

St. Lawrence Volunteer Fire Department
STANDARD OPERATING GUIDELINES/PROCEDURES



November 14, 2022

MISSION STATEMENT

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

VISION STATEMENT

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

OBJECTIVES

1. These "Operating Guidelines and Procedures" will be considered as part of every firefighters training manual. Every firefighter is expected to read learn and understand what is required of him/her in their performance of their duties. They will be reviewed on an ongoing basis in order to amend and improve them as required. Copies will be available for review by the organization.

NOTE: The intention is to ensure consistency. These guidelines and procedures are written to provide a standardized vision of strategies that will be used within the department. Officers can deviate from the guidelines when conditions or situations warrant and should immediately notify the Officer in Charge of their actions.

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

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100 GUIDELINES/PROCEDURES

101 PURPOSE

1. Guidelines and procedures shall be established to allow for the safe and efficient operation of the St. Lawrence Volunteer Fire Department during emergency and day-to-day operations.

102 SCOPE

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

103 AUTHORITY

1. These guidelines/procedures have been developed and sanctioned by the Officers of the Department and are issued under their authority.

104 AMENDMENTS

1. All members of the Department are eligible to submit amendments to the guidelines/procedures or propose new guidelines/procedures.

2. All proposed amendments shall be in writing and posted at least 1 month prior to being brought forward at a meeting.

3. Amendments or proposed guidelines/procedures are to be brought forth to the membership at a weekly meeting.

4. Amendments or proposals shall not contravene Provincial laws or statutes, NFPA standards, or accepted practices.

5. A majority vote by a quorum of members (50% + 1) will enact the amendment or proposed guideline/procedure.

105 MAINTENANCE

1. The SOG/SOP committee, or designate shall be responsible for the maintenance of the guidelines/procedure on a regular basis.

2. The SOP/SOG committee, or designate shall ensure all amendments and new guidelines/procedures are correctly entered into the existing guidelines.

3. The SOP/SOG committee, or designate shall ensure all departments receive notice of amendments and updates of the guidelines/procedures.

106 CHAIN of COMMAND

1. The chain of command of a Department shall be; • Chief • Assistant Chief • Captains • Lieutenants • Training Officer • Fire Fighters
2. The first arriving officer shall assume command (OIC) of an incident.
3. If no officers respond, the most qualified fire fighter shall assume command.
4. A superior officer may assume command on arrival or leave command with the present OIC, if conditions permit.
5. The new OIC shall inform all personnel, other departments, and agencies of the change of command.

107 NEW MEMBERS

1. Applicants are required to complete the fire department application form.
2. Application and hiring process will proceed as outlined in the Constitution and Operations Policy 11.0 (Recruiting Volunteer Firefighters Process)

108 ORIENTATION

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

109 CODE OF ETHICS

1. This Code of Ethics, as well as the Town of St. Lawrence Code of Conduct provide guidance to members of the St. Lawrence Fire Department in discharging their responsibilities.

109.1 MEMBERS AND THE COMMUNITY

1. Each member shall be expected to demonstrate the highest standard of personal integrity, truthfulness, honesty and fortitude in all public activities.
2. When speaking or acting as a private person or member of a group, members shall not create the impression that they speak or act for the St. Lawrence Fire Department.
3. All members shall avoid any activity giving rise to conflict of interest, actual or perceived.

4. No member shall use Departmental names, logos, letterhead or affiliation in any way to obtain profit or personal gain.

5. No member shall use affiliation with the Department in connection with a partisan political campaign or lobbying activities in any way.

109.2 MEMBERS AND THE ST. LAWRENCE FIRE DEPARTMENT

1. In supporting the mission of the St. Lawrence Fire Department, members shall abide by the ethics statements, organizational statements, SOGs and SOPs of the St. Lawrence Fire Department.

2. All members shall take reasonable steps to protect against disclosure of confidential information.

3. All statements of policy or position shall be formally approved by the Chief or his/her designate before public release.

4. No member may use departmental titles or affiliation in connection with a commercial or organization endeavour.

5. Members shall maintain high standards of professional competence and performance; they should seek out and participate in appropriate professional development activities.

109.3 MEMBERS RELATIONSHIP TO EACH OTHER

1. Each individual member of the St. Lawrence Fire Department shall be responsible and accountable for their own actions, and to some extent, for the well being of other members.

2. Members shall be;

- Considerate of one another's values, ideals, possessions, feelings, etc.
- Discrete when communicating with other members of the department.
- Tolerant of our differences whether they are gender, colour, religious faith, and or sexual orientation, as these are the differences that make us better able to serve the needs of a diverse community.

• United during good times and in difficult times, organizations must continue to work together as a team.

3. Exploitation, discrimination, abuse, harassment and insensitivity are always wrong. It is the responsibility of all members to strive to eliminate them whether they are unconscious or conscious, covert or overt, while taking care to respect the rights of others.

4. Respect towards positions of authority and leadership shall be expected.

5. Progressive discipline, up to and including discharge, shall be imposed for cause if a member is found in violation of these articles.

200 ADMINISTRATION & PERSONNEL GUIDELINES

201 CONSTITUTION & BYLAWS

1. The Constitution & Bylaws shall define, but not limited to; • Objectives • Membership • Organization • Areas of response • Duties • Structure • Financial • Code of Conduct

2. All members shall have access to a copy of the Constitution & Bylaws and amendments as they are promulgated.

202 INTERNET

1. The department may provide members with access to E-mail and the Internet for business use on an as needed basis. Members shall utilize these communication types in a professional manner.

2. Member use of department provided access to E-Mail and/or the Internet is an acknowledgement of an agreement to abide by the following conditions.

3. Use of the Internet and/or E-mail shall not occur in a manner that may be disruptive, offensive to others or harmful to morale.

4. Incidental personal use is acceptable provided it complies with any applicable department Internet/E-Mail policy.

5. Members who violate E-mail or Internet policies will be subject to disciplinary procedures up to and including expulsion.

203 SOCIAL MEDIA

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

203.1 MEMBERSHIP RESPONSIBILITIES

1. Members shall demonstrate professionalism when representing the organization on any social medium.

2. No member shall post any media format of the organization or its membership without the consent of the Chief or their designate.

3. Any member who chooses to post any media format on any social medium does so at their own liability and they shall not be protected by their organization.

4. No member shall discriminate against any other member or the organization on social networks, discussion forums, wikis, podcasts, etc.

5. Members are not discouraged from taking pictures and or videos at training for organizational use, copies of the media shall be provided to the organization.

6. All photos and or video taken with departmental equipment shall remain the property of the department.

7. No member shall take pictures and or video at emergency scenes without the consent of the Officer In Charge/Incident Commander.

8. No pictures and or videos shall be given to any person or agency without the permission of the Chief or their designate.

204 TRAINING

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

204.1 PROBATIONARY FIRE FIGHTER

1. All prospective members shall have completed a Criminal Records, Medical and Child Abuse check and confirm they have no charges pending prior to being accepted as a probationary member.

2. A prospective member with a criminal record, or charges pending, shall be vetted by the Executive Committee for acceptability into to the department.

3. All prospective members shall serve a mandatory probationary training period of 3 months.

4. All probationary members shall complete the following training requirements to the satisfaction of a fire line officer as soon as possible in the probationary period; • PPE – donning, checking, correct operation • SCBA – mask fitting, donning, change bottle, bottle stowage • Radio – use of base, portables, pagers • Medical Bags – location, contents, AEDs • Accountability – tags, board • Vehicles – ID numbers, truck familiarization, driving

5. Probationary members shall be limited in the range of tasks they may undertake during operations.

6. Probationary members shall be allowed to participate in a greater range of tasks as their training and skill level increases with the approval of the Training Officer.

7. Probationary members who were previous active members and who left in good standing may have the remainder of the probationary period waived upon completion of the training package.

8. An air brake endorsement and driver training shall be obtained prior to any member operating any vehicle with air brakes.

9. When the probationary member has completed all requirements their application for active membership shall be assessed by the Executive Committee and full membership will be granted or denied.

205 QUALIFICATIONS OF CHIEF OFFICERS

1. Only those members having the following qualifications shall be permitted to stand for election to the office of Chief

- A minimum of 5 years experience in the department
- A minimum of 3 years experience as an Officer in the department.

Within their first term as Chief, the fire Chief shall complete the following

- Level 1
- Incident Command course
- Strategy course
- Fire Safety Officer course
- Fire Inspection basic course

2. Only those members having the following qualifications should be permitted to stand for election to the office of Assistant Chief

- A minimum of 5 years experience in the department
- A minimum of 3 years experience as an Officer in the department.

Within their first term as Chief, the fire Chief shall complete the following

- Level 1
- Incident Command course
- Strategy course
- Fire Safety Officer course
- Fire Inspection basic courses

3. Chief and Assistant Chief should have a knowledge of;

- Effective leadership and management principles and practices
- Applicable laws and regulations affecting municipal firefighting
- Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations
- Important developments in local area, Provincial and Federal government agencies as they relate to the fire service;
- Fire protection, EMS, Haz-mat, fire prevention, and other emergency operations

4. Chief and Assistant Chief should have the ability to;

- Provide the leadership and management of the department
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented department where all members know their mission, role, job; and goals and objectives.
- Build constructive relationships by promoting effective partnerships with other Departments, the public, and Municipal, Provincial, and Federal officials
- Represent and speak on behalf of the department and its work
- Plan, train, and manage the work of department personnel.

206 QUALIFICATIONS OF CAPTAINS

1. Only those members having the following qualifications shall be permitted to stand for election to the rank of Captain;

- A minimum of 4 years experience in the department.

Within their first term Captains shall complete courses/training in

• Fire Control • Incident Command • Strategy & Tactics • Fire Safety and have commenced Level 1 and continue to completion within a timeframe to be determined by the Chief.

2. Captains should have the knowledge of;

- department administration and fire company organization
- Pre planning methods and techniques and the principles of protection of life and property
- Proper operation and maintenance of apparatus and equipment used in fire fighting
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision
- Pertinent federal, provincial, and local laws, regulations, and policies.

3. Captains should have the ability to:

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

207 QUALIFICATIONS OF LIEUTENANTS

1. Only those members having the following qualifications shall be permitted to stand for election to the rank of Lieutenant;

- A minimum of 2 years experience in the department.

Within their first term complete courses/training in

• Fire Control • Incident Command • Strategy & Tactics • Fire Safety and have commenced Level 1 and continue to completion within a timeframe to be determined by the Chief.

2. Lieutenants should have the knowledge of;

- department administration and fire company organization
- Pre planning methods and techniques and the principles of protection of life and property
- Proper operation and maintenance of apparatus and equipment used in fire fighting
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision
- Pertinent federal, provincial, and local laws, regulations, and policies.

3. Lieutenants should have the ability to:

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

208 QUALIFICATIONS OF THE TRAINING OFFICER

Only those persons having the following qualifications should be appointed to the position of Training Officer;

- A minimum of 5 years experience in the fire service.

It is expected that they have completed training in, or have experience in • Fire Control • Incident Command • Fire Safety Officer • Strategy & Tactics and have commenced Level 1 and continue to completion within a timeframe to be determined by the Chief.

1. The Training Coordinator/Officer shall be required to perform the duties below:

- Plan, organize and direct training of the department
- Provide oversight to all training activities
- Evaluate fire personnel and program effectiveness
- Recommend equipment purchases
- Prepare and administer training budget
- Maintain training records on a continual basis
- Maintain a list of qualified drivers
- Develop, implement, monitor and evaluate training program goals
- Research, obtain and maintain training educational materials
- Attend special schools, conferences, and seminars, as required

2. The Training Coordinator/Officer should have a knowledge of;

- Pre-planning methods and techniques and the principles of protection of life and property
- Proper operation and maintenance of apparatus and equipment
- Principles of fire tactics and strategies and salvage
- First aid and resuscitation practices
- Instructional techniques and training methods
- Common hazardous materials and chemicals
- Principles and practices of supervision
- Pertinent federal, provincial, and local laws, regulations, and policies

3. The Training Coordinator/Officer should have the ability to:

- Effectively supervise others, and maintain discipline
- Work effectively as part of a group or team to achieve common goals
- Establish and maintain effective and cooperative working relationships
- Operate fire apparatus and equipment
- Maintain professionalism and composure at all times
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines.

209 FIREFIGHTER JOB DESCRIPTION

1. Fire fighters shall be required to perform the duties listed below and other unspecified tasks within their scope of training;

- Respond to routine calls and emergencies for protection of life and property
- Assist in all phases of fire fighting operations and medical emergencies as directed
- Operate fire fighting and first aid equipment
- Maintain and inspect equipment and make minor adjustments and repairs to same
- Assist in the maintenance and clean-up in and about the fire hall
- Communicate with the public answering general questions

2. Fire fighters should have a knowledge of basic mathematics and mechanical principles.

3. Fire fighters should have the ability to:

- Learn and apply firefighting and rescue methods and techniques
- Learn the basic operation, mechanics, and maintenance of firefighting equipment and fire apparatus
- Learn to drive fire apparatus with care and safety in accordance provincial regulations during emergency and non-emergency situations
- Learn pertinent federal, provincial, and local laws and regulations
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Interpret, understand and carry out department policies, procedures and training evolutions
- Read and interpret maps and pre-fire plan drawings
- Interpret and follow oral and written instructions
- Communicate clearly and effectively
- Establish and maintain courteous and effective working relationships with those contacted in the course of work, including Municipal staff, members of other governmental agencies, and the general public
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures

210 MEDICAL ELIGIBILITY AT DEPARTMENT ACTIVITY

1. Any member responding to a call, training, or other department activity shall report any medical conditions or any other condition that may hinder or restrict completion of certain tasks to the OIC prior to leaving the hall or commencing training or activity.

2. Any member requiring ongoing doctors care for any injury or condition, ie. broken limbs, strains, sprains, concussion, pregnancy, communicable disease, etc, which may restrict or hinder their ability to respond to calls, train, and or perform certain tasks, shall consult with their doctor to determine their restrictions, if any. Any restrictions need to be reported to the Chief immediately.

3. Changing medical conditions shall require the member and their doctor to re-evaluate their medical condition to change or add any restrictions as required. Any change in conditions need to be reported to the Chief immediately.

4. Any member having documented medical restrictions regarding to fire department service must have a medical doctor's clearance to return to full service. Documentation is required.

5. Pregnant members shall be re-evaluated monthly by their doctor to change or add any restrictions as required.

211 APPARATUS ACCIDENTS

1. Members are responsible for avoiding unsafe acts and situations that may endanger them, fellow members, and the public or might cause damage to the property of others or the department.

2. Department vehicles that are involved in an accident of any type, whether parked, involving a stationary object or another vehicle, shall be reported immediately.

3. Accidents shall be investigated and proper remedial action taken to prevent recurrence of similar accidents.

4. Failure to abide by safety rules and regulations and/or to follow appropriate reporting procedures will result in appropriate disciplinary action.

211.1 VEHICLE ACCIDENT SCENE PROCEDURE

1. Stop the vehicle immediately and check for injuries, including those in any other vehicles involved or pedestrians.

2. Advise via radio of: • type of accident • location • injuries, if any

3. If the incident occurs while enroute to an emergency, request additional unit(s) to cover the call, if needed. In the event of property damage only, the OIC will have personnel (preferably two members) remain at the scene to manage the incident. In the event of personal or potential personal injury, the OIC will determine the need for assistance at the incident and deploy members (a minimum of two preferably holding MFR certification) to triage the scene until medical assistance/police arrive. The

department vehicle can then proceed to the emergency to which they were initially responding.

4. Provide treatment to the injured as capable and request appropriate response units.

5. Notify the Chief or designate of the accident.

6. Protect the scene through the use of warning lights, traffic cones etc., to prevent further injury or damage.

7. Remove vehicles and obstructions from the roadway only on the orders of the RCMP.

8. Do not discuss the accident or make any statements to anyone except to the proper authorities.

9. Document the scene as much as possible, pictures, licence info, etc.

10. All members involved in the accident should be checked by EMS and transported to hospital as required.

11. Members not transported shall see their family doctor as soon as possible and have medical clearance completed prior to returning to duty.

211.2 POST ACCIDENT PROCEDURE

1. On return to the hall the driver and the Officer In Charge of the apparatus shall prepare and submit a summary report of the incident. The report will contain: • Date, time and location of incident • Person(s), apparatus, and/or equipment involved • Statements from person(s) involved and witnesses • An assessment as to contributing factors to the accident defined as: – Negligence – At Fault with Extenuating Circumstances – No Fault

2. The determination of fault shall be explained in detail.

3. Photographs of the accident scene and damage to the vehicle.

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

211.3 CHIEF RESPONSIBILITIES

1. The Chief or designate shall respond to the scene upon notification to ensure all operational issues are addressed, make a visual survey of the accident scene and ensure photographs are taken.

2. Photographs, digitally dated and timed, if possible, shall be taken of the following: • Damage to the department vehicle • Damage to any other vehicle(s) • Damage to any other non-vehicular property • The intersection or area of the accident, in all directions • Any skid marks that may be present • Any visible contributing factors to the accident.

3. The Chief shall ensure that all required accident report forms, statements, and other pertinent data are completed and recorded.

211.4 FOLLOW UP & REVIEW RESPONSIBILITIES

1. The Executive Committee shall convene to meet as an accident review board to review the accident and determine causative factors which contributed to the accident.

2. The primary function is to review the accident for cause and availability factors and make recommendations to prevent further incidents.

3. In the event member negligence contributed to the accident, recommendations for disciplinary action shall be forwarded for disposition.

4. Upon completion of the review, the final report shall be passed on to the Chief for appropriate action to be taken, if necessary.

212 PERSONNEL ACCIDENTS/INJURIES

1. All personnel accidents and or injuries at incidents, training, or other authorized department activities shall be investigated and documented.

2. The Officer In Charge of the incident, training, or activity shall take actions as appropriate for the accident or injury. As the seriousness of the accident or injury increases so should the immediate corrective action.

3. The Chief or designate shall be notified as soon as possible after an accident or injury has occurred.

4. The Chief shall be responsible for beginning the investigation process.

5. The Executive Committee shall also determine if any measures can be taken to prevent a similar accident or injury in the future. This could include revision of training procedures and/or remedial training for all members.

6. Upon completion the completed Accident or Injury Investigation report shall be forwarded to the Chief for review.

213 NEAR MISSES

1. All near misses which could have potentially resulted in injury that occurs during fire department activities (firefighting, rescue, training, and fund raising) **must be reported** to an officer ASAP.

2. Injuries and near misses are to be documented.

3. Near misses are to be investigated.

4. **Proper WHSCC forms or near miss incidents will be documented and completed by the office in charge.**

214 SMOKING

1. The ST. LAWRENCE FIRE DEPARTMENT is committed to providing all members and the public with a smoke free environment.
2. There shall be no smoking in any building or vehicle under the control of any St. Lawrence Fire Department.
3. There shall be no smoking while on calls or during training unless excused by the OIC. During training a member may be excused by the training officer.
4. Smoking while at the firehall shall be confined to areas provided outside of the building.

215 HARRASSMENT

1. The St. Lawrence Fire Department is committed to maintaining an environment where personnel at all levels are free to devote their full attention and best efforts to the various activities of the fire service.

215.1 GENERAL

1. Harassment, either intentional or unintentional, has no place in the fire service, accordingly, the St. Lawrence Fire Department shall not tolerate or authorize any form of harassment of or by any member based on race, sex, sexual orientation, religion, colour, national origin, age, and or disability.
2. The term harassment includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to a member's race, sex, sexual orientation, religion, colour, national origin, age or disability which would make the reasonable person experiencing such harassment uncomfortable in the environment and or which could interfere with the member's performance.

215.2 SEXUAL HARASSMENT

1. Sexual harassment includes but not limited to: • intentional physical conduct which is sexual in nature, such as touching, pinching, or brushing against another member's body • unwelcome sexual advances or comments or requests for sex or sexual activities, regardless of whether they are accompanied by promises or threats • sexual displays or publications such as calendars or graffiti • other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's performance, or creating an offensive environment • retaliation for complaints of harassment
2. Examples of sexual harassment include but are not limited to: • explicit sexual propositions, sexual innuendo, sexually suggestive comments • sexually-oriented kidding or teasing, practical jokes, jokes about gender-specific traits • foul or obscene language or gestures • displays of foul or obscene printed or visual material • reading or otherwise publicizing materials that are sexually suggestive or revealing.

215.3 REPORTING PROCEDURE

1. The Department cannot resolve matters that are not brought to its attention. Any member, regardless of position, who has a complaint of or who witnessed harassment by anyone, should immediately bring the matter to the Chief's attention.

2. If the complaint or observation of harassment involves someone in the member's direct line of reporting, or if the member is uncomfortable discussing the matter with a specific officer, then the member is urged to go to another officer.

3. Members may bring their complaint of or observation of harassment to any officer.

215.4 INVESTIGATION

1. The Department shall thoroughly and promptly investigate all claims of harassment.

2. The Chief or designate will meet with the complaining member to discuss the results of the investigation and, where appropriate, review the proposed resolution of the matter.

3. If an investigation confirms that harassment has occurred, the Department will take corrective action, including such discipline up to and including immediate discharge, if appropriate.

4. Complaints of harassment shall be kept as confidential as possible. Information shall only be released on a need-to-know basis and no member shall be subjected to retaliation by the Department because they reported what they believed to be an incident of harassment.

5. All complaints shall be documented.

300 SAFETY GUIDELINES

301 ACCOUNTABILITY TAGS

1. All members shall have an accountability tag with their name, department number on it issued to them.

2. The accountability tag shall be clipped to the ring on the back of the helmet.

3. The OIC will designate an Accountability Officer upon arrival at the emergency scene.

5. The accountability tag shall remain on the member's helmet until tasked.

6. When tasked the tags shall be collected and clipped to the personnel control board by the Accountability Officer.

7. Upon completing the task, the accountability tag shall be personally retrieved by the member, allowing the Accountability Officer to account for personnel at all times.

8. Do not allow anyone to retrieve your accountability tag for you or retrieve another person's accountability tag for them.

9. A PAR shall be conducted at regular intervals to account for all personnel.

10. On termination of the incident all members shall retrieve their accountability tag from the personnel control board prior to leaving the scene.

11. The Accountability Officer or OIC shall ensure all personnel are accounted for prior to leaving the scene.

12. To ensure safety you shall present your tag upon demand to the Accountability Officer or OIC before being assigned a duty.

13. If your accountability tag becomes lost or damaged report it to the OIC immediately.

14. If you find an accountability tag, report it to the Accountability Officer or OIC immediately.

302 PERSONNEL ACCOUNTABILITY ROLL CALL (PAR)

1. The Accountability Officer shall carry out a PAR at intervals of no longer than 20 minutes at all incidents involving fire, Hazmat, confined space entry, Chief investigations, where members are out of direct sight of other members, or for any incident deemed necessary.

2. All members on scene and tagged in on the personnel control board shall be accounted for.

3. PAR may be conducted over the radio or by sight.

4. Any personnel not accounted for during PAR shall require an Intervention Team to be deployed to the last known position of the missing personnel.

5. PAR may be conducted at any time less than 20 minutes on the order of the Accountability Officer, OIC, or Chief if circumstances dictate.

6. The Accountability Officer has the implied permission to carry out the PAR when required, but must be aware of other radio traffic also going on.

303 PAR PROCEDURE

1. The Accountability Officer shall announce over all frequencies being used that it is minute 15 and PAR will take place in 5 minutes.

4. The Accountability Officer shall compare the responses with the numbers on the accountability board.

5. The Accountability Officer shall inform either PAR correct or PAR incorrect.

6. If PAR is incorrect, the Accountability shall inform the OIC as to any missing members.

304 ZONES

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

304.1 HOT ZONE

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

304.2 COLD ZONE

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

304.3 COLLAPSE ZONE

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

305 ACCOUNTABILITY OFFICER

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

306 SELF CONTAINED BREATHING APPARATUS (SCBA)

1. SCBA shall be provided for and used by all personnel working in areas where:
 - The atmosphere is hazardous
 - The atmosphere is suspected to be hazardous
 - The atmosphere may rapidly become hazardous
 - Below ground level
 - Confined spaces
 - If any doubts to the quality of the atmosphere exist
2. If the safety of the atmosphere can be established by testing with approved testing equipment and continuous monitoring is carried out, entry shall be allowed in any of the above areas without the use of SCBA.
3. Members using SCBA shall operate in teams of two or more and are to remain in close proximity and communication with each other.
4. At least one member of the team shall have a radio tuned to the working frequency of the incident.
5. A second SCBA team shall be available to relieve or assist the first team prior to the first team entering the danger area.
6. Only members with a properly fitting face piece shall be permitted to function in a hazardous atmosphere with SCBA.
7. All members using SCBA shall be regularly trained and tested in the safe and proper use of the equipment.
8. There shall be no hair between the mask seal and the wearer's skin ensuring the mask seal shall be in full contact with the face, temple hair may be the only exception.
9. To eliminate, or at least minimize the likelihood of the users facepiece seal being compromised, the following shall be adhered to:
 - Facial hair grown shall be kept well trimmed, due to the potential for compromising the facepiece to face seal.
 - Facial hair grown around the mouth shall not be kept in such a manner that may interfere with the operation of the facepiece exhalation valve.
 - Facial hair shall not come between the mask seal and the skin.
 - Facial hair includes, but is not limited to: sideburns, moustaches, any form/type of beard, etc., as in accordance with the CSA, ANSI and recommended Manufacturers specifications Feb15 2006.
10. When a member must wear eye glasses while using SCBA, the face piece shall be fitted with eye glass holders in such a manner that it shall not interfere with the face-to-face piece seal.
11. Eyeglass frames shall not pass through the seal area of the face piece, unless of a design allowing a proper seal.
12. Use of contact lenses shall be permitted during SCBA use, provided that the member has previously demonstrated successful long term contact lens use.

306.1 SCBA OPERATIONS

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

306.2 SCBA PERSONNEL ALERT SAFETY SYSTEM (PASS)

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

306.1 SCBA PASS ACTIVATION

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

307 PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. All personnel shall be issued PPE meeting or exceeding NFPA standards at the time of manufacture.

2. All personnel shall be instructed in the correct way to wear and use all PPE prior to responding to any incident or training exercise.

3. Personnel shall not respond to any incident unless the appropriate PPE for that incident is available to them and is worn.

307.1 TURNOUT GEAR

1. All personnel shall be issued turnout gear of a size to fit properly allowing movement and complete protection.

2. All closure devices shall be in working order.

3. Turnout gear shall be inspected after each use checking for rips, tears, dirt, and bodily fluids.

4. Dirt and bodily fluids shall be removed by washing.

5. Holes are to be repaired, if possible, or the gear is to be scrapped.

6. All turnout gear shall be washed as required or at least every 12 months.

7. All pieces of turnout gear shall be marked with the wearer's fire department number on the inside.

8. Any deficiencies shall be reported to an Officer immediately.

9. Turnout gear shall be worn at; • Fire incidents • MVC's in the district • MVC's out of the district if weather conditions dictate • Public service calls • Any incident with the potential to require the use of SCBA

307.2 HELMET

1. All personnel shall be issued a helmet.

2. Chief Officers shall be issued a white helmet.

3. Captains shall be issued a red helmet and Lieutenants a blue one.

4. Fire fighters shall be issued a yellow helmet.

5. The wearer shall properly adjust it so as it stays on the head offering maximum protection.

6. The helmet shall have a face shield, or NFPA approved goggles, and chinstrap in working order.

7. All helmets shall be cleaned when soiled.

8. All helmets shall be marked with the wearer's fire department number.

9. Any deficiencies shall be reported to an Officer immediately.

10. Helmets shall be worn; • With turn out gear • At fires • At MVC's • At public service calls and during training when required.

307.3 FIRE FIGHTING GLOVES

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

307.4 NOMEX HOOD

1. All personnel shall be issued a Nomex hood.
2. The hood shall be inspected after every use for holes and dirt.
3. Hoods shall be marked with the wearer's fire department number.
4. The hoods shall be washed with turn out gear.
5. Any deficiencies shall be reported to an Officer immediately.
6. The hood shall be worn with SCBA at all times.

307.5 FIREFIGHTING BOOTS

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

307.6 COVERALLS

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

sessions as permitted by the Officer In Charge • At MVC's outside coverage area if weather conditions allow • For general station duties

308 VEHICLE OPERATION

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

309 DECONTAMINATION

309.1 GENERAL

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

309.2 PURPOSE

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

309.3 PROCEDURE: Biological Contamination

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

309.4 PROCEDURE: Non Biological Contamination

1. Any member who becomes contaminated at an incident shall take steps to prevent the contamination from spreading beyond their PPE. This includes preventing the contaminants from being inhaled, ingested, or absorbed in to their body.
2. The member shall attempt to prevent the cross contamination of other people, vehicles, or surroundings.
3. PPE that is contaminated as a result of fire by-products such as soot, charred material, insulation, dusts, or dirt shall be rinsed off at the scene with a hose line. This should be done before the PPE is removed.
4. Avoid flushing contaminants into sensitive areas such as natural waterways or water supplies.
5. The PPE should then be washed on scene with a solution of PH neutral cleaner and a brush.
6. After scrubbing, rinse the firefighter again. It is preferable that on scene decontamination be completed before the firefighter's SCBA face piece is removed
7. If the remaining products of combustion pose a contamination hazard, remove the PPE and put it inside 2 clear plastic bags.

8. If the outdoor temperature is below freezing, you may attempt to remove contaminants by using a brush only.

9. During on scene decontamination, pay special attention to preventing water from entering the SCBA first and second stage regulators. 1

10. PPE that is contaminated by products which pose an environmental risk such as fuels; acids and other liquids must be removed, placed inside 2 clear bags and tagged for special cleaning.

11. If contamination by asbestos is suspected, perform wet decontamination before the SCBA is removed. Keep all protective clothing wet to prevent fibres from becoming airborne. Bag the protective clothing for cleaning.

12. Hard goods such as helmets, boots, hand tools, etc., shall be washed using wet washing methods. If rags are used to wash the equipment, those rags should be disposed of in the garbage.

309.5 SCBA Cylinders and Packs

1. During firefighting operations, attempt to decontaminate SCBA cylinders and packs.

2. Wipe the cylinders with rags or rinse them with water to prevent contaminants from obstructing the proper sealing of the first stage regulator with the cylinder.

3. SCBA packs may be decontaminated at the scene using the same procedure as for the cylinders.

4. If time permits, cylinders and packs should be decontaminated at the scene before they are loaded on a vehicle and transported back to a fire station.

5. All cylinders shall be decontaminated before refilling.

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

310 EMERGENCY EVACUATION

1. Upon indication of an imminent structure failure, the air horns of the nearest apparatus shall be sounded for three 5-second blasts followed one minute later by a second signal of three 5-second blasts of the air horns.

2. All fire fighters in the structure shall immediately leave the structure and report to the Accountability Officer to be accounted for.

3. An evacuation order shall also be issued over all radio frequencies in use at the incident.

4. Upon indication of imminent danger in the Hot Zone of a Hazardous Material Incident, the air horns of the nearest apparatus shall be sounded for three 5-second blasts followed one minute later by a second signal of three 5-second blasts of the air

horns. All fire fighters in the Hot Zone shall immediately leave the Hot Zone and report to the Accountability Officer to be accounted for.

5. An evacuation order shall also be issued over all radio frequencies in use at the incident.

6. A PAR shall be conducted to confirm all personnel have evacuated and been accounted for.

311 MAYDAY PROCEDURES

1. The initial Mayday call shall immediately be followed by the location and the nature of the problem of the effected personnel, if possible.

2. On hearing a Mayday call all personnel shall maintain radio silence; the IC only shall use radio communications until further notice.

3. The IC shall prepare to send an Intervention Team to the location of the Mayday.

4. Unless personal safety is threatened, personnel shall not abandon their work assignments unless ordered to by the IC. The rescue has precedence but certain suppression and related activities may be necessary in order to accomplish the rescue.

5. A PAR shall be conducted as soon as possible after a Mayday call to account for all personnel on scene.

7. The IC will advise when general radio traffic may resume.

312 VEHICLE INSPECTION

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

2. All department vehicles shall be inspected on a regular scheduled basis to prevent, identify and correct unsafe conditions.

3. A preventive maintenance program shall be established and records shall be maintained.

4. Any department vehicle found to be unsafe shall be placed out of service until repaired.

5. Any problems with the department vehicles shall be reported immediately to an Officer.

313 DRESS

1. All personnel shall wear appropriate PPE, clothing and footwear to fit the type of response and the weather conditions.

2. Shorts and sandals are not appropriate dress.

314 SAFETY VEST

1. When the nature of the incident requires personnel to work in or near moving traffic a Class 2 safety vest shall be worn by all personnel prior to leaving the apparatus.

2. Turnouts are not acceptable as high-visibility highway safety apparel; personnel shall wear a safety vest over the turnout jacket.

3. Safety vests are not required for personnel, dressed in full PPE and SCBA, actively involved in fire suppression.

4. The exemptions for wearing safety vests applies only to personnel directly involved in activities within an established hot zone and only when the hot zone is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

5. All other personnel on-scene performing duties shall wear a vest when working in or near moving traffic.

6. Personnel directly involved in fire suppression activities that complete their activities within the designated hot zone are required to don safety vests once their activities within the hot zone are completed or they leave the immediate hot zone area of the incident scene.

7. If your feet are on the street, your vest is on your chest.

315 ASSAULTS ON PERSONNEL

1. Personnel and scene safety is highest priority of the department.

2. If a member is assaulted on a scene, a Mayday call shall be issued immediately.

3. RCMP shall immediately be called to the scene.

4. All members shall defend themselves using all necessary means to stop the assault.

5. Members shall remain within legal principals of self defence.

6. Whenever possible and practicable, anyone assaulting a member shall be detained until RCMP arrives.

7. EMS shall be called to the scene to check out the assaulted member.

316 AIR MANAGEMENT

1. Air management is the ongoing assessment of air consumption by individual firefighters and or teams that are breathing air from a SCBA.

2. All firefighters shall follow The Rule of Air Management (R.O.A.M.) defined as each individual firefighter knowing how much air they have on entry and managing that air so they can exit any hazardous atmosphere before their SCBA low air warning activates.

316.1 GENERAL SCBA AIR MANAGEMENT

1. SCBA's shall be used by all personnel operating in an area where the potential for a hazardous atmosphere exists including, but not limited to: • Interior structural firefighting operations • Exterior structural firefighting operations where the potential for breathing smoke exists • Overhaul operations, even in the absence of visible smoke • Car fires • Dumpster and rubbish fires • Hazardous materials incidents in the hot and warm zones • Confined space entry on air • CO emergencies where the CO concentration exceeds 25PPM. • Any time the Incident Commander, Safety Officer or OIC deems necessary.

2. The low air alarm activates when the SCBA cylinder has 25% of its capacity remaining, this 25% is the emergency reserve and should not be used for exiting the hazard area.

3. Using the rule of air management, check air before entry and at natural breaks: • Before changing levels • Before entering a room • After moving down a hallway • After searching a room • Before and after completing a physically demanding task • Before beginning a new assignment • At timed benchmarks

4. Team members shall inform the team leader of their air status at all air checks.

5. A team member should never work into their reserve air. If their low air warning activates in the hazardous atmosphere, the team leader shall report over the radio to Command their location, activation of a team member's low air warning, and an estimate of how close they are to the exit.

6. The team shall immediately exit the hazardous atmosphere.

7. When possible, team members should be rotated to equalize work load and maximize work time.

8. Exit the hazard area before the low air alarm activates. The time to exit will be influenced by several factors such as: • Rate of breathing • Physical conditioning • Stress level • Location inside structure • Visibility • Fire conditions • Debris, furniture, etc. • Layout of the structure

9. Officers and team leaders shall take the lead in air management. Officers and team leaders shall make the decision to exit the hazardous atmosphere before their teams low air warning activates.

10. Ultimately, air management is each firefighter's responsibility. It is not acceptable for firefighters to work in hazardous atmospheres up to the time when their SCBA low air warning activates.

11. A low air warning or PASS alarm activation at an emergency scene is an audible warning that a firefighter may be in trouble. This will initiate deployment of an Intervention Team unless immediate radio report is received.

12. All manufacturers' instructions shall be followed.

319 FIREFIGHTER INJURIES

1. All personnel injured during operations and or training shall be tended to by a Medical First Responder.
2. If the injury is beyond the scope of MFR skills EMS shall be called to the scene.
3. If there is any doubt to the extent of the injury EMS shall be called to the scene.
4. If the fire fighter is transported to a medical facility the Next of Kin shall be informed as soon as possible.
5. The injury shall be documented and investigated.

320 APPARATUS BACKING

1. Backing of apparatus should be avoided whenever possible.
2. Spotters should be used: • when backing is unavoidable • when vehicles must negotiate forward turns with restrictive side clearances • where height clearances are uncertain
3. Spotters shall agree on a backing plan with the driver before proceeding.
4. The driver's window shall be in the down position.
5. When personnel and conditions permit 2 spotters should be used when an apparatus is backed, 1 located at the left rear corner and 1 at the right front corner of the apparatus.
6. If only 1 spotter is available, they shall be positioned at the left rear corner of the apparatus.
7. Spotters should not be used to control traffic, if required other personnel should be used to control traffic.
8. Anytime a driver loses sight of a spotter, the apparatus shall be stopped until the spotter is visible, and the signal to continue is indicated.
9. Spotters should use highly visible and recognizable signals when directing apparatus.
10. If insufficient personnel are available on the apparatus, personnel within the hall shall be summoned to assist.
11. If spotters are unavailable, the driver shall exit the apparatus and complete a 360 degree check for obstacles.
12. When blocking traffic for the purpose of backing into halls, emergency warning lights shall be utilized.
13. When backing an apparatus at night, the signals shall remain the same.
14. The spotter shall assure that the spotlights on the rear of the apparatus are turned on before allowing the apparatus to be backed.
15. The spotters shall remain with the apparatus until it is stopped in its proper location.

400 RESPONSE GUIDELINES

401 DEPARTMENT

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

402 REPORTING TO THE DEPARTMENT

1. On receipt of an emergency page all available members shall report to the fire hall to obtain appropriate PPE, equipment, and assignment.
2. Members who are closer to the incident and report to the scene shall remain aware of their personal safety and not attempt to do anything unsafe until other members, apparatus, and equipment arrives on scene.
3. If a member who has reported to the scene has confirmed equipment and personnel have been dispatched, that member shall remain near the scene and await orders from the OIC.
4. No member shall not enter the scene until ordered and accompanied by another properly equipped member.

403 PERSONAL VEHICLES

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

404 HALL ARRIVAL

1. The first arriving member shall turn on the hall lights and open the bay doors.
2. The first arriving Officer, or a fire fighter if no Officers respond, shall select personnel and equipment to suit the call and begin the response.

3. As members arrive they are to dress in the appropriate gear and follow the OIC's orders.

405 HALL DEPARTURE

1. The driver of a vehicle shall complete a circle check ensuring that all doors and cabinets are shut and all equipment is secure on the outside of the vehicle.

2. The driver shall check for any objects or personnel in the path of the vehicle prior to moving the vehicle.

3. All power cords and airlines shall be disconnected prior to moving the vehicle.

4. All personnel in the vehicle shall be belted in prior to the vehicle moving.

5. All SCBA shall remain strapped to the seat until scene arrival.

6. The driver and the OIC shall ensure that traffic has stopped on the street prior to the vehicle entering the street.

8. If conditions warrant the use of emergency lights and siren, they shall be operating prior to the vehicle entering the street.

406 STAND DOWNS

1. If dispatch stands down the response prior to scene arrival, the OIC shall down grade the response and continue to the scene to confirm the situation at the scene.

2. The OIC may stage some units at a convenient location and or return some units to the hall.

3. If the stand down comes from a member or another fire department, all units shall return to the hall at the discretion of the OIC after contacting the member or other department to confirm the situation.

407 PERSONNEL

1. Personnel to crew the first out unit shall be selected by the OIC to meet the needs of the incident from the members initially responding.

2. If in the opinion of the OIC, the personnel responding are either too few, inexperienced, or not qualified to respond to the incident, the OIC shall immediately have a second page made to request additional personnel.

3. No unit is to leave the firehall unless a minimum of 4 personnel are available unless permission has been received from an officer ranking captain or higher.

5. The driver of a vehicle should remain with the vehicle unless otherwise directed by the OIC.

408 HALL RETURN

1. On the return to the fire hall no emergency lights shall be used.

2. Once near to the fire hall all emergency lights of the apparatus shall be turned on and the apparatus shall reduce speed coming to a complete stop.

3. Personnel shall be used to ensure traffic stops and remains stopped while the apparatus is backed into the fire hall.

4. Spotters are to be used at all times when backing apparatus on the road and into the hall.

5. When it is safe to do so, emergency lights shall be turned off.

6. The OIC of each apparatus shall ensure all equipment and supplies used during the response has been; • Cleaned • Replenished • Fuelled • Returned to the proper storage

7. The OIC or designate shall fill out the response log in a legible manner with all pertinent information on the incident.

409 PERSONNEL/GROUPS ON SCENE: The following personnel and groups may be on scene or found at incidents and have the duties, tasks, functions, and or impact on the incident as follows.

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

409.2 FIREFIGHTERS • The workers who make up the Company • Usually respond as a group on an apparatus • Carries out tasks on the scene • Works directly under the OIC.

409.3 SUPPORT PERSONNEL • Staff of outside agencies, Red Cross, Public Works, etc

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

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

409.6 POLICE • Represent the authority and the ability to control the location • Manages spectators, traffic control • Start and control evacuation

409.7 SPECTATORS • Are curious members of the general public • May interfere with the overall operation • May be exposed to the hazardous products of combustion 404

410 CRIME SCENES

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

500 TACTICAL GUIDELINES

501 COMMAND

1. At all incidents the Incident Command System (ICS) shall be used.
2. The IC shall be responsible for; • Fire fighter safety and survival • Occupants/victims lives • Fire control and suppression • Conservation of property during and after the incident • Providing short term services to stabilize and assist the customer
3. At all MVC's the RCMP are in command.
4. The first Officer on scene shall broadcast a site location on the response frequency.
5. The first Officer on scene shall establish command by notifying all responders, via radio, the name of the IC and the location of command.
6. When command has been established a complete size up shall be carried out and an incident plan devised and carried out

502 CHANGE OF COMMAND

1. The initial OIC may retain command for the entire incident or turn over to another officer or member.
2. Upon arrival of a senior officer, command may be passed over to the senior officer at the request of the OIC or on the senior officer's assessment that it is necessary to assume command.

3. Command shall only be passed at the command post and only after the present OIC briefs the new OIC on the incident and the plan in place.
4. The change in command shall be announced over the working frequency.

503 RULES OF ENGAGEMENT

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

504 RISK ASSESSMENT

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

504.1 GREAT RISK

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

504.2 SOME RISK

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

504.3 RISK NOTHING

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

505 EMERGENCY TRAFFIC CONTROL

1. Control of traffic at emergency scenes is crucial to the safety of all personnel, participants and bystanders on or near the scene.
2. The placement of apparatus, pylons, and signage for emergency scenes and operations shall be used to ensure the greatest possible safety.

506 INCIDENTS: The following incident specific guidelines shall be used to select equipment and personnel. In all cases listed in from 506.1 - 506.12 the following will happen prior to arrival on scene.

1. Apparatus shall be dispatched as per the SLVFD protocols.
2. The first arriving Officer shall be the OIC, if no Officers respond a firefighter shall be the OIC.
3. On the orders of the OIC, other personnel shall follow in private vehicles or remain at the hall.
4. On arrival or enroute the OIC of the first unit shall transmit an update, to other responding units, on the size and condition of the fire, whenever information becomes available.
5. If the size or condition of the incident warrants, the OIC shall immediately call for more mutual aid than that was automatically dispatched.

506.1 STRUCTURE FIRE / STANDARD ATTACK

1. The OIC shall establish a water supply, hydrant or tanker, prior to starting any attack.
2. The OIC of the attack engine shall position the engine no closer than 50 ft from the burning structure.
3. Considerations for vehicle placement shall include; • Collapse zones of buildings • Power lines • Traffic • Smoke and wind conditions • Hazards
4. All personnel arriving on the scene shall report to the Accountability Officer to have their tags collected and to be assigned tasks.
5. The OIC shall complete an initial assessment of the fire and decide upon an attack, interior or exterior.
5. The OIC shall attempt to learn if there are people in the structure or not accounted for.
6. The minimum size of the attack team shall be 2 SCBA trained personnel.
7. A back up team of 2 SCBA trained personnel shall be standing by, 2 in 2 out.
8. Other vehicles are to be parked as directed by the OIC.

506.2 FIRE ALARM

1. No down grading of a response shall be permitted after multiple responses to the same address for an apparently faulty system.
2. All alarms shall be investigated prior to being reset.
3. All businesses or units monitored by the system shall be entered and investigated for signs of fire and or sprinkler operation.
4. The OIC shall use the contact lists and the RCMP to contact business representatives for after hour responses.
8. Forcible entry shall only be used as a last resort.

506.3 VEHICLE FIRE

1. The first engine on scene shall be positioned upwind of the vehicle involved at least 100 feet from the vehicle, as conditions permit.
2. The second unit shall be positioned behind the vehicle involved providing blocking and warning lights.
3. A danger zone of a 100-foot radius around the involved vehicle shall be enforced, where possible. All personnel and vehicles within this area shall be cleared.
4. All personnel entering the hot zone shall have complete PPE and SCBA on.
5. Personnel approaching the involved vehicle shall stay clear of unsafe areas such as directly in front or rear of the vehicle, or facing the underside of the vehicle when on its side.
6. Fire fighters shall anticipate hazards; • Extra fuel tanks • Propane fuel cylinders • Airborne bumpers • Hazardous contents • Exploding fuel tanks, tires, drive shafts, and batteries
7. Under no condition shall the gasoline filler cap be removed.

506.4 ATTACK

1. Two pre-connects should be used for the attack, if manpower permits.
2. The pump operator shall set up for foam if available.
3. One attack line shall be set for wide fog pattern and used to supply protection to the attack team in the form of a water wall.
4. The second attack line shall be set on narrow fog and used to knock down the fire.
5. The attack team shall advance on the vehicle at an angle on one of the corners, upwind if possible, behind the water wall.
6. As soon as possible and if safe to do so the wheels of the vehicle on fire shall be blocked.
7. As lines advance the narrow fog line shall be directed at the seat of the fire.
8. When the fire is out, the attack team shall retreat from the vehicle.

9. When the attack team is at a safe distance from the vehicle, water shall be turned off.

10. A careful inspection of the vehicle shall be carried out to confirm the fire is out.

11. Caution shall be exercised when opening the hood and trunk covers, as the fire may flash outward.

12. The hood and trunk shall be propped open, since springs may be weakened or even nonexistent.

506.5 MVC/EXTRICATION

1. The unit with the rescue tools shall be positioned as close as conditions permit to the MVC, to provide protection to the rescuers and easy access to rescue tools.

2. The first in engine shall be positioned behind the MVC.

3. A line from the engine shall be charged for fire suppression.

4. Any other units shall be positioned ahead of the unit with the rescue tools.

5. If the Department is the first authority on scene the OIC shall; • Establish a command • Complete a scene survey • Stabilize the vehicle • Start first aid for the injured • Have fire control procedures started • Secure the area for evidence • Start crowd control • Start traffic control

6. When RCMP Authority arrives on scene the OIC shall; • Report to the member • Provide a progress report and ask for their input into the operations

7. When EMS arrives on scene the OIC shall; • Report to the Paramedics what has been done • Formally pass care of the injured to EMS

8. Access to the vehicle shall be done in a manner as to not harm the victims or rescuers.

9. Simple access methods shall be tried before cutting, such as opening doors.

10. If at any time during an extraction any rescuer perceives an unsafe condition, an unsafe condition developing, or immediate danger to the victim or rescuers that rescuer shall shout Freeze, bringing all activity to a halt so as the condition may be corrected.

11. All rescuers shall be aware of the many dangers present at a MVA/extrication; • Traffic • Fuel spills • Oil spills • Coolant spills • Glass • Sharp metal edges • Bodily fluids • Air bags • Cargo

506.6 BRUSH FIRE

1. Forestry Department shall be informed via dispatch when the department is responding.
2. The attack engine should be positioned upwind of the fire.
3. Class A foam may be used if available.
4. The fire shall be worked from both sides attempting to encircle the fire to control its spread.
5. When the fire is encircled work in from each side to extinguish it.

506.7 COLD WATER ICE RESCUE

1. The OIC shall designate a member as a spotter to keep visual and if possible verbal contact with the victim.
2. The spotter shall inform the OIC on any changes in the victim's condition and location immediately.
3. Two members, trained in water rescue techniques, shall immediately start dressing in rescue suits and prepare to carry out a water rescue at any time.
4. The OIC shall complete an initial size up to determine what method of rescue to carry out and what if any additional resources are required.
5. Rescue methods shall be considered in the following order of precedence:
 - Self-rescue – Talk the victim out of the water and or ice. A rope shall be thrown to the victim to assist with rescue. A victim suffering from hypothermia or injury may be unable.
 - Reach – Good method when victim is close to shore. The use of out stretched arms, pike poles, ladders, tree limbs, etc. Again the rescuer does not go on the ice or into the water. The victim must be capable of holding onto the extended object for this method to work.
 - Throw – This method works for victims further out in the ice or water. The throw bags are thrown at the victim, attempting to over throw the head of the victim. The victim must be capable of holding onto the rope for this method to work.
 - Go – The Go method shall only be used if the Reach and Throw methods will not or do not work. A victim suffering from the later stages of hypothermia will not be able to assist in the rescue thus requiring the rescuer to make direct contact with the victim.
11. Once a method has been chosen do not limit the rescue to just that method, keep the plan fluid allowing for changing conditions in the ice, weather, and victim.
12. All shore rescuers shall wear an approved PFD.
13. Shore rescuers working near the water in a precarious position shall be tethered with a manned safety line.
14. Water rescuers going on the ice or in the water shall wear a rescue suit tethered by a manned safety line.

15. Two water rescuers shall carry out a Go rescue. The primary rescuer shall approach the victim at angle with the rescue sled, ice pole, and rescue sling.

16. The secondary rescuer shall approach the victim from a different angle with an ice pole and rescue sling, approximately 20 meters behind the primary rescuer.

17. The rescuers shall keep a low centre of gravity and use a shuffling motion to avoid surface stress when moving across the ice

18. If the primary rescuer falls through the ice the secondary rescuer is to continue on to the victim unless the life of the primary rescuer is in danger.

19. The primary rescuer shall attempt to become free and assist the secondary if required or return to shore.

20. The first rescuer to reach the victim shall attempt to secure the rescue sling to the victim.

21. The ice pole may be used to secure the victim first.

22. The rescue sled may be used to assist the victim out of the ice.

23. Avoid entering the water with the victim unless no other options are available.

24. The line shall be attached to the victim using the carabineer and the loop in the line.

25. The rescue sling should be on victim within 10 seconds of reaching victim.

26. Assist the victim out of the water with the use of the ice awls, sled, and rescue sling.

27. When the victim is free of the water place on sled

28. It is critical to ensure that one or more ambulances are responded as early as possible to the incident. Rapid transport to hospital and early treatment are critical to the victim's survival.

506.8 COLD WATER RESCUE DROWNING

1. The OIC shall complete an initial size up to determine what method of rescue to carry out and what if any additional resources are required.

2. All personnel operating on or near the water shall wear PFD's.

3. Floatation devices, ice poles, or pike poles shall used to reach the victim if at all possible.

4. Personnel shall only enter the water as a last resort and only personnel who are strong swimmers shall enter the water.

5. Once ashore follow standard guidelines for a medical response.

506.9 CHIMNEY FIRE

1. The attack engine shall be positioned no closer than 50 ft from the structure.
2. Considerations for vehicle placement shall include; • Collapse zones of buildings • Power lines • Traffic • Smoke and wind conditions • Hazards
3. Other vehicles are to be parked as directed by the IC taken into account; • Collapse zones of buildings • Available space • Power lines • Traffic • Smoke and wind conditions • Hazards
4. All personnel arriving on the scene shall report to the Accountability Officer to have their tags collected and to be assigned tasks. 10. OThe IC shall complete an initial assessment of the fire and decide upon an attack, roof or interior.
5. The minimum size of the roof attack team shall be 2 SCBA trained personnel.
6. The roof ladder or aerial shall be used to access the chimney.
7. The fire shall be extinguished with the aid of; • chains • dry chemical powder • hose and snuffer
14. The minimum size of an interior attack team shall be 2 fire fighters in SCBA.
15. A back up team of 2 SCBA personnel shall be standing by, 2 in 2 out.
16. The interior team shall remove from all hearths, stoves, and chimney clean outs all ashes, embers, logs, debris, etc. in a metal bucket to the exterior of the dwelling.
17. When the fire is out, the areas surrounding the chimney shall be checked for extensions on all floors inside and out.
18. The appliance shall be checked for fire damage.
19. A written report shall be made to the occupant on the state of damage to the structure and appliance with recommendations on use and professional inspections and or repair.

506.10 BOMB THREAT

1. The department shall only respond to bomb threats or incidents involving undetonated explosives when specifically requested by the RCMP.
2. Prior to leaving the hall the IC shall confirm the resources required by the RCMP.
3. The IC shall stage all responding units at least 1000 feet from the location.
4. Department personnel shall not become involved in the search for the bomb or other devices.
5. The department is on scene to allow time to develop plans should an explosion occur.

506.11 THERMAL IMAGING CAMERA (TIC) SUPPORT

1. The TIC team shall consist of a minimum of 2 fire fighters.
2. A spare battery shall be carried by one of the team members.
3. TIC operators must be aware that they have a tendency to move faster than the rest of the team, the TIC operator shall remember not to move too quickly, so that the rest of the team is not lost in the reduced visibility environment.
4. Personnel shall stay low even if the TIC allows them to see that the majority of the heat is at the ceiling. The possibility of a flashover in the dynamic atmosphere of a structure fire is high.
5. Personnel shall have an escape route either by following a hose line or following a wall in case the TIC fails.
6. Personnel shall allow sufficient time to exit a hazardous atmosphere when the battery status indicator shows that the battery power is getting low.
7. The TIC can also serve as a tool for detecting heat during the overhaul phase of an incident. It must be remembered, however, that the TIC cannot penetrate most construction materials including drywall, plaster and lathe, concrete, glass or plastic.

506.12 MEDICAL

1. The OIC shall have a valid MFR qualification.
2. Enroute the OIC shall detail the responders as to the duties they shall perform at the incident and what equipment they shall take to the site.
3. The responders entering the building or approaching the patient shall be limited to 4, an OIC and 3 MFR's.
4. All other responders shall remain with the vehicle and be available for assignment as requested by the IC.
5. One member shall start the Patient Care Report (PCR) and gather as much information as possible with the assistance of the primary care giver, next of kin, and bystanders.
6. The responders shall bring the medical bag, the defibrillator, and a radio. Any other equipment that may be required is to follow as requested.
7. At responses in public areas, the same four responders shall only approach the patient. All other responders shall form a secure area around the scene, keeping the public at safe distance.

506.13 WATER RESCUE

1. The SLVFD rescue boat shall be dispatched for a water rescue. 2. Searching may require more boats.

5. The rescue boat shall be crewed with a minimum of 2 trained personnel.

6. If searching is required a 3rd person should be on board to assist with navigation and the conduct of search patterns.

506.14 WIRES DOWN

1. Consider all down wires energized.

2. Locate both ends of downed wires.

3. Members shall not move wires.

4. Be careful when spotting hose lines and apparatus, additional lines may fall.

5. Establish a hot zone; include fences, vehicles, guardrails and puddles of water, which may be electrically energized.

6. Standby and keep the public away from the scene until wires are de-energized by Newfoundland Power.

507 MUTUAL AID To ensure an organized, timely response to Mutual Aid/Out of Town Emergency calls. When a Mutual Aid call/Out of Town call for assistance is requested:

1. Firefighters are to respond to the fire hall.

2. At the fire hall the Chief or Officer in charge will determine the appropriate response to the situation.

3. **If the call is for Mutual Aid, the call has to be verified** by way of contact with a Fire Chief or an Officer from the requesting fire department giving a clear understanding of the situation and what support is needed.

4. When verified a decision will be made on what equipment to send and the number of personnel that will respond.

5. In responding to a mutual aid, Unit 1 will remain at the firehall in St. Lawrence to ensure protection services are available, in the town, should they be required.re

508 ENGINES

1. On arrival if the first engine must leave the public roadway a LDH supply line, preferably with gated wye attached, should be laid from the roadway, and firefighting operations commenced. This engine shall be designated the attack engine.

2. If the first arriving engine remains on the public roadway a 50' LDH supply line, preferable with gated wye attached, should be laid and firefighting operations commenced.

3. The second arriving engine should position to pump into the attack engine through the gated wye and LDH. This engine shall be designated as the supply engine.

4. If the fire is minor in nature: • the second arriving engine may position to supply the attack engine through LDH, or • the second engine arriving may position for port-a-tank operations as per the instructions of command.

508.1 ENGINE RELAY

1. When a LDH supply line is to be laid directly to a water source, engines shall supply the attack engine while the second arriving engine or other available engines and crews complete the layout.

2. Empty engines may be used to complete the layout, if needed, or to pump in the relay operation once the water source is obtained.

600 COMMUNICATIONS GUIDELINES

601 Emergency Response

1. All calls will be dispatched through the local fire department number (709-873-2000) or through the provincial 911 system. Calls will be routed through the SLVFD pager system to the firefighters pagers and through text through E-Dispatch.

2. Proper Radio Communications are important prior to fire department vehicles responding to emergency calls, upon their arrival at the scene, and upon the termination of the incident.

2. Proper radio communications ensure that the time of response, the arrival, and unit's departure is recorded. As well to ensure the driver responding to an emergency call, in fire department vehicle is aware of the correct location/address of the call.

3. When responding to an emergency call in a fire department emergency vehicle, the driver shall:

- Announce by radio, that the fire department unit is responding to the emergency – **State the proper address/location.**
- When the unit arrives on scene, **Announce by radio the unit has arrived on scene.**
- Once the incident is terminated, **Announce by radio that the unit is returning to the fire hall.**

602 PAGING FAILURE/PHONE RECALL

1. In the event of a total failure of the paging system members shall be informed of an incident by phone or through E-Dispatch.

2. The Chief shall phone the designated members with the details of the incident.

3. The designated members shall phone the members on their lists with the details of the incident.

4. If the Chief is unavailable, Assistant Chief, Captains, Lieutenants, etc shall be called until a member has been reached and the recall initiated.

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

603 SECOND PAGE FOR ADDITIONAL RESPONSE

1. Page is made to alert additional fire department personnel that their assistance is needed at a major fire or rescue incident.

2. If an IC, Chief, or Officer in charge determines during a major incident that additional personnel is required they are to make a second page to alert all available fire department personnel, that they are needed ASAP at the scene.

3. Upon hearing the second page, all additional fire personnel who are not on scene should make an extra effort to respond.

4. It is very important if you are going out of town that you inform an officer or through the SLVFD Messenger page. That way the officer in charge can be made aware you are not available.

604 RESPONDING TO CALLS IN EMERGENCY VEHICLES

1. To ensure safe and efficient response to an emergency call.

2. When responding to an emergency call in an emergency vehicle, firefighters

shall.

- Obey the highway traffic act/rules of the road.
- Use all emergency warning devices (lights and sirens).
- Use extreme caution when approaching and proceeding through traffic lights.

605 RESPONSE WITH UNATTENDED CHILDREN/FAMILY MEMBERS/FRIENDS

1. To ensure the safety of children/family members and personal friends are protected from possible exposure to traumatic experiences. Firefighters **are not** to respond to Emergencies with children, family members, or personal friends.

2. **Never leave a child unattended in a personal vehicle while at an emergency scene.**

606 WEARING OF SEAT BELTS

1. To increase personal safety when driving/riding in fire department vehicles.

2. Members driving or who are passengers of any fire department vehicle **must** wear seat belts that are provided.

3. The number of occupants **shall not** exceed the number of seat belts available.

607 FIREFIGHTER RESPONSE

1. Firefighters should, in all cases, head to the firehall to prepare to head to the scene of the emergency after receiving directions from the OIC.
2. Firefighters and Officers who may find themselves near to the scene and decide to head directly to the scene are to help maintain order at the scene only.
3. Once at the scene, they are not begin any strategy or tactics, prior to receiving orders from the OIC at the firehall and are to await the arrival of the emergency crew prior to beginning fire suppression, treatment, building entry, etc. unless prior permission has been granted by the OIC arriving at the firehall.
4. At no time are firefighters or officers to enter the scene of an emergency without the necessary protective equipment, ie. PPE, SCBA, turnout gear, etc. needed to deal with the emergency.

606 HOT ZONE COMMUNICATION

1. All teams or units entering a hot zone shall have at least one portable radio.
2. All radios are to be checked for correct operation and channel prior to entering hot zone

700 MEDICAL

701 GENERAL

1. Members should not enter a residence or scene unaccompanied on a response.
2. EMS Dispatch will not supply ambulance ETA, only time ambulance dispatched.
3. If EMS Dispatch directs the department to STAGE, the unit responding shall park well back from the site, out of sight, until directed by dispatch or RCMP to proceed to the site.
4. Sirens and red lights may lead to further distress for the patient and their family, they shall be used only as required or directed; • Sirens shall be turned off ½ KM from the scene if possible and practical • Emergency lights shall be turned off just prior to arrival on the scene unless circumstances dictate the use of emergency lights for the safety of the responders
5. Vehicles shall be parked as close to the scene as possible without impeding traffic or preventing access to the scene by an ambulance.
6. All responders shall be wearing appropriate equipment for the type of response.

7. Be professional, polite, and considerate; respect the condition of the patient and the concerns of the family.

8. All information concerning the response shall be kept strictly confidential.

9. All equipment used shall be returned to its proper stowage and all supplies used shall be replenished on completion of the response.

702 CARDIAC ARREST

1. If a cardiac arrest occurs the dispatcher shall include this information in the page.

2. A minimum of two and a maximum of four members, MFR qualified, closest to the location should proceed to the location and be prepared to immediately start CPR and rescue breathing.

3. Members should not enter a residence alone and should wait for backup prior to entering any residence.

4. All other members shall proceed to the hall and return with apparatus.

5. On arrival the defibrillator and medical bag shall be taken to the patient's location by the OIC of the responding unit and an assessment of the situation shall be made as to manpower and resources required in the residence, minimum personnel in the residence to complete tasks.

6. Normal medical SOG's are to be followed.

703 TRAINING

1. All members shall be offered Medical First Responder Training.

2. No member shall be forced to complete medical certification they do not desire to attain.

704 PERSONAL PROTECTION

1. All members shall have medical gloves on prior to leaving the vehicle on a medical response.

2. Medical gloves are to be used on one patient only, if moving to another patient; the gloves shall be replaced with a new pair.

3. The driver shall ensure all medical gloves are removed and hands are washed prior to personnel entering vehicle.

4. All gloves shall be placed in the garbage can.

705 DISINFECTING

1. Any equipment contaminated during a response shall not to be placed back into a medical bag until decontaminated.

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

706 KENDRICK EXTRICATION DEVICE (KED)

1. The KED is for use with casualties who have a possible spinal injury and who are in a sitting position. It has the same function as the hard spine board.
2. The KED shall be applied as follows;
 - Full neck and spine immobilization shall be maintained at all times.
 - Separate the three components, using the main body section of the KED, gently slide it down behind the casualty's back.
 - There are three coloured straps, which go across the chest and snap into the matching buckle on the other side. Snap these starting at the middle, then bottom, legs, head, and then top.
 - Tighten them until you can slide your flat hand in between the strap and the chest. Grasp the handles found on either side of the main section and gently lift the KED up until the sides rest under the arms. Tighten the straps again starting at the bottom. If internal injuries are suspected, use additional care when applying this pressure on the chest.
 - Due to the natural curve of the neck and upper back, the KED will rest approximately 5-6 cm from the back of the head. Fill this space in by folding the pillow and putting in between the head/neck and the KED.
 - The foam straps have cups, which must be opened. One goes on the chin and upwards to stick on the Velcro on the back of the KED. The other goes on the forehead and back to stick on the back.
 - There are two long black straps at the bottom, which go under the legs and up to buckle on the same side. Do not use these if there is suspicion of pelvic injury. Tighten these straps.
3. To move a casualty, grab the handles at the back of the KED and one hand under the middle of the thigh and lift together with your legs and arms to prevent injury to your back.
4. The KED shall be wiped with a damp cloth to remove dirt and always cleaned after each use and dried thoroughly before being repackaged.

707 AED SAFETY

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

708 ADULT OPERATION

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

709 INFANT CHILD OPERATION

1. Cardiac arrest in infants and children is unusual and ventricular fibrillation (VF) is only seen in about 10% of cardiac arrests in infants and children. Therefore be very aware of more common things like airway obstruction.

2. Follow the prompts.

3. Remove the pads from the carry case.

4. Remove clothes from the patient's torso, to bare both the chest and the back.

5. Clean and dry the patient's skin.

6. Place the pads on the front and the back, as per key diagram, it does not matter which pad is placed on the chest or back.

7. If the patient is over 25 kg or 8 years old and you are not sure of the exact weight or age, treat as an adult. Ensure pads do not touch.

8. Press adhesive portion of the pad down firmly.

9. As soon as the AED detects the pads are attached to the patient, the pad icon turns off.

10. As the AED begins to analyze the patient's heart rhythm, the caution light flashes.

11. Do not touch or move patient while being analyzed

12. If a shock is required, the caution light stops flashing and stays on.

13. The AED tells the operator to press the shock button.

14. Ensure no one is touching patient prior to pressing shock button

15. The AED will announce when the shock has been delivered and when it is safe to touch the patient.

16. The AED will instruct the operator to begin CPR and to press the flashing blue button for CPR coaching.

17. If a shock is not needed the blue button comes on solid to show it is safe to touch the patient. 1

8. The AED will instruct the operator to begin CPR if required.

710 DEBRIEFING

1. When a time for the debriefing has been arranged, the Chief or representative shall designate an area for the debriefing which provides ample space, privacy and freedom from distractions.

2. The Chief or representative shall make at least two attempts to notify all involved of the time and location and encourage the members to attend.

4. Attendance at debriefings is voluntary but all personnel involved in the critical incident are strongly urged to attend. It is important to realise that a fire fighter's attendance may help the others even if they do not feel they themselves will benefit from the process. The debriefing is not an operations critique and is strictly confidential. Personnel attending debriefings are not required to speak if they choose not to.

711 DEATHS

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

711 RESPONSE FACTORS TO BE CONSIDERED

711.1 HYDRATION

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

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

711.2 NOURISHMENT

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

711.3 REST

1. The 2-bottle rule shall be the acceptable level for mandatory rehabilitation. Members shall rehydrate, at least eight ounces, while SCBA cylinders are being changed.

2. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the OIC.

711.4 RECOVERY

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

711.5 MEDICAL SERVICES

1. Medical should be provided and staffed by the most highly trained and qualified EMS personnel on the scene, at a minimum of MFR.
2. They shall evaluate vital signs, examine members, and make proper disposition; • return to duty • continued rehabilitation • medical treatment and transport to medical facility
3. Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for re-hydration.
4. Medical treatment for members, whose signs and/or symptoms indicate potential problems, should be provided in accordance with local medical control.

800 FORMS

801 Probationary Firefighter Requirement Check

Firefighter		Start Date	
Equipment	Task	Date	Officer
PPE	Inspection		
	Donning		
	Checking		
	PASS		
SCBA	Mask		
	Donning		
	Changing bottles		
Accountability	Personnel Control Board		
	Tags		
Command	Officers		
	Chain of Command		
	Incident Command System		
Communications	Pager		
	Base Radio System		
	Portable Radio		
	Mobile Radio		
Department Apparatus	Identification		
	Unit 1 – Freightliner		
	Unit 2 – Ford		
	Unit 3 – Pickup		
	Unit 4 – Rescue Vehicle		
Medical	Medial Bag		
	Oxygen		
	Defibrillator		
Other			

801 Probationary Firefighters

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

1. Checks to ensure all parts are present, boots, pants, jacket, gloves, nomax hood, helmet.

2. Checks to ensure all buckles, snaps, and Velcro function properly.

3. Checks to ensure all liners are secure and in place.

4. Checks for tears.

5. Checks for worn areas.

6. Checks for cleanliness.

7. Checks wristlets.

8. Checks reflective trim.

9. Checks suspenders.

10. Checks helmet for cracks in shell.

11. Checks helmet for burns or melting.

12. Checks helmet for frayed or improperly attached inner webbing.

13. Checks chin strap for fraying or malfunction.

14. Checks face shield for cracks, excessive wear, and distortion.

15. Checks condition of the ear flaps.

16. Checks the gloves for holes, rips, and excessive wear.

17. Checks gloves for separating seams.

18. Checks gloves for burns.

19. Checks gloves for flexibility and fit.

20. Checks the nomax hood for holes, rips, or tears.

21. Checks the boots for cracks, holes, or tears.

22. Checks the condition of the soles of the boots.

23. Checks the cleanliness of the boots.

801.2 Overalls

1. Checks for tears, rip, or holes.

2. Checks for worn areas.

3. Checks for cleanliness.

4. Checks reflective trim.

801.3 Donning and Doffing Turnout gear: The probationary fire fighter shall demonstrate the donning and doffing of turnout gear to the following standard.

1. Removes footwear

2. Steps into turnout pants one foot at a time.

3. Pulls pants up by waist band, not suspenders

4. Adjusts suspenders if necessary
5. Secures clasp, Velcro and or snap
6. Dons turnout coat
7. Dons Nomax hood
8. Fastens all snaps and buckles
9. Turns up collar
10. Pulls hood back, to allow facemask to be donned
11. Dons helmet with earflaps down and adjusts chin strap
12. Assures face shield is down
13. Dons gloves
14. Doffs all equipment and replaces in locker
15. Rolls down turnout pants to boot tops

801.4 Personal Alert Safety System: The probationary fire fighter shall demonstrate the checking, testing, and describe the operation of a PASS device to the following standard.

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

Manually trigger alarm.

801.5 Self Contained Breathing Apparatus Mask: The probationary fire fighter shall select, don, and clean a SCBA mask to the following standard.

1. Selects correct size to fit face.
2. Pulls hair back from face.
3. Places mask on face.
4. Pulls head harness over the head.
5. Adjusts straps to fit, not to tight.
6. Checks for seal by putting regulator on mask with no air and breathing in, or

blocking hose.

7. Adjusts straps as required to obtain seal
8. Removes mask by lifting from chin and hauling out and away from face and

head.

9. Opens all straps fully.

10. Explains how masks are to be cleaned: • Wash in warm soapy water • Rinse in fresh water • Dry with soft rag • Spray with disinfectant, three pumps on each side • Replace on correct apparatus

801.6 Accountability Personnel Control Board: The probationary fire fighter shall describe the location, use and control of the personnel control boards to the following standard

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

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

1. Issue of department number.
2. Issue of accountability tag.
3. Normal location of tags on helmet.
4. Placement of tag on arrival to an incident on the personnel control board.
5. Retrieve all tags prior to leaving the incident.

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

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

801.9 Department Apparatus: The probationary fire fighter shall describe and operate apparatus to the following standard.

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

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

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

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

801.12 Oxygen: The probationary fire fighter shall describe oxygen equipment to the following standard. 1. Storage location of full cylinders.

2. Minimum level of cylinder in use, 500 PSI. .

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

1. Location on apparatus.

2. Location of shaving materials.

3. Operation.

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

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

1. Location on apparatus

2. Describe the channels available on each type and how to switch.

3. With assistance carry out a radio check with the base radio.

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

1. Location in office.

2. With assistance carry out a radio check with a portable radio.

3. Describe the channels available and how to switch.

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

1. Location in apparatus.

2. With assistance carry out a radio check with a portable radio.

3. Describe the channels available and how to switch.

802 SLVFD Accident/injury Report

Name: _____ #: _____

Accident Injury Date of accident/injury: _____ Time: _____

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

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

What PPE was being worn or used at the time:

Describe any medical or follow up action required after incident:

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

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

Time reported _____ to _____
_____ Member Date _____

803 SLVFD Acknowledgement Form

I acknowledge that I have read and understand the Standard Operating Guidelines of the St. Lawrence Volunteer Fire Department that have been provided to and discussed with me as a member. I agree to conform to the rules and regulations of the Standard Operating Guidelines of the St. Lawrence Fire Department. I understand that the St. Lawrence Fire Department has the right to change the guidelines without notice. It is understood that future changes in the guidelines supersede or eliminate those outlined in the current guidelines, and that members shall be notified as soon as practical. I further acknowledge that any questions can be directed to my Chief. I acknowledge that I have read and understand the following departmental documents:

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

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

Please sign and date below

Name	Date	Name	Date
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

804 SLVFD Accident/Injury Investigation Report

Name: _____ #: _____

Accident Injury Date of accident/injury: _____ Time: _____

Incident #: _____ Location of accident/injury: _____

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

What are the hazards associated with the task?

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

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

Was proper PPE and or safety equipment being used?

Was equipment being used correctly?

Witness statements from:

Name: _____ Dept: _____

Name: _____ Dept: _____

Name: _____ Dept: _____

Investigator's Summary Notes What is the chance of the accident/injury happening again?
Frequent Occasional Rare Analyse the sequence of events that lead up to the
accident/injury. Try to work backwards from the final event, to identify the contributing
factors. This will assist in identifying action up items.

1. _____

2. _____

3. _____

4. _____

5. _____

Investigators recommendations: Investigators Recommendations Person to Action
Completion Date Investigators Comments:

Investigator

Date

805 SLVFD Confidentiality and Non-Disclosure Agreement

I understand as a member of the St. Lawrence Volunteer Fire Department, the Department provides services to the public that may be private and confidential and that I am a crucial step in respecting the privacy rights of the public. I understand that it is necessary, in the rendering of the Department's services, that personal information such as electronic, oral, written or photographic may be gathered and that all such information is strictly confidential and protected from improper use and disclosure by federal and provincial laws. I also understand that I may be exposed to other confidential information and I agree not to reveal any of that information to anyone at any time. I also understand I will not disclose and or discuss details of incidents with the public and or media in person or on social media. I agree that I will comply with all confidentiality policies and procedures set in place by the St. Lawrence Fire Department during my service. If at any time I knowingly or inadvertently breach confidentiality policies and procedures, I agree to notify the Chief or his/her designate immediately. In addition, I understand that a breach of confidentiality may result in immediate suspension or termination. Upon termination, or at any time upon request, I agree to return any and all confidential information in my possession. As a general rule, I understand that any confidential information that I see or hear while a member of the St. Lawrence Volunteer Fire Department will stay at the Department. I agree to abide by these policies.

Name: _____ Signature: _____ Date: _____

806 SLVFD Harassment Complain Form

Date: _____ Time Complaint Received: _____

Complaint Received from: _____

Date & Time Reported to Chief Officer: _____

Officer Complaint reported to: _____

Nature of Complaint:

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

807 SLVFD Medical Eligibility Form

SLVFD Member: _____

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

- Lifting and/or carrying 1-100 pounds.
- Stooping, crouching, kneeling, twisting, crawling.
- Fingering and handling functions utilizing bilateral fingers and hands.
- Bilateral upper extremity above and below shoulder reaching motions
- Bilateral upper extremity throwing motions.
- Sitting, standing, waiting, walking, running and jumping activities.
- Climbing utilizing legs and arms.
- Far, near, color and peripheral vision.
- Hearing, talking, sense of smell and feel.
- Being outside in fair, wet, hot (>30°C), humid (>70%), dry, cold (< 0°C) weather and during sudden temperature changes.
- Working with moving objects, hazardous machinery, and sharp tools or materials.
- Working in poor lighting, smoky conditions, toxic conditions, cluttered and slippery floors, wet and close quarters working with others, around others and alone.
- Responding odd hours for undetermined time.
- Exposure to vibration, noise, smoke and toxic conditions.
- Wearing a self-contained breathing apparatus (SCBA).
- Working at high places

Date the member may return to work with no restrictions is _____.

Member May Return To Work With Conditions:

Notes/Conditions: _____

Physician Signature: _____ Date: _____

Physician Name: _____ Office#: _____

St. Lawrence Fire Department

P. O. Box 184

St. Lawrence, NL A0E 2V0



8

Personal Information

Full Name:	Sex: Male Female Other
Address:	Date of Birth:
Email Address:	Driver's License Class: _____
Telephone: H - _____ W - _____ C - _____	Height: _____ Weight: _____
Marital Status: Married __ Single __ Divorced __ Widowed __ Other __	Spouse/Partner's Name (if applicable):

Employment

Current Employer: Occupation:	Length of Employment Years - _____ Months - _____
List two former employers Employer 1 - _____ Employer 2 - _____	Length of Employment Employer 1 - Years - _____ Months - _____ Employer 2 - Years - _____ Months - _____
Work Schedule Days __ Nights __ Shift Work __ Seasonal __ Other (Explain) - _____	Work Schedule Normal Working Days - _____ Normal Working Hours - _____
Current Employer Contact Person:	Telephone: H - _____ W - _____ O - _____

Education

What is the highest level of education attained? Please Circle One: 7 8 9 10 11 12 Post-Secondary
If you checked Post-Secondary, with what degrees or trades did you graduate? _____ Please list all trades or degrees _____ Schools you attended _____
Please check any of the certifications you currently hold: Standard First Aid __ Expiry Date _____ CPR (Rescue) __ Expiry Date _____ CPR (Heartstart) __ Expiry Date _____ Oxygen Administration __ Expiry Date _____ Medical First Responder __ Expiry Date _____ Other: _____ Expiry Date _____

Have you had any previous firefighter training? (Specify)
Do you have any other training that would help you in your capacity as a firefighter?

Medical

Please note that if you are selected to join the St. Lawrence Volunteer Fire Department you will be required to submit a medical completed by a doctor before acceptance is final.			
Do you have a fear of: Please circle any that apply:			
Heights Y N	Enclosed spaces Y N	Other (Please Specify): _____	
Water Y N	Darkness Y N		
Do you have any physical disabilities that may affect your performance as a firefighter? Y N If yes please specify:			
_____ _____ _____			
Do you have any medical problems/needs that may require attention, ie. Allergies, chronic disease, etc?			
_____ _____			

General Information

Do you have your own transportation?	Y N
Are you currently have an air brake endorsement ?	Y N
Are you willing to participate in fund-raising activities?	Y N
Have you ever been convicted of a criminal offense? Do not include traffic violations.	Y N

References

Please provide a list of three (3) people that may be contacted for reference

- | | |
|---------------|-----------------|
| 1. Name _____ | Telephone _____ |
| 2. Name _____ | Telephone _____ |
| 3. Name _____ | Telephone _____ |

I authorize the Town of St. Lawrence to contact the persons or organizations listed above for the purpose of obtaining reference information, including information included in my personnel file. These persons are authorized to disclose such information.

Potential members will be interviewed by a committee made up of St. Lawrence Volunteer Fire Department members and councilors from the St. Lawrence Town Council.

New applicants will be required to supply a CPIC (Criminal Record) check and medical before the decision on membership is finalized.

Applicants who are selected to join the St. Lawrence Volunteer Fire Department will be subject to a three (3) month probationary period and are required to complete minimum training requirements before full status is granted.

Applicant's Name: _____

Applicant's Signature: _____

Date of Application: _____