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4.01 - OFFICE OF THE FIRE COMMISSIONER	OG# 4.01

PURPOSE: To establish a procedure for notifying and/or contacting the Office of the Fire Commissioner for assistance.

SCOPE: Applies to the Officer in Charge, Incident Commander, Local Assistant to the Fire Commissioner or Investigating Officer of any incident.

POLICY: The Office of the Fire Commissioner shall be notified and/or contacted for assistance in the following circumstances:

- fire death(s), serious injury or suspicious fire;
- fires of unusual circumstance or large dollar loss;
- to report unsafe premises with respect to fire safety;
- in the event of a potential building or area evacuation.

PROCEDURE:

1. During normal office hours, depending upon the nature of the incident, it is the responsibility of the Office in Charge, Incident Commander, Local Assistant to the Fire Commissioner or the Investigating Officer to contact the Regional Office of the Fire Commissioner.

2. After hours notification and/or assistance calls shall be made to 1-800-663-3456.

REFERENCE:

Fire Services Act - Section 13
 Fire Services Act - Section 25

Also see OG#

Other OGs related to this OG:

Signature of Fire Chief: Signed copy at hall	This OG Replaces:
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4.06 - MINISTRY OF FOREST	OG# 4.06

PURPOSE: To establish procedures for notifying/contacting Ministry of Forests for assistance.

SCOPE: All fire department and dispatch personnel.

POLICY: All inter-action between the department and the Ministry of Forests shall be in accordance with these Operational Guidelines.

PROCEDURE:

1. Each member will know and follow department policy, guidelines and procedures related to the interaction between the department and the Ministry of Forests.

REFERENCE:

Also see OG#:

Other OGs related to this OG:

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4.06.01 - WILDLAND FIRE REPORTING PROCEDURE	OG# 4.06.01

PURPOSE: To establish notification procedures with the Ministry of Forests for wild land fires.

SCOPE: All fire department and dispatch personnel.

POLICY: The Ministry of Forests shall be notified of all wildland fires occurring in the Fire Protection District.

PROCEDURE:

1. Wildland fires occurring **INSIDE** fire department boundaries.
 - a) Where Forest Service assistance is required the following procedures should be followed:
 - The Incident Commander shall advise dispatch immediately.
 - Dispatch will contact the Forestry Control Officer at the Coastal Fire Base in Errington.
 - The Fire Control Officer, in consultation with Dispatch, will then determine what resources they will provide to us. The Fire Control Officer may also, based on the information provided and the predicted fire behaviour, send more resources than requested.
 - Dispatch will keep the Incident Commander apprised.
 - b) Where Forest Service assistance is not required the following procedures should be followed:
 - The Dispatch Centre will advise the Coastal Fire Centre and give them the number of, the location of, and the ranking of the wildland fires.
 - The Forest Service would like to be informed of any wildland fires that have occurred in protection boundaries. They need this information for statistical purposes and for identifying areas with a high incidence of wildland fires.

2. Wildland fires occurring **OUTSIDE** fire department boundaries.
 When a department responds on these fires it is considered that the department is responding / acting on behalf of the B.C. Forest Service.

REFERENCE:

Also see OG#: 4.06.02

Other OGs related to this OG:

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4.06.02 - FOREST FIRE - OPERATIONS	OG# 4.06.02

PURPOSE: To establish procedures for inter-agency operations at bush/forest fire incidents.

SCOPE: All suppression and dispatch personnel.

POLICY: Otter Point Volunteer Fire Department and Ministry of Forests fire suppression personnel shall work cooperatively with the mutual goal of controlling and extinguishing forest fires. Incident Command procedures will be utilized for inter-agency command and control.

PROCEDURE:

1. Ministry of Forests fire suppression personnel shall attend and work with Otter Point Volunteer Fire Department Incident Commander at all major forest fires.
2. The Ministry of Forests Fire Boss shall provide direction to the overall operation.
3. The Fire Department Incident Commander shall determine what fire department resources can be committed to the incident and shall be responsible for the specific operation of these resources.
4. The Fire Commissioners radio frequency shall be utilized for inter-agency communications by the Commanders. It shall not be used for operational communications.

REFERENCE:

Also see OG#: 4.06.01

Other OGs related to this OG:

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4.10 - MEDIA	OG# 4.10

PURPOSE: To provide for an avenue of communication between the Otter Point Volunteer Fire Department and all Media sources.

SCOPE: All fire department members and media personnel.

POLICY: General information regarding non-emergency related fire department operations or activities shall be coordinated and released by the Office of the Fire Chief.

All information regarding emergency related fire department operations or activities shall be coordinated and released by the Fire Chief or Incident Commander.

PROCEDURE:

1. Fire Department personnel, other than the Fire Chief or Deputy Chief in non-emergency situations, or the Fire Chief/Incident commander in emergency related situations, will transfer any media request for information to the appropriate individual.

REFERENCE:

Also see OG#

Other OGs related to this OG:

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