD members who are on WorkSafe BC and/or medical restrictions shall not participate in general training nor respond to emergency calls as an active firefighter.

SFRD members shall inform the Chief's office in writing of the medical restrictions. The note shall be from a doctor and have a start and end date.

Members on medical restrictions may be placed on light duties and or Auxiliary status if authorized by the Fire Chief. All attempts shall be made to find a suitable, safe duty for any members on light duty or medical restrictions.

Any member wishing to return to active duty shall be required to submit a Doctor's note stating such before being reviewed by the Fire Chief.

Any members that have a short term communicable and contagious illness such as a common cold or form of influenza are to not participate in general training nor respond to emergency calls as an active firefighter. They are also not to attend the fire station on a social basis until they are deemed to no longer be contagious.

Any senior member has the authority to send any member of the department home if deemed to have an illness.

#### REFERENCES

- Sooke Fire Rescue Department Health and Safety Program
- SOG 1.01.11

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MOUNTING AND DISMOUNTING APPARATUS

<b>SECTION:</b>	<b>VEHICLE RESPONSE SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.06.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To Insure Personal Safety for Sooke Fire Rescue Department Members While Boarding, Riding and Dismounting Apparatus.

#### SCOPE

All Fire Suppression and Support Personnel

#### POLICY/PROCEDURE

##### Performance:

- Don personal protective clothing;
- Mount the apparatus facing apparatus;
- Don Self Contained Breathing Apparatus (if seat mounted);
- Connect seat belt;
- Don ear protection if provided;
- Signal driver or Officer in Charge when all Firefighters are fully clothed and in secure position, (seat belts);
- Release seat belts; and
- Dismount the apparatus facing apparatus.

##### Information:

- Personal protective clothing consists of helmet with face shield, hood, turnout coat, turnout pants, rubber boots and gloves;
- Use handrails while boarding apparatus;
- Donning of SCBA is prohibited while apparatus is in motion;
- If SCBA is not seat mounted, donning must be done upon arrival at scene;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### MOUNTING AND DISMOUNTING APPARATUS

- Required by Motor Vehicle Act regulations; and
- By using handrail, and only after apparatus has come to a complete stop, step off. Do not jump unless in the event the apparatus has come into contact with energized electrical wires (emergency dismount).

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### AERIAL APPARATUS – FALL PROTECTION

<b>SECTION:</b>	<b>VEHICLE RESPONSE SAFETY</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.06.03</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

All Fire Department personnel stationed on aerial devices shall be required to wear appropriate fall protection equipment

#### Fall Protection Equipment

The Officer in Charge of the aerial device shall ensure that all personnel working from a stationary position on the aerial ladder, must wear the appropriate fall protection equipment. Situations where fall protection equipment is required will include the following:

- Non-emergency incidents;
- Emergency incidents; and
- Training evolutions.

Personnel may depart from using fall protection equipment only when:

- Personnel are using the ladder to travers/climb from one area to another; and
- Personnel are performing a life rescue only at an emergency incident.

#### WorkSafeBC Board Requirements (Fall Protection 31.17)

A firefighter working on an aerial ladder must wear a safety belt and lanyard meeting the requirements of *CSA Standard Z259.1-95, Safety Belts and Lanyards* or other standard acceptable to the board, and the securing lanyard must limit a fall to no more than 30 cm (12 in).

A firefighter located on an aerial platform must wear a full body harness and lanyard meeting the requirements of Part 11 (Fall Protection).

Rescue ropes, rappelling lines and safety belts and harnesses including safety hooks, rope grabs, lowering devices, and related equipment must meet the requirements of *NFPA 1983, Fire Service Life Safety Rope, Harness and Hardware, Current Edition*, or other standard acceptable to the board.

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### GROUND LADDER MAINTENANCE

<b>SECTION:</b>	<b>MAINTENANCE</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>2.07.09</b>	<b>Reissued:</b>

#### PURPOSE

To provide a procedure for the proper care and maintenance of Fire Department ground ladders to ensure their safety and usability.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All ground ladders are to be visually inspected and cleaned monthly, fully extended monthly and inspected and cleaned after each use.

All ground ladders shall be tested annually to NFPA 1932.

Remove immediately from service any Fire Department ladders which have been found to have defects. Arrange for repair and/or replacement.

Replace halyards on Fire Department ladders as needed, or not less than every two (5) years.

Company Officers to ensure that proper safety, care and maintenance procedures are followed by Fire Department members working with ladders

Utilize proper safety procedures and provide the proper care when using and maintaining Fire Department ladders.

Clean ladders. Remove grime from the ladder with a brush and running water. A solvent cleaner or steel wool may be used to remove any oily or greasy residues.

Check ladders for:

- Bends, cracks, fractures in beam or rungs;
- Broken or cracked welds, broken pulleys, metal bars, loose rungs, rivets, bolts, screws, spurs; and
- Halyard wear and decay.

Lubricate all movable parts at least every six (6) months with paraffin wax.

Check proper action of extension ladders.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### GROUND LADDER MAINTENANCE

Log (record) all inspections on the appropriate form or log book.

Verbally report any problems to the Maintenance Officer immediately.

Test ladders annually in accordance with the work schedule.

After any replacement or adjustment to halyards, ladders must be tested by fully extending and retracting ladder before placing ladder back in service.

Maintenance Officer shall be responsible for the repair of Fire Department ladders.

Use non-destructive, compatible cleaners, SOS pads, or dish detergent.

Oil or oil-based lubricants should not be used on ladder parts.

This should be done in conjunction with the work schedule but in any case, not less than once a month.

Company Officer to arrange for repairs and/or replacement when issues arise.

Annual testing shall be done in conformance with the requirements of NFPA 1932.

#### NOTE

It is the responsibility of Operations Chief and Maintenance Officer to provide overall management of the maintenance, repair and replacement of Fire Department ladders.

#### REFERENCES

- WorkSafeBC OH&S Regulations 31.37.2

\_\_\_\_\_  
Signature (Fire Chief)

\_\_\_\_\_  
Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INCIDENT COMMAND

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>3.02.01</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

The purpose of the Incident Command SOG is to:

- Provide for safety and welfare of personnel;
- Remove endangered occupants and treat the injured;
- Conserve property after fire control is achieved;
- Provide a disciplined and structured incident scene operation; and
- Preserve evidence.

#### RESPONSIBILITIES

The first Officer or Senior Officer to arrive at the scene of a multiple unit response shall assume Command and remain in Command until relieved by a higher-ranking Officer or until the incident is terminated.

The Incident Commander is responsible for the Command at all times. As the identity of the Incident Commander changes, through transfers of Command, this responsibility shifts with the title. The term Command in this procedure refers jointly to both the person and the function.

#### POLICY/PROCEDURE

Determine the responsibility for command on a certain individual through a standard identification system depending on arrival sequence of members and Officers.

Ensure that rapid evaluation and strong, direct, visible Command will be established as early as possible.

Establish an effective Incident action plan outlining the activities and responsibilities of the team.

Establish incident accountability in accordance with OG 2.04.01 – Incident accountability.

Provide a system for the orderly transfer of Command to subsequent arriving Officers.

Accountable to the Fire Chief or designate for actions taken in an emergency.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INCIDENT MANAGEMENT

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>3.02.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish an incident management system that may be applied consistently to all Fire Department incident responses.

#### SCOPE

All Fire Department personnel who assume command of an incident.

#### POLICY/PROCEDURE

Incident Management shall be applied to all incident responses carried out by the Fire Department. All Department personnel shall be familiar with and carry out their responsibilities identified within this Guideline.

Command of the incident by the first-in Company/Chief Officer is established

Conduct size-up and broadcast an initial report via radio.

Establish a command post location.

Request additional support and stage incoming units as required

Initiate offensive or defensive modes of operation.

Ensure tactical priorities of:

- Rescue victims and life safety of Firefighters
- Tactical Evacuation if required of the incident scene
- Ventilation
- Attack
- Salvage
- Overhaul

Provide for the safety and welfare of all the Firefighters on the incident scene.

Sector the Fireground as/if required.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INCIDENT MANAGEMENT

Maintain operational control at all times

Transfer of command may take place upon the arrival of a Senior Officer as required.

Continue to evaluate, the incident and base his/her actions on the changing conditions.

Assist in arranging that assistance is provided for persons who are displaced as a result of the incident.

Wind down and terminate the incident as conditions dictate under authority of the IC.

Ensure the safety of all responders on the incident scene until the designation of an incident safety Officer.

Adapt command procedures for incident escalation and multi-jurisdiction response.

#### REFERENCE

- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety
- IFSTA Fire and Emergency Services Company Officer
- Jones & Bartlett Fire Officer Principles and Practice

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SAFETY OFFICER – INCIDENT COMMAND SYSTEM

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Oct 17<sup>th</sup>, 2018</b>
<b>O.G. NO.:</b>	<b>3.02.03</b>	<b>Reissued:</b>

#### PURPOSE

To provide a system of safety guidance at major incidents.

#### RESPONSIBILITIES

Command has the responsibility to recognize situations requiring the implementation of a Safety Sector and to confirm the response of assigned personnel.

#### POLICY/PROCEDURE

Monitor condition of personnel for signs of exhaustion and effects of products of combustible or toxic materials.

Respond the radio call name as "Safety". (Safety Sector Officer).

Observe operations for proper adherence to safety procedures and precautions by all personnel.

Assure proper use of protective clothing and equipment by all personnel in operating areas.

Observe general fire ground for unsafe or hazardous conditions and interact with the Incident Commander and other Sector Officers and advice of necessary precautions.

Technical responsibilities of the Safety Sector Officer include:

- Structural Safety;
- Monitoring for toxic or explosive vapours;
- Consultation with Command on handling on incidents involving hazardous materials;
- Consultation with Command on handling of situations involving fire protection systems, mechanical equipment, collapsed structures, and similar complex technical situations; and
- Liaison with outside agencies and other City departments in situations involving unusual hazards such as sewers, electricity and gas.

Assume full authority to cause immediate action by direct order of personnel or by use of "Emergency Traffic".

Ensure rapid intervention team (RIT) is established and performance functions to assist in continual assessment of the incident ability for rapid response if activated.

Assume the role as RIT Incident Group Supervisor (RIGS) in the event of RIT activation.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SAFETY OFFICER – INCIDENT COMMAND SYSTEM

Operational personnel receiving Safety instructions from Safety Sector personnel shall immediately take appropriate action. Failure to comply will be subject to subsequent review.

When established the “Safety” Officer will conduct the following list of actions and report any, and all, pertinent information back to the I.C.

- Obtain I.C. action plan;
- Check preplan for hazards;
- Perform safety size-up of incident;
- Determine construction type;
- Determine construction condition;
- Establish collapse zone;
- Check utilities;
- Identify special hazards;
- Checking apparatus;
- R.I.T. established;
- Accountability in place;
- Rehab established;
- Secondary means of egress established; and
- Support perimeter control of incident scene.

#### NOTE

A Safety Sector shall be established at those incidents posing a high potential danger, such as most multiple alarm fires, existing or potential hazardous structural conditions, hazardous material incidents and any other situation where a Safety Sector could be an advantageous to the safety of the operation.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHAB SECTOR

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.02.04</b>	<b>Reissued:</b>

#### PURPOSE

To establish the system that ensures that personnel who may be suffering from the effects of sustained physical exertion receive evaluation and assistance during emergency operations.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

No member of the department will be required to continue emergency operations beyond safe levels of physical and mental endurance. This guideline is in no way intended to diminish initial fire attack aggressiveness. The intent is to establish a reasonable procedure to lessen the potential of injury resulting from extended field operations under adverse conditions.

Command to take responsibility for making an early determination of situations requiring the implementation of a Rehab Sector in order to protect the health and safety of operating personnel

Rehab Sector consists of four main elements:

- A controlled entrance/exit;
- Rest and refreshment area;
- An injury treatment area;
- Ambulance staging.

Designate by Command, an Officer, or other personnel, to direct Rehab Sector.

Unless already designated by Command, the assigned Rehab Sector Officer will survey area and select a suitable site; and, announce the location. If possible, site should be chosen to allow good access for Scene support trailer unit, ambulances, utility vehicles.

#### Deployment:

The Scene support trailer unit will be deployed to all working structure fire within the district. The decision to deploy the Scene Support Trailer Unit to other incidents will be based on the operational realities of the call. For this program, we will identify 3 call out categories based on risk and increasing firefighter rehabilitation requirements; Low, Medium and High.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHAB SECTOR

- Low: Calls that are expected to last 2 hours or less in good to fair weather conditions.
- Medium:
  - Calls that are expected to last 2 – 4 hours in good to fair weather conditions
  - Calls that are expected to last 1 – 3 hours in adverse weather conditions
- High:
  - Calls that are expected to last over 4 hours in good to fair weather conditions
  - Calls that are expected to last over 3 hours in adverse weather conditions

\*"Adverse Weather Conditions" includes excessive heat, cold, rain and other factors that put added strain on firefighters at an emergency incident. The Incident Commander is responsible for deciding when weather conditions at the emergency scene are considered adverse.

The following matrix will determine the action that will result based on the criteria above:

Category	Rehab Action
LOW	<b>Fire Department to provide;</b> <ul style="list-style-type: none"><li>1. Food (eg. Granola Bars)</li><li>2. Hydration (eg. Bottled Water)</li></ul>
MEDIUM	<b>Fire Department to provide;</b> <ul style="list-style-type: none"><li>1. Food (eg. Granola Bars)</li><li>2. Hydration (eg. Bottled Water)</li><li>3. Vital Sign Monitoring where deemed necessary (Pulse/Ox, BP)</li></ul>
HIGH	<b>CSRD Rehab Team &amp; Rehab Unit</b> <ul style="list-style-type: none"><li>1. Food (full meals beyond snacks)</li><li>2. Hydration (electrolytes)</li><li>3. Vital Sign Monitoring</li><li>4. Shelter</li><li>5. Toilet Facilities</li></ul>



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHAB SECTOR

Operation of Rehab Sector involves:

- Determine number of personnel needed and request appropriate resources from Command.
- Ensure procurement of "REHAB KIT".
- Ambulance personnel shall assist Rehab Sector Officer with medical evaluations, monitoring of vitals. OG 3.02.04 – Annex A
- necessary resources, e.g., tarps, SCBA cylinders, fans, etc

Check all members reporting to Rehab Sector at designated entrance, where they will be assigned by a member of Rehab Team, logged in and assigned to either Rest and Refreshment or Treatment area as dictated by their physical condition.

Place crews on the list for reassignment as soon as they are able to actively participate in further operations.

Continually monitor the condition of all crew members for signs of stress or fatigue. When these conditions are noted, the officer shall request reassignment of the company to Rehab Sector.

Keep crew together in the Rest and Refreshment area

Hydrate and nourish each crew member in Rehab Sector in preparation for reassignment. Additionally, each crew member shall evaluate SCBA and personal protective equipment for serviceability.

Report to Rehab Sector Officer for reassignment when all crew members are refreshed, rested, medically cleared, and all SCBAs and personal protective equipment have been deemed serviceable.

Additional Information:

- Command should consider the establishment of a Rehab Sector at the following emergencies:
  - Where a moderate to long working time is envisioned;
  - Where personnel are operating under adverse temperature or weather conditions;
  - Where a moderate to large manpower force is indicated;
  - Any other incident where Command deems it necessary.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHAB SECTOR

Must contain the record of personnel reporting to/from Rehab.

Shall provide rest, food, water, SCBA replacement cylinders and adequate shelter with privacy.

Treatment area should be prepared to treat individuals exhibiting signs of stress or extreme fatigue in addition to obvious injuries.

Available to provide immediate transport to a medical facility.

The site should be located in an area outside of the operational activity area and out of the view of public (the Fireground perimeter or hazard zone) where protective clothing and equipment may be safely and discretely removed. The site should be selected for protection from extreme weather; extremely hot weather requires shaded area and extremely cold weather requires warm shelter.

Contents of REHAB KIT:

- \* 10 gallons of water
- \* 50 large cups (hot/cold type)
- \* 5 blankets
- \* 1 tarpaulin
- \* 1 first-aid kit
- \* 1 roll paper towels
- \* 1 sunshade canopy
- \* 1 clock
- \* 1 logbook w/forms and pens

The log will indicate the arrival time of each company/team and the name of the individual crew members, their medical evaluation status, the time the crew is ready for reassignment.

The Rehab Sector Officer shall update Command throughout the operation with pertinent information including the identity of companies in Rehab and available for reassignment, plus the status of any injured personnel.

When a company is assigned to Rehab Sector, the company officer and the entire crew will report to the Rehab Sector Officer as a team.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHAB SECTOR

The Rehab Sector Officer will update Command regularly, whenever a change of status of companies occurs at the Rehab Sector.

#### NOTES:

- The general objectives of the Rehab Sector are to provide a specific area where personnel will assemble to receive:
  - \*A physical assessment
  - \*Revitalization; i.e., rest, refreshment, protection from extreme weather exposures, etc.
  - \*Treatment for firefighter injuries
  - \*Continual monitoring of physical condition
  - \*Transportation for firefighters requiring treatment at medical facilities.

#### Legal requirements for Rehabilitation:

- WCB:
  - 31.6 - The incident commander must make suitable provision for rest and rehabilitation for firefighters at an emergency incident.
  - 3.16 (1) – The employer must provide for each workplace such equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate.
    - promptly rendering first aid to workers if they suffer an injury at work, and
    - transporting injured workers to medical treatment



WCB Regulations 31.6 and 3.16(1) places the responsibility for the health and safety of firefighters with the employer. The District of Sooke is considered the employer for paid-on-call members of the fire departments.

#### NFPA 1403 – Standard for Live Fire Training Evolutions

4.6.5 – The instructor-in-charge shall provide for rest and rehabilitation of participants operating at the scene, including any necessary medical evaluation and treatment, food and fluid replenishment, and relief from climatic conditions.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### REHAB SECTOR

4.10.1 – Basic life support (BLS) emergency medical services shall be available on site to handle injuries.

NFPA 1584 – Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises

This NFPA standard is relevant in its entirety. Key sections of this standard include:

5.1 – The incident commander (IC) shall ensure that a rehabilitation group is established when indicated.

6.1.1- Rehabilitation shall commence whenever emergency operations or training exercises pose a potential safety or health risk to members.

6.2.6.1- EMS shall be available as part of the incident scene rehabilitation for the evaluation and treatment of members.

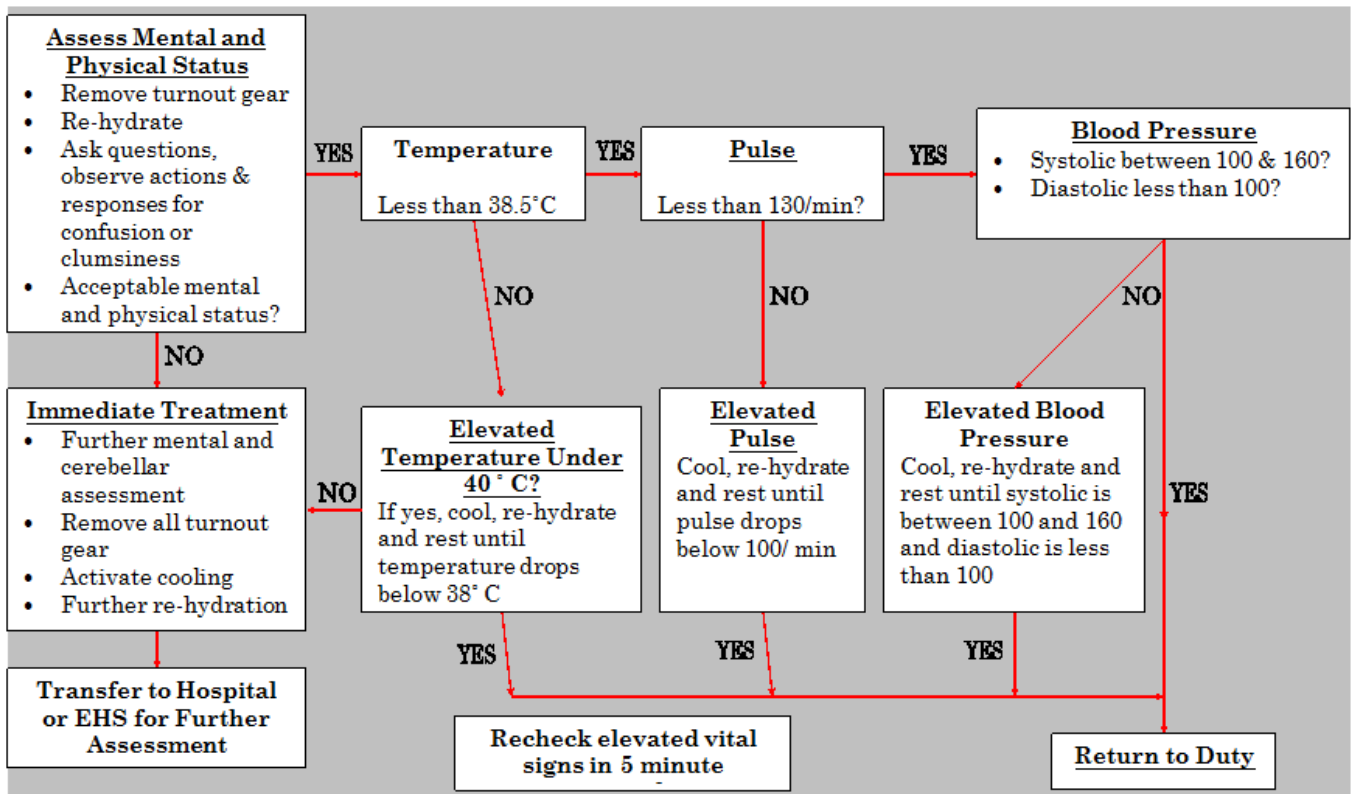
Signature (Fire Chief)

August 1, 2019


Date of issue

# FIREFIGHTER ASSESSMENT PROTOCOL

Last name:	Emergency Contact:	Pulse Previous:
First name:	Contact Phone #:	Pulse Current:
D.O.B.	Medications:	BP Previous:
Address:	Allergies:	BP Current:
Phone # :	Comments:	



## REHAB SECTOR – ANNEX B

<b>VITAL INFORMATION CARD</b>	
<b>**Confidential when completed**</b>	
Issue Date:	
	
Name:	DOB:
BC Med #:	
Medications:	
Allergies:	
Doctor:	Phone:
<b>Additional Information</b>	
(medical conditions, surgeries, etc)	
<b>Emergency Contact Information</b>	
Next of kin:	
Relationship:	
Address:	
Phone:	
Alternate Phone:	



# SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

## RADIO PROCEDURES

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>3.03.01</b>	<b>Reissued: Aug 1, 2019</b>

### PURPOSE

To establish proper radio procedures

To establish a process to provide effective radio communications for emergency and non-emergency calls.

### SCOPE

All members of the Fire Department

### POLICY/PROCEDURE

Clear speech should be used when using the radio.

While on the fire ground, tactical assignments given by Command shall be used as the call signs. (i.e.: Attack 1, Vent 1 or Command, etc.).

Apparatus unit numbers or stations shall be used when calling an apparatus or a station. (i.e. Sooke Engine 1, Sooke Engine 3 or Sooke Station 2).

When calling Dispatch, use the name Fire Dispatch (i.e.: Fire Dispatch this is Command or Sooke Fire – Command). When Dispatch is calling, they will use the reverse, (i.e. Command this is Fire Dispatch or Command – Fire Dispatch). Use the “hey-you-its-me protocol”, wait for a response from Dispatch prior to sending the message. This is important due to a confirmation that the message is received.

Rank designations (i.e. Captain Jones) shall be used to identify personnel. First names or nicknames shall not be used. Protecting personal privacy is important.

All members who are required to use the radio should be familiar with radio procedures.

All Department radios shall remain on the frequency. (A-7 SKFD-OP). Any frequency change must be approved by the Commanding Officer and Dispatch must be notified of any said changes.

*Short – Specific – Concise* - Before transmitting, know what you are going to say. Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting airtime.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO PROCEDURES

#### Calling Procedures (“Hey You It’s Me Protocol”)

Example A, when Bat 1 wishes to contact Sooke Fire:

- *“Sooke Fire – Bat 1” wait for response before sending a message.*

Example B, when an outside hall is asking Sooke Fire for Direction:

- *“Sooke Fire – Station #2” wait for response before sending a message “ - On the Air With ---”*

*The “Hey You It’s Me Protocol” can be omitted ONLY when Command has initiated a Personnel Accountability Report (PAR) request to all active members. Command will start with a request from the teams under the most risk.*

#### Replying Procedures:

##### NOTE

Important to wait for acknowledgment before sending the message

Example A, response received from Sooke Fire:  
*Go ahead Bat 1”*

Example B, response received from Sooke Fire:  
*“Station #2 - Respond with Engine 2.....”*

Apparatus response notifications -

Example:

*“Engine 1 Responding to 6218 Sooke Rd for Alarms bells with 6, Jones.”* (person occupying Officer seat).

Task oriented/company oriented - Command’s orders to operating companies should indicate a specific task assigned to the company. They should be of a magnitude reasonably performed by a single company alone or in concert with other companies.

Indicate objective - In addition to being task and company oriented, assignments should indicate an objective to the action. The company should know exactly where to go, to whom to report, what is the task and what is the objective of the task. Orders should tell what to do - not how to do it (unless Command wants something specific).

Clear tone/self-control effective rate - Speak clearly at a practiced rate . . . not too fast . . . not too slow. Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become garbled under stress.

Well timed/spaced -



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO PROCEDURES

- Prioritize your messages. Do not use up valuable airtime with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and your role in it.
- Do not interrupt conversations unless you have Emergency Traffic. Listen before transmitting and wait until a message transaction has been completed.
- Pause between consecutive messages. This will make it clear when one message has been completed and another started. It will give other units a chance to get on the air with important messages.

#### Initial Size Up Procedures

First Arriving Unit Officer shall complete an initial size-up and provide a brief radio return to include:

- Fire dispatch this is Battalion 1 arrived at correct address;
- Establish Command identify the “COMMAND” by name;
- Number of floors;
- Type of construction;
- Type of occupancy;
- Conditions found;
- Operations Levels (offensive – defensive);
- Conducting 360;
- Location of Command Post;
- Provide additional information as required such as wind conditions; and
- Task unit as required.

Example:

*“Fire dispatch this is Sooke Battalion 1, PAUSE & WAIT RESPONSE Sooke Battalion 1 arrived at 5218 Sooke Rd. Smith establishing Sooke Rd command. We have a single-story wood frame residential structure with smoke and flames showing on the alpha side, will be conducting an offensive attack, command is conducting 360, command will be located alpha side at Battalion 1.”*



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO PROCEDURES

#### Mutual Aid Procedures:

When responding to an incident outside of Sooke Fire, the responding units will advise dispatch on the Host Departments Operational channel or that designated by dispatch that they are on the air and that they are Responding. Once the responding unit is on the requesting department's channel, and the air traffic is clear, they are to announce to Command that they are responding stating the apparatus designate number and personnel compliment.

Example:

*“Metchosin Command this is Sooke Engine 3, (PAUSE & WAIT for acknowledgement)  
.....Sooke Engine 3 on the air responding with 1 Officer and 4 Firefighters.”* (indicating level of operations i.e.: Full Service)

#### Fire Mutual Aid (FMA) Channel Procedures

Responding to Emergencies in jurisdictions that we do not have their Ops channel in our radios requires the use of the FMA channel.

To access these departments on the CREST system, the responding unit must advise fire dispatch to land line the requesting agencies dispatch and request the incident commander contact the Sooke Fire units on the FMA channel.

Responding Sooke Fire units should continually monitor their Ops 1 with a separate radio for further information if the requesting agency can not be raised on the FMA channel.

#### Fire Ambulance Police (FAP) Channel Procedures

To access the Police on the CREST system, Command must advise fire dispatch on Ops 1 to land line RCMP dispatch and request the RCMP designate contact him on the F.A.P. channel.

To access the Ambulance on the CREST system, Command must advise fire dispatch on Ops 1 to land line BCAS dispatch and request the BCAS designate contact him on F.A.P. channel.

Command should continue to monitor Ops 1 with a separate radio as to not miss any pertinent information when communicating on the F.A.P. channel.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO PROCEDURES

#### REFERENCES

- WCB Regulation 31.5(2) (a)
- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety
- IFSTA Fire and Emergency Services Company Officer
- Jones & Bartlett Fire Officer Principles and Practice

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>3.03.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish guidelines to ensure the safe and effective use of radio communications

#### SCOPE

All Firefighting personnel and Support Services Dispatch personnel

#### POLICY/PROCEDURE

The principles of dispatch management and radio communications adhered to by the Sooke Fire Rescue Department shall be in accordance with the Incident Command System (ICS) and the following procedures herein.

#### Channels

##### Sooke Operations Channel 1 (A7 SKFD-OP1) -

- The Sooke Operations channel 1 (A7 SKFD-OP1) will be used for all radio traffic dealing with the initial taking of all incident calls, alarm assignments, routine radio traffic, and outbound dispatch information. Units that are in service and available by radio, such as on inspections, drills, returning to quarters, etc., will monitor Sooke channel A7.
- The Sooke channel A7 is to be also used for the following emergency situations at the strategic level:
  - Communications during response to an initial emergency
  - Communications between an Incident Commander and Dispatch. Including all incident benchmarks
  - Communications between an Incident Commander and Level 1 Staging.
- Upon establishment of Incident Command, radio communication on the Sooke channel A7 would normally pertain to identification of incident benchmarks, updates, and requests for additional resources and/or agencies, between the Incident Commander and Dispatch.

##### Sooke Operations Channel 2 (A12 SKFD OP2) -

- Channel A12 SKFD OP2 will be assigned to a second occurring call if required. This channel will be specific to the second incident and is to be used for tactical radio



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

- communications between the second Incident Commander, Fire Ground Officers, and Fire Ground Personnel. Communications between the incident command and dispatch will be conducted on Pacific Rim dispatch channel A1 (A-PR-DP)
- Channel A12 SKFD-OP2 may also be assigned to the first incident for administration use channel or to a sector – IE: Water Supply
- Sooke Fire Ground (A-C16 & B7- SKFD-FG) Simplex Channel has a frequency of 155.040, and a tone squelch of 156.7
- The fire ground simplex channel will be utilized as the primary incident scene communications between Incident Command/Operations and all tactically deployed teams.

#### NOTE:

Tactical channels may NOT be monitored by Dispatch. Benchmarks will need to be relayed to Dispatch via Sooke Ops A7 (A-SKFD-OP1) or the A1 (A- PR-DP) Channel if on a second incident.

Pacific Rim Dispatch A1 (A-PR-DP) - A-PR-DP is the secondary channel to talk to Fire Dispatch for initial incident call taking on a second call. If a second incident is in progress, incident benchmarks and communications with dispatch will need to be done on A1 – (A-PR-DP). Once the receipt of the call has been acknowledged on either PR-DP or SKFD-OP1, all operational communications for the second incident will be conducted on A12-SKFD-OP2.

Mutual Aid Channel A15 (A15-FMA-PAC) - The mutual aid channel could be used at major mutual aid incidents in the Pacific Rim as another level of tactical communications. If an incident was large enough in geographic relation (wild land) to saturate the air waves, this channel could be used.

#### NOTE

Mutual Aid partners have Sooke's simplex channel for tactical assignments at incidents where the SKFD FG tactical channel has been assigned. Sooke has mutual aid partner's simplex channels programmed as well.

British Columbia Forestry Service silver (A13-BCFS-SVR) Office of the Fire Commissioner (B13-OFC-1) - Both simplex channels are for liaison with BCFS during wildland fires or BC Fire Departments during Provincial deployment.

CRD Water B12 (B12-CRD-WTR) - Simplex channel used for liaison with the CRD water board during emergencies inside the Sooke water shed.

Marine 83A (B10) - Simplex channel used in marine related emergencies. For calling and working with Coast Guard Auxiliary vessel unit 37.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

Provincial Emergency Program (B9 PEP-CORD) - Another simplex channel assigned by the Province for large scales emergencies.

#### General

CRD Fire Dispatch will be referred in radio communications as "Fire Dispatch".

The Sooke channel, A7 SKFD-OP1, A12 SKFD-OP2 and A16 SKFD-FG (simplex) are Sooke Fire Rescue Department assigned channels.

A tactical channel will be assigned to each incident. On occasion, multiple incidents or agencies will need to share a tactical channel.

All apparatus will be referred in radio communications by their apparatus call sign; e.g. "Sooke Ladder 1; Sooke Engine 2 or if the apparatus is from another agency then add their agency designation first e.g. Metchosin Engine 4; Otter Point Engine 21".

Incident Command will be referred in radio communications by the geographical location followed by Command; e.g. "Sooke Road Command". In the case of multiple incidents on Sooke Rd in Sooke, Metchosin, or Langford's district, a thousand block number will also need to be included with the transmission i.e.: "Fire Dispatch this is 6218 Sooke Road Command".

When in station, incident dispatches need to be acknowledged in the most expedient manner possible. Acknowledging incidents from the first responding apparatus is acceptable if apparatus is staffed immediately. If a delay in staffing an apparatus exists, acknowledgement of the incident takes place from the alarm room mobile radio. E.g. *"Fire Dispatch this is Sooke Engine 1, pause and await response, Sooke Engine 1 is on the air for alarm bells at 6218 Sooke Rd with a crew of 4"* or *"Fire Dispatch this is Sooke Fire, copy alarm bells ringing at 6218 Sooke Rd."*

When apparatus is staffed, confirmation of response should be from the assigned apparatus on the Sooke Channel (A7). E.g. *"Fire Dispatch this is Sooke Engine 1, pause and await response, on the air with 4 to 6218 Sooke Rd"*

When out of station, incident dispatches will be acknowledged and confirmed as received on Sooke A7 Channel. They will state the call sign of the apparatus that they are responding on, the type of incident they are responding to, the location of the incident, and their compliment of Firefighters. IE: *"Fire Dispatch this is Sooke Ladder 1, pause and await response, on the air for alarm bells at 6218 Sooke Rd with a crew of 4."*

#### Routine Radio Traffic

Fire Dispatch will monitor the Sooke A7 channel at all times.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

All fire stations and apparatus (including the portable radios) not engaged in or responding to emergency incidents, will monitor and utilize the Sooke A7 channel for communication with Fire Dispatch.

#### Dispatching of Emergency Incidents

Fire Dispatch will follow the emergency dispatch procedures specific to Sooke Fire and announce all emergency alarms on the paging frequency.

Fire Dispatch may assign each emergency response a tactical channel that will be announced as a part of the initial dispatch broadcast; e.g. “Sooke respond to 5719 Sooke Road for Residential Alarm Bells on Sooke Op2.” When a second occurring, call takes place Fire Dispatch or Command will broadcast; e.g. “Sooke respond to 6660 Sooke Rd, for a dumpster fire on Sooke op2.”

#### Response to Emergency Incidents

When in station, the Company Officer or driver / operator will collect the Dispatch Rip and Run for the assigned apparatus to the incident and direct the firefighters to muster on the appropriate apparatus. Once on route the apparatus mobile radios will stay on the Sooke Op1 – A7 channel and the portables will be placed on the assigned tactical channel.

When out of station, Company Officers will acknowledge receipt of the emergency alarm on the Sooke Op1 - A7 channel and, move their portable radios to the assigned tactical channel if required.

All apparatus assigned to an incident will notify Fire Dispatch that they are on route on the Sooke Op1 - A7 channel. This communication will include the apparatus call sign, that they are on the air, and their compliment of Firefighters. E.g. “Fire Dispatch this is Sooke Engine 1 on the air with 4”

Once on route, Fire Dispatch may then give responders any additional information or instructions about the incident (e.g. entry code, staging location, specific location directions, etc.) on the Sooke Op1 - A7 channel.

Apparatus are to remain on the Sooke Op1 - A7 channel during their response so they can receive any updates or further instructions from Fire Dispatch and/or other Officers responding or already on scene.

Portable radios should be placed on the designated channel A7 for the primary call during response. Once a tactical channel has been assigned, all portables will change to the assigned tactical channel. This ensures that all personnel are on the correct channel before arrival and allows members to monitor tactical communications from the personnel already on scene. Tactical channel A12 is to be used for second occurring calls.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

Fire Dispatch is to be notified of arrival on the Sooke Op1 - A7 channel by arriving apparatus.

The Officer or senior firefighter of the first arriving apparatus will assume Command of the incident and continue communication with dispatch on the A7 channel. E.g. "Fire Dispatch Sooke Battalion 1, *pause and await response*, Sooke Battalion 1 has arrived 6503 Sooke Rd, 3 story wood frame multi-family residential structure, 30' x 40', nothing showing, Smith has Sooke Road Command".

All supplemental arriving apparatus will notify Dispatch (Command is not to acknowledge these communications verbally, just through documentation) of arrival at level 1 staging (one block out) on the A7 channel if not already tactically assigned while en-route via the radio by Command. E.g. "Fire Dispatch Sooke Ladder 1, *pause and await response*, has arrived 6503 Sooke Rd, staged Sooke and Charters".

Upon arrival at level 1 staging, apparatus not tactically assigned will standby until contacted by the Incident Commander on the assigned tactical channel for their fire ground assignment. This assigned tactical channel is to be used by on-scene personnel for all fire ground communications.

Once an apparatus has arrived and is tactically assigned by the Incident Commander, the mobile radio is to stay on SK Op1 - A7 channel. The driver/operator headset will switch to the assigned tactical channel. This operation will allow the driver/operator to maintain tactical communications on the fire ground, as well as activate the repeater if necessary.

#### Tactical Channel Management

Every emergency incident can be assigned a tactical channel by Dispatch. This channel is to be utilized by personnel for radio communications on the incident fire ground only.

Sooke Simplex Tactical Channel SKFD FG-A16 is a channel that will normally be assigned as the first tactical channel to emergency incidents.

Tactical Channel A12 is a channel that will normally be assigned as the tactical channel to a second occurring emergency incident.

Additional channels may be indicated as required due to the complexity of the incident. Simplex Channels assigned to other departments may be used if complexity requires.

#### Safety

The Incident Safety Officer (ISO) should monitor the assigned tactical radio channels at the incident. By doing this the ISO is providing the Incident Commander with a second set of ears for any potential missed messages.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

When required to communicate over the air, the ISO will use the assigned tactical channel for communications at the incident. “SAFETY”

#### Staging

The Staging Officer on scene will communicate with the Incident Commander and/or the Operations section on the tactical simplex channel assigned to the incident.

The Staging Officer on scene will monitor the Sooke Op1 – A7 channel on a second radio.

In the event of a large incident and a level 2 Staging Area is required; the Staging Area Manager will communicate with the Incident Commander or Operations Section on the Sooke Op1 – A7 channel.

#### RIT Activation/May Day Situation

In the event of a RIT Activation or May Day situation, the Incident Commander will inform Fire Dispatch of the RIT activation and have them “initiate RIT Protocol.” Command will advise the Staging Officer to confirm that the repeater on Engine 1 is activated. This action will transmit all the radio transmissions coming from SKFD FG – A16 simplex over the SKFD Op1 – A7 channel. All transmissions are then recorded and monitored by Fire Dispatch. All other units working on the fire ground will **ONLY TRANSMIT EMERGENCY TRAFFIC**. If required they will be switched to another radio channel as designated by Command or Fire Dispatch. The repeater on the apparatus can be activated from the XTS3000 portables.

#### Mutual Aid Incident Response, Metchosin/East Sooke/Otter Point

All apparatus assigned to an incident will notify Fire Dispatch that they are on route on the Sooke Op1 - A7 channel. This communication will include the apparatus call sign that they are on the air, and their compliment of Firefighters. E.g. “Fire Dispatch this is Sooke Engine 1, *pause and await response*, Sooke Engine 1 on the air with 4”

Once on route, Fire Dispatch may then give responders any additional information or instructions about the incident (e.g. entry code, staging location, specific location directions, etc.) on the Sooke Op1 – A7 channel.

Apparatus are to remain on the Sooke Op1 - A7 channel during their response, so they can receive any updates or further instructions from Fire Dispatch, Sooke Fire and/or other Sooke Officers responding or already on scene.

Portable radios should be placed on the designated Op channel for the Mutual Aid Department for the primary call during response. This ensures that all personnel are on the correct channel before arrival and allows members to monitor tactical communications from the personnel already on scene.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

#### Mutual Aid to Westshore Area

When called to the Westshore area for a Mutual Aid incident, once at the border of our district and Metchosin the Officer in Charge of the apparatus will change to the “C Bank” (Westshore Talk Group) of the portables and change to the Op channel for the department requesting Mutual Aid.

Major Mutual Aid Incidents will utilize the Fire Mutual Aid (B13 FMA Wide) channel for radio communication between Incident Command and Fire Ground Officers at the incident scene from departments outside of the Pacific Rim talk group channel area that do not have the capability to communicate on our SKFD-OP1/2 Channels or designated simplex channels

#### Radio Discipline:

- Short – Specific – Concise:
  - Before transmitting know what you are going to say. Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting airtime.
  - Does what you are going to say need to be broadcasted? Use face to face, in person, or cellular phones for communications not pertinent to the incident. Use the “Hey you its me” protocol for best communication. This protocol ensure that the recipient has acknowledged that a message is to come before a message is sent. If a message is sent on the first transmission without acknowledgement there is the risk that message has not been heard and will have to be repeated.
- Clear Tone – Self-Control –Effective Rate - Speak clearly at a practiced rate. Not too fast. Not too slow. Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become garbled under stress.
- Well Timed/Spaced:
  - Prioritize your messages. Do not use up valuable airtime with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and your role in it.
  - Do not interrupt conversations unless you have Emergency Traffic/May Day. Listen before transmitting and wait until a message transaction has been completed.
  - Pause between consecutive messages. This will make it clear when one message has been completed and another started. It will give other units a chance to get on the air with important messages.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RADIO COMMUNICATIONS

#### Digital Vehicular Repeater System Use

- The department has two DVRS unit installed on Engine 1 and Brush 2. These units are installed to help with indicated known blind spots/holes when the crest system cannot be activated from a particular area as well as RIT Activations. The simplex channel will be able to access the repeater on the apparatus in these cases.
- The repeaters will only be turned on by the member responding in the apparatus when ordered by Command.
- The repeaters will only be turned on by the Pump Operator/Staging Officer/Incident Command/Operations during a Mayday/RIT Activation.

#### REFERENCES

- Langford Fire Rescue Department O.G. 2.03.05
- CREST Radio Matrix April 2015
- United States Fire Administration – Voice Radio Communications for the Fire Service 2008
- NFPA 1561 Standard on Emergency Services Incident Management System, 2013 Edition
- WCB Regulation 31.5(2) (a)
- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety
- IFSTA Fire and Emergency Services Company Officer
- Jones & Bartlett Fire Officer Principles and Practice

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CREWING OF VEHICLES

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Oct 17, 2018</b>
<b>O.G. NO.:</b>	<b>3.04.01</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide required crewing of all apparatus/vehicles

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All Fire Department personnel will follow this guideline when responding Sooke Fire Rescue Department Apparatus.

Engine 1 (#204): Minimum crew four unless advised by Incident Command or Senior Officer, maximum crew, number of seat belts.

Engine 2 (#205): Minimum crew four unless advised by Incident Command or Senior Officer, maximum crew, number of seat belts.

Engine 3 (#201): Minimum crew four unless advised by Incident Command or Senior Officer, maximum crew, number of seat belts.

Ladder 1 (#203): Minimum crew four unless advised by Incident Command or Senior Officer, maximum crew, number of seat belts.

Brush 1 (#206) WILDLAND/INTERFACE/RESCUE: Only qualified members to crew this vehicle unless there is a manpower shortage and then an unqualified member may be crewed. The above applies unless advised by Command, Duty Officer enroute or Chief Officers.

Tender 1 (#202:) Minimum crew two unless advised by Command, Senior Officer or Duty Officer, maximum crew, number of seat belts.

#### Support Vehicles

Car 1 (#211): Chief Vehicle - As required to fulfil operation requirements.

Battalion 1 (#209): Command – Duty Officer, as required to fulfil operation requirements.

Squad 1 (#208) – STATION ONE: First Responder Duty Crew, Manpower Shuttle as required to fulfil operation requirements.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CREWING OF VEHICLES

Squad 2 (#210) – Station Two: First Responder Duty Crew, Manpower Shuttle as required to fulfil operation requirements.

#### General Conduct:

- Minimum manning of Engine apparatus must be the following 1 Officer, 1 driver, 2 Firefighters with full-service capabilities as per the OFC Playbook.
- When arriving at an incident scene the crew will stay with their truck until otherwise advised by their Officer. Only department members to ride vehicles to emergency responses.

NO LARGE APPARATUS IS TO RESPOND WITHOUT AN OFFICER OR QUALIFIED MEMBER ONBOARD, UNLESS ADVISED BY COMMAND, CHIEF OFFICER OR DUTY OFFICER ON WAY TO INCIDENT.

#### REFERENCE

- 2019 Fire Chief Directive – Code 3 Driving

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS RESPONSE SEQUENCE

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Sept 30, 1999</b>
<b>O.G. NO.:</b>	<b>3.04.02</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish a procedure for response of all apparatus/vehicles

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All Fire Department personnel will follow this guideline when responding Sooke Fire Rescue Department apparatus.

Crewing of apparatus will be in accordance with OG 3.04.01 – Crewing of Apparatus

#### Fire – Structure (Hydrant Area)

- Station 1 Response:
  - Engine 1 – min 4
  - Ladder 1 – min 2
  - Engine 3 – min 4
  - Brush 1
  - Squad 1
- Station 2 Response:
  - Engine 2
  - Squad 2
- Other apparatus on request or permission Command

#### Fire - Structure (Non – Hydrant Area)

- Station 1 Response:
  - Engine 3 – min 4



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS RESPONSE SEQUENCE

- Tender 1
- Engine 1 – min 4
- Brush 1
- Ladder 1
- Station 2 Response:
  - Engine 2 – min 4
  - Squad 2
- Other apparatus on request or permission by Command. Superior Tanker Shuttle Service 3Bs designated dwelling protection graded areas will require the mutual aid tender support from Otter Point, East Sooke and Metchosin.

#### Fire – Brush / Grass / Wildland

- Station 1 Response:
  - Brush 1
  - Tender 1
  - Engine 3
  - Engine 1
  - Utility 1 – with Structure Protection Unit trailer
- Station 2 Response:
  - Engine 2
  - Squad 2

#### Fire – Vehicle

- Engine 1
- Engine 2
- Engine 3





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS RESPONSE SEQUENCE

Note: The Engine from the non-area station will respond as backup until advised by Command.

#### Fire – Dumpster

- Engine 1
- Tender 1
- Engine 2

#### NOTES:

Apparatus permitted to leave station once minimum manning met

The Engine from the non-area station will respond as backup until advised by command, duty office enroute or chief Officers.

#### Motor Vehicle Accidents

- Engine 1
- Brush 1
- Engine 2
- Engine 3
- Ladder 1
- Squad 1 – traffic control
- Utility 1 – traffic control

#### Rescue Call

- Brush 1
- Engine 1
- Battalion 1
- Utility 1
- Other apparatus as requested by Command



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS RESPONSE SEQUENCE

#### First Responder Call

- Within Station 1's Area:
  - Brush 1
  - Battalion 1
  - Squad 1
- Within Station 2's Area:
  - Brush 1
  - Battalion 1
  - Squad 1

#### Mutual Aid Calls and Calls Outside the District

- Rescue calls:
  - Brush 1 with a crew as determined
  - Squad 1 with a crew as determined

#### NOTE:

Brush 1 is not to proceed past the western boundary of the Shirley Fire District for rescue calls, unless upon request from CRD/JDF Search and Rescue. Then a task number is required to be obtain from CRD/EMBC.

- Fire calls:
  - The following apparatus can respond outside the district for fire calls:
    - Engine 3 – Full-Service Capability (Crew of 4)
    - Tender 1 -
    - Engine 2
    - Squad 1 or Utility 1
    - Ladder 1 – on Special Request



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS RESPONSE SEQUENCE

- Wildland – Interface Fire:
  - Brush 1
  - Utility 1 – with Structure Protection Unit trailer

#### Special Considerations

During daytime hours' career staff, will answer all calls, from 1800-0600 Duty Officer will answer all calls.

The Duty Officer or Chief Officer's will determine which apparatus and personnel will be permitted to leave the district based on the incident and availability of Firefighters within the Sooke District.

At any given time, only one engine will be permitted to leave the district when attending mutual aid calls.

unless by specific request and minimum manning within the district is maintained a second engine may respond.

In all cases, the Duty Officer or Chief officers can alter the response order if they feel the incident warrants special consideration.

#### Other Considerations

I am responding is to be checked to confirm personal response prior to apparatus responding.

Squad 1 or 2 can be used as the requested.

A firefighter must be a **qualified driver** to operate any Sooke Fire Rescue Department apparatus in a **Code 3 response**. Personnel may respond routine if not qualified at the discretion of the Duty Officer or Chief Officers.

#### REFERENCES

- NFPA 1002 Standard
- 2019 Fire Chief Directive – Code 3 Driving
- OG 3.04.01 Crewing of Vehicles

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS DRIVER'S RESPONSIBILITIES

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>3.04.03</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

Only those members who are trained and certified in their proper operation shall operate Fire Department vehicles. This includes the operation of the pumps and aerial ladder devices. Drivers shall have the appropriate licence for the operation of the type of vehicle driven. License must be valid and in good standing. Drivers abstracts will be obtained annually for all department members.

Vehicles shall be operated in compliance with all traffic laws, including sections pertaining to emergency vehicles as stated in the motor vehicle act.

Drivers shall be directly responsible for the safe operation of Department vehicles under all conditions. When the driver is under the direct supervision of an Officer (or senior member), that Officer shall also assume responsibility for the actions of the driver.

Drivers shall not respond in a vehicle until these steps have been completed:

- Circle check truck
- Check side mirrors for truck clearance
- Idle truck to apron
- All crew members are seat belted in

When responding to emergency calls, Department vehicles may exceed the posted speed limit only when weather, road and traffic conditions will allow, and only by ten (10) km/h and only when travelling to a Code 3 response. Driver must also be using all warning lights, headlights and siren. When two or more vehicles are travelling together, use alternate siren patterns so that the public can hear more than one vehicle.

When approaching an intersection, Department vehicles must slow down and proceed cautiously through the intersection. If there is a red light in the emergency vehicles direction of travel, the driver must come to a complete stop before entering the intersection.

Do not pass another emergency vehicle unless arrangements have been made via radio communications or, the other unit pulls over to let your vehicle by.

Avoid backing where possible, when unavoidable, use a back-up person or circle check before backing.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS DRIVER'S RESPONSIBILITIES

The driver and Officer are responsible for the vehicle to be made ready for the next response (post trip procedures).

Drivers need not wear their turnout gear but must have it with them in case they are required to assist with the fire.

Officer has the right of choice of driver. The Officer shall operate the emergency and communications equipment.

After arriving at an incident no apparatus shall be left abandoned. Driver of each vehicle shall remain with their apparatus. Unless instructed by incident command. If required to abandon apparatus the driver is to ensure vehicle is turned off and secured.

A driving Complaint, incident or violation will be subject to disciplinary action as determined by the Fire Chief and/or Chief Officers, as follows:

- 1<sup>st</sup>: written warning on the member/s file
- 2<sup>nd</sup>: one-month apparatus driving suspension
- 3<sup>rd</sup>: up to one-year apparatus driving suspension

### REFERENCES

- BC Motor Vehicle Act
- 2019 Fire Chief Directive – Code 3 Driving
- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WARNING DEVICES IN EMERGENCY OPERATIONS

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>OG 3.04.04</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

The B.C. Motor Vehicle Act explicitly specifies the use of red lights and sirens on Fire Department vehicles during an emergency response. Emergency responses are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

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

Emergency Lights and Precautions - Response to a traveled thoroughfare.

Officers shall take all precautions to ensure the safety of the fire-fighters and citizens in the area in which Fire Department operations are being conducted.

Officers and vehicles operators shall ensure that, where a travelled thoroughfare is being encroached upon, the flashing emergency lights (excluding alternating headlights and oscillating “crossfire” type lights) remain in operation upon and after arrival at an emergency scene. The emergency lights shall be Turned off only after conclusion of the operation and when the need to warn traffic of the position of a halted emergency vehicle has ceased. On all apparatus equipped with rear mounted traffic control arrow bars, the Officer will ensure that the arrow bar is operational in the correct sequencing mode at all incidents in which an emergency vehicle is parked on or adjacent to a roadway. Sequencing shall be used to identify the direction that vehicles shall use to pass the stopped emergency vehicle.

Officers shall ensure that a barricade formed by safety cones and / or traffic barricades, and appropriate warning signs in the area in which Fire Department operations are being conducted, shall be erected at the earliest possible opportunity.

#### REFERENCE

- B.C. Motor Vehicle Act

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### IMPAIRED DRIVING RULES

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.04.05</b>	<b>Reissued:</b>

#### SCOPE

This policy will apply to any member (career or paid on-call) (hereby known as “employee”) of the Sooke Fire Rescue Department.

#### POLICY/PROCEDURE

Any employee found to be impaired and in operation of any Fire Department vehicle at any time shall face automatic dismissal from the Fire Department.

Any employee who is given an immediate road-side prohibition and/or convicted of any impaired driving offence while in operation of any vehicle other than a Fire Department vehicle shall be suspended from participating in any duty shifts or driving any Fire Department apparatus for a period of not less than 90 days. (or longer if the terms of the offense conviction are for a greater duration - in such case the suspension shall match the conviction time)

An employee convicted of any impaired driving offence that involves serious injury or death to any person while in operation of any vehicle shall face immediate dismissal from the Fire Dept.

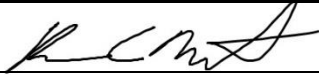
Any employee who is given an immediate road-side prohibition and/or convicted of any impaired driving offence while in operation of any vehicle other than a Fire Department vehicle for a second time shall be dismissed from the Fire Department.

Any employee that has been found to have a driving infraction that was not made known to the District of Sooke and/or Sooke Fire Rescue Department will be subject to being suspended from participating in any duty shifts or driving any Fire Department apparatus for a period of not less than 90 days.

In addition to any of the above: Any career member of the Sooke Fire Rescue Department convicted of any impaired driving offence resulting in suspension of their driving privileges shall be discipline within the guidelines of the current relevant collective agreement, exempt employee or District of Sooke policies

#### REFERENCES

- BC Motor Vehicle Act
- District of Sooke ADMIN Policy No. 3.1 Vehicle Use

	
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRIVER OPERATOR TRAINING

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Feb. 25, 2020</b>
<b>O.G. NO.:</b>	<b>3.04.06</b>	<b>Reissued:</b>

#### PURPOSE

To ensure members operating Department apparatus are trained and qualified to do so in a safe, competent and efficient manner.

#### SCOPE

All Fire Department members.

#### POLICY

All members of the Sooke Fire/Rescue Department (SFRD) shall have the required licenses to operate Department apparatus in a training capacity as well as the required licenses, training and qualifications to operate Department apparatus in an operational (non-training) capacity. Members shall drive and operate all Department apparatus in accordance with the District of Sooke Vehicle Use Policy (2019), the National Fire Protection Association's (NFPA) 1002 Driver/Operator Qualification (if applicable to apparatus type), the British Columbia Motor Vehicle Act (BCMVA) (2020) and all applicable SFRD Operating Guidelines.

#### PREFACE

The Sooke Fire/Rescue Department is mandated to protect public safety and the safety of all Department members. We are expected to solve complex emergency and non-emergency problems in a professional, safe, competent and efficient manner. Having a clear and structured Driver/Operator training program allows us to meet those expectations with integrity. The following procedure outlines the processes through which members get signed off to operate the various apparatus types in the Department fleet.

#### DEFINITIONS

**Apparatus Driver** – A department member who possesses the appropriate license (with endorsements if required) and qualifications to drive a given apparatus. A person who is qualified to the 'Driver' level shall not drive an apparatus equipped with a fire pump in an emergency capacity unless specifically directed to by an Officer.

**Apparatus Driver/Operator** – A department member who possesses the appropriate license (with endorsements) and qualifications, as outlined in Sections: 1[a] and 1[b] of this operating guideline, to drive apparatus equipped with a fire pump (with the exception of aerial apparatus) in an emergency capacity.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRIVER OPERATOR TRAINING

**Aerial Apparatus Driver/Operator** – A department member who possess the appropriate license and qualifications to drive and operate a Department aerial apparatus. Once a member is signed off as an Aerial Apparatus Driver/Operator, they are qualified to drive and operate any apparatus in the Department fleet with the exception of the Utility Terrain Vehicle (UTV) for which an additional training course is required.

**Emergency Capacity** – Responding to, and operating at, an emergency incident. Response is Code-3 (with lights and sirens activated) unless otherwise requested.

**Large Apparatus** – Any apparatus equipped with air brakes.

**Small Apparatus** – Any apparatus not equipped with air brakes (IE Utility Vehicles) with the exception of the Department UTV.

**Utility Terrain Vehicle (UTV)** – A ‘side-by-side’ style apparatus suitable for off-road applications such as wildland operations, trail rescues and off-road equipment hauling. A training course separate from the conventional driver/operator training pipeline is required to operate the UTV.

### PROCEDURE

1. **Training Pipeline** – each element of the overall driver training pipeline is sequential meaning a candidate shall not move on to the next element of the program before the prior element is completed (IE A candidate cannot begin the Large Apparatus Driver/Operator Training Pipeline before successfully completing the Small Apparatus Driver Training Pipeline).

#### a) Small Apparatus Driver Training Pipeline:

- i) Evaluator(s) shall confirm that the candidate has a valid British Columbia Driver's License (BCDL) at the Class 5 (minimum) level.
- ii) Evaluator(s) will have the candidate read and understand the District of Sooke Vehicle Use Policy (2012) and sign-off on the District of Sooke Employee Vehicle Use Acknowledgement form.
- iii) Evaluator(s) will provide the candidate with the small apparatus driver training handout and will go over the SFRD driver training power point with the candidate.
- iv) Evaluator(s) will familiarize the candidate to the function, role, driving characteristics and special features of the small apparatus they are being evaluated on.
- v) Evaluator(s) will conduct a familiarization drive with the candidate using the small apparatus driver training checklist as a guide.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRIVER OPERATOR TRAINING

- vi) The candidate will schedule and complete a one hour driving test with a Department approved evaluator on the small apparatus appropriate for the candidate's primary response station. If successful, the candidate will be signed off as a qualified Small Apparatus Driver.

#### **b) Large Apparatus Driver/Operator Training Pipeline:**

- i) Candidate shall be a qualified and experienced Small Apparatus Driver in good standing.
- ii) If not already endorsed, the candidate shall schedule an Air Brakes course through the Training Division. Candidate successfully completes all elements of the Air Brakes course and receives their 'Air Brakes' endorsement on their BCDL.
- iii) Candidate schedules NFPA 1002 Emergency Vehicle Driver/Emergency Vehicle Operator (EVO/EVD) course through the Training Division. Candidate successfully completes their NFPA 1002 Certification.
- iv) Candidate successfully documents/completes three hours of training/familiarization driving on each large apparatus in the Department's fleet.
- v) Candidate successfully documents/completes six hours of total pumping time on a large (frontline) apparatus.
- vi) Candidate schedules and successfully completes the SFRD Large Apparatus Operator evaluation. Upon successful completion, the candidate will be signed off as a qualified Apparatus Driver/Operator.

#### **c) Aerial Apparatus Driver/Operator Training Pipeline:**

- i) Candidate shall be a qualified and experienced Apparatus Driver/Operator in good standing.
- ii) If not already licensed, the candidate shall schedule their British Columbia Class 3 Driver's License course and subsequent Insurance Corporation of British Columbia (ICBC) Class 3 License evaluation in coordination with the Training Division. Both Restricted and Unrestricted BC Class 3 licenses are acceptable.
- i) Candidate schedules a classroom session with a Department approved trainer to go over the SFRD Aerial Driver/Operator training power point.
- ii) Candidate documents/completes three hours of Aerial Apparatus driving.
- iii) Candidate documents/completes a minimum of three hours of Aerial Apparatus Operator training (IE operating the aerial ladder in various



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DRIVER OPERATOR TRAINING

prescribed configurations and settings).

- iv) Candidate schedules Aerial Apparatus Driver/Operator evaluation with a Department Approved evaluator. Upon successful completion, the candidate will be signed off as a qualified Aerial Apparatus Driver/Operator and is now qualified to drive and operate every apparatus in the Department's fleet (with the exception of the UTV).

#### d) Utility Terrain Vehicle (UTV) Driver/Operator Training Pipeline:

- i) Candidate shall be a qualified Small Apparatus Driver in good standing.
- ii) Candidate shall enroll in a Canadian Safety Council (CSC) approved (or similar) UTV Driver/Operator course through the Training Division.
- i) Upon successful completion of the UTV Driver/Operator course, the candidate shall be signed off as a qualified UTV Driver/Operator.

**2. Reorientation** – At the Training Officer's discretion, a driver or driver/operator who has been absent from the Department for a period of six months or more shall complete a reorientation (both pumping and driving) on the apparatus they are qualified to drive/operate.

**3. Discipline** – A driver or driver/operator at any level of qualification may have their position in the training pipeline and/or as a qualified member suspended or terminated at any time by the Fire Chief or his/her designate in accordance with SFRD Operating Guideline 1.01.01 Definitions and Authority (2019).

**4. Prior Certification** – Any member who has achieved driver training/certification outside of any SFRD approved training pipeline contained in this operating guideline (IE NFPA 1002, CSC UTV Course, etc.) will have their certification accepted at the discretion of the Training Division and those members possessing such prior certification will still be required to complete all in-house training for that respective training pipeline.

#### REFERENCES

- British Columbia Motor Vehicle Act (2020)
- District of Sooke Vehicle Use Administrative Policy No. 3.1 (2012)
- District of Sooke Fire/Rescue Department Operating Guideline 1.01.01 *Definitions and Authority* (2019).
- NFPA 1002 – *Standard for Fire Apparatus Driver/Operator Professional Qualifications* (2017).

Signature (Fire Chief)

February 25, 2020

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### BACKING OF FIRE DEPARTMENT APPARATUS

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>3.04.08</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

##### Backing and Signals of Fire Department Apparatus

##### Backing:

- Backing of Fire Department vehicles should be avoided whenever possible. Where backing is unavoidable, spotters shall be used. In addition, spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
- Under circumstances where the vehicle is manned by only the driver, that vehicle driver shall attempt to utilize any available Fire Department personnel to act as spotter(s). Where no personnel are available to assist, the vehicle driver shall get out of the vehicle and make a complete 360-degree circle check and survey of the area around the vehicle to determine if any obstructions are present.
- When engine or ladder companies are backed, at minimum one crew member will dismount the apparatus and act as spotter. Spotter(s) should be located at the left rear corner of the apparatus. When additional spotters are required, they should be located on the corners of the apparatus. The spotter at the left rear corner of the apparatus will act as the primary spotter.
- Spotters are not permitted to ride tailboard positions while backing fire apparatus.
- Spotters will discuss the backing plan with the driver before proceeding. The communication/warning process will be agreed upon prior to backing. The door window on the driver side will be in the down position to allow for maximum communication/hearing between spotters and the driver.
- The vehicle shall not be backed until all spotters are in position and communicate their approval to start the backing. Spotters will remain visible to the driver. Anytime the driver loses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible, and the communication to continue backing is processed.
- When vehicles must be backed where other vehicle traffic may exist, the vehicle's emergency lights shall be operating. The use of four-way hazard lights shall be used at all times when backing the apparatus.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### BACKING OF FIRE DEPARTMENT APPARATUS

- The Company Officer is responsible for compliance with this guideline and the safe backing of the apparatus.

#### Signals:

- Straight Back: Both hands above head - palms toward face - waving back. See Figure 1.
- Turn: Both arms pointing the same direction. See Figure 2. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing the apparatus. The driver's intentions shall be communicated to the spotter.)
- Distance to Stop Point: Both arms above head, palms facing in, indicating distance to stop point. See Figure 3.
- Stop: Both arms crossed with hands above head. See Figure 4.



Figure 1



Figure 2

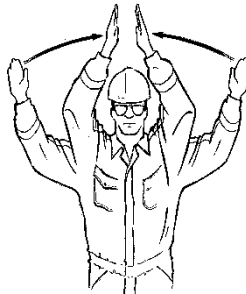


Figure 3



Figure 4

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS (VEHICLE) CHECKS - WEEKLY

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>3.04.09</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

The Fire Chief or designate are responsible to ensure the weekly vehicle and equipment checks are properly carried out and reported on the appropriate form(s).

Notes: The procedure shall be followed to provide proper and efficient checking of vehicles and equipment. This will ensure that serviceability and reliability of apparatus and equipment is maintained at its optimum.

Conduct a weekly check on all fire apparatus and equipment.

Conduct a weekly inspection of all SCBA and a weekly test of all PASS devices.

Conduct a weekly pre/post-trip inspection of each air brake equipped vehicle.

Report and forward all faults, corrections, minor repairs corrected or outstanding, to the Fire Chief or designate.

The weekly check list shall be completed for each apparatus to confirm that the vehicle plus all related equipment is INSPECTED, TESTED, and CLEANED.

Report problems noted of an urgent nature immediately to the Fire Chief or designate, who shall arrange for the necessary service or repairs.

#### REFERENCES

- NFPA Standards 1852, 1858, 1911, 1981

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS FUELING AND REPORTING

<b>SECTION:</b>	<b>VEHICLE OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>3.04.10</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

All Fire Department personnel will follow this procedure when fuelling apparatus and reporting.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

##### Safety considerations:

- No persons shall smoke near or around Fire Department vehicles, small appliances or containers being fueled.
- All engines shall be turned off and remain off until fueling is complete.
- Use care when fueling apparatus; some vehicles may overflow to the point of splash over on to clothing.
- No operation of smartphones or cellular devices while fueling.

Check fuel levels of all department vehicles by the apparatus drivers as vehicles arrive at the fire station. All apparatus shall be refueled when indicator reads three-quarters full or less. Refueling may take place any time of day or night as required.

Fuel receipts shall be signed, and the vehicle designation written on the receipt. Place fuel receipts in blue fuel receipt folder under reception counter of Station 1 desk.

Complete an entry in the Vehicle Logbook after refueling.

All gasoline purchases shall be done at approved service stations. All diesel fuel powered vehicles and containers shall be refilled from the fueling station at the rear of Station 1.

- Unlock fueling station;
- Turn on the power switch – DO NOT turn off fuel heating and circulating pump switch;
- Reset the fuel pump to zero before refueling begins. Fill tank;
- Shut off fuel pump and switch;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### APPARATUS FUELING AND REPORTING

- Lock fuel switch and replace key; and
- All fill records to be recorded in fuel logbook located in apparatus bay adjacent to laundry area of Station 1.

Signature (Fire Chief)

August 1, 2019

Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### NATURAL DISASTERS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.02</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

In the event of natural disaster, it is assumed that all personnel will make immediate provisions for immediate family. To this end, the Fire Department shall endeavour to accept the responsibility of providing shelter and food for immediate family members of Firefighters or other Fire Department staff.

It is responsibility of the Paid-on Call Firefighters that they will address the needs of their employer.

Subsequently the Fire Department will expect to receive the assistance normally available, to stabilize the incident. Assistance with implementing the District of Sooke Emergency Plan and initialization of an Emergency Operations Centre.

#### REFERENCES

- Current Sooke Emergency Plan

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STAFFING AND EQUIPPING PROCEDURES FOR RAPID INTERVENTION TEAMS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: August 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.03</b>	<b>Reissued:</b>

#### PURPOSE

To ensure all incidents involving an Immediately Dangerous to Life and Health (IDLH) atmosphere or a suspected IDLH atmosphere are assigned a properly staffed and equipped Rapid Intervention Team.

#### SCOPE

All operational personnel assigned to the Sooke Fire/Rescue Department's Suppression Division and all Recruit Firefighter Candidates in training to become operational members of the Sooke Fire/Rescue Department's Suppression Division.

#### POLICY/PROCEDURE

During an incident involving an IDLH or suspected IDLH atmosphere, the Incident Commander is responsible for ensuring that there is an adequately staffed and equipped Rapid Intervention Team dedicated to Firefighter Rescue for the specific type of occupancy, space or area at which the incident is taking place.

#### DEFINITIONS

**MAYDAY:** "A [communications] designator to identify when a member(s) is in a life-threatening situation and in need of immediate assistance" (Reference: NFPA 1500, 2018, 8.2.4.2).

**Rapid Intervention Team (RIT):** A suitably equipped team of two or more persons trained in fire fighter rescue techniques who operate in a dynamic standby mode at any incident with an IDLH or suspected IDLH atmosphere. A RIT provides rapid response to MAYDAY situations and increased situational awareness to the Incident Commander and/or Safety Officer.

**Initial Rapid Intervention Team (iRIT):** A temporary rescue team of at least two firefighters (which may include the Incident Commander and/or pump operator if both are suitably trained and equipped) who are prepared to make entry into an IDLH or suspected IDLH atmosphere for firefighter rescue during the initial phase of an incident. A dedicated RIT must be established "before sending in a second entry team and not more than ten minutes after the initial attack" (Worksafe BC, Section 31.23(4), 2018).

**Full Personal Protective Equipment (PPE):** Clothing and Equipment worn by firefighters to allow them to operate safely in IDLH environments and/or other adverse conditions. For the purposes of this Operational Guideline, Full PPE shall include: Turnout Jacket and Pants, Structural Boots, Structural Helmet with Ear Flaps Down, a Flash Hood, a Personal Flashlight, a Self-Contained Breathing Apparatus (SCBA) with Mask and a Portable Radio programmed



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STAFFING AND EQUIPPING PROCEDURES FOR RAPID INTERVENTION TEAMS

with all applicable frequencies. The definition of Full PPE may change with the incident type (IE Confined Space Rescue, Wildland Fire, etc.).

#### PREFACE

The entry of fire department members into an IDLH atmosphere is one of the greatest hazards of our profession. Members can be subjected to an array of firefighter specific emergency situations including: Air Emergencies, Disorientation, Entanglement, Thermal Emergencies, Building Collapse, and Medical Emergencies among others.

Mandated Rapid Intervention Teams are a relatively new concept in the Fire Service and our understanding of their importance has transitioned from the assigning of two inexperienced firefighters to stand on the outside of the building, to a team of highly trained and experienced firefighters who operate in a dynamic standby mode on the exterior of the structure, space or area ready to rescue fire fighter(s) at a moment's notice. Modern RITs are an active part of the risk assessment and planning process and can work independently or with an Incident Safety Officer to provide critical situational feedback to the Incident Commander.

Unfortunately, the lessons from which these advancements have come about have been learned as a result of critical injuries and Line of Duty Deaths (LODDs) on the fireground. IFSTA's *Essentials of Firefighting 6<sup>th</sup> Edition* (2013) warns firefighters of the importance of adequately staffing our RITs, stating:

*“Do not underestimate the time and personnel required to rescue a downed fire fighter. Carrying one unconscious firefighter can require four rescuers, and fully removing the fire fighter from the hazard zone can require up to twelve rescuers. This process can take as long as 20 minutes to complete”* (p.454).

The idea of moving beyond staffing RITs with the bare minimum of two members and towards a more progressive model based on actual risk rather than simply abiding by the regulations has been backed up by studies such as the Phoenix Fire Department's post-LODD Rapid Intervention Team Review (2001) and the 2010 WorkSafe BC study *The Effectiveness of Current Rapid Intervention Teams* (Carter & Wright). RITs are now being taught to expect that a MAYDAY will be called at every scene rather than seeing MAYDAYs through the lens of a catastrophic, yet unlikely, scenario (IAFF Fire Ground Survival Course, 2018).

While the studies noted above have shown that having limitless manpower to staff our Rapid Intervention Teams would be optimum, this is simply not the reality. The procedure laid out below is a balanced approach to the equipping and staffing of RITs that seeks to provide the Incident Commander with the ability to achieve our strategic priorities while ensuring our members have sufficient and capable resources available to conduct a fire fighter rescue should they find themselves or their teammates in an emergency situation.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STAFFING AND EQUIPPING PROCEDURES FOR RAPID INTERVENTION TEAMS

#### PROCEDURE

##### 1. Staffing

###### a) Residential Response

- i) The Incident Commander shall ensure an appropriately equipped two-person Initial Rapid Intervention Team (IRIT) is established prior to the initial entry of members into the structure.
- ii) The Incident Commander shall ensure that a full RIT is established “before sending in a second entry team and not more than ten minutes after the initial attack” (WorkSafe BC, Section 31.23(4), 2018).
- iii) If the Incident Commander cannot ensure a full RIT is established in accordance with the WorkSafe BC Regulations (31.23[4]), the initial entry team shall be withdrawn from the structure until a full RIT can be established.
- iv) The Incident Commander shall ensure that a full RIT is staffed with a minimum of two properly trained and equipped firefighters. This number should be considered an absolute minimum and the RIT should be upgraded to four members as soon as resources allow.

If the resources available on scene do not allow for the expansion of the RIT from two members to four members, the Incident Commander shall make the requesting of Mutual Aid for additional RIT Staffing from neighbouring municipalities a tactical priority.

- v) In the event that a MAYDAY is declared and the RIT is deployed, the RIT conducting the rescue shall be referred to by the call sign ‘RIT-1’ over the tactical channel and the Incident Commander shall make assigning a new properly staffed and equipped RIT, known as ‘RIT-2’, a tactical priority. Additional RITs, if necessary, shall follow the same numerical backfill pattern (IE RIT-3, RIT-4, etc.)

Again, as the scene becomes resource limited, this will necessitate the calling of additional Mutual Aid companies to assist with backfilling the RIT and other critical fireground positions.

###### b) Commercial Response

- i) The staffing of a RIT for Commercial Responses shall follow the same procedures outlined in Sections 1(a)(i), (ii), (iii) and (v) of this operational guideline.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STAFFING AND EQUIPPING PROCEDURES FOR RAPID INTERVENTION TEAMS

The only significant change for RIT staffing from a residential to a commercial response is to Section 1(a)(iv) of this operational guideline. A commercial response shall necessitate that the number of members assigned to the RIT increases to account for the typical increase in size, complexity, general hazards and specific hazards that commercial buildings present

- ii) Incident Commanders shall ensure that the RIT is staffed with a minimum of four members. Again, this number should be treated as an absolute minimum and Incident Commanders shall staff RITs in accordance with a careful risk assessment taking into account building size, building construction, extent of hazard, mode of operation (offensive/defensive), number of resources operating at the scene, and the general complexity of the situation overall.

Incident Commanders are encouraged to make requests for additional manpower in order to increase the RIT staffing to 6 or even 8 members. This gives Incident Commanders the choice between one adequately staffed RIT or breaking the RIT into two or more teams covering different areas of the structure.

#### c) Special Operations

- i) Incident Commanders shall ensure an appropriately staffed iRIT and RIT [as noted in all of Sections (a) and (b)] of this operational guideline is in place during Special Operations involving an IDLH or suspected IDLH atmosphere or other hazard in an occupancy, space or area including but not limited to: Confined Space Operations, Structure Collapse Operations, Trench Rescue Operations, Hazardous Materials (HAZMAT) Operations, Mass Casualty Incidents (MCIs), etc.

## 2. Equipment

### a) Residential Response

- i) The Incident Commander shall ensure that both the iRIT and RIT are equipped appropriately.
- ii) The iRIT shall be equipped with full PPE, a portable radio on the assigned tactical channel, an Automated External Defibrillator (AED) and have forcible entry tools within close proximity. It is important to note that the iRIT must anticipate performing a firefighter rescue during the initial phase of an incident and that they are not simply 'checking a box' until the full RIT can be established.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STAFFING AND EQUIPPING PROCEDURES FOR RAPID INTERVENTION TEAMS

- iii) The RIT shall be equipped with full PPE for all members, a minimum of one radio (for the team leader), a dedicated hose line<sup>1</sup>, personal rescue webbing lengths for each member, a RIT-specific SCBA Pack with the appropriate accessories to make both Universal Air Coupling (UAC) and SCBA mask swap connections, a Search Rope, appropriate forcible entry tools, a Chainsaw, a K-12 (or similar) Saw, at least one ground ladder and any other equipment the Team Leader, Incident Safety Officer or Incident Commander deem pertinent to the style of occupancy where the incident is taking place.
  - iv) RIT Leaders shall ensure that the RIT equipment cache is dedicated solely for RIT use and shall not be used by any non-RIT personnel on the fireground.
- b) Commercial Response
- i) Incident Commanders shall ensure that the iRIT and RIT for a commercial response are equipped as noted in Sections 2(a)(i), (ii), (iii), and (iv) of this operational guideline.
  - ii) Incident Commanders, Incident Safety Officers and RIT Leaders shall take the occupancy size, type, complexity and extent of hazard into account when choosing what additional equipment, the RIT shall have in its equipment cache<sup>2</sup> (beyond what is noted in Section 2(a)(iii). The additional size of many commercial buildings may require unconventional equipping methods such as using a 2.5-inch line with a gated wye stretched dry and apartment packs to ensure the RIT can remain mobile and capable of performing a rescue at any location throughout the structure.
- c) Special Operations
- i) The Incident Commander shall ensure that the iRIT and RIT for a Special Operations response are equipped as noted in Section 2(a)(i), (ii) and (iv) of this Operational Guideline.
  - ii) The Incident Commander shall ensure that the iRIT and RIT for a Special Operations response is equipped with any specialty PPE or equipment that

<sup>1</sup> Having a separate and dedicated water source (IE a hydrant and apparatus separate from the attack and/or relay apparatus) for the RIT is preferable but often unrealistic. A dedicated 1.75inch hose line off of the attack apparatus is acceptable.

<sup>2</sup> If there is even a small possibility that the RIT might require a certain piece of equipment at an incident it should be secured in the RIT cache.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STAFFING AND EQUIPPING PROCEDURES FOR RAPID INTERVENTION TEAMS

is required by the situation (IE gas monitors for HAZMAT, Rope Rescue Harnesses for confined space, etc.)

#### REFERENCES

- Carter, J. & Wright, S. (2010). *The effectiveness of current fire fighter rapid intervention teams*. Retrieved from: [http://www.jibc.ca/sites/default/files/research/pdf/research\\_RapidInterventionTeams.pdf](http://www.jibc.ca/sites/default/files/research/pdf/research_RapidInterventionTeams.pdf)
- IAFF Fire Ground Survival Awareness Course, 2018
- IFSTA, (2013). *Essentials of firefighting 6<sup>th</sup> edition*. p. 454. Oklahoma State University
- NFPA 1500, Standard on Fire Department Occupational Safety, Health and Wellness Program, 2018
- WorkSafe BC, (2018). Part 31 (Firefighting). Retrieved from: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-31-firefighting>

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RAPID INTERVENTION TEAM/FIRE GROUND SURVIVAL TRAINING REQUIREMENTS

<b>SECTION:</b>	<b>TRAINING</b>	<b>Original: August 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.03.01</b>	<b>Reissued:</b>

#### PURPOSE

To identify the quantity and type(s) of training required to be completed by members of the Sooke Fire/Rescue Department in Rapid Intervention Team (RIT) and Fire Ground Survival (FGS) operations in a calendar year.

#### SCOPE

All operational personnel assigned to the Sooke Fire/Rescue Department's Suppression Division and all Recruit Firefighter Candidates in training to become operational members of the Sooke Fire/Rescue Department's Suppression Division.

#### POLICY

Members shall complete both RIT and FGS training with sufficient frequency as to perform the core competencies of their position in a safe, competent and efficient manner during emergency operations [Reference: NFPA 1710, 2016, 5.2.4.1.1(8)].

#### PROCEDURE

1. All members shall complete a minimum of two (2) practical/hands-on training sessions per calendar year specifically on RIT/FGS operations in accordance with NFPA 1407 Standard for Training Fire Service Rapid Intervention Crews (2015), sections 7.4, 7.6, 7.7, 7.8 and 7.12 which state that a "rapid intervention training program shall include the following areas" (Reference NFPA 1500, 2018, 8.8.1.1):
  - a) Declaring a MAYDAY
  - b) Search Techniques
    - i) Searching an area utilizing ropes
    - ii) Searching an area with limited means of egress.
    - iii) Searching with thermal imaging equipment
  - c) Access and Extrication
    - i) Breach of Barriers (walls, ceilings, floors)
    - ii) SCBA profile reduction drill
    - iii) Recognizing entanglement hazards
    - iv) Disentanglement
    - v) Extrication from debris



d) Air Supply

- i) Reposition or replace SCBA face piece on a downed firefighter
- ii) Replace mask-mounted regulator on a downed fire fighter
- iii) Utilize the RIT Universal Air Connection (UAC)
- iv) Replace the air supply of a downed fire fighter

e) Ropes

- i) The use of search ropes, slings and harnesses
- ii) The use of rescue knots

f) Protecting Downed Firefighter(s) in place

- i) Provide and maintain a continuous air supply
- ii) Provide a protective hose line(s)
- iii) Secure a dedicated communications channel (talk group) for rescue operations
- iv) Continuously monitor conditions that can affect the rescue operations

g) Moving Downed Fire Fighter(s) to Safety

- i) Using basic drags, lifts and carries
- ii) Moving a downed firefighter up and down stairs
- iii) Moving a downed firefighter over a ladder (conscious and unconscious carry)
- iv) Moving a downed firefighter through a window (ground and upper levels)
- v) Moving a downed firefighter from below the area of operations (through floor)

h) Fire Ground Survival (Not included in NFPA 1407)

- i) Operating a portable radio in full Personal Protective Equipment (PPE) in both routine and adverse conditions
- ii) Communicating during a MAYDAY
- iii) Air Management
- iv) Recognizing and Managing Firefighter Emergencies (Air Emergencies; Lost/Disoriented; Entanglement; Thermal Emergencies; Collapse/Trapped)
- v) Downed Firefighter Self-Preservation Techniques (IE GRAB LIVES)

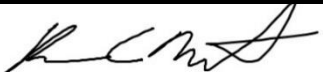
2. All members shall complete a minimum of one (1) theory/classroom training session per calendar year (Carter, J. & Wright, S., 2010, p. 3) specifically on RIT/FGS including, but not limited to:
  - a) Task, Tactical and Strategic Level Organization of RIT
  - b) Task, Tactical and Strategic Level Deployment of RIT
  - c) Expectations of a Firefighter in Distress
  - d) Expectations of the Incident Commander
  - e) The Psychology of a MAYDAY Situation/RIT Activation
  - f) Critical Incident Stress Management (CISM) in relation to MAYDAY/FGS Situations and RIT Activations.
  - g) New/emerging RIT/FGS techniques and technologies
3. All Sooke Fire/Rescue Department Officers and Officers-in-Training shall complete a minimum of one (1) officer specific theory/classroom training session per calendar year specifically on the management of RIT/FGS operations at the strategic and tactical levels including, but not limited to:
  - a) Expectations of the Incident Commander
  - b) Allocating resources before and during a MAYDAY Situation/RIT Activation
  - c) Being "MAYDAY Ready" (IAFF Fire Ground Survival Awareness Course, 2018)
  - d) Officer Level Communications during a MAYDAY Situation/RIT Activation
  - e) Meeting tactical benchmarks before, during and after a MAYDAY Situation/RIT Activation
  - f) The Psychology of Managing a MAYDAY Situation/RIT Activation
  - g) New/emerging RIT/FGS techniques and technologies (Officer Specific)
4. All Sooke Fire/Rescue Department Recruit Firefighter Candidates shall complete a minimum of one (1) RIT/FGS specific training session at an appropriate time during their recruit training on topics including, but not limited to:
  - a) Introduction to the Principles of Risk Management
  - b) Communications during a MAYDAY Situation/RIT Activation
  - c) Introduction to FGS
  - d) Introduction to RIT Equipment
  - e) Introduction to RIT Organization

f) Introduction to RIT Deployment

Note: The use of live firefighter 'patients' in full PPE during training exercises is encouraged to simulate real-world conditions and challenges (Carter, J. & Wright, S. (2010), p.15).

## REFERENCES

- NFPA 1407, Standard for Training Fire Service Rapid Intervention Crews, 2015
- NFPA 1500, Standard on Fire Department Occupational Safety, Health and Wellness Program, 2018
- NFPA 1710 Standard for Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments
- IAFF Fire Ground Survival Awareness Course, 2018
- Carter, J. & Wright, S. (2010). The effectiveness of current fire fighter rapid intervention teams. Retrieved from: [http://www.jibc.ca/sites/default/files/research/pdf/research\\_RapidInterventionTeams.pdf](http://www.jibc.ca/sites/default/files/research/pdf/research_RapidInterventionTeams.pdf)

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Establishment, Activation and Deployment of Rapid Intervention Team(s)

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: August 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.03.02</b>	<b>Reissued:</b>

#### PURPOSE

To ensure IRITs (Initial Rapid Intervention Teams) and Rapid Intervention Teams (RITs) are set up, deployed, operated and demobilized in a safe, competent and efficient manner in accordance with all applicable Sooke Fire/Rescue Department Operational Guidelines.

#### SCOPE

All operational personnel assigned to the Sooke Fire/Rescue Department's Suppression Division, all Recruit Firefighter Candidates in training to become operational members of the Sooke Fire/Rescue Department's Suppression Division and all mutual and automatic aid department members operating at incidents within the District of Sooke.

#### POLICY

During operations at an incident. Members of the Initial Rapid Intervention Team (IRIT), the RIT, the Incident Safety Officer (ISO), if assigned, and the Incident Commander shall prepare and operate in a proactive posture with the assumption that a MAYDAY will be called. Members of IRIT and RIT shall prepare, deploy and operate in a safe, competent and efficient manner in accordance with all applicable Sooke Fire/Rescue Department Operational Guidelines. (Reference NFPA 1500, 2018, 8.2.3 & IAFF Fire Ground Survival Awareness Course, 2018).

#### DEFINITIONS

**MAYDAY**- "A [communications] designator to identify when a member is in a life-threatening situation and in need of immediate assistance" (Reference: NFPA 1500, 2018, 8.2.4.2).

**Full Personal Protective Equipment (PPE):** Clothing and Equipment worn by fire fighters to allow them to operate safely in IDLH environments and/or other adverse conditions. For the purposes of this Operational Guideline, Full PPE shall include: Turnout Jacket and Pants, Structural Boots, Structural Helmet with Ear Flaps Down, a Flash Hood, a Personal Flashlight, a Self-Contained Breathing Apparatus (SCBA) with Mask and a Portable Radio programmed with all applicable frequencies. Full PPE shall be appropriate for the given call type. (IE Wildland, Hazardous Materials, etc.)



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Establishment, Activation and Deployment of Rapid Intervention Team(s)

#### PROCEDURE

##### 1. RIT Accountability

- a) If no ISO is assigned, Accountability for RIT shall be the responsibility of the Incident commander or his/her designate.
- b) If an ISO is assigned, accountability for RIT shall be the responsibility of the SO (RIGS in the event of a MAYDAY situation).

##### 2. Task/Tactical Level IRIT and RIT PPE and Equipment

- a) Members tasked with IRIT (often the first due apparatus driver/operator and officer) and RIT shall be in full Personal Protective Equipment (PPE).
- b) Members tasked with IRIT and RIT shall be appropriately equipped as per SOG # - Staffing and Equipping Procedures for Rapid Intervention Teams Sec. 2[a][iii] (2018).

##### 3. Strategic Level IRIT and RIT Benchmarks:

- a) The Incident Commander shall communicate “IRIT Established” to Fire Dispatch as a benchmark as well as any related benchmarks such as “Initial Entry” (Capital Regional District Fire Dispatch Operational Guideline 2.02). The Incident Commander may ask Fire Dispatch for a “Ten Minute Timer” at this point to ensure RIT is established within the ten minutes allotted by WorkSafe BC Sec. 31.23[4] (2019). If RIT is not established within the allotted 10 minutes, the interior team must be withdrawn to the exterior.

##### 4. Reposition or replace SCBA face piece on a downed Firefighter

- a) Once members are assigned to RIT, the members shall establish a Team Leader (RIT-TL) if one has not been pre-identified by the Incident Commander (typically the most qualified/experienced member of the team).
- b) Operating in accordance with the Policy provided in this Operational Guideline, RIT members shall conduct a group PPE check including an SCBA check immediately upon being assigned to RIT. This will ensure each member’s PPE is accounted for and functioning so that RIT members are capable of responding to a fire fighter in distress immediately upon RIT being established.
- c) RIT members shall establish a RIT staging area at the direction of the Incident Commander. If no direction is provided, the RIT-TL shall identify a location with good visibility of the entire scene preferably in the warm zone with immediate access to the hot zone. If possible, the team should be situated far enough away



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Establishment, Activation and Deployment of Rapid Intervention Team(s)

from apparatus, small engines, fans, etc. to ensure on-scene communications can be monitored clearly.

- d) The RIT-TL shall assign team positions. If the RIT only consists of minimum two members, the RIT-TL shall be in charge of monitoring the tactical frequency assigned to the incident, radio communications and liaising with the Incident Commander and/or ISO/Rapid Intervention Group Supervisor (RIGS) and operating the Search Rope (if necessary). The second member shall be in charge of operating the RIT SCBA pack and air monitoring/management of any firefighter(s) in distress in the event of a RIT deployment.

If the RIT consists of more than two members, the RIT-TL shall be in charge of monitoring the tactical frequency assigned to the incident, radio communications and liaising with the IC and the ISO/RIGS. The RIT-TL shall assign a RIT SCBA Pack/Air Management position. The RIT-TL shall, at their discretion, consider assigning other team positions such as Forcible Entry, Search Rope Management, Patient Packaging and Incident Intelligence (IE liaising with building representatives on scene to determine best access points, special hazards, etc.).

- e) The RIT will then conduct a 360° walk around (if possible) of the incident scene and the RIT-TL shall use a Command Board to create an incident sketch of the scene and note pertinent information (access points, special hazards, etc.). During this walk around, RIT members may, at the discretion of the RIT-TL, 'soften' access points, place secondary means of egress, place illumination at access points and isolate utilities. RIT members should take note of where teams are operating within the incident scene and communicate key information over the tactical frequency (IE means of egress, hazards, etc.)
- f) At this point, the RIT shall complete their 360° walk-around and return to their staging area. RIT members shall conduct checks on the supplementary RIT equipment (RIT SCBA pack, power tools, etc.).
- g) The RIT-TL shall use discretion as to the location of RIT throughout the incident. In keeping with the need for a proactive posture and the assumption that a MAYDAY will be called, the RIT-TL may consider using a 2.5" hose line stretched dry with a wye on the end to give the RIT a highly mobile water source.

This technique will allow the RIT to stage as close as practical to where members are operating, reducing deployment time (extending hose lines, etc.). This is especially important when operating at large occupancies where deployment time is likely significant if RIT is staged at a location remote from where members are operating.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Establishment, Activation and Deployment of Rapid Intervention Team(s)

If RIT extends apartment packs from the 2.5" hose line with a wye, RIT members should ensure the wye is locked open (IE with webbing or an apartment pack strap) at the designated hose connection so that the RIT will not lose their water supply in the event that the wye is accidentally bumped during a rescue operation.

#### 5. Strategic Level Procedure for Establishing RIT

- a) The Incident Commander or his/her designate shall run accountability for RIT until an ISO/RIGS has been assigned.
- b) The Incident Commander shall make the appropriate staffing and equipping of RIT a priority in accordance with SFRD SOG #: Staffing and Equipping Procedures for Rapid Intervention Teams.
- c) The Incident Commander shall liaise (preferably face-to-face) with the RIT-TL or the ISO/RIGS (if assigned) to review the IAP, Communications Plan, and any special hazards.

#### 6. Task/Tactical Level Procedure for Deploying RIT

- a) Immediately upon a 'MAYDAY' being declared, the RIT shall begin to deploy with the access location and specific equipment being determined by the RIT-TL in coordination with the SO/RIGS (if assigned).
- b) RIT shall default to the MAYDAY Communications Plan identified by the Incident Commander and/or the ISO/RIGS during the initial Communications Plan review unless otherwise directed by the Incident Commander or the ISO/RIGS.
- c) RIT may choose to use a search rope to allow for the efficiency of a honing search versus the relative inefficiency of an oriented search.
- d) RIT shall provide radio benchmarks of initial entry, patient contact/status, patient packaged, and patient removed from the structure; however, the focus of the RIT should be on the rescue operation rather than delaying the rescue to communicate benchmarks. The RIT-TL shall be pro-active in anticipating and communicating any additional needs (IE replacement or additional manpower, additional equipment, etc.)

#### 7. Replace the air supply of a downed Firefighter

- a) The Incident Commander or, if assigned, the ISO/RIGS shall take charge of the MAYDAY situation communicating in accordance with SOG #: Communications Procedures for MAYDAY Situations and Rapid Intervention Activations Sec. 3 & 4 (2018)
- b) The Incident Commander or the ISO/RIGS shall exercise radio discipline on the rescue channel, leaving it open for RIT to communicate with the member(s) in



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Establishment, Activation and Deployment of Rapid Intervention Team(s)

distress in accordance with SOG #: Communications Procedures for MAYDAY Situations and Rapid Intervention Activations Sec. 3[b][v] (2018)

- c) The Incident Commander shall communicate with other members at the incident scene and Fire Dispatch in accordance with SOG #: Communications Procedures for MAYDAY Situations and Rapid Intervention Activations Sec. 3 & 4 (2018).
- d) The Incident Commander shall ensure there are sufficient resources available/requested to backfill the deployed RIT and manage additional MAYDAYs.
- e) The ISO/RIGS (if assigned) shall manage the rescue operation and make equipment, other resource requests, and the progress of the rescue operation known to the Incident Commander.

#### 8. Strategic Level Procedure for MAYDAY Resolution

- a) The RIT shall communicate to the Incident Commander or the ISO/RIGS (if assigned) once the member(s) in distress have been extricated to the exterior of the structure, space or area and a Personal Accountability Report (PAR) has been achieved.
- b) Once the member(s) in distress have been handed off to the appropriate level of care, the RIT running the rescue shall complete rehab protocols.

#### 9. Strategic Level Post-Incident Response to a MAYDAY

- a) SFRD Command Staff shall ensure members involved in the rescue operation as well as all members operating at the incident receive access to CISM services.
- b) SFRD Command Staff shall ensure the appropriate investigational authorities (IE WorkSafe BC, RCMP, etc.) are notified of the incident and that the incident and specifically the MAYDAY is appropriately documented.
- c) SFRD Command Staff shall ensure a rigorous and thorough Post-Incident Analysis (PIA) is conducted for the incident in accordance with SOG #: Post-Incident Analysis.

## REFERENCES

- Capital Regional District Fire Dispatch Centre, (2014). Policy and procedures 2.02. Benchmarks in FDM. Langford, BC
- National Fire Protection Association, (2019). 1500. Standard on fire department occupational safety, health and wellness programs
- Sooke Fire/Rescue Department, (2018). Operational Guidelines - Communications procedures for MAYDAY situations and rapid intervention team activations. Sooke, BC.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Establishment, Activation and Deployment of Rapid Intervention Team(s)

- Sooke Fire Rescue Department, (2019). Operational Guidelines - Post-incident analysis. Sooke, BC
- Sooke Fire/Rescue Department, (2018). Operational Guidelines - Staffing and equipping procedures for rapid intervention teams. Sooke, BC.
- WorkSafe BC, (2019). Part 31 (Firefighting). Retrieved from: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-31-firefighting>

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Communications Procedures for MAYDAY Situations and Rapid Intervention Team Activations

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: August 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.03.03</b>	<b>Reissued:</b>

#### PURPOSE

To ensure clear, concise and predictable communications are used by all Sooke Fire/Rescue Department members at the Task, Tactical and Strategic levels during a MAYDAY Situation and subsequent Rapid Intervention Team (RIT) activation.

#### SCOPE

All operational personnel assigned to the Sooke Fire/Rescue Department's Suppression Division, all Recruit Firefighter Candidates in training to become operational members of the Sooke Fire/Rescue Department's Suppression Division and all members of the Fire Incident Support Team (FIST).

#### POLICY

During a MAYDAY situation and subsequent RIT Activation, members shall use clear, concise and predictable communications to provide pertinent information that aids in the safe and efficient response and resolution to the MAYDAY (Reference NFPA 1500, 2018, 8.2.3 & IAFF Fire Ground Survival Awareness Course, 2018).

#### DEFINITIONS

**MAYDAY-** "A [communications] designator to identify when a member is in a life-threatening situation and in need of immediate assistance" (Reference: NFPA 1500, 2018, 8.2.4.2).

**Emergency Traffic-** "A designator to clear radio traffic for an emergency affecting the incident. When a member has declared 'emergency traffic', that person shall use clear text to identify the type of emergency, change in conditions, or tactical operations" (Reference: NFPA 1500, 2018, 8.2.3.1 & 8.2.4).

**'GRAB LIVES'** – A mnemonic for remembering critical fire ground survival procedures. G (Gauge- Check Air); R (Radio MAYDAY); A (Activate PASS Alarm); B (Breathing- Controlled); L (Stay Low); I (Illuminate Flashlight); V (Volume- Make Noise); E (Escape/Exit); S (Shield-Break Mask Seal and Use Balaclava or glove to Filter Particulate [Last Resort]). GRAB LIVES is not a linear procedure and any element of it can be used at any time by a member in distress (IE a member may only have time to use the 'E' (Escape/Exit) from GRAB LIVES by making it to window).



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Communications Procedures for MAYDAY Situations and Rapid Intervention Team Activations

#### PROCEDURE

##### 1. Incident and Pre-MAYDAY Communications Plan:

- a) The Incident Commander or his/her designate (IE Incident Safety Officer [ISO]) shall be responsible for creating, communicating and implementing a communications plan for the incident. For a residential structure fire response or similar incident, this will typically involve a command/administrative channel (IE 'SKFD-OP1'), a tactical channel for fireground operations (IE 'SKFD-FG'), and potentially other operations and/or tactical channels for supplementary fireground functions (IE water supply, traffic control, etc.)
- b) The Incident Commander or his/her designate (IE ISO) shall be responsible for creating, communicating and implementing a communications plan which determines the communications structure in the event of a MAYDAY situation. Because the tactical/fire ground channel for an incident (IE 'SKFD-FG') will be repeated on to the operations channel during a MAYDAY situation via a mobile (truck-mounted) repeater, the pre-MAYDAY communications plan will need to identify a command/administrative channel which is separate from the command/administrative channel currently in use to allow for the Incident Commander to communicate with Fire Dispatch, mutual aid, and non-critical fire ground functions.
- c) For a residential structure fire response or similar incident, the pre-MAYDAY communications plan will require a separate command/administrative channel (IE PAC'F-DP), the current tactical channel which will function as the 'rescue group' channel in the event of a MAYDAY situation, and an alternative tactical channel for use by other members at the incident in the event the Incident Commander or his/her designate determines a communications separation between the rescue group and other members at the incident is required.

##### 2. Declaration of a MAYDAY Situation:

- a) "A MAYDAY [is] permitted to be declared by any member who is in or becomes aware of a member who is in a life-threatening situation and in need of immediate assistance" (Reference: NFPA 1500, 2018, 8.2.4.3).
- b) If radio or voice communication is not established with a member/team/group/unit etc. within three calls to that entity, a MAYDAY will be called by the member attempting to establish communication.
- c) If any member operating at an incident becomes aware of an activated Personal Alert Safety System (PASS) Alarm that is not turned off within 30 seconds, that member will call a MAYDAY and provide the approximate location of that PASS activation.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Communications Procedures for MAYDAY Situations and Rapid Intervention Team Activations

d) To declare a MAYDAY, members shall:

- i. Activate their Emergency Alert Button (EAB) on their radio device. This will be done by pressing the orange emergency button on the radio body (mobile radio) or boom mic (on portable radio, if equipped) when on an Operations Channel (IE 'SKFD-OP1'), or by depressing the push-to-talk (PTT) button and the emergency button simultaneously if operating on a tactical channel (IE 'SKFD-FG').
- ii. Communicate "MAYDAY, MAYDAY, MAYDAY" and wait for a response. If no response is received, members shall ensure they are on the correct channel (if able) and will continue to communicate "MAYDAY, MAYDAY, MAYDAY" until a response is received.
- iii. Upon acknowledgement of the MAYDAY declaration, the member declaring the MAYDAY shall communicate (if possible) the "Who, What, Where and Air" of the MAYDAY situation. An example of this would be: "Command, this is Fire Fighter SMITH from Attack-1, I am lost on the first floor and fifty minus for air".
- iv. Whenever possible, members experiencing a MAYDAY situation shall turn their PASS Alarm off while communicating.

3. Task Level Response of Personnel Not Essential to the MAYDAY Situation:

- a) All personnel not essential to the MAYDAY situation and subsequent rescue operation shall exercise strict radio discipline, only communicating information that could affect the safety of personnel operating at the incident.
- b) All personnel not essential to the MAYDAY situation and subsequent rescue operation shall remain on the same radio channel being used by the MAYDAY situation and subsequent rescue operation unless directed to change radio channels by the Incident Commander or Rapid Intervention Group Supervisor (RIGS).
- c) If directed to switch to a different tactical channel, members shall switch their radio device to the channel identified by the Incident Commander or RIGS and prepare to provide a Personnel Accountability Report (PAR) on that channel.

4. Tactical/Strategic Level Response to a MAYDAY Declaration:

- a) The tactical/strategic level response to the declaration of a MAYDAY shall be clear, concise and predicable to all members operating at the incident (IAFF Fire Ground Survival Awareness Course, 2018).



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Communications Procedures for MAYDAY Situations and Rapid Intervention Team Activations

- b) Upon hearing a MAYDAY declaration communicated, the Incident Commander shall:
- i. Respond to the declaration of a MAYDAY by stating “Emergency Traffic, Emergency Traffic, Emergency Traffic, All Units, Radio Priority for a MAYDAY in Progress – Break – Unit Calling MAYDAY, Identify”.
  - ii. Upon learning the “Who, What, Where and Air” of the MAYDAY Situation, the Incident Commander shall repeat the details back to the member calling the MAYDAY for clarification as well as reminding the member to initiate life-saving (GRAB LIVES) procedures and re-assure the member that RIT has been activated.

Continuing with the example from Section 1(d)(iii), this transmission would sound like: “Fire Fighter SMITH from Command, I understand you are lost on the first floor and fifty minus for air. Stay calm, turn on your flashlight and PASS Alarm (GRAB LIVES). RIT has been activated.

- iii. The Incident Commander will then advise other units operating at the incident of the MAYDAY situation as well as remind the other units to maintain their assignments unless re-assigned to the rescue operation.

Continuing with the example used in Sections 1(d)(iii) and 3(b)(ii), this transmission would sound like: “All units operating at 123 Main Street, we have a MAYDAY situation. A fire fighter from Attack-1 is lost on the first floor of the structure. All units maintain assignments unless re-assigned to Rescue Group”.

- iv. At this point, the Incident Commander or RIGS has the discretion to decide whether all units not essential to the rescue operation should switch to a different tactical channel. Many factors play into this decision, the most obvious of which the estimated duration of the rescue operation.

Members operating at the strategic level should be aware that while switching tactical channels during a MAYDAY situation allows for clear and unobstructed communications between the Rescue Group and the fire fighter(s) in distress, it can often result in widespread confusion where members who may have not heard the order are left on the incorrect channel, or members switch to the incorrect channel by accident and are no longer receiving critical information. Statistically, a majority of fire fighters in MAYDAY situations are rescued not by RIT but rather by teams operating in the vicinity of the downed fire fighter, meaning that switching channels can leave teams operating nearby lacking critical information.

- v. During a RIT deployment, the Incident Commander or RIGS shall exercise radio discipline, leaving the channel as open as possible for the RIT and fire fighter(s) in distress to communicate. The officer in charge of the rescue operation shall



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### Communications Procedures for MAYDAY Situations and Rapid Intervention Team Activations

only communicate information which could affect the safety of members operating at the incident or enhance the efficiency of the rescue operation.

#### 5. Strategic level communications with the Fire Dispatch Centre

- a) The Incident Commander shall communicate with the Fire Dispatch Centre to advise of the MAYDAY situation, Request for the Fire Dispatch Center to start RIT protocols including a priority marker tone on the rescue channel and to request additional resources including additional alarm assignments and additional Emergency Health Services (EHS) units. It is important to note that this should only be done once the Incident Commander has communicated with the fire fighter in distress and activated RIT.
- b) The MAYDAY will be considered resolved once the member(s) in trouble are accounted for outside of the structure, space or area and a PAR has been conducted with positive accountability for all units operating at the incident scene.
- c) Once the MAYDAY situation has been resolved, the Incident Commander shall communicate “MAYDAY Resolved” as a tactical benchmark to Fire Dispatch.

#### REFERENCES

- NFPA 1500, Standard on Fire Department Occupational Safety, Health and Wellness Program, 2018
- IAFF Fire Ground Survival Awareness Course
- Sooke Fire/Rescue Department, RIT Training Operational Guideline (Draft), 2018
- Sooke Fire/Rescue Department, Rapid Intervention Teams Operational Guideline, 3.05.13, 2018

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WORKING OVER OR ADJACENT TO WATER

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 15, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.04</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To require Firefighters to follow safe work practices when working near, around or on bodies of water

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

All Firefighters at incidents above, or immediately adjacent to, fresh or saltwater such as oceans, rivers, lakes and streams and on wharves, piers and marinas shall wear their appropriate personal protective gear (PPG) and a personal floatation device (PFD).

All Firefighters involved in fire suppression or rescue duties at incidents above or immediately adjacent to fresh or saltwater at such locations as ocean, rivers, lakes and streams and on wharves, piers and marinas shall wear their appropriate PPG and a PFD.

All members responding on any form of marine vessel for any reason shall wear a PFD.

When so equipped, built in fire protections features of wharves, piers and marinas shall be used whenever practical and possible to assist in firefighting operations.

Personnel not adequately trained in swift water rescue techniques shall not enter waterways.

#### REFERENCES

- IRIA Swiftwater / Flood Rescue – Awareness – Fire / Rescue

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH-RISE - APPARATUS AND MANPOWER RESPONSE

<b>SECTION:</b>	<b>STRUCTURE INCIDENTS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.05</b>	<b>Reissued:</b>

#### PURPOSE

To establish a standard response to high-rise buildings within Sooke or mutual aid to western communities (high-rise, seven+ stories; mid-rise three – six stories)

#### SCOPE

All Fire Department personnel

#### DEFINITIONS

**Resource Floor:** The floor where equipment and personnel are staged for support for fire suppression and rescue operation. This floor is normally two floors below the fire floor.

**Deployment Floor:** The floor below the fire floor where the RIT is established, and fire suppression and rescue divisions are deployed to the fire floor and floors above the fire.

**Lobby Control:** Control over evacuation, building systems, entry control, stairwells, and fire personnel ascending to the upper floors. Building systems include public address systems, HVAC systems, elevators, alarm systems, communication systems, etc. Direct fire personnel to the appropriate floors. Liaise with building reference and occupants.

**Elevator Control:** One firefighter under the direction of the lobby control Officer. If the elevators are not suitable for use, then they are to be recalled to the lobby, checked for occupants, then locked down. If suitable for operations, elevator use will be controlled by a firefighter and a 20 lb. ABC extinguisher must always be on the elevator.

**Ground Support:** Personnel that ferry equipment to the resource floor, also maintains water supply to sprinkler/standpipes as required, PPV of stairwells from ground as required. Full protective clothing required on an “as needed basis” to prevent overheating and fatigue.

#### POLICY/PROCEDURE

The following procedures are to be followed for safety of members and allocation of resources when responding to alarms in high-rise buildings in Sooke or in a mutual aid response in support of Langford or Colwood.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH-RISE - APPARATUS AND MANPOWER RESPONSE

When responding to alarms in high-rise buildings the following procedures shall apply:

Report of alarm bells ringing - Fire dispatch shall dispatch apparatus as per FDM protocol to investigate the nature of the incident.

Report of smoke in building or confirmed fire - Fire dispatch shall request that all mutual aid partners respond Code 3 to the incident.

#### NOTE:

If that the mutual aid partners are not already engaged with other emergency services in their respective jurisdiction, they will respond to the incident to provide assistance upon request.

#### First Arriving Officer and Crew

- Officer shall:
  - Establish and identify who is in command;
  - Identify geographic location;
  - Size up the situation;
  - Obtain the Fire Department lock box key, gain entry;
  - Check the annunciator panel;
  - Make a situation report;
  - Obtain a master key;
  - Obtain elevator key;
  - Proceed to fire floor with crew to investigate; and
  - Transfer Command to Chief Officer once on scene.
- Crew shall:
  - Don full protective clothing and SCBA;
  - Assemble apartment pack, flashlights, Halligan tool, axe, hose, rope, door;
  - Spreaders, thermal imaging camera;
  - Proceed with equipment to main entrance and wedge door open; and



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH-RISE - APPARATUS AND MANPOWER RESPONSE

- Proceed with the Officer to the fire floor to investigate.
- Initial operations:
  - Apparatus are to be positioned in a manner that considers the extent and location of fire and an evaluation of fire spread and building failure, and must:
    - Consider the hazards of building collapse, falling glass, etc.;
    - During assessment, a suitable location for the resource floor will be identified and transmitted to Command;
    - Upon arrival on the fire floor the Officer will establish a division and conduct a size up (i.e., fire on the 5th floor will be Division 5);
    - Make a situation report to the Incident Commander and request resources as required; and
    - If the first arriving Officer on the fire floor must participate directly in suppression/rescue operations, then the next arriving Officer to the fire or resource floor shall establish Division control.
- Interior Attack/Rescue division shall:
  - Determine the magnitude of the incident on the floor;
  - Transmit a report to Command and request additional resources as required;
  - Determine the number of people at risk and control the evacuation of people;
  - From the fire floor and above; and
  - Connect apartment pack hose to standpipe riser and attack fire communicate with Command all progress and tactical goals achieved (i.e., primary search completed, situation under control, fire extinguished, loss stopped, secondary search complete, etc.).

#### NOTE:

In-house hose cabinets may be utilized to supplement Fire Department hose lines, but they are not to be used as a substitute for Fire Department hose lines.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH-RISE - APPARATUS AND MANPOWER RESPONSE

- Elevator Control Procedures:

#### NOTE:

Elevators are to be used only if safe to do so and they are Firefighter rated/designated. If the fire/emergency location is known and the Fire Department elevator is required, the following procedure is to be used:

- Officer shall:
  - Key outside switch to on position and remove key;
  - Shine flashlight up the hoist way to see if there is any smoke;
  - Use stairway if any smoke is visible in the hoist way;
  - If the decision to use the Fire Department elevator is made, key inside switch to on position and test for proper operation;
  - Proceed to the second floor below the fire floor, stopping every three floors to check the hoist way for smoke;
  - Assign one Firefighter as Elevator Division. This Firefighter remains with elevator, returns to lobby and is responsible for the transport of personnel and equipment; and
  - Elevator Division must have a radio.
- Second arriving officer and crew – upon order from Incident Command, shall:
  - Secure a water supply:
    - make connection to building Fire Dept. standpipe connection, if so ordered. Supply a minimum of 150 psi plus 5 psi per floor for each floor above the standpipe connection that will have operating fire streams to a maximum of 200 psi; and
    - make connection to building Fire Department sprinkler connection(s), if so ordered. Supply a pressure of 150 psi at the standpipe connection.
- Officer shall:
  - Establish Lobby division;
  - Check annunciator panel and ensure first arriving crew is responding to the fire floor;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH-RISE - APPARATUS AND MANPOWER RESPONSE

- Direct incoming Firefighters and personnel to the appropriate floor;
  - Locate and control all interior stairwells;
  - If possible, establish one stairwell for evacuation and one stairwell for fire operations;
  - If an in-house public address system is available, use it for assisting evacuation;
  - Establish enhanced accountability and entry control;
  - Liaise with building occupants;
  - Determine room numbers of disabled/physically challenged people and notify Command;
  - Obtain floor plan book for staging;
  - Contact building manager or reference to assist with building access and for knowledge of various working systems in the building (i.e., HVAC, fire pumps, emergency generator, natural gas, etc.);
  - Depending on the magnitude of the incident, account for building occupants;
  - Notify Emergency Social Services if warranted; and
  - Establish RIT on the deployment floor.
- Crews shall:
    - Report to command if unassigned; and
    - When assigned to the fire floor, the resource floor, or the deployment floor, Firefighters shall not proceed without additional equipment (i.e., air bottles, rescue equipment, etc.).

#### Additional responding apparatus:

- All additional apparatus will stage a minimum of two blocks from the incident, allowing at least two different approach routes to the incident;
- If aerial operations are not possible or feasible, then the crew will report to Command and await assignment; and
- May be assigned to ground support or resource floor.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HIGH-RISE - APPARATUS AND MANPOWER RESPONSE

#### Special considerations:

- RIT: Additional apartment packs will be required by RIT and should be connected on the floor below (or stairwell) for immediate use in rescue operations.

#### NOTE:

Mutual aid incidents will require rescue air supplies for different SCBA Systems including face piece at RIT staging (Metchosin, East Sooke and Otter Point – 4500 – Scott and Langford (PTC) and Sooke (STC) Fire hawk/G1 (PTC) – 4500 MSA)

- Stairwell access only:
  - If stairwells are the only means of access to the upper floors, then arriving crews, upon direction from Command, should start their ascent/descent as soon as possible to support the first ascending/descending engine company.
  - Stairwell support will require one firefighter for every three floors (i.e., carries equipment from the 1st floor landing to the 4th floor landing, then returns to the 1st floor, this allows a rest phase).
- Passport accountability:
  - First arriving/ascending companies will leave one passport with their apparatus and take one passport to the upper floors (to be used by the Division leader).
  - Once a command post has been established, the passports left on the apparatus will be retrieved.
  - Companies arriving after establishment of a command post will deliver one passport directly to the command post.

Radio channel for mutual aid incidents - Command must designate a working channel for fire ground operations (Sooke Ops 1 or 2 /FG Simplex, etc.)

#### REFERENCES

- WCB Regulation 31.5(2)(a)

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DANGEROUS GOODS RESPONSE

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.06</b>	<b>Reissued: Aug 1, 2019</b>

#### SCOPE

All Fire Department personnel will follow these procedures when responding to a dangerous goods / hazardous materials incident.

#### POLICY/PROCEDURE

##### Safety Considerations

Before responding, the Senior Officer or Duty Officer will obtain as much information as possible on the nature of the incident including but not limited to:

- Location;
- Product(s) involved and approximate quantities;
- Number of persons involved;
- Vehicles or equipment involved;
- Weather information – wind direction, humidity level etc;
- Determine the best and most suitable response route and communicate this to all other responders; and
- Have dispatch coordinate with other emergency responders use “FAP” channel on CREST radio system.

Enroute to incident, the Senior Officer or Duty Officer will:

- Attempt to establish communications with other responding agencies such as RCMP and EHS on the “FAP” channel;
- Determine a suitable staging area and have all non-essential responders locate in this area; and
- If possible, attempt to control unauthorized entry into the hazard area.

On scene, the Senior Officer or Duty Officer will:

- Establish “Command” and communicate its location to all other responders;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DA

- Advise other emergency responders not yet on scene as to the best access route and safe staging area;
- Attempt to determine the hazardous materials involved and the name of the carrier if a vehicle is involved;
- Determine the number of casualties and or patients;
- Begin evacuation of those persons in the immediately dangerous to life zone;
- Immediately try to stabilize the incident by containing, controlling and / or evacuating the area – locate all sanitary sewer, storm drain, waterways or other environmental hazards within the immediate area;
- If required, establish decontamination and triage areas;
- Determine the need for additional resources such as:
  - Additional Sooke Fire Rescue apparatus, equipment and personnel (Scene Support Trailer, engine company, ladder company, rescue company, SCBA filling trailer etc.);
  - Mutual aid from other Fire Departments;
  - Need for any additional medical personnel or ambulances;
  - Will the CRD Haz Mat Team need to respond or can the incident be handled with available local sources? If CRD Team is required, contact Langford Fire Dispatch on Sooke Ops 1 to have team respond to incident. If team is required, establish a staging area for the response team. This unit is very large and requires a minimum of a 65-foot-long parking space that is easily accessible. Contact response team by radio (FMA Wide) or phone as soon as possible to update them on the incident. (CRD Hazardous Materials Response Procedures document attached);
  - Contact Ministry of Environment to report any spill or release of dangerous goods that falls within the Environmental Management Act – Spill Reporting Guideline – (attached document). 24-hour spill reporting – 1 800 663-3456;
  - CANUTEC (613) 996-6666; and
  - Contact utilities such as District of Sooke (250) 642-1634:
    - Wastewater Department - 250 380-4588 (pager) 250 642-0151 (office);



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### DA

### NGEROUS GOODS RESPONSE

- CRD Water - 250 474-9619 or 250 474-9630; and
- BC Hydro – 1 888 769-3766 press 0.

#### Tactical Objectives

Only those personnel qualified to handle a dangerous good /hazardous materials incident shall be permitted to work in the “Warm” and “Hot” Zones of the incident. Personnel shall not work or be placed in an environment that exceeds their training and certification. If insufficient qualified personnel are on scene to safely mitigate the incident, stabilize the scene to the best of abilities and await the CRD Haz Mat Team before attempting further intervention.

- Emergency Responder without Haz Mat Training – Cold Zone only
- Emergency Responder with Haz Mat Awareness – Warm Zone only
- Emergency Responder with Haz Mat Operations or Technician Certification can work in Warm and Hot Zone – only to the level of their certification.

If entry must be made into the hot zone to rescue someone or to contain a release, the appropriate level of protective clothing shall be worn by the personnel who enter.

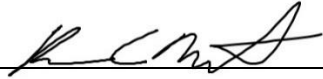
If personnel are committed to the hot zone, decontamination and rehabilitation sectors shall be established, as well as a warm zone and a cold zone.

Decontamination of victims shall occur prior to being transported to a medical facility.

Personnel shall not enter the hot zone, unless sufficient qualified back up personnel are available on scene to handle safety and decontamination procedures.

#### REFERENCES

- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety
- IFSTA Fire and Emergency Services Company Officer
- Jones & Bartlett Fire Officer Principles and Practice
- CRD Emergency Hazmat Team OG 1-001

	August 1, 2019
Signature (Fire Chief)	Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ELECTRICAL EMERGENCY SAFETY

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.07</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To require firefighters to follow safe work practices involving electricity.

#### SCOPE

All Fire Department personnel.

#### POLICY/PROCEDURE

Firefighters shall not handle downed power lines whether live or not and shall use appropriate precautionary measures around any electrical equipment.

A safety perimeter of 10 meters shall be clearly identified around downed lines and other electrical hazards.

All downed wires should be considered live.

A ten-meter perimeter must be established for firefighter and public safety.

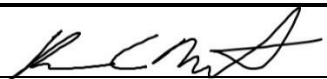
Damaged kiosks and other electrical vaults are treated in the same manner.

Meters shall only be removed by authorized personnel.

The handling of, and operations around electrical equipment shall follow procedures and practices outlined in the *B.C. Hydro Electrical Safety for Firefighters*.

#### REFERENCES

- Occupational Health and Safety Regulations, Workers' Compensation Board of BC
- IFSTA Essentials of Fire Fighting Training Manual
- Canadian Firefighters Training Handbook
- Province of British Columbia First Responder Program
- B.C. Hydro Electrical Safety for Firefighters

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STRUCTURAL FIRE ATTACK – OFFENSIVE

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.08</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish criteria for the initial stages fire attack team at structure fires.

#### POLICY/PROCEDURE

A minimum of four Firefighters (including the Officer) must be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in a fire situation beyond the incipient stage.

When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least two Firefighters. Effective voice communication must be maintained between Firefighters inside and outside the enclosed location. When two Firefighters enter on initial attack, the third (one person) shall operate the pump of the Attack Engine and perform accountability functions, and the fourth (one person) must remain outside maintaining communications.

- Both members on the exterior of the building (person three and four) must be equipped with a radio and full structural PPE (turnout coat, pants, boots and have balaclava, helmet, and gloves immediately available).
- The pump operator shall remove remaining SCBA from the apparatus and place on the ground at the Attack Engine. SCBA must be immediately available for exterior persons to don to execute a rescue of downed Firefighters.

Where less than four Firefighters are actually assembled on the fire ground, only exterior defensive firefighting operations shall be initiated until additional personnel arrive on scene. This could include establishing water supply, laying attack lines and mounting a defensive attack.

If, on arrival of the emergency scene, the Incident Commander confirms an imminent life threatening situation where immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four Firefighters.

It shall no longer be considered initial stages when a second crew is assigned or working in the hazardous area on scene. At this point, a rapid intervention team shall be established.

The second team arriving at the incident scene will establish a rapid intervention team in accordance with O.G. 3.05.03. Subsequent teams may back-up the first team or be assigned according to the needs of the incident.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### STRUCTURAL FIRE ATTACK – OFFENSIVE

if a suitably equipped rescue team of at least two Firefighters that is not engaged in any other duties, limiting their ability to make a prompt response to rescue an endangered firefighter while interior structural firefighting is being conducted. before the 10-minute mark after the initial crew has entered the structure. that initial crew must withdraw from the structure at that time under no circumstances and will not re-enter until such time as the rapid intervention team is in place.

#### REFERENCES

- NFPA 1500: Chapter 8 Standard on Fire Department Occupational Safety and Health Program
- NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
- NFPA 1720: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments
- Sooke Fire Rescue Department OG 3.05.03 '*Rapid Intervention Teams*'
- Sooke Fire Rescue Department OG 3.05.16 '*Fire Ground Initial Operations*'

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### PERSONNEL RISK

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.09</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish personnel risk guidelines for fire ground operations.

#### SCOPE

All Fire Department personnel

#### POLICY/PROCEDURE

Fire Departments are committed to extending every possible effort to the saving of life and protection of property within our community.

Within the scope of this policy there shall be a balance of personnel safety and welfare in relation to the protection of life and property. **In all cases, personnel safety shall be considered ahead of property.**

Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects must be considered in the extent of actions employed.

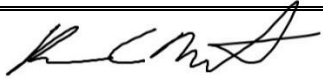
Activities that are routinely employed to protect or save property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.

No risk to the safety of members shall be acceptable when there is no possibility of saving lives or property.

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

#### REFERENCES

- BCERMS Goals

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.10</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide information to Sooke Fire Rescue Department personnel regarding a consistent response to the handling of incidents involving Asbestos exposure.

This guideline is designed to provide a "Safe System of Work" that will help provide staff with the information and actions necessary to allow for adequate protection from the harmful effects of exposure to asbestos fibres.

#### SCOPE

Sooke Fire Rescue Department personnel and Mutual Aid departments personnel

#### POLICY/PROCEDURE

Sooke Fire Rescue Department personnel shall adhere to the information outlined in this Operational Guideline.

#### DEFINITIONS

Exposure: The health effects associated with asbestos are through inhalation only. Proper PPE which includes respiration protection is the most important line of defense. It is mandatory that all staff working with potentially contaminated products, or in an area where contamination may be present, wear proper PPE.

Asbestos:

Asbestos is the name given to a fibrous mineral found in certain rocks. There are six unique mineral types:

- Amosite – Brown
- Crocidolite - Blue
- Chrysotile – White
- Anthophyllite
- Tremolite
- Actinolite



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

It is not possible to identify the type by colour, as this is a description of their appearance when viewed under a microscope. All types are dangerous and should be treated as "hazardous material" when encountered by Fire/Rescue personnel during any operational incident.

#### POLICY/PROCEDURE

##### Risk Identification, Assessment and Control

Important information that can assist in the identification of asbestos-containing materials includes inquiring about the age of the building where the work will take place, as well as viewing any previous asbestos survey/inspections/abatement reports for the building. For buildings/structures constructed prior to 1990, the Sooke Fire Rescue Department will treat the building materials as suspect asbestos. Asbestos has infrequently been found in buildings constructed after 1980 but cannot be discounted. Whatever the means of asbestos identification, the specific method must be communicated to all Fire Department members.

Asbestos containing materials can be found in various building materials. Below is a general list of areas where it may be commonly found in buildings:

- Drywall taping compound
- Vinyl sheet flooring
- Mechanical equipment insulation
- Mastics, adhesives, putties, caulking
- Textured finishes
- Vermiculite
- Vinyl floor tile
- Floor levelling compounds
- Fireproof/acoustical/thermal insulation
- Pipe insulation
- Duct insulation
- Cement board and pipe
- Acoustical ceiling tiles



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

- Plaster
- Fire stopping
- Roofing materials

#### Risk Identification and Assessment:

- All forms of asbestos fibre can cause disease. Exposure to these fibres should be reduced as low as reasonably achievable.
- The Incident Commander or Incident Safety Officer should carry out a continuous risk assessment throughout operations to ensure the safety of all personnel attending when there are suspected asbestos-containing materials.
- The risk assessment must consider any information gathered during pre-planning and/or information provided by on-site contact with knowledge of the building. The risk associated would be exposure to asbestos fibres released into the air during any firefighting operation.
- The priorities an Incident Commander or Incident Safety Officer should be to ascertain:
  - Are there any suspect asbestos-containing building materials within the fire Building (i.e. was the building constructed in the 1980's)?
  - Have the suspected asbestos-containing building materials been damaged and/or disturbed during the fire?
  - If the asbestos-containing materials were not disturbed yet, is it reasonable to prevent the asbestos-containing materials from being disturbed?
  - If the asbestos-containing materials have become involved in the fire during an incident or are discovered to be involved once operations have begun, tactics and methods will need to be reassessed and changed accordingly.

Required controls: In order to minimize or prevent the spread of the asbestos fibres into adjacent, unprotected work area(s) or potential worker exposures to asbestos fibres, the following procedures are to be followed by all Fire Department Members and District Staff.

#### Fire/building/engineering:

- Vacuums equipped with HEPA-filters, for the following post-incident procedures:
  - Clean up asbestos debris and fibres where applicable (i.e. vacuum off impervious suit, equipment, etc.).



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

- Isolation of the incident area(s).
- Use of water to wet the asbestos materials prior to handling via airless or low-pressure water application system.

Administrative: Posting of hazardous warning signs and barriers surrounding the designated incident area(s), restricting access unless personnel are fully equipped with the proper PPE; and have the Required asbestos education and training.

Personal Protective Equipment (PPE):

- This may include, but is not limited to:
  - Full faced respirators equipped with P100 filter cartridges (most commonly used for fire investigation duties).
  - Self-contained Breathing Apparatus (SCBA) respirators (used during incident response).
  - Hand protection (i.e. puncture-resistant rubber or nitrile work gloves/work gloves).
  - Impervious fire-retardant suits covering complete body and boots.
  - Any other safety PPE as required and outlined in the Sooke Fire Rescue Department Health and Safety Program.

#### NOTE:

See asbestos flow chart located at the end of this guideline.

#### Incident Response

Make all personnel aware of hazard.

Inform the Incident Commander. Incident Commander to advise Fire Dispatch we have an asbestos exposure Incident.

Have risk area defined and when practical, cordoned off.

Keep to a minimum the number of personnel at risk of exposure.

All personnel in risk area to wear proper PPE – minimum of full turnout gear and SCBA.

Based on the incident and the level of asbestos exposure, consideration should be given to consulting with personnel trained to a Hazmat tech level to determine what level of





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

decontamination would be appropriate.

Consider the use of Level C Hazmat suits to assist in decontamination. Hazmat trained personnel response to the incident should only be considered if the risk of Contamination is severe.

Consideration of weather conditions and wind direction; have on coming apparatus approach and park up wind, if feasible.

N95 Dust masks do not provide adequate protection when working in contaminated areas. Fit tested and rated respirators should only be considered where air sampling has taken place and is considered safe. In all other cases SCBA and Proper PPE must be worn at all times.

Where possible the use of low-pressure sprays should be used to prevent fibres being forced into the air.

Whenever personnel are required to temporarily leave an area known to have asbestos for the purpose of rehab, to change an air bottle, or any other reason, their PPE must be dampened down to prevent the possible release of asbestos fibres. See *'Responder Decontamination'*, listed below, for procedures once the incident is complete.

Use sprays to moisten down areas where it is known asbestos has been damaged or involved in fire. Water run-off is not considered to be an environmental hazard. This again will keep airborne fibres to a minimum.

Keep disruption and further damage of asbestos to a minimum – plan tasks carefully. If required, use hand tools not power tools.

Set up decontamination procedures as soon as possible; consider the need for the Decon procedures. During damping down operations PPE, including SCBA, must be worn.

Safety of the public is also paramount. Those downwind should be considered at risk and liaison with the Safety Officer should take place. Depending on quantities involved, evacuation may be required. If so, liaise with the RCMP, but generally advise to remain inside with doors and windows closed is sufficient.

#### NOTE:

Use thermal imaging camera (TIC) for locating hot spots to prevent un-necessary damage/disruption to the asbestos.

Responder and equipment decontamination:

Where asbestos is involved it is important to recognize at an early stage that decontamination will be necessary and therefore limiting the number of personnel that could become



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

contaminated.

Under no circumstances should any equipment or clothing be carried on apparatus until it has been properly decontaminated or properly bagged to prevent further exposure.

Cleanup activities should ensure that asbestos containing debris is handled in a manner to prevent release of fibres. In incidents where PPE/equipment has been contaminated by asbestos, initial decontamination is best accomplished at the scene by washing PPE/equipment using scrub brushes and detergent, and a low-pressure water application system.

The process is as follows:

- Responders:
  - Responder leaves the incident Hot Zone area into a designated decontamination area, which must be delineated (Marked) using Asbestos Barrier Caution tape.
  - Responder must remain in full PPE and SCBA/RPE during decontamination process. And when within the decontamination area. Additional responder must assist with the decontamination process. During the decontamination process, both of the responders must be equipped in full PPE and RPE.
  - Brushes and detergent are available on Engine 1 and 2 and also the General Support Unit trailer. If concentrations to be dealt with during cleanup are significant, the asbestos waste will all be in one area (within the decontamination area) and the responsibility to dispose of the waste materials will fall to the property owner/insurance company.
  - Once all debris has been washed off thoroughly, the Responder may leave the decontamination area. Once they have left the area, they may remove their PPE.
  - If necessary, a HEPA vacuum may be used concurrently during the decontamination process.
  - The Officer/Senior Member in Charge of Decontamination shall have the Firefighters seal their PPE on-scene in the bags Provided (min 6mil poly) to prevent transfer of fibres to the apparatus and fire station. (Large yellow/red DECON plastic bags, labelled with black marker with Employee Name and department regimental number, date bagged, and contaminant exposed to. For transport to Fire Station for machine washing and final decontamination
  - The PPE shall be maintained wet until thorough washing can be completed. For further PPE washing instructions, consult the Sooke Fire Rescue Department Operational Guideline 2.03.04



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

- Spare clothing/coveralls and footwear will be made available to those members removing their PPE after decontamination procedures are complete.

#### NOTE:

At no time shall contaminated turn out gear or equipment be placed back into service, placed in apparatus or into fire stations without undergoing an approved decontamination process.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations. Temporary Use Clothing Kits (T.U.C.K) will be provided for use to firefighters to support the process of reducing risk and maintaining a clean environment. The steps below outline the procedure of the use of the T.U.C.K.

- Sweatpants, hoodies and flipflop will be used after every structure fire or gross contamination incident (I.E. Hazmat, bodily fluids or spills). It is generally for those that are not wearing pants and shirt under their turn out gear and were directly exposed to smoke and contaminants.
- When you return to the station you will remove the sweats, flip flops. Used sweats, flip flops and towels will be placed in the hampers in the station 1 laundry room or station 2 bathroom. These will be cleaned and bagged by the full-time staff.
- **Temporary Use Clothing Kits** will not be taken home for any reason. These include sweatpants, hoodies flip flops and towels
- Members are encouraged to have personal under garments at the station and to shower before heading home after all fires
- Wildland fires will not require changing of clothing unless directed by IC or a senior officer.
- T.U.C.K will be kept on the Scene Support Trailer and Squad 2 in labelled plastic bags

IC and senior officers will have the final say on if and when T.U.C.K should be implemented on other incidents based upon the cleanliness and the nature and other exposures of the incident.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### HAZARDOUS SUBSTANCES – ASBESTOS

If members of the public are contaminated with asbestos, the Incident Commander should be advised accordingly and consider standard Decon procedures.

- Equipment:
  - All equipment including SCBA and Interior Hose lines used during the incident must be decontaminated prior to being placed back in service
  - As responders are processed through decontamination, they will ensure the equipment used during operations is decontaminated at the same time and placed in a tool staging area along with their SCBA prior to removal of PPE (turnout gear).
  - Equipment and SCBA in the tool staging area will be checked to confirm decontamination procedures has been conducted prior to the dismantling of the decontamination area.
  - All contaminated hose lines will be sprayed with water prior to disconnection and then run through the hose washer and scrubbed as required on scene prior to being placed in back on any apparatus for return to station for drying
- Significant exposure – hazmat response: the same procedures as outlined above but with additional Hazmat recognized personnel supervising/performing Decon in appropriate Hazmat level suits and gloves. If members of the public are contaminated with asbestos the Incident Commander should advise accordingly and consider standard Decon procedures.

#### Documentation

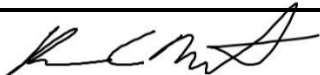
All members that have come into contact or been exposed to asbestos Containing material or fibres must fill out a Work Safe BC workers Exposure form.

Asbestos risk assessments must be maintained for at least ten (10) years as per Section 6.32 of the WSBC. All other documentation such as training and instruction certifications and written work procedures must be maintained for at least three years as per Section 6.32 of the WSBC OHSR.

All documentation shall be kept in an easily accessible area and all workers involved with asbestos work must be informed of the location of these documents.

## REFERENCES

- WorkSafe BC Regulation 31.5(2) (a)
- WorkSafe BC Regulation part 6
- WorkSafe BC Regulation part 5
- Sooke Fire Rescue Department OG 02.03.04
- Sooke Fire Rescue Department OG 02.03.01.01
- Sooke Fire Rescue Department OG 02.01.07.01

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE STREAMS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 21, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.11</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide guidelines for selecting the most effective hose line and size based on initial and ongoing fire ground size up and factors.

#### SCOPE

All suppression personnel.

#### POLICY/PROCEDURE

##### Attack Hose Line Choice

The objective of the attack hose line choice is to provide enough gallons per minute (GPM) flow to overcome the volume of fire being produced, or an adequate flow to effectively cool and protect exposures.

##### Basic Attack Hose Line Placement

When operating in the offensive attack mode, attack hose lines of adequate volume should be advanced inside the fire building (ideally no more than 150 feet) to put water on the fire and to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel. At no time, should an interior line being used for fire suppression be shut down to add hose lengths, crew must back out to a safe clear area to add additional lengths of hose.

The first stream should be placed between the fire and persons endangered by it. When no life is endangered, the first stream should be placed between the fire and the most severe exposure or unburned areas. A second hose line should be deployed to protect secondary means of egress (always bear in mind the presence of Fire personnel operating in opposing positions). Additional hose lines should cover other critical areas or when covered, back up in place hose lines.

Whenever possible, crews should position hose lines in a manner and direction that supports rescue activities, begins confinement, protects exposures, and controls loss. Crews should also ensure they have sufficient length to be able to complete the objectives prior to making entry. When a change from offensive to defensive operation occurs, crews should pull hand lines out of the fire building only if safe to do so. Do not delay exiting the building for the sake of salvaging hose and nozzles, if conditions are deteriorating rapidly. However, unless the line is needed for crew protection during egress operations. The crew shall try to take hose line with them while exiting.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE STREAMS

#### Fire Stream Characteristics and Considerations

Fire control forces must consider the characteristics of fire streams and choose the most effective nozzle and stream for the task: Solid Stream: Greater penetration, reach and striking power. Less steam conversion. Fog: Increased heat absorption/expansion. Shorter reach. Most effective in confined spaces and protecting exposures.

Choose the proper sized attack line:

- 1 ¾" Attack Lines: fast, mobile, greater volume, 150-175 GPM
- 2 ½" Attack Lines: slow, difficult to move, volume at 250 GPM
- 2 ½" Mini Monitor: fast, mobile, volume 250-500 GPM
- Elevated Master Stream: mostly stationary– great reach and penetration, maximum water, 500 to 1,250 GPM
- Engine Mounted Master Streams: fast, large volume, great reach and penetration, 500 to 1,000 GPM
- Ground Base Master Streams: slow, large volume, great reach and penetration, 500-1,000 GPM – 2 – 2 ½ inch lines
- Offensive attack activities must be highly mobile—as mobility is slowed, attack activities begin to become more defensive in nature and effect. Many times, effective offensive operations are often referred to as “aggressive”.

#### Fire Stream Considerations – Offensive Strategy

An offensive attack mode should achieve a suppression effect on the fire quickly--consequently, backup plans should be developed quickly. If you apply water to an offensive attack position and the fire does not go out - React! Back it up or re-deploy to a more effective position. Think ahead! Predict where the fire is going to go and put crews in positions ahead of the fire. This is especially true when fighting fires in compartmentalized structures such as strip malls, apartments or any structure with a common attic.

Beware of hose lines that have been operated in the same place for long periods. Fire conditions change during the course of fire operations (most things will only burn for a limited time) and the effect of hose line operations must be continually evaluated. If the operation of such lines becomes ineffective, move, adjust, or redeploy them.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE STREAMS

Beware of the limitations of operating nozzles through holes. The mobility of such streams is necessarily limited, and it is generally difficult to evaluate their effectiveness. Sometimes you must breach walls, floors, etc. to operate--realize the limitations of such situations.

When utilizing crews with hand lines to enter basement fires, crews should not open nozzles until they can see and/or are near the fire—crews should not use fog streams when operating in basement fires. Steam production will be extensive, straight streams should be used.

Have attack lines ready during forcible entry operations. Attack crews should be fully protected and supervised before forcible entry is initiated.

Company Officers and Division Officers must assume responsibility for the effectiveness of their fire streams. These officers must maintain an awareness of where fire streams are going, their effectiveness and then report the general operational characteristics back to the Division Officer or Command. Company Officers must be aware that nozzle diameter adjustment or nozzle tip reduction may be necessary in order to produce an effective stream.

#### Fire Stream Considerations – Defensive Strategy

Exterior master streams should not be used with interior operations in the same structure. The exception to this would be a defensive strategy while protecting exposures from interior positions. Command must closely coordinate any exterior streams, particularly ladder pipes and engine mounted master streams. Extreme caution should be taken with interior and exterior attacks in the same building.

Master streams may be useful in knocking down a large body of fire in a segment of a structure where the intent is to operate in offensive positions after significant knockdown is achieved. Command and the Division Officers must evaluate the structure's stability in these situations. This evaluation should occur after the master streams are shut down and BEFORE committing crews to interior positions. When there is any question as to the stability of the structure crews should not be deployed to interior positions.

When there is a change in strategy from offensive to defensive, Command must prioritize hand line operations. Large volume hand lines such as 2 ½ inch lines may be used to protect exposures from defensive positions outside of the collapse zone. Smaller (1 ¾") hand lines should be shut down after changing to a defensive operation. Pump operators should close the discharges to these lines to prevent well-meaning firefighters from trying to use hand lines where they are ineffective and place the firefighters inside the collapse zone. Command and sector/division officers must maintain all members in positions outside the collapse zone and prevent firefighters from moving into positions that are unsafe.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE STREAMS

#### Engine Mounted Master Streams

Engine mounted master streams offer very large GPM flows (500 to 1,000 GPM), quick operation, reach and penetration. A solid bore tip offers greater reach, penetration, with a more intact stream than a peripheral nozzle that is set on straight stream.

Engine mounted master streams should be considered for structures that are well involved, beyond reach of attack lines, for exposure protection, and situations that pose an unusual safety risk to firefighters.

Engine mounted master streams should never be operated on a structure where firefighters are operating in the interior.

#### Aerial Elevated Master Streams:

Elevated master streams offer very large GPM flows (1000 to 1,500 GPM), quick operation, reach and penetration. A solid bore tip offers greater reach, penetration, with a more intact stream than a peripheral nozzle that is set on straight stream.

Elevated master streams should be considered for structures that are well involved, fire that has burned through the roof layer, beyond reach of Engine Mounted Master Stream and ground based, or Mini monitor lines.

Elevated master streams should be considered for exposure protection, and situations that pose an unusual safety risk to firefighters.

Elevated master streams are never to be operated on a structure where firefighters are operating in the interior.

#### REFERENCES

- NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2 Fire Streams, Hose and Appliances

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CONFINED SPACE RESCUE

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 27, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.12</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To establish Operational Guidelines for the rescue of persons from a confined space.

#### DEFINITIONS

For the purposes of this Operational Guideline, a confined space shall be defined as follows:

- Areas that are enclosed or partially enclosed;
- Areas not designed for continuous human occupancy;
- Areas with limited access and egress openings; and
- Areas that may pose serious life safety hazards (i.e. toxic, explosive, low oxygen atmospheres).

#### POLICY/PROCEDURE

##### Response

The Incident Command System procedures and the personnel accountability system shall be used at all confined space entry and rescue incidents. Initial response to any confined space entry or rescue shall consist of:

- Engine 1;
- Brush 1;
- Ladder 1;
- Ambulance;
- RCMP; and
- Metchosin Fire (if required).

##### Incident Command Procedures

The Incident Command Procedure and personnel accountability system shall be used at confined space entry and rescue incidents.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CONFINED SPACE RESCUE

Ascertain that the location is a confined space by the definitions given above, preplanning, or by industry in a municipality list.

The Incident Commander shall ensure that an initial risk assessment is completed, including (1) status of persons inside the confined space; (2) ensure atmospheric conditions are at acceptable levels; (3) life-safety threats to rescuers; (4) monitors communications; and (5) ensures PPE and other equipment is being used as required. A **Confined Space Entry & Rescue Procedure Checklist** shall be completed for this purpose.

The Incident Commander shall then formulate the rescue plan, allocate tasks and assess further manpower requirements. The Incident Commander shall also ensure that all applicable parts of the general entry and/or the rescue procedures are met.

#### Actions

Immediately on attending, a risk assessment shall be completed using the **Confined Space Entry & Rescue Planning Checklist**.

No entry will be undertaken by a rescuer alone and unsupported by qualified assistants in attendance immediately outside the space. The attendant shall always be in constant voice communication with the rescuer(s) inside the space.

Testing and ventilation of space - prior to entry, the space must be tested for contaminants.

For entry to an area with a low hazard atmosphere without use of breathing apparatus, Atmospheric conditions must be within the following parameters:

- Oxygen partial pressure not less than **20.9%** and not greater than **23%**
- Lower flammable limit **0%**
- Carbon Monoxide **0 PPM**
- Other toxins **0%**

#### NOTE:

If atmospheric parameters are not acceptable and/or cannot be met through mechanical ventilation and retesting of the space, all entry personnel shall use breathing apparatus.

If atmospheric conditions are unknown, all entry personnel shall use breathing apparatus.

The atmosphere in the space must be continuously monitored at all times during the entry or rescue using the **Confined Space Entry & Rescue Atmospheric Monitoring Tactical Log**.

If ventilation is employed, positive pressure must be maintained inside the space. Ventilation supply air must be circulated throughout the entire space.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CONFINED SPACE RESCUE

Through continual testing, where atmospheric LEL (Lower Explosive Limit) cannot be maintained at or below 10% by ventilation of the space or other means, appropriate measures will be taken to control ignition hazards, or **no** entry will be made.

In addition to appropriate personal protective equipment, persons entering a confined space will wear a harness. A lifeline shall be used where a high hazard atmosphere is present. A lifeline is required unless obstructions or other conditions make their use impractical or unsafe. Provision shall be made to prevent the entanglement of lines and equipment.

At least two additional rescuers shall be equipped with and dressed into any equipment required to enter the space and assist the initial entry personnel.

Where a mechanical lifting device is required for retrieval of persons inside the space, rescue equipment will consist of the following minimum equipment:

- A suitable fixed anchor or tripod system for attachment of the lifting device.
- A 4:1 mechanical advantage or similar rescue retrieval system
- A 5-point harness and separate back up lifeline (if required)
- A heavy rescue harness or similar device as required for spinal immobilization

Motorized winches, cranes, or other equipment of this nature shall not be used for rescue or retrieval of personnel except when used as a fixed non-powered anchor.

Rescuers will be removed from confined spaces after **30 minutes** if the operation is not completed and a second team will take their place. This is to prevent exhaustion.

An **Air Supply Log Form** will be maintained by the member in charge of the air cart.

NOTE: Supplied air lines will not exceed 300 feet.

Desired personnel at a confined space entry or rescue consists of:

- 1 – Incident Commander;
- 1 – Safety Officer;
- 1 – Air Supply Controller;
- 1 – Attendant;
- 2 – Rescue Entrants; and,
- 2 – Backup Rescue Entrants.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CONFINED SPACE RESCUE

#### Tools and Equipment

Please see Appendix A of this Operational Guideline for a complete checklist of the tools and equipment used during a confined space entry and rescue.

#### REFERENCES

- Complete Confined Space Rescue Handbook (John F. Rekus)
- Workers' Compensation Board Regulations – Part 9 – Confined Spaces

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### CONFINED SPACE RESCUE

#### APPENDIX A - CONFINED SPACE ENTRY & RESCUE TOOLS AND EQUIPMENT LIST

<b>Gas Testing</b>	M40 - 4 Gas - Gas Detector
<b>Ventilation</b>	Supply Air Ventilator Vent Tube Exhaust Ventilator
<b>PPE</b>	Harness (5 Point) Lifeline SCBA Extra Bottles Air-line Breathing Apparatus Air Lines Escape Bottle Portable Radios / Cell Phone
<b>Access</b>	Portable Ladder Lowering System – Figure 8 Lifeline
<b>Retrieval</b>	Tripod or anchor 4:1 Mechanical Advantage Rescue Retrieval System Confined Space Safety Roll System or similar Carabiners Pulleys Heavy Rescue Harness
<b>Fire Guard</b>	Portable Extinguishers Non-Sparking tools Explosion Proof Ventilators
<b>Heavy Rescue – Extrication</b>	Air Bags Cribbing Hurst Jaws / Spreaders Power Saw Pry Bars Come-along



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SHIPPING CONTAINER FIRES

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Nov 27, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.14</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To provide tactical safety procedures for Fire Department response to a fire involving intermodal shipping containers

#### POLICY/PROCEDURE

Upon arriving at a site with one or more shipping containers, the first incoming company should try to determine whether the incident has been initiated by a fire in the shipping container or whether a fire will expose the shipping container

If the shipping container is exposed or involved in the incident the company officer should maintain a 50 m foot radius hot zone around the container and for a radius of 80m radius quadrant in front of the doors with limits of 45° from the corners of the containers.

If the container has been blown the roof off, the doors out or has ruptured then hot zone can be reduced at the discretion of the senior officer.

A priority should be put on suppressing any fires that are adjacent or against the shipping container while trying to keep out of the hot zone.

If the container must be approached in the hot zone, consider approaching the container at 45° to the corners of the end opposite the doors.

To lessen the risk unmanned oscillating ground monitor should be used.

Careful observations should be made of the involved container to determine the interior conditions of the container.

There may be UN placards or information in the pre-fire plan.

Information on the container contents maybe available from the property owner or representative. Binoculars should be used to see if there is any of the following indications of internal heating within the container:

- smoke from the heating gaskets
- smoke from the small atmospheric vents at the corners of the container
- smoke from any larger vents that have been added to the container



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### SHIPPING CONTAINER FIRES

- indications of heat on the top or sides of the container such as scorching or burn marks in the paint
- Any warping or bulging of the container.
- These observations may indicate that there is a buildup of hot gases, flammable vapours that may lead to an explosive rupture.

Spray of water can be discharged onto the metal exterior to determine if there are any hot spots and their location.

The senior officer should then determine a fire attack plan based on any exposure fires, heating within the container and the criticality of the container risk within the fire ground. An aggressive attack may involve the insertion of a piercing lance thru the container wall or thru any large size vents that have been added. A less aggressive attack would be cool the roof and sides of the container down with manned or unmanned hose line, until the container steel is no longer boiling off the water, then access to the interior of the container.

#### REFERENCES

- WorkSafeBC Hazard Alert "Firefighter killed in explosion involving flammable liquids" 2012-04
- Emergency Management BC Information Bulletin July 2012
- Office of the Fire Commissioner Fire Investigation Report 2011-12-29-01
- BC Hydro "Shipping Container Fire Safety Bulletin"
- Developing Effective Standard Operating Procedures FEMA FA-197

Signature (Fire Chief)

August 1, 2019

Date of issue





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Dec 19, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.15</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

The purpose of this procedure is to establish guidelines for conducting high angle/rope rescues. Due to the infinite number of potential sites and situations that could be encountered, this procedure will not define a specific evolution to use but will give guidelines to follow for conducting safe and effective operations.

#### SCOPE

All Fire Department members operating in a training or rescue incident

#### POLICY/PROCEDURE

All members will follow these guidelines when operating in a training or rescue incident.

Rope rescue is defined as any rescue attempt that requires rope and related equipment to safely gain access to, and remove patients from, hazardous geographic areas with limited access such as mountains, high rise buildings, above or below grade structures, by means of rope system. Mountain/rope rescues are divided into two general categories; low slow and high angle.

Low slope rescues/evacuations are those of less than 40-degree inclination. High angle evacuations are considered those greater than 40 degrees. High angle rescues/evacuations require the dispatch of the technical rescue team (TRT). Technical rescues will be dispatched as HI (High Angle incident). A HI response will consist of at least five rope rescue technicians, as well as the first due company.

#### Tactical Considerations

##### PHASE I: Arrive On-Scene. Take Command. Size-Up:

- First arrival - The first arriving company officer should assume Command after arriving on the scene.
- Secure responsible party or witness - Command should secure a witness as soon as possible after arriving on scene. This will help in identifying the problem and locating the victim.
- Locate the victim - In most cases, Command will have to send a recon team to the area of the victim to determine the exact location of victim and nature of injuries. Command may wish to designate this as **Recon Sector**. **Recon Sector** should have EMS equipment to begin to administer the first aid to the victim. If the terrain is greater than



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

a 40-degree inclination, Command may decide to wait until the TRT (Technical Rescue Team) arrives with the proper equipment to reach the victim.

- Assess the need for additional resources - **Recon Sector** should provide Command with enough information or recommend the need for additional resources. Information that will be helpful in determining the need for additional resources would be number of victims, location and condition of victims, estimated angle of terrain, distance to victim, and estimated time of extraction. Command should put in an early call for additional resources. If additional resources are not needed after a call has been put in, Command can return those units to service.
- Assess the hazards - command may wish to designate a **Safety Sector** to identify all potential hazards to rescuers. **Safety Sector** will be responsible for securing those hazards or making all members aware of those hazards. **Safety Sector** shall also be responsible for assuring that all safety procedures are adhered to.
- Decide on rescue or recovery - **Recon Sector** should advise Command whether the operation will be conducted in the rescue or recovery mode. In the rescue mode personnel assigned to Recon Sector will be reassigned to Treatment Sector and Recon Sector will be terminated. If the operation is to be conducted in the recovery mode, Command may wish to leave the victim and any related equipment in place for investigative purposes.
- Decide on an action plan - With the recommendation from **Treatment Sector**, Command will have to decide on an action plan. **Extrication Sector** and **Safety Sector** shall be made aware of the specific action plan.

Deployment of the TRT personnel in the action plan needs to be monitored by Command to ensure trained TRT members are available to staff critical functions. Dependent on the incident, these would be in the following areas:

- Rescue Team involving Rope rescue, helicopter rappel, and any climb requiring technical skills and/or training. TRT should include a paramedic when possible.
- Support requires one trained TRT member at staging to obtain any additional equipment or support items for the rescue team. This member could also be used in the Helicopter LZ if victim and/or TRT member was suspended below the helicopter after an extraction, depending on the location of the landing zone.
- Liaison will provide technical capability to Command, especially when operation involves other agencies. This function can usually be filled by a Chief Officer responding to the call.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

#### PHASE II: Pre-Rescue Operations:

- Make the general area safe - Command or his/her designee should begin to make the general area safe. This may include securing the area and not allowing civilian personnel into the area.
- Make the rescue area safe - Command or his/her designee should make the immediate rescue area safe. This may include removing all civilian personnel and all non-essential rescue personnel from the area. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in that area shall be made aware of those hazards.
- Pre-rescue/recovery - Depending on the action plan established, Command may want to establish an Extrication Sector. Extrication Sector will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. Extrication Sector will assign rescue personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. Extrication Sector should have an alternative action plan should the first-choice plan fail. This alternate plan should be communicated to all personnel operating in the rescue area.

#### PHASE III: Rescue Operations:

- After pre-rescue operations are complete, **Extrication Sector** shall put forth the action plan removal of the victim(s). Rescue operations should be conducted from low risk to high risk. Rescues should be conducted with the least amount of risk to rescuers necessary to rescue the victim. Low risk operations are not always possible but should be considered first. If the rescue of the victim(s) is only possible by means of a high-risk operation.
- Extrication Sector shall communicate with Command the risk/benefit of the operation.
- The order of rescue from low risk to high risk would be:
  - Talk the victim into self-rescue. If the victim is not exposed to a life-threatening situation, it may be possible to talk the victim into self-extrication. If the victim is exposed to a life-threatening situation, it may be best to advise the victim to stay in place until a rope rescue system can be set up.
  - For terrain less than 40-degree inclination, (non-technical) most first responders have the equipment and training to assist the victim to safety. If the victim is ambulatory, he/she can walk down with the assistance of rescuers. If the victim is injured or unable to assist in their own rescue, a Rope Rescue Technician will be called to lead patient packaging and evacuation. He/she should be packaged properly in a stokes basket and carried to safety.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

- The stokes extrication should be conducted with a minimum of 4 litter bearers. Bearers should face the direction of travel during the extrication. If appropriate, a tag line should be attached to the litter for assistance through unstable areas.
- For terrain of greater than 40-degree inclination, the TRT shall be called in to assist with the extrication. If the victim is ambulatory, he/she may be assisted down by rescuers with the use of a belay/tag line. If appropriate, rescuers should set up an anchor system for the belay. A body belay may also be used by rescuers, if appropriate.
- If the victim is not ambulatory, rescuers shall build an anchor system and prepare for a steep angle evacuation. The patient shall be packaged properly in a litter and prepared for the extrication. There shall be at least three litter attendants assisting with the litter evacuation. Attendants should face the anchor during the evacuation and be clipped into the litter. A separate raising/lowering line and belay line shall be set up for raising or lowering during steep angle evacuations.
- For evacuations greater than 60 degrees, the TRT shall conduct the evacuation. Evacuations greater than 60 degrees are considered high angle operations. The **Extrication Sector** officer, in conjunction with the **Safety Sector**, should decide the most appropriate method to extricate the victim. This may include putting the victim(s) in a harness and raising or lowering them, or packaging them, in a litter for the raising and/or lowering.
- In any case, a 15:1 safety factor shall be maintained, and a double rope technique shall be used if at all possible. If possible, a separate anchor should be used for the working line and the belay line. Proper care shall be taken to assure that the victim will not come out of the harness or litter used to extricate him/her. Whichever method of extrication is used, the **Extrication Sector** officer shall ensure the overall safety of the raising/lowering system. **Extrication Sector** shall designate the tasks of individual rescuers during the operation.
- Helicopter operations are considered high risk operations. Several factors must be considered before deciding on the use of a helicopter for extrications. Some of these factors are: time of day, condition of victim, difficult access to the victim, and the qualifications of pilot and rescuers. If Command, in conjunction with the TRT company officers, decide to use a helicopter for extrication, a landing zone (L.Z.) shall be set up and a **L.Z. Sector** shall be established. **L.Z. Sector** should have communication directly with the pilot as well as Command.
- Prior to conducting the operation, Command should ensure that the pilot is qualified and completely understands the task about to be performed. Command, or his/her designee, should ensure that a load calculation form is filled out prior to commencement of the operation. Command will have the final



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

say as to the use of the helicopter. The pilot will have the final say on how that helicopter will be used.

#### PHASE IV: Termination

Prepare for termination:

- Personnel Accountability;
- Equipment accountability. If there has been a fatality, **Extrication Sector** may consider leaving equipment in place for investigative purposes;
- Re-stock vehicles;
- Consider debriefing; and
- Secure the scene. Return to service.

Additional Considerations:

- HEAT - consider rotation of crews;
- COLD - consider effects of hypothermia on victim and rescuers;
- RAIN/SNOW - consider the effects of rain on the hazard profile;
- TIME OF DAY - is there sufficient lighting for operations extending into the night;
- Consider the effect on family and friends - keep family informed; and
- Consider news media - assign a P.I.O.

Use, care, maintenance, and storage of rope and related rope rescue equipment:

Rope uses: Rappel line, lowering line, safety belay, litter tag line, or in mechanical advantage pulley systems. It is not intended to be used as a tow rope, utility line, etc. This is to be considered a life safety line only. The rescuer's life as well as the victims may depend on it.

Rope construction:

- Nylon, low-stretch kernmantle;
- Has an inner core and an outer sheath;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

- Outer sheath protects core; and
- 75%-85% of the ropes' strength comes from the core, depending on manufacturer.

Rope specifications:

- Diameter: 1/2" (12.7mm);
- Strength: 9,000 pounds (loses approximately 15% when wet); and
- Lengths: 330' (2) and 160' (2 on Brush, 1 on Ladder, 1 on Engine 1).

Rope maintenance: Inspect, visually after each use, for damage to sheath, dirt or mildew, and feel for soft spots in rope core, by "running" or pulling the rope between thumb and index finger. Wash when dirty.

Rope core:

- Wash with mild non-chlorine-based detergent and water. Hang loosely and allow to air dry out of direct sunlight.
- Once rope is dry, it is stuffed, not coiled, in rope bag and stored in a dry, dust-free place, where not exposed to chemical (petroleum's, alkalis) and direct sunlight.

Rope cautions:

- NEVER walk or stand on the rope.
- Don't drop rope from great heights when it can be carried down.
- Don't drag rope across ground or apparatus bays.
- Pad all edges.
- Avoid nylon passing on nylon; i.e., rope passing over itself, another rope or webbing.
- Keep all rope and webbing material out of petroleum and alkaline products, and if forced to use in applications where contamination will occur (around wheels, axles, etc.), retire after use.

Webbing uses: anchor slings, gear slings, harness, and lashing

Webbing construction: nylon, spiral weave, tubular

Webbing specification: one-inch-wide; strength of 4,000 pounds



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

Webbing maintenance: same as rope

Webbing care: same as rope

Webbing cautions: same as rope

Accessory cord uses: Loops of 8 mm accessory cord (AC) can be attached to a host rope by a prusik hitch to form attachment points for pulleys. Long loops of 6 mm AC can be tied to allow their use as "soft" ascenders to climb a host rope.

Accessory cord construction: Nylon, low stretch, kernmantle.

Accessory cord specification: Rope diameter may vary from 6 mm to 9 mm, depending on application.

Accessory cord maintenance: same as rope.

Accessory cord care: same as rope.

Accessory cord cautions: same as rope.

Carabiner uses: To link various pieces of gear together, or to add friction to a system.

Carabiner construction: Locking, steel, pin type, not lock sleeve dependent. Locking, aluminum, pin type, not lock sleeve dependent.

Carabiner specification: Steel: 9,000 pounds breaking strength. Aluminum: 5,500 pounds breaking strength.

Carabiner cautions:

- Keep clean;
- Don't drop or throw;
- Load only in the long axis, no side loading;
- Don't forget to lock the gate; and
- Inspect for cracks, worn spots, and smooth operation.

Pulley uses:

- Reduce friction;
- Change direction; and



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

- To gain mechanical advantage.

Pulley construction: sealed ball bearing, anodized aluminum sides.

Pulley specifications: 2" and 4" size. 6,000 - 8,000-pound breaking strength

Pulley cautions:

- Keep clean;
- Don't drop or throw; and
- Inspect for smooth operation, elongated holes.

#### General Cautions

- Make sure all knots are tied and dressed correctly;
- Maintain at least 15:1 safety margin when not belayed;
- Belay loads when safety margin is less than 15:1;
- Rescuers shall not operate with less than a 10:1 safety margin;
- Rescuers shall not approach an edge without being tied in and communicating with rescuers below; and
- Rescuers shall place victims in harness during rope borne rescues.

Rescuers shall wear appropriate clothing for steep or high angle rescue:

- Seat and chest harness;
- Helmet;
- Approved hiking shoes or boots;
- Self-rescue gear;
- Safe cutting device;
- Eye protection; and
- Gloves.

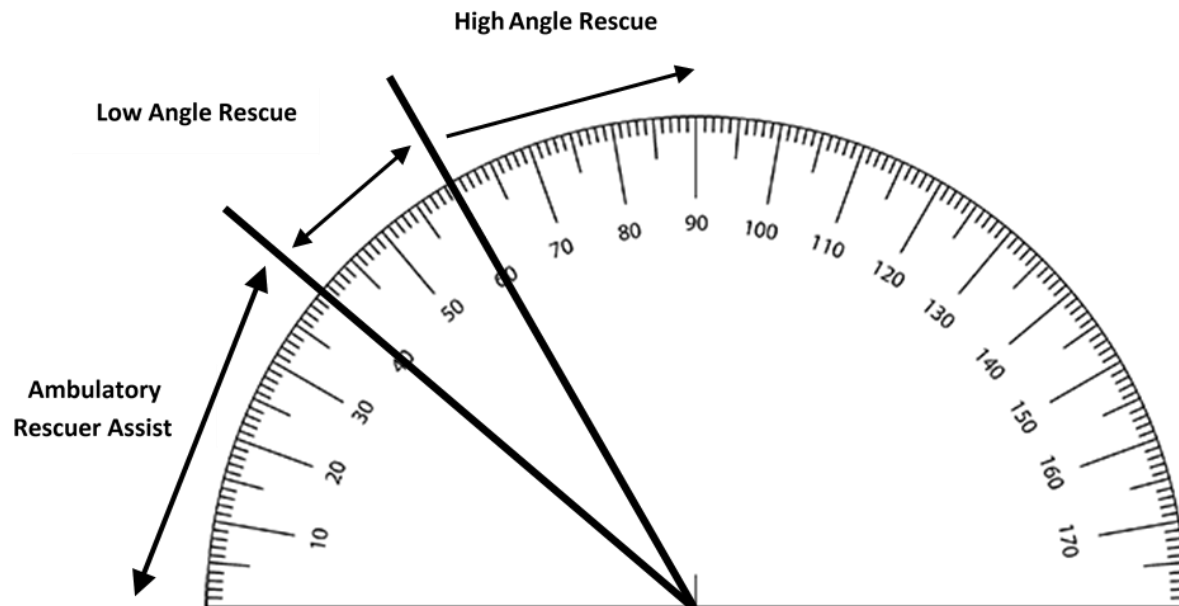




## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### ROPE RESCUE

Determination:



### REFERENCES

- WorkSafe Regulation Part 32
- NFPA 1670 Chapter 5

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Dec 19, 2018</b>
<b>O.G. NO.:</b>	<b>3.05.16</b>	<b>Reissued: Aug 1, 2019</b>

#### POLICY/PROCEDURE

##### Fire Ground Operations

Fire attack procedures - Once the criteria of initial fire attack OG2.05.08 have been met, then interior fire attack operations can commence:

- Offensive attack:
  - Apparatus officer, provide initial size up report, including 360. Locate seat of fire, provide initial action plan to crew, continue ongoing control of scene, dress in full PPE and SCBA and stand as member of initial rapid intervention team (IRIT).
  - 1st member advance an attack line of sufficient GPM flow and length to the fire area capable of confining, controlling, and/or extinguishing the fire. Prepare to pencil the fire as directed by the IC. Provide update to command of any change in conditions
  - 2nd member establish positive pressure fan at the designated entry point and prepare to soften/open entry point and execute positive pressure ventilation to establish vent track or support door control operations as per the Incident Action Plan.
  - Pump operator. Charge initial attack line then, set up second attack line at designated ingress point then charge when requested. If only a four-man crew. Dress in full PPE and SCBA to stand as member of initial rapid intervention team.
  - 1<sup>st</sup> and 2<sup>nd</sup> member once fire knocked down, and vent track determine/established make entry into structure. Conduct a primary search of the immediate area while locating seat of fire and extinguish. Entry is not to be made until IRIT is established.
  - if there is a 3<sup>rd</sup> and 4<sup>th</sup> member on apparatus they can be tasked as necessary to assist with scene stabilization, Establish IRIT or full RIT, assist with establishing ventilation.
- Defensive operations:
  - First arriving unit/Apparatus Officer, provide initial size up report, including 360 if possible. provide initial action plan to crew, establish collapse zone, Continue ongoing control of scene.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- Members advance hose lines of sufficient GPM flow and length to the fire area capable of confining and controlling the fire progression.
- Pump operator. Establish need for water supply, charge initial hose lines as requested.

### Search and Rescue Procedures

- General:
  - Teams conducting searches in or above the fire area should do so with the protection of a charged hose line. The protection line may be staffed by a team other than the search group as long as the protection line is dedicated to the area the search is being conducted. Search lines and water extinguishers should be considered to support search operations. Only in rare circumstances that a hose line is not immediately available and survivability to victims is high and risk to firefighters is manageable should search be conducted without the hose line.
  - A back-up line protecting the means of egress shall be placed into operation as soon as possible.
  - Search and rescue shall be done in teams of two or more in coordinated efforts.
  - When possible, a thermal imaging camera (TIC) will be used for search and rescue.
  - When searching large areas, use of search ropes should be considered.
- Primary search:
  - The primary search means that teams have quickly gone through all affected areas and verified the removal and/or safety of all occupants. This should be done quickly during the initial fire stages, in all involved and exposed occupancies which can be entered.
  - All initial fire attack efforts must be directed to support rescue operations.
    - Hose lines should be placed to control interior access, confine the fire, and protect avenues of escape.
    - When teams are assigned searches to levels above the 1<sup>st</sup> floor, IC should verify a second means of egress to openings (such as windows) via ladders has been accomplished.
    - When victims are encountered and removed, IC must ensure that primary search activities continue until completed.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- The standard radio reports for completion of the primary search is **“Primary Search All Clear”**. The Team Leader responsible for conducting the primary search will use this in the progress report and IC will acknowledge.
- In cases where a primary search is not possible due to fire conditions, the division/group officer will report this on the radio to IC.
- Secondary search:
  - The secondary search means that teams thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed.
    - This is best done by a team other than the team that conducted the primary search.
    - This should take place as soon as possible after initial control and ventilation.
  - The radio report will advise the status of the secondary search, as “Secondary Search All Clear”.
- Search areas:
  - IC must make specific primary search assignments to cover specific areas of the structure.
  - The term “Search and Rescue Group” should be used when conducting a primary search over the radio; **“All Clear” should only be used as a completion progress report.**
- While it is recognized that firefighters want to help in controlling an emergency, too many firefighters inside a hazardous area can be counter-productive and even dangerous. No one shall be inside a hazardous area unless performing an assigned task.

### Hose and Fire Streams

- Attack hose line choice - The objective of the attack hose line choice is to provide enough gallons per minute flow to overcome the volume of fire being produced, or an adequate flow to effectively cool and protect exposures.
- Basic attack hose line placement:
  - When operating in the offensive attack mode, attack hose lines of adequate volume should be advanced inside the fire building (ideally no more than 150 feet) to put water on the fire and to control access to halls, stairways, or other



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

vertical and horizontal channels through which people and fire may travel. At no time should an interior line being used for fire suppression be shut down to add hose lengths, crew must back out to a safe clear area to add additional lengths of hose.

- The first stream should be placed between the fire and persons endangered by it. When no life is endangered, the first stream should be placed between the fire and the most severe exposure or unburned areas. A second hose line should be deployed to protect secondary means of egress (always bear in mind the presence of fire personnel operating in opposing positions). Additional hose lines should cover other critical areas or when covered, back up in place hose lines.
- Whenever possible, crews should position hose lines in a manner and direction that supports rescue activities, begins confinement, protects exposures, and controls loss. Crews should also ensure they have sufficient length to be able to complete the objectives prior to making entry. When a change from offensive to defensive operation occurs, crews should pull hand lines out of the fire building only if safe to do so. Do not delay exiting the building for the sake of salvaging hose and nozzles. If conditions are deteriorating rapidly and the line is needed for crew protection during egress operations then it should be taken if possible, to reduce risk of injury and added protection. The crew shall try to take hose line with them while exiting if time and safety permits.
- Fire stream characteristics and considerations:
  - Fire control forces must consider the characteristics of fire streams and choose the most effective nozzle and stream for the task: solid stream - greater penetration, reach and striking power, less steam conversion; or fog: increased heat absorption/expansion, shorter reach, most effective in confined spaces and protecting exposures.
  - Choose the proper sized attack line:
    - 1 ¾" Attack Lines: fast, mobile, greater volume, 150-175 GPM;
    - ½ "attack Lines: slow, difficult to move, volume at 250 GPM;
    - ½ "mini monitor: fast, mobile, volume 250-500;
    - elevated master stream: mostly stationary, – great reach and penetration, maximum water, 500 to 1,250 GPM;
    - engine mounted master streams: fast, large volume, great reach and penetration, 500 to 1,000 GPM;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- ground base master streams: slow, large volume, great reach and penetration, 500-1,000 GPM – 2 – 2 ½ inch lines; and
  - Offensive attack activities must be highly mobile—as mobility is slowed, attack activities begin to become more defensive in nature and effect. Many times, effective offensive operations are often referred to as “aggressive”.
- Fire stream considerations – offensive strategy:
    - An offensive attack mode should achieve a suppression effect on the fire quickly; a backup plans should be developed quickly to support operations. If you apply water to an offensive attack position and the fire does not go out - React! Back it up or re-deploy to a more effective position. Think ahead! Predict where the fire is going to go and put crews in positions ahead of the fire. This is especially true when fighting fires in compartmentalized structures such as strip malls, apartments or any structure with a common attic.
    - Beware of hose lines that have been operated in the same place for long periods. Fire conditions change during fire operations (most things will only burn for a limited time) and the effect of hose line operations must be continually evaluated. If the operation of such lines becomes ineffective, move, adjust, or redeploy them.
    - Beware of the limitations of operating nozzles through holes. The mobility of such streams is necessarily limited, and it is generally difficult to evaluate their effectiveness. Sometimes you must breach walls, floors, etc. to operate--realize the limitations of such situations.
    - When utilizing crews with hand lines to enter basement fires, crews should not open nozzles until they can see and/or are near the fire—crews should not use fog streams when operating in basement fires. Steam production will be extensive, straight streams should be used.
    - Have attack lines ready during forcible entry operations. Attack crews should be fully protected and supervised before forcible entry is initiated.
    - Team Officers and Division Officers must assume responsibility for the effectiveness of their fire streams. These officers must maintain an awareness of where fire streams are going, their effectiveness and then report the general operational characteristics back to the Division Officer or Command. Team Officers must be aware that nozzle diameter adjustment or nozzle tip reduction may be necessary in order to produce an effective stream.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- Fire stream considerations – defensive strategy:
  - Exterior master streams should not be used with interior operations in the same structure. The exception to this would be a defensive strategy while protecting exposures from interior positions. Command must closely coordinate any exterior streams, particularly ladder pipes and engine mounted master streams. Extreme caution should be taken with interior and exterior attacks in the same building.
  - Master streams may be useful in knocking down a large body of fire in a segment of a structure where the intent is to operate in offensive positions after significant knockdown is achieved. Command and the Division Officers must evaluate the structure's stability in these situations. This evaluation should occur after the master streams are shut down and BEFORE committing crews to interior positions. When there is any question as to the stability of the structure crews should not be deployed to interior positions.
  - When there is a change in strategy from offensive to defensive, Command must prioritize hand line operations. Large volume hand lines such as 2 ½ inch lines may be used to protect exposures from defensive positions outside of the collapse zone. Smaller (1 ¾") hand lines should be shut down after changing to a defensive operation. Pump operators should close the discharges to these lines to prevent well-meaning firefighters from trying to use hand lines where they are ineffective and place the firefighters inside the collapse zone. Command and sector/division officers must maintain all members in positions outside the collapse zone and prevent firefighters from moving into positions that are unsafe.
- Engine mounted master streams:
  - Engine mounted master streams offer very large GPM flows (500 to 1,000 GPM), quick operation, reach and penetration. A solid bore tip offers greater reach, penetration, with a more intact stream than a peripheral nozzle that is set on straight stream.
  - Engine mounted master streams should be considered for structures that are well involved, beyond reach of attack lines, for exposure protection, and situations that pose an unusual safety risk to firefighters.
  - Engine mounted master streams should never be operated on a structure where firefighters are operating interior.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- Ventilation:
  - Ventilation operations will be coordinated with IC and attack teams. The decision to ventilate vertically will be made only by the IC only if there is no immediate
  - hazard to the safety of the team. Roof ventilation will only be conducted when the integrity of the roof structure is not compromised. Roof operations should be considered a last resort plan.
  - Positive pressure ventilation shall begin as soon as possible whenever an interior attack is being conducted and will be in place prior to any team making entry to attack the seat of the fire
  - Positive-pressure ventilation will be used at the discretion of the IC. This has been known to reduce interior levels of smoke and increase visibility. The use of positive-pressure ventilation may reduce the number of ventilation openings needed. Under all working fire conditions where positive pressure ventilation is used, charged hand lines will be in place and openings will be controlled to insure an adequate flow path and organized smoke removal.
  - During horizontal ventilation, exterior windows should be opened manually when feasible to reduce damage and screens removed. When windows must be broken, caution should be exercised to reduce risk of injury from flying glass. When windows are broken, all glass, and other obstructions will be COMPLETELY removed to provide for possible emergency egress.
- Vertical ventilation will only be conducted as a last resort after other procedures are no effective. When being performed the following guidelines will apply:
  - A hand line should be used for protection/egress during vertical ventilation. It is not utilized to place water into the vent opening.
    - Ventilation should be done with a minimum of two people.
    - A roof ladder will be used during vertical ventilation on peaked roofs.
    - When working off of an aerial, personnel will be tethered to the aerial.
    - Teams performing vertical ventilation will wear full PPE & SCBA. Face pieces will be worn and in place and on air when opening vent holes.
    - There shall be a secondary means of egress established from the roof.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- Utility shut-off procedure:
  - In the presence of working fires or the potential of the same, these guidelines should be followed:
    - First available personnel who perform the 360 size-up will also ascertain presence and types of utilities, if that assignment has not been made.
    - Locate gas meter and shut-off gas. This assignment should be completed by size-up personnel when possible. Otherwise, assignment of utility shut-off should be made by IC as soon as possible. When shut-off, it shall be locked.
    - Interior crews should be instructed to locate electrical panel inside structure and shut-off main, whenever possible. Departmental personnel shall not pull electrical meters. **Do not** activate an interior power disconnect in a structure where flammable vapors are present (i.e. gas leak).
    - Water supply to the structure should be located and shut off at IC's direction.
    - Utilities should not be turned back on by department personnel once they have been shut-off. The appropriate utility Team should take this action.
    - the property owner of the status of all utilities before leaving the scene. If utilities have been shut-off, inform the owner that it is not safe to turn the utilities back on and that they need to contact the appropriate utility team for that purpose.
- Salvage and overhaul:
  - situation permits, salvage should start immediately in conjunction with other fire ground activities (i.e.: suppression);
  - IC should coordinate with the interior division to determine when salvage operations should begin. IC will determine which Team will assist with salvage;
  - IC should coordinate with interior division, the method of salvage (i.e.: the decision to cover vs. removal from structure):
    - Consider resources available;
    - Consider possibility of structural collapse;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### FIRE GROUND INITIAL OPERATIONS

- Salvage group should be assigned, and group progress reports given; and
- Vertical ventilation holes should be covered.
- IC shall insure that overhaul operations are performed in conjunction with fire cause investigation operations.
- E. to SCBA removal, the Incident Safety Officer (ISO) will take oxygen and carbon monoxide readings and report them to IC. 1. Refer to Safety Chapter 2, 2.02, D-2 and F-2 for specific oxygen and carbon monoxide readings.
- Once IC has received those readings, IC will notify division/group officers when SCBA may be removed or if further readings indicate the need to put SCBA back on then that will also be the IC's call with input from the ISO.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### VEHICLE FIRE

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.17</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

It shall be the responsibility of the Officer in Charge to develop an initial strategy and implement effective tactical operations to successfully control and extinguish vehicles involved in fire and to conduct these operations in a safe manner.

#### Positioning Attack Vehicle Safely

The following factors must be considered by the Officer in Charge and implemented at his/her discretion, based on the conditions encountered.

If possible, avoid passing a vehicle that is fully involved in fire.

Position the Apparatus a safe distance (recommended at least 50ft) from a vehicle involved in fire.

If possible, position the Attack Apparatus on high ground and upwind. The only exception to placing the Apparatus on high ground would be if the vehicle was fueled with Liquefied Natural Gas (LNG), which is lighter than air.

#### Fire Fighting Tactics

The following firefighting tactics shall be implemented at the discretion of the Officer in Charge, based on the conditions encountered.

Personnel must wear full protective clothing and SCBA., in accordance with OG#

Two (2) 1 ¾ Hand lines must be employed and the initial attack, if possible, made towards the front of the vehicle, and at an angle of approximately 45 degrees. Observe the interior of the vehicle for occupants.

Locate the fire. Apply a water/foam stream using reach of stream underneath the Vehicle for containment of possible fuel spill purposes. Then move towards Vehicle to extinguish the fire.

In the event of a vehicle fully or extensively involved in fire, the Office in Charge will order the Second hose line to be used for protection of personnel (initial attack team). Or my direct to assist in suppression the fire

When advancement is made after this initial application, the straight stream should be adjusted to a fog pattern and the Officer in Charge should employ effective tactical procedures to control and extinguish the fire.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### VEHICLE FIRE

#### NOTE:

There is nothing in this Operational Guideline that restricts the officer in charge from using foam to combat a vehicle fire.

#### REFERENCES

- NFPA1001 – Standard for Professional Firefighters Qualifications

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WILDLANDS/FOREST FIRE

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.18</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

To establish notification procedures with the BC Wildfire Service for wildland fires and procedures for inter-agency operations at Wildland/brush/forest fire incidents.

The BC Wildfire Service shall be notified of all wildland fires occurring within the District of Sooke Municipality.

#### Notification:

- When a Wildland fire occurs INSIDE District of Sooke boundaries.
- Where Forest Service assistance is required the following procedures should be followed:
  - The Incident Commander shall advise dispatch immediately.
  - Dispatch will contact the Forestry Control Officer at the Coastal Fire Centre in Errington.
  - The Fire Control Officer, in consultation with Fire Dispatch, will then determine what resources they will provide to us. The Fire Control Officer may also, based on the information provided and the predicted fire behaviour, send more resources than requested.
  - Fire Dispatch will keep the Incident Commander apprised.

Where BC Wildfire Service assistance is not required the following procedures should be followed:

- Fire Dispatch will advise the Coastal Fire Centre and give them the number of, the location of, and the ranking of the wildland fires.
- The Forest Service would like to be informed of any wildland fires that have occurred in protection boundaries. They need this information for statistical purposes and for identifying areas with a high incidence of wildland fires.

#### Wildland fires occurring OUTSIDE District of Sooke boundaries.

When a department responds on these fires it is considered that the department is responding / acting on behalf of the BC Wildfire Service.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### WILDLANDS/FOREST FIRE

#### Operations:

- Department and BC Wildfire Service fire suppression personnel shall work cooperatively with the mutual goal of controlling and extinguishing forest fires. Incident Command procedures will be utilized for inter- agency command and control.
- BC Wildfire Service fire suppression personnel shall attend and work with Sooke Fire Rescue Department Incident Commander at all major forest fires.
- The BC Wildfire Service Fire Team Leader shall provide direction to the overall operation.
- The Fire Department Incident Commander shall determine what Fire Department resources can be committed to the incident and shall be responsible for the specific operation of these resources.
- The BC Wildfire Service Radio Frequency (Silver) shall be utilized for inter-agency communications by the Commanders. It shall not be used for operational communications by Fire Department personnel.

#### REFERENCES

- BC Wildfire Act
- Fire Services Act
- Interagency operational guideline

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### THERMAL IMAGING CAMERA

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.05.19</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

##### Use of the Thermal Imaging Camera (TIC)

The TIC will be used on every scene where a fire has occurred in a structure and/or an immediate Danger to Life and Health (IDLH) Atmosphere is Present.

A TIC will be required for each assigned team when conducting operations as follows:

- The need for a fire attack team(s) to enter a structure
- The need for a search team(s) to enter a structure
- The establishment of a rapid intervention team
- Scene Assessment Locating the main body of fire for the first arriving unit able to provide a size up

The TIC will also be utilized during the following:

- There is a possibility the fire has breached and penetrated the surface covering of a wall, ceiling or floor; or
- There is any possibility the fire may have traveled through a concealed air space to an adjacent portion of the building; or
- There is any possibility the fire may have extended to other portions of the building through conduction, convection or direct flame contact.
- Utilized at scenes where determining differentials in surface temperature may be advantageous to the mitigation of the incident Operation:
- Checking for hot spots, Overheated motors or fluorescent light ballasts
- Identifying potential flashover situations
- Determining ventilation and entry points
- Hazmat scene assessment
- Duct fires to determine the location of the fire



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### THERMAL IMAGING CAMERA

- When dealing with a container, such as a 55-gallon drum or LP cylinder, the TIC can show the amount of liquid in the container by detecting the frost line
- When responding at night to a person in the water, although it will not penetrate the water, it should detect any part of a person above water
- Detecting hot spots on large roof areas or wide-open spaces

The TIC will be operated in accordance with the Instruction Manual.

All firefighters should follow-up their theory and practical training with periodic refresher training and operation.

Experience will demonstrate many uses for the TIC; however, it is primarily an aid to navigation, search and rescue,

Firefighters should not enter into a High Life Hazard situation with less than a fully charged battery.

When exiting a structure due to low air supply and if re-entry into a High Life Hazard is necessary, the battery should be replaced with a fully charged pack. Change your bottle. Change your battery.

Upon entry into a smoky structure, use the TIC to acquaint yourself with your surroundings. Look left, right, up, down and behind -to give yourself a mental picture of your surroundings should the camera become inoperable

#### TIC - Primary Firefighter Safety Hazards

**Separation of Crew:** It would be easy for the lead person using the TIC to move faster than others in the entry team can follow. The entry team must remain in close physical and voice contact to avoid getting separated. The team Lead person should keep others in the team updated verbally with observations and/or direction changes.

**Over-dependence:** The TIC is a tool and therefore, subject to failure or battery depletion. Firefighters must keep a mental picture in their mind of where they are and continue to be aware of secondary escape routes. The TIC should not be used as the sole source of navigation as the possibility of failure could cause the firefighter to become disorientated or lost.

**Over-extending Air Supply:** Use of the TIC will permit safer movement that could lead to penetrating a building past a point of no return. Firefighters must be vigilant in monitoring their air supply and anticipating exit time.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### THERMAL IMAGING CAMERA

**Watch Your Step:** It is possible to become overly focused on the TIC and its image. Maintain an awareness of your peripheral vision and watch your step.

**Beware of Heat:** The TIC will safely allow forward progression in a more erect posture. Be careful not to expose your upper body to excessive heat in a descending thermal layer. As it should, heat will dictate a lower posture.

**WARNING:** DO NOT CHANGE or take Thermal Imaging Camera batteries into a hazard zone.

### REFERENCES

WCB Regulation 31.5(2)(a)

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSE TO INCIDENTS INVOLVING INFECTIOUS OR COMMUNICABLE DISEASES

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.01</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

##### Response & Equipment

All members responding to Incidents with the possibility of involving infectious or communicable diseases will do so in full firefighting turnout gear or suitable coveralls.

Turnout gear or suitable coveralls should, if possible, remain on during patient care.

In any other cases of possible body fluid contact, appropriate gear shall be worn.

##### Personal Care

Members will not handle patients if E.H.S is on scene, unless they have a valid first responder level 3 license and are directed by the officer at the incident.

If a member of the Fire Department must come into contact with a patient, they shall wear latex gloves, whether or not there is blood from the patient.

If a Fire Department member is required to perform C.P.R, they will use a pocket mask or a bag-valve mask. Members WILL NOT perform mouth to mouth on patients.

If a member has any body fluid contact to:

- an open wound
- blood splashed in eye or mouth
- spitting into eyes or mouth
- urine in an open wound

They will report the exposure to the officer of the incident. He/she will record the body fluid exposure in the WorkSafe BC first aid log and have a WorkSafe BC form 7 completed.

The Chief Officer in charge will contact the E.H.S Unit Chief in Sooke, advising that one of the members has had a fluid to fluid exposure, with the patient.

The Chief Officer will make arrangements to have the fire fighter receive immune globulin within 48 hours of exposure, at the C.R.D office for Epidemiology & Disease Control at 1947



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSE TO INCIDENTS INVOLVING INFECTIOUS OR COMMUNICABLE DISEASES

Cook St. Victoria 388-2220. The Chief Officer should also request a blood screening of the patient, through the hospital (with the patients consent).

The fire fighter will report to his/her doctor or hospital to receive treatment advice and possible blood testing.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations. Temporary Use Clothing Kits (T.U.C.K) will be provided for use to firefighters to support the process of reducing risk and maintaining a clean environment. The steps below outline the procedure of the use of the T.U.C.K.

- Sweatpants, hoodies and flipflop will be used after every structure fire or gross contamination incident (I.E. Hazmat, bodily fluids or spills). It is generally for those that are not wearing pants and shirt under their turn out gear and were directly exposed to smoke and contaminants.
- When you return to the station you will remove the sweats, flip flops. Used sweats, flip flops and towels will be placed in the hampers in the station 1 laundry room or station 2 bathroom. These will be cleaned and bagged by the full-time staff.
- **Temporary Use Clothing Kits** will not be taken home for any reason. These include sweatpants, hoodies flip flops and towels
- Members are encouraged to have personal under garments at the station and to shower before heading home after all fires
- Wildland fires will not require changing of clothing unless directed by IC or a Senior Officer. Responses to incidents involving infectious or communicable diseases will be subject to the IC or Senior Officer determination if T.U.C.K needs to be utilised.
- T.U.C.K will be kept on the Scene Support Trailer and Squad 2 in labelled plastic bags
- IC and senior officers will have the final say on if and when T.U.C.K should be implemented on other incidents based upon the cleanliness and the nature and other exposures of the incident.

If coveralls are contaminated, they shall be washed in the SFD washing machine, free floating in "Tide" with a colour safe bleach mix. After washing the coveralls, the washing machine should be run through a full cycle at a higher water level with a soap and bleach mix.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSE TO INCIDENTS INVOLVING INFECTIOUS OR COMMUNICABLE DISEASES

All other contaminated equipment off the truck i.e. back boards and first aid supplies, will be disinfected by cleansing with a 1 to 10 dilution of household bleach before returned to service. If there is any question on how to disinfect a piece of equipment, the officer should isolate the equipment and contact E.H.S staff in Sooke at 642-3734 and ask for cleaning procedures for the given item.

#### REFERENCES

- Sooke Fire Rescue Service Safety and Health Program.
- WorkSafe BC Regulation Part 6

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESUSCITATION OF CRITICALLY ILL PATIENTS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>3.07.02</b>	<b>Reissued: Aug 1, 2019</b>

#### DEFINITIONS

Resuscitation: For the purposes of this manual, this term generally refers to the performing of cardiopulmonary resuscitation (CPR), but it may include other life-sustaining measures.

Normal Core Body Temperature: 35° to 37° Celsius, rectally.

Mildly Hypothermic Core Body Temperature: 33° to 35° Celsius, rectally.

#### POLICY/PROCEDURE

All patients who are victims of recent cardiopulmonary arrest will receive resuscitation unless exceptional circumstances apply.

This is consistent with the primary object of the BCAS, which is to minimize disability and loss of life.

All patients require resuscitation unless:

- More than 15 minutes have conclusively elapsed in cardiac and respiratory arrest without any basic life support, and/or;
- There is clear evidence that death has occurred, e.g. decapitation, transection or decomposition, and/or;
- There is a DNR order in effect (refer to current Living Will OG for procedures), and/or;
- The victim has been documented to be submersed in water (warm or cold) for more than 60 minutes (ALS/BLS procedures have no significant positive effect on normal recovery).
- Where doubt exists as to the duration of the submersion, the crew should follow resuscitation procedures.

Where doubt exists as to whether the collapse is recent, the firefighter will begin resuscitation and continue until ordered otherwise by a physician.

The firefighter is expected to modify the above in those cases where a more favourable outcome may be expected (e.g. hypothermia in a non-drowning situation). Modification of the above will be made only if it is in favour of the patient.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESUSCITATION OF CRITICALLY ILL PATIENTS

If cardiac arrest is sustained for longer than 30 minutes without even the temporary return of a spontaneous pulse (i.e., continuous ventricular fibrillation or asystole) in patients with normal core or mildly hypothermic core temperatures, there is no reasonable chance of functional recovery. Chest compressions and ventilatory support may be discontinued after consultation with the receiving hospital physician.

In situations involving multiple patients, treatment and transport of victims with vital signs found in life-threatening condition should take precedence over those found in cardiac arrest.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVING WILL

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.03</b>	<b>Reissued:</b>

#### DEFINITIONS

Living Will: A verbal or written statement given by a person indicating that they do not wish to be resuscitated if, at some point in the future, their condition requires it.

#### POLICY/PROCEDURE

Sooke Fire Rescue Service does not recognize living wills.

Existing Sooke Fire Rescue Service policies and procedures regarding resuscitation and DNR orders must be adhered to fully.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### NO RESUSCITATION PARAMETERS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.04</b>	<b>Reissued:</b>

#### PURPOSE

BCAS paramedics have the primary responsibility to provide medical treatment to sustain life whenever possible and feasible. There are, however, circumstances when starting CPR and other resuscitation protocols are not medically appropriate. In these circumstances, the crew is required to follow policies and procedures in managing a death situation in the most humane and medical-legally appropriate manner.

#### DEFINITIONS

Death: “Permanent cessation of all vital functions” or “total irreversible cessation of cerebral function; spontaneous function of the respiratory system, and spontaneous function of the circulatory system” or “the final and irreversible cessation of perceptible heartbeat and respiration”.

Decomposition: “The putrefactive process; decay”.

Expected death: For the purpose of this policy, a person who has deceased, was expected to die **and has** a physician signed “No CPR” form **and/or** a “No CPR” bracelet.

Unexpected death: A person who has deceased and the death is sudden, may or may not have been imminent, **and where there is neither** a “No CPR” form **nor** a “No CPR” bracelet.

#### POLICY/PROCEDURE

After BCAS paramedics have determined that a person has indeed deceased, and no resuscitation protocols (no CPR) are to take place, they will Notify the police or the coroner.

Both crew members at the scene must make independent examinations of apparently deceased person. Both crew members must determine and verify the absence of vital signs and record this on the Crew Report.

#### NOTE:

Other than procedures necessary to determine the absence of vital signs, the body and its immediate surroundings should not be disturbed.

Crews will exercise judgement in giving reasonable consideration to the sensitivity of family and friends of the deceased person.

In both cases of imminent death (without a “No CPR” order) and unexpected death, the procedures re: resuscitation of critical patients will apply.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### NO RESUSCITATION PARAMETERS

The coroner, or police as the coroner's agent, must be contacted in all cases of "UNEXPECTED" death. In these cases, the coroner assumes all responsibility for the deceased.

#### Expected Death with a "No CPR" form or "No CPR bracelet"

When an expected death has occurred (usually at the person's home) and a valid "No CPR" order is in effect ("No CPR" bracelet, or "No CPR" form), immediate pronouncement is not required. In this case, neither the coroner nor the ambulance service will usually attend. However, for various reasons, the family may call the ambulance service to respond and in these cases the paramedics will:

- Determine that there are no vital signs, and;
- Contact the EMD center to inform them of the expected death situation.

#### NOTE:

The police should not be called except in the rare instance when there is a suspicion of homicide.

Paramedics are encouraged to provide support, comfort and reasonable assistance to the family. This may include calling the physician to determine when pronouncement of the deceased can take place. Alternately, a home care nurse may also be contacted to make determination of death and support the family if the Planned Home Death Program has been arranged. After pronouncement of the determination of death has taken place, the family will release the body to a funeral home agency for removal.

There is no requirement for the paramedics to remain at the scene until the arrival of the physician, nurse or funeral home agency.

Before leaving the scene, consideration should be given to the health and well-being of the remaining family member(s) in the context of the expected death situation.

Where there is no funeral home agency, or other body removal service available, BCAS may transport the body to the nearest appropriate facility in the community. The family or physician will be advised of this location.

Following the completion of the response, the crew is required to complete and submit an Occurrence Report, detailing patient and physician information and the circumstances of death.

#### NOTE:

This policy complies with the Coroner's Act and is approved by the Chief Coroner of British Columbia.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### NO RESUSCITATION PARAMETERS

#### Unexpected Death

When the ambulance service is called to the scene of an unexpected death (i.e. sudden death, unexpected death, imminent death without a “No CPR” order), the crew must follow relevant policies and the necessary resuscitation procedures as appropriate.

If the patient does not match the criteria necessary for initiation of resuscitation, the crew must:

- Contact dispatch and request that the coroner and police be summoned, if not already present, and;
- Ensure that the scene is secure until the coroner or police arrive and/or release the crew. This means that the crew should ensure that, other than for the purpose of determining the absence of vital signs, the crew will not disturb, or allow to be disturbed, the deceased or the immediate surroundings.

If the crew will not be transporting the body, they will communicate the reason to the person responsible at the scene. (eg. family, friend, police).

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### NO CPR ORDERS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.05</b>	<b>Reissued:</b>

#### DEFINITIONS

Active Resuscitation: Cardiopulmonary resuscitation in the event of a respiratory and/or cardiac arrest.

“No CPR” Order: An order given by a physician, directing fire fighters and other health care providers not to start active resuscitation on a specifically identified patient.

#### POLICY/PROCEDURE

Patients who know they have a terminal illness, or who are at the natural end of their lives, can request beforehand that no active resuscitation be started on their behalf if they are dying. This is done in agreement with their doctor, and the doctor will issue a “No CPR” order on that patient.

In situations where a patient is found in cardiac arrest, the crew must ask someone at the scene (friend, family member) if there is a signed “No CPR” order in effect for that patient, and they must verify it with the appropriate documentation and/or presence of a “No CPR” bracelet on the person’s wrist.

- If there is a verifiable “No CPR” order and/or “No CPR” bracelet, then no active resuscitation is performed (no cardiopulmonary resuscitation).
- If there is no verifiable “No CPR” order, the crew will proceed with resuscitation.

In the exceptional circumstance in which the fire fighter reasonably believes that the order is clearly inappropriate (e.g. when the patient does not match the description on the “No CPR” order), then the physician’s order may be refused, and the crew will follow the applicable BCAS treatment protocols.

Except for (2) above, fire fighters must comply with “No CPR” orders under each of the following circumstances:

- The physician giving a verbal “No CPR” order is present at the patient’s side or is in contact with the fire crew by telephone or radio, or:
- The fire crew are presented with a “No CPR” order on an official in-hospital/institutional document, or;



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### NO CPR ORDERS

- The fire crew are presented with a completed Province of British Columbia “No CPR” form, HLTH-302.1, which was developed through the joint efforts of the British Columbia Medical Association and the British Columbia Ministry of Health, or;
- Fire crew observe a “No CPR” bracelet on the wrist of the patient, or;
- A dispatcher, nurse, or hospice worker relays a “No CPR” order from a physician to the fire crew.

The fire crew must ensure that any verbal orders are documented on the Crew Report, HLTH-2402 to include the name of the physician, and the date and time the order was given, or the information related as in 3e) above.

Any written instructions must be retained by the crew and filed with the station’s copy of the Crew Report.

If, during transport, a patient’s condition becomes critical (i.e., has gone into cardiac arrest) and a “No CPR” order is part of the patient’s hospital records and has been presented to the fire fighters or a “No CPR” bracelet is on the wrist of the person, the crew should proceed as a routine transport (i.e., no lights or sirens) to the closest appropriate health care facility.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.06</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

Only those persons with the appropriate training and current license and endorsement may use an automatic external defibrillator (AED). Persons trained in the use of an AED shall be licensed as First Responder III.

Each station equipped with an AED will have a copy of the “Automatic External Defibrillator Program” manual and a copy of the manufacturer’s operations manual.

Crews are expected to be familiar with the:

- Response protocols for the various scenarios involved in administering AED therapy (e.g. first responders, DOA, etc.), and;
- Medical protocols for AED therapy (e.g. contraindications, shock/no shock conditions).

AEDs must be inspected on a regular basis. The unit chief (?) is responsible for ensuring that AEDs are inspected at least bi-weekly.

It is required that AED batteries be replaced every two (2) years.

In all cases where AED protocol is initiated, it is the responsibility of the crew to do that following procedures.

- Provide the BCAS with all routine documentation (e.g. Crew Report, First Responder Report);
- As soon as possible following patient hand over to the BCAS, the crew should download the AED data module to BCAS Headquarters using the toll-free number (1-800-884-6166) which is programmed into the unit.
- Print one copy of the AED report for BCAS.
- The crew may print an additional copy of the AED report for the station files.
- Complete and retain copies of all pertinent patient documentation for station files. (e.g. Crew Report, First Responder Report, etc.)
- If the call was a layered response, the crew involved in the call must exchange operator numbers and response numbers with each other prior to any of the crews leaving the scene.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS

Upon returning to the station, the crew will ensure that all the documentation from the call is left for the unit chief in a pre-arranged location.

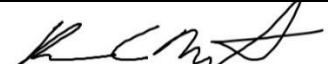
It is the responsibility of the unit chief to do the following procedures:

- Ensure the crew has submitted all the required documentation for every cardiac arrest call including:
  - Crew Report,
  - First Responder Report (if applicable)
- Review the documentation to ensure it is complete and filled in correctly.
- Mail all completed forms within fourteen (14) days to:

Program Evaluation Section  
British Columbia Ambulance Service  
1810 Blanshard St  
2<sup>nd</sup> Floor  
Victoria, BC V8V 1X4

If the documentation is not received within fourteen (14) days of the data download, a letter will be issued from BCAS Headquarters to the appropriate unit chief and copied to the regional director requesting the AED documentation be sent immediately.

If the documentation is not received within 28 days of the data download, a report will be forwarded to the executive director for consideration.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### AED PLACEMENT

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.07</b>	<b>Reissued:</b>

#### PURPOSE


To maximize the AED availability for those situations where the patient's survival is dependent on rapid defibrillation.

#### POLICY/PROCEDURE

In stations where there is a choice into which fire truck and AED is placed, the AED should be placed on the truck that has the highest probability to respond to a pulseless patient.

Fire crews must ensure that the AED remains on the first truck due.

- If the first truck due should go on an out-of-District response, the AED should remain in the station so that it is available to the second truck.
- If the second truck goes on a pre-hospital response while the first truck up is out of District, the second truck should take the AED even if it is not an AED-type response.
- When both trucks are again in the station, the AED should be returned to the first truck due.

	August 1, 2019
Signature (Fire Chief)	Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSE TO INCIDENTS INVOLVING POSSIBLE H1N1 VIRUS

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original:</b>
<b>O.G. NO.:</b>	<b>3.07.09</b>	<b>Reissued: Aug 1, 2019</b>

#### PURPOSE

To protect and educate firefighters who may be at risk of exposure to the H1N1 Virus.

#### SCOPE

All Fire Department Personnel

#### POLICY/PROCEDURE

All department personnel will be familiar with, and carry out, the following procedures for their personal protection when responding to a medical aid response involving a patient who may be afflicted with the H1N1 virus. Department Officers are responsible for ensuring personnel under their direction comply with this Guideline at all times.

#### Scene and Patient Assessment

Fire Dispatch personnel must ensure they pass on any possible H1N1 afflicted patient alerts to responding Department personnel. Fire Dispatch personnel will query BCAS Dispatch personnel for the possible presence of H1N1 for all medical aid response requests for patients suffering from shortness of breath or respiratory arrest.

Fire personnel will not enter a residence or encroach within 2 meters of a suspected H1N1 patient if BCAS personnel are already on-scene. The Officer-in-charge shall make contact with the BCAS crew from a distance to determine whether Fire personnel assistance is required.

For incidents involving a possible H1N1 patient, (as reported by BCAS) and where Fire personnel arrives on-scene first, entry to the residence or the general area of the patient shall be limited to 2 members. These members must be wearing at a minimum; non-sterile gloves, fit tested N-95 mask, glasses and disposable gowns. Attending personnel will remain a minimum of 2 meters from the patient during the patient assessment. The patient should be asked to cover their face with their arm, shoulder, or tissue if they feel the need to cough or sneeze. Patients should also be asked to wear a surgical mask if possible.





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSE TO INCIDENTS INVOLVING POSSIBLE H1N1 VIRUS

Fire Department personnel attending medical calls for shortness of breath or difficulty breathing will enter the residence, or the area of the patient, wearing a minimum of; gloves, glasses, and carrying with them a fit tested N-95 mask and a disposable gown/boot kit. Attending members will remain a minimum of 2 meters away from the patient until they have concluded a verbal and visual assessment of the patient. (Verbal questions to ask include; besides the obvious respiratory problems have you had a fever, nasal congestion/ running nose, sore throat or cough.) The patient must be considered to be affected with the H1N1 virus if they have experienced a fever along with any one of the other symptoms. Patients presenting signs and symptoms of H1N1 must be treated as infected and any attending Fire personnel working within 2 meters of the patient must utilize full protection consisting of gown, N-95 mask, glasses and gloves.

#### Decontamination

Fire personnel must decontaminate prior to leaving the scene. If Fire personnel are asked to provide assistance for patient treatment during transport they must decontaminate at the hospital before reporting back to their assigned station.

Fire Department personnel will follow the decontamination procedures as identified in OG30701 – Response to Incidents Involving Communicable Diseases.

Upon returning to the station, all personnel should shower and ensure any soiled PPE is cleaned as per manufacturer's recommendations. Temporary Use Clothing Kits (T.U.C.K) will be provided for use to firefighters to support the process of reducing risk and maintaining a clean environment. The steps below outline the procedure of the use of the T.U.C.K.

- Sweatpants, hoodies and flipflop will be used after every structure fire or gross contamination incident (I.E. Hazmat, bodily fluids or spills). It is generally for those that are not wearing pants and shirt under their turn out gear and were directly exposed to smoke and contaminants.
- When you return to the station you will remove the sweats, flip flops. Used sweats, flip flops and towels will be placed in the hampers in the station 1 laundry room or station 2 bathroom. These will be cleaned and bagged by the full-time staff.
- **Temporary Use Clothing Kits** will not be taken home for any reason. These include sweatpants, hoodies flip flops and towels
- Members are encouraged to have personal under garments at the station and to shower before heading home after all fires



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### RESPONSE TO INCIDENTS INVOLVING POSSIBLE H1N1 VIRUS

- Wildland fires will not require changing of clothing unless directed by IC or a Senior Officer. Upon direction by a Senior Officer use of T.U.C.K. due to exposure to any virus will be supported and approved at the time of incident.
- T.U.C.K will be kept on the Scene Support Trailer and Squad 2 in labelled plastic bags
- IC and senior officers will have the final say on if and when T.U.C.K should be implemented on other incidents based upon the cleanliness and the nature and other exposures of the incident.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INFLUENZA CONTROL PROGRAM

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.07.10</b>	<b>Reissued:</b>

#### PURPOSE

To reduce the transmission of influenza from first responders to vulnerable patients, co-workers, and families in our community and workplaces. Each year, influenza causes serious complications – including death – for many British Columbians, and people with underlying illnesses. Influenza in vulnerable groups especially the elderly, the very young and the immune-suppressed, is associated with significant morbidity and mortality.

#### SCOPE

This policy applies to all First Responders who may reasonably be expected to provide direct patient care or contact as well as all Fire Service and ESS personnel who may be required to enter a Patient Care Location as part of their duties.

#### DEFINITIONS

**Vaccination Required Date:** The date established annually by the Provincial Health Officer after which all persons covered under this policy are required to be vaccinated against influenza or wear a mask in accordance with this Policy. The Vaccination Required Date will usually be no later than the first week of December.

**Vaccination Required Period:** A period of time determined by the Provincial Health Officer, starting on the Vaccination Required Date. The Vaccination Required Period will usually be from the end of November until the end of March but may vary with seasonal epidemiology and will also include any period of time relating to novel strains of influenza. During the Vaccination Required Period, personnel will be required to be vaccinated against influenza or wear a surgical/procedure mask in accordance with this Policy.

**Patient Care Locations:** Patient Care Locations include any building, property, or site owned, leased, rented or operated by a Health Authority or private care facility where there are patients, residents or clients who are receiving care.

#### POLICY/PROCEDURE

All individuals covered by this Policy must be vaccinated annually against influenza or wear a surgical/procedure mask during influenza season when in direct patient contact (within 2 meters) or entering any Patient Care Location in accordance with this Policy. Instances of non-compliance may be subject to the disciplinary process.

All personnel covered by this policy will be provided opportunity to receive a flu vaccine.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### INFLUENZA CONTROL PROGRAM

All personnel must advise the Fire Chief or designate, of their influenza immunization status in writing before the Vaccination Required Date. Forms for: Consent to get a flu shot, Refusal to receive a flu shot, proof of vaccination from other provider, will be required for all personnel covered by this policy.

All personnel covered by this policy who are vaccinated against influenza must carry the SFRS card provided by the Department, while on duty for the duration of the annual Vaccination Required Period. Personnel who are vaccinated but cannot provide their card when requested are required to wear a mask in accordance with this Policy.

During the annual Vaccination Required Period, all personnel who are covered by this policy and are not vaccinated against influenza or not displaying an identifier are required to wear a surgical/procedural mask while providing direct patient care or entering a Patient Care Location.

Individuals required to wear a surgical/procedural mask will be responsible for maintaining their mask in good condition.

The surgical/procedural masks are intended to protect the patient from exposures from the First Responder. They are not suitable for protecting the First Responder for all airborne exposures. First Responders should continue to use N95 masks to protect themselves at incidents where the possibility of infection from suspected respiratory/TB patients exist. The Pre-Exposure Precautions for Communicable Disease O.G. # 3.07.01 should also be followed to prevent the transmission of communicable disease.

Signature (Fire Chief)

August 1, 2019

Date of issue



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

<b>SECTION:</b>	<b>OPERATIONS</b>	<b>Original: Aug 1, 2019</b>
<b>O.G. NO.:</b>	<b>3.08.01</b>	<b>Reissued:</b>

#### POLICY/PROCEDURE

This procedure establishes guidelines for training of fire suppression personnel engaged in structural firefighting operations under live fire conditions as set forth in NFPA 1403. This procedure focuses on training for coordinated interior fire suppression operations with a minimum exposure to risk for the participants. The evolutions conducted within these guidelines shall be managed by means of a documented incident management system. The line of authority shall be made clear to all participants in order that both expected and unforeseen situations will be managed with the most efficiency possible and that reasonable margins of safety will be provided for the safe operation during a live fire training exercise and to educate Fire Department members to follow safe work practices for all live fire burns. To minimize the risk to all firefighters operating on the scene of live fire training evolutions, whether it be an acquired structure or at the training center, interior or exterior suppression evolutions.

Live fire training will only be conducted by trained Fire Department members and with authorization from the Fire Chief. The District of Sooke Fire Rescue Department will adhere to this guideline whenever live fire training evolutions are being done.

All Fire Department members will perform their duties in a safe manner according to the Sooke Fire Rescue Department Occupational Health and Safety Program and the Sooke Fire Rescue Department Respiratory Protection Program. All live fire training events will be authorized by the Fire Chief. All live fire training events will be conducted by Fire Department

Member's Area > SOGs > Section 11 – Training

it is the responsibility of all District of Sooke Fire Rescue Department officers to ensure that this guideline and NFPA 1403 is followed for all my fire training evolutions. It is also every student's responsibility to ensure personal safety at all times live fire training evolutions.

NFPA 1403 checklist will be completed in its entirety, Annex A to this guideline.

In acquired structures or cast Firebird buildings, the following instructor positions will be filled:

- Instructor in charge
- Ignition officer
- Safety officer
- Student instructors (one for every five students)



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

#### Safety

No flammable or combustible fuels will be used to ignite a fire in an acquired structure.

Only one fire will be ignited at a time in an acquired structure. More than one fire can be ignited at a time in a gas-fired burn building.

The safety officer as the authority to stop any activity regardless of their rank.

#### Other

Annex A to this guideline will be on file at the station for review for all members. NFPA 1403 checklist will be attached to these guidelines as Annex A.

Minimum training:

- In order to ensure safe operations during a live fire training exercise, all participating students shall have completed the Sooke Fire Rescue Department basic training program or be in the process of completing it. All students will have prerequisite training in these 10 core subject areas:
  - Firefighter Safety
  - Fire behavior
  - Portable extinguishers
  - Personal protective equipment
  - Ladders
  - Fire hose, appliances and streams
  - Overhaul
  - Water supply
  - Ventilation
  - Forcible entry

#### NOTE:

All participants shall have completed the SCBA Confidence course

- Participants from other Departments must meet the same criteria above, provide documentation of same, or will not be allowed to take part in the exercise.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

#### Structures:

- Members must keep in mind that acquired structures were never designed or intended for burn applications and through lack of maintenance or disrepair may lack even the fundamental elements of fire resistance. For that reason, strict safety practices shall be applied at all times when doing live fire training evolutions.
- Any building that is considered for a structural fire training exercise shall be properly prepared for the live fire training evolution.
- This is to include the proper permits, which may include the following:
  - demolishing permit
  - Fire Department waiver (which relieves the responsibility off the Fire Department if the owner tries to collect insurance money etc.)
- The property owner must be the only individual to sign the permits and prior to the burn, the owner must show proof of ownership, cancellation of insurance or a signed statement of nonexistence of insurance.
- In preparation for live fire training, an inspection of the structure shall be made to determine that the floors, walls, stairs and other structural components are capable of withstanding the weight of contents, participants and accumulated water that will result from the exercise. Any hazards potentially dangerous to participants such as floor openings, missing stair treads and rails and other such hazards shall be repaired or made inaccessible.

#### NOTE:

Particular attention should be made in that all walls/ceilings shall be intact, utilities shall be disconnected, adequate ventilation openings shall be made in the roof, any excessive debris is removed and any hazards of insect hives, toxic weeds are disposed of accordingly.

#### NOTE:

Any structures containing forms of asbestos shall not be used by the Sooke Fire Rescue Department for live fire training unless the owner has the asbestos removed by an approved contractor and has the proper paperwork documenting same from the contractor that performed the work.

- Any exposures that might be damaged by the live fire training shall be properly protected or removed if applicable.
- Property adjacent to the structure that could be affected by the smoke shall be identified and the owner/caretaker informed about the date and time of the fire training exercise.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

- Appropriate safeguards shall be taken when the structure is in the vicinity of streets/highways to protect motorists. These may include road closures or traffic rerouting which may warrant assistance from the State Highway Administration and/or one of the local police agencies.
- A fire line utilizing barrier tape shall be roped off completely around the structure to keep the general public at a safe distance. This area shall be defined by the safety officer.

#### Water Supply:

- The water supply for any individual live fire training evolution shall be assessed based on the extent of the evolutions, size and construction of the building and contents to be involved, method of attack to be used, protection of exposures and reserves for potential unexpected problems.
- The minimum water supply and delivery for the live fire training evolutions shall meet the criteria identified in NFPA 1231.

#### NOTES:

The minimum water supply required for any single structure, without exposure hazards, shall not be less than 2000 gallons.

The minimum water supply required for any single structure with exposure hazards shall not be less than 3000 gallons.

A minimum reserve of additional water in the amount of 50% of the fire flow demand shall be available to handle exposure protection or unforeseen situations.

- Separate sources shall be utilized for supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

#### NOTE:

Two separate pumpers shall be utilized, one for attack and one for backup as stated above. It will be the policy of the Sooke Fire Rescue Department to deploy two folding tanks capable of holding a minimum of 2000 gallons of water each (one for attack apparatus, the other for backup apparatus).

- Apparatus Staging/Parking
  - Adequate areas for staging, operating and parking of fire apparatus that will be used in the live fire training evolution shall be designated. Consideration for emergency medical services shall be included in the process.
  - An area shall be designated to park apparatus and vehicles that are not part of the evolution so as to not interfere with fire ground operations. This area shall





## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

be designated for prompt response of apparatus that will be handling true emergencies.

- Any personnel that respond in their own vehicle (PMV) shall park in an area that is not to interfere with operating or staging areas and will be designated by the incident commander.

#### NOTE:

This is to be done as a last resort and is highly discouraged.

#### Pre-burn Briefing Session(s):

- Prior to conducting an actual live fire training evolution in the structure, a pre-burn briefing session shall be conducted for all participants.
  - All aspects of every evolution to be conducted shall be discussed and assignments shall be made for all crews participating in the training sessions.
  - A plan shall be prepared for the structure and shall be utilized in the briefing sessions. All interior rooms, hallways and exterior openings shall be indicated on the plan.
  - Prior to conducting any live fire training in the structure, all participants shall have a knowledge and familiarity with the layout of the building in order to facilitate necessary evacuation of the building.
  - Prior to conducting any live fire training in the structure, all participants of the evolution shall be required to have a walk-through of the structure.
- Spectator Safety:
    - All spectators shall be restricted to an area outside the fire line or the operations area established by the Safety Officer.
    - Visitors allowed to observe operations and allowed within the operations area perimeter shall be escorted at all times and shall be equipped with and properly wear complete protective equipment.
  - Fuel Materials:
    - The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be as controllable as possible. Unidentified materials, such as debris found in or around the structure, which may burn in unanticipated ways, react violently or create environmental or health hazards, shall not be used at all.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

- Class “A” materials shall be used in only the amounts necessary to create the size fire desired.

#### NOTE:

There are some exceptions, which include, pressure treated wood, rubber and plastic materials. These materials shall not be used.

- The use of flammable or combustible liquids shall be *prohibited* for use in live fire training evolutions.
- The officer/instructor in charge of operations shall assess the selected fire room environment for factors that will affect the growth, development and spread of fire.
- The officer/instructor in charge of operations shall also monitor fuel loading, including furnishings, wall and floor coverings and ceiling materials.

#### NOTE:

The training exercise shall be immediately stopped if the officer/instructor determines a potential hazard. The exercise shall continue only when the appropriate actions have been taken to reduce the hazard.

#### • Safety:

- A safety officer shall be appointed for all live fire training evolutions, if the safety officer is unable to participate in the training exercise.
- The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in their judgement, a potential or real danger, accident or unsafe condition exists.
- The safety officer's responsibilities may include but not limited to the following:
  - prevention of unsafe acts
  - elimination of unsafe conditions
- The safety officer shall provide for the safety of everyone at the training exercise, this includes visitors and spectators.

#### NOTE:

The safety officer shall not be assigned other duties that interfere with safety responsibilities.



## SOOKE FIRE RESCUE DEPARTMENT – STANDARD OPERATING GUIDELINES

### LIVE FIRE TRAINING ACQUIRED STRUCTURES

- Sufficient back up lines shall be provided to ensure adequate protection for personnel on the attack lines during live fire training exercises.
- The number of attack lines and back up lines shall be determined prior to each exercise by the officer/instructor in charge.

#### NOTE:

Each hose line shall be capable of delivering a minimum of 95 GPM.

- The officer/instructor in charge shall assign the following:
  - an officer to each functional crew, which shall not exceed 4 personnel
  - an officer to each “back-up line”
  - sufficient additional personnel to “back-up lines” to provide mobility
  - an additional officer/instructor for each additional functional assignment
- If the safety officer deems it necessary, additional safety personnel shall be placed within the structure to react to any unplanned, threatening situation or condition.
- A method of fire ground communications shall be established, preferably by radio, to allow coordination among the incident commander, the interior and exterior sectors, the safety officer and any other functional assignment operating at the exercise.

#### NOTE:

Should the need arise for an evacuation of the building, all personnel will adhere to the current evacuation training standard protocols.

- Emergency medical services shall be available on site to handle any injuries.

Note: If anyone is injured, a copy of the run sheet will be obtained and kept with a copy of the Sooke Fire Rescue Department drill sheet and placed in the individual's personal file.

- One person shall be designated as the “ignition officer” to control the materials being burned. Keep in mind that this position may be altered due to the rehab of personnel on the training exercise.

NOTE:

This person shall be an officer/instructor, not a student. A charged hose line shall accompany the ignition officer when igniting any fire. This person shall wear full protective equipment including SCBA and PASS device.

- A thorough search of the structure shall be conducted to ensure no unauthorized personnel or objects are in the building prior to ignition.
- It will be the decision of the officer in charge in coordination with the safety officer when to ignite any training fires. The safety officer shall supervise the ignition officer when the fire is ignited.

NOTE:

No more than one fire shall be permitted within the structure at any given time.

- No person(s) shall be placed inside the building to play the role of a victim.
- Protective Clothing:
  - Each participant that is partaking in the training exercise shall be equipped with full protective equipment including SCBA and PASS device.
  - All participants shall be inspected by the safety officer prior to entry into a live fire training evolution to ensure that all protective equipment is being worn properly and is in serviceable condition.
  - All protective gear shall meet the requirements of the NFPA standard applicable for that particular year of manufacture.
  - All participants at the exercise will follow Sooke Fire Rescue Department SOP (see SOP 1-11) on wearing of air mask and will wear SCBA when operating below ground level at all times.
- Instructors:
  - Instructors shall be at least officer level to deliver structural firefighting training.
  - The ratio of students to officer shall not exceed 5 to 1.
  - Other factors such as extreme temperatures (summer), large groups and long duration exercises shall be taken into consideration and additional instructors shall be designated as deemed necessary to ensure proper levels of safety.
  - The officer in charge shall try to comply with NFPA 1403 and this guideline to the best of his/her ability.
  - Prior to ignition of any fire, officers shall ensure that all protective equipment is being worn.

NOTE:

PAT tags will be grouped by teams and kept at the command post on the accountability board.

- Officers shall make a head count when entering and after exiting the structure during an actual attack evolution. They shall closely monitor and supervise all assigned personnel during the live fire training evolution.
- Reports and Records:
  - The following records and reports (documentation) shall be maintained on all live fire training evolutions in accordance with NFPA 1403, which will include the following:
    - an accounting of the activities conducted
    - a listing of instructors present, and their assignments
    - a listing of all participants
    - documentation of any unusual conditions encountered
    - any injuries incurred
    - any changes in the structure
    - the condition of the premises and adjacent are at the conclusion of the training exercise
  - A post training critique session, complete with documentation, shall be conducted to evaluate student performance and to reinforce the learning experiences of all participants. At this time, an overall evaluation of the exercise should be done so that any problems encountered can be corrected to prevent them from happening again.

REFERENCES

- NFPA 1403 – guideline for live fire training
- WCB Regulation 31.5(2)(a)

	August 1, 2019
Signature (Fire Chief)	Date of issue