

<b>Operational Guideline</b>	
Otter Point Volunteer Fire Department	Page 1 of 1
<b>1.01 - OCCUPATIONAL SAFETY AND HEALTH PROGRAM</b>	<b>OG 1.01</b>

**PURPOSE:** To provide a safe and healthy work place and working conditions, and to promote a positive attitude towards safety and health within the Otter Point Volunteer Fire Department. To require all fire department personnel to follow safe work practices for designated job duties.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department personnel shall be familiar with and carry out their responsibilities specified in the Otter Point Volunteer Fire Department Safety and Health Program.

**PROCEDURE:**

1. All elements of the Otter Point Volunteer Fire Department Safety and Health Program, including all forms and documents encompassed within, and as adopted by the Otter Point Volunteer Fire Department, become part of Operational Guideline 1.01.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG#** 1.01.01, 1.01.02, 1.01.03, 1.01.04, 1.01.05, 1.01.06, 1.01.07, 1.01.08, 1.09.09, 1.01.10, 1.01.11, 1.01.12, 1.01.13.

**Other OGs related to this OG:**

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<b>1.01.01 - OCCUPATIONAL SAFETY AND HEALTH POLICY</b>	<b>OG# 1.01.01</b>

**PURPOSE:** To establish a safety and health policy for the Otter Point Volunteer Fire Department

**SCOPE:** All fire department personnel.

**POLICY:** All fire department personnel shall be familiar with the Safety and Health Policy and shall perform their duties in a safe manner. It is the duty of all employees to follow safe work practices and to actively participate in making their work environment safer.

**PROCEDURE:**

1. The Occupational Safety and Health Policy contained in Part 1 of the Fire Department Safety and Health Program is adopted and forms part of Operational Guideline 1.01.01.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01.00**

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<b>1.01.02 - WRITTEN AND PRACTICAL SAFE WORK PROCEDURES</b>	<b>OG# 1.01.02</b>

**PURPOSE:** To establish written and practical safe work procedures for the Otter Point Volunteer Fire Department Fire Department.

**SCOPE:** All fire department personnel.

**POLICY:** All safe work procedures contained in the Operational Guidelines and referenced documents adopted by the Otter Point Volunteer Fire Department, shall be adhered to by all fire department personnel.

**PROCEDURE:**

1. The safe work procedures contained in Part 2 of the Fire Department Safety and Health Program are adopted and form part of Operational Guideline 1.01.02.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG#** 0.01, 1.01.

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<b>1.01.03 - TRAINING OF FIRE FIGHTERS AND OFFICERS</b>	<b>OG# 1.01.03</b>

**PURPOSE:** To establish a policy for the training and retraining of fire fighters and officers in the safe performance of their duties.

**SCOPE:** All fire fighters and officers.

**POLICY:** All fire fighters and officers shall be trained in accordance with Part 3 of the Fire Department Safety and Health Program.

**PROCEDURE:**

1. The requirements for the training of fire fighters and officers contained in Part 3 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.03.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG#:** 1.01, 3.01, 3.01.01, 3.01.02.

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<b>1.01.04 - SUPERVISION OF WORKERS</b>	<b>OG# 1.01.04</b>

**PURPOSE:** To ensure that all fire fighters are supervised in accordance with the Workers' Compensation Board requirements.

**SCOPE:** All fire fighters and officers.

**POLICY:** Officers and senior members shall supervise fire fighters in accordance with the requirements of Part 4 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The requirements for the supervision of fire fighters contained in Part 4 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program are adopted as part of Operational Guideline 1.01.04.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01.**

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<b>1.01.05 - REGULAR INSPECTIONS AND MONITORING</b>	<b>OG# 1.01.05</b>

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

**SCOPE:** All fire department personnel.

**POLICY:** The regular inspection and monitoring of all fire department facilities and equipment, machinery, work processes, work practices and procedures must comply with Part 5 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The requirements for regular inspection and monitoring contained in Part 5 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.05.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01.**

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<b>1.01.06 - HAZARDOUS MATERIALS AND SUBSTANCES</b>	<b>OG# 1.01.06</b>

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

**SCOPE:** All fire department personnel

**POLICY:** All fire department personnel shall receive WHMIS training and carry out their responsibilities in accordance with Part 6 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

This guideline applies to all department property including vehicles.

**PROCEDURE:**

1. The requirements for the WHMIS program contained in Part 6 of the Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.06.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01**

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<b>1.01.07 - MONITORING OF WORK PLACE EXPOSURES</b>	<b>OG# 1.01.07</b>

**PURPOSE:** To provide for monitoring of the work place environment to prevent exposures to harmful substances.

**SCOPE:** All fire department personnel.

**POLICY:** The work place environment shall be continually monitored in accordance with Part 7 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The requirements for monitoring of the work place environment, as specified in Part 7 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.07.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01**

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<b>1.01.08 - MEDICAL EXAMINATIONS AND HEALTH MONITORING</b>	<b>OG# 1.01.08</b>

**PURPOSE:** To establish a procedure for medical examinations and monitoring, to ensure the health of fire department personnel.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department personnel shall comply with the medical examination and health monitoring requirements of Part 8 of the Fire Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The requirements for medical examination and health monitoring contained in Part 8 of the Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.08.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01.**

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<b>1.01.09 - FIRST AID SERVICES AND EQUIPMENT</b>	<b>OG# 1.01.09</b>

**PURPOSE:** To provide first aid services and equipment in accordance with the Workers' Compensation Board of British Columbia Regulations.

**SCOPE:** All fire department personnel.

**POLICY:** First aid equipment and services shall be provided by the fire department in accordance with the requirements of Part 9 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program. All injuries and accidents must be treated and reported in accordance with Part 9 of the Safety and Health Program

**PROCEDURE:**

1. The requirements for first aid services and equipment contained in Part 9 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.09.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01.**

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<b>1.01.10 - INVESTIGATION OF ACCIDENTS AND DISEASES</b>	<b>OG# 1.01.10</b>

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

**SCOPE:** All fire department personnel.

**POLICY:** Any accident or the occurrence of any occupational disease shall be investigated in accordance with the requirements of Part 10 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program

**PROCEDURE:**

1. The requirements for the investigation of accidents and occupational diseases, as specified in Part 10 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.10.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01**

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<b>1.01.11 - OCCUPATIONAL SAFETY AND HEALTH COMMITTEE</b>	<b>OG# 1.01.11</b>

**PURPOSE:** To establish a Safety and Health committee for the Otter Point Volunteer Fire Department

**SCOPE:** All fire department personnel.

**POLICY:** A Safety and Health Committee with a minimum of four members shall be established in conformance with Part 11 of the Otter Point Volunteer Fire Department Safety and Health Program. The committee membership shall consist of two elected members from the department membership and two appointed representatives from the department administration.

**PROCEDURE:**

1. The terms of reference for the Occupational Safety and Health Committee are contained in the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01.**

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<b>1.01.12 - RECORDS AND STATISTICS</b>	<b>OG# 1.01.12</b>

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

**SCOPE:** All fire department personnel.

**POLICY:** All records and forms shall be completed and maintained in accordance with the requirements of Part 12 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The requirements for the maintenance of records and statistics as specified in Part 12 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.12.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01**

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<b>1.01.13 - REVIEW OCCUPATIONAL SAFETY AND HEALTH PROGRAM</b>	<b>OG# 1.01.13</b>

**PURPOSE:** To establish a procedure for reviewing Otter Point Volunteer Fire Department Safety and Health Program.

**SCOPE:** All fire department personnel.

**POLICY:** The Otter Point Volunteer Fire Department Safety and Health Program shall be reviewed yearly by the safety committee and the Fire Chief, in accordance with the requirements of Part 13 of the Otter Point Volunteer Fire Department Occupational Safety and Health Program.

**PROCEDURE:**

1. The requirements for reviewing the Safety and Health Program as specified in Part 13 of the Otter Point Volunteer Fire Department Safety and Health Program are adopted as part of Operational Guideline 1.01.13.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.

Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG# 1.01**

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<b>1.01.14 - EXPOSURES TO DISEASES</b>	<b>OG# 1.01.14</b>

**PURPOSE:** To establish procedures for managing and reporting exposure of all personnel to diseases including airborne, bloodborne, blood or body fluids, non-impact skin, percutaneous or permucosal exposure.

**SCOPE:** All fire department personnel.

**POLICY:** Any member who is exposed to communicable diseases will be offered testing and treatment by a responsible medical authority. Proper protective equipment will be utilized at all incidents. All exposures will be documented and reported. (WCB Forms 6 and 7, Individuals' Personnel File, Departmental Log).

**PROCEDURE:**

1. When exposure occurs, the member will follow proper first aid treatment including identifying the source if possible, record name, telephone number, parent or guardian if possible to discuss the request for seriology testing.
2. Notify immediate supervisor of the incident.
3. Forms 6 or 7 will be completed by qualified personnel

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.  
Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
Protocol for Protecting Emergency Responders from Communicable Diseases, Office of the Provincial Health Officer, June 1998.  
WCB Publication – Blood Borne Pathogens  
BCAS Policy – Blood and Airbourne Pathogens

**Also see OG# 1.01**

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<b>1.02 - RESPIRATORY PROTECTION PROGRAM</b>	<b>OG# 1.02</b>

**PURPOSE:** To require fire fighters to follow safe work practices for designated job duties which shall include provisions for the wearing of approved respiratory protection equipment.

**SCOPE:** All fire department personnel who in the course of duty, may be exposed to respiratory hazards.

**POLICY:** Every fire fighter in the department shall be trained in the use, limitations, daily maintenance and regulations regarding self contained breathing apparatus (SCBA) and shall subscribe to the Otter Point Volunteer Fire Department Respiratory Protection Program.

**PROCEDURE:**

1. All elements of the Otter Point Volunteer Fire Department Respiratory Protection Program as contained in the Otter Point Volunteer Fire Department Safety and Health program, including all forms and documents encompassed within, and as adopted by the Otter Point Volunteer Fire Department, become part of Operational Guideline 1.02

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health program.  
Occupational Health and Safety Regulations, Workers Compensation Board of British Columbia.  
IFSTA Training Manual

**Also see OG# 1.01**

**Other OGs related to this OG:**

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<b>1.02.01 - RESPIRATORY PROTECTION PROGRAM PROCEDURE</b>	<b>OG# 1.02.01</b>

**PURPOSE:** To require firefighters to follow safe work practices by the wearing of approved respiratory protection equipment under conditions where they may be exposed to respiratory hazards.

**SCOPE:** All fire department personnel who in the course of duty, may be exposed to respiratory hazards.

**POLICY:** All fire department personnel shall adhere to the following procedures.

**PROCEDURE:**

1. All personnel using S.C.B.A. shall have no facial hair where the seal of the mask comes in contact with the skin, and shall achieve and maintain a positive seal on the face piece as per W.C.B. regulations.
2. All personnel responding to any fire, incident or oxygen depleted atmosphere where respiratory protection may be needed, shall don breathing apparatus and leave it on and functional at all times. A member shall only remove his/her breathing apparatus when instructed to do so by the officer or member in charge of that incident.
3. Upon arriving at a scene and after initial size up the officer or member in charge may instruct a member or members to remove breathing apparatus if in his/her opinion there is no risk to the member/s without it.
4. No member shall use any breathing apparatus, which he/she deems unfit for use. Any member finding defective equipment is to report that defect to an officer or member in charge immediately, and remove said apparatus from service.
5. After all practices and incidents the driver of the vehicle shall make certain that all breathing apparatus and full spare cylinders are placed back on the vehicle in the appropriate positions after making sure that all hoses, straps, face pieces are cleaned and ready for the next use.

**REFERENCE:**

**Also see OG#** 1.07.01, 2.07.01

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<b>1.03 - PERSONAL PROTECTIVE EQUIPMENT</b>	<b>OG# 1.03</b>

**PURPOSE:** To ensure that all personnel are prepared to commence operations immediately on arrival at an emergency scene while maintaining the highest degree of personal safety during emergency operations and training exercises.

**SCOPE:** All fire department personnel involved in emergency incidents or training exercises.

**POLICY:** Appropriate personal protective clothing and equipment must be worn by all personnel at the scene of any emergency incident or training exercise.

**PROCEDURE:**

1. For the purpose of this procedure, full personal protective clothing consists of helmet with face shield, flash hood, turnout coat, turnout pants, boots and gloves. All clothing is to be properly fastened and closed with the coat collar turned up.
2. All clothing must be issued or approved by the Otter Point Volunteer Fire Department. Alterations to any clothing, such as the removal of coat liner or attachments to helmet, are prohibited. If an alteration is needed, it must first be approved by the Fire Chief.
3. Protective clothing must be worn by all personnel according to the following guidelines:
  - a) Under no circumstances is any aspect of personal safety to be sacrificed in order to increase the speed of emergency operations. Emergency operations must not be commenced until involved personnel have donned all necessary protective equipment.
  - b) All fire fighting personnel must wear full protective clothing when responding to an alarm, unless it is deemed by the officer in charge that all protective gear is not necessary. All protective clothing must be donned prior to boarding the apparatus. Helmets and gloves are optional for drivers and officers during the response.
  - c) All fire fighting personnel must wear full protective clothing during training exercises and emergency incidents unless specifically directed otherwise.
  - d) Personnel operating at the scene of a medical incident must wear whatever protective clothing is necessary to assure personal safety during the incident.
  - e) Gloves must be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This includes all work details, maintenance operations and training exercises.

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- f) Damage to personal protective clothing must be immediately reported to the Officer in Charge. The Officer in Charge will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
  - g) Officers in Charge may use their discretion to determine the appropriate level of protective clothing required for personnel operating at incidents where no specific guidelines have been established. Circumstances may arise when it is preferable to allow less than full protective clothing -- removal of turnout coats by personnel carrying equipment in the hot sun may prevent heat stroke, for example. In all cases, however, personnel must wear protective clothing necessary to protect against all foreseeable hazards.
4. Additional protective clothing and equipment must be utilized as circumstances indicate. For example:
- a) SCBA must be worn in accordance with department operating guidelines.
  - b) Personal Alert Safety Devices
  - c) Safety vests must be worn when directing traffic or operating near moving traffic.
  - d) Leg protectors and protective hearing devices must be worn when operating chain saws or forcible entry saws during all exercises except when working on a ladder or a roof. The use of these devices during an actual emergency is not required.
  - e) Goggles and hearing protectors must be worn as appropriate.

**REFERENCE:**

**Also see OG# 1.07.01**

**Other OGs related to this OG: 1.03.01**

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<b>1.03.01 - PERSONAL PROTECTIVE CLOTHING INSPECTION &amp; CLEANING</b>	<b>OG# 1.03.01</b>

**PURPOSE:** To provide for the regular inspection and maintenance of personal protective clothing.

**SCOPE:** All fire department personnel issued personal protective clothing to be used in emergency incidents or training exercises.

**POLICY:** All fire department personnel are responsible to ensure that their personal protective clothing is good serviceable condition.

**PROCEDURE:**

1. Damage to personal protective clothing must be immediately reported to the Officer in Charge. The Officer in Charge will inspect the damaged article and have it replaced or repaired, as necessary. Clothing damaged such that its protective ability is impaired must be replaced.
2. Each member must insure that his/her personal protective clothing is maintained in good condition. Personal protective clothing will be inspected on a regular basis by the equipment officer. Inspections must be confirmed by completion of the Personal Protective Clothing Inspection report contained in this Operational Guideline and its submission to the Fire Chief.
3. Prolonged periods without cleaning can cause a deterioration of the fire retardant properties of turnout clothing due to the buildup of unburned hydrocarbons, which could burn. Short durations of exposure to heavy concentrations of unburned hydrocarbons can cause the same effect.
4. Turnout clothing should be washed regularly as per department operating guidelines to remove any buildup of unburned hydrocarbons or other materials.
5. Included with this operational guideline is a checklist for "Personal Protective Clothing Inspection".

**REFERENCE:**

**Also see OG# 1.07.01**

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<b>1.03.03 - PERSONAL ALERT SAFETY DEVICES</b>	<b>OG# 1.03.03</b>

**PURPOSE:** To establish an alerting system for firefighters in jeopardy.

**SCOPE:** All fire department personnel.

**POLICY:** Personal alarm devices will be turned on prior to entering hazardous environments, and will not be turned off until the firefighter has returned to a safe area.

**PROCEDURE:**

1. All air packs shall be equipped with PASS alarm devices.
2. PASS alarm devices shall be activated prior to entry into any building or area requiring the use of breathing apparatus.
3. Failure of a PASS device to test properly when initially activated shall require the unit be replaced prior to any hazardous environment entry.
4. An immediate roll call followed by search and rescue efforts shall be conducted upon the continuous sounding of any PASS alarm.

**REFERENCE:**

**Also see OG# 1.04.01**

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<b>1.04 - INCIDENT SAFETY</b>	<b>OG# 1.04</b>

**PURPOSE:** To ensure the safety of all fire department personnel at an incident.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department members are responsible for their own personal safety.

**PROCEDURE:**

1. Each member will know and follow department policy, guidelines and procedures related to individual safety.

**REFERENCE:**

Worker's Compensation Board Regulations

**Also see OG#:**

**Other OGs related to this OG:** 1.04.01

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<b>1.04.01 - INCIDENT ACCOUNTABILITY</b>	<b>OG# 1.04.01</b>

**PURPOSE:** To ensure an effective means of accountability for all fire department personnel at an incident.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department members will use the incident accountability system when responding to and at the scene of any incident.

**PROCEDURE:**

1. Each member will have 3 tags affixed by "Velcro" to the front of his/her helmet, one each of green, yellow and red. Each tag will have that members name affixed to it and will be used only by that member. When the member mounts the truck he/she is riding on, the green and yellow tags from his/her helmet will be placed on the two "Velcro" boards on the vehicle dash. The green tag will be placed on the board without the metal clip, which will remain in the vehicle; the yellow tag will be place on the board with the metal clip.
2. The officer or member in charge on that vehicle will remove the board with the yellow tags, upon dismounting, and take it with him/her to the accountability officer, or if one has not been assigned to the officer in charge of the incident.
3. The accountability boards that are located in the cab of truck #23 and will be provided to the officer in charge or the accountability officer if one has been assigned. Single unit responses, such as first response calls, will require only the use of the yellow tag board by the officer in charge of that unit and will be attached to him/her self for the duration of that incident.
4. All members arriving at an incident will place his/her green tag in the first unit he/she contacts and will then give his/her yellow tag to the accountability officer or officer in charge.

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5. The accountability system will be handled in the same manner for mutual aid departments, although the exact configuration of their helmet tags may differ. Our departments system will be adhered to when we respond to a mutual aid call. If no accountability system is in place with the department that we have responded to then the officer in charge of our crew/s will carry out that function for our members.
  
6. An emergency roll call shall be conducted immediately when the Incident Commander is informed of the possibility that a firefighter or team is missing or trapped.
  
7. Search and rescue efforts will commence as soon as possible at the last known location of the missing personnel.

**REFERENCE:**

Worker's Compensation Board Regulations

**Also see OG#:**

**Other OGs related to this OG:** 1.04

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<b>1.04.02 - SAFETY OFFICER</b>	<b>OG# 1.04.02</b>

**PURPOSE:** To ensure a safety function is established for the health and safety of firefighters at emergency incidents.

**SCOPE:** All fire department personnel.

**POLICY:** At all incidents, the Incident Commander is responsible for the safety of fire department personnel.

The Incident Commander is the Safety Officer until such time as another individual is appointed as the Safety Officer to perform that function.

**PROCEDURE:**

1. The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.

**REFERENCE:**

BCERMS Standard – ICS 100

**Also see OG#:**

**Other OGs related to this OG:**

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<b>1.04.03 - INCIDENT REHABILITATION SECTOR</b>	<b>OG# 1.04.03</b>

**PURPOSE:** To ensure a rehabilitation sector is established for the health and safety of firefighters at emergency incidents.

**SCOPE:** All fire department personnel.

**POLICY:** A rehabilitation sector shall be established at all major incidents for monitoring and refreshing suppression personnel who have performed strenuous physical activities or where exposure effects from heat or cold exist.

**PROCEDURE:**

1. At major incidents, a rehabilitation officer shall be assigned to establish, monitor and control the rehabilitation of firefighters.
2. When available, ambulance personnel shall be assigned to this sector to assist in monitoring and evaluating staff. Criteria for evaluating members in rehab are heart rate and temperature. Critical levels for increased rehabilitation requirements are where the heart rate exceeds 110 beats per minute and/or the temperature exceeds 100.6 degrees Fahrenheit.
3. Any firefighter utilizing two air cylinders shall be required to attend rehabilitation.
4. Firefighters shall not be reassigned until liquids have been replenished and pulse and temperature rates have returned to acceptable levels.

**REFERENCE:**

BCERMS Standards – ICS 100

**Also see OG#: 1.04.01**

**Other OGs related to this OG:**

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<b>1.04.04 - OPERATION READINESS AND REHABILITATION</b>	<b>OG# 1.04.04</b>

**PURPOSE:** To establish guidelines which require each member performing emergency operations to be responsible for monitoring his/her capabilities and fatigue levels.

**SCOPE:** All fire department personnel.

**POLICY:** Each member shall be responsible for ensuring the Incident Commander is advised of any limitations or fatigue levels that may affect his/her ability to adequately perform assigned duties.

**PROCEDURE:**

1. **Monitoring:** Firefighters engaged in operations which require strenuous physical exertion should monitor their fatigue level. Fatigue lowers ones personal perception, therefore, there is an emphasis on team members and individuals to monitor each other for signs of fatigue.
2. **Treating Fatigue:** The "two air cylinder rule", or forty-five (45) minutes of strenuous work time, is recommended as an acceptable level prior to mandatory rehabilitation. The treatment for fatigue is rest and rehydration until recovery.
3. **Rest:** Rest should not be less than ten minutes and may exceed an hour as determined by the rehab officer. Criteria for evaluation members are heart rate and temperature. Heart rates in excess of 110 beats per minute and/or temperature in excess of 100.6 degrees Fahrenheit will require extended rehabilitation.
4. **Rehydration:** A critical factor in the prevention of heat stress is the maintenance of water and electrolytes. Water is the key element to hydrate firefighters. Drinks such as coffee or pop are discouraged for 'on scene' hydration as they slow absorption into the system. Members assigned to the rehab sector shall be responsible for replacing lost fluids during proceeding physical exertion at a rate of at least eight ounces for each air cylinder consumed (or equivalent work). In general, one litre of water should be consumed per hour.
5. **Nourishment:** The Fire Department shall provide nourishment at extended operations where companies are engaged for four or more hours. Nourishment should be geared towards energy replacing foods such as apples, oranges, soups and sandwiches. Fast foods should be avoided due to high fat and salt content.

**REFERENCE:**

**Also see OG#:**

**Other OGs related to this OG:** 1.04.02

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<b>1.04.05 - ELECTRICAL EMERGENCY SAFETY</b>	<b>OG# 1.04.05</b>

**PURPOSE:** To require firefighters to follow safe work practices involving electricity.

**SCOPE:** All fire department personnel.

**POLICY:** Firefighters shall not handle downed power lines whether live or not and shall use appropriate precautionary measures around any electrical equipment.

A safety perimeter of 10 meters shall be clearly identified around downed lines and other electrical hazards.

**PROCEDURE:**

1. All downed wires should be considered live. A ten meter perimeter must be established for firefighter and public safety. Damaged kiosks and other electrical vaults are treated in the same manner. Meters shall only be removed by authorized personnel. The handling of, and operations around electrical equipment shall follow procedures and practices outlined in the B.C. Hydro Electrical Safety for Firefighters.

**REFERENCE:**

Occupational Health and Safety Regulations, Workers' Compensation Board of British Columbia.  
 IFSTA Essentials of Fire Fighting Training Manual  
 Province of British Columbia First Responder Program  
 B.C. Hydro Electrical Safety for Firefighters

**Also see OG#:**

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<b>1.04.06 - RAPID INTERVENTION TEAM</b>	<b>OG# 1.04.06</b>

**PURPOSE:** To increase the overall level of safety for all firefighters who may be exposed to an immediately dangerous to life and health (IDLH) atmosphere or to other incident hazards that may require a rescue. The objective of a Rapid Intervention Team is to have a fully equipped rescue team on-site, in a ready state, to react and respond to rescue injured or trapped firefighters.

**SCOPE:** All fire department personnel.

**POLICY:** A Rapid Intervention Team (RIT) shall be established at all offensive attack structure fires and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions, or mishap.

For fire suppression activities the RIT will be established within ten (10) minutes of the entry of the initial attack team and before a second entry team is sent in.

**PROCEDURE:**

**1. INITIAL RAPID INTERVENTION**

Four (4) firefighters shall be assembled at the scene prior to conducting an offensive attack. When two (2) firefighters enter on initial attack, one (1) shall be responsible to operate the pump and perform accountability functions and the additional person must remain outside maintaining communications and prepared and equipped with PPE, SCBA, and radio to perform immediate rescue if required.

They may assist by placing themselves on the exterior of the doorway and feeding fire hose as required. A second hose line shall be deployed as soon as possible

**2. INTERIOR TEAMS**

Firefighters engaged in offensive structural firefighting operations shall operate in teams of two or more and use a buddy system within the team and maintain voice, visual or touch with one another at all times. This assists in assuring accountability within the team. Radios shall be used for communications between offensive firefighting team(s) and the Incident Commander.

**3. RIT ESTABLISHMENT**

A Rapid Intervention Team (RIT) made up of a minimum of two (2) trained firefighters shall be established and suitably equipped on the scene before sending in a second entry team within ten (10) minutes after the initial attack. The RIT will obtain a briefing from the Incident Commander.

Rapid Intervention Teams will assume a ready state, with personal protective equipment appropriate to the hazards. The RIT should have all the appropriate tools for the type of incident. (e.g. For structures, this will include a charged hose line long enough to access the furthest point, lanterns, forcible entry tools, hose straps, radios, and escape SCBA packs.)

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The designated individuals of a RIT are permitted to take on other tasks provided that they do not interfere with the responsibility to account for those individuals in the hazard area. Any task being performed by the RIT must be such that work can be abandoned without placing offensive firefighters at additional risk if rescue or assistance is needed.

The RIT shall remain in readiness until the Incident Commander declares the incident under control and there is no longer an IDLH atmosphere.

**4. RIT ACTIVATION**

Upon report of a lost, trapped, or missing firefighter, an “emergency traffic” signal shall be initiated. Command will deploy the RIT to the last reported location of the company. The RIT will be assigned a Rescue Group designation. Whenever an RIT is deployed it shall be replaced as soon as possible with a minimum of four (4) firefighters to back up crews involved in the rescue operation.

If a RIT is required to a location where the company officer or team leader is incapacitated (physically or emotionally) the RIT (Rescue Group) Leader will assume responsibilities for the area in which the emergency exists. They will coordinate all activities to maximize the rescue operation.

**REFERENCE:**

Workers’ Compensation Board Regulation

**Also see O.G. #** 1.04.08.

**Other OGs related to this OG:**

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<b>1.04.07 - EMERGENCY EVACUATION ALERT</b>	<b>OG# 1.04.07</b>

**PURPOSE:** To establish a procedure that ensures all personnel are promptly alerted when an emergency scene must be evacuated immediately.

**SCOPE:** All fire department personnel.

**POLICY:** When an Incident Commander determines that the conditions at an incident have or may soon deteriorate to the point where firefighters working within the hazard area may be in danger, an emergency evacuation order shall be issued.

Firefighters shall immediately leave the danger area and report to Personnel Accountability.

**PROCEDURE:**

1. When the Incident Commander determines that it is necessary for crews to evacuate an emergency scene the following procedure will be followed:
  - (a) The Incident Commander will broadcast a message over the radio that all crews are to evacuate the scene immediately.
  - (b) A vehicle air horn will be activated with ONE CONTINUOUS sound.
  - (c) Upon evacuation all personnel are to report to the officer that is in control of their Accountability Tags.
  - (d) When evacuation is complete the Incident Commander will conduct a role call of all personnel involved at the emergency scene.

**REFERENCE:**

**Also see OG#:** 1.04.01

**Other OGs related to this OG:**

Signature of Fire Chief: Signed copy at hall	This OG Replaces: 1.04.07
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<b>1.04.08 - INITIAL FIRE ATTACK TEAM</b>	<b>OG# 1.04.08</b>

**PURPOSE:** To establish criteria for the initial fire attack team at structure fires.

**SCOPE:** All fire department personnel.

**POLICY:** A minimum of four firefighters (including the Officer) must be assembled on the fire ground before attempting offensive suppression or rescue operations in a building or enclosed structure, which is involved in a fire situation beyond the incipient stage.

**PROCEDURE:**

1. When self-contained breathing apparatus must be used to enter a building, or similar enclosed location, the entry must be made by a team of at least two (2) firefighters. Effective voice communication must be maintained between firefighters inside and outside the enclosed location. When two (2) firefighters enter on initial attack, the third (1) shall operate the pump and perform accountability functions and the fourth (1) person must remain outside maintaining communications and be prepared and equipped with PPE, SCBA and radio to perform immediate rescue if required.
2. Where less than four firefighters are actually assembled on the fire ground, only exterior defensive firefighting operations shall be initiated until additional personnel arrive on scene. This could include establishing water supply, laying attack lines and mounting a defensive attack.
3. The second team arriving at the incident scene will establish a Rapid Intervention Team in accordance with O.G. 1.04.06. Subsequent teams may back-up the first team or be assigned according to the needs of the incident.

**REFERENCE:**

**Also see OG#:** 1.04.07

**Other OGs related to this OG:**

Signature of Fire Chief: Signed copy at hall	This OG Replaces: 1.04.08
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<b>1.04.09 - PERSONNEL RISK</b>	<b>OG# 1.04.09</b>

**PURPOSE:** To establish personnel risk guidelines for fire ground operations.

**SCOPE:** All fire department personnel.

**POLICY:** Fire Departments are committed to extending every possible effort to the saving of life and protection of property within our community.

Within the scope of this policy there shall be a balance of personnel safety and welfare in relation to the protection of life and property. **In all cases, personnel safety shall be considered ahead of property.**

**PROCEDURE:**

1. Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives. Fire conditions, stage of development, time of exposure and related effects must be considered in the extent of actions employed.
2. Activities that are routinely employed to protect or save property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
3. No risk to the safety of members shall be acceptable when there is no possibility of saving lives or property.
4. No risk to the safety of members shall be acceptable for training exercises or the rescue of pets or animals.

**REFERENCE:**

**Also see OG#:**

**Other OGs related to this OG:**

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<b>1.06 - VEHICLE RESPONSE SAFETY</b>	<b>OG# 1.06</b>

**PURPOSE:** To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

**SCOPE:** All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department vehicles.

**POLICY:** All Fire Department vehicles shall be operated in accordance with these Operational Guidelines.

**PROCEDURE:**

1. Each member will know and follow department policy, guidelines and procedures related to the use of fire department vehicles.

**REFERENCE:**

**Also see OG#** 1.06.01, 1.06.02, 1.06.03.

**Other OGs related to this OG:**

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<b>1.06.01 - WARNING DEVICES IN EMERGENCY OPERATIONS</b>	<b>OG# 1.06.01</b>

**PURPOSE:** To ensure the safe operation of Fire Department vehicles when responding to emergencies, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

**SCOPE:** All Fire Department members responding to emergency situations.

**POLICY:** The B.C. Motor Vehicle Act explicitly specifies the use of red lights and sirens on Fire Department vehicles during response to emergency situations. Emergency situations are defined as those situations where life and/or property are directly endangered. The Fire Department will utilize warning devices on emergency vehicles in accordance with these criteria.

The driver of an emergency vehicle may exceed the highway regulations provided he has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm to members of the public should those privileges not be exercised. Factors which will increase the risk of harm for the purposes of this section include: the nature, use and condition of the highway, the amount of traffic, visibility and pedestrians.

**PROCEDURE:**

1. Emergency Vehicle Warning Devices. Emergency vehicles will respond on an emergency basis only when all warning devices are in continuous operation.
2. Emergency Lights and Precautions - Response To A Traveled Thoroughfare.
  - a) Officers shall take all precautions to ensure the safety of the firefighters and citizens in the area in which fire department operations are being conducted.
  - b) Officers and vehicle operators shall ensure that, where a traveled thoroughfare is being encroached upon, the flashing emergency lights (excluding alternating headlights and oscillating "crossfire" type lights) remain in operation upon and after arrival at an emergency scene. The emergency lights shall be extinguished only after conclusion of the operation and when the need to warn traffic of the position of a halted emergency vehicle has ceased.
  - c) Officers shall erect a barricade, at the earliest possible instance by the first available person, formed by safety cones in the area in which Fire Department operations are being conducted.

These cones shall be arranged in such a fashion as to protect the workers from vehicular traffic and to give motorists adequate warning to stop their vehicles. These cones shall be removed when the need for such protection has terminated.

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- d) Officers shall ensure that, when operations are being conducted upon a traveled thoroughfare, and conditions are present that, in their judgement, may require a flag person to ensure the safety of themselves and their workers, that a person shall be designated to perform this duty.
  - e) When Fire Department vehicles respond to an emergency on a freeway, throughway, or other busy thoroughfare, they should attempt to park directly behind or ahead of cars involved in the emergency. This position will minimize the interruption of traffic flow as well as the exposure of men and apparatus to danger from collision. Avoid as much as possible the directing of lighted headlights and spotlights into flowing traffic. Revolving warning lights, tail lights, and emergency red lights should be kept in an 'on' position.
3. Headlights. Apparatus headlights will be kept in operation during all emergency responses (day and night) and while working at emergencies shall be dimmed (low beam).
  4. Air Horn. The air horn may be used in connection with the siren.

**REFERENCE:**

- Motor Vehicle Act Section 118
- Motor Vehicle Act Section 118.2(a)
- Motor Vehicle Act Regulation 4.14(2)
- Motor Vehicle Act Regulation 4.22
- Workers Compensation Board Regulation 52.06 (1, 2 and 3)

**Also see OG#** 1.06, 1.06.02, 1.06.03.

**Other OGs related to this OG:**

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<b>1.06.02 - WARNING DEVICES IN NON-EMERGENCY OPERATIONS</b>	<b>OG 1.06.02</b>

**PURPOSE:** To ensure the safe operation of Fire Department vehicles when responding to non-emergencies and conducting non-emergency business, and to ensure that Fire Department vehicles are operated in conformance with the B.C. Motor Vehicle Act.

**SCOPE:** All Fire Department members responding to non-emergency situations.

**POLICY:** All Fire Department vehicles shall be operated in accordance with this Operational Guideline when responding to non-emergency situations.

**PROCEDURE:**

1. Vehicles responding to non-emergency type incidents, such as public assists, will not use red lights and siren.
2. During station tours, pumper demonstrations, etc., red lights and sirens can be used as part of demonstrations as long as this use is determined to be safe and not confusing to adjacent motorists and citizens.
3. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
- 4) Fire Department apparatus, when involved in non-emergency business (tours, inspections, hydrant maintenance and other related activities), shall be driven and parked in accordance with the posted signage.
- 5) If, while conducting non-emergency business, it is not possible to park in compliance with posted signage, or if Fire Department vehicles encroach upon a traveled thoroughfare to the extent that they present a hazard, then, officers shall ensure that parking complies with Operational Guideline 1.06.01 - Item 2: "Emergency Lights and Precautions - Response To A Traveled Thoroughfare, a), b) and c)."

**REFERENCE:**

- Motor Vehicle Act Section 118
- Motor Vehicle Act Section 118.2(a)
- Motor Vehicle Act Regulation 4.14(2)
- Motor Vehicle Act Regulation 4.22
- Workers Compensation Board Regulation 52.06 (1, 2 and 3)

**Also see OG#** 1.06, 1.06.01, 1.06.03.

**Other OGs related to this OG:**

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<b>1.06.03 - VEHICLE RESPONSE SAFETY</b>	<b>OG 1.06.03</b>

**PURPOSE:** To ensure the safe and efficient response of personnel and apparatus during emergency and non-emergency operations.

**SCOPE:** All fire department personnel responding to emergency and non-emergency operations, and all persons being transported in fire department Vehicles.

**POLICY:** The driver of any fire department vehicle bears full responsibility for adherence to this guideline and conformance with the BC Motor Vehicle Act

**PROCEDURE:**

1. Driver Training: Only personnel who have the necessary licenses and endorsements for the apparatus being operated, as required by the BC Motor Vehicle Act, and who have successfully completed the fire department Driver Training Program, are permitted to drive department vehicles, except when under supervision of a trainer for the purpose of driver training.
2. Secure Positions: The driver of any fire department vehicle shall not move the vehicle until all passengers have signaled that they are in a secure position. All passengers being transported by fire department vehicles shall ride only in secure positions. Any new vehicles put into service after July 1, 1973 shall be equipped with safe crew accommodation within the body. Such accommodation shall comprise well constructed and properly secured seats, equipped with seat-belts, providing not less than 16 inches (41 cm) seating width for each occupant.
3. Exiting the Station: The driver shall be aware of other vehicles leaving the station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure their proper operation.
4. Warning Devices and Vehicle Lights: Warning Devices and Vehicle Lights shall be operated in conformance with Operational Guidelines 1.06.01 and 1.06.02.

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5. **Speed:** The driver shall always maintain a speed consistent with safe operation of the vehicle under prevailing conditions. If conditions permit, the maximum speed limit may be exceeded, in accordance with the B.C. Motor Vehicle Act.
  
6. **Driving in the Oncoming Traffic Lane:** Driving in the oncoming traffic lane may be dangerous and should be avoided whenever possible. If it is necessary to drive in the oncoming traffic lane, extreme caution must be exercised and a safe operating speed must be maintained.
  
7. **Intersections:** Intersections are one of the most dangerous areas to approach during an emergency response. The following precautions shall be observed by all responding vehicles:
  - a) When a responding vehicle must approach an intersection in the oncoming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.
  
  - b) When approaching a controlled intersection with a stop sign or red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.
  
  - c) The maximum allowable speed through any intersection shall be the posted speed limit.
  
8. **Passing Emergency Vehicles:** Passing other emergency vehicles can be dangerous. If passing is necessary, radio contact should be made with the driver of the other vehicle, prior to passing.
  
9. **Driver Attention:** The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or emergency warning devices. When another crew member is beside the driver, the operation of radio and emergency warning devices should be delegated to that crew member. If there is no passenger, drivers of command vehicles may operate the radio and emergency warning devices if it can be done safely.
  
10. **Reduced Response:** The first command or company officer to arrive at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required.
  
11. **Approach Safely:** When approaching an emergency scene the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, fire fighters and other emergency service personnel who may inadvertently step in front of the approaching apparatus.

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12. Backing Up: Before backing up the vehicle the driver must ensure that he/she is guided by at least one other fire fighter, when available, using recognized hand signals. This guide should be safely positioned at the rear of the vehicle in view of the driver. If a guide is not available the driver shall get out of the vehicle and check the area behind the vehicle him/her self.
  
13. Personal Vehicles: Members responding to the fire station or the incident are not provided any special privileges and must adhere to ALL regulations of the Motor Vehicle Act.

**REFERENCE:**

B.C. Motor Vehicle Act  
 Industrial Health and Safety Regulations, Workers Compensation Board of British Columbia.

**Also see OG#** 1.06, 1.06.01, 1.06.02.

**Other OGs related to this OG:**

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<b>1.07 - EQUIPMENT SAFETY &amp; MAINTENANCE</b>	<b>OG# 1.07</b>

**PURPOSE:** To ensure the safety of all personnel when using fire department equipment.

**SCOPE:** All fire department personnel.

**POLICY:** All fire department equipment shall be checked and maintained in accordance with these Operational Guidelines.

**PROCEDURE:**

1. Each member will know and follow department policy, guidelines and procedures related to equipment safety and maintenance.

**REFERENCE:**

**Also see OG#**

**Other OGs related to this OG:**

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<b>1.07.01 - SELF CONTAINED BREATHING APPARATUS</b>	<b>OG# 1.07.01</b>

**PURPOSE:** To ensure that all Self Contained Breathing Apparatus (SCBA) is properly cleaned and maintained to provide for safe operation and use.

**SCOPE:** All fire department personnel required to use or clean and maintain SCBA.

**POLICY:** All SCBA shall be cleaned and maintained in accordance with the Otter Point Volunteer Fire Department Respiratory Protection Program, and the manufacturer's guidelines.

**PROCEDURE:**

1. All SCBA must be cleaned and inspected as soon as possible, in accordance with the Fire Department Respiratory Protection Program, and the manufacturer's guidelines, after each use in emergency operations and training exercises.
2. Face masks shall be cleaned with soap and water only, as advised by the manufacturer.
3. Back packs and harnesses shall be cleaned with soap and water as advised by the manufacturer.
4. Records of each use, cleaning and inspection must be kept in accordance with the Otter Point Volunteer Fire Department Respiratory Protection Program.

**REFERENCE:**

Otter Point Volunteer Fire Department Safety and Health Program  
 Otter Point Volunteer Fire Department Respiratory Protection Program  
 IFSTA Essentials of Fire Fighting Training Manual  
 Workers' Compensation Board Safety and Health Regulations  
 NFPA 1981  
 SCOTT 2.2 Repair and Maintenance Manual

**Also see OG#** 1.01, 1.02, 1.03.01, 2.07

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<b>1.07.02 - HYDRANTS - SAFETY &amp; MAINTENANCE</b>	<b>OG# 1.07.02</b>

**PURPOSE:** The inspection, testing and maintenance of fire hydrants is required to ensure adequate water delivery during the suppression of fires.

**SCOPE:** All department personnel involved in the inspection and maintenance of fire hydrants.

**POLICY:** In the water supply system, the major emphasis is placed upon the ability to deliver adequate water to control major fires throughout the community on a reliable basis via suitable hydrants. Hydrants shall be maintained in conformance with the B.C. Fire Code.

**PROCEDURE:**

1. The regular inspection and maintenance of fire hydrants, in the Otter Point Fire District, is the responsibility of the Kemp Lake Water Works District.
2. As a courtesy to the water district, for their use, the Fire Department paints the hydrants as needed and keeps them clear of obstructions.
3. It is the responsibility of the Fire Department to inform the Water District, as soon as possible after any use of a hydrant or standpipe, and of any damage, malfunction, or any other reason affecting the possible performance of a hydrant when noticed.
4. The Fire Department is responsible for any flow testing that it may require, and shall inform the Water Board of any concerns regarding the findings of such flow tests.

**REFERENCE:**

Fire Underwriters Survey  
Water Supply for Public Fire Protection  
N.F.P.A. 291 Hydrant Testing & Marking  
B.C. Fire Code - Subsection 6.6.4

**Also see OG# 2.06.01**

**Other OGs related to this OG:**

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